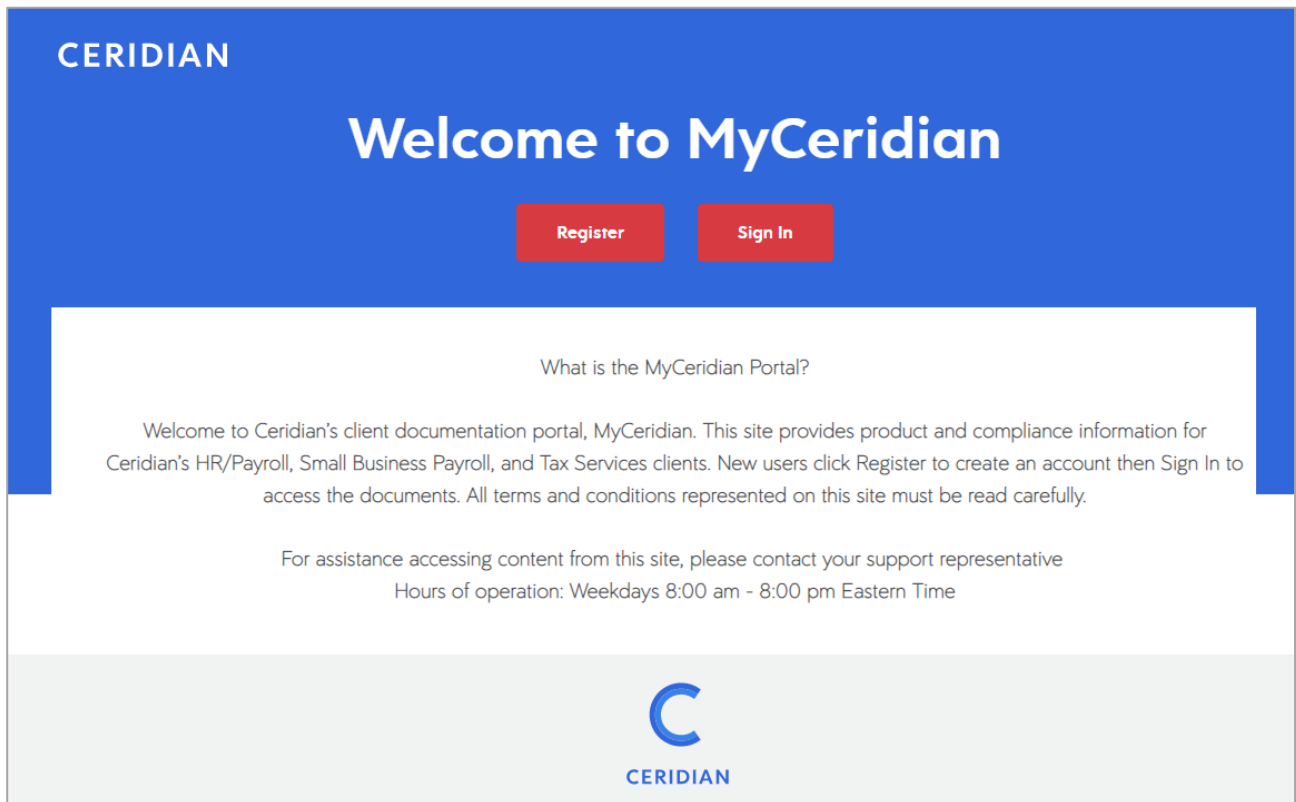


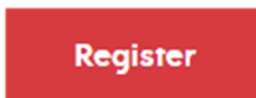
Welcome to MyCeridian - MyCeridian Portal

First time access requires each user to Register an account with [MyCeridian Portal](#).

1. From your browser, log into [MyCeridian](#) (<https://www.myceridian.com/>)



2. Click



Welcome to MyCeridian - MyCeridian Portal

3. Complete all fields: First/Last Name, Email, Password, Password Confirmation, Company Name. Click to confirm terms of use and privacy policy.

CERIDIAN

Register

In order to access Ceridian product documents, please register and enter your company name.

First Name

Last Name

Email


Password
Must contain a minimum of 8 characters, 1 Uppercase, 1 Number and 1 special character

Password Confirmation

Company Name

I have read and agree to the [terms of use](#) and [privacy policy](#)

Register


CERIDIAN

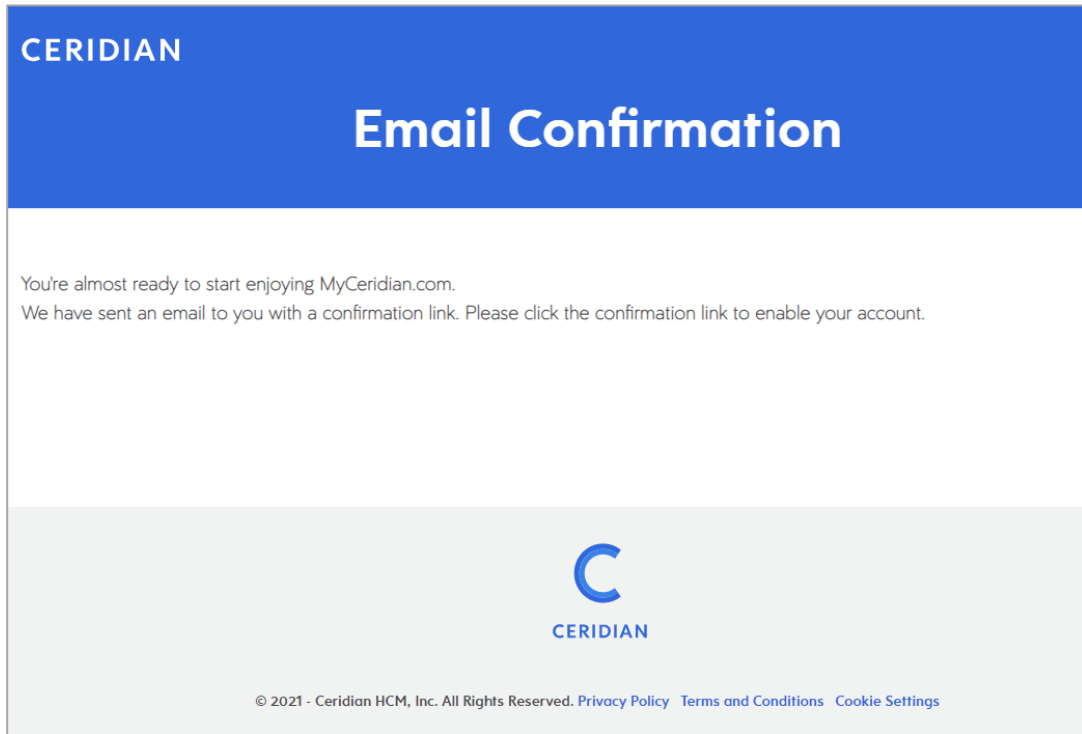
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4. Click

