



TO: All Hourly Employees
SUBJECT: **PAY STUB ONLINE WEBSITE**
DATE: March 31, 2010

All employees are able to view and/or print your pay stub online from @Ford Online using either our Ford Intranet (inside the fire wall) or via the Internet from any location convenient to you. Generally, you will usually be able to see your pay stub online each Thursday of a regular work week.

System security guidelines require all employees to change their password used to access @Ford Online every ninety (90) days. This password change can only be accomplished through the Ford intranet. Therefore, employees who typically use the public internet must use the kiosk at their location in order to make this password change.

The majority of hourly employees did not have a password prior to the launch of Pay Stub Online. Therefore, an initial password was established on a mass basis for these employees. This initial password will expire on April 15, 2010 for any employee who has not yet attempted to use Pay Stub Online. ***Therefore if you have not yet attempted to access Pay Stub Online and successfully changed your password, you must do so prior to April 15, 2010 in order to change your initial password.***

If you have accessed Pay Stub Online, you have already changed your initial password. Your new password will remain active for ninety (90) days after activation. You will be prompted to change this password again shortly before it expires.

To activate a new password (or to change an existing password) at a plant kiosk, follow the steps outlined in the single point lesson (previously distributed and posted at kiosk locations) or access P-Synch at www.changepassword.ford.com. The P-Synch software simplifies password management by providing you with a web interface for changing and resetting passwords. By using P-Synch, you can change your password in one place. Once you set up a Question and Answer (personal questions and answers) profile, P-Synch will allow you to reset your password to something new, even if you have forgotten your password. You will not have to call the Corporate Help Desk to reset your password. You can do it yourself and save time. It is important to input an accurate email address as your new password may be sent to you via email. Employees without a Ford or personal email account should not use P-Synch. Employees without an email account should continue to call the Corporate Help Desk for assistance with a password reset.

Once a password has expired, a new password can be created by accessing P-Synch at www.changepassword.ford.com or contacting the Corporate Help Desk at 1-888-31-74957 and selecting option #2.

Labor Relations Office