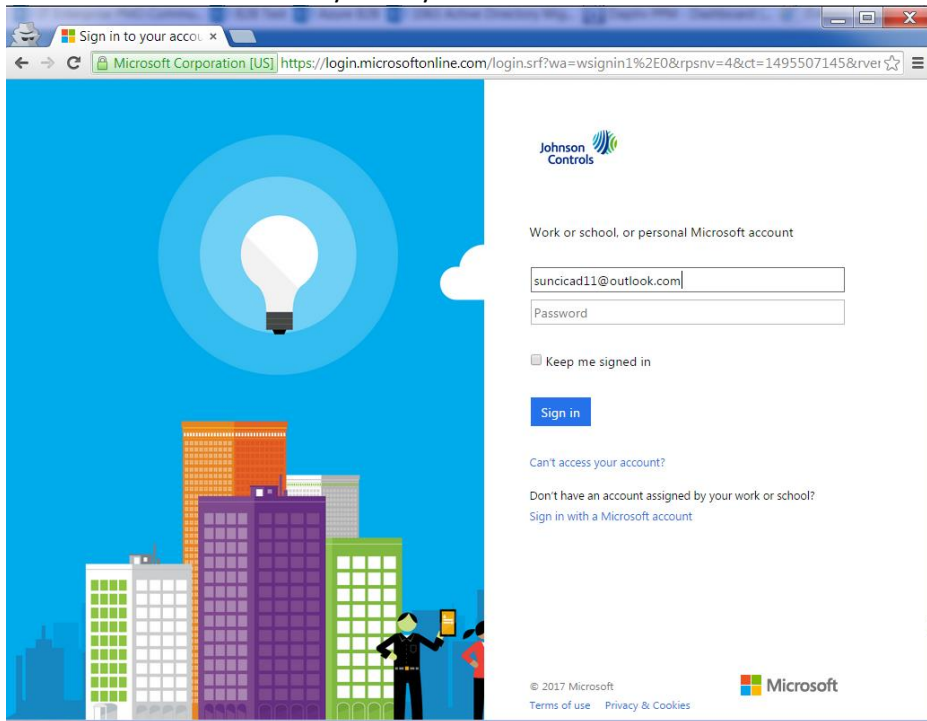


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## Accessing a partner site directly

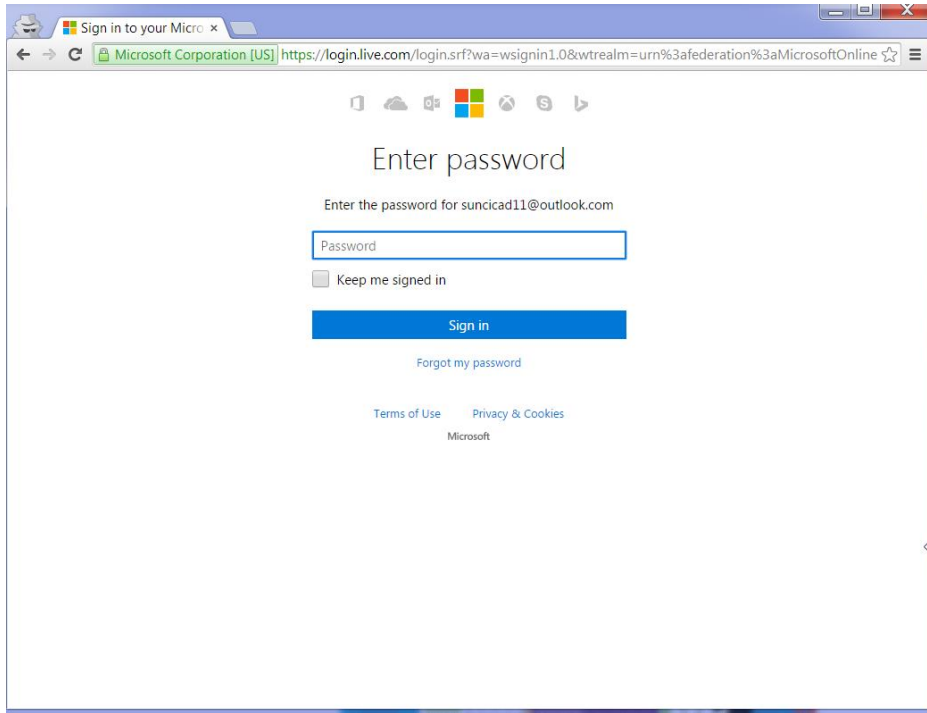
**Step 1:** At Blue Microsoft Login screen, enter your full email address (without “@jcipartners.com” and hit Enter or Tab on your keyboard.



