

# How To View Payslips using the ESR Portal (With Smartcard)

1	Ensure your <b>smartcard</b> is to hand, working and you know the passcode.
2	Put the <b>smartcard</b> into your computer keyboard and enter the passcode.
3	Navigate to <a href="https://my.esr.nhs.uk">https://my.esr.nhs.uk</a> in Internet Explorer or alternatively click on the <b>ESR Link</b> on your desktop.
4	<p>Click on the <b>Log in via Smartcard</b> button towards the bottom of the page.</p> <div data-bbox="172 524 1423 855"> <p><b>Log in with your Smartcard</b></p> <p>Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button</p> <p><b>Log in via Smartcard</b></p> </div>
5	The <b>ESR Portal</b> will load after a few seconds and you will be presented with the ESR homepage.
6	<p>Navigate to the section called <b>My Payslip and P60</b> which is located in the top right hand side of the homepage.</p> <div data-bbox="336 1025 1228 1688"> <p><b>My Payslip and P60</b></p> <p>26976514 - Administration//NonