

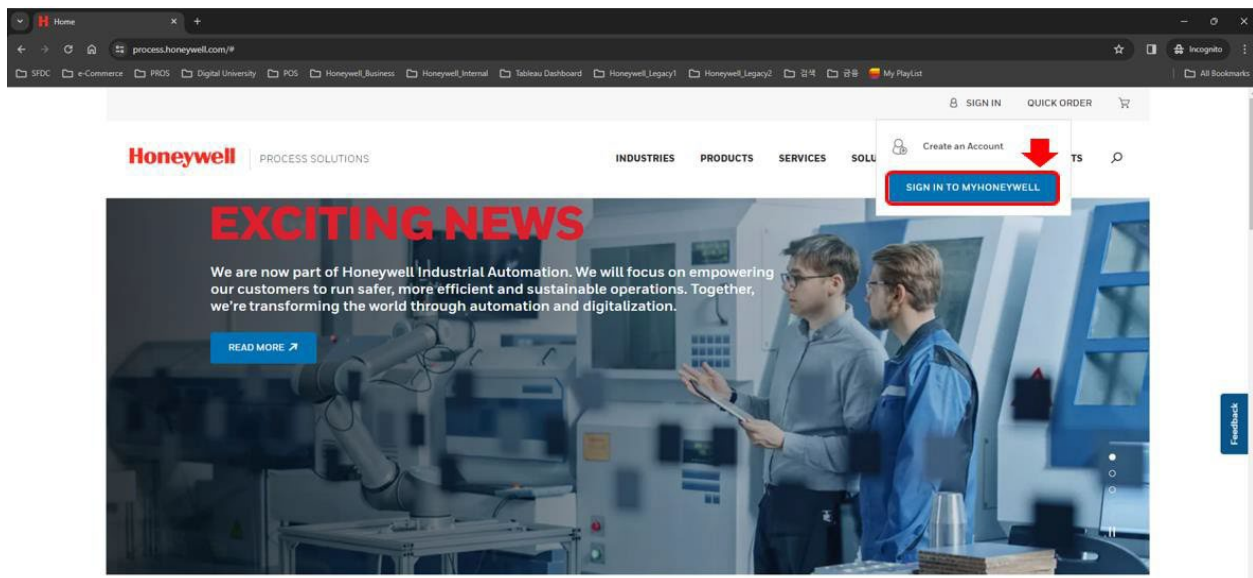
HONEYWELL PROCESS SOLUTIONS

CHAMP New User Registration

USER REGISTRATION

New User Registration in HPS portal (<https://process.honeywell.com>)

1. Click “Create an Account”.



2. Fill in New User information.

Create An Account

Honeywell Process Solutions offers a variety of digital tools to help keep your operation running smoothly.

Create an account today and utilize your digital service subscriptions, track orders online and access information such as technical documents and more.

01 PERSONAL INFO / 02 ACTIVATE ACCOUNT

Personal Information

- * First Name
New User's Personal Name
- * Last Name
New User's Family Name
- * Company Email Address
Register with Company email only
Enter Company Email Address
- * Confirm Company Email
Please be aware that if you are not using your company email domain, the set up process may take longer. Use of a generic email domain may limit your available web applications on HPS.
Enter Company Email
- * Job Title
Job Title
- * Company Name
Enter Company Name

Caution:

Please, use your e-mail account with your company's e-mail domain (if available).

In case you use any public e-mail account (such as XXXX@gmail.com), the user registration process may take longer because it requires a manual step to validate your identification.

3. Check the checkbox to agree/consent Honeywell Privacy Policies and T&C's and click "**CREATE ACCOUNT**".

* State / Province
California

* Zip/Postal
00000

* Phone Number Country (If different from Address.)
united states (+1)

