BHP

ProCon v8.1 BHP Contractor – Details and Instructions

Welcome to the upgraded version of ProCon!

Added security features require a new login process. The following pages will walk through the first steps necessary to access the new version of ProCon.

If you have not already done so, please complete the BHP external account registration process. If you already have a BHP External account (with XX@extbhp.com ID), please go directly to step 6 "Go to New ProCon URL"

These steps should take 5-10 minutes to complete.

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Step 0: Check your email inbox for an email from: bhp-eim-notification-noreply@bhp.com.

If you DO NOT have an email from this account, you need to call or email your BHP regional contact to create a BHP External account.

You will need to provide the details below initiate the new login registration process

- First Name
- Last Name
- Email address
- Mobile #
- Company Name
- Country
- 1SAP Vendor #

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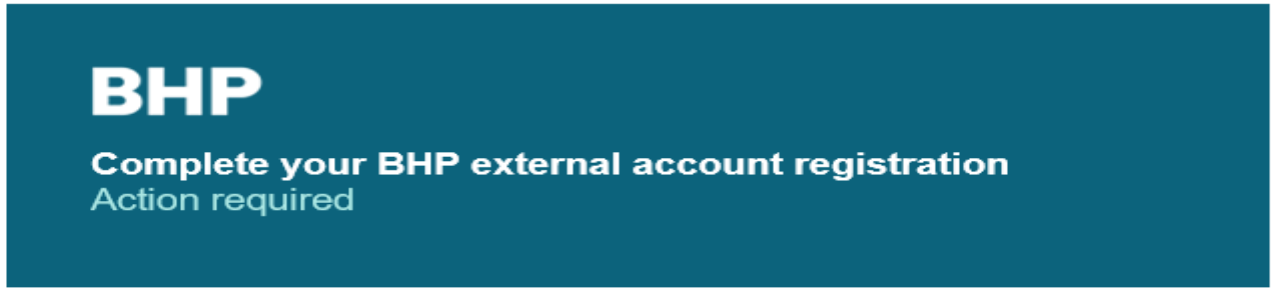
Step 1: You will receive an email from: bhp-eim-notification-noreply@bhp.com

This email will provide instructions for creating a BHP External Identity Manager (BEIM) account, which will be necessary in order to login to the new version of ProCon.

From: bhp-eim-notification-noreply <bhp-eim-notification-noreply@bhp.com>
Sent: Friday, February 26, 2021 10:16 AM
To: Andrew Sterling <andrew.sterling@infosys.com>
Subject: [For Your Action] Complete your BHP external account registration | [Para su acción] Complete la registración de su cuenta externa de BHP

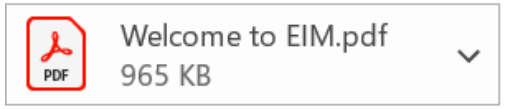
EXTERNAL EMAIL]



Welcome to BHP!

BHP

Step 2: Click “Complete Your Registration” to be redirected to the BHP external identity manager portal



A PDF will be attached with detailed instructions

Welcome to BHP!

Hi Andrew Sterling,

Your BHP line manager has created your user account.

You can login to External Identity Manager (EIM) portal (https://beim.bhp.com) which is a one-stop portal where you can view and manage your user details.

How can I login?

Your account information

Username: andrew.sterling@extbhp.com
Temporary password:

Before you get started, you will need to sign in to our site and complete your registration for security purposes. This will only take a few minutes.

