HONEYWELL ACADEMY

MYHONEYWELL Account Creation/Registration Process


Steps for Account Setup:
1. Registration
2. Receive email link
3. Activate Account Click on email link - be taken to a URL to enter the password
4. Select primary account from the list provided based on the email domain
5. HPS Web Team finalizes your account
6. Registration is complete
7. Case Closure
8. How To Request Buyer Access
9. Quick Tips

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1. **Registration**
   a. To create an account, navigate process.honeywell.com and click the "Sign In" button on the top/right menu.
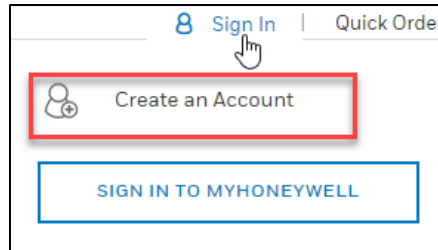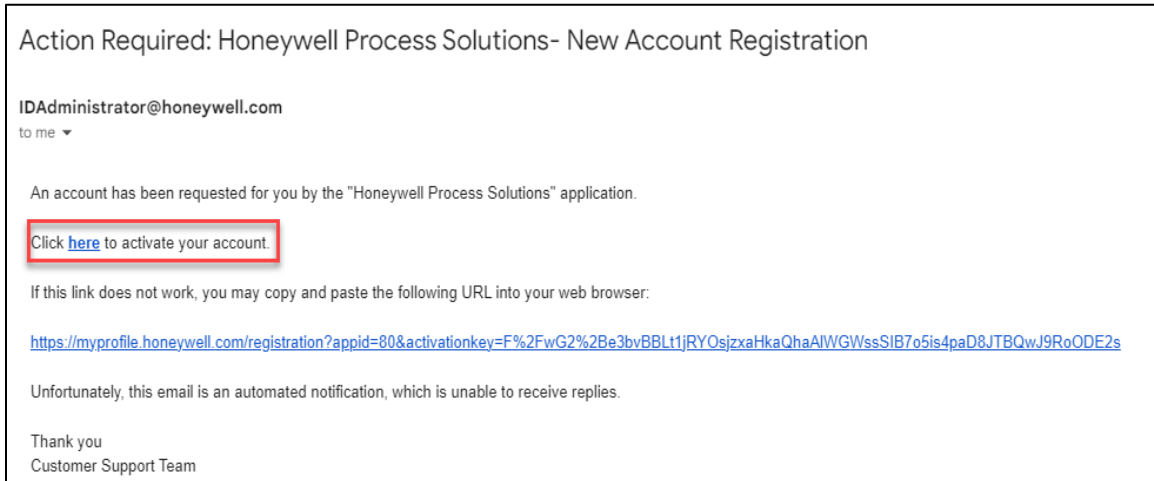

   b. Select: Create an account
      i. NOTE: if you are already registered on another Honeywell system or portal, you will be prompted through the **Simplified Registration Process**.
   c. Fill out the registration form.
      i. Reference the Character Count/Requirements in the Quick Tips section of this document.
      ii. **NOTE:** please ensure you use a company email address with a company domain name
      iii. If you would like to request buyer access at the same time as you register, you can click the "request buyer access" checkbox just before you submit the form.
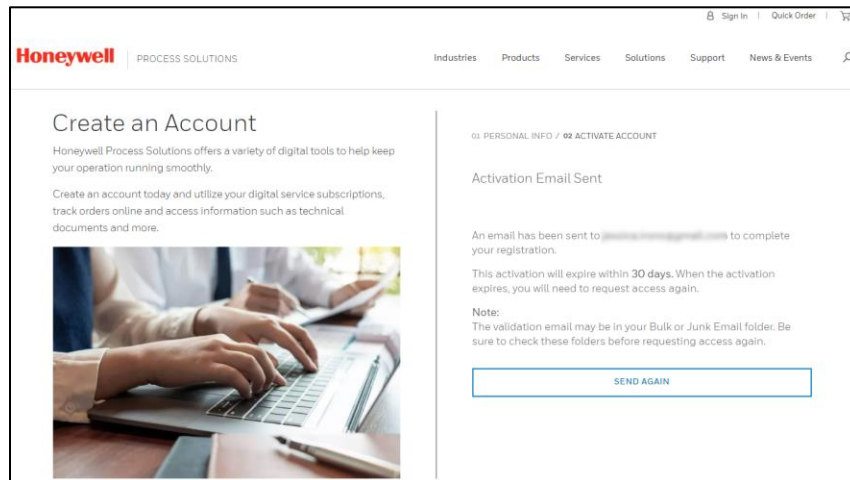
2. **Receive email link:** When you first register for a new account, you will receive a confirmation email to follow a link and confirm your account.
3. **Activate:** Click on the word "Here" in the email to activate your account.
   a. You will be taken to a URL to enter your username & password
   b. ***NOTE: Be SURE to click the link in the email you receive! Otherwise, your account will not fully be setup and it will require additional time/manual intervention to finalize your registration.***
   c. Once you click the link, the confirmation page will include your registration details such as your name, email, address, etc.

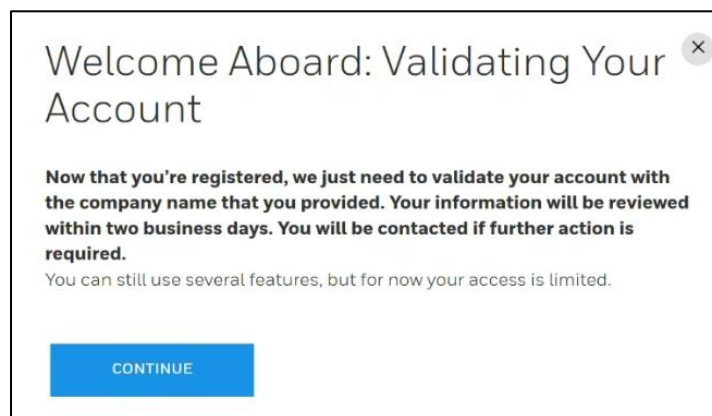d. Click "Create Account" at the bottom of the page and you will be taken to a Sign In Screen.

Action Required: Honeywell Process Solutions- New Account Registration

IDAdministrator@honeywell.com
to me ▾

An account has been requested for you by the "Honeywell Process Solutions" application.

Click here to activate your account.

If this link does not work, you may copy and paste the following URL into your web browser:

https://myprofile.honeywell.com/registration?appid=80&activationkey=F%2FwG2%2Be3bvBBLt1jRYOsjzxaHkaQhaAIWGWssSIB7o5is4paD8JTBQwJ9RoODE2s

Unfortunately, this email is an automated notification, which is unable to receive replies.

Thank you
Customer Support Team

NOTE: when you attempt to login right away, you *might* immediately be logged off and see this error message. *This depends on a setting in our backend…. This is completely normal – it can take 24-48 hours for your account to be fully set up.*

Sign Off Successful

You have successfully signed off your
single sign-on session.

However, you *should* see this popup when you first login:

Welcome Aboard: Validating Your Account

Now that you're registered, we just need to validate your account with the company name that you provided. Your information will be reviewed within two business days. You will be contacted if further action is required.

You can still use several features, but for now your access is limited.

CONTINUE

4. **Select Primary Account:** Once your account is created, you can log in.
    a. NOTE: for security purposes, we have enabled MFA (Multi-Factor Authentication), so you will be asked to input a code from an email when you first log in.
    b. Once you are logged in, you will be prompted to select an account. If Honeywell has record of you in our database, you will be prompted to select an account from a list provided. The list is provided based on your email domain.