**Step 2:** At the next screen, enter your password.

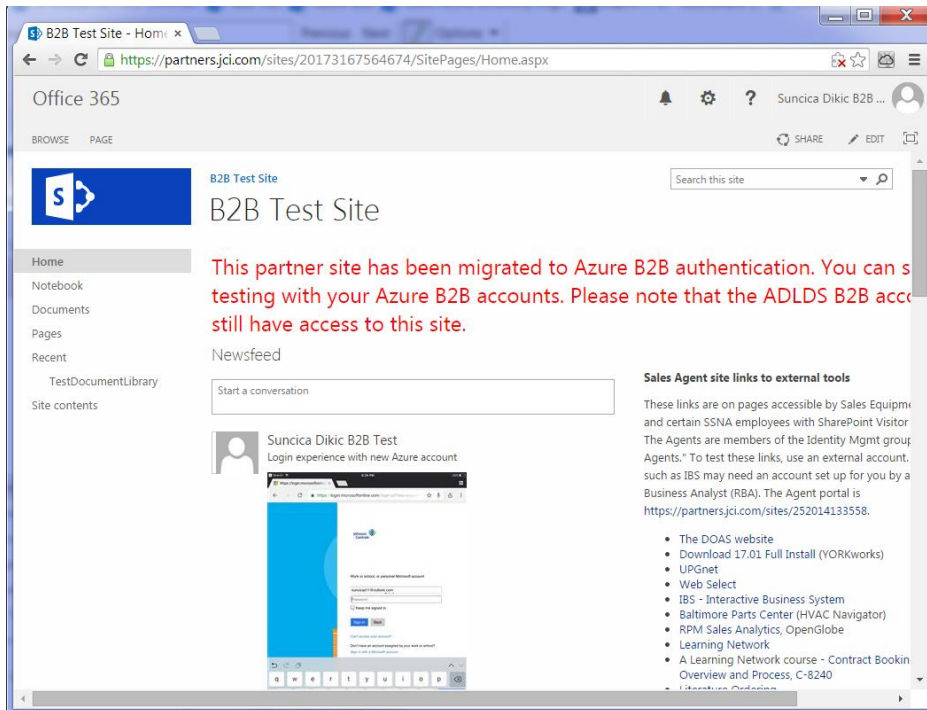
# Partner Site Login for External Members and Plant Employees

Effective June 15, 2017



If you cannot remember your partner account Password, or if you would like to reset your password, see section below on Steps for retrieving a forgotten password or resetting password.

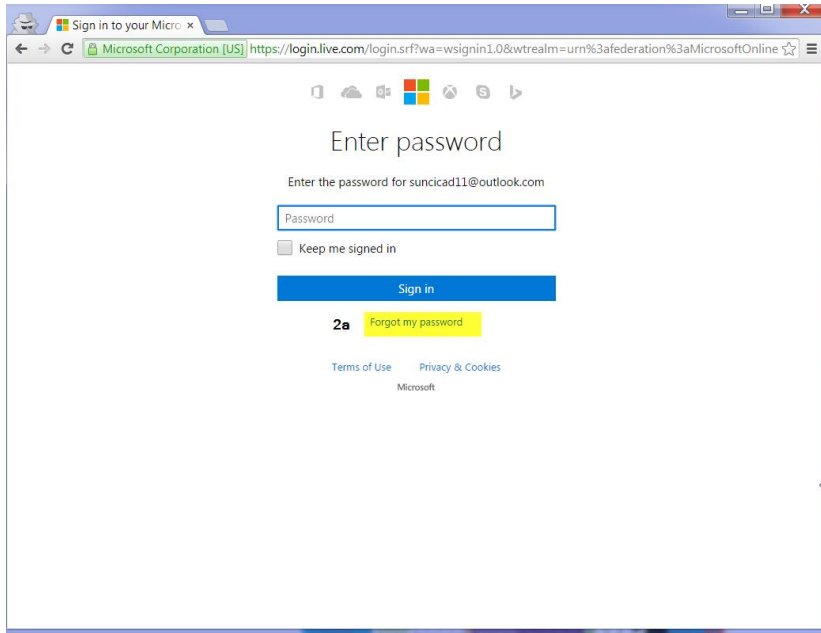
### Step 3: You are taken directly to the Partner site's Home Page