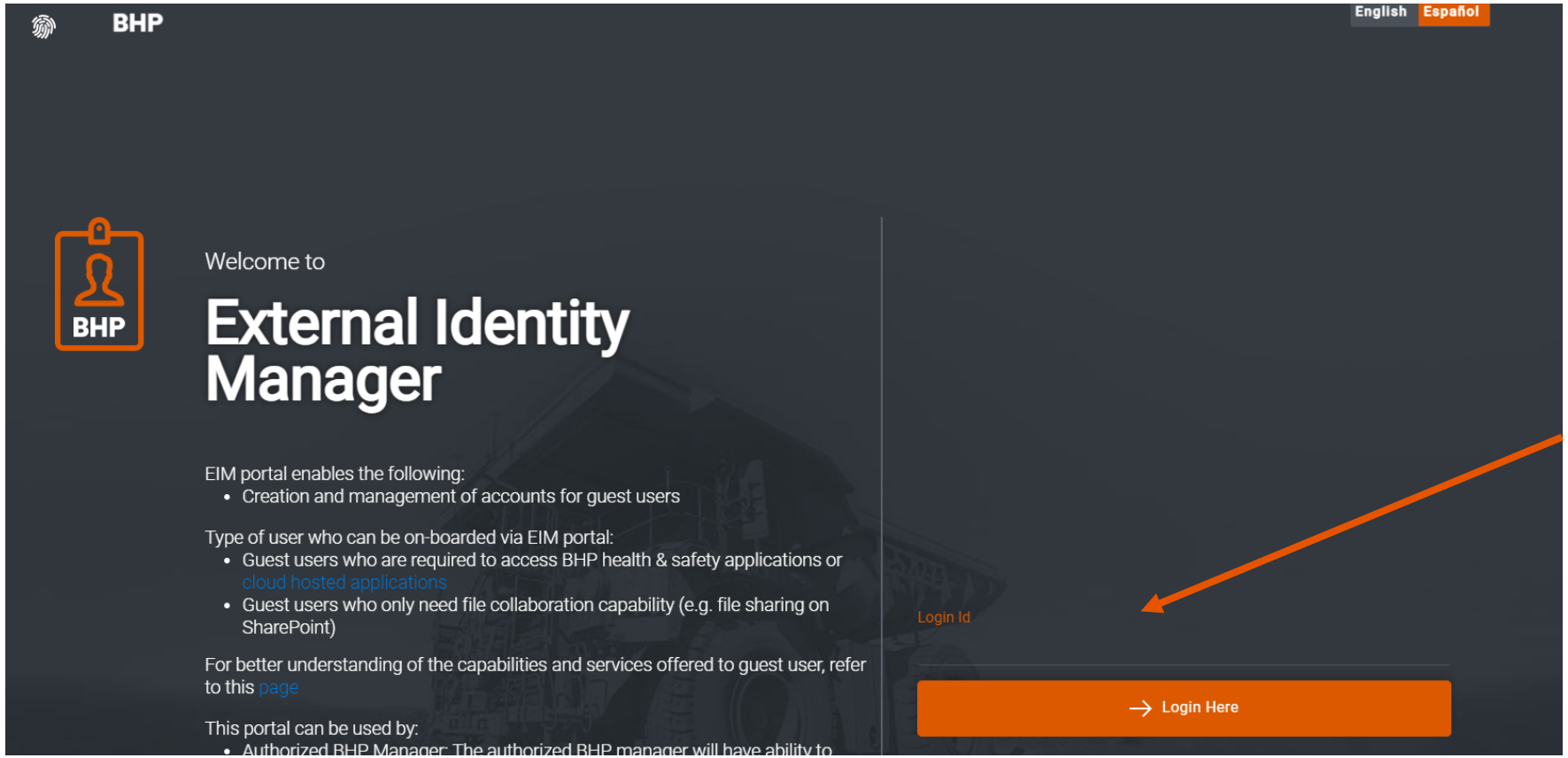
Complete Your Registration

Store the username you have been provided, it will be needed to login to ProCon

Temporary password will be provided here

Click here to complete registration

Step 3: Input the username provided in the email to activate your account



Input BHP username here

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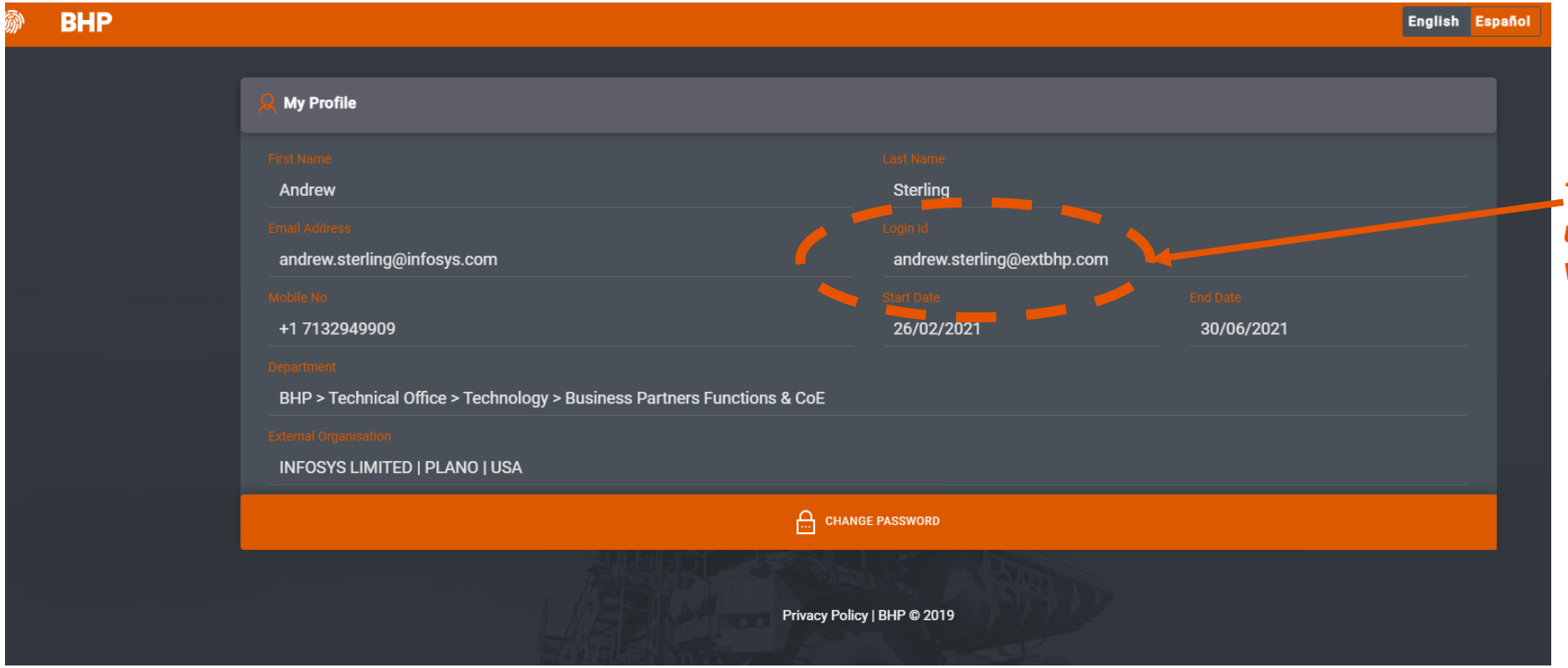
Step 4: Activate your BEIM account by creating a permanent password. Remember this password as it will be necessary to sign into ProCon.

The permanent password you create will be the password you use to sign into ProCon.



This Login ID will be your username for the upgraded version of ProCon

This is the landing page that will display after completing your account activation.

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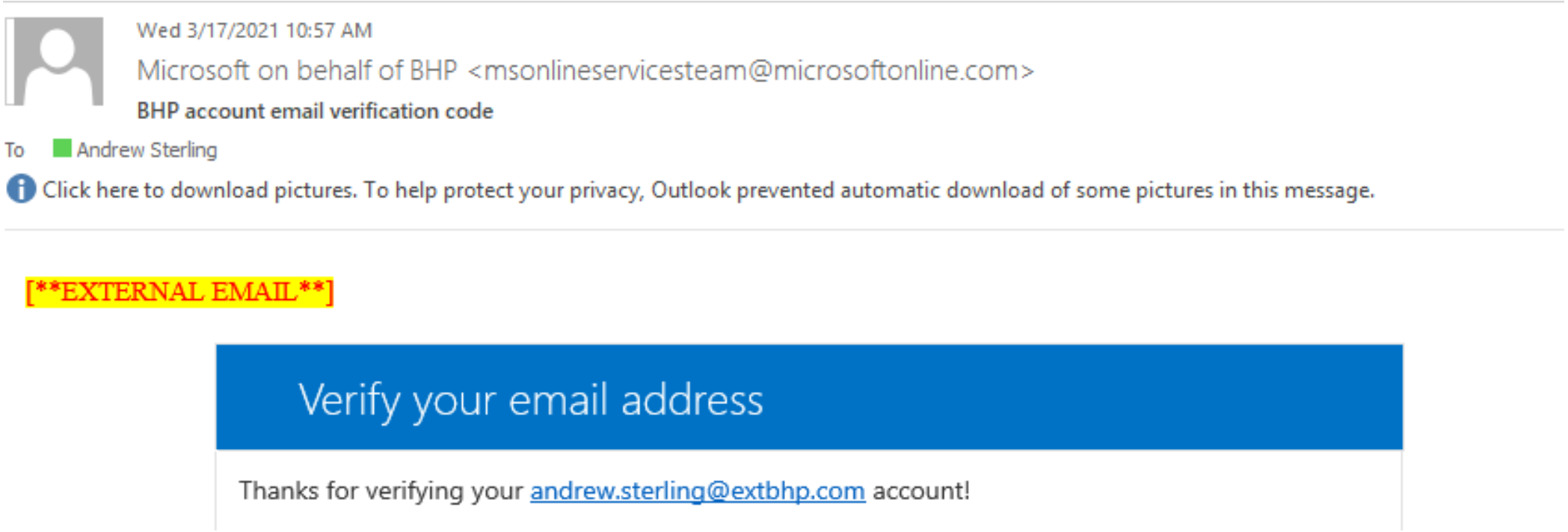
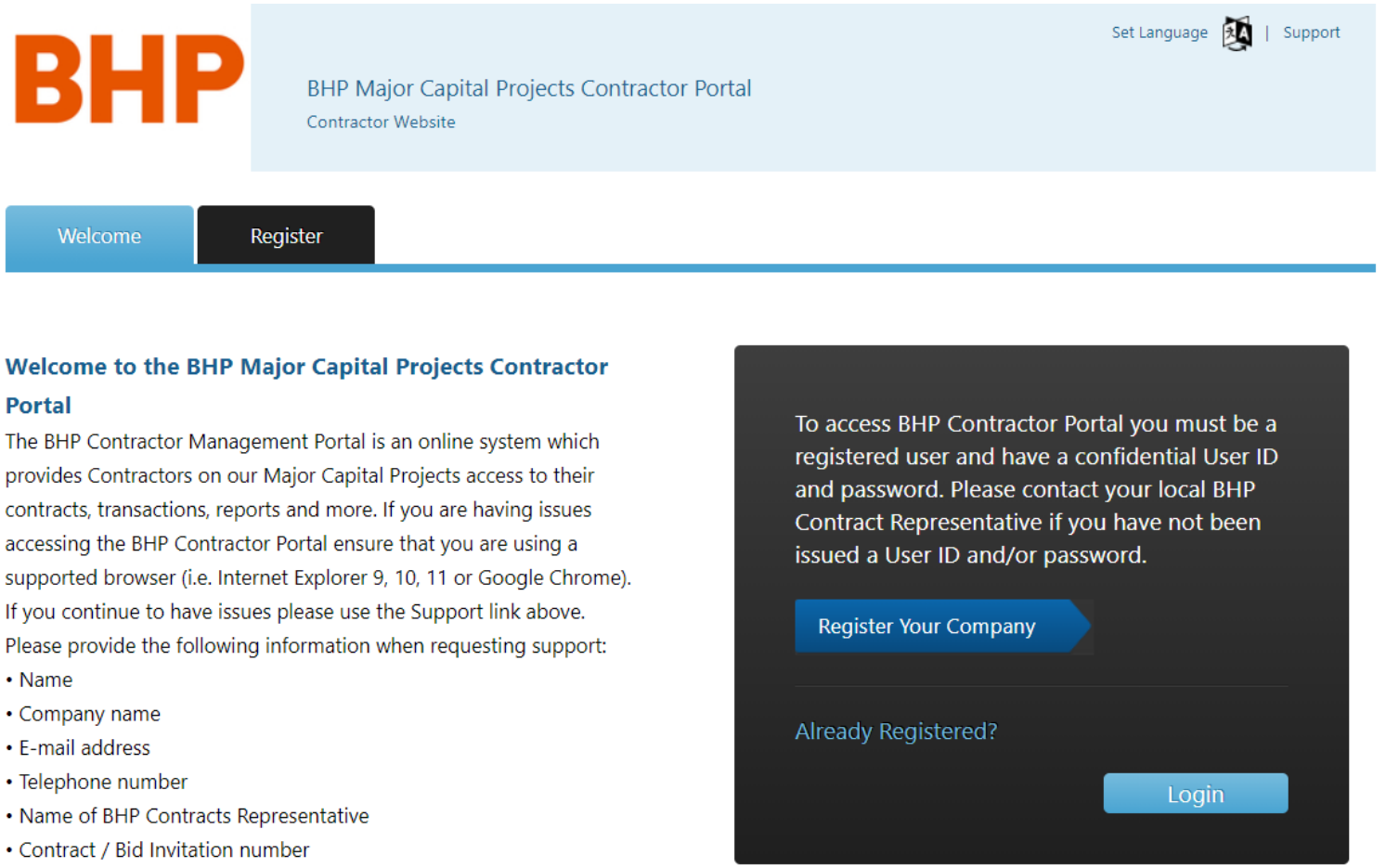
Step 5: You will receive an email from “Microsoft on behalf of BHP” confirming your account registration



