Guide 1 - First-Time Registration Procedure for Hourly Employees using the Ford "Account Management" site from the Internet



English •

Welcome to Ford Motor Company's external "Account Management" site (*O*)FordOnline Password management from the internet is now available, using the Ford "Account FORD NEWS & CLIPSHEET TOOLS RESOURCES & ORGANIZATIONS HR ONLINE FORD A-Z INDEX VIRTUAL TOUR Management" site to manage password changes and resets. This will enable you to reset your @Ford Online > B2B > Hourly Employee Site Ford password for access to Paystub Online, etc. Hourly Employee Sites Ford/EEOC Endowed Scholarship Program Below are steps to register for the first time with an existing, valid password* at the Ford Outlook Web Access "Account Management" site from the Internet (i.e., outside the Ford network): Rouge Powerhouse Memorial Scholarshi Ford Socia To access the "Account Management" site from the Internet, go to the @Ford Online Ford Account Mana web site at at.ford.com. From the "Inside Ford" tab drop-down menu, select "U.S. Ford Password Management (P-Synch) UAW -Ford National Programs Ce Employees", then select "Hourly Employee Sites" link. Click link for "Ford Account HAW International Unio Management" (see Figure 1). This will launch the "Account Management" site login screen (see Figure 2). Please proceed to Step 3. Our Plan ews to Kno U.S. Empl Figure 1 Enter the Ford "Account Management" site URL into a browser: account.ford.com. This will launch the "Account Management" site login screen (see Figure 2). Please proceed ACCOUNT MANAGEMENT to Step 3. Enter your Username and Password Click the blue "Sign in at Ford" button (see Figure 2). This will prompt the "Secure Web Username Logon" screen. Password orgot your Password The password you use to access Paystub Online must be reset every 90 days. This is a corporate requirement for all employees using any application(s) housed within the Ford Intranet. If your password is presently expired you will need to first contact the Help Desk at 1-888-317-4957 in order to get your password reset. If you have previously registered with P-Synch you may also reset your password by going to www.changepassword.ford.com through the Ford intranet from a kiosk or computer inside a Ford location. Once your password has been reset you will be able to then register with the Ford "Account Management" site from the *internet*. Figure 2

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*Notes:

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4) On the "Secure Web Logon" screen (see Figure 3), enter your Ford "User name"* and current, valid "Password" and click the "Sign In" button. (*Ford User name is your Ford CDSID; if you do not know/have a CDSID please talk to your supervisor or Labor Relations representative. Please see page 1 if your password is expired.) This will prompt the "Employee Self Registration" screen.	Sign In Example: CDSID Password: Sign In Sign In Sign In Sign In Sign In Sign In
	WARNING! THIS IS A PRIVATE COMPUTER SYSTEM. USAGE MAY BE MONITORED AND UNAUTHORIZED ACCESS OR USE MAY RESULT IN CRIMINAL OR CIVIL PROSECUTION. Except for some privacy rights granted by applicable law, by signing on to the system you acknowledge: You do not have any expectation of privacy in your use of the system. You are familiar with, understand, accept, and will comply with the provisions of Company Directive B-109.
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 On the "Employee Self Registration"*** screen (see Figure 4), you will have three actions: 	FIGURE S
 5) On the "Employee Self Registration"*** screen (see Figure 4), you will have three actions: In the "Personal Information" section, click the "Email Address" field and update with personal email address, such as Yahoo, Gmail, etc., that will be used for password notifications. 	ACCOUNT MANAGEMENT Employee Self Registration * Required information Account Information Account Information Account Information Account Information Account Information Account Information
 5) On the "Employee Self Registration"*** screen (see Figure 4), you will have three actions: a. In the "Personal Information" section, click the "Email Address" field and update with personal email address, such as Yahoo, Gmail, etc., that will be used for password notifications. b. In the "Updated Information" section, enter a new Ford password in the "Password" field and re-enter this password in the "Password Confirm" field. This will change your Ford login password going forward. Note: passwords must be at least 8 characters, upper and lowercase letters, numbers and 	Engline S ACCOUNT MANAGEMENT Employee Self Registration * Required information Personal Information Vuenname UAWTEST Name Test, UAW Email Address Email 2 PERSONAL Solution Soluti
 5) On the "Employee Self Registration" *** screen (see Figure 4), you will have three actions: a. In the "Personal Information" section, click the "Email Address" field and update with personal email address, such as Yahoo, Gmail, etc., that will be used for password notifications. b. In the "Updated Information" section, enter a new Ford password in the "Password" field and re-enter this password in the "Password Confirm" field. This will change your Ford login password going forward. Note: passwords must be at least 8 characters, upper and lowercase letters, numbers and symbols (~!@#\$%^& ?+:-). c. In the "Security Information" section, select at least five unique security questions and provide a unique response to each question. Note, each answer must be at least five characters long. These questions and answers will be used 	Exponent Exponent information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal information Personal
 5) On the "Employee Self Registration" *** screen (see Figure 4), you will have three actions: a. In the "Personal Information" section, click the "Email Address" field and update with personal email address, such as Yahoo, Gmail, etc., that will be used for password notifications. b. In the "Updated Information" section, enter a new Ford password in the "Password" field and re-enter this password in the "Password Confirm" field. This will change your Ford login password going forward. Note: passwords must be at least 8 characters, upper and lowercase letters, numbers and symbols (~!@#\$%^& *?+:-). c. In the "Security Information" section, select at least five unique security questions and provide a unique response to each question. Note, each answer must be at least five characters long. These questions and answers will be used to authenticate your identity if you forget your password. 	Figure S ECCUNT MANAGEMENT Employee Self Registration * Required information * UNATEST * Required information * UPDATED INFORMATION * Resuscid * SECURITY INFORMATION * SCURITY INFORMATION * SCURITY INFORMATION * Scurity INFORMATION * These select a question * Pressented captor

