


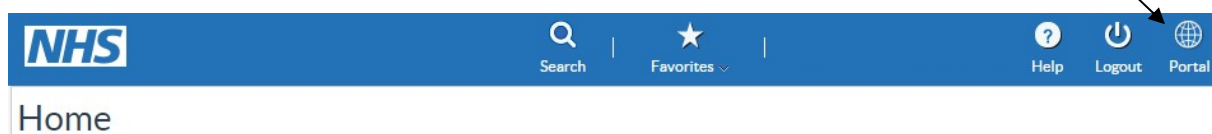
Top tips for My ESR - Self Service Portal

1. You will be able to access ESR from any computer and use any web browser.
Note that if your first logon is before the end of June 2018 you will have to be on an NHSBT site and use Internet Explorer.

2. If you have difficulty running the ESR user support videos try Internet Explorer.

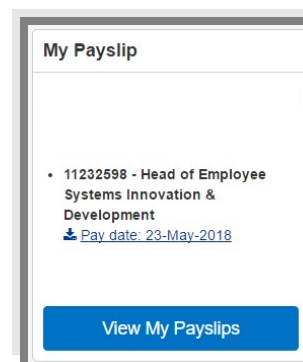
3. Download the [MyESR App](#) to your tablet or smart phone.

4. When in ESR using a computer click on the  icon, either to return to the main ESR Portal screen, or to go back when there is no 'back' button.



5. Use the Payslip 'portlet to access your payslips

6. The current/most recent month is available in one click...
 or click on the "View My Payslips" button to look at previous payslips.

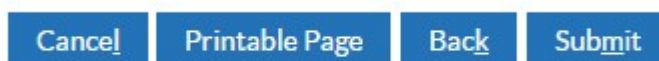


7. Use  to check and update your information.

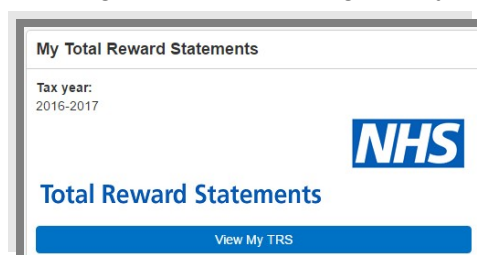
When updating your Information e.g. Religious beliefs, Sexual Orientation or Disability details:

- Make sure your pop-up blocker is switched off.
- Use the % sign when searching to access list of details.
- Check out the micro videos on [People First](#) which walk you through updating these details.
- Use the side menu – finding which section you want to update is easier via this route.

You will be able to check the changes you have made. When you are happy that they are complete, and correct, click on "Submit" in the top right-hand corner of the screen, underneath the Portal icon.



8. Use "View My TRS" to view your Total Reward Statement without using the Government gateway.



9. If you get 'stuck' in a page which doesn't have the portal icon use the web-browser back button.

