

How to Guide

Updating Your Expression of Wish Form in





Please note: Some forms will ask for a Pop-up to be allowed - watch out for the prompt and allow Pop-ups for Dayforce. If you miss this message you can go into your browser settings and allow Pop-ups for Dayforce.

Edge:

- Click on the three dots at the top right of the screen ...
- Select **"Settings"**
- Click on **"Cookies and site permissions"**
- Scroll down to **"Pop-ups and redirects"** and select
- Click **"Add"** beside **"Allow"** and add the web address for Dayforce and click **"Add"**

Chrome:

- Click on the three dots at the top right of the screen :
- Select **"Settings"**
- Click on **"Privacy and security"**
- Scroll down and click on **"Site Settings"**
- Scroll down to **"Pop-ups and redirects"** and select
- Click **"Add"** beside **"Allowed to send pop-ups and use redirects"** and add the web address for Dayforce and click **"Add"**

1 From your Dayforce **"Hub"** you can update, or add new **"Expression of Wish"** nominations in Dayforce.

Simply click on **"Forms"** to start.

Hello, Graham

Favourites Edit

- Profile
- Time Away List
- Attendance (Year at a Glance)
- Earnings
- Forms**
- Employee Timesheet

Earnings View Pay Details

Last Pay: Show

Next pay: in Day

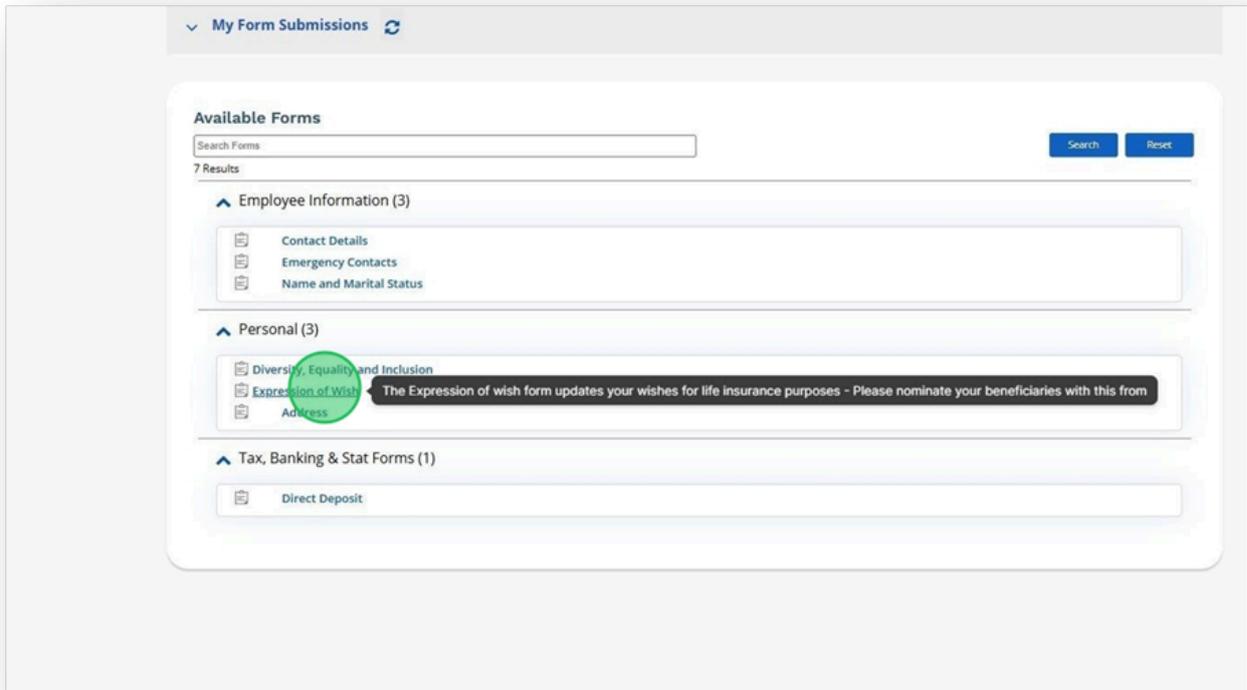
Balances Balance Summaries Request New Time Off

Volunteer Day	Annual Leave	Annual Leave - Prior
2.00	232.25	0.00
Days	Hours	Hours

Balances reflect your currently available time, and may not include pending adjustments.

