

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



Welcome to Ford Motor Company's external "Password Manager" site

Password management from the internet is now available, using the Ford "Password Manager" site to manage password changes and resets. This will enable you to reset your Ford password for access to Paystub Online, etc.

Below are steps to register for the **first time with an existing, valid password*** at the Ford "Password Manager" site from the **Internet** (i.e., outside the Ford network):

- 1) To access the "Password Manager" site from the Internet, go to the @Ford Online web site at at.ford.com. From the "Inside Ford" tab drop-down menu, select "U.S. Employees", then select "Hourly Employee Sites" link. Click link for "Ford Password Management" (see Figure 1). This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

Or

- 2) Enter the Ford "Password Manager" site URL into a browser: <https://www.changepassword.ford.com/>. This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

*Notes:

- 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 Password Manager you may also reset your password by going to the Q&A tab on www.changepassword.ford.com and logging in using that method. If your Q&A profile is incomplete, however, or if you do not remember the answers to your questions, you will need to call the Help Desk as indicated above.

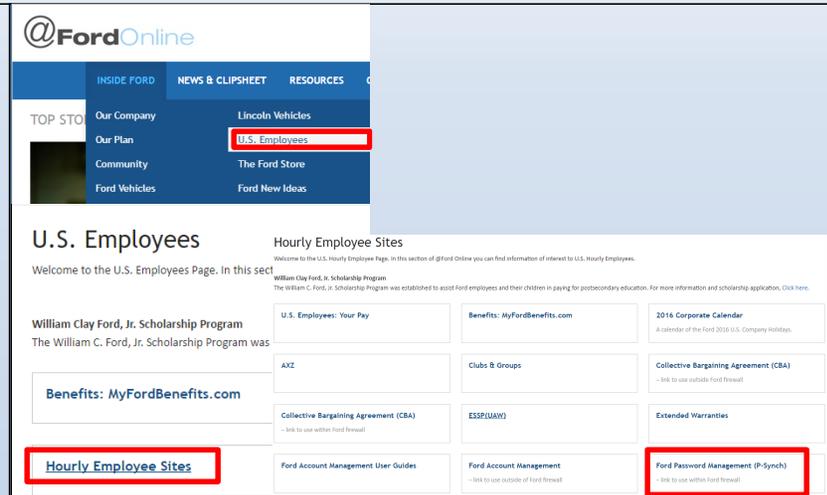


Figure 1

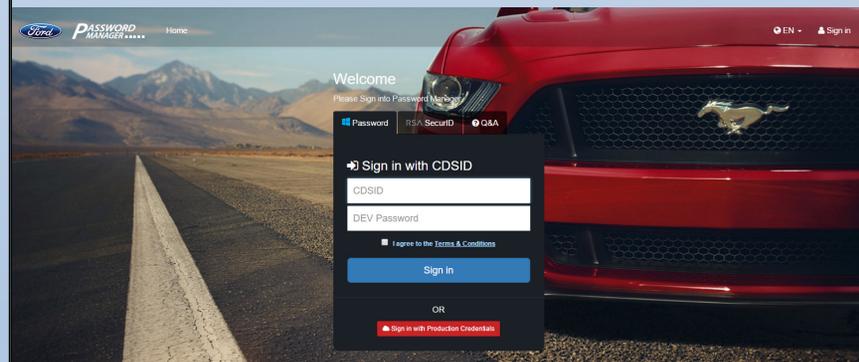


Figure 2

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- 3) On the login screen (see Figure 3), enter your Ford "User name"* and current, valid "Password," read the Terms and Conditions and agree to them by checking the box, 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 "Q&A Setup" screen, which informs you that you must complete enrollment to continue.

