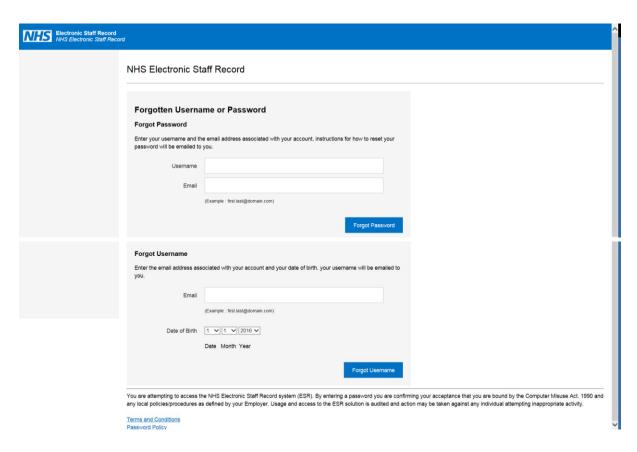
Logging in to Employee Self Service and Total Reward Statements

HOW TO GET YOUR USERNAME AND PASSWORD TO LOG IN FOR THE FIRST TIME

Click the link below or copy and paste it into your browser https://esr.mhapp.nhs.uk/OA_HTML/AppsLogin

You will see the login screen. To get your username, click the link that says **Forgotten Username or Password** to go to the **Forgotten Username or Password Screen**.



In the bottom half of the screen, enter your Email address in the **Email** box and complete your **Date of Birth**. Click the **Forgot User Name** button. You will see the screen below, informing you that you will be emailed your username in the next 10-15 minutes – it is normally much faster than that.

Note your email address will, in most cases, be your @gwh.nhs.uk email address or in a few cases @salisbury.nhs.uk or @nhs.net



Click the **OK** button

You will receive an email from esr.wfmPROD@nhs.net detailing your username and also giving you the link to login or to reset your password if you are not sure of your password.

Note – Remember not to write down your username and password anywhere that could be accessible to others.

If you do NOT see the confirmation screen but get an error message, then the email address you have entered is not the one we have recorded for you on the system. If you have another NHS email address, try that, otherwise you will need to contact us so that we can record your correct email address on the system. To contact us, please email AskHR@gwh.nhs.uk confirming your full name, date of birth and NHS email address.

When you receive the email from esr.wfmPROD@nhs.net, note your username and then click the reset your password link. You will be taken to the Reset Password Screen



Enter your **User Name**, choose a **Password** and then confirm your **Password**. Then click the **Confirm Password** button.

Note – passwords must be a minimum of 8 characters (including at least 1 capital letter,1 lower case letter and 1 number. They cannot be the same as your username, cannot have sequential/repeating numbers or letters and cannot be reused until you have had 5 different password changes in between.

Please refer to the main guide for information on navigating the system