2

Click "**Expression of Wish**" to open a new window.



3

This will bring you to the form where you can start adding in all the details.

The screenshot shows the "Expression of Wish" form for Employee: Graham 000002 (Status: Active, Employee Number: 000002). The form title is "Expression of Wish Form" and includes the text: "To the Trustees, In the event of my death I would like any benefit under the Scheme to which the discretionary provisions apply to be paid to:-".

The form contains three beneficiary sections:

- Beneficiary 1**: Full Name, Address, Postcode, Relationship, Proportion of Benefit %.
- Beneficiary 2**: Full Name, Address, Postcode, Relationship, Proportion of Benefit %.
- Beneficiary 3**: Full Name, Address.

A green circle highlights the "Full Name" input field for Beneficiary 1.

- 4** The "**Proportion of Benefit %**" must add to 100% across all beneficiaries. In the below example you can see there are two beneficiaries and as we have allocated 75% to Beneficiary 1 we have entered "25" in this field for Beneficiary 2 (**Note:** the system does not accept the % symbol when entering the information).

Expression of Wish Form

To the Trustees.
In the event of my death I would like any benefit under the Scheme to which the discretionary provisions apply to be paid to:-

Beneficiary 1	
Full Name	Wish One
Address	1 Main Street
Postcode	AB1 2CD
Relationship	Partner
Proportion of Benefit %	75

Beneficiary 2	
Full Name	Wish Two
Address	1 Main Street
Postcode	AB1 2CD
Relationship	Child
Proportion of Benefit %	25

Beneficiary 3	
Full Name	
Address	
Postcode	

- 5** You can now save as a draft, or print the form at this stage.

Remember to return and "Sign and Submit" to make sure your form is recorded.

Acknowledgement

I understand that the above indication of my wishes will be used only as a guide to the Trustees when they exercise their discretion under the governing documents of the Scheme.

Date*

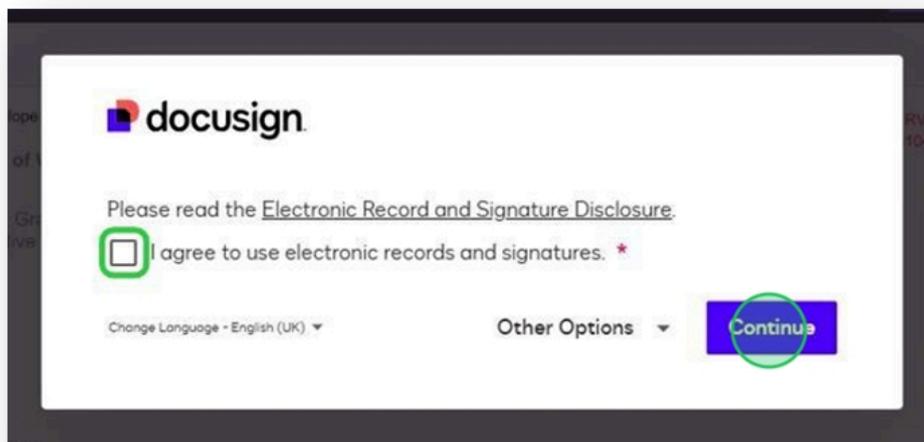
Member Name

6 Once complete, you can now click on the **"Sign and Submit"** button.

Note: This will be where a Pop-up will be requested - see the note before Step 1 if you miss the prompt.

You will then get a message to **"Complete your E-Signature"**. This will open in another tab with a DocuSign prompt, and may take a few seconds to load.

Tick the agreement box and then select **"Continue"**.



7 You will then see your details on the DocuSign form. Check that these are correct and then scroll to the bottom of the page.

Read the "**Acknowledgement**" statement and then click on "**Sign**".

Review and sign document(s) | DocuSign - Work - Microsoft Edge
https://demo.docusign.net/Signing/?inSession=1&ti=067a58bff9fb4aebaaff7f50e2208579

Review and complete Next

DocuSign Envelope ID: 4F5EEDE7-67A1-4EC6-9119-33ED69A36F08
Expression of Wish Form

Employee, Graham 000002
Status: Active Employee Number: 000002

**DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com**

Expression of Wish Form

To the Trustees,

In the event of my death I would like any benefit under the Scheme to which the discretionary provisions apply to be paid to:-

Beneficiary 1

Full Name	Wish One
Address	1 Main Street
Postcode	AB1 2CD
Relationship	Partner
Proportion of Benefit %	75

Acknowledgement

I understand that the above indication of my wishes will be used only as a guide to the Trustees when they exercise their discretion under the governing documents of the Scheme.

Date

Required - Sign Here

8 Another Pop-up will appear asking you to select a signature and then click on "Adopt and Sign". Then click "Finish" to submit.

Review and sign document(s) | DocuSign - Work - Microsoft Edge
https://demo.docuSign.net/Signing/?inSession=1&ti=067a58bf9fb4aebaaff7f50e2208579

Review and complete Next

Adopt Your Signature

Confirm your name, initials and signature.

Full Name * Initials *

OR SELECT A SIGNATURE DRAW UPLOAD

- Signed by: *Employee, Graham 000002* [DS EG] C1AC8C7EE4D94...
- Signed by: *Employee, Graham 000002* [DS EG] C1AC8C7EE4D94...
- Signed by: *Employee, Graham 000002* [DS EG] C1AC8C7EE4D94...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign Cancel

Review and sign document(s) | DocuSign - Work - Microsoft Edge
https://demo.docuSign.net/Signing/?inSession=1&ti=067a58bf9fb4aebaaff7f50e2208579

Review and complete Finish

Acknowledgement

I understand that the above indication of my wishes will be used only as a guide to the Trustees when they exercise their discretion under the governing documents of the Scheme.

Date

Required - Signature Applied

Signed by: *Employee, Graham 000002* [DS EG] C1AC8C7EE4D9474

Ready to finish?
You've completed the required fields. Review your work, then select Finish.

Finish

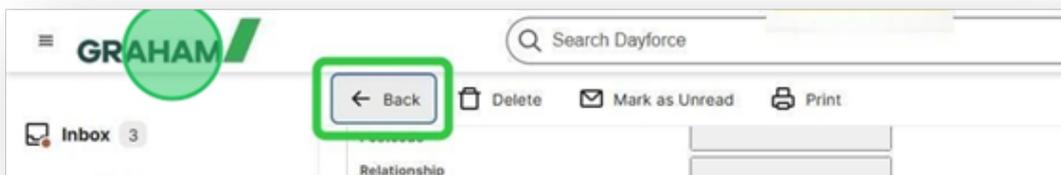
9 You will return to your **"Forms"** page, and you can click on the GRAHAM logo to view your Dayforce **"Hub"**.

You will receive a message in your **"Message Centre"**. Simply click the envelope icon to view. The message will inform you that the **"The Expression of Wish transaction was saved"**. Click on the message to see the details, the dates when it was updated, and view or print the form.

The screenshot shows the GRAHAM Dayforce interface. The top navigation bar includes the GRAHAM logo, a search bar, and user initials 'EG'. The left sidebar contains navigation options: Inbox (3), Messages, Reports, Notifications (3), Actions, Drafts, Sent, and Trash. The main content area displays a form for 'The Expression of Wish' transaction. The form includes fields for Postcode, Relationship, Proportion of Benefit %, Beneficiary 6 (Full Name, Address, Postcode, Relationship, Proportion of Benefit %), Acknowledgement (Date*, Member Name), and a Response section. A 'Benefit History (1)' table is visible at the bottom. A green circle highlights the 'View Signed Document' and 'Print Form' buttons.

Response Time	User Name	Response	Response Comment
24/02/2025, 10:10	Employee, Graham 000002	Form Submitted	

10 Then click on **"Back"** to return to your messages, or on the GRAHAM logo to return to your Dayforce **"Hub"**.



You have now successfully updated your Expression of Wish nominations in Dayforce

If you have any questions please contact your HR team