

Site Registration – Overview

- Registration to customer.honeywell.com is a 4 step process. **This is in place to ensure your account security!**
- With this access you can view your custom pricing, place orders, track orders, process warranty claims and view/print invoices.
- **Step 1 – Create User Name**
- **Step 2 – Activate account via Email**
- **Step 3 – Request access to your Honeywell SAP account(s)**
- **Step 4 – Honeywell verifies info and provides access.**

Registration/Login (4 steps)

- **Step 1 – User Registration**

- Click Register and complete user name creation which includes username and password, personal information and security question setup

- **Please note the Username and Password you create in the step !**

Please complete all required fields marked with an (*) below: Help

Login Information

* User ID ✓

* Password ✗

* Confirm Password

Please note your User ID and password at this time; you will need them to activate your account.

Personal Information

* First Name

* Last Name

Security Question

Question 1 Select Question

* Edit Question ✓

* Answer

* Repeat Answer

Password Rules

- Must be between 8 and 56 characters long
- Must contain characters from at least three of the following five categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Base-10 numeric digits (0 - 9)
 - Non-alphanumeric (for example: !, \$, #, or %)
 - Unicode characters
- Cannot contain three or more characters from the User ID

Note: Passwords are case sensitive.

Question Rules

Each security question must satisfy the following rules:

- Must be between 10 to 50 characters long
- Cannot be the same as any other security question
- Should contain characters from at least three of the following categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Base-10 numeric digits (0 - 9)
 - Character: question mark '?', single-quote "'", dash '-', or comma ','

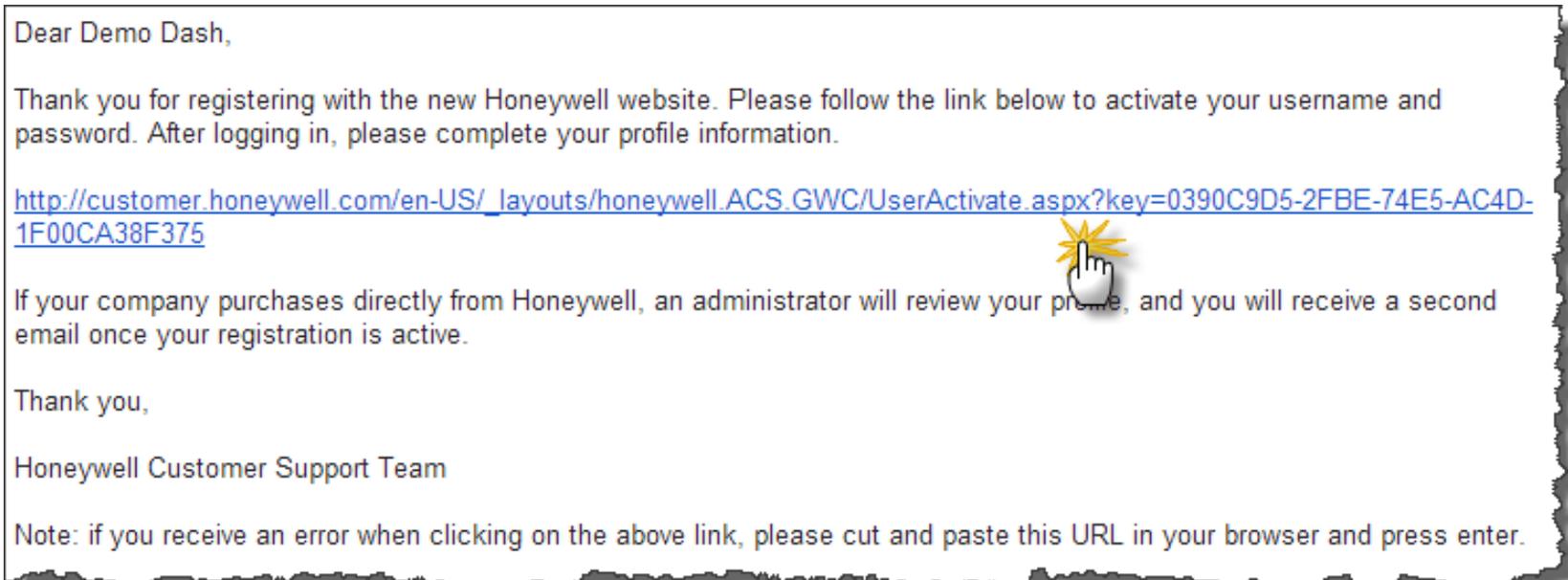
Note: Security Questions are not case sensitive.

Rules/help will show up on the right for the fields you are filling out

you can customize your security questions to make them easier to remember

- **Step 2 – Activation Email**

- **Email is sent to user name with activation link. This link brings you back to the site and prompts you to log in using your username and password created in step 1.**



NOTE: Clicking this Activation link and completing Step 3 (Site Registration) MUST BE COMPLETED WITH 24 HOURS OF THIS EMAIL!

Registration/Login

- **Step 3 – Site Registration**

- Log in to the site and fill out the Site Registration portion where you define your relationship to Honeywell and needed permission.

The screenshot shows a 'Site Registration' form with the following fields and annotations:

- What is your relationship to Honeywell? ***: A dropdown menu is open, showing options like 'Alerton/TrendDealer', 'Building Owner', 'Contractor', etc. A red arrow points to the dropdown.
- Are you a homeowner? Visit our homeowner's site at <http://youhome.honeywell.com>**: A red arrow points to the URL.
- SAP Account Number:** The value '9999999' is highlighted in yellow.
- First Name:** Demo
- Last Name:** User
- Email Address:** demouser@acmehvac.com
- Business Name: *** ACME HVAC
- Job Title:** [Empty field]
- Which of the following actions will you be performing on:** A list of tasks with checkboxes: 'Create Orders', 'View/Track Orders', 'Process Returns', and 'View Invoices & Credit Memos'. The first four are checked and highlighted in yellow. A red callout box points to this section with the text: 'Site Access is based on these tasks. Please select all that apply to your role.'
- Yes, Honeywell can contact me with carefully screened communications that may be of interest to me**: This checkbox is checked.
- Submit**: A red button at the bottom.

- **Step 4 – Provide SAP account access (for Honeywell customers)**
 - Honeywell Administrator will assign appropriate accounts/access as needed. Admins will match the SAP account you provide and the address on your registration to match you to your location. You will receive an email upon completion of this setup and should be able to see assigned accounts within one business day.
 - If access need is immediate or if you need access to more than one location, you may contact the help desk by calling 888-793-8193 (Opt 3) Monday through Friday from 7:00AM – 5:00PM CST. They will need your SAP account number and user name.