

Self-Service Registration Instructions for The Employee Hub

Important: Please Read Before Proceeding

If you **previously accessed The Employee Hub as a retiree**, skip to The Employee Hub Login Instructions on page 8.

New Retirees should have their last pension net amount or monthly medical deduction available **before registering**.

Windows screenshots are included below.
Your experience may vary across platforms.

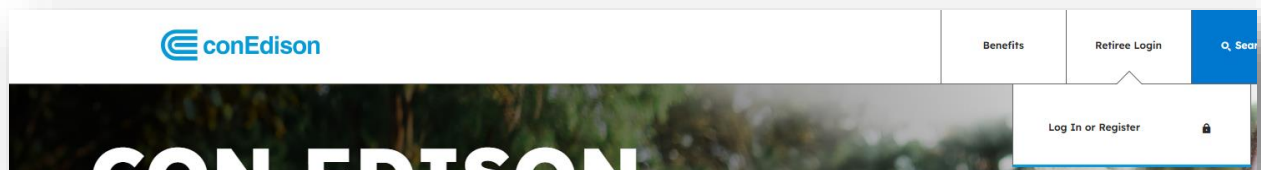
The Employee Hub is accessible from any device (Windows, Apple, or Android), using any browser (Microsoft Edge, Google Chrome, Safari, etc.).

OKTA Registration

Step 1: Click on [this link](#).

You can also directly access The Employee Hub login through

- About Us – [Retirees](#) section on the Con Edison [website](#) or
- About Us – [Retirees](#) section on the Orange & Rockland [website](#)



Then click on “Retiree Log In > Log In or Register,” which will bring you to the [Login/Register page](#). Click “Register.”

Log In

Email Address

Password [SHOW](#)

Remember me

[REGISTER](#)
[RESET MY PASSWORD](#)
[STEAM CUSTOMER?](#)

[Log In](#)

Step 2: 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 Last Name

Email Address

Your email address will be your new login ID.

[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.**

Not your email address? Register a different email by reloading the page. Your email address will be your new login ID. [Resend Your Activation](#)

Step 3: 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. Click on “Verify Email Address” to create a Profile.

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Email Confirmation

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.

[VERIFY EMAIL ADDRESS](#)

Step 4: 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 the ConEdison website's registration process. At the top, there is a navigation bar with the ConEdison logo on the left and links for 'Account & Billing', 'Services & Outages', 'Save Energy & Money', 'Clean Energy', 'Search', and 'Log In or Register' on the right. Below the navigation bar, a breadcrumb trail reads '< Home / Register'. The main content area is titled 'Create Your Profile' with the subtitle 'ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED'. The current step is 'Set a Password'. It features two password input fields, each with a 'SHOW' link to toggle visibility. The first field is labeled 'Password' and the second is labeled 'Confirm new password'. Between the fields, there are three password requirements: '8-30 characters', 'At least 1 uppercase and 1 lowercase letter', and 'At least 1 number (0-9)'. Below the second field, there is a fourth requirement: 'Does not contain part of username'. At the bottom of the form is a large blue 'Submit' button.

Step 5: Next, you will “Choose a Second Verification.” Enter your “Mobile Phone Number” and then choose one of the “Authentication Options” and click “Submit.”

The screenshot shows a web browser window with the URL <https://wem-cm-tl.coned.com>. The page title is "Create Your Profile" with the sub-header "Choose a Second Verification". Below the sub-header, there is a text prompt: "For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge." The "Mobile Phone Number" field contains the text "212-780-7133". To the right of this field is a radio button labeled "I don't have a mobile number". Below the mobile phone number field, there is a note: "Your mobile phone will be used to authenticate your account. Data charges may apply." Underneath, there is a dropdown menu labeled "Authentication Options". At the bottom of the form is a green "Submit" button.

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 the same web browser window as the previous one. The "Mobile Phone Number" field is now empty. The radio button labeled "I don't have a mobile number" is now checked with a green checkmark. Below this, there is a note: "Your mobile phone will be used to authenticate your account. Data charges may apply." Underneath, there is a dropdown menu labeled "Security Question". Below that is a text input field labeled "Security Answer". At the bottom of the form is a green "Submit" button.

Step 6: After a successful submission, and if this is **your first time logging in**, you will be asked security questions and then you will need to verify your account.



The screenshot shows a web interface for "conEdison, inc. Security Verification". The page title is "Retiree Verification". Below the title, there is a heading "Please enter the following information to verify your account". There are two questions: "1) What is your Employee ID?" and "2) What is your Date Of Birth?". Each question has a corresponding input field. The "Employee ID" field is a simple text box. The "Date Of Birth" field is a date picker with a calendar icon. A "Required" label is positioned to the right of the "Employee ID" field.

conEdison, inc. Security Verification

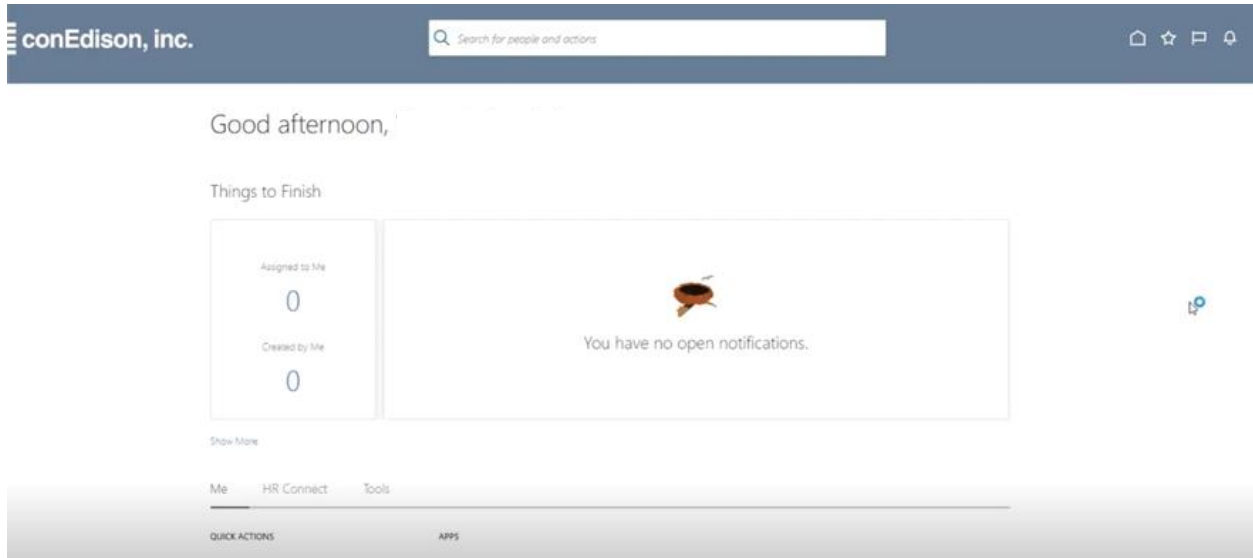
Retiree Verification

Please enter the following information to verify your account

1) What is your Employee ID? Required

2) What is your Date Of Birth?

Step 7: After a successful submission, you are now logged into The Employee Hub.

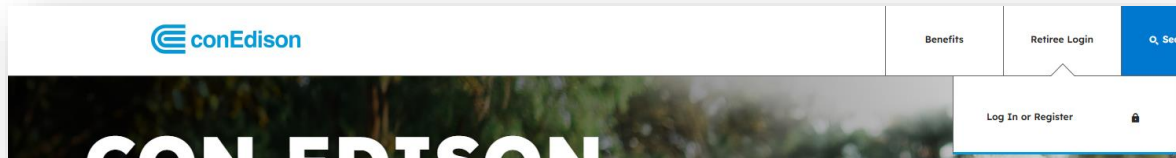


Login Instructions for The Employee Hub

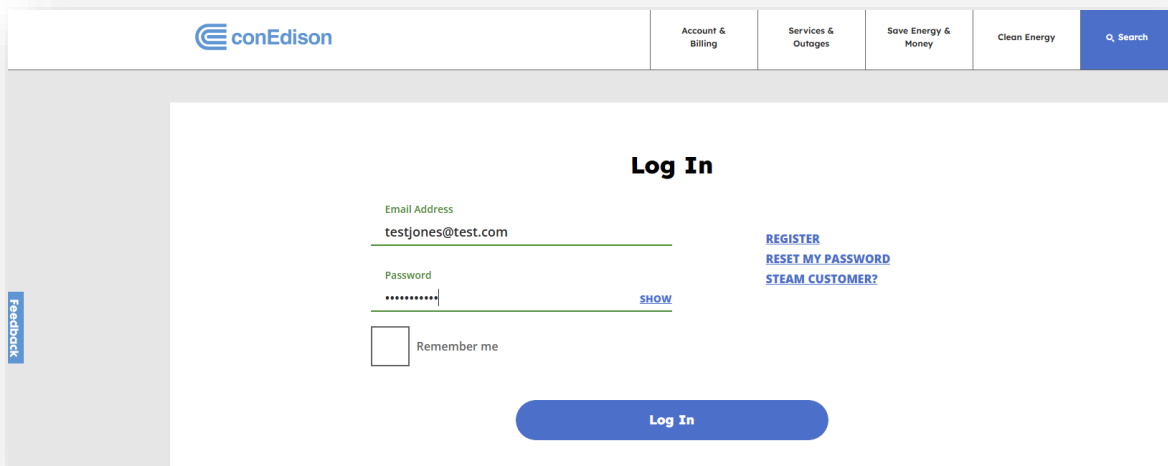
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You can also directly access The Employee Hub login through

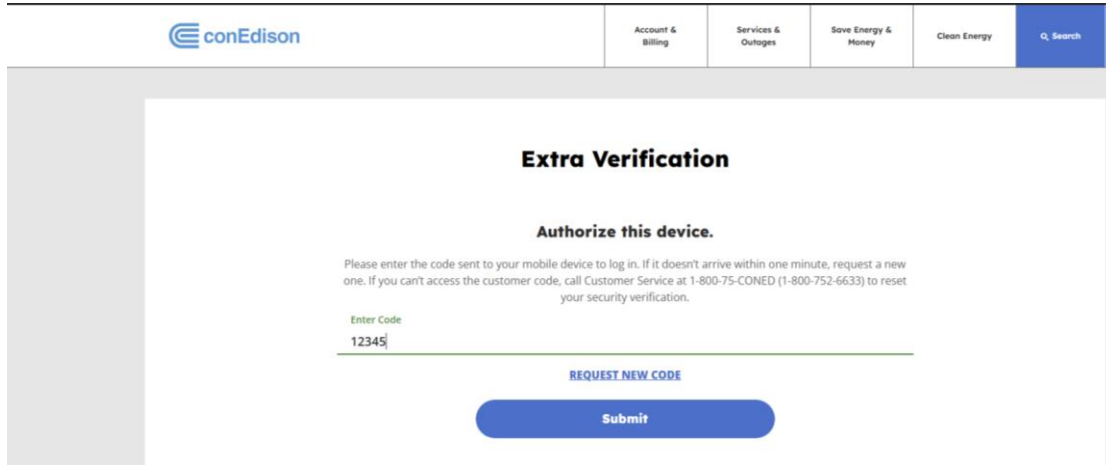
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Then click on “Retiree Log In > Log In or Register,” which will bring you to the [Login/Register page](#).



Step 2: You will then need to perform the Multi-Factor Authorization (MFA) with the code sent to you upon login or the Security Question you set up previously in Step 5 of the OKTA registration process. Then click “Submit.”



Step 3: After a successful submission, you are now logged into The Employee Hub.