* Phone Number
0000000

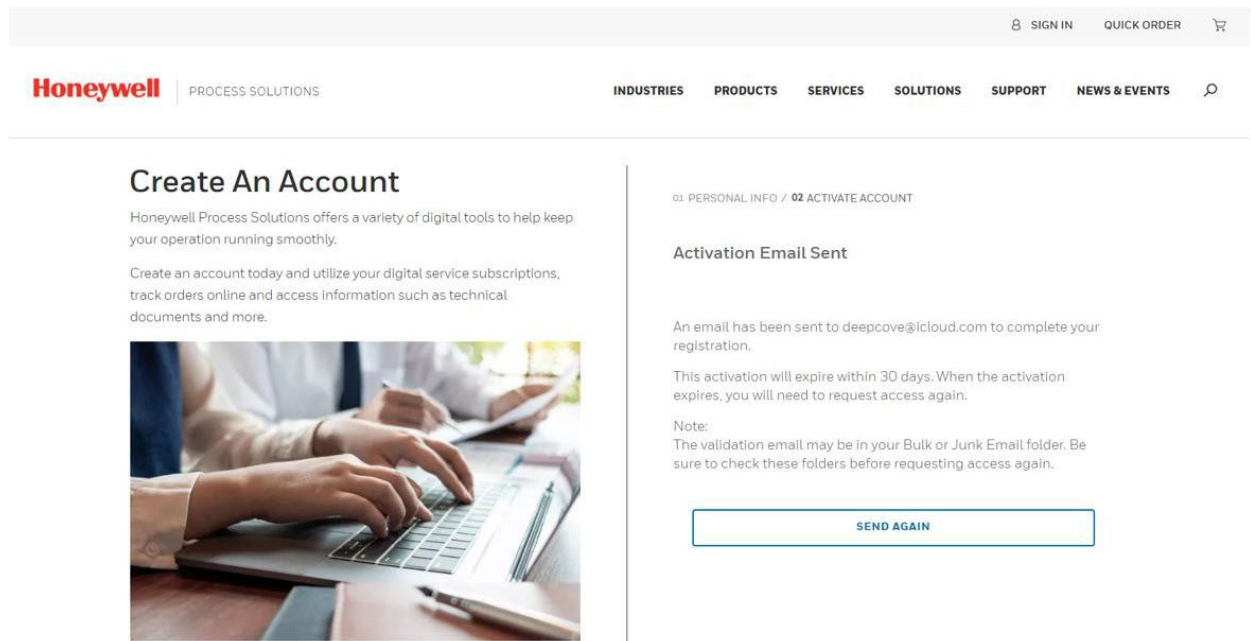
Extensions
Enter Extension

☒ I Agree and consent to the Honeywell [Privacy Policies](#) and [Terms & Conditions](#).

CREATE ACCOUNT

[CANCEL REGISTRATION](#)

4. Activation E-mail is sent to the e-mail account used for new user registration.



Caution:

Just in case you don't receive the e-mail from "IDAdmin@ssoservice.honeywell.com", you can check your spam mailbox first. This e-mail can be blocked being regarded as a spam mail (by your mail server).

5. Click "**Here**" in the Activation e-mail you received (from "IDAdmin@ssoservice.honeywell.com").

An account has been requested for you by the "Honeywell Process Solutions" application.

Click [**here**](#) to activate your account.

If this link does not work, you may copy and paste the following URL into your web browser:

<https://myprofile.honeywell.com/registration?appid=80&activationkey=9GbKhFc67mCqu7N68%2BhEeK5p%2B1WLjyGBIH8kKFhGo4w%3D>

Unfortunately, this email is an automated notification, which is unable to receive replies.

Thank you
Customer Support Team

6. Set the password and click **"CREATE ACCOUNT"**.

Activate Account

Choose a password to activate your account

Email New User's e-mail account

First Name New User's First Name

Last Name New User's Last Name

Company New User's Company Name

Job Title New User's Job Title

City City where new user is located

State State where new user is located

Country Country where new user is located

Postal Code

Telephone

Password

Confirm Password

Password Rules:

- Between 8 and 64 characters
- Contains characters from three of the following:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Base-10 numeric digits (0 - 9)
 - Valid non-alphanumeric (for example: !, \$, #, or %)
- No more than 3 repetitive characters
- Avoid sequential letters or numbers