c. If several are listed and one is the right Company/HQ, but not the right address, please choose the HQ. This will help ensure a timelier approval of your request/buyer access.
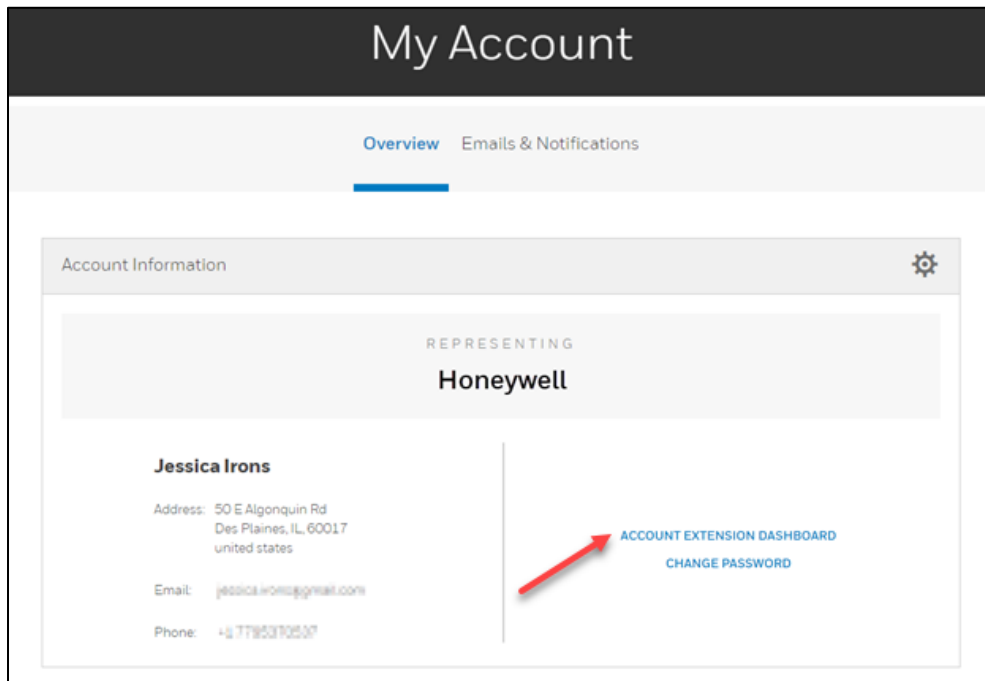d. This will set up the chosen account as your "default" account.
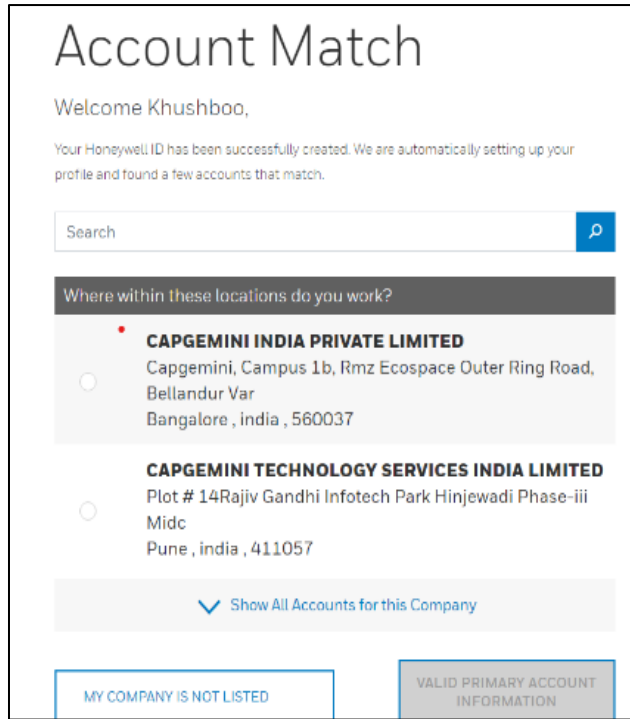
e. If you need access to additional accounts, after you've selected your primary, you can click on the drop-down menu by your name at the top of the site and select "My Account".
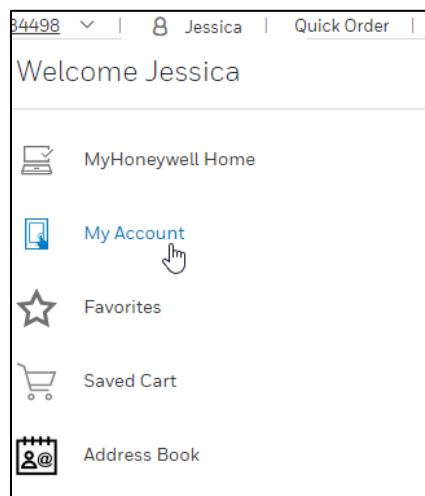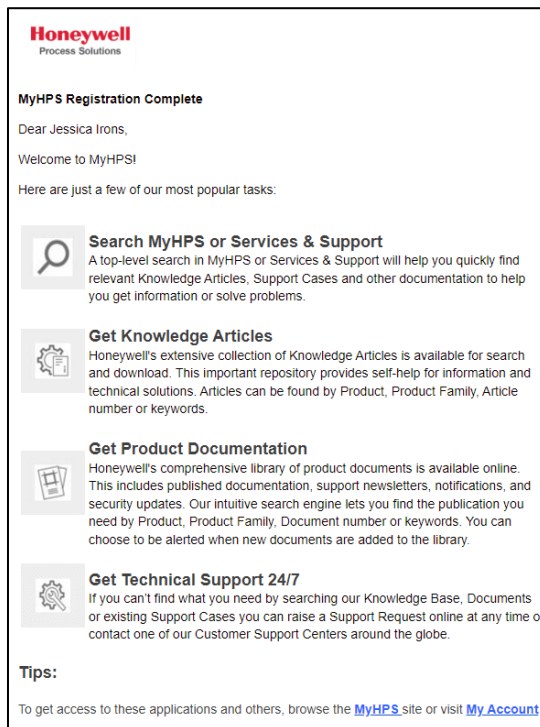