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6) Click the "Create Profile" button once Step # 5 is completed (<i>see Figure 5)</i> .	In what city did you meet your spouse/significant other? dearborn what school did you attend for sixth grade? what school did you attend for sixth grade? school + Add more security questions Cancel Create Profile
	© 2014 Ford Motor Company. All rights reserved.
7) You will see a successful update message (see Figure 6) and you will receive an email notification of approved self registration. To view your account, click the "Self-Service Portal" link.	
Now that you've successfully set up your account, the "Self Service Portal" is the place where you will go to change/reset your password, update your email address or update your security questions.	The user has been added!
(Note, if the "Create Profile" button is not blue, then you must fix the error(s) highlighted in red in order to continue.)	
	Figure 6
Important Note : You must log off your computer and then log back in with your new password.	
In addition, RACF passwords will not be updated as part of registration (guide 1) or as part of password change/reset (guide 2).	



Welcome to Ford Motor Company's external password management site

Password management from the Internet is now available, using the Ford "Account Management" site to manage password changes and resets. This will enable you to reset your Ford password for access to Paystub Online, etc. **This guide is only applicable if you have completed the instructions called "Guide 1- First-Time Registration Procedure for Hourly Employees using the Ford "Account Management" site from the Internet".**

Below are steps for Password Change (if you know your current password) using the Ford "Account Management" site from the Internet:

 To access the "Account Management" site from the Internet, go to the @Ford Online web site at <u>http://www.at.ford.com</u>. From the "Inside Ford" tab dropdown menu, select "U.S. Employees", then select "Hourly Employee Sites" link. Click link for "Ford Account Management" (*see Figure 1*). Please proceed to Step 3.

Or

- Enter Ford "Account Management" site URL in browser: <u>account.ford.com</u>. This will launch the "Account Management" site login screen (*see Figure 2*). Please proceed to Step 3.
- 3) Click the blue "Sign in at Ford" button (*see Figure 2*). This will prompt the "Secure Web Logon" screen

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4)	On the "Secure Web Logon" screen (<i>see Figure 3</i>), enter your Ford "User name"* and "Password" and click the "Sign In" button. (*Ford User name is your Ford CDSID; if you do not know/have a CDSID please talk to your supervisor or Labor Relations representative.) This will prompt the "Profile Information" screen.	Sign In Example: CDSID Secure Web Logon Type your user name and password. User name: Sign In Example: CDSID Password: Sign In VARNING! THIS IS A PRIVATE COMPUTER SYSTEM. USAGE MAY BE MONTORED AND UNAUTHORIZED ACCESS OR USE
5)	In the "Account Information section", click on the "Change Password" link (<i>see Figure 4</i>). This will prompt the "Change Password" form.	MAY RESULT IN CRIMINAL OR CIVIL PROSECUTION. Except for some privace have any expectation of privacy in your use of the system. You are familiar with, understand, accept, and will comply with the provisions of Company Directive B-109. Figure 3 ACCOUNT MANAGEMENT Mediane Market Mark
		Account Information Name Test, UAW UAWTEST Password Change Password Gibbal ID 92013120915358 GPID Cancel Submit
		Figure 4



6) In the "Change Password" form, enter the current password in the "Current Password" field. Enter a new password in the "New Password" field and reenter this password in the "New Password Confirm" field (*see Figure 5*). (Note: password must have at least 8 characters, upper and lowercase letters, numbers and symbols (~!@#\$%^&*?+:-)

- 7) Click "Submit" button (*see Figure 6*). This will change your Ford login password going forward.
- 8) You will see a successful update message (see Figure 7).