CREATE ACCOUNT

7. A Pop-up message came up saying "Account Activated".

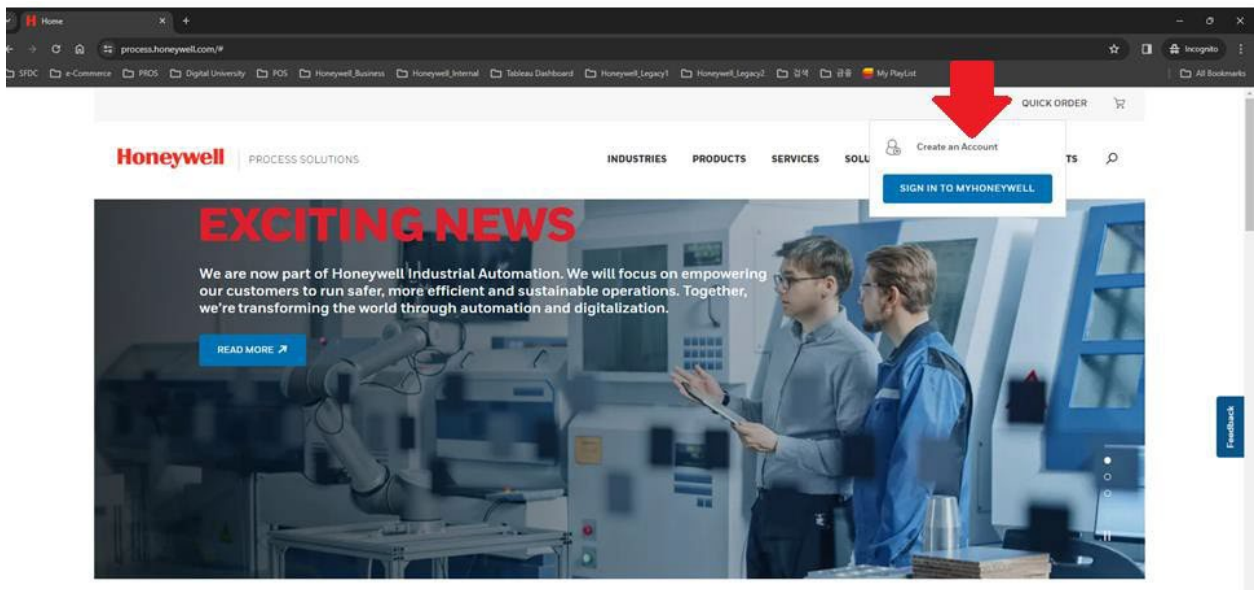
Account Activated

You have successfully activated your account. You can now sign in to start using your tools, application and resources.

