

Retiree Self-Service – myHR Connection

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:

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

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_myhrcretiree_1/0oajsh077p4w4VXR0x7/alnjsh4nbeQA7AiYN0x7

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

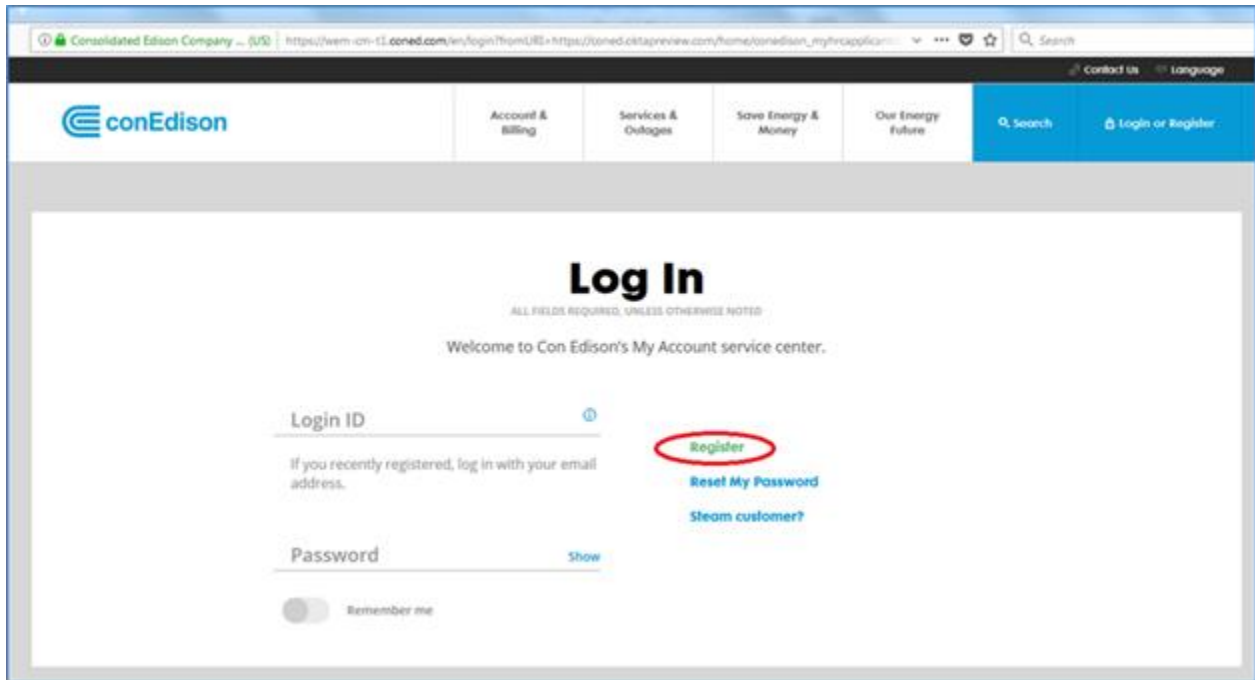
The link will be published on www.coned.com/retirees after the scheduled launch.



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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.



Consolidated Edison Company ... (US) | https://www.con-ed.com/en/login?fromURL=https://www.con-ed.com/home/conedison_myhrapplica... | Search | Contact Us | Language

conEdison | Account & Billing | Services & Outages | Save Energy & Money | Our Energy Future | Search | Login or Register

Log In

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Welcome to Con Edison's My Account service center.

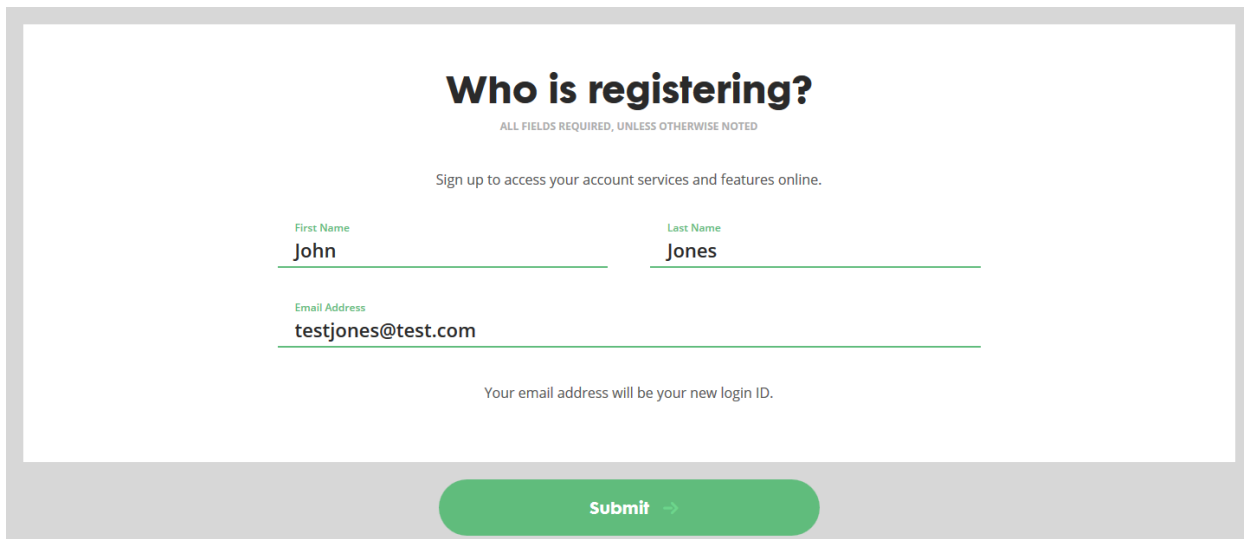
Login ID ⓘ
If you recently registered, log in with your email address.

Password ⓘ Show

Remember me

[Register](#)
[Reset My Password](#)
[Steamp customer?](#)

Step 3: Enter your first name, last name, and your email address. Click “Submit.”



Who is registering?

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Sign up to access your account services and features online.

First Name
John

Last Name
Jones

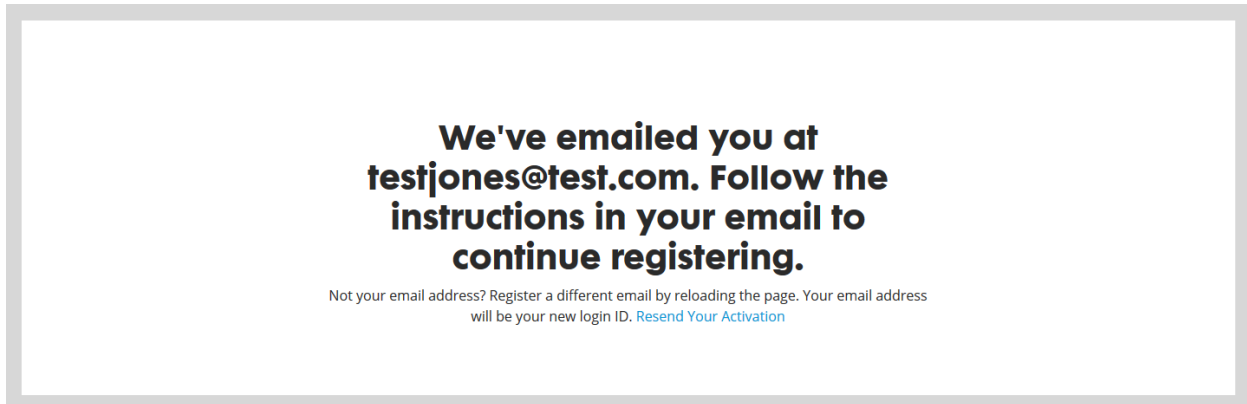
Email Address
testjones@test.com

Your email address will be your new login ID.

[Submit](#) →

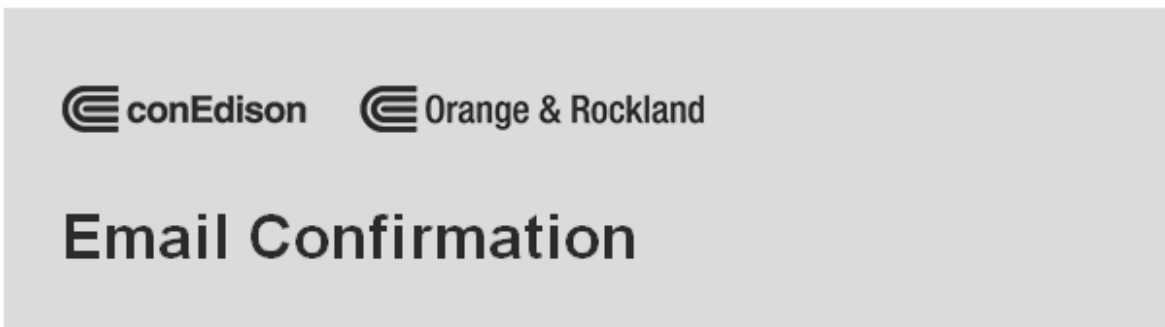
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After clicking “Submit,” you will receive the following message:



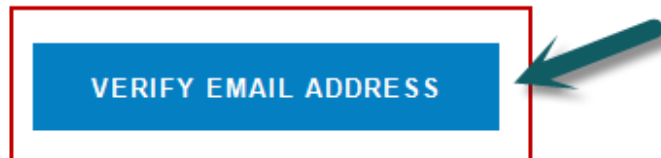
Step 4: You will receive an email with the subject line, “Please Verify Your Email Address.”

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.



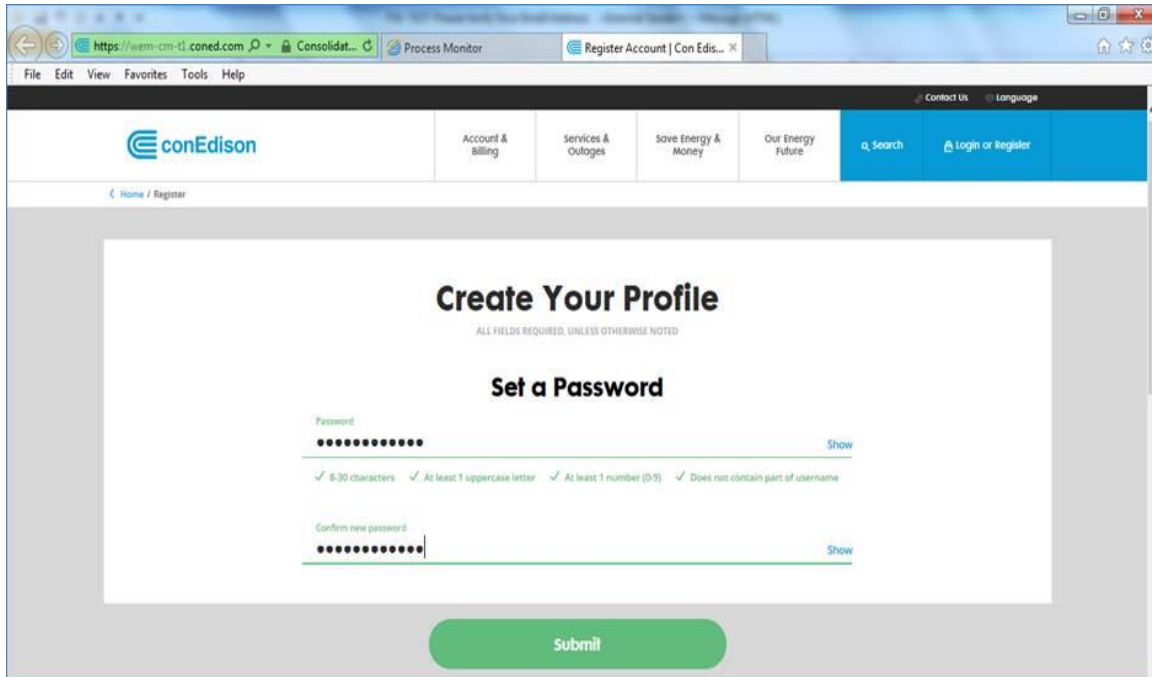
Hi John Jones,

You're almost ready to start using your account. Simply click the button below within 7 days to complete your registration. This email address will be your new login ID.



