## **OEVC Single Point Lesson**



## Banking Information Change Online – ww.lifeatford.com

	STEP 1:	You can access <u>www.lifeatford.com</u> to update your personal banking information for direct deposit account. Employees can access <u>www.lifeatford.com</u> through the OEVC Care site link, and need to log into <u>www.lifeatford.com</u> using their CDSID and password (Set up information
Q. Search Life@Ford Search		and password (Set up information
APPS EXERTIS WI LEAVE BULE OVAL NOW COVID-19 BULE OVAL NOW MY WORKPLACE MY WORK	STEP 2:	Select the icon "My Pay." This will open up to several links. Select "Paystubs Online (Dayforce) SSO."
Solution Home		
Home > My Pay MY PAY Applications / Forms		This will open a new window that will provide access to your paystubs under the "Earnings" tab.
How to access Dayforce (website/mobile) 🗗 > How to update your direct deposit form (Dayforce) 🖾 >	STEP 3:	To change your banking information
How to update your Federal (TDI) and Provincial tax forms (Dayforce)		(direct deposit), select the "Forms"
Paystub Unline (Uaytorce)		icon.
Calendar Earnings		Check off the currently listed direct deposit information and click "Remove." Once your old banking
	SIEP 4:	information is gone, click "Add."
Actions Events Earnings Bookmarks		Ensure all information is correct
📥 Add 🗙 Remove 🔺 Move Un 💙 Move Down		your banking information as
Priority Branch Number* Financial Institution	STEP 5:	instructed and select "SAVE." This will
		need to be done by Monday mornings
		at noon, so that there are no gaps in

your pay resulting in a live cheque.