Step 6: Go to the NEW ProCon URL: https://bhp.avevaprocon.com

The new URL will take you to the landing page for the updated version of ProCon



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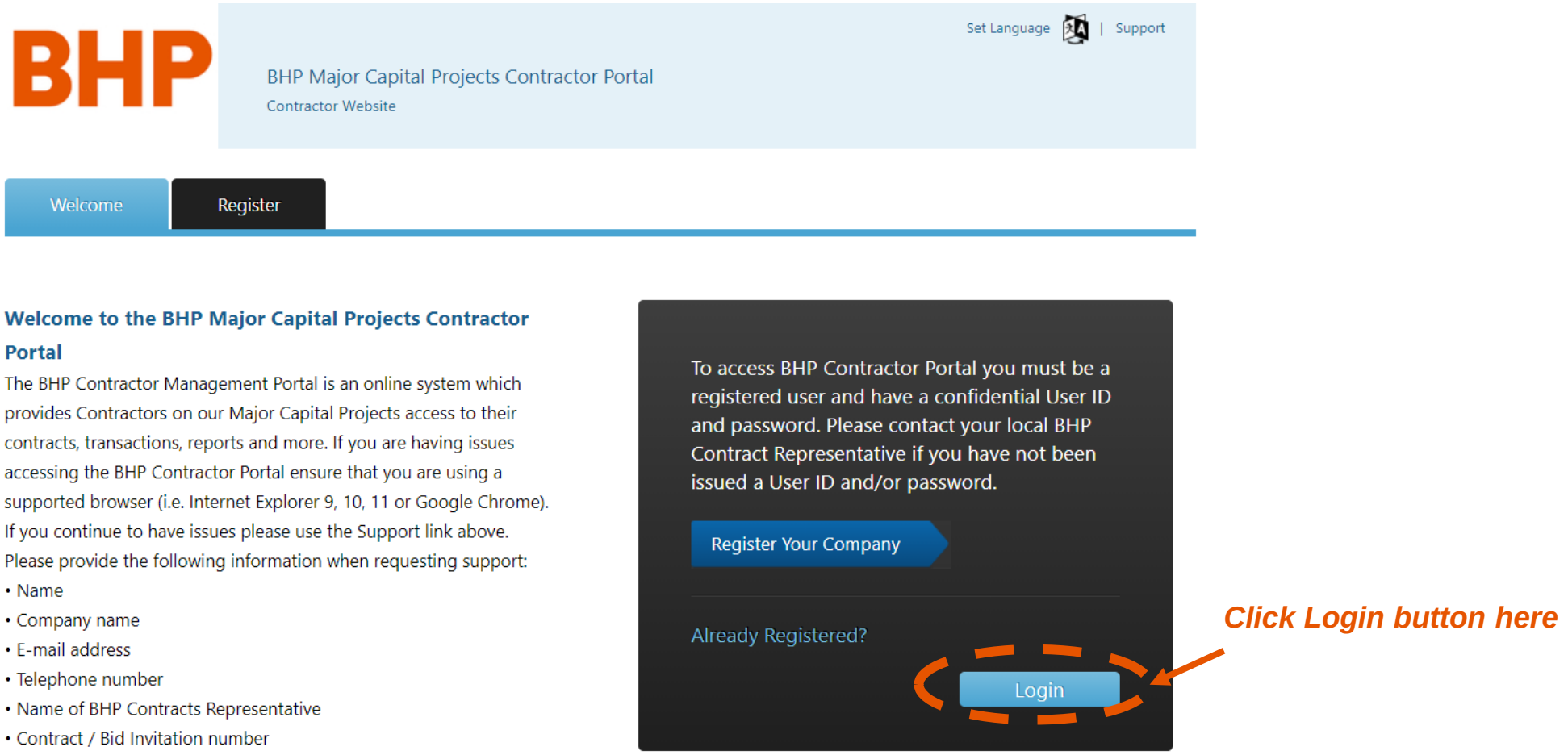
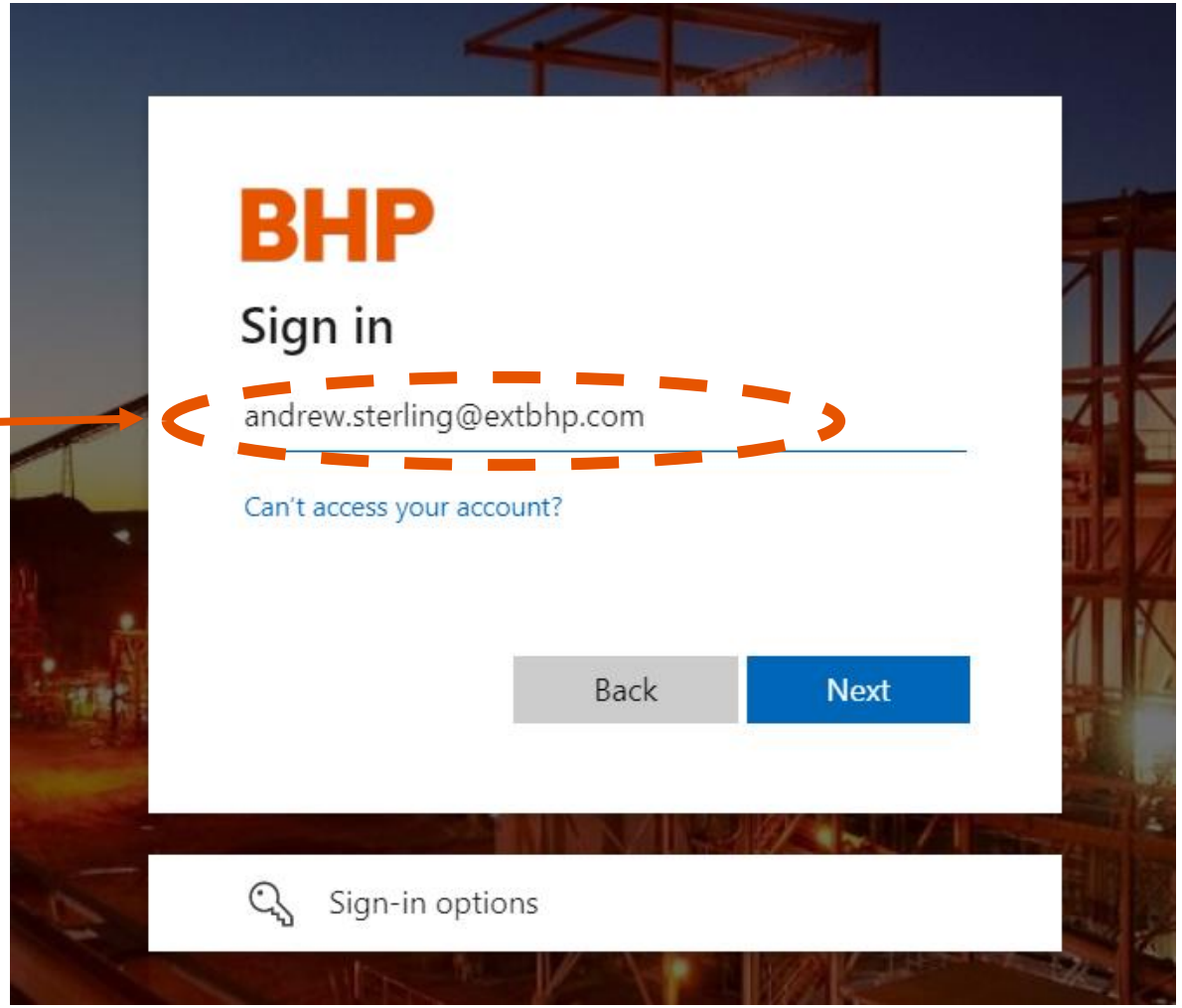
Step 7: Login to the portal using the “Login” button, which will initiate multifactor authentication



Step 8: Click “Login” to be prompted to sign in with your BHP username

Input your BHP External username here (XXX@extbhp.com)



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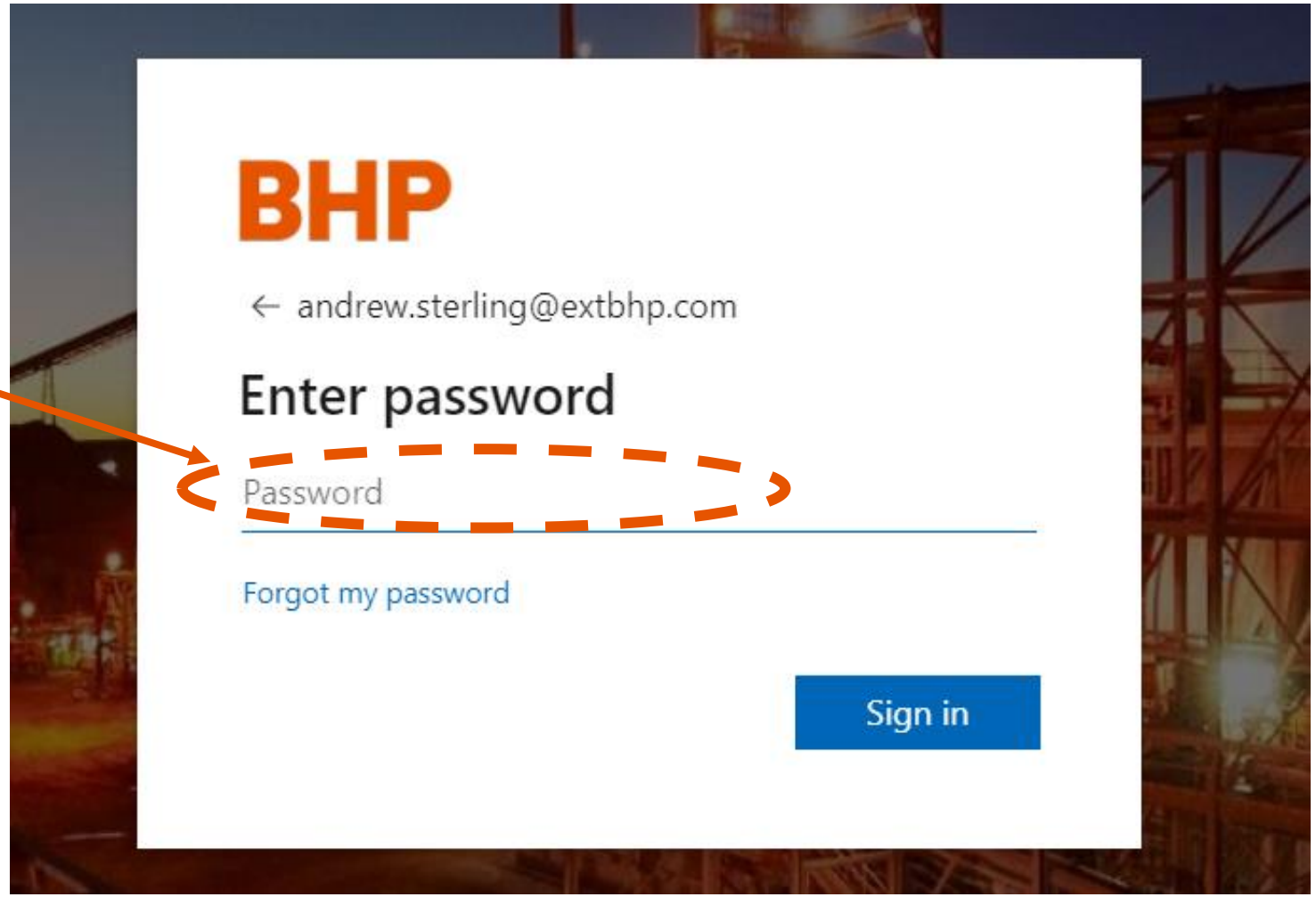
Step 9: Enter the BHP password you created previously

Input the password you created for your XXX@extbhp.com account here



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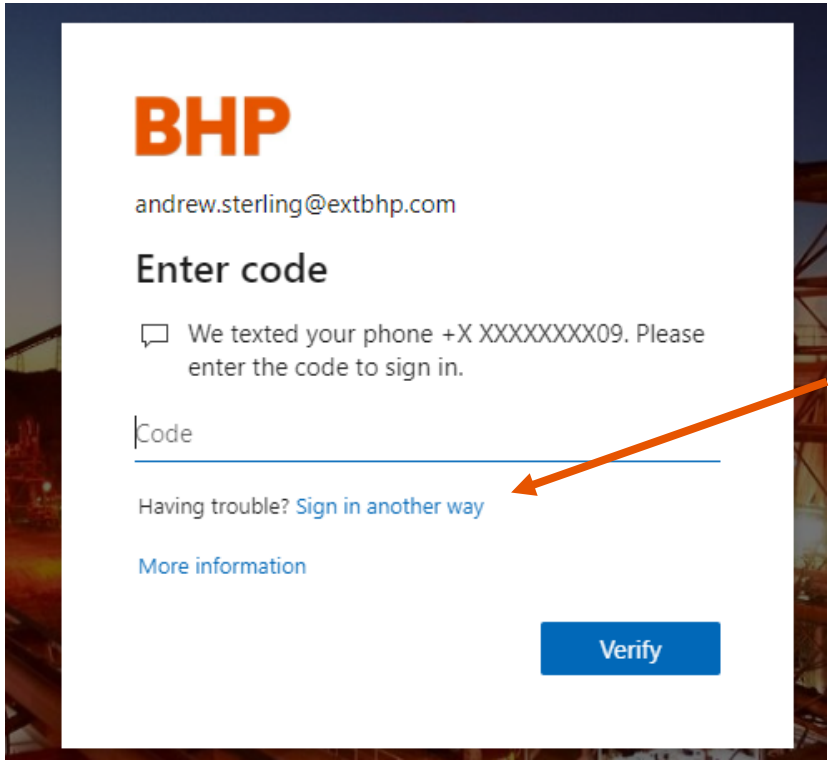
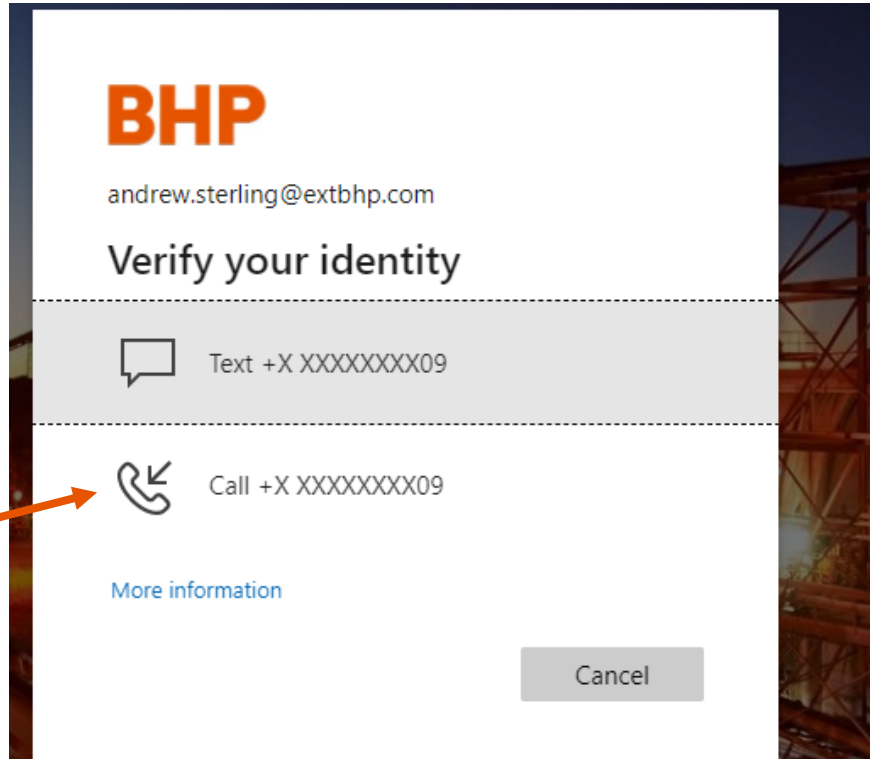
Step 10: You will receive a text message or phone call to the phone number on record for your account. Enter that code when prompted.



Text method is the default option. If you are unable to receive text messages, click "Sign in another way" and select the "Call" option



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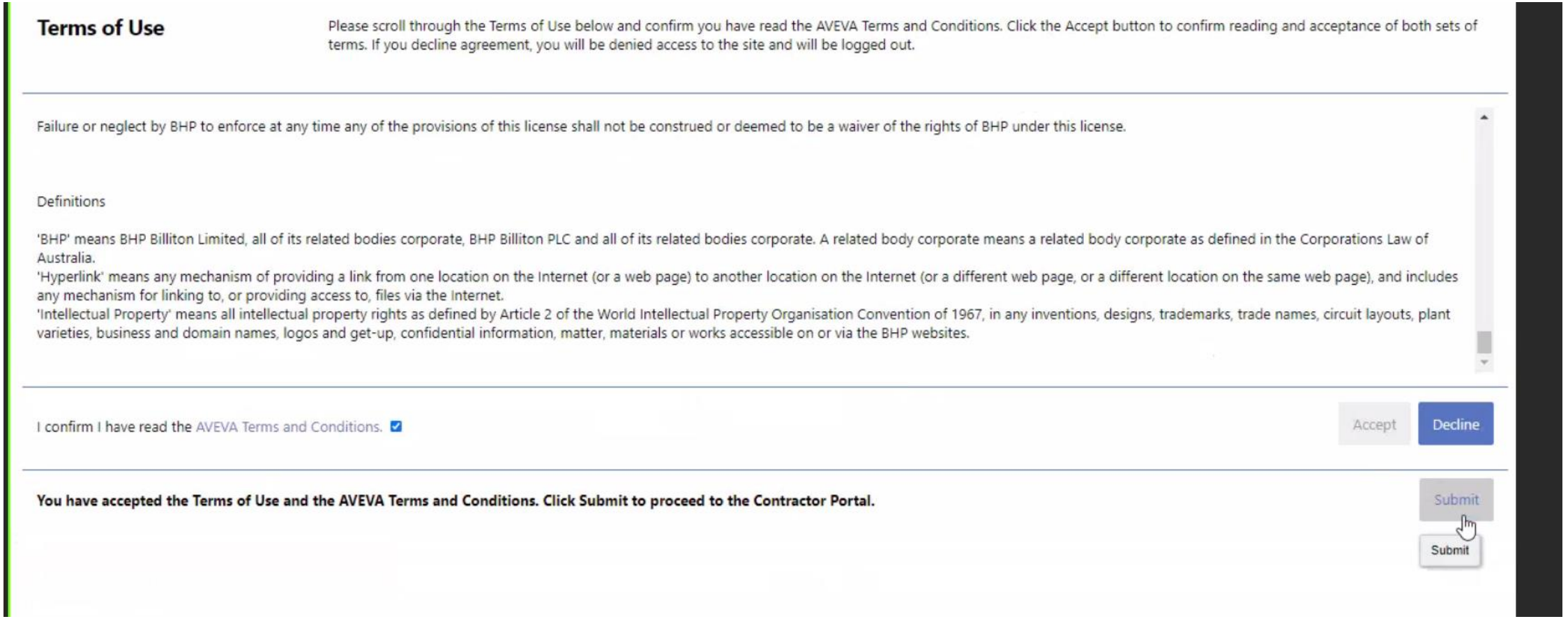
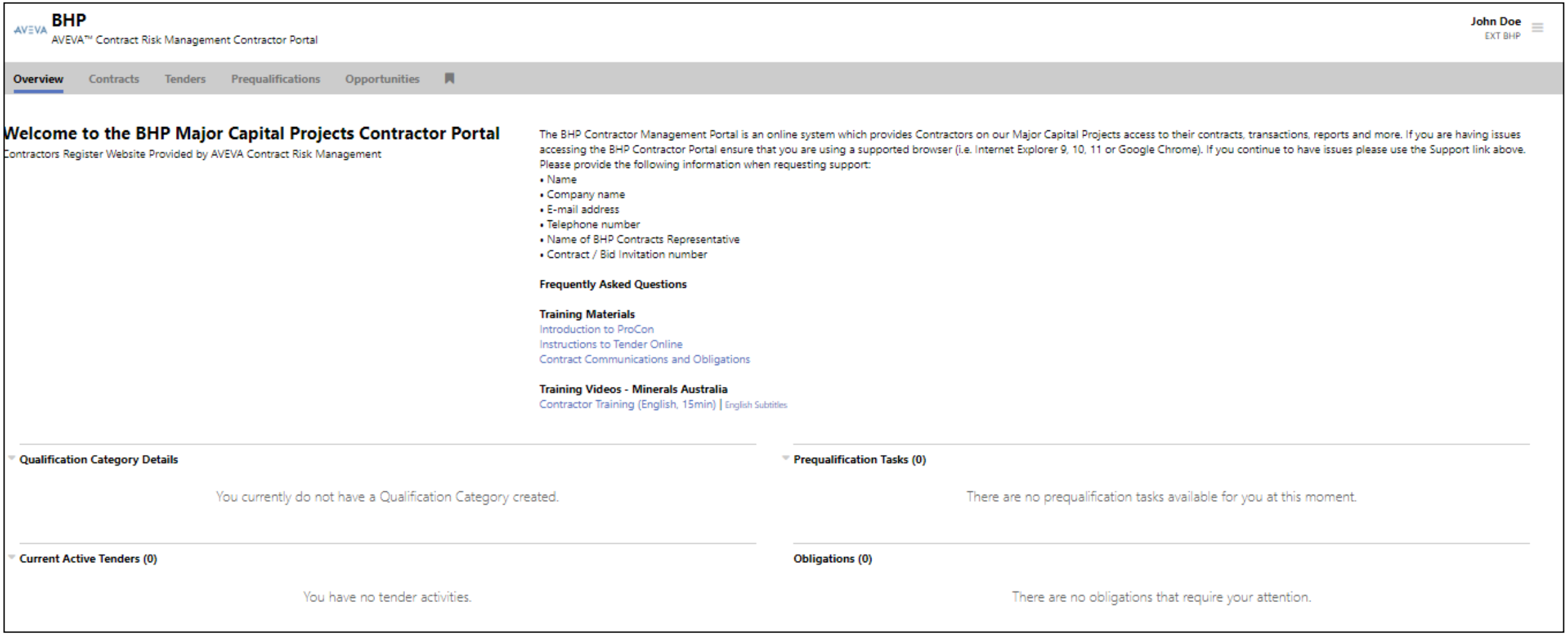
Step 11: This will bring up the Terms of Use

Accepting the Terms of Use will allow you to submit the form and log into ProCon



Step 12: You will then be redirected into the new version of ProCon, where your data and information have been pre-populated



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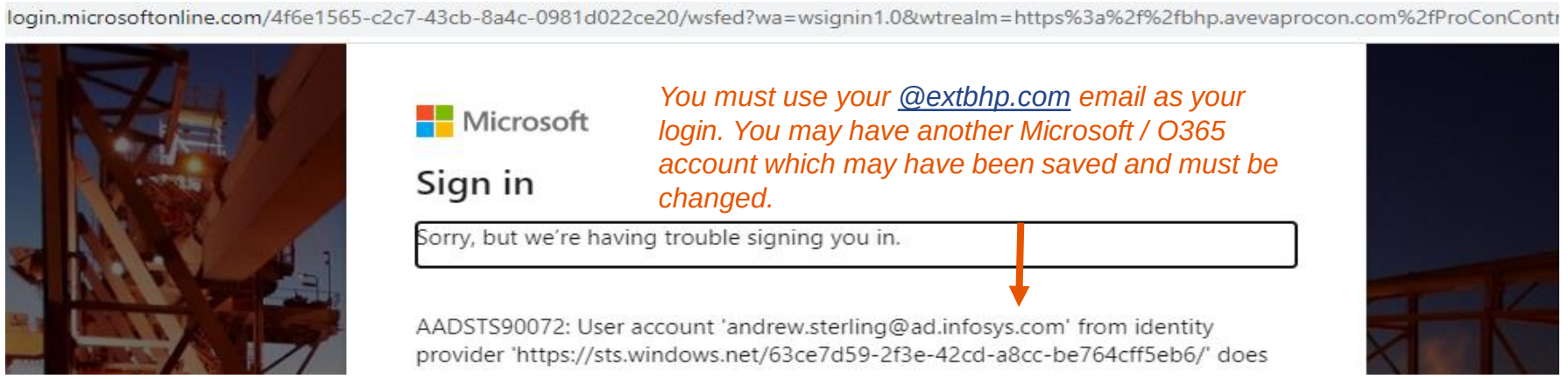
Troubleshooting FAQ – Error Messages and Resolutions

Troubleshooting FAQ – Error Messages and Resolutions

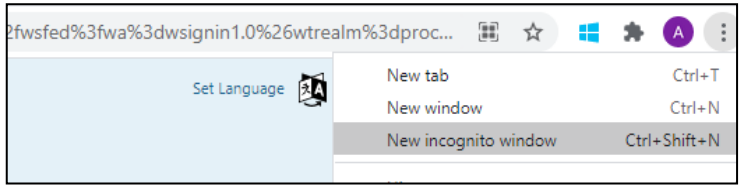
Common Error #1: Incorrect Login Credentials



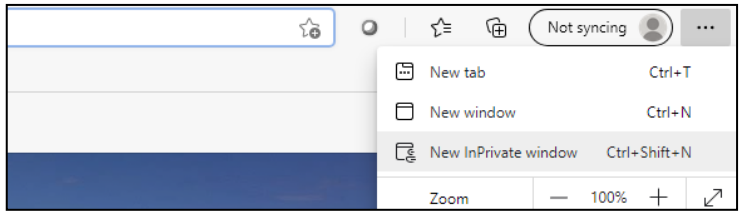
You must use your @extbhp.com email as your login. You may have another Microsoft / O365 account which may have been saved and must be changed.

Resolution Option 1: Open a new browser in private viewing / incognito mode and try logging in again. When prompted, enter *XXX*@extbhp.com credentials.

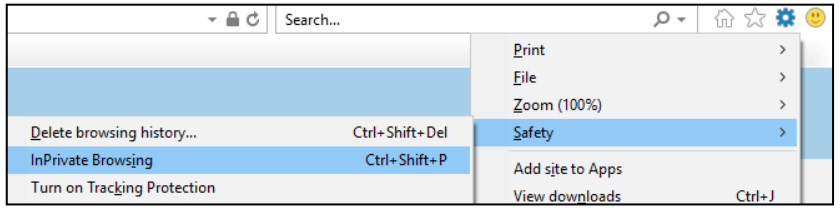
Chrome: To activate incognito mode, click on the drop down menu in the top right corner of the browser. From there, click “New Incognito Window”



MS Edge: To activate inPrivate mode, click on the drop down menu in the top right corner of the browser. From there, click “New InPrivate Window”

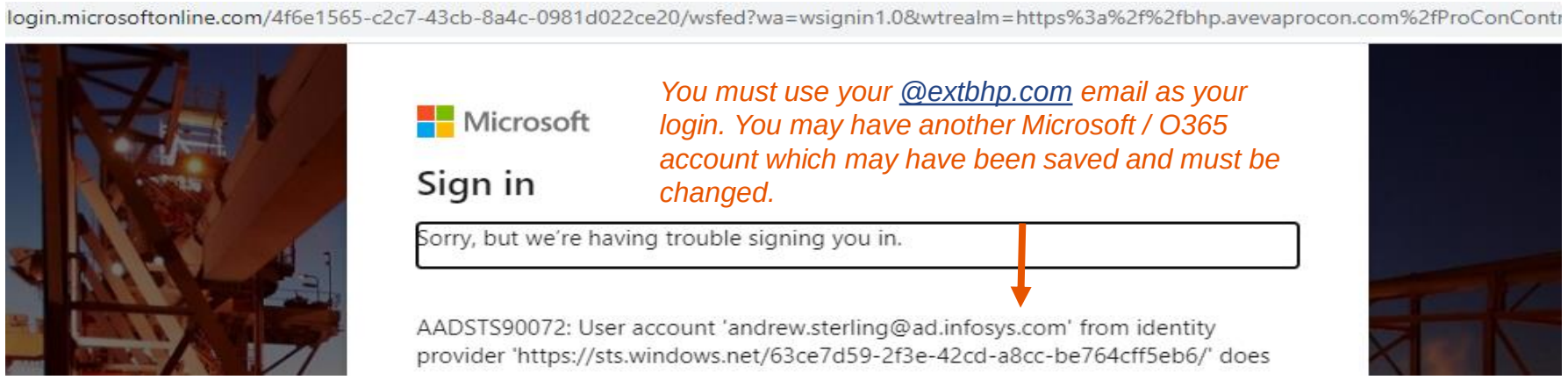


IE: To activate inPrivate mode, click on the gear button in the top right corner of the browser. From there, click “Safety” then “InPrivate Browsing”



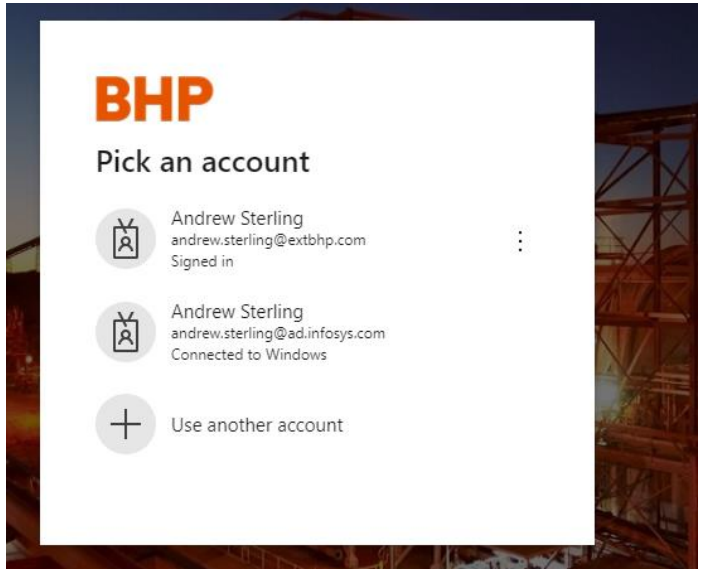
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #1: Incorrect Login Credentials



You must use your @extbhp.com email as your login. You may have another Microsoft / O365 account which may have been saved and must be changed.

Resolution Option 2: Log out of other Microsoft / O365 account. Try signing in again to ProCon, and you should be prompted to select a different account to log in. Select your XXX@extbhp.com account and continue to log into ProCon.



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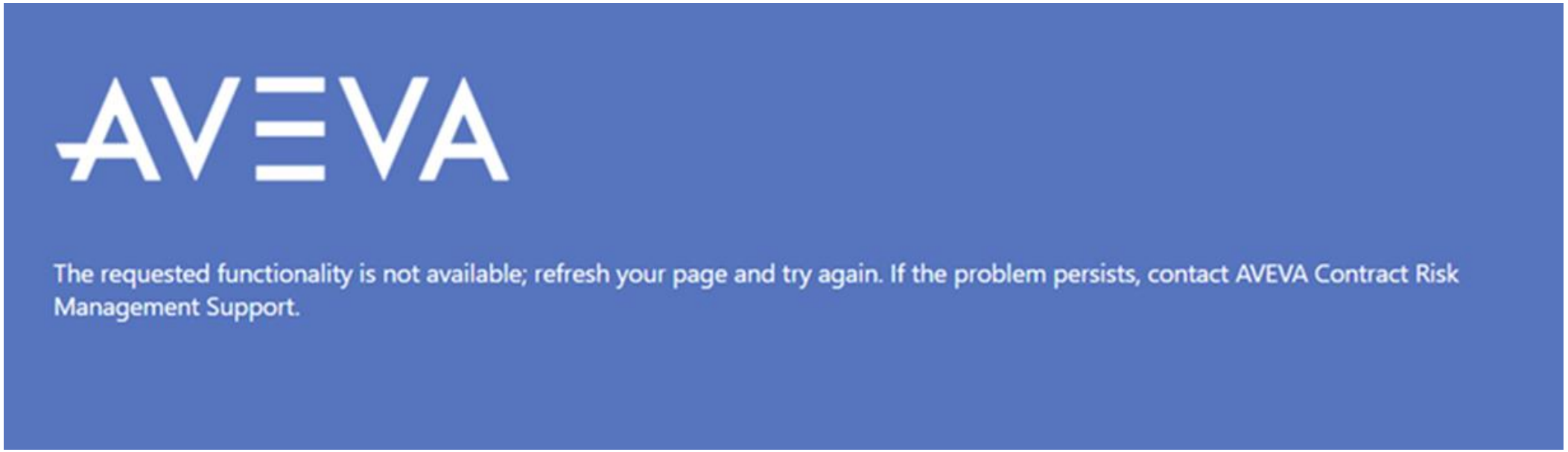
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #2: AVEVA Error Message (any error message with the following AVEVA header)



Resolution: Try closing your browser, then re-open and try logging in again. If that does not work, try logging into ProCon from a different browser. If that does not work, please email: Contractriskmanagementsupport@aveva.com

