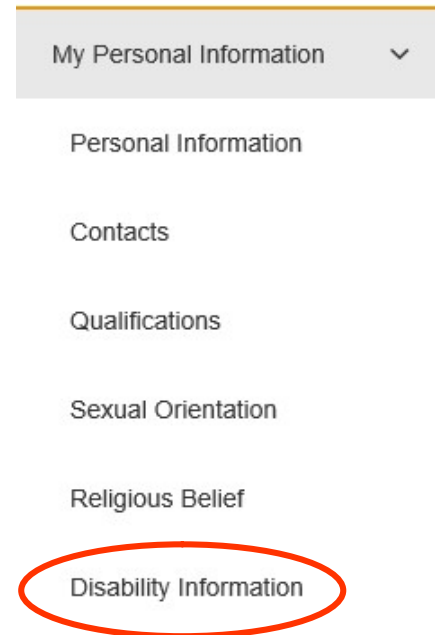




How to update /change your Disability Information

From the main MyESR portal screen

1. Use the **MY Personal Information** drop-down menu on the left-hand side.
2. Click on **Disability Information**



To enter **New** record, click on **New**.

3. Enter the effective date.
4. Enter % in the category search box , click on the  magnifying glass.
5. From the pop-up box (check pop-up blocker is off) - click on the  icon at the side of the required category.



6. Go to step 13.

To **Update** a record , click on the  icon,

7. Select from the options:

Correct or complete –information is incorrect or not complete.

Enter new information – your information has changed

8. Click Next
9. Enter effective date.
10. Click in category field, press small black cross to clear field.
11. Enter % in the category search box, click on the  magnifying glass.
12. From pop up box (check pop-up blocker is off) - click on the  icon at the side of the required category.

13. Click on  then click on 

14. Click **Portal** to return to main screen.

	Quick Select	Category
<input type="radio"/>		Learning disability/difficulty
<input type="radio"/>		Long-standing illness
<input type="radio"/>		Mental Health Condition
<input type="radio"/>		No
<input type="radio"/>		Not Declared
<input type="radio"/>		Other
<input type="radio"/>		Physical Impairment
<input type="radio"/>		Prefer Not to Answer
<input type="radio"/>		Sensory Impairment
<input type="radio"/>		Yes - Unspecified