



## Authorized and Unauthorized Use

AskHRWeb provides secure access to information, business-related applications and business specific processes for Siemens employees and other select approved individuals. Unauthorized use or access to this tool is strictly prohibited.

Personal data should only be used for its intended purpose and should be considered confidential. Additional information concerning Siemens data privacy can be found at the following:

[Siemens USA Data Privacy Site](#)

[Siemens Energy Data Privacy Site \(Energy employee only\)](#)

[Siemens Healthineers USA Data Privacy Site \(Healthineers employee only\)](#)

By submitting personal information to Siemens Canada Limited or its affiliates, service providers and agents, you consent to our collection, use and disclosure of such information for the purposes described in our Privacy Code available at [www.siemens.ca](http://www.siemens.ca).

When accessing AskHRWeb, personal information such as pay, direct deposit bank account information, home address, emergency contact information, etc., may be displayed. It is important that you ensure you are logged off when finished using a public device. Examples of public devices are; company KIOSK, public library, hotel computer and or internet cafe computer. You assume the responsibility associated with ensuring you are logged out of all applications and these applications are closed when you are finished using the AskHR website. By using the tool, you confirm that you understand your obligations and consent to the transmission of the information over the public internet. By accessing the AskHRWeb, you understand and agree to Siemens' policies, including but not limited to workplace monitoring and surveillance.

## Announcements

### Check your AskHR Favorites Link

To prevent issues with functionality make sure the address in your favorites link is saved as [www.askhrweb.com](http://www.askhrweb.com)

### How Do I Login

- [MyID login for PKI](#)
- [SiemensID login for employees without PKI or Siemens Email](#)
- [PingID App for Android and Apple Smartphones](#)
- [Microsoft Azure login setup for Siemens Energy employees](#)

### In case you have any issues with your login process, please contact ATOS at:

**IT Service Desk for USA:**  
+1-877-234-1122  
+1-513-701-0488 (International travel only)

**IT Service Desk for Canada:**  
+1-866-210-9877


+1-513-536-1434 (International travel only)

**(Siemens Energy Only):**  
US: +1-833-813-0348  
CA: +1-833-813-0033

To reach an AskHR associate call 866-SIEMENS (1-866-743-6367)  
For employees outside the U.S. call: 1-925-557-4722

### Notice of Monthly Maintenance

AskHR Web will be unavailable for monthly maintenance on the third

 Additional Authentication is required to access the application.  
Please select the Company button below that pertains to you.



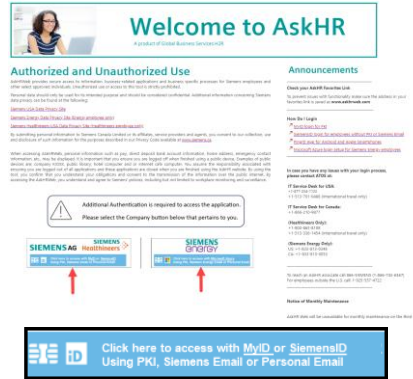
All Siemens businesses, except Siemens Energy would use the blue bar for > Siemens AG / Siemens Healthineers

Step by Step Instructions on How to Log In from your personal device without PKI

E-mail Login & One Time Password is used to access from any web-enabled device

# This process is only valid for employees who do not have a Siemens Email Addresses on file

1 Open your web browser and visit:  
[www.AskHRweb.com](http://www.AskHRweb.com)



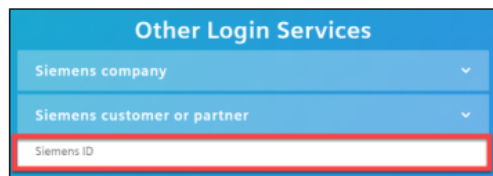
All Siemens businesses, except Siemens Energy would use the blue bar for Siemens AG / Siemens Healthineers

2 MyID Login Service Page

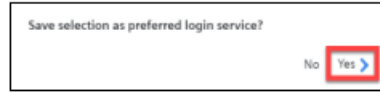


Click on the drop-down arrow for "Siemens Customer or Partner" This process will use 2 Step Authentication to access AskHR

3 Select the option for "Siemens ID"

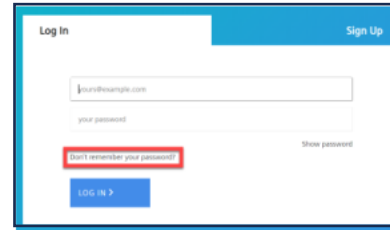


4 A pop-up will come up, click "Yes" to save as a preferred login method

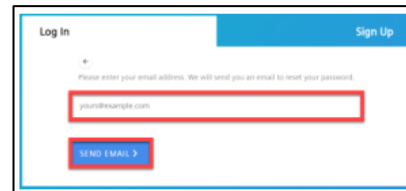


5 **1<sup>st</sup> Step of Authentication:** If you have logged on before, enter your personal email with password and the click, "Log In".

➤ **First time logging in:** Click on "Don't remember your password."



➤ Type in your personal email address which was provided to HR/P&O and then click "Send Email"

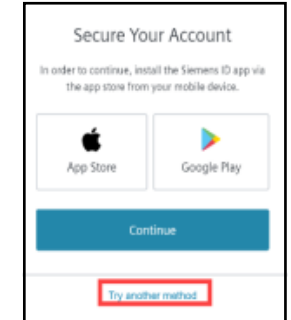


➤ You will then receive an email from [login@siemens.com](mailto:login@siemens.com), which contains a link to create your new password.  
➤ After your password is created use the login screen to enter your personal email and new password

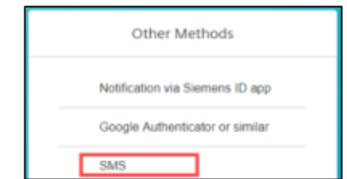
6 **2<sup>nd</sup> Step of Authentication:**

➤ Preferred method is to receive a SMS text or you can download the SiemensID App

➤ To receive an SMS text message, click on "Try another method" at the bottom of the page.  
➤ You will then be prompted to enter your cellular phone number for the **second factor authentication.**



➤ A page will appear to enter the code from the SMS text message received on your smartphone



7 You will see the AskHR landing page after completing 2 Step Authentication



## MyID Login Service

For assistance with Multi Factor Authentication please call ATOS at:

- IT Service Desk for USA:
  - +1-877-234-1122
  - +1-513-701-0488 (Int)
- IT Service Desk for Canada:
  - +1-866-210-9877

## Healthineers Only:

- +1-800-863-8108
- +1-513-336-1454 (Int)