

PROCEDURE Follow these instructions to log in to *PG&E@Work for Me* on the Internet.

STEP 1 Using a computer outside the PG&E Network, (and with Internet access via Internet Explorer versions 5.5 to 7.0), go to <http://myportal.pge.com>. Select the log in button.



The image shows a screenshot of the PG&E@Work for Me on the Internet login page. At the top left is the PG&E logo. To its right, the text "PG&E@Work for Me on the Internet" is displayed in white on a blue background. Below this, there is a large rectangular area containing four small photographs of diverse people working and relaxing. To the right of these photos, there is text describing the service and a "Log On" button. At the bottom of the page, there is a small note about unauthorized use and a footer with copyright information and links to Terms of Use and System Requirements.

PG&E@Work for Me on the Internet

PG&E provides you with an array of competitive pay and benefits programs as an employee, as well as benefits in retirement.

PG&E@Work for Me on the Internet is your self-service tool to view and manage personal information, and find details about pay and benefits programs at any time from any computer.

An Internet Explorer or Firefox browser application is required to log on to and use *PG&E@Work for Me* on the Internet. See [System Requirements](#) for more information.

Log On

Note: Any unauthorized use or access to the pages, or the computer systems on which the pages and information to be displayed reside, is strictly prohibited and may be a criminal violation. Your use of this Web site is governed by and conditioned on your acceptance of the terms of use referenced herein and such other terms and conditions as may be contained in this Web site. Your use of this Web site constitutes your agreement to the terms of use and all such additional terms and conditions. Click on the [Terms of Use](#) link below to review the Agreement.

Copyrighted ©2007 [Terms of Use](#) [System Requirements](#)

STEP 2 First time users will be prompted to log in with:

- a) Their LAN ID
- b) A temporary password: Z1234\$xx ["Z" is capitalized; 1234=last 4 digits of user's Social Security Number (SSN); xx=last two digits of year born]
- c) **ONE** of the following security attributes: last 4 digits of user's Social Security number (SSN), home ZIP code, home city, date of birth (in **mm/yyyy format**), or Personnel Number (PERNR).

A user's PERNR can be found on his/her pay statement, or in My Personal Information in About Me. **All eight digits are required**, including leading zeros. All information the user enters must match what is currently in SAP.

STEP 3 User is allowed five attempts to log in. If locked out, user may try again after 15 minutes.

STEP 4 Upon successful authentication, user will be prompted to change his/her password. The new password must follow these rules:

- a) Minimum of six characters
- b) Maximum of 35 characters
- c) Can only contain these characters: a-z, A-Z, 0-9, @, #, \$, *, and _

Users will use their LAN ID, new password and ONE security attribute for all subsequent log-ins. Passwords are case sensitive

STEP 5 Explore About Me. Be sure that your home address, work address and emergency contact information are up to date. You can make needed changes in real time.