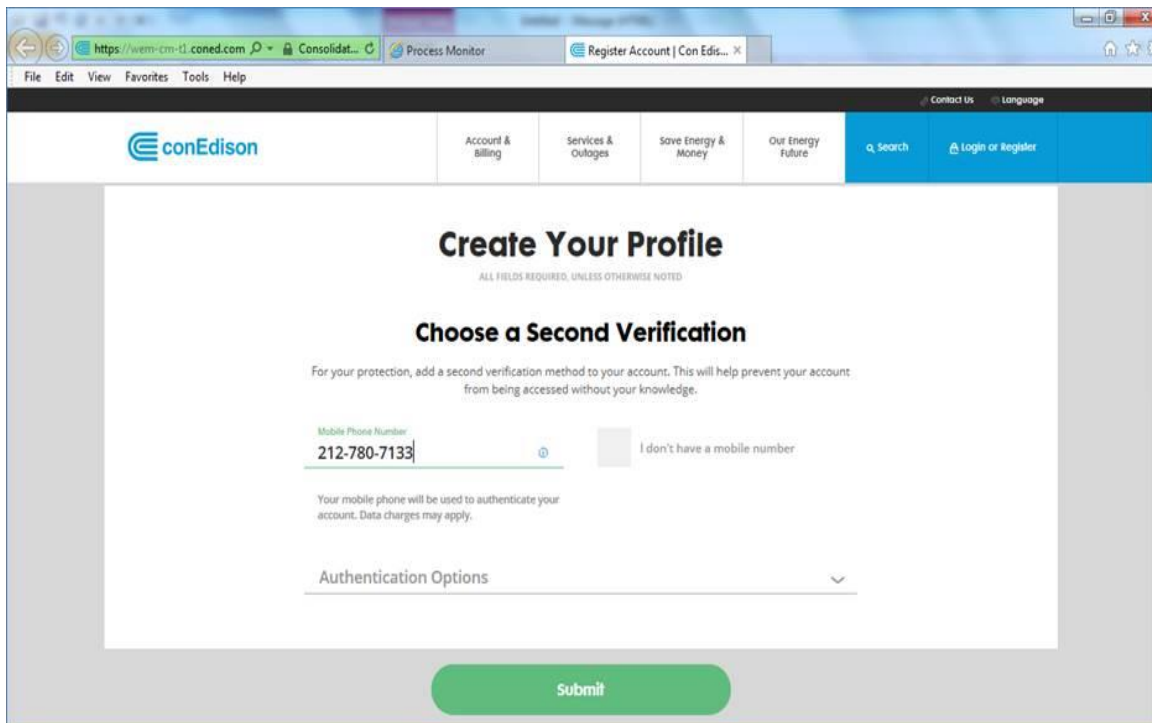
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Step 5: After you click on “Verify Email Address,” you will be brought to a screen to Create Your Profile. You will need to set a password and then click “Submit.”



The screenshot shows a web browser window with the URL <https://wem-cm-t1.coned.com>. The page title is "Register Account | Con Edis...". The main content area is titled "Create Your Profile" with the sub-heading "Set a Password". Below the heading, there are two password input fields. The first field is labeled "Password" and has a "Show" link to its right. Below it, there are four checkmarks indicating password requirements: "6-30 characters", "At least 1 uppercase letter", "At least 1 number (0-9)", and "Does not contain part of username". The second field is labeled "Confirm new password" and also has a "Show" link. At the bottom of the form is a green "Submit" button.