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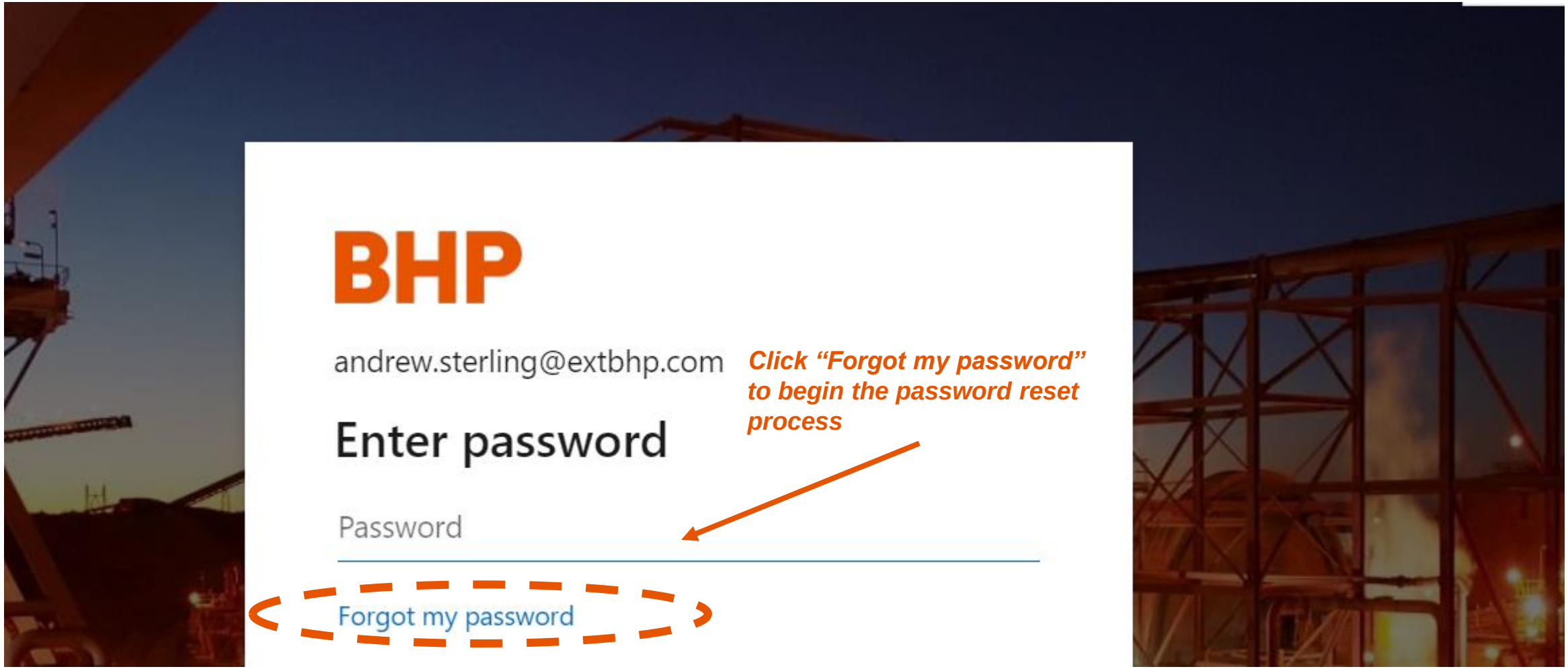
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



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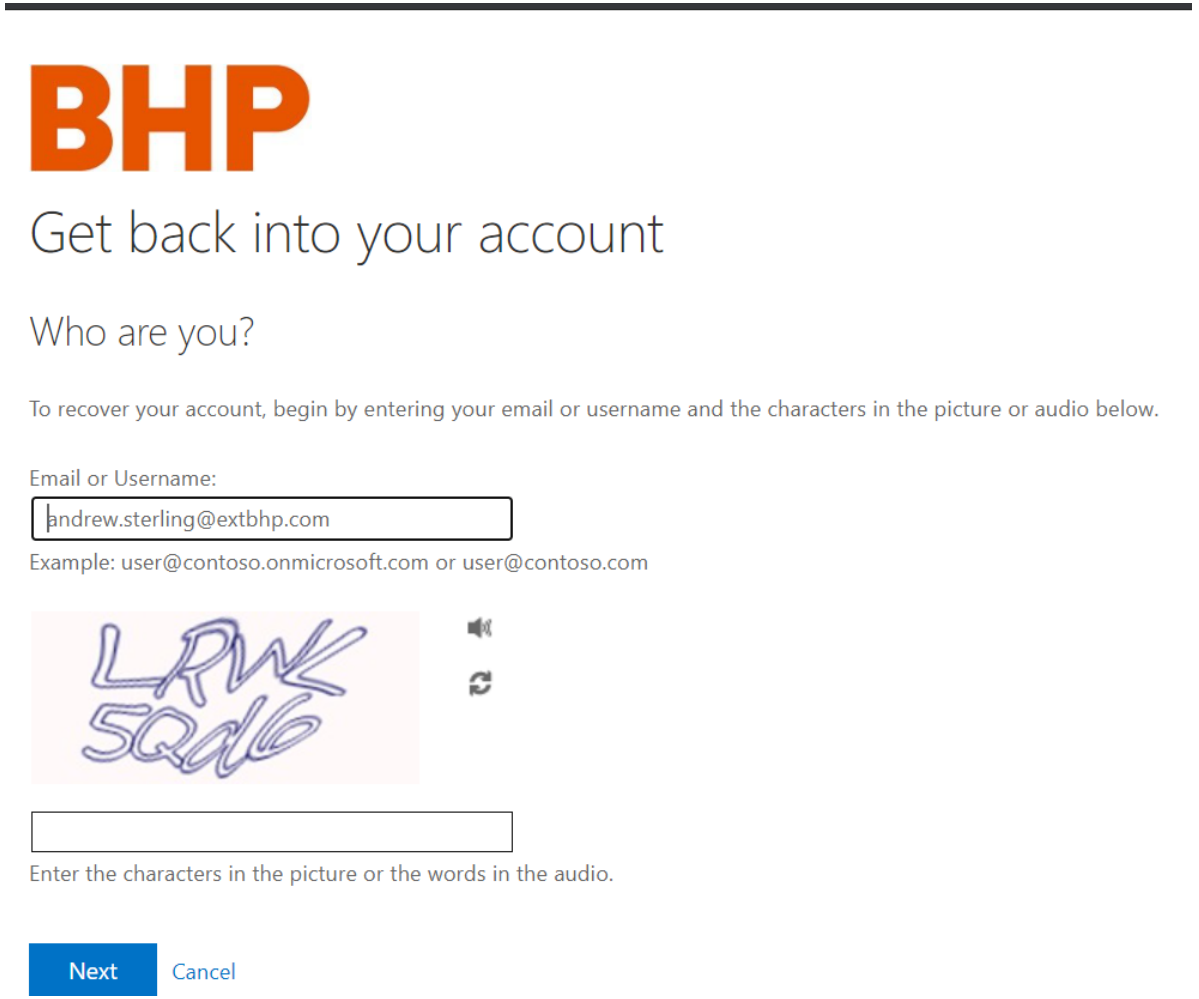
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password

Use the XX@extbhp.com username to proceed



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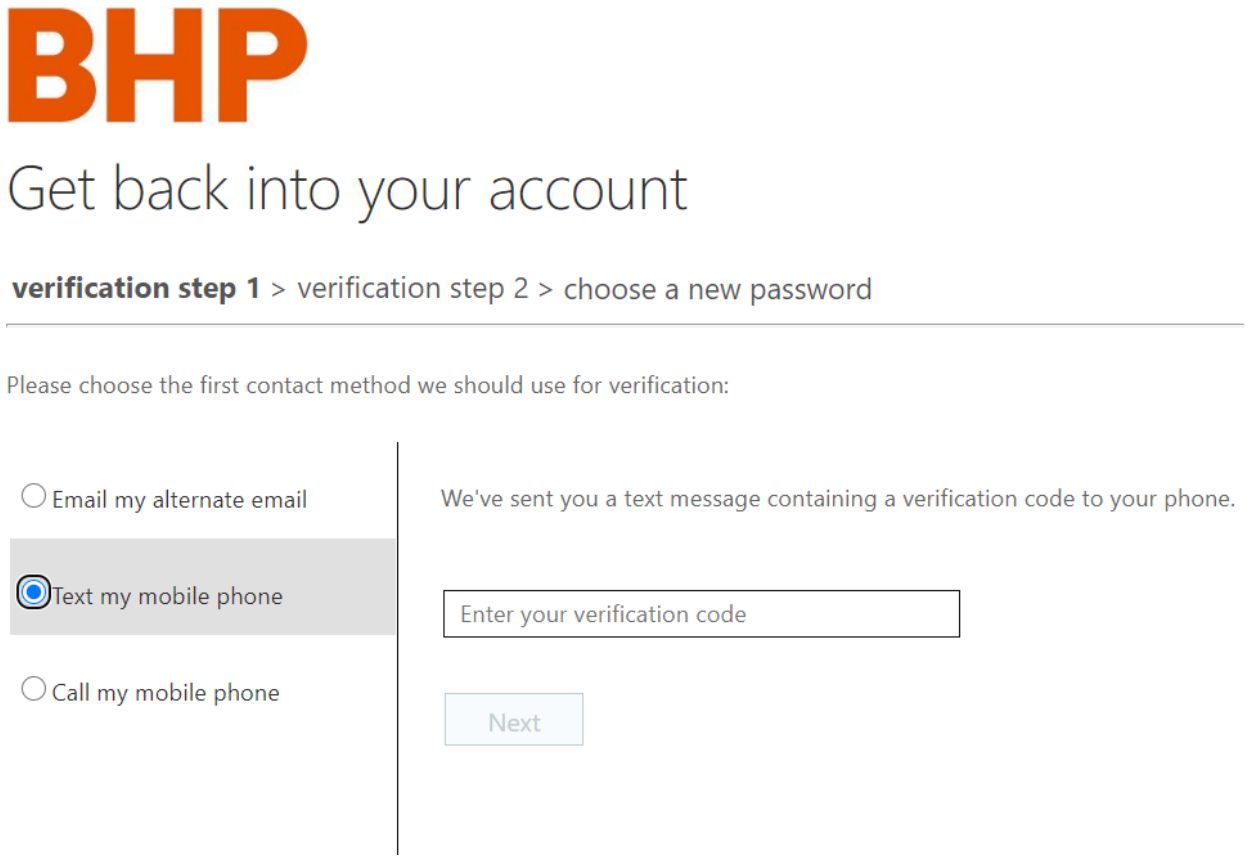
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



