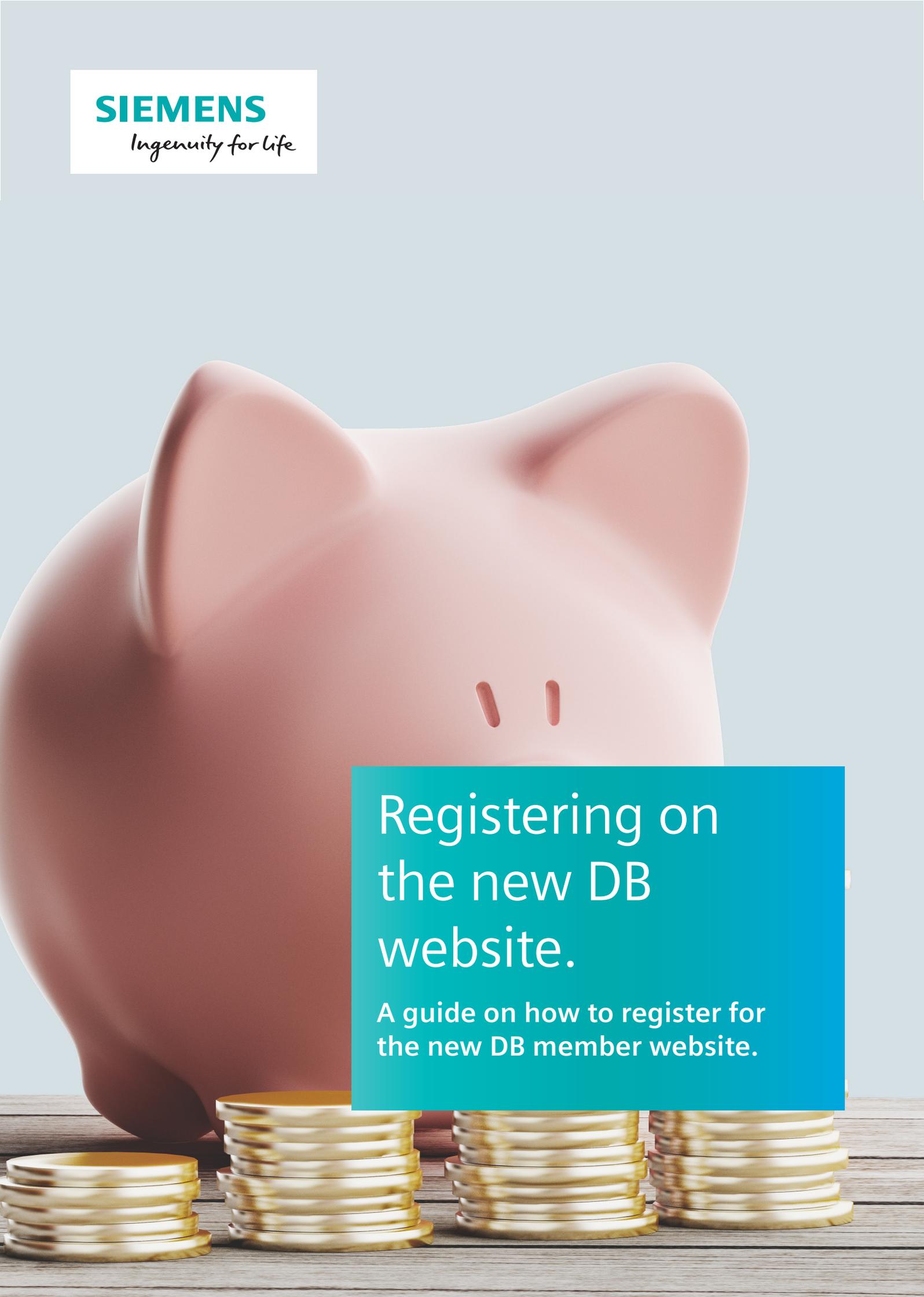


SIEMENS

Ingenuity for life



Registering on the new DB website.

