

## **Instructions for Enrollment in the HTM Mass Notification System**

- 1) Go to the HTM intranet homepage and click on the “One Call Now Update My Information” icon OR if outside HTM, go to the HTM website at [www.htm.honda.com](http://www.htm.honda.com) , click on “Additional Honda Links”, and scroll down to the icon.
- 2) Clicking on the icon will take you to the “One Call Now Self-Update Portal Screen”
- 3) Go down to the last green box on the portal screen and click “Join”. **DO NOT CLICK “SIGN UP”**



- 4) Enter your first name.
- 5) Enter your last name.
- 6) Enter your phone number starting with the area code.
- 7) If you want to receive text messages, check the text message box.
- 8) Enter your current email address.
- 9) Create a password that will be used if you ever need to update the One Call Now system. The password must be at least six characters long.
- 10) Reenter the same password you just entered.
- 11) Read and if you agree, check the “Terms of Use” statement (if you do not click the terms of use statement, your information will not be saved and you will not be enrolled in One Call Now).
- 12) Click the save button on the bottom left corner of the screen.
- 13) Click “Log out” (bottom right corner of the screen) – You are finished with the enrollment process.
- 14) Look for an email at the address you entered and a text (if elected) and follow the confirmation instructions.
- 15) If you wish to add up to two additional phone numbers, go back to the Self-Update Portal. Use your email address and password, click the “add” button, and follow the prompts.
- 16) If you need to change your phone number(s), click the pencil icon located next to the number listed and follow the prompts.

**All associates who choose to register for the One Call Now system are encouraged to register for multiple forms of notification (home phone, cell phone, text and email) for timely notification. The Plant Status line at 888-237-3307 remains HTM's primary form of notification of a plant delay or cancellation.**