You must complete 2 verification steps to reset your password

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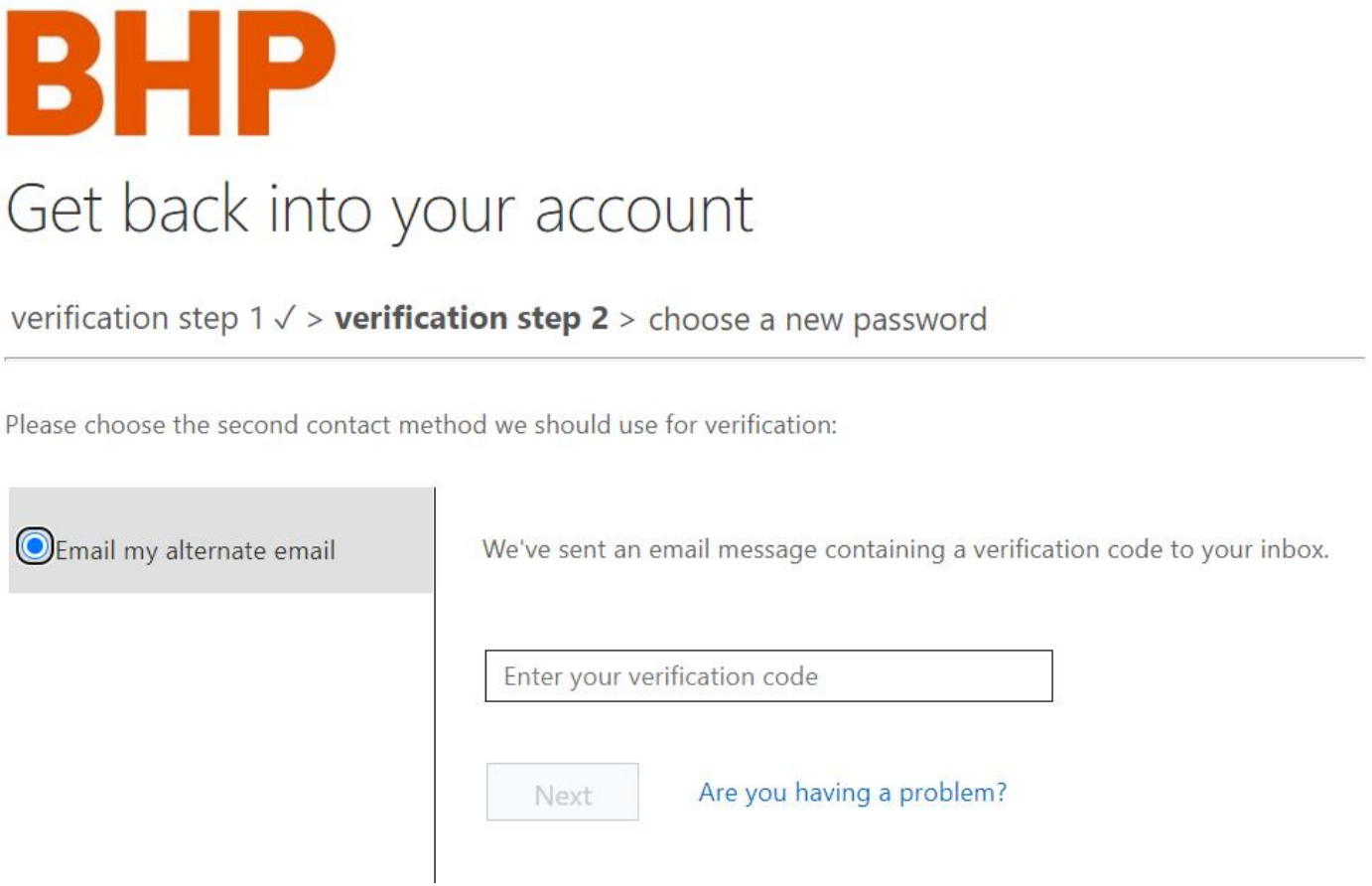
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



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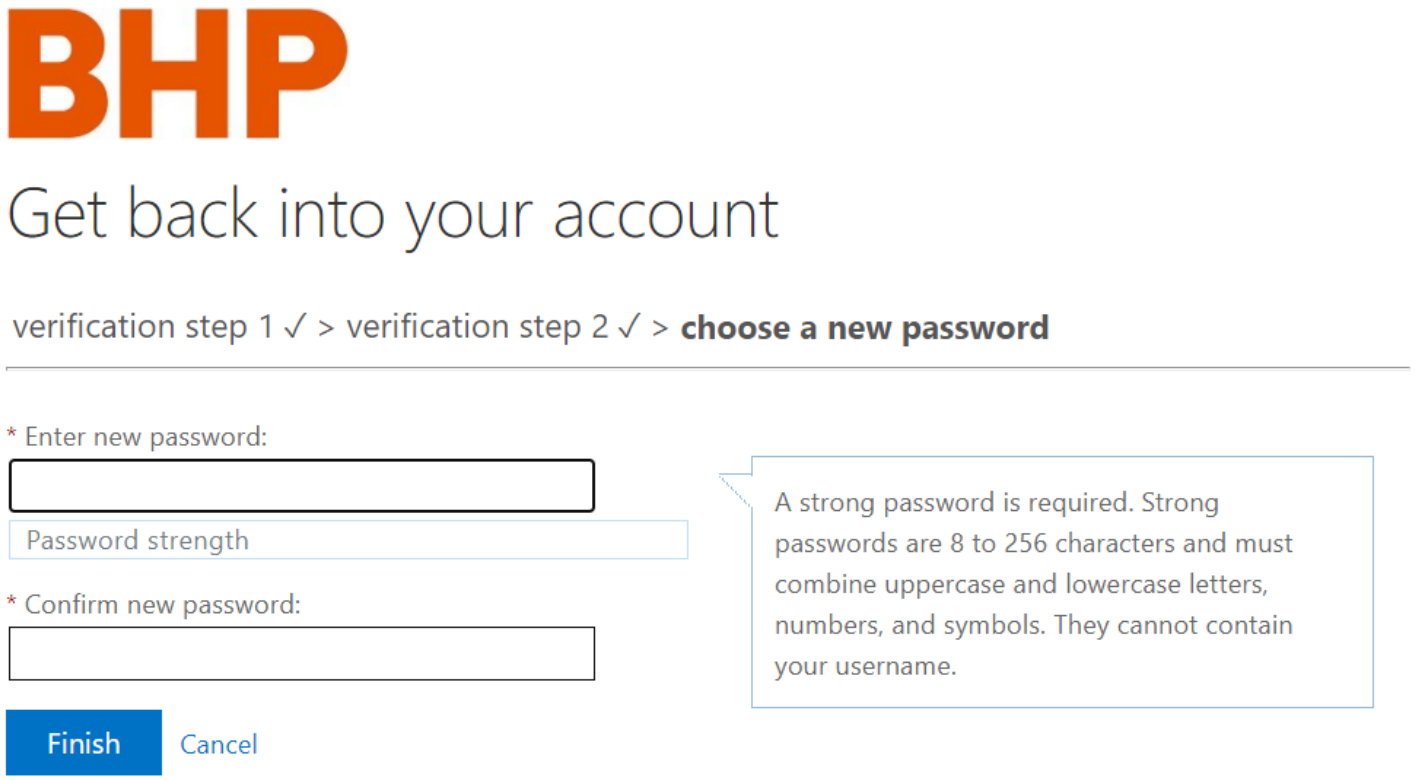
Troubleshooting FAQ – Error Messages and Resolutions

Common Error #3: Forgot password



After verification, you may create a new password which will allow you to log into ProCon

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