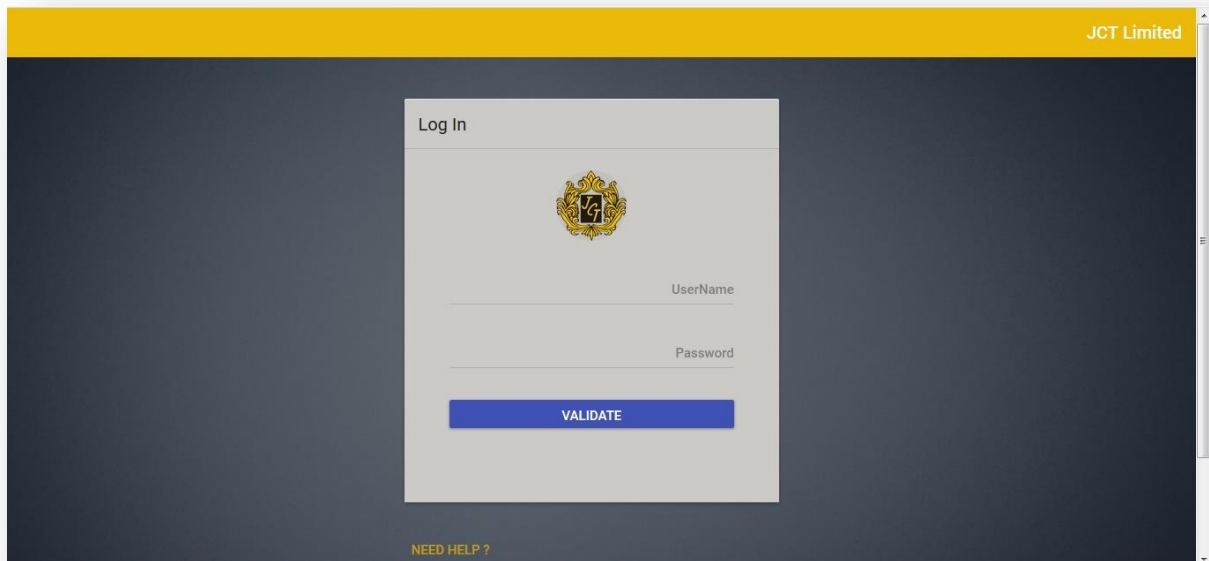


Q1. How to Login? What is my username & password?

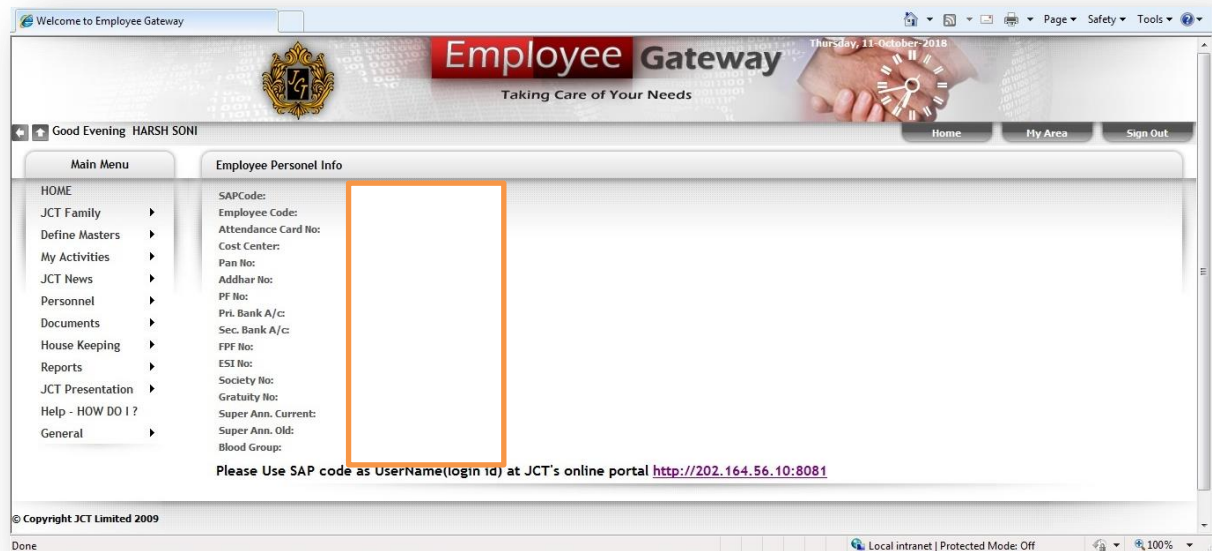
Ans1: In a way to open Employee Portal, you need to open this link <http://202.164.56.10:8081/login.aspx> in Chrome or Mozilla Firefox browser. The following page will be displayed. Just provide your SAP code, password and press the validate button. The password is the same password that you use to provide in Fusion apps. Still, if you are not able to make login then please contact our helpdesk at 4212 for Phagwara location, for hoshiarpur plant please contact IT department.



The screenshot shows a web browser window displaying the login page for JCT Limited. The page has a dark blue background with a yellow header bar at the top right containing the text "JCT Limited". In the center, there is a light gray rectangular box titled "Log In". Inside this box, there is a logo featuring a stylized 'J' and 'C' within a decorative frame. Below the logo, there are two input fields: "UserName" and "Password". At the bottom of the box is a blue button labeled "VALIDATE". Below the box, at the bottom of the page, there is a link that says "NEED HELP ?".

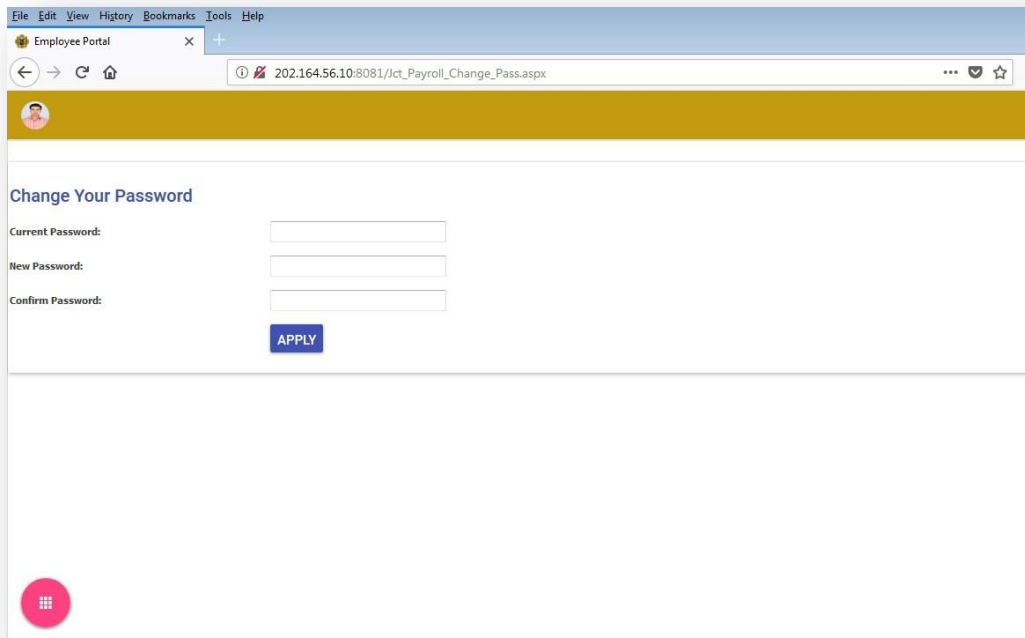
Q2. How can I know my sap code?

Ans2: Just login into fusion apps and the first screen displays Employee Personnel Info with your SAP code.



Q3. How to change my login password?

Ans3: After making successful login in Employee Portal, Just click your image at the top left corner and press the first option “**Profile Settings**”. The screen to change password will open. Provide your current password, new password and confirm password. Press “Apply” to change the password.

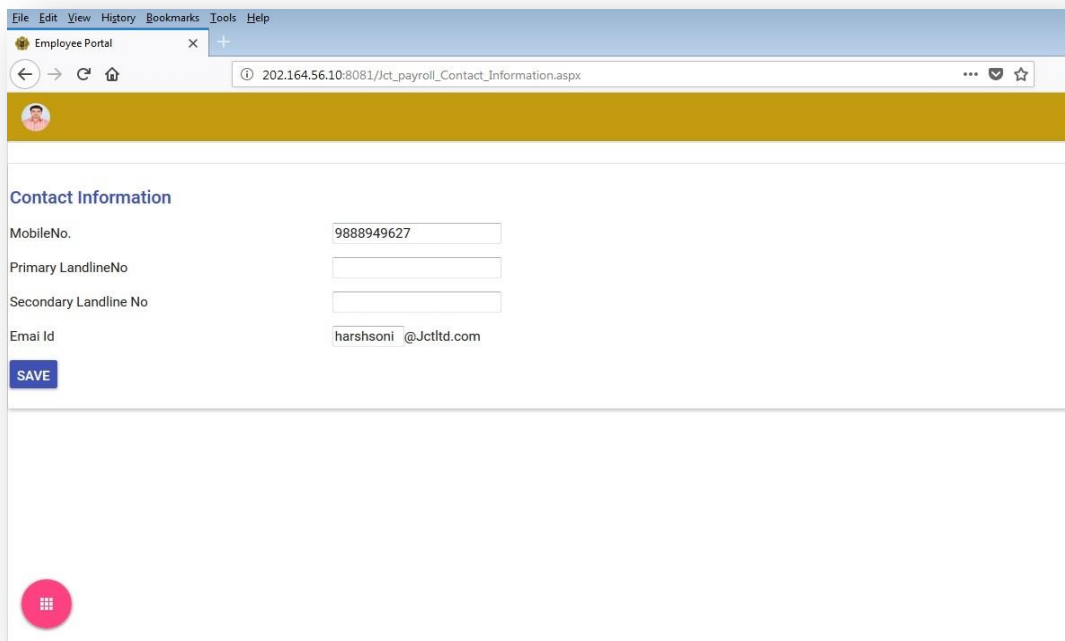


The screenshot shows a web browser window with the title 'Employee Portal'. The address bar displays the URL '202.164.56.10:8081/Jct_Payroll_Change_Pass.aspx'. The page has a yellow header bar with a user profile icon on the left. Below the header, the main content area is titled 'Change Your Password'. It contains three input fields labeled 'Current Password:', 'New Password:', and 'Confirm Password:'. Below these fields is a blue button labeled 'APPLY'. A pink circular icon with a grid pattern is visible in the bottom left corner of the page.

Q4. How can I change my contact info?

Ans4: After making successful login in Employee Portal, Just click your image at the top left corner and press the first option “**Update Contact Info**”. The screen to change your contact info will open. Provide your contact info and press “**Save**” button to update.

Please note there is no need to add “@Jctltd.com” in Emailid box given. Also please do not give personal e-mail id’s like Gmail / Yahoo / Hotmail etc.



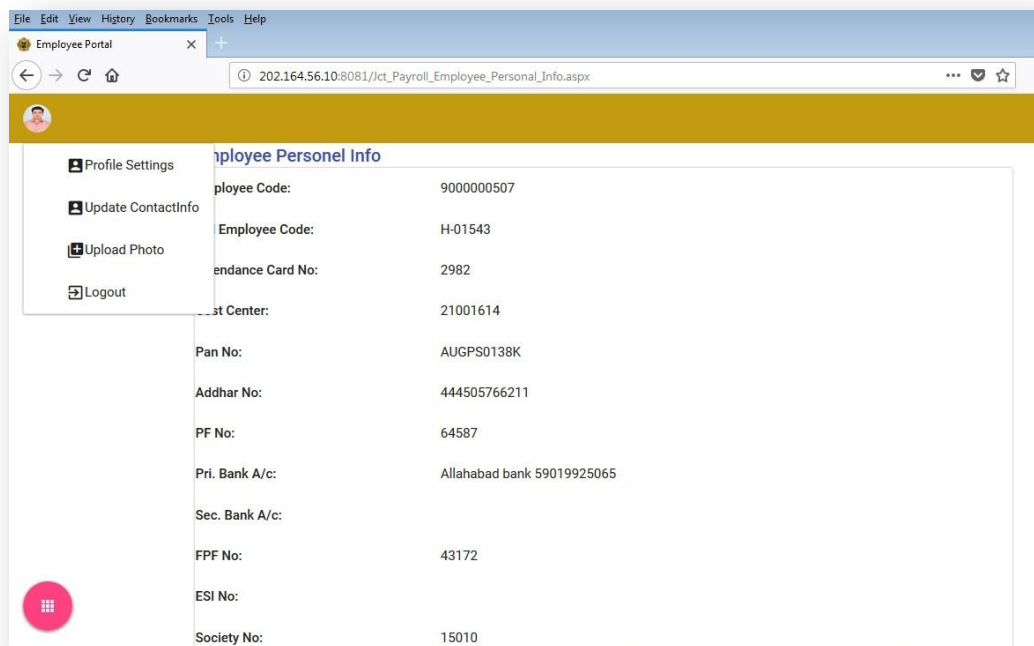
The screenshot shows a web browser window with the title "Employee Portal". The address bar displays the URL "202.164.56.10:8081/Jct_payroll_Contact_Information.aspx". The page has a yellow header bar with a user profile icon on the left. Below the header, the page is titled "Contact Information". It contains four input fields: "MobileNo." with the value "9888949627", "Primary LandlineNo" (empty), "Secondary Landline No" (empty), and "Email Id" with the value "harshsoni @Jctltd.com". A blue "SAVE" button is located below the "Email Id" field. A pink circular icon with a grid pattern is visible in the bottom left corner of the page.

MobileNo.	9888949627
Primary LandlineNo	
Secondary Landline No	
Email Id	harshsoni @Jctltd.com

[SAVE](#)

Q5. How to logout / logoff from Employee Portal?

Ans5: Just click on your image at the top left corner and press the last option “**Logout**”. You will be logged out from the active session.



Q6. What if I forget my login password?

Ans5: Please contact at IT helpdesk and they will help you out in this concern for phagwara 4212.

For Hoshiarpur plant contact IT department at Hoshiarpur Plant.