AUTHENTICATION USER GUIDE

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1. Requesting a Registration Key

To create a Honeywell Benefits Center online account, you will need to first request a registration key if you do not already have a valid key that has not expired.

The steps to request a registration key are as follows:

• STEP 1: Access <u>www.benefitcenter.com/ho</u> The Login page will display as follo	• STEP 2: Click on the 'Register as First Time User' link.	
Honeywell Benefits Center		
Welcome to the Benefits Center. To access information and tenter your Username and Password below.	cools for managing your benefit	s, please
	Login Enhanced Security All users must register to set a new User Nar Password. Register as a first-time user. If you registered after July 21, 2020, enter you username and password. User Name	me and Description: Descript
	Password	show

- STEP 3: The 'Register as first-time user' screen will display.
 - Click on 'No-I would like to register.'
 - Enter the following required information:
 - Last 4 digits of Social Security number
 - Date of Birth
 - Home Zip Code (if you have an alpha-numeric zip code, enter 00000)
 - Captcha information

	Register as first-time user					
	Do yo	u have a Registration Key? (what is t	this)			
• • • • •	• •	No - I would like to register.				
		Step 1 - Identify User - We nee Last 4 digits of Social Security number Date of Birth (mmddyyyy)	d to identify you.	show		
		Home ZIP Code				
		(first 5 digits)				
		САРТСНА 🚱	I'm not a robot	reCAPTCHA Privacy - Terms		
			CONTINUE			

• **STEP 4:** A registration key will be automatically generated. You will receive a letter via regular mail with your generated registration key (Approx. 8-10 days). Once received, you will be able to log on to the website and complete your registration. See 1st Time Login with Registration Key section below.

2.1st Time Login with Registration Key

If you have a valid registration key, this section will provide instructions on how to complete your Honeywell Benefits Center online account login. If you do not have a registration key or if you have one and it has expired, please refer back to the Requesting a Registration key above. The steps to complete your Honeywell Benefits Center online account login are as follows:

• STEP 1: Access www.benefitcenter.com/honeywell. • STEP 2: Click on the 'Register as The Login page will display as follows: First Time User' link. Honeywell **Benefits** Center Welcome to the Benefits Center. To access information and tools for managing your benefits, please enter your Username and Password below. Login Enhanced Security Enhanced Security All users must register to set a new User Name and All users must register to set a new User Name and Password. Register as a first-time user Register as a first-time user. you registered after July 21, 2020, enter you sername and password If you registered after July 21, 2020, enter your username and password. User Name Password LOGIN

• STEP 3: The 'Register as first-time user' screen will display.

- Click on 'Yes-I already have a key.'
- Enter the following required information:
- Last 4 digits of Social Security number
- Date of Birth
- Captcha information

D				
Register as first-time user	Register as first-time user			
Do you have a Registration Key? (what is this)				
O No - I would like to register.				
Yes - I already have a key.				
Step 2 - Validate User - We need to verify it is really you.				
Last 4 digits of Social Security				
number	show			
Registration Key				
Registration Rey				
САРТСНА 😨				
	l'm not a robot			
	Privacy - Terms			
	CONTINUE			

• **STEP 4:** Create your user name using the rules below.

USER NAME CONDITIONS

User Name Must:

- Contain at least one letter
- Contain at least one number
- Be between 9 and 15 characters long

Not Allowed:

- More than 5 repeating characters (example: 11111234 would not be valid but 11223344 would)
- Symbols or special characters, such as punctuation (#, %, \$, @)
- Social Security number

• **STEP 5:** Create your password using the rules below.

PASSWORD CONDITIONS			
Password Must:	Not Allowed		
 Contain at least one number Contain at least one upper case letter Contain at least one lower case letter Include at least one symbol or special character (!, @, #, \$, ^ or *) Be between 8 and 65 characters long 	 More than 5 repeating characters (example: 111111234 would not be valid but 11223344 would) More than 5 consecutive numbers in ascending or descending order 		

• **STEP 6:** Follow the prompts to complete.

3. Login Page

To access the Honeywell Benefits Center website once you have completed the 1st Time Login with Registration Key steps complete the following:

• STEP 1: Access <u>www.benefitcenter.com/honeywell.</u>

The Login page will display as follow	• STEP 2: Enter your User Name and Password and		
Honeywell Benefits Center		Click on Lo	ogin'.
Welcome to the Benefits Center. To access information and to enter your Username and Password below.	ools for managing your benefits, please		
	Login Enhanced Security All users must register to set a new User Name and Password. Register as a first-time user. If you registered after July 21, 2020, enter your username and password. User Name Password above LOCGIN	User Name Password LOGIN	show

4. Forgot Username / Password

If you do not know or cannot remember your username and/or password follow the following steps:

• STEP 1: Click on 'Forgot My User Name/Forgot My Password'.

We need the following information to allow you to re-set your Password. (Instructions)		Since you have forgotten your User Name, we need this information to locate your records. (instructions)	
Last 4 digits of Social Security number		Last 4 digits of Social Security number	
	show		show
Date of Birth (mmddyyyy)		Date of Birth (mmddyyyy)	
Home ZIP Code (first 5 digits)		Home ZIP Code (first 5 digits)	
САРТСНА 🔂	I'm not a robot	САРТСНА 🕢	I'm not a robot

- **STEP 2:** Enter the last 4 digits of Social Security number. Enter your Date of Birth. Enter your Home Zip Code, Enter the CAPTCHA information and click the 'Continue' button.
- **STEP 3:** You will receive an email with a password reset link.

Honeywell Benefits Service Center

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