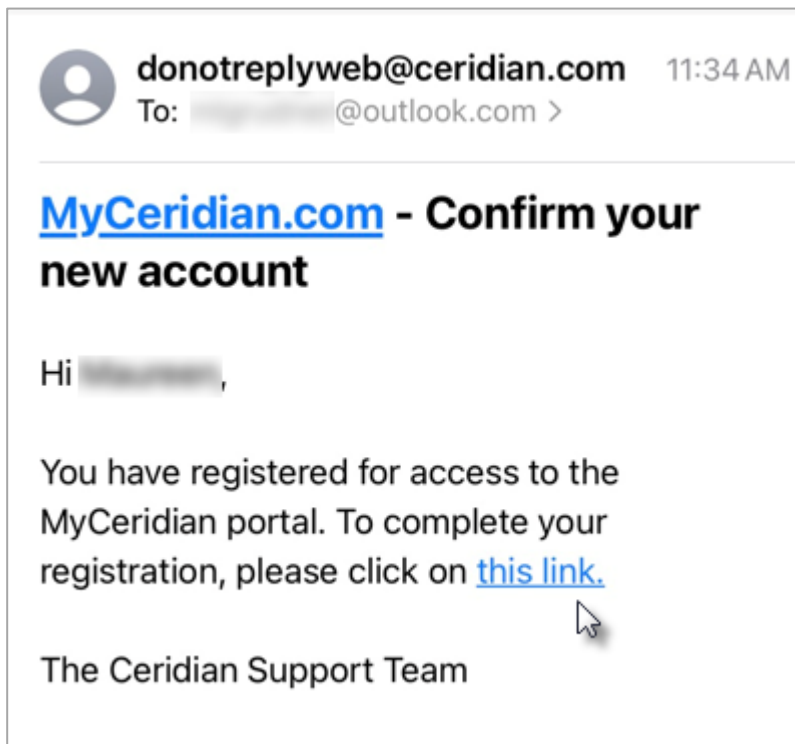
Register

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5. Log in to your email



6. Click the link in the confirmation email to confirm account:



7. Once confirmed, from the [MyCeridian Portal](#) main page **Sign In** to your account

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MyCeridian – Sign In

After registering for MyCeridian Portal, users can sign in and access Ceridian Insync videos and Training Guide.

1. Enter Email and Password, **Click**

Sign In

CERIDIAN

Login

New to MyCeridian?
It only takes a moment to register.

[Register](#)

Email
[Redacted]@outlook.com

Password
.....

[Sign In](#)

[Forgot Password?](#)

C
CERIDIAN

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2. Navigate to Ceridian Insync in the left column of the screen.
3. Select Ceridian Insync:
 - 8 topic specific videos of varying length are listed (length of time displays when started). Each can be started/stopped, viewed as often as needed at no charge.
 - The Payroll Processing Training Guide PDF is downloadable to accompany the videos.
 - Click the **Link** for each Video to launch it.

The screenshot shows the MyCeridian portal interface. At the top, the 'CERIDIAN' logo is on the left, and the user's email address '@outlook.com' is on the right. The main heading is 'Ceridian Insync'. On the left, a sidebar lists various services: Year End, ACA (HIPs), Identity and Access Management (IAM), Data as a Service (DoaS), My Records, Ceridian Tax, HR/Payroll (Freedom), Payroll System (Signature), HR/Payroll Web (HPW), Ceridian Self-Service, and Trial Payroll. The 'Ceridian Insync' option is highlighted with a blue bar. The main content area is a table listing 8 items, each with a title, a 'Posted on 2022-01-24' date, and a 'Link' or 'Download' button.

Item	Posted on	Action
Ceridian Insync Payroll Processing Training Guide	2022-01-24	Download
Video 1 - Introduction to Ceridian Insync	2022-01-24	Link
Video 2 - Setup Insync Transaction (Pay) Files	2022-01-24	Link
Video 3 - Hire New Employee	2022-01-24	Link
Video 4 - Employee Changes	2022-01-24	Link
Video 5 - Garnishee/ROE/Create Open Batches	2022-01-24	Link
Video 6 - Enter Payroll Data	2022-01-24	Link
Video 7 - Audit/Balance Prepare Payroll Data	2022-01-24	Link
Video 8 - Send Payroll File, Receive and View Register	2022-01-24	Link

4. To Log out of your MyCeridian Account, from the email address drop down in the top right corner select Logout:

