

Login.Bakerhughes.com self-service user guide

This document details the following processes:

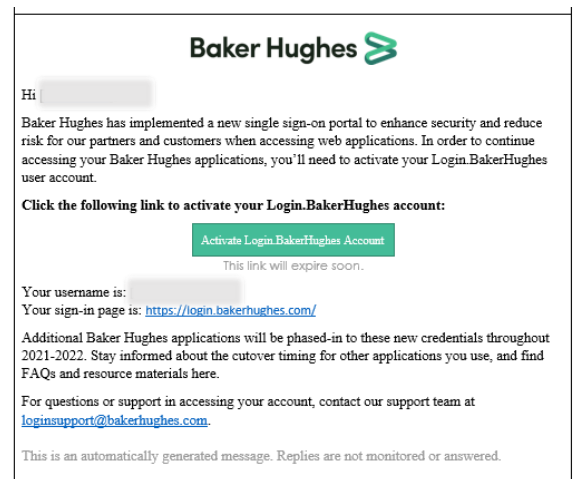
1. Account activation
2. First time registration
3. Self-service password reset

Account activation

1. You will receive an email from Baker Hughes
2. Click the green **Activate** link in the email

NOTE:

If you have not received this activation email, contact <https://www.bakerhughes.com/contact-us>



3. On the Welcome to Baker Hughes Login screen, provide a new password.
4. Choose a forgot password question and provide an answer.
5. Choose a security image by selecting one of the images shown on the screen.
6. Select **Create My Account** to complete account activation.

Welcome to Baker Hughes Login,
Create your Baker Hughes Login account

Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Repeat new password

Choose a forgot password question

What is the food you least liked as a child? ▾

Answer

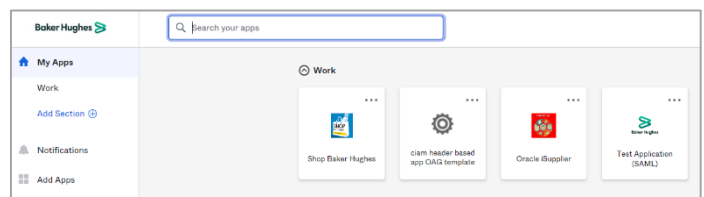
Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



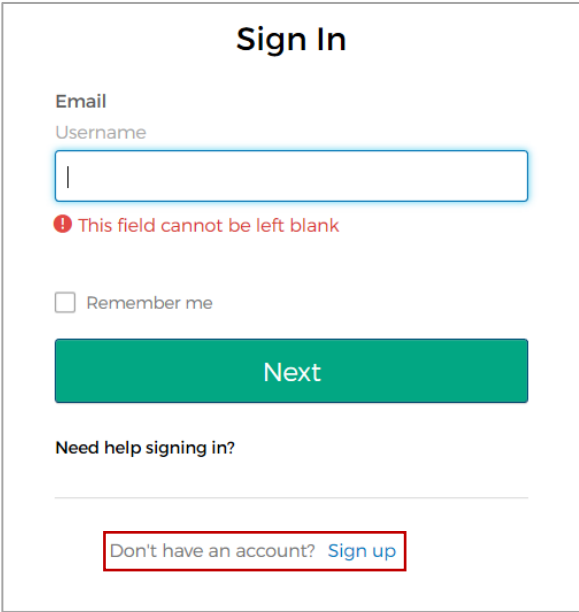
Create My Account

7. After successful account activation, the portal will display the application(s) you can currently access through Login.BakerHughes. More



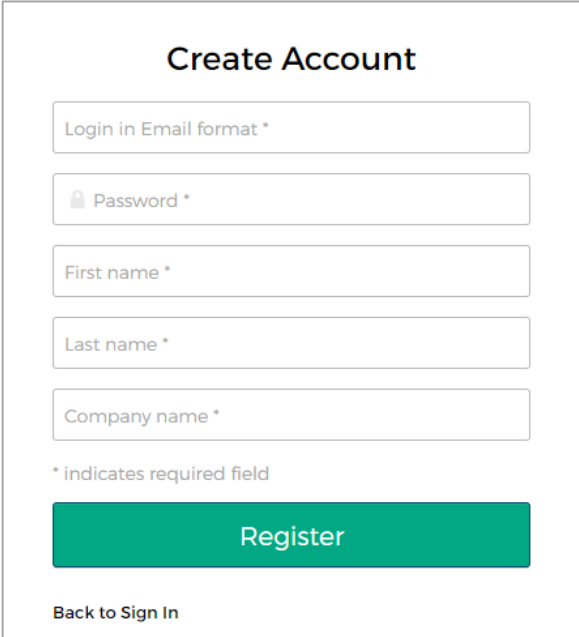
First-time registration

- 1. Navigate to <https://login.bakerhughes.com>.
- 2. The login page appears.
Click on **Sign up**.



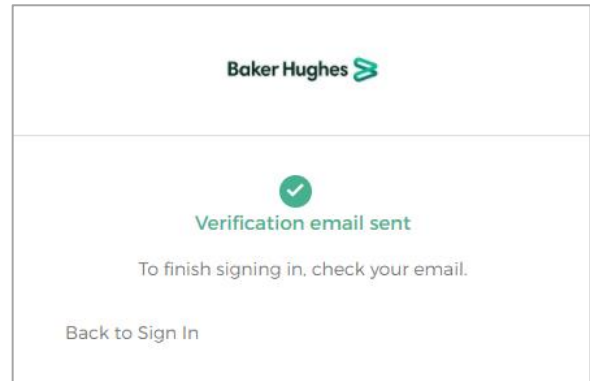
The screenshot shows the 'Sign In' page. At the top, it says 'Sign In'. Below that, there are two labels: 'Email' and 'Username'. A text input field is present, which is currently empty. Below the input field, there is a red error message: 'This field cannot be left blank'. Underneath the error message, there is a checkbox labeled 'Remember me'. A large green button labeled 'Next' is positioned below the checkbox. At the bottom of the page, there is a link that says 'Don't have an account? Sign up'.

- 3. Complete the required fields and click on **Register**.



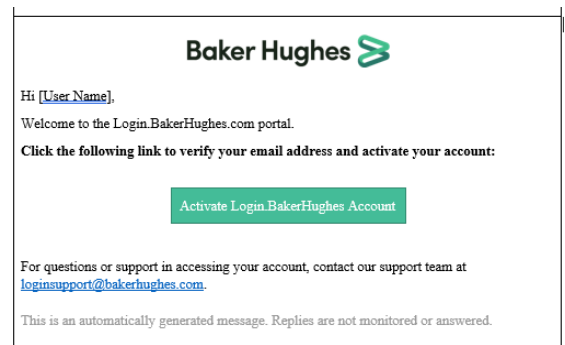
The screenshot shows the 'Create Account' page. At the top, it says 'Create Account'. Below that, there are five text input fields, each with an asterisk indicating it is a required field. The labels for these fields are: 'Login in Email format *', 'Password *', 'First name *', 'Last name *', and 'Company name *'. Below the input fields, there is a note: '* indicates required field'. A large green button labeled 'Register' is positioned below the note. At the bottom of the page, there is a link that says 'Back to Sign In'.

- 4. A verification email is sent to the registered address

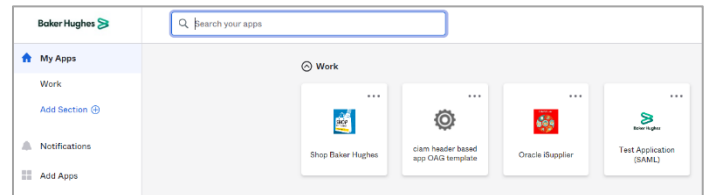


- 5. Click on the **Activate Account** button in the email from Baker Hughes

Note: If you do not activate your account, you will not be able to access your Baker Hughes applications. use the platform.