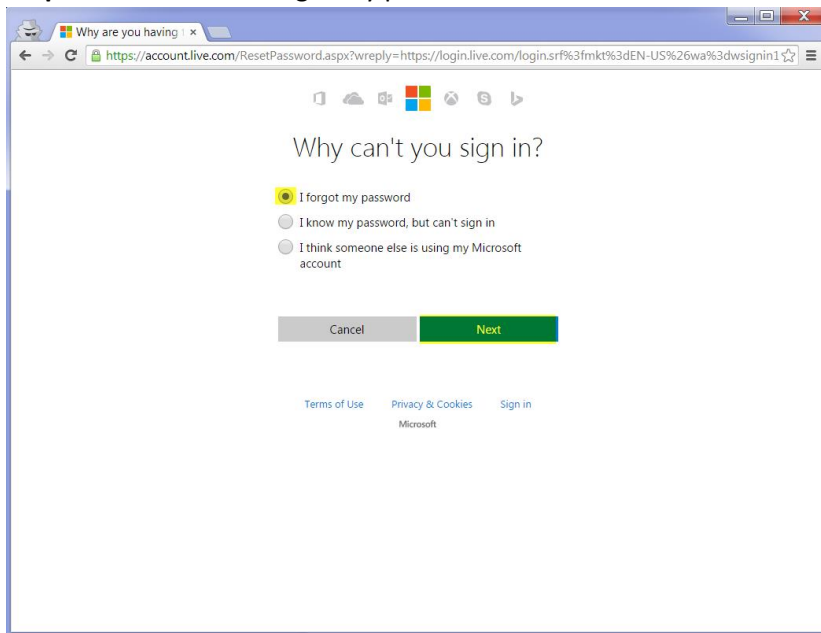
Effective June 15, 2017

## Steps for retrieving a forgotten password or resetting password

**Step 1:** Click on “Forgot my password” link located below the Sign in button.



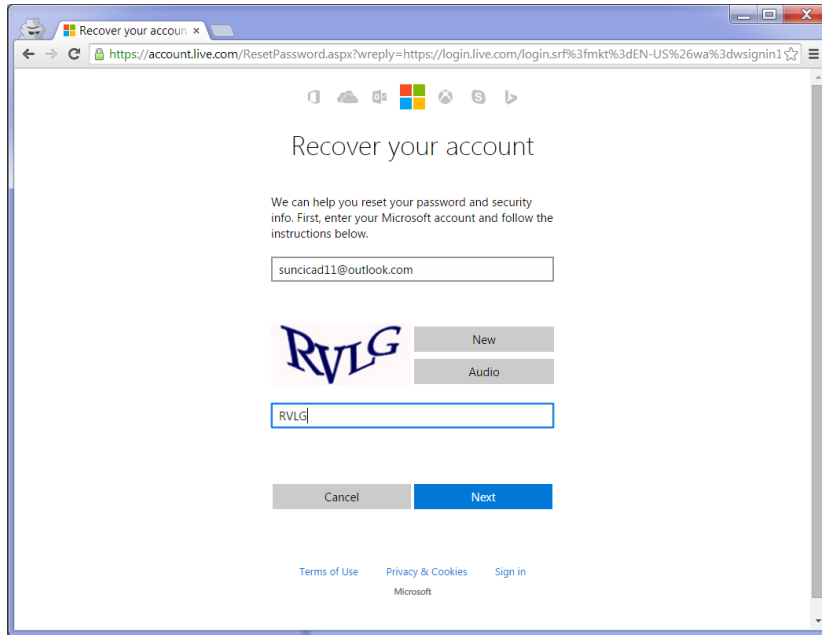
**Step 2:** Select the “I forgot my password” radio button and click on the Next button.



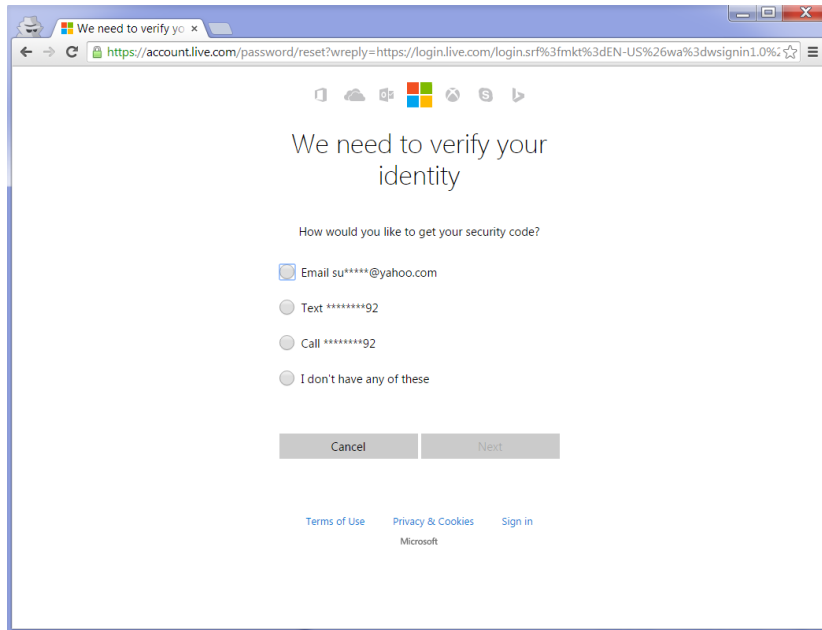
# Partner Site Login for External Members and Plant Employees

