

Tips to enrolling on dayforcehcm.com



1 Login to Dayforce

- Go to dayforcehcm.com from your desktop or tablet
- Enter **BEKCO**, your user name (Employee ID) and password
- Click **Benefits** then **Start Enrollment**
- Review the **Welcome** screen then click **Next**


Currently, you cannot enroll on the Dayforce mobile app

2 Review & update your dependents and beneficiaries

- Click **View/Edit** to change or remove dependents and beneficiaries
- Click **+** to add a dependent
- Click **Next** to start enrolling

FORGOT YOUR PASSWORD? No problem. Send an email to servicedesk@benekeith.com and you'll receive a link to reset your password.

3 Choose (or waive) coverage in each benefit

- Look for a green checkmark  next to your current coverage (if any)
- Certify whether you are a tobacco user or have a working spouse
- If prompted, go back and select any benefits you missed

4 Submit and Print your enrollment

- Click **Save Draft** if you aren't ready to finalize your choices
FYI – you can go back and make changes before the end of enrollment by logging in and selecting **Restart**
- Finished? Click **Submit Enrollment** then **Print** a copy



You can view your current and 2021 choices on dayforcehcm.com anytime