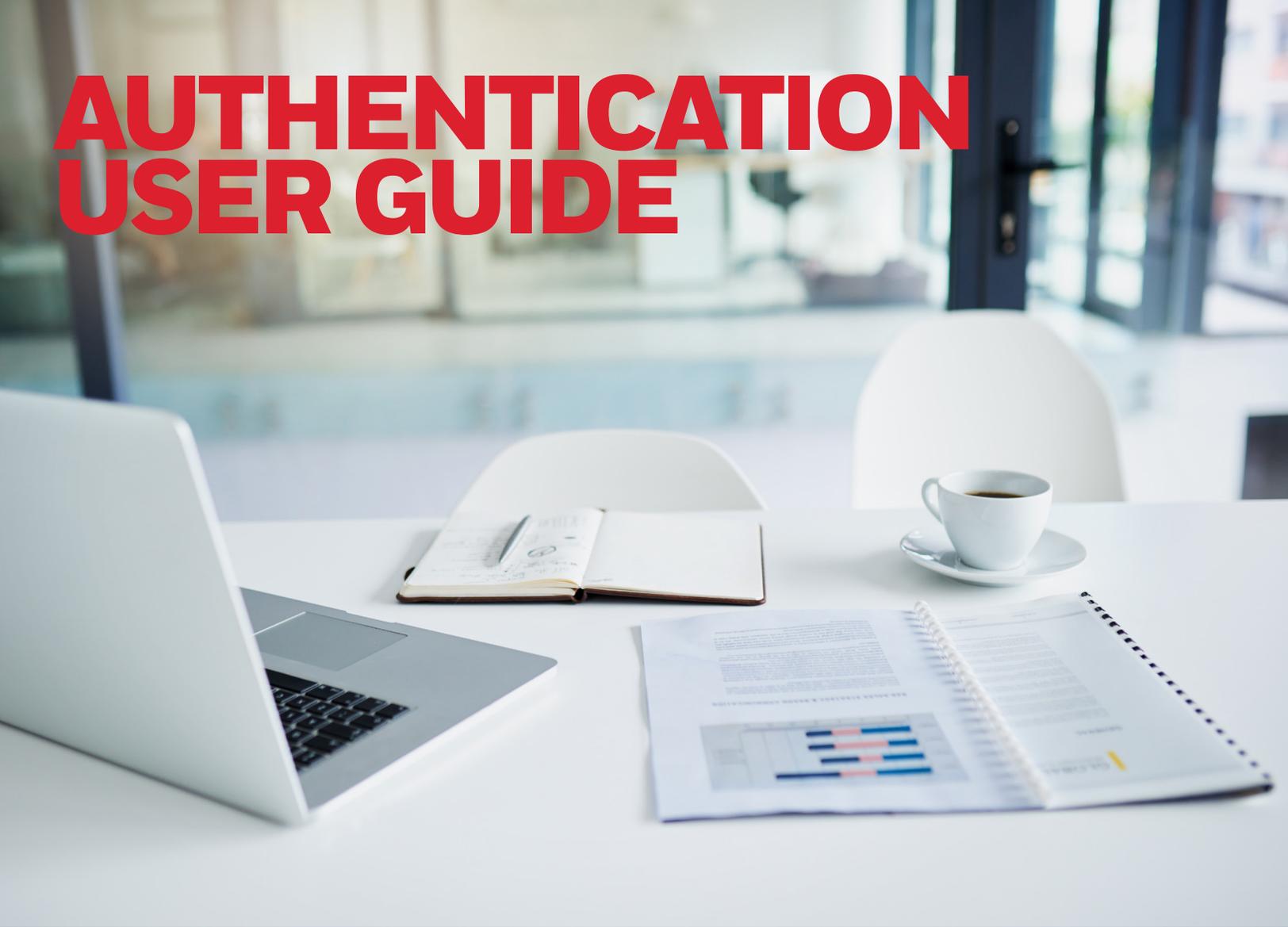


AUTHENTICATION USER GUIDE



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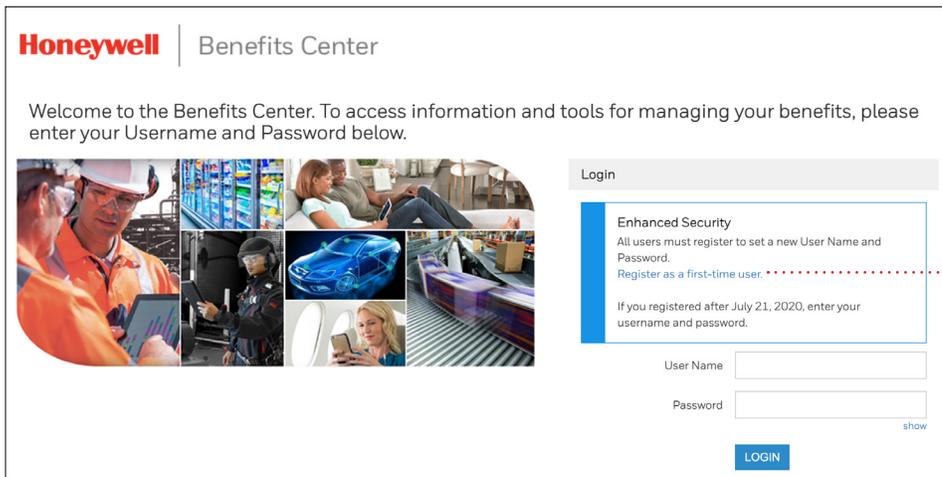
1. Requesting a Registration Key

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.

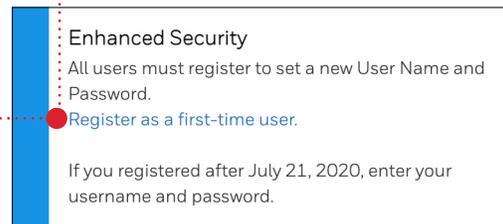
The steps to request a registration key are as follows:

- **STEP 1:** Access www.benefitcenter.com/honeywell.

The Login page will display as follows:

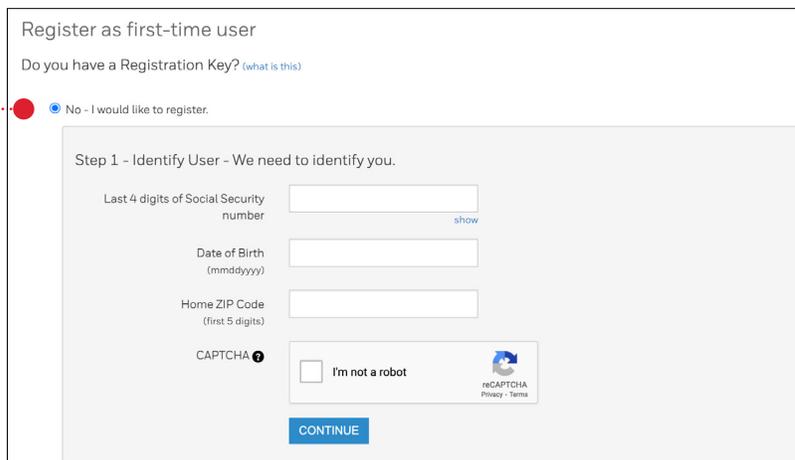


- **STEP 2:** Click on the 'Register as First Time User' link.



- **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



- **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. The Login page will display as follows:

- **STEP 2:** Click on the 'Register as First Time User' link.

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.

- **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

- **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.

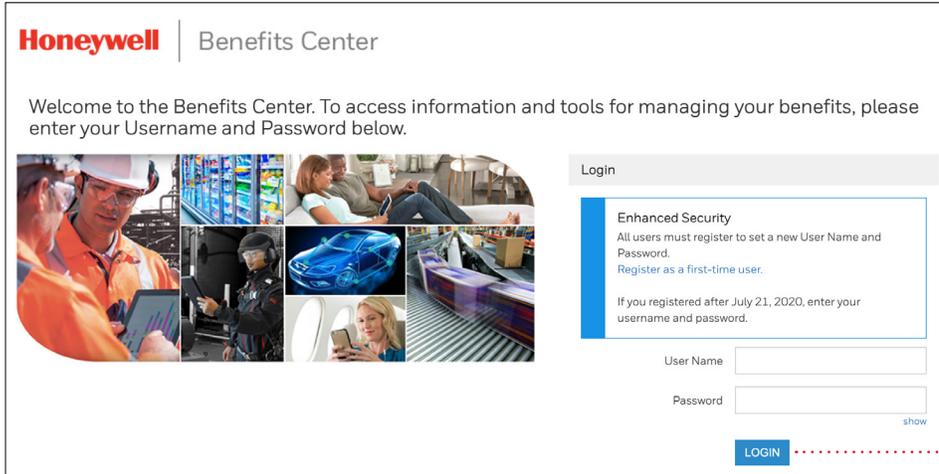
PASSWORD CONDITIONS	
<p>Password Must:</p> <ul style="list-style-type: none"> • Contain at least one number • Contain at least one upper case letter • Contain at least one lower case letter • Include at least one symbol or special character (!, @, #, \$, ^ or *) • Be between 8 and 65 characters long 	<p>Not Allowed</p> <ul style="list-style-type: none"> • More than 5 repeating characters (example: 11111234 would not be valid but 11223344 would) • More than 5 consecutive numbers in ascending or descending order

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

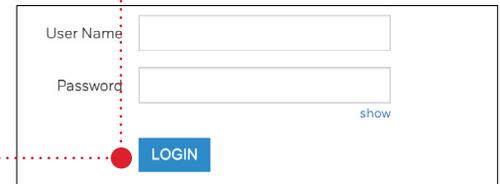
3. Login Page

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 www.benefitcenter.com/honeywell.
The Login page will display as follows:



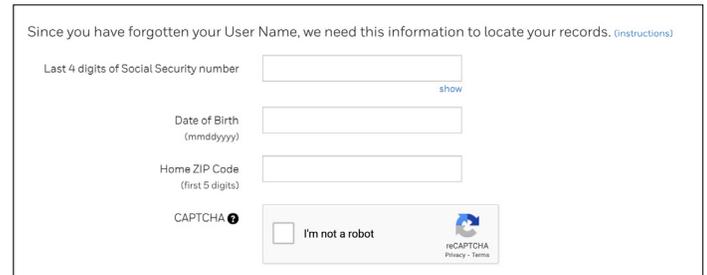
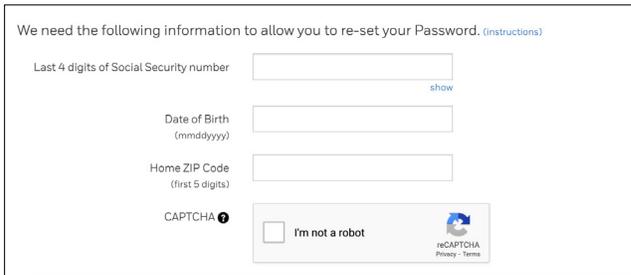
- **STEP 2:** Enter your User Name and Password and Click on 'Login'.



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'.



- **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.

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