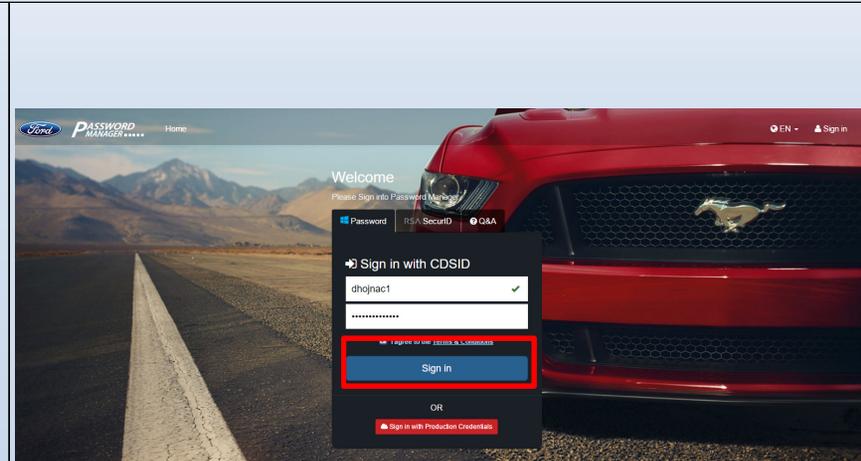


Figure 3

- 4) On the "Q&A Setup"*** screen (see Figure 4), select at least five unique security questions and provide a unique response to each question. These can be a mix of pre-generated questions, or you can create your own. 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. The answers should be something that's easy for you to remember, but difficult for someone else to guess. Once you have selected and answered 5 questions, click on "Update" to continue.

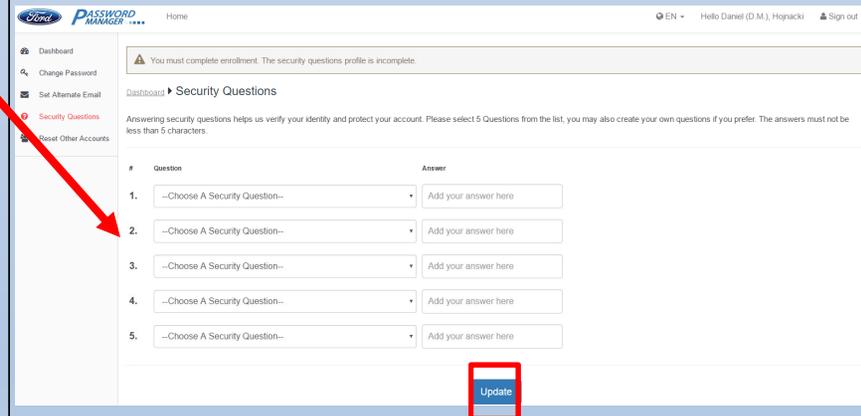


Figure 4

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5) After the Update button is clicked, if successful, the system will tell you that your Security Questions are complete.(see Figure 5).

6) You receive an email (see Figure 6) notification that your security questions were updated. To view your account information in Password Manager, click the "Dashboard" link in the Password Manager screen in your browser (see figure 5).

Now that you've successfully set up your account, the "Dashboard" is the place where you will go to change/reset your password, update your email address or update your security questions. When you login in the future, you will be taken to the "Dashboard."

(Note, if the "Update" button is not blue when setting security questions, then you must fix the error(s) highlighted in red in order to continue.)

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

Dashboard **Dashboard Link (Step 6)** EN Hello Daniel (D.M.), Hojnacki Sign out

User Security Question Updated!
Your Security Question is now complete, thank you.

Dashboard > Security Questions

Answering security questions helps us verify your identity and protect your account. Please select 5 Questions from the list, you may also create your own questions if you prefer. The answers must not be less than 5 characters.

#	Question	Answer
1.	What school did you attend for sixth grade?	****
2.	What is your maternal grandmother's maiden name?	****
3.	-User Defined Question-	****
	User Question: Soggiest MIG WinCon?	
4.	-User Defined Question-	****
	User Question: Surname of 1st Hordes Lock?	
5.	-User Defined Question-	****