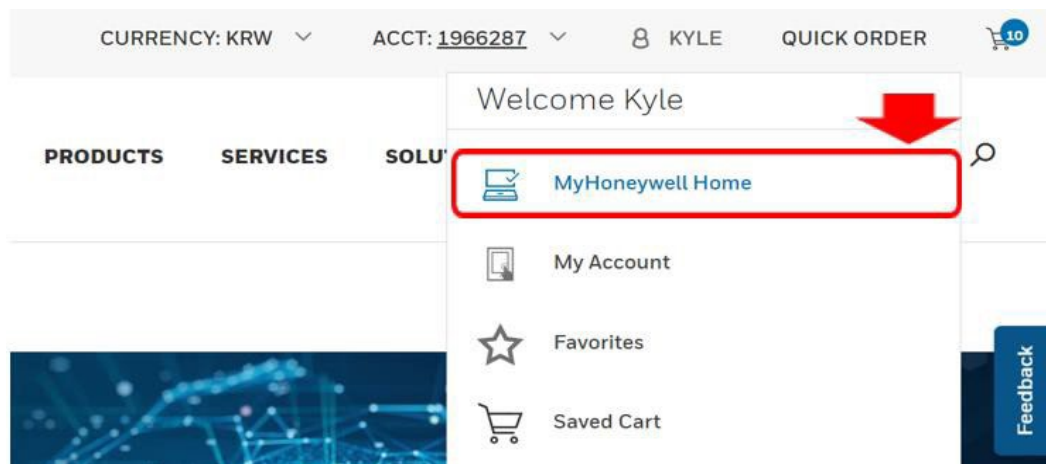
OK



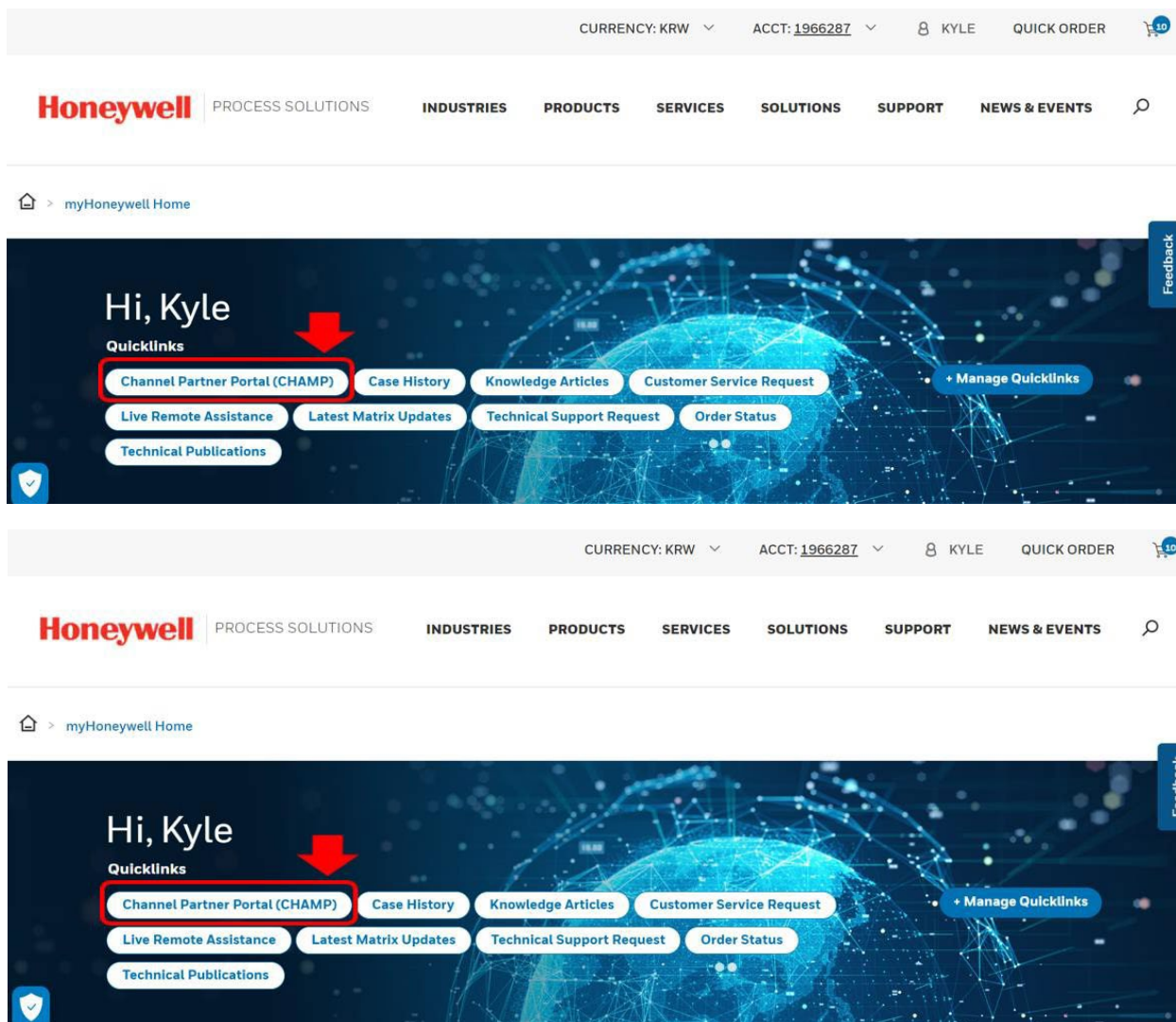
8. Go back to HPS portal (<https://process.honeywell.com>) and log in.



9. Go to "MyHoneywell Home".



10. After you are identified as a partner user, you will be able to see the Quicklink “Channel Partner Portal (CHAMP)”, then click the Quicklink to access CHAMP.
* Just in case the quick link is not visible, add that link to the page using “Manage Quicklinks” (Step 11).



11. Once the user clicks the “**Manage Quicklinks**”, a pop-up will come up.
If the quick link “**Channel Partner Portal (CHAMP)**” is on the right, drag and drop it on the left to make that link visible in “MyHoneywell Home” page.
And press “**SAVE & CONTINUE**” button to go back and click the quick link “**Channel Partner Portal (CHAMP)**” to get into CHAMP (Step 10).

7 | www.honeywell.com | CHAMP User Registration

For more information:
Honeywell PMC Academy

**Honeywell Process
Measurement and Control**

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www.honeywell.com

HPS CHAMP Registration | Rev 01 | 08/25
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