A guide on how to register for
the new DB member website.

How to register on the Siemens DB member website.

Step 1

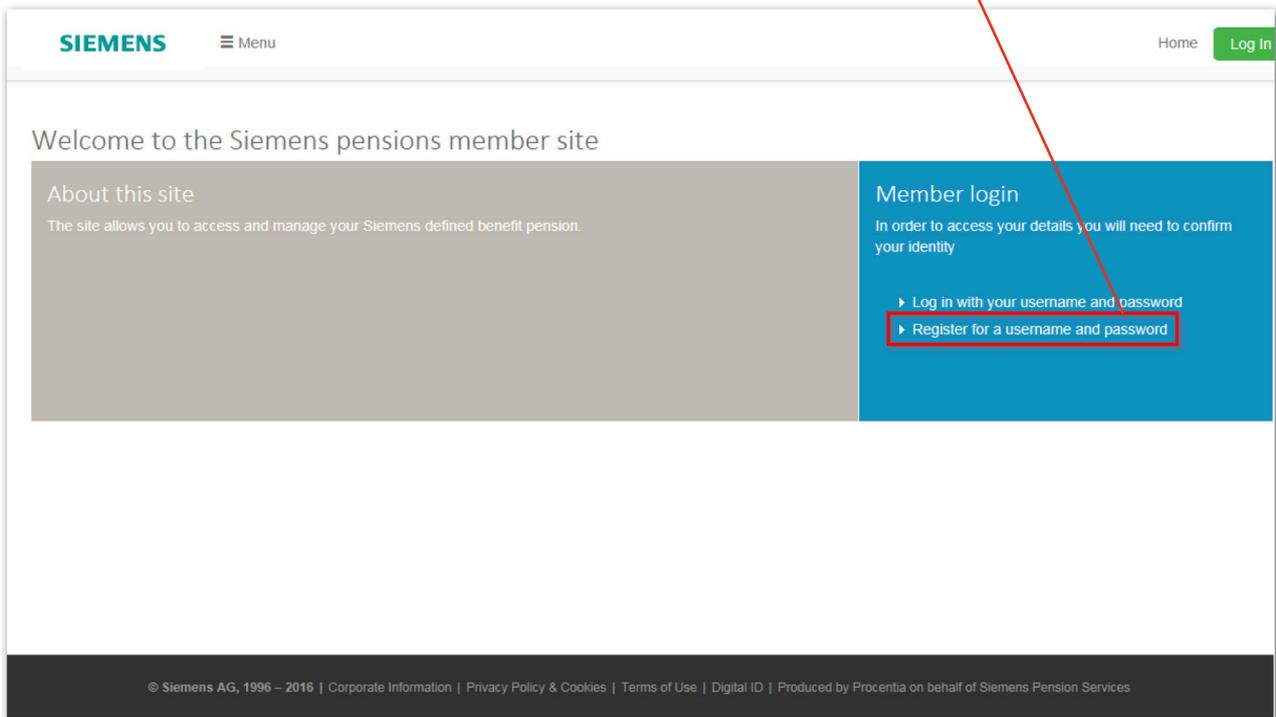
Link to the DB website below -

www.siemens.co.uk/dbpensions

Step 2

Once on the website, click on

“Register for a username and password”

