

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



Welcome to Ford Motor Company's external "Account 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.

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

- 1) To access the "Account Management" 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 Account Management" (see Figure 1). This will launch the "Account Management" site login screen (see Figure 2). Please proceed to Step 3.

Or

- 2) 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 to Step 3.
- 3) Click the blue "Sign in at Ford" button (see Figure 2). This will prompt the "Secure Web Logon" screen.

*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 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**.

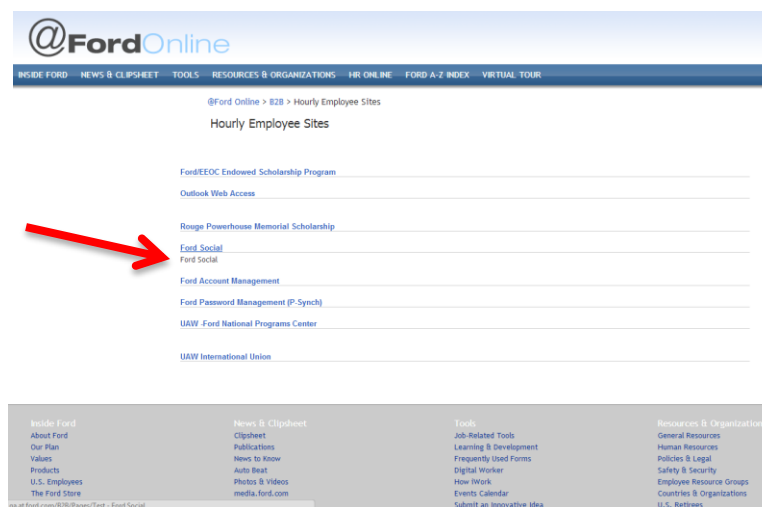


Figure 1

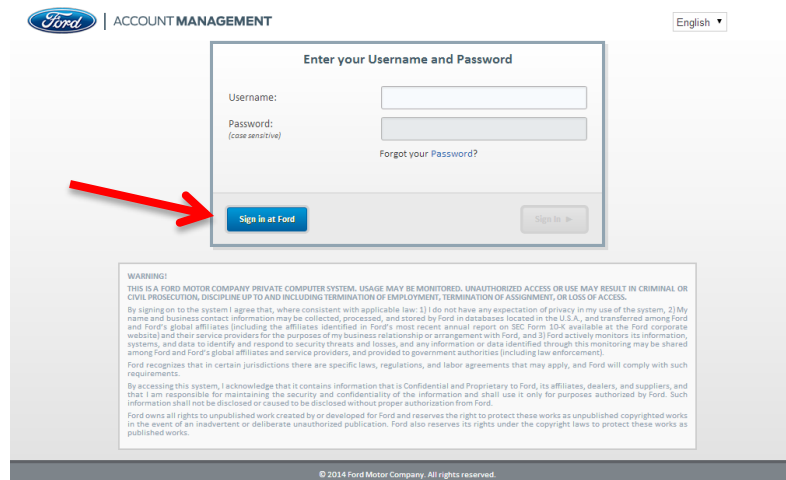


Figure 2

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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 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



Secure Web Logon

Type your user name and password.

User name: Example: CDSID

Password:

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.

Figure 3

- 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.
 - 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 (~!@#\$%^&*?+.-).*
 - 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.

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



Employee Self Registration

* Required information

1 Personal Information

Personal Information

Username

UAWTEST

Name

Test, UAW

Email Address

E-Mail

PERSONAL INFORMATION



5a

2 UPDATED INFORMATION

UPDATED INFORMATION

Password*

Password

Password Confirm*

Password

UPDATED INFORMATION



5b

3 SECURITY INFORMATION

SECURITY INFORMATION

1 Please select a question...

2 Please select a question...

3 Please select a question...



5c

Figure 4

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6) Click the "Create Profile" button once Step #5 is completed (see Figure 5).

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.

(Note, if the "Create Profile" button is not blue, 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.

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

The screenshot shows a registration form with two security questions. The first question is "In what city did you meet your spouse/significant other?" with a dropdown menu showing "dearborn" and a green checkmark. The second question is "What school did you attend for sixth grade?" with a dropdown menu showing "school" and a green checkmark. Below the questions is a link "+ Add more security questions". At the bottom of the form are two buttons: "Cancel" and "Create Profile". A red arrow points to the "Create Profile" button. The footer of the page reads "© 2014 Ford Motor Company. All rights reserved."

Figure 5

The screenshot shows a confirmation page with a green header bar that says "The user has been added!". Below the header is a section titled "Employee Self Registration" with a red asterisk indicating "Required information". A white box contains a blue checkmark and the text "Congratulations! You are now registered. To view your account, please visit the Self-Service Portal." Below this box is a smaller message "The user has been added!". To the right of the box is a section titled "PERSONAL INFORMATION" with a person icon.

Figure 6