Effective June 15, 2017

**Step 3:** Follow the instructions to enter you email address and security info and click on the Next button.



**Step 4:** Select the desired way to receive your security code and then click on the Next button. What you see as options will depend on how you set up your account security upon account creation.



# Partner Site Login for External Members and Plant Employees

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**Step 5:** Follow the steps to verify your information and click on Send code button.

We need to verify your identity

How would you like to get your security code?

Email su\*\*\*\*\*@yahoo.com

To verify that this is your email address, complete the hidden part and click "Send code" to receive your code.

@yahoo.com

Text \*\*\*\*\*92

Call \*\*\*\*\*92

I don't have any of these

[I have a code](#)

**Step 6:** Enter the code you received and click on the Next button.

Verify your identity

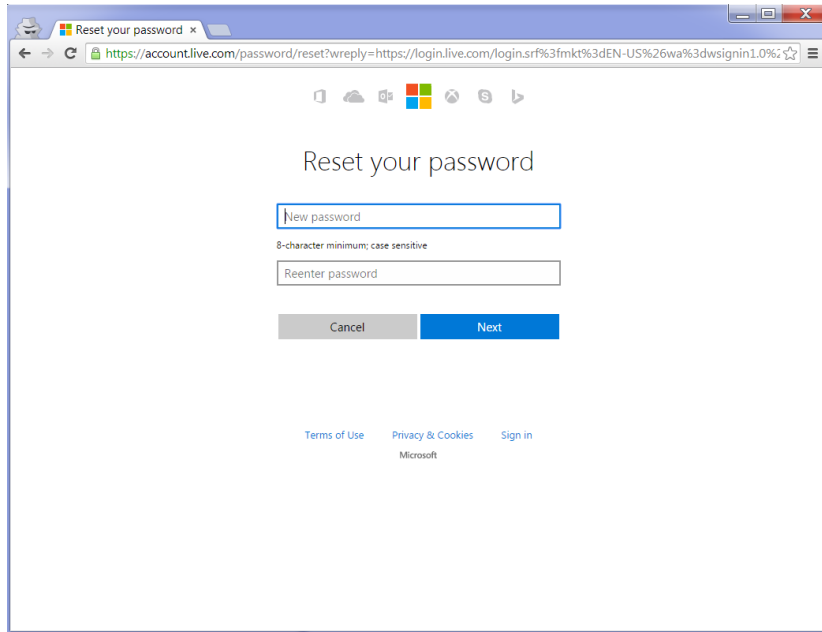
If suncica.dukic@yahoo.com matches the email address on your account, we'll send you a code.

[Use a different verification option](#)

[Terms of Use](#) [Privacy & Cookies](#) [Sign in](#)  
Microsoft

Effective June 15, 2017

**Step 7:** Set up your new password and click on the Next button. This step completes your password reset process.

A screenshot of a web browser window showing a password reset form. The browser's address bar displays the URL: https://account.live.com/password/reset?wreply=https://login.live.com/login.srf%3f%3dEN-US%26wa%3dwsignin.1.0%. The page title is "Reset your password". The form contains two input fields: "New password" and "Reenter password". Below the "New password" field, there is a note: "8-character minimum; case sensitive". At the bottom of the form, there are two buttons: "Cancel" and "Next". Below the buttons, there are links for "Terms of Use", "Privacy & Cookies", and "Sign in", with the Microsoft logo underneath.

## Plant Portal Access/Plant Worker Access

All JCI employees (knowledge workers or Plant employees) accessing the Plant Portal within a JCI facility will need to be logged into the machine using their own credentials (global id and password).

The link to the Plant Portal is: <https://partners.jci.com/sites/plantportal>

The following are the Instructions to access the site:

1. Open Google Chrome
2. Go to [www.johnsoncontrols.com](http://www.johnsoncontrols.com)
3. Locate the "Employees" section and click "Plant worker portal for employees at production/manufacturing facilities" to be taken directly to the HR Atlas portal
4. Lastly, please click "HR Atlas" and access will be granted.

As a back-up to view pay slips, U.S. employees can log in directly to ADP: <https://ipay.adp.com>