f. Once on the Account Page, select the "Account Extension Dashboard" link next to your name

5. **Web Team Finalizes Your Registration:** Once you have selected your primary account, the HPS Web Team will get your account fully setup and you will receive an email when your registration is complete.

6. **Congratulations!** You now have a Honeywell Process Solutions account!

NOTE: Depending on the account type, you might get emails mentioning you have been added to different community groups in SFDC. You can unsubscribe by click the link in the name of the group on the emails you receive.

7. **Case Closure email:** Once your registration is completed, you will receive an email notification that your support case for User Creation is being closed**.**
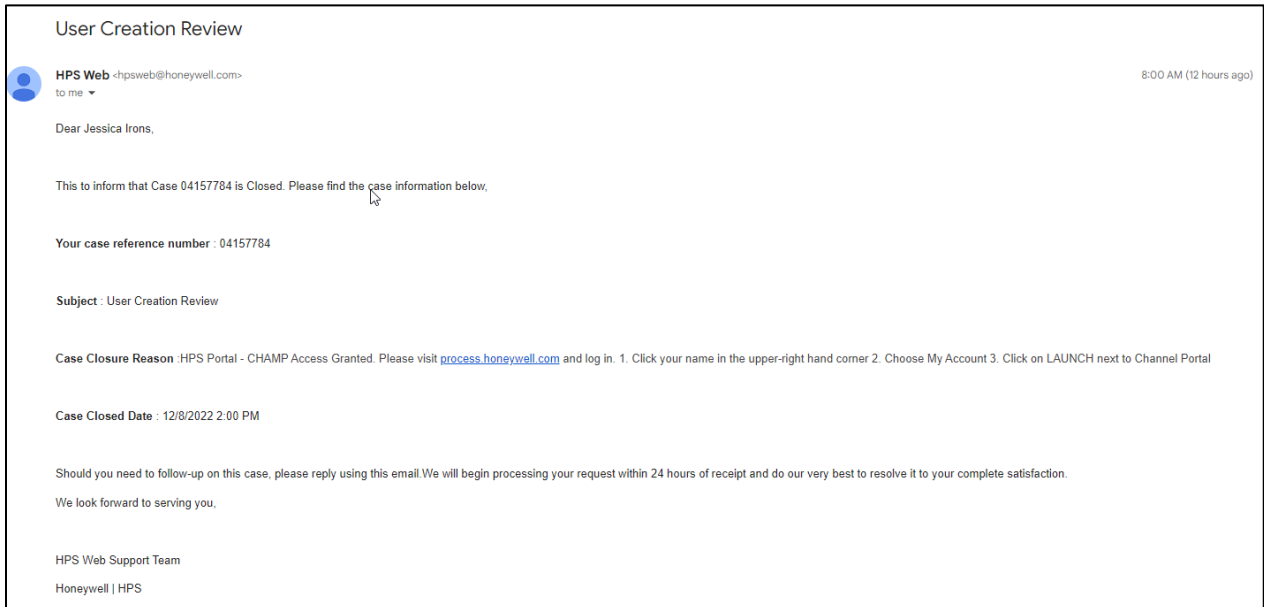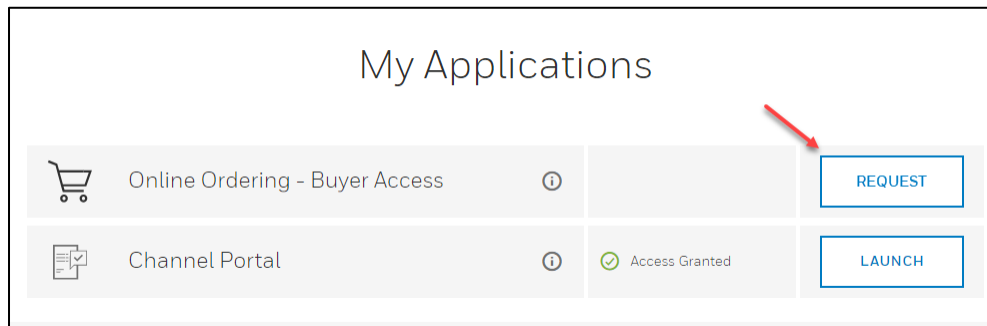