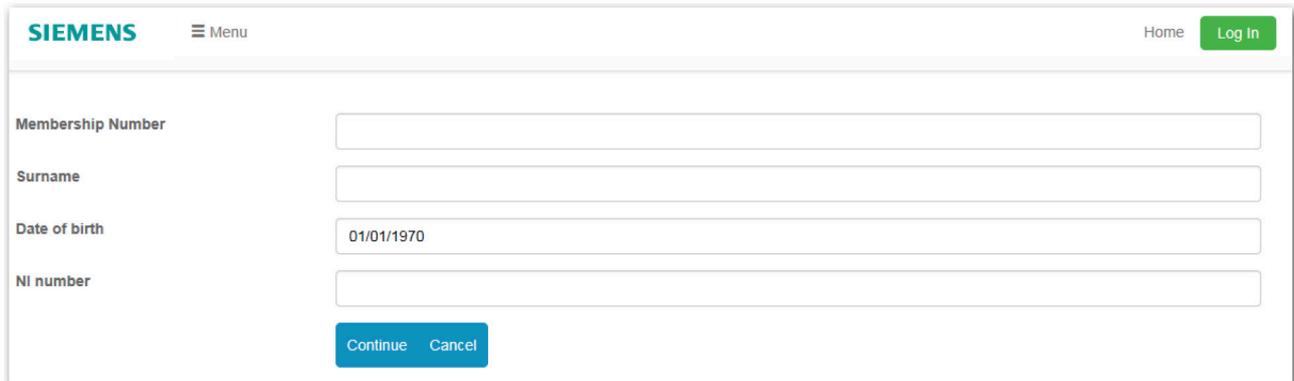


NOTE:

Before you can proceed further, **you must read and accept the terms and conditions.**

Step 3

Once you have accepted the terms and conditions, please enter your personal details on the below screen



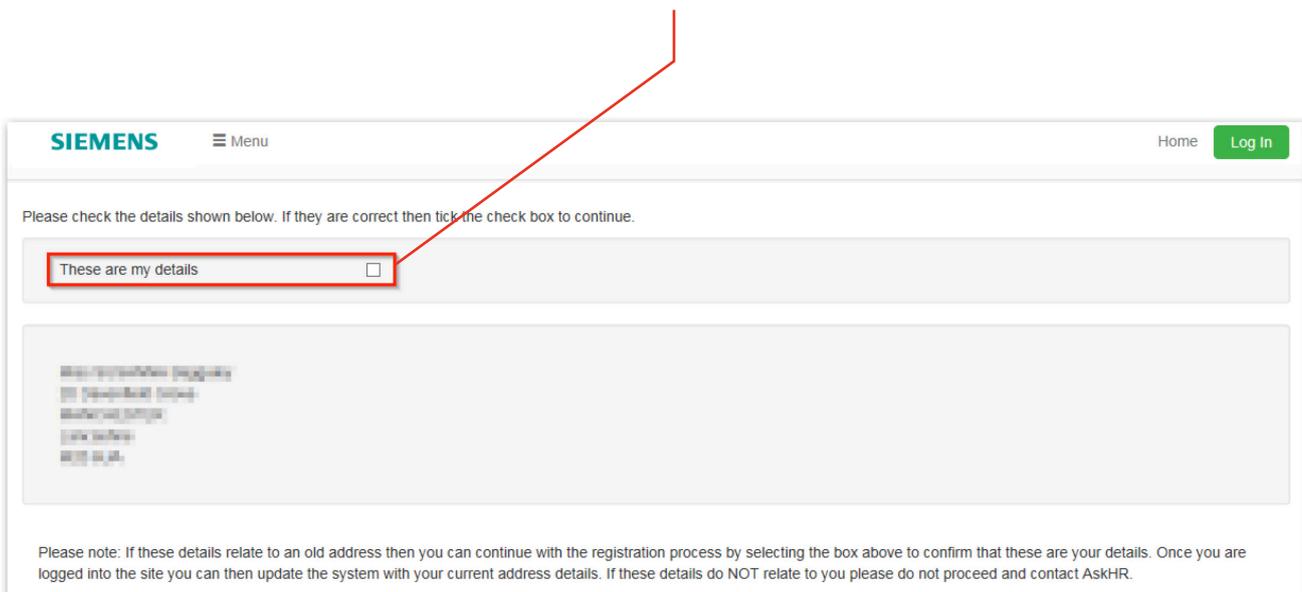
The screenshot shows the SIEMENS registration interface. At the top left is the SIEMENS logo and a 'Menu' icon. At the top right are 'Home' and 'Log In' buttons. The main form area contains four input fields: 'Membership Number', 'Surname', 'Date of birth' (with the value '01/01/1970' entered), and 'NI number'. Below these fields are two buttons: 'Continue' and 'Cancel'.

