

Need Help? Having Trouble Logging in?

How do I register for the first time?

1. Click on **Register Account**
2. Enter:
 - Social Security Number (with any leading zeros)
 - For PRL employees your ssn is a nine-digit number which generally starts with “999” or “001” and ends with your 6 digit SAP ID (employee number) from your Expatriate or Commuter-Out record
 - Last name - do not enter any special characters (for example if your last name is Zuñiga enter as Zuniga); and
 - Month, day, and year of your birth date in MMDDYYYY format (for example, if your date of birth is July 18, 1950, you would enter 07181950. Make sure you don't forget any leading zeros)
3. If you enter your information successfully, you will see a new page where you can:
 - Enter a username (between 6 and 15 characters) and password (between 6 and 12 characters) of your choice. Your username can be a combination of numbers and letters and is **not** case sensitive. Your password should be at least one number and one letter and **is** case sensitive.
 - Enter an e-mail address. You may choose to add a personal email address and designate which e-mail will be your Primary. Depending on your situation, you may also see your work e-mail displayed. You will not be able to update your work e-mail account. Be sure you pick one as your Primary.
 - Select and answer two “secret questions.” Remember – you only need to answer **two**!
 - Your e-mail and “secret question” are both used to help you reset your account if you forget your username or password in the future.

With the website's security features, if you try to register three times and don't succeed, you are locked out of the website. **If you get an error message about incorrect data, check your entries carefully.** Did you:

- Enter your Social Security Number (SSN) and last name correctly?
- Enter your birth date in the correct order –month, day, and year (MMDDYYYY)?
- Did you forget to enter leading zeros for the SSN field or the date field?



What do I do if I lock myself out after I've registered?

If you have already registered for Halliburton Total Rewards, click on **Forgot Your Password?**

On the first screen, enter:

- Your Social Security Number,
 - For PRL employees your ssn is a nine-digit number which generally starts with "999" or "001" and ends with your 6 digit SAP ID (employee number) from your Expatriate or Commuter-Out record
- Your last name,
- Your month, day, and year of birth in MMDDYYYY format, and
- The letters and numbers of the image shown, entered exactly as it appears on the screen.

If you enter your information correctly, you will be asked if you want to:

Option 1

Answer your secret questions (you must answer **exactly** as you did when you registered)

OR

Option 2

Send yourself an e-mail to the e-mail address you already have on file. The e-mail will include a link back to the Halliburton login page



When you have successfully answered your questions or you click on the link in the email, you can re-register, following the steps outlined above. Then you're ready to enter the Halliburton Total Rewards website.

What if I lock myself out before I've completed my registration?

If you have **NEVER** logged in before, call the Halliburton Benefits Center at **1-866-321-0964** or **857-362-5980** between **7:30 a.m. and 7:30 p.m. Central Time, Monday through Friday** to have your account reset. Review your personal information with the Halliburton Benefits Center to make sure the information the website has for you is accurate.