Figure 5

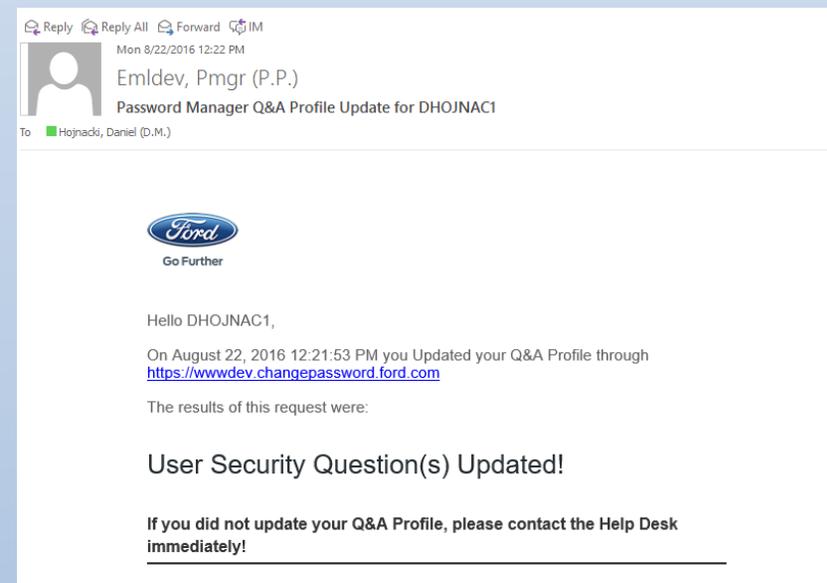


Figure 6

Guide 2 - Password Change/Reset Procedures for Hourly Employees using the Ford "Password Manager" site from the Internet



Welcome to Ford Motor Company's external password management site

Password management from the Internet is now available, using the Ford "Password Manager" 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 "Password Manager" site from the Internet".**

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

- 1) To access the "Password Manager" site from the Internet, go to the @Ford Online web site at at.ford.com. From the "Inside Ford" tab drop-down menu, select "U.S. Employees", then select "Hourly Employee Sites" link. Click link for "Ford Password Management" (see Figure 1). This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

Or

- 2) Enter the Ford "Password Manager" site URL into a browser: <https://www.changepassword.ford.com/>. This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

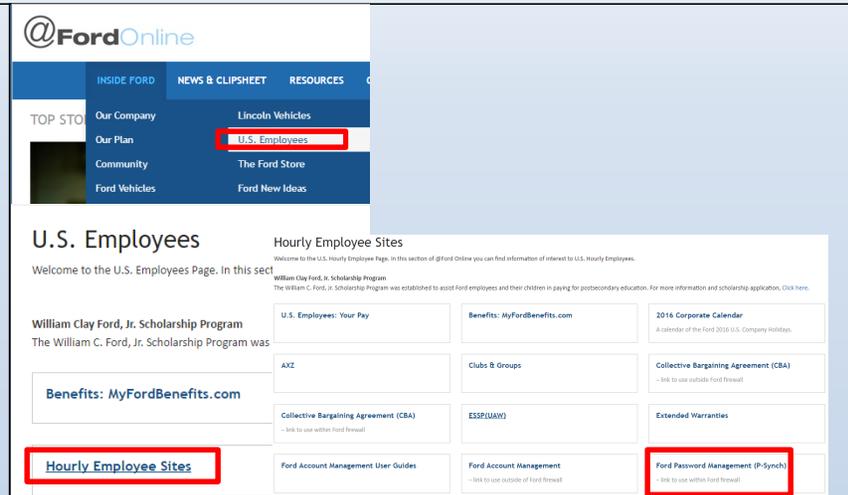


Figure 1

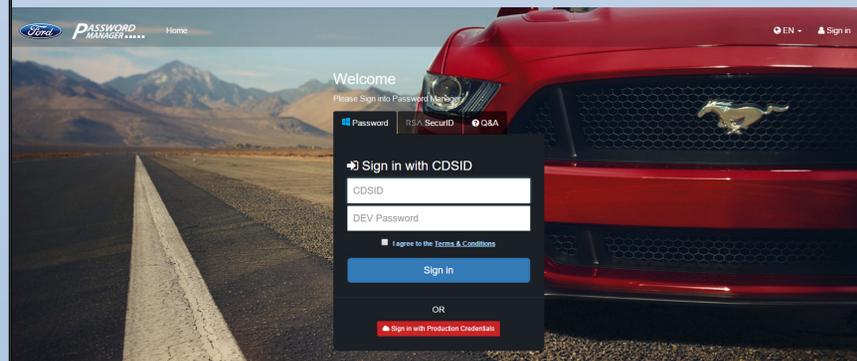


Figure 2

Guide 2 - Password Change/Reset Procedures for Hourly Employees using the Ford "Password Manager" site from the Internet



- 3) On the login screen (see Figure 3), enter your Ford "User name"* and current, valid "Password," read the Terms and Conditions and agree to them by checking the box, 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 "Dashboard" screen.