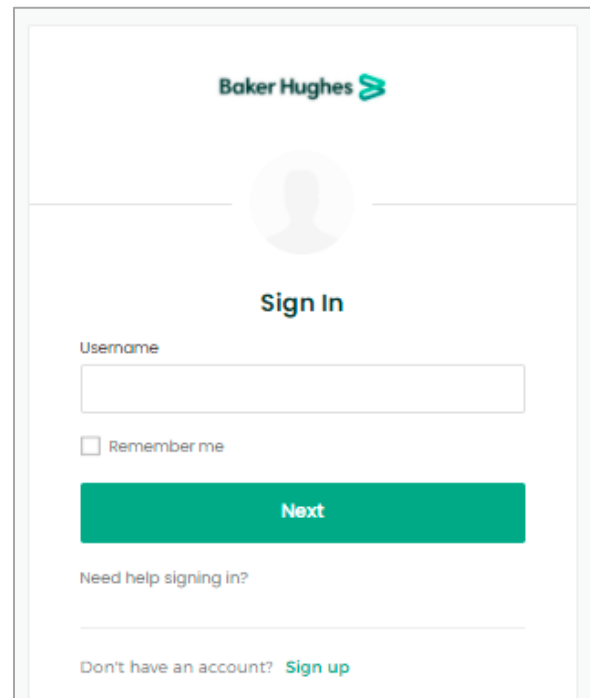


- 6. After successful account activation, the portal will display the application(s) you can access.



Self-service password reset

1. Navigate to <https://login.bakerhughes.com>.
2. Click on **Need help signing in?**
Then select **Forgot password**.



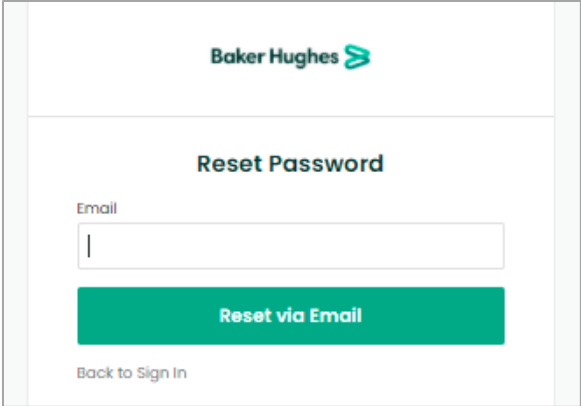
The screenshot shows the Baker Hughes Sign In page. At the top, the Baker Hughes logo is displayed. Below it is a circular placeholder for a user profile picture. The text "Sign In" is centered below the profile picture. There is a text input field labeled "Username". Below the input field is a checkbox labeled "Remember me". A large green button labeled "Next" is positioned below the checkbox. Underneath the "Next" button is the text "Need help signing in?". At the bottom of the page, there is a link that says "Don't have an account? Sign up".

3. Enter the email address associated with your Login.BakerHughes account and click **Reset via Email**.

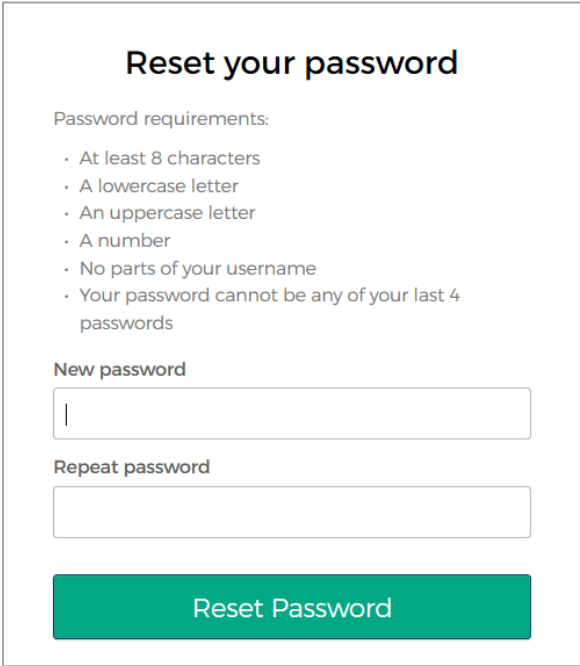
Note: If you have multiple email addresses, make sure you are using the one associated with this account.

4. You will receive an email from Baker Hughes
5. Click on the **Reset Password** link in the email.

6. On the reset password screen, provide the **New password** and **Repeat password**



7. Click on the **Reset Password** button to complete this step.



7. After successful password reset, the portal will display the application(s) you can access.