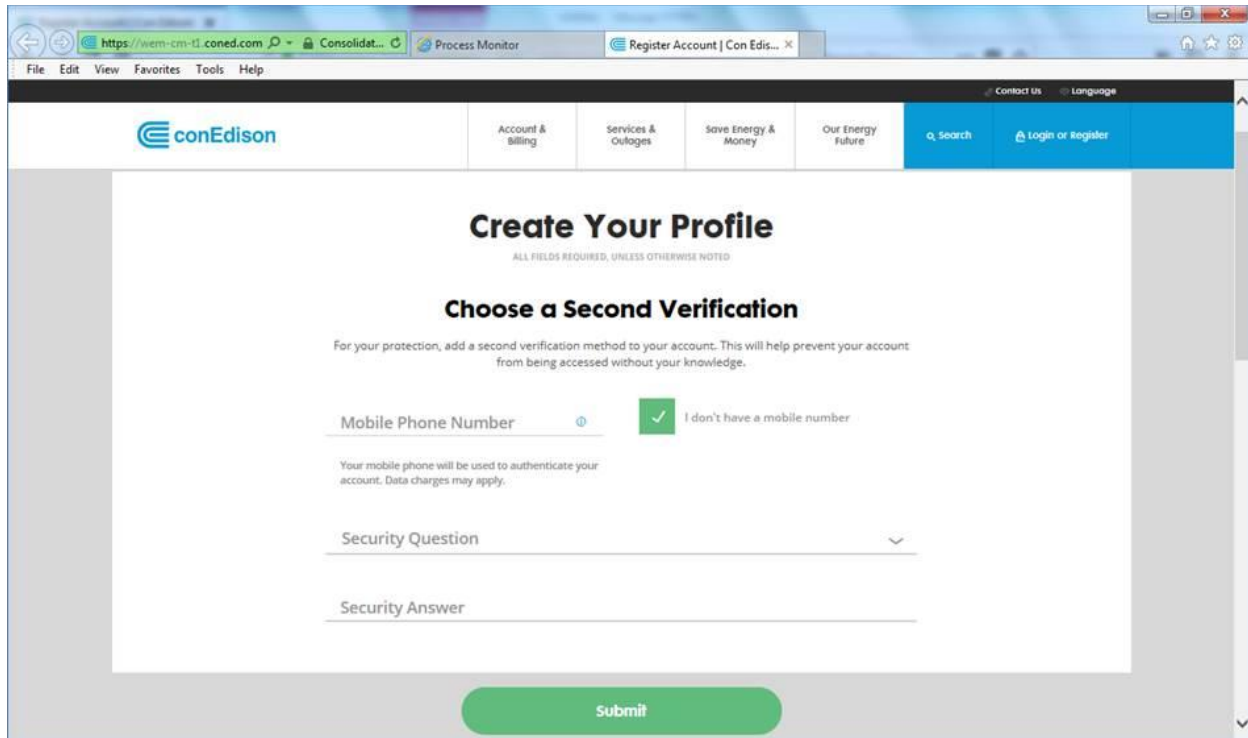
Step 6: Next, you will “Choose a Second Verification.” Enter your “Mobile Phone Number” and then choose one of the “Authentication Options” and click “Submit.” If you do not have a mobile phone, see instructions on next page.



The screenshot shows the same web browser window as in Step 5. The main content area is titled "Create Your Profile" with the sub-heading "Choose a Second Verification". Below the heading, there is a paragraph: "For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge." Below this, there is a "Mobile Phone Number" input field containing "212-780-7133" and a "I don't have a mobile number" button. Below the input field, there is a note: "Your mobile phone will be used to authenticate your account. Data charges may apply." At the bottom of the form is a dropdown menu labeled "Authentication Options" and a green "Submit" button.

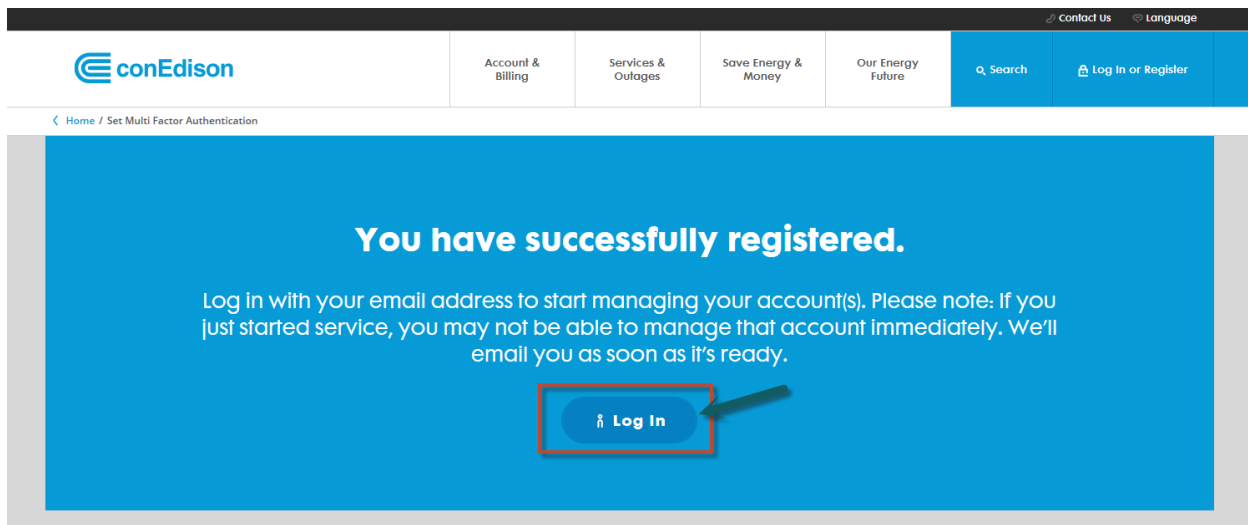
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If you don't have a mobile phone, choose "Other Second Verification Option," and check "I don't have a mobile number" to select a Security Question and type in the Answer. Then click "Submit."



The screenshot shows a web browser window with the URL <https://wem-cm-tj.coned.com>. The page title is "Register Account | Con Edis...". The navigation bar includes "Account & Billing", "Services & Outages", "Save Energy & Money", "Our Energy Future", "Search", and "Login or Register". The main content area is titled "Create Your Profile" with the sub-heading "Choose a Second Verification". Below this, there is a text box for "Mobile Phone Number" with a checkmark icon and the text "I don't have a mobile number". A note states: "Your mobile phone will be used to authenticate your account. Data charges may apply." Below this are fields for "Security Question" and "Security Answer". A green "Submit" button is at the bottom.

Step 7: After a successful submission, you will receive the following message and will be able to click "Log In" to access your account.



The screenshot shows a success message on the ConEdison website. The navigation bar is the same as in the previous screenshot. The main content area has a blue background with the text: "You have successfully registered. Log in with your email address to start managing your account(s). Please note: If you just started service, you may not be able to manage that account immediately. We'll email you as soon as it's ready." A blue "Log In" button is highlighted with a red box and a green arrow pointing to it.

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

Log In
ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Login ID
testjones@test.com

If you recently registered, log in with your email address.

Password
●●●●●●●● Show

Remember me

[Register](#)
[Reset My Password](#)
[Steam customer?](#)

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.”

Extra Verification
Authorize this device to access My Account.

To log in, please answer the following question: "What is the food you least liked as a child?"

Enter Answer

Submit

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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.”

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

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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_myhrcreetiree_1/0oajsh077p4w4VXRX0x7/alnish4nbeQA7AiYN0x7

Look Up Account Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

If you have an account number, please enter it below. If you recently started service, then we'll send an email when your new account number is ready.

Account Number

[Forgot account number?](#)

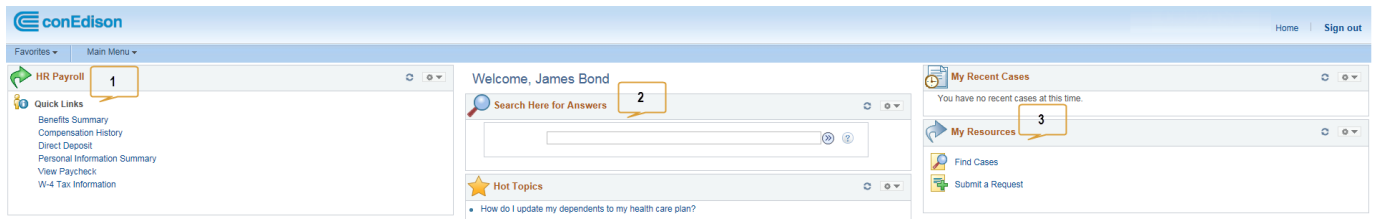
If after several attempts, you still encounter this above screen or cannot log in, email benefits@coned.com.

Retiree Self-Service – myHR Connection

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









Retiree Self-Service – myHR Connection

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.

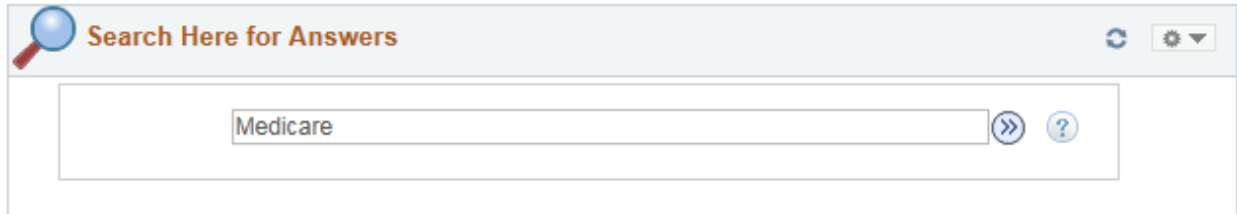
Retiree Quick Links

-  **Personal Information Summary**
Review a summary of your personal information.
-  **Compensation History**
Review compensation history for salary and variable pay.
-  **Benefits Summary**
Review a summary of current, past or future benefit enrollments.
-  **W-4 Tax Information**
Review or change your W-4 information
-  **View Paycheck**
Review current and prior paychecks.
-  **Direct Deposit**
Add or update your direct deposit information

Retiree Self-Service – myHR Connection

Find Answers to Your Questions

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



A search bar interface with a magnifying glass icon on the left and a search button on the right. The search bar contains the text "Medicare".

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

 [Submit a Request](#)  [myHR Connection](#)

[Search Tips](#)

[Advanced Search](#)

3 results matched your search criteria

Search Results 1-3 of 3

[Do I need to accept Medicare Parts A and B even if I'm not age 65?](#)

The only time an employee is required to accept or enroll in Medicare is when they are retired. Active employees do not need to accept or enroll in Medicare. When they are ready to
Solution

[How do I sign up for Medicare cross-over?](#)

Medicare cross-over is automatic once the employee supplies us with their Medicare card reflecting both Parts A and B.
Solution

[When do I notify Benefits of my Medicare eligibility status?](#)

Please submit a request to notify us 30 days before the effective date of your Medicare benefits.
Solution

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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.



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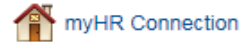
Create Your Request

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.

Submit a Request



Create Case For Erik Lehnsherr
Contact Details 718/381-1234

[Edit Contact Details](#)

Reported By

*Category ▼

*Type ▼

*Summary

Details

File Name	Description	Added By	Date Added	
IMG_1041.jpg	<input type="text"/>	Erik Lehnsherr	05/25/2018 9:53AM	<input type="button" value="Delete"/>

* Required Field

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.

Retiree Self-Service – myHR Connection

Resetting Your Password

Log In
ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Login ID ⓘ

If you recently registered, log in with your email address.

Register
Reset My Password
Steam customer?

Password Show

Remember me

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_myhrretiree_1/0oajsh077p4w4VXRX0x7/alnjsh4nbeQA7AiYN0x7