HOW TO ENROLL

All your benefits will be elected and listed in the Dayforce portal where you will be able to access them at any time. If you are a new hire or newly benefit eligible employee, please follow the below steps and register first. It might take 5 to 7 business days for Dayforce to receive your information. To ensure there are no delays, ensure you complete and submit your onboarding information in Workday timely. The Dayforce portal will send an automated email once your information is loaded with the link to the site. If you are having issues registering, please feel free to reach out to the CA Times Benefits team or contact Human Resources at 213-237-2165 (8:00 AM to 5:00 PM PT, Monday through Friday). You must complete online enrollment whether electing or waiving coverage. If you do not complete your initial enrollment, you must wait until you experience a qualified life event or open enrollment to enroll at a later date.

Step 1
Go to: https://sso.dayforcehcm.com/nantmedia or download the **Dayforce App** to make your elections.

Step 2
Click on REGISTER

Step 3
Enter your
  First, Last Name
  Date of Birth
  Social Security Number
  — CLICK NEXT WHEN FINISHED –

Step 4
Add a new User ID
(personal email address, for example)

Step 5
Create a new password with at least eight characters with alpha and non-alpha:
  ➢ One letter
  ➢ One number
  ➢ One symbol (i.e., * & + # $).

Step 6
Set a security question and answer (at least six characters), in case you forget your password.
— CLICK NEXT WHEN FINISHED —

Step 7
Read the terms of service agreement. To continue enrolling, click I AGREE at the bottom of the page.

NOTE: You only register once. Return and log in with your user ID and password. Follow the prompts to enroll in your benefits. You will receive a confirmation number when your enrollment has been successfully submitted.

Don't forget to print your confirmation

Questions? Call Human Resources at **213-237-2165**

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