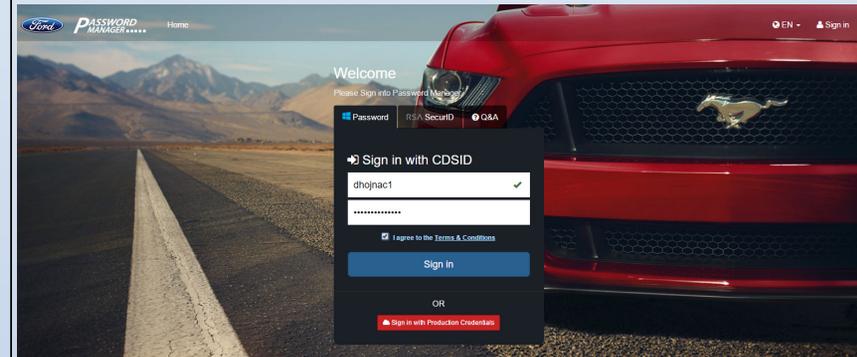


Figure 3

- 4) In the "Dashboard" screen, click on the "Change Password" link (see Figure 4). This will prompt the "Change Password" form.

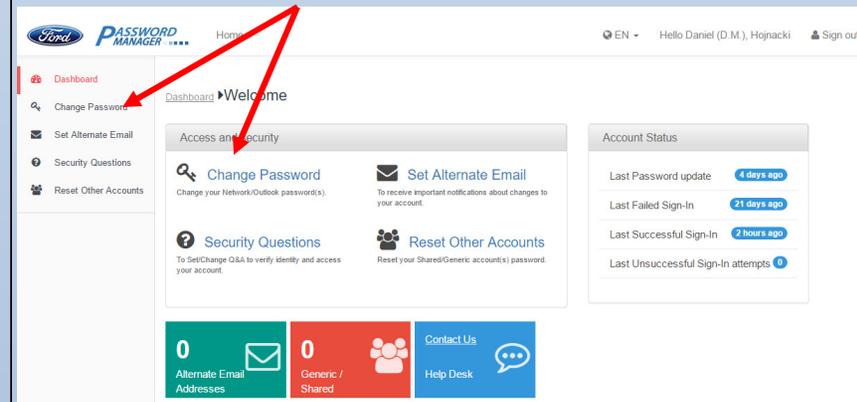


Figure 4

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- 5) In the "Change Password" form, enter a new password in the "New Password" field and re-enter this password in the "Verify New Password" field (see Figure 5). (**Note:** The password must conform to the "Change Password Rules" noted in the box in Figure 5. The rules will highlight in **green** if they are adhered to, and in **red** if they are not; see Figure 6.)

Change Password Rules

- have from 6 to 21 characters
- include both uppercase and lowercase letters
- have at least 2 letters
- have at least 1 digit
- not be an exact dictionary word match (e.g. word)
- not be the profile ID or name
- not be the profile ID or name backwards
- not contain the profile ID or name
- not contain the profile ID or name backwards
- not be the profile ID or name rearranged
- have at most 2 pairs of repeating characters
- not be a password used during the past 450 days
- password must be changed every 91 days
- have at least 1 special character (not letters or digits)

Figure 5

- 6) Click "Change Passwords" button (see Figure 6). This will change your Ford login password going forward.
- 7) You will see a successful update message (see Figure 7). You will also receive an email notification telling you that your password was changed.

