Retirees from the company will now have the same self-service access to their information as they did as employees.

You will be able to do the following in the new site:

<table>
<thead>
<tr>
<th>View and Update</th>
<th>View</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home and mailing addresses</td>
<td>Paystubs</td>
<td>Human Resource Solutions Library</td>
</tr>
<tr>
<td>Email address</td>
<td>Current Benefits Enrollment</td>
<td>Create and update a case for Human Resources</td>
</tr>
<tr>
<td>Telephone numbers</td>
<td>Status of cases for Human Resources</td>
<td></td>
</tr>
<tr>
<td>W-4 tax Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct deposit information</td>
<td></td>
<td>Print Pension Award letter</td>
</tr>
<tr>
<td>and Pension Award letter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are a Con Edison customer and have already registered and/or use coned.com to manage your account, use your established User Name and Password and skip to Step 10 on page 7.

**One-Time Registration**

**Step 1:** Click on the link provided in the invitation email sent to you or click here. You may also copy and paste the following link into your web browser to begin the registration process.

https://coned.okta.com/home/conedison_myhrretiree_1/0oajsh077p4w4VXR0x7/alnjsh4nbeQA7AiYN0x7

Use link provided in your invitation email or these instructions to log in using your email and password in the future.

The link will be published on www.coned.com/retirees after the scheduled launch.
Retiree Self-Service – myHR Connection

**IMPORTANT:** You must have your last pension pay stub available to complete your registration.

**Step 2:** After clicking the link, the log in page will appear. You must click “Register” to begin the process.

**Step 3:** Enter your first name, last name, and your email address. Click “Submit.”
After clicking “Submit,” you will receive the following message:

We’ve emailed you at testjones@test.com. Follow the instructions in your email to continue registering.

Step 4: You will receive an email with the subject line, “Please Verify Your Email Address.”

The email will ask you to set up your password and a second validation for Retiree Self-Service. Click on “Verify Email Address” to create a Profile.
Retiree Self-Service – myHR Connection

**Step 5:** After you click on “Verify Email Address,” you will be brought to a screen to Create Your Profile. You will need to set a password and then click “Submit.”

**Step 6:** Next, you will “Choose a Second Verification.” Enter your “Mobile Phone Number” and then choose one of the “Authentication Options” and click “Submit.” If you do not have a mobile phone, see instructions on next page.
Retiree Self-Service – myHR Connection

If you don’t have a mobile phone, choose “Other Second Verification Option,” and check “I don’t have a mobile number” to select a Security Question and type in the Answer. Then click “Submit.”

Step 7: After a successful submission, you will receive the following message and will be able to click “Log In” to access your account.
Retiree Self-Service – myHR Connection

Step 8: To log into Retiree Self-Service, enter Login ID using your email ID and the password you created earlier. Click “Log In.”

Step 9: If you chose the Mobile Phone Number Authentication on the Second Verification page when registering, a notification with an access code will be sent to the mobile phone you entered. Enter this access code on the Extra Verification page. If you chose the Security Question instead, you will need to type in your answer. Then click “Submit.”
Retiree Self-Service – myHR Connection

**Step 10:** This will bring you to the one-time retiree validation page. You will need to enter your five-digit employee ID, birth date, and your last net pay from your retiree pay stub. Then click “Submit.”

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**ALL FIELDS ARE REQUIRED, UNLESS OTHERWISE NOTED**

*Retiree's Employee ID

12345

*Your Birth Date

01/01/1940

*Last Paycheck (Net Amount)

3456.78

I am a surviving spouse

RESET SUBMIT

---

**NOTE:** If you are a spouse of a deceased retiree please turn on the indicator.

I am a surviving spouse
Retiree Self-Service – myHR Connection

**NOTE:** If you encounter any issues or are brought to the account look up page, please log out and close all your open browser windows. Start again by using the link provided in your welcome email to log in, or copy and paste the link below into your internet browser window.

https://coned.okta.com/home/conedison_myhrcretiree_1/0oajsh077p4w4VXR0x7/alnjsh4nbeQA7AiYN0x7

If after several attempts, you still encounter this above screen or cannot log in, email benefits@coned.com.
Welcome to myHR Connection!

Once you have successfully logged into Retiree Self-Service, you can use myHR Connection as your portal to Human Resources. You will have three main services available to you.

1. Links to HR Payroll
2. Find answers to your questions
3. Submit and manage your requests
HR Payroll Quick Links

Quick Links connect you directly to HR Payroll to perform various self-service transactions.

For example - If you need to update your address, click the link for “Personal Information Summary” and you will be taken directly to that page to make your updates. All the links listed below will take you to the HR Payroll system.

<table>
<thead>
<tr>
<th>Retiree Quick Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information Summary</strong></td>
</tr>
<tr>
<td>Review a summary of your personal information.</td>
</tr>
<tr>
<td><strong>Compensation History</strong></td>
</tr>
<tr>
<td>Review compensation history for salary and variable pay.</td>
</tr>
<tr>
<td><strong>Benefits Summary</strong></td>
</tr>
<tr>
<td>Review a summary of current, past or future benefit enrollments.</td>
</tr>
<tr>
<td><strong>W-4 Tax Information</strong></td>
</tr>
<tr>
<td>Review or change your W-4 information</td>
</tr>
<tr>
<td><strong>View Paycheck</strong></td>
</tr>
<tr>
<td>Review current and prior paychecks.</td>
</tr>
<tr>
<td><strong>Direct Deposit</strong></td>
</tr>
<tr>
<td>Add or update your direct deposit information</td>
</tr>
</tbody>
</table>
Find Answers to Your Questions

Type a question or just certain key words to search the knowledge base for answers to your questions.

Then choose from the list below the “Search Results” that best addresses your question.
Submit a Request

If you can’t find the answer by searching the knowledge base, you can send us your question by submitting a request.

You can click “Submit a Request” on right side of the landing page under My Resources.
Create Your Request
First, from the two dropdown boxes provided, select a “Category” and then a “Type” that best fits your question. This will ensure your request is routed to the proper area. Second, enter a brief summary and then the details of your request. If you have any documents to send, attach them by clicking “Attach a File.”

Once completed, click “Save My Request” to submit your request.

Use the link provided in your invitation email or click here to log in using your email and password in the future.

The link will be published on www.coned.com/retirees after the scheduled launch.
Resetting Your Password

If you need to reset your password, click on “Reset My Password” on the Log In page. You can use your email address or a text message to receive the access code.

Once you have created a new password, you must use the link provided in the welcome email or copy and paste the following link in your internet browser window to sign on to Retiree Self-Service.

https://coned.okta.com/home/conedison_myhrcreetiree_1/0oajsh077p4w4VXR0x7/alnjsh4nbeQA7AiYN0x7