NOTE:

Your **Membership Number** is shown on the letter or email notifying you of our new website.

Step 4

You will be asked to verify your address details, if these details relate to an old address then you can continue with the registration process by selecting the box to confirm that these are your details. Once you are logged into the site you can then update the system with your current address details. If these details do NOT relate to you please do not proceed and contact AskHR.



The screenshot shows the SIEMENS registration interface for Step 4. At the top left is the SIEMENS logo and a 'Menu' icon. At the top right are 'Home' and 'Log In' buttons. Below the header is a text prompt: 'Please check the details shown below. If they are correct then tick the check box to continue.' Below this is a form element with the text 'These are my details' and an unchecked checkbox. A red line points from the checkbox to the right. Below this is a large grey box containing a list of details (blurred). At the bottom, there is a note: 'Please note: If these details relate to an old address then you can continue with the registration process by selecting the box above to confirm that these are your details. Once you are logged into the site you can then update the system with your current address details. If these details do NOT relate to you please do not proceed and contact AskHR.'

Step 5

You will be asked to choose a memorable question and answer.

You will need to remember this as you will be asked this question each time you log into the site.

There are five questions to choose from and you can add a hint to remind yourself of the answer. You must also input your email address, without this you cannot proceed.

Once you have input these details and clicked on the continue button you will shortly receive an email confirming your temporary password.

The screenshot shows the Siemens website registration page for Step 5. At the top left is the 'SIEMENS' logo and a 'Menu' icon. At the top right are 'Home' and 'Log In' buttons. The main content area contains the following text: 'Please enter a memorable word and a hint for the memorable word in the boxes below and click continue.' 'You will need to remember this answer for when you complete your registration and for when you log onto the website in the future.' 'Your answers MUST be at least 4 characters long and use letters and numbers only.' 'Do not use full stops, commas, dashes, spaces or other keyboard symbols.' Below this is a 'Choose a question' section with a dropdown menu showing five options: 'What is your mother's maiden name?' (highlighted), 'What is your place of birth?', 'What is the name of your first pet?', 'What is the name of your first school?', and 'What is your father's middle name?'. Below the question dropdown are input fields for 'Answer', 'Hint', 'Email Address', and 'Confirm Email Address'. At the bottom of the form are 'Continue' and 'Cancel' buttons. A note at the bottom states: 'Your temporary password to access the site will be sent to this e-mail address.'

Step 6

Now that you have confirmed your details, you will shortly receive an email confirming your **temporary password**.

Once you have received your password, click on the home button.