8. **Buyer Access:** If you did not request buyer access upon registration, you can follow the steps below to request access afterwards. You can also **watch this video** for a quick tutorial on how to request.
    1. Sign in
    2. Navigate to My Account (under drop down menu under name)
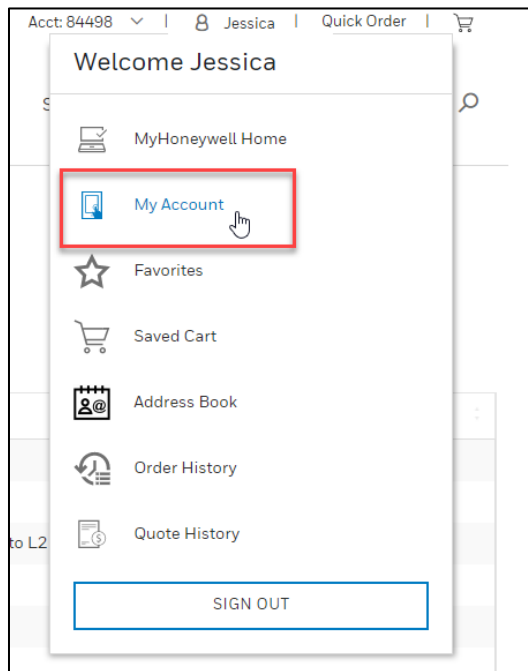
    3. Scroll down to "My Applications", click "Request" next to Buyer Access.

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4. You will then receive a popup indicating that your request is being reviewed. Your request should be approved within 24 to 48 hours.
5. If your access gets denied and you believe this is in error, please reach out to HPSWeb@honeywell.com and they will work with the appropriate business contacts to investigate the issue.

9. **Quick Tips:**
   a. Shared between users of a common account:
      - Quotes
      - Order history/status
      - Saved Cart
      - Discount history

   b. Unique to Users (not shared across users in an account)
      - Favorites
      - Active Cart
      - Saved Searches

   c. Characters & Count Requirements for Registration:

Field	Character Rules & Length Requirements
First Name	• Characters NOT Allowed: ![@%^&()*{}[];:,<>? • Characters count can be between 1-30.
Last Name	• Characters NOT Allowed: ![@%^&()*{}[];:,<>? • Characters count can be between 2-30.
Company Name, Business Address, City	• Characters NOT Allowed: ![@%^&()*{}[];:,<>? • Characters count can be between 3-64
Company Email Address	• Characters NOT allowed: Spaces, < > ( ) [ ] . , ; : @ " \ • Only a to z, A to Z and 0 to 9 allowed after @ and before dot in email id • Only a to z and A to Z are allowed after dot 2 or more times. • Honeywell.com domain is not allowed (internal users can just login with their Honeywell Credentials)