Guide 1 - First-Time Registration Procedure for Hourly Employees using the Ford "Password Manager" site from the <u>Inter</u>net



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 <u>first time with an existing, valid password</u>* at the Ford "Password Manager" site from the <u>Internet</u> (i.e., outside the Ford network):

 To access the "Password Manager" site from the Internet, go to the @Ford Online web site at <u>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 Password Management" (*see Figure 1*). This will launch the "Password Manager" site login screen (*see Figure 2*). Please proceed to Step 3.

https://www.changepassword.ford.com/. This will launch the "Password Manager" site login screen (*see Figure 2*). Please proceed to Step 3.

The password you use to access Paystub Online must be reset every 90 days. This is a corporate requirement for all employees using any

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 Password Manager you may also reset your password by going to the Q&A tab on <u>www.changepassword.ford.com</u> 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

2) Enter the Ford "Password Manager" site URL into a browser:

application(s) housed within the Ford Intranet.

the Help Desk as indicated above.

@FordOnline INSIDE FORD NEWS & CLIPSHEET RESOURCES Our Company TOP STO Dur Plan U.S. Employee The Ford Stor Community Ford Vehicle Ford New Ideas **U.S.** Employees Hourly Employee Sites Welcome to the U.S. Employees Page. In this sect U.S. Employees: Your Pay Repetits: MyEordRe William Clay Ford, Jr. Scholarship Program The William C. Ford, Jr. Scholarship Program was Clubs & Gri Benefits: MyFordBenefits.com ESSP(UAW) **Collective Bargaining Agree** Hourly Employee Sites Ford Account Manageme Figure 1 Stord PASSWORD 🛛 EN 🚽 🔺 Sign Sign in with CDSID

Figure 2

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Or

*Notes:

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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.

Tord PASSWC	RD	Home				⊖ EN ≁	Hello Daniel (D.M.), Hojnacki	🛔 Sign out	
Bashboard Change Password Change Password Set Alternate Email Security Questions Reset Other Accounts	You must complete enrollment. The security questions profile is incomplete. Parthouse 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.								
	# 1. 2. 3. 4. 5.	Constant -Choose A Security Question- -Choose A Security Question- -Choose A Security Question- -Choose A Security Question- -Choose A Security Question-	• • •	Antwer Add your answer here					
			Figure	Update e 4					

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	PASSINGED. Here Dashboard Link (Step 6) PEN- Hele Dankel (D.M.), Hejracki & Sign od					
	Dathourd User Security Question Updated User Security Question is non-complete, thank you.					
5) After the Update button is clicked, if successful, the system will tell you that your Security Questions are complete (see Figure 5).	Set Alternate Ental Countered Security Questions Security Questions Security Questions Security Questions holps us verify your identify and protect your account. Please select 5 Questions from the let, you may also create your own questions if you prefer. The answers must not be sets that 5 characters.					
your security questions are complete.(see rigure 5).	F Gastin Asser 1. What school did you attend for sich grado? **** a 2. What is your maternal grandmother's madien name? **** a 3. -User Defined Question: **** a User Gastin Sogiest MRG WinCon? **** a Var Gastin Sumame of 1st Hordiss Lock? a 5. -User Defined Question: **** a					
	Figure 5					
 6) You receive an email (<i>see Figure 6</i>) 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 (<i>see figure 5</i>). 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." (<i>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.</i>) 	Reply Reply All & Forward & M Mon 8/22/2016 12:22 PM Emildev, Pmgr (P.P.) Password Manager Q&A Profile Update for DHOJNAC1 To Hojnada, Daniel (D.M.) Helio DHOJNAC1, Dn August 22, 2016 12:21:53 PM you Updated your Q&A Profile through https://www.dev.changepassword.ford.com The results of this request were:					
	User Security Question(s) Updated!					
Important Note : You must log off your computer and then log back in with your	If you did not update your Q&A Profile, please contact the Help Desk immediately!					
new password.	Figure 6					

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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:

 To access the "Password Manager" site from the Internet, go to the @Ford Online web site at <u>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 Password Management" (see Figure 1). This will launch the "Password Manager" site login screen (see Figure 2). Please proceed to Step 3.

Or

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







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.

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



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 (<i>see Figure 5</i>). (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 <i>Figure 6</i> .)		Accounts Charge Password Details Accounts Werf New Password Wrify New Password Charge Passwords	O Charge Pseum - Non-term the 21 - Non-term the 2	In the second se	QEN - Hels Duriel (DM), Hejrucki ▲Sign of Iterati System II Target System	
					Figure 5		
6) 7)	Click "Change Passwords" button (<i>see Figure 6</i>). This will change your Ford login password going forward. You will see a successful update message (<i>see Figure 7</i>). You will also receive an email notification telling you that your password was changed.	 Desbloard Change Pas Security Out Reset Other 	Advided	C Change Passee Reserved Rese	Ind Rules Characters Tara and Neuroscient State and Neuroscient St	II Target System II II 22 2041	
					Figure 6		
Important Note : You must log off your computer and then log back in with your new password.			Anne Hone Marken Change Cassfuly Cantager - Change Password Ner Password Writy Iver Password Change Passwords	Change Passwort have trend to 1/2 and have trend to 1/2 a	States States	OEN - Hels David (DM), Hignacki ▲Signad	









- 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.



Guide 2 - Password Change/Reset Procedures for Hourly Employees Find using the Ford "Password Manager" site from the Internet Cond PASSWORD Home @ EN - Hello Daniel (D.M.), Hojnacki 🛔 Sign out 6) Once the security questions have been answered correctly, you will logged in (see Figure Dashboard Dashboard Melcome Change Password 5). Change your password immediately by following the procedure on pages 2-3 of this Set Alternate Email Access and security Account Status guide, starting with step 4. Security Questions A Change Password Set Alternate Email Last Password updat Reset Other Accounts Last Failed Sign-In Security Questions Reset Other Accounts Last Successful Sign-In Last Unsuccessful Sign-In atte \square 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 Figure 5 "Dashboard" link. Cord PASSWORD Home 😡 EN 👻 Hello Daniel (D.M.), Hojnacki 🔒 Sign out Password changed successfully! Dashboard Change Password New Password Details O Change Password Rules Important Note: You must log off your computer and then log back in with your new password. Figure 6 ***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.