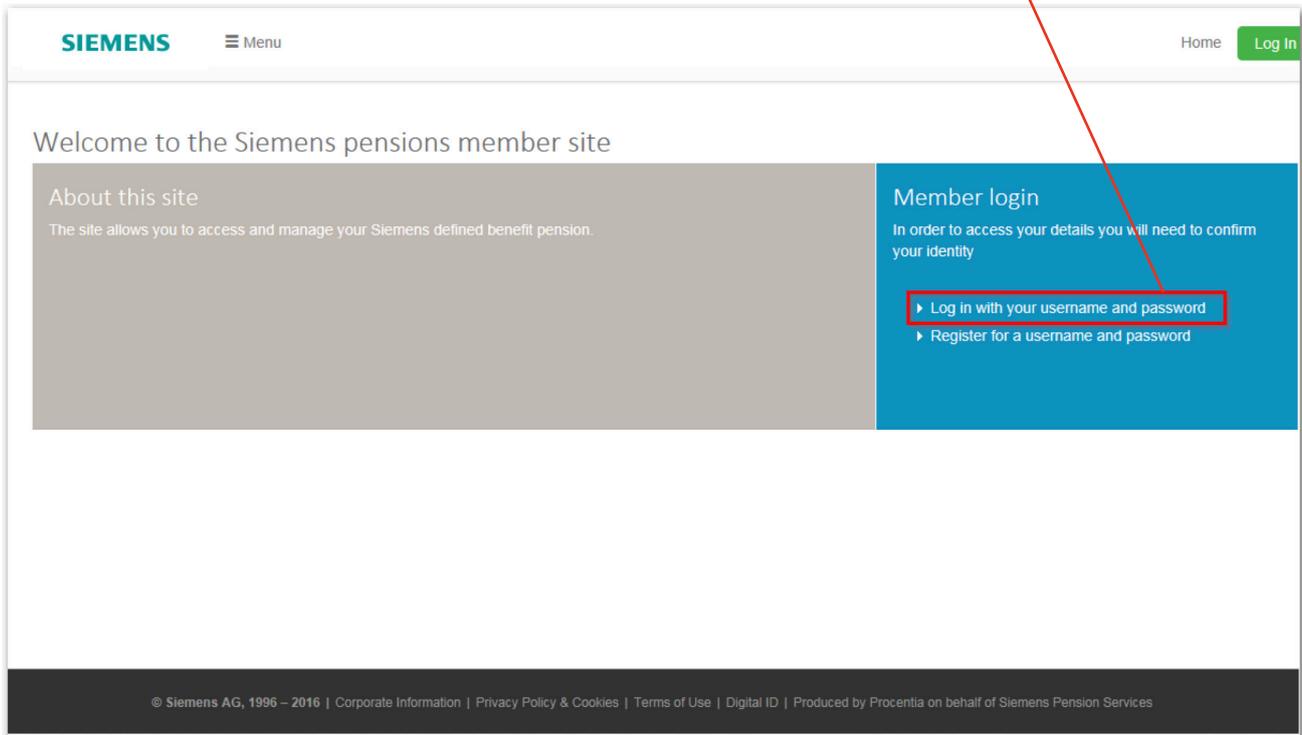
This will take you back to the log on screen

The screenshot shows the Siemens website registration confirmation page for Step 6. At the top left is the 'SIEMENS' logo and a 'Menu' icon. At the top right are 'Home' and 'Log In' buttons. The main content area contains the following text: 'You have successfully requested registration for using this website.' 'We will send you an e-mail that contains your temporary password.' 'An email will be sent to you within the next few minutes, please check your junk mail if this has not been received.' At the bottom left is a 'Home' button.

Step 7

Now that you have gone through the registration process, click on the

“Log in with your username and password”