Important Note: You must log off your computer and then log back in with your new password.

In addition, RACF passwords will not be updated as part of registration (guide 1) or as part of password change/reset (guide 2).



Figure 5



Figure 6

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Figure 7			



Below are steps for Password Reset (if you do NOT know your current password) to the Ford "Account Management" site from the <u>Inter</u> net:	REDE FORD NEWS & CLIPSHEET TOOLS RESOURCES & ORGANIZATIONS IN CORLINE FORD A 2 MORE VIRTUAL TOUR General Contine > 228 > Hourly Employee Sites Hourly Employee Sites
 To access the "Account Management" site from the Internet, go to the @Ford Online web site at <u>http://www.at.ford.com</u>. From the "Inside Ford" tab drop- down menu, select "U.S. Employees", then select "Hourly Employee Sites" link. Click link for "Ford Account Management" (<i>see Figure 1</i>). 	FeddTGCE Endowed Scholarship Program Outlook Web Access Rouge Powerhouse Memorial Scholarship End Social Fed Access Memorial Scholarship End Access Memorial Scholarship UW Fed National Program Center UW International Union
Or	Instant Ford None & Cliphonet Tools Resources & Cliphonet Advart Ford Cliphonet Job Print Head Strate Advart Ford Pollutations Learning & Strate Sprawer Head Strate Value None to None Frequently Undef Form Heider & Learning & Strategies Values None to None Frequently Undef Form Learning & Strategies Volders Advart Note Digital Work Expedia Volders Pollotation Learning & Strategies Learning & Strategies The Ford Store media. ford.com Events Calendar Countries & Organizations quart.text.com/DED/Prigne/Tet-Ford Social Submit an Innovative Mea U.S. Retirees
 Enter Ford "Account Management" site URL in browser: <u>account.ford.com</u>. This will launch the "Account Management" site login screen (<i>see Figure 2</i>). 	<image/> <text><image/></text>
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	Figure 2







6) Once the security questions have been answered correctly, you will be prompted to choose a new Ford password in the "Updated Information" section (<i>see Figure 5</i>). Enter a new password in the "Password" field and re-enter this password in the "Password Confirm" field. Click the "Reset Password" button to set your new password. This will change your Ford login password going forward. (Note: password must have at least 8 characters, upper and lowercase letters, numbers and symbols (~!@#\$%^&*?+:-).	3 UPDATED INFORMATION UPDATED INFORMATION Password* Password Confirm* Cancer Reset Password
7) You will see a successful reset message (see Figure 6) and you will receive an email notification that your password has been reset. To view your account, click the "Self- Service Portal" link and log in using your Ford Username and your new password.	Figure 5 Interpretation of the second part of the second par
Important Note: You must log off your computer and then log back in with your new password. In addition, RACF passwords will not be updated as part of registration (guide 1) or as part of password change/reset (guide 2).	
	Figure 6
***If any employment information is incorrect (other than your password or personal email address), then please talk to your supervisor or Labor Relations representative.	

Paystub Online Password Reset Enhancement

A revised password change / reset procedure for Paystub Online took effect July 28, 2014. Hourly employees are now able to reset their passwords to access Paystub Online via the internet from home or elsewhere without having to contact the Help Desk to reset their password.

Make Sure Your Password Has Not Expired

The password you use to access Paystub Online must be reset every 90 days. This is a corporate requirement for all employees using any application(s) housed within the Ford Intranet.

If your password is presently expired you will need to first contact the Help Desk at <u>**1-888-317-4957**</u> in order to get your password reset. If you have previously registered with P-Synch you may also reset your password by going to <u>www.changepassword.ford.com</u> through the Ford <u>intranet</u> from a kiosk or computer inside a Ford location.

Once your password has been reset you will be able to then register with the Ford "Account Management" site from the **inter**net.

Registration

In order to be able to manage your password from the internet you must first register with the Ford "Account Management" site from the <u>internet</u> (not from a plant kiosk). At this site you will be asked to create a user profile, select challenge questions, and provide your answers to those challenge questions. These questions and answers will be used to authenticate your identity if you later forget your password.

This one time registration process should take approximately three to five minutes to complete. A guide detailing the steps to follow in order to complete this first time registration procedure should be available in Labor Relations or at a plant kiosk.

Ongoing Password Management

Once you have registered with the Ford "Account Management" site you will be able to change your password from the <u>internet</u> (if you know your current password) or reset your password from the <u>internet</u> (if you do not know your current password). NOTE: Ford "Account Management" changes can't be made from a plant kiosk.

A guide detailing the steps to follow in order to change or rest your password should also be available in Labor Relations or at a plant kiosk.