

## Creating a Honeywell ID

1. Go to the website: <https://externalsites.honeywell.com>

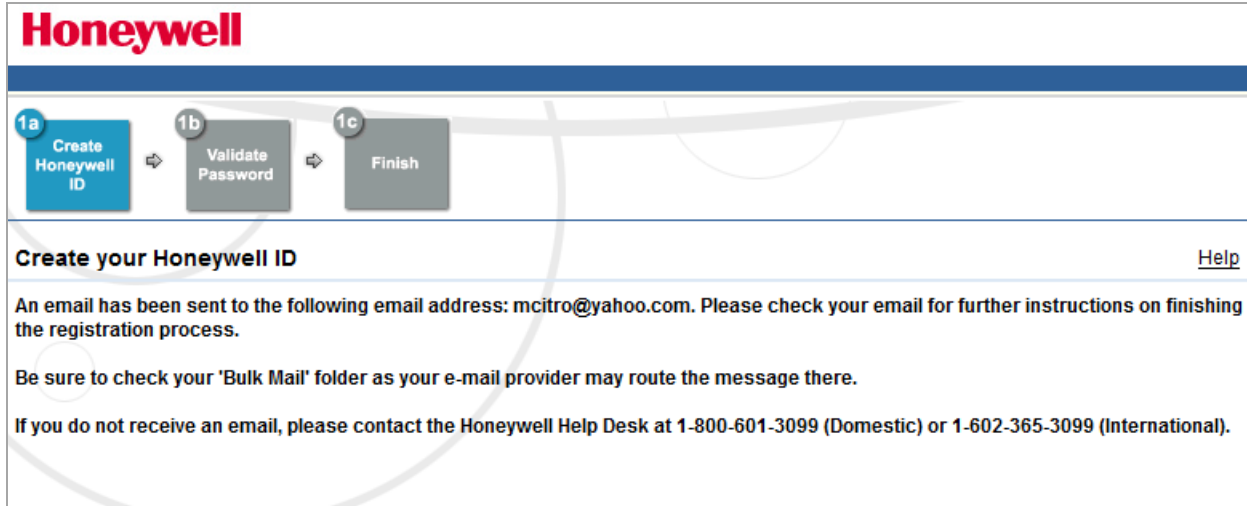
The screenshot shows the Honeywell logo at the top left. Below it is a 'Sign In' box with a 'Help' link. The sign-in box contains fields for 'Honeywell ID:' and 'Password:', a 'Forgot Password?' link, and a 'Sign In' button. Below the sign-in box are links for 'Forgot Honeywell ID? Lookup', 'Don't have Honeywell ID? Register', and 'Honeywell ID Management'. To the right of the sign-in box is a heading 'Welcome to the Honeywell External MOSS Collaboration Website' followed by a paragraph: 'SharePoint (MOSS 2007) Services is Honeywell's standard technology for team collaboration. This service is made available to provide a central storage and collaboration space for documents, information, and ideas across Honeywell.'

2. Click the "Register" link and complete the registration form:

The screenshot shows the Honeywell logo at the top left. Below it is a navigation bar with three steps: '1a Create Honeywell ID', '1b Validate Password', and '1c Finish'. Below the navigation bar is the heading 'Create your Honeywell ID' with a 'Help' link. Below the heading is a note: 'Fields marked with an asterisk \* are required.' The form contains the following fields: a circular profile picture placeholder, '\* Honeywell ID:', '\* Password:', '\* Re-type password:', '\* First name:', '\* Last name:', '\* Email address:', '\* Re-type Email address:', and 'Company name:'. A 'Password rules' link is located below the password field. A note below the form states: 'Please note your Honeywell ID and password at this time; you will need them to activate your account.' Another note below the form states: 'A valid email address is required to activate your account.'

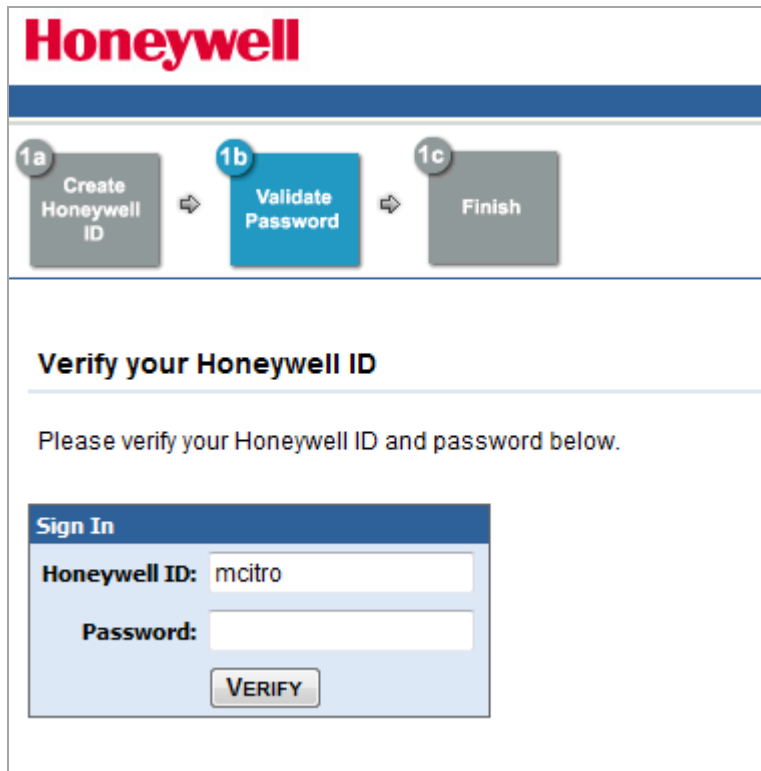
- a. **Honeywell ID:** This will be your user name when logging into the website.
- b. **Password:** Your Password must satisfy the following rules:
  - i. Your password must be between 8-56 characters long.
  - ii. The password should contain characters from at least three of the following five categories:
    1. English uppercase characters (A - Z)
    2. English lowercase characters (a - z)
    3. Base 10 digits (0 - 9)

4. Non-alphanumeric (for example: !, \$, #, or %)
  5. Unicode characters
  - iii. The password should not contain three or more characters from the user's account name (Honeywell ID).
  - c. **First / Last Name:** Enter your name.
  - d. **Email Address:** Use your company email address.  
Using an alternative address will slow down our processing, as it will take us longer to confirm your affiliation to a member company.
  - e. **Company:** Enter your company name.
  - f. **Select 3 security questions and provide answers.**
  - g. **Review the terms and indicate your agreement by selecting "I Agree".**
3. After completing the form and clicking "I Agree", you will receive a confirmation email.

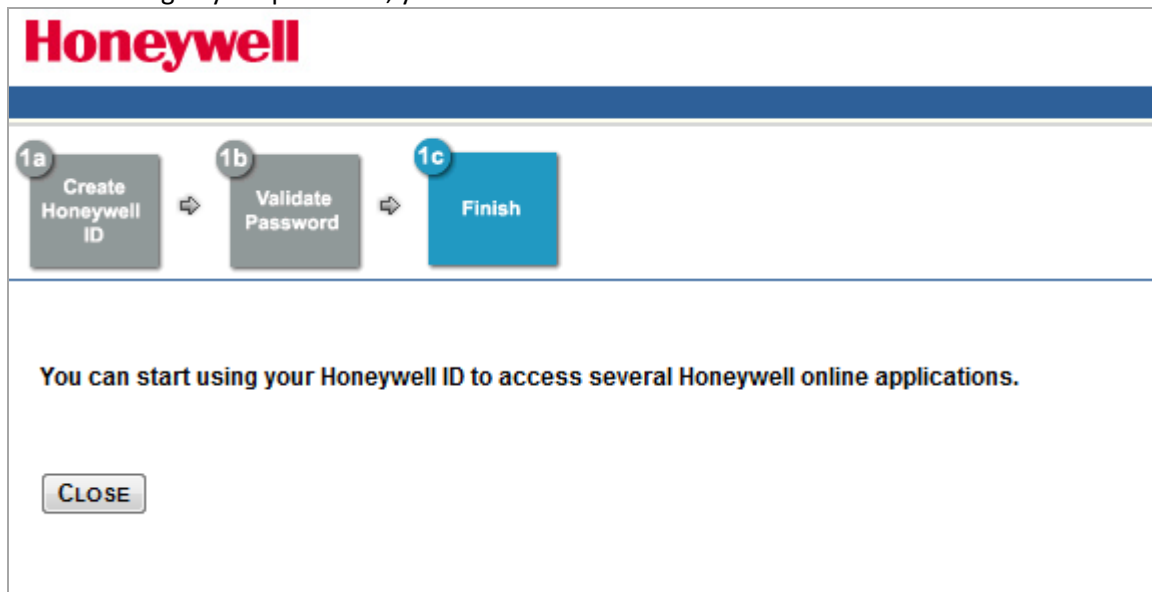


The confirmation email will arrive:

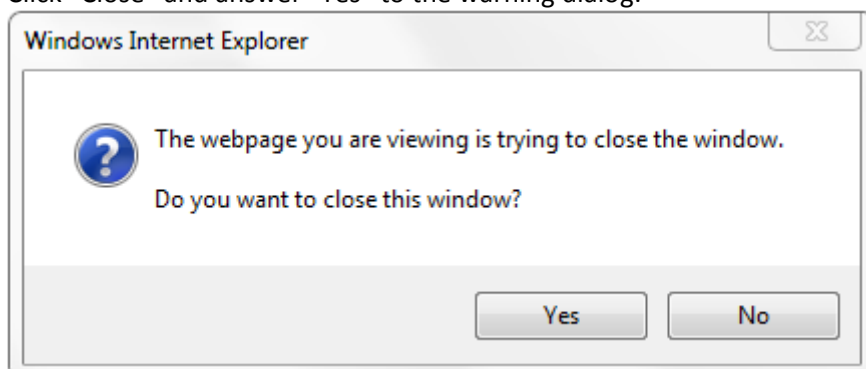
- from [HoneywellIDAdministrator@honeywell.com](mailto:HoneywellIDAdministrator@honeywell.com)
  - with a subject of "Step 1b - New Honeywell User Registration"
4. In the email is a link to validate your email address. Click on the link in the email and enter your password to complete the registration process.



5. After entering in your password, your account will be activated.



6. Click "Close" and answer "Yes" to the warning dialog:



7. Send an email to [ASM\\_WebAdmin@honeywell.com?subject=ASM-Request](mailto:ASM_WebAdmin@honeywell.com?subject=ASM-Request) with your Full Name, Company, Email Address, and your new Honeywell ID.
8. Once you are added to participate on the new ASM Consortium Member's Site, you will receive a confirmation email from [sharepointsupport-DoNotReply@honeywell.com](mailto:sharepointsupport-DoNotReply@honeywell.com).