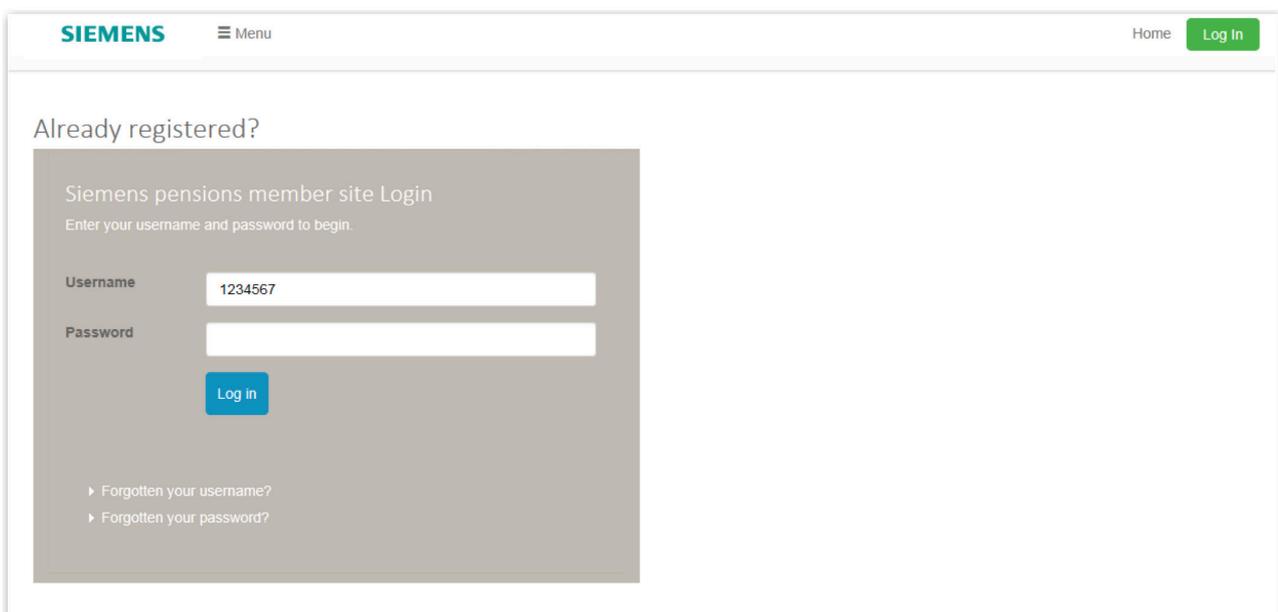


Step 8

Your Username will be your Membership Number as shown on the letter or email we sent you to notify you of our new website.

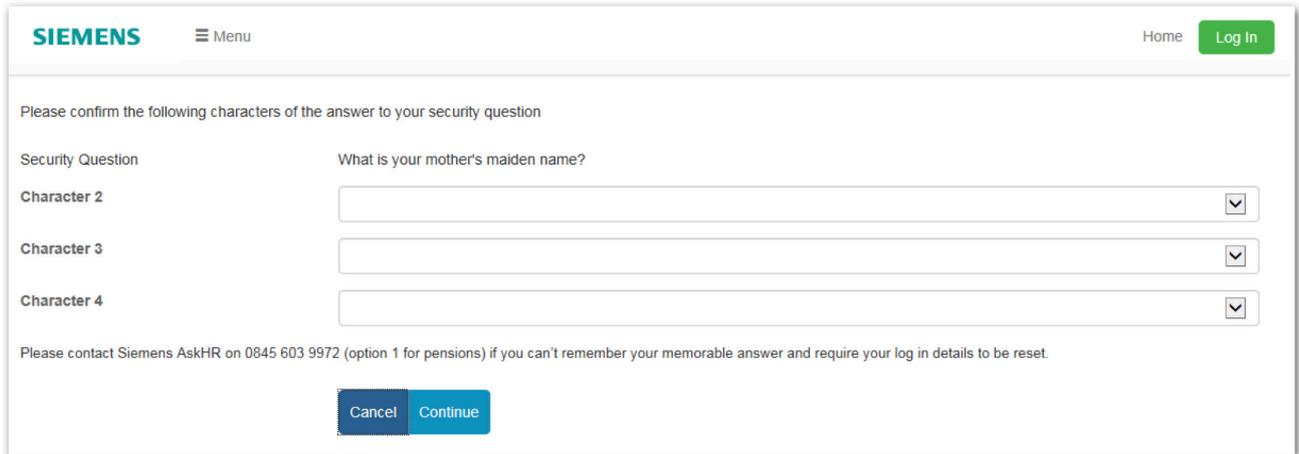
It is important to retain this number.

Enter in your temporary password that you have been send by email and then login.



Step 9

You will then be asked your memorable questions, which you must answer with requested letters using the drop down menus.