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Figure 6

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

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Figure 7

Guide 2 - Password Change/Reset Procedures for Hourly Employees using the Ford "Password Manager" site from the Internet



Below are steps for Password Reset (if you do NOT know your current password) to the Ford "Password Manager" site from the Internet:

- 1) To access the "Password Manager" site from the Internet, go to the @Ford Online web site at at.ford.com. From the "Inside Ford" tab drop-down menu, select "U.S. Employees", then select "Hourly Employee Sites" link. Click link for "Ford Password Management" (see Figure 1). This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

Or

- 2) Enter the Ford "Password Manager" site URL into a browser: <https://www.changepassword.ford.com/>. This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

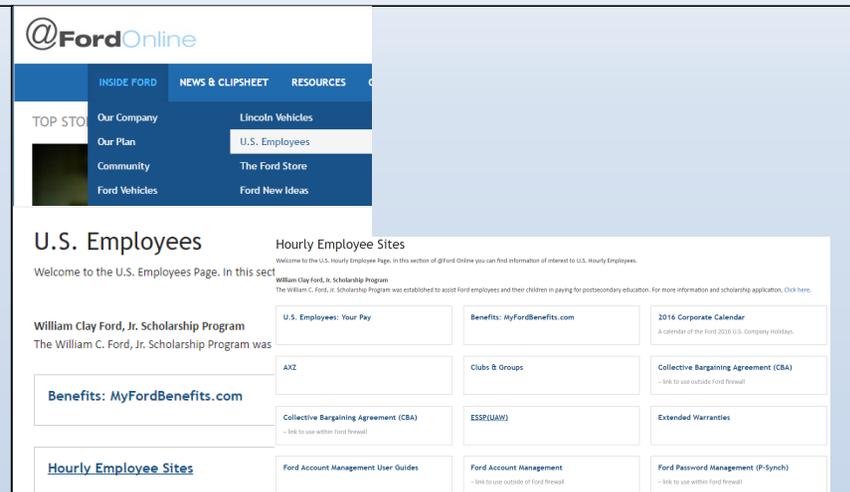


Figure 1

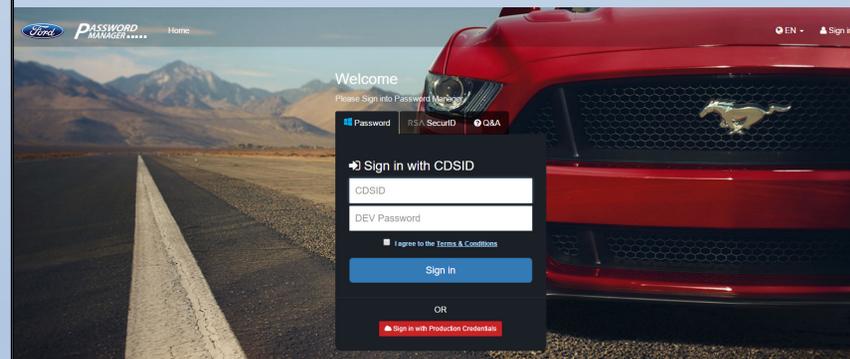


Figure 2

Guide 2 - Password Change/Reset Procedures for Hourly Employees using the Ford "Password Manager" site from the Internet



- 3) Click on the "Q & A" tab (see Figure 3). This will prompt the "Question/Answer" screen (see Figure 3).
- 4) In the "Question/Answer" section, enter your Ford "CDSID" (Username) and click on the "Sign In" button. (*Ford Username is Ford CDSID; if you do not know/have a CDSID please talk to your supervisor or Labor Relations representative.) (see Figure 4)

- 5) The screen will expand, and you will be prompted to respond to three of the security questions you selected during the "First-Time Profile Set Up Procedure for Hourly Employees using the Ford "Password Manager" site from the Internet". (see Figure 5). (Note: each person will have a different set of security questions and answers). Answer these questions by typing the answer into each box, read the terms and conditions ("Terms and Conditions" link below the questions), agree to them by checking the box, and click on "Sign In" again.

NOTE: If you do not recognize the questions that appear, confirm that you entered the correct CDSID.

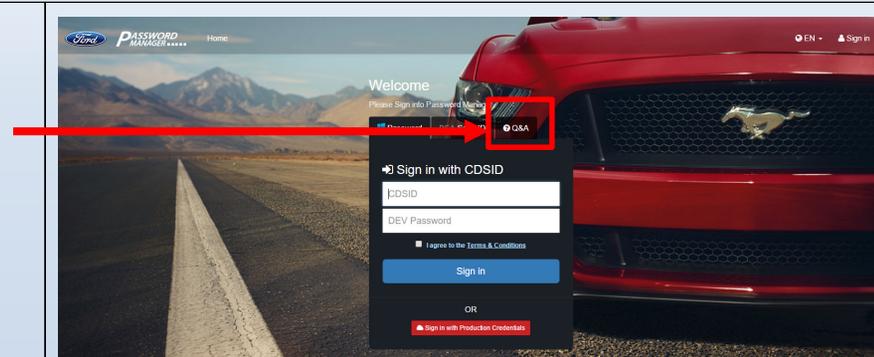


Figure 3

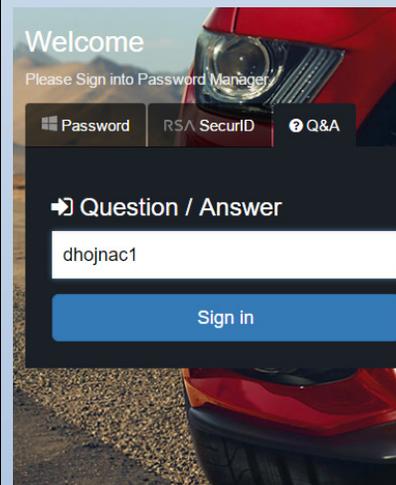


Figure 4

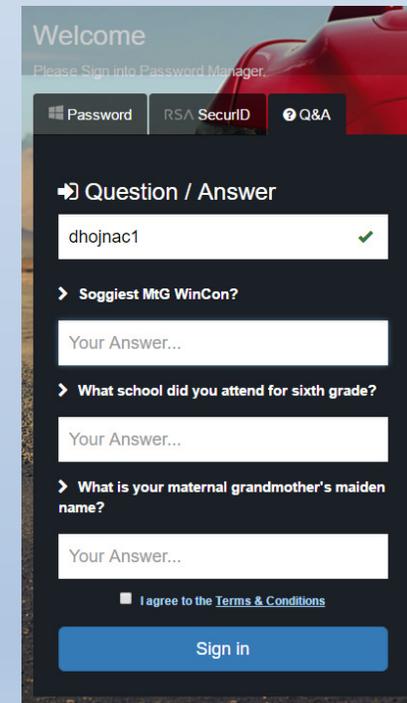


Figure 5

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- 6) Once the security questions have been answered correctly, you will be logged in (see Figure 5). Change your password **immediately** by following the procedure on pages 2-3 of this guide, starting with step 4.
- 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 "Dashboard" link.

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

*****If any employment information is incorrect (other than your password, questions/answers, or personal email address), then please talk to your supervisor or Labor Relations representative.**

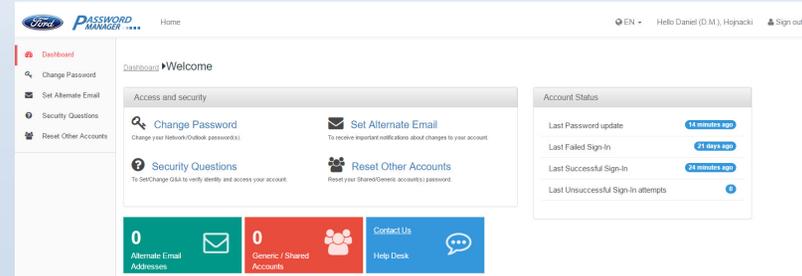


Figure 5

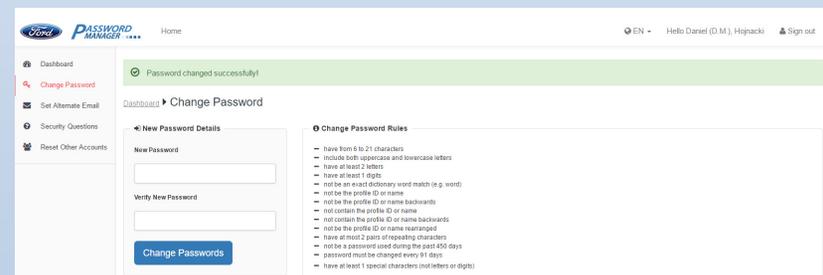


Figure 6