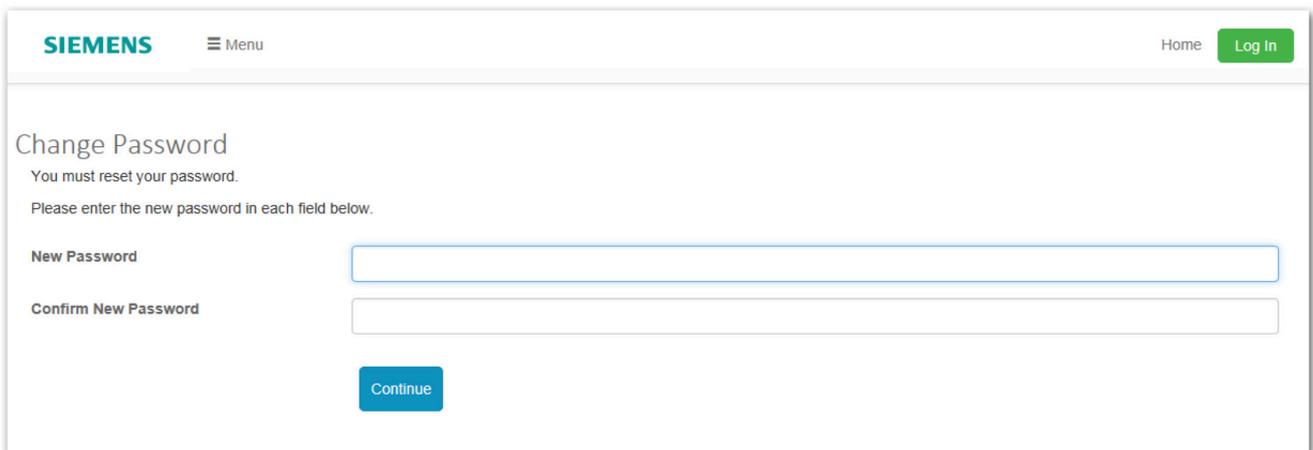


The screenshot shows the Siemens website interface for confirming security question characters. At the top left is the 'SIEMENS' logo and a 'Menu' icon. At the top right are 'Home' and 'Log In' links. The main content area contains the text: 'Please confirm the following characters of the answer to your security question'. Below this, the security question is 'What is your mother's maiden name?'. There are three rows, each with a label ('Character 2', 'Character 3', 'Character 4') and a dropdown menu. At the bottom, there is a 'Cancel' button and a 'Continue' button. A note at the bottom of the form reads: 'Please contact Siemens AskHR on 0845 603 9972 (option 1 for pensions) if you can't remember your memorable answer and require your log in details to be reset.'

Step 10

You need to change your password. Your password must also:

- be 8 or more characters long
- contain number(s)
- contain lower case letter(s)
- contain an upper case letter or punctuation character



The screenshot shows the 'Change Password' page on the Siemens website. At the top left is the 'SIEMENS' logo and a 'Menu' icon. At the top right are 'Home' and 'Log In' links. The main content area has the heading 'Change Password' and the text: 'You must reset your password. Please enter the new password in each field below.' There are two input fields: 'New Password' and 'Confirm New Password'. At the bottom, there is a 'Continue' button.

One you have entered your new password you will then access the new website!

The screenshot shows the Siemens Defined Benefit Pensions website. At the top, there is a navigation bar with the Siemens logo, a menu icon, and links for Home, Member Home, and a Log Out button. Below the navigation bar, a welcome message reads "Welcome to the Siemens defined benefit pension website." This is followed by a large banner image of colorful beach huts with the text "Siemens Defined Benefit Pensions" and "Welcome to the Siemens defined benefit pension website." The main content area is organized into a grid of colored boxes, each representing a different section of the website:

- Personal Details** (Grey box):
 - Review your details
 - Change of email
- Contact Us** (Blue box):
 - Get in touch
- Scheme Information** (Orange box):
 - Documents relating to this scheme
- Membership Details** (Green box):
 - Membership Details
 - My plan details
 - Benefit Summary
- Pensions Illustrations** (Grey box):
 - Retirement Calculation
- Glossary** (Red box):
 - Glossary of pensions terms
- News** (Blue box):
 - Coming soon
- Useful Links** (Orange box):
 - Links to other sites that provide pensions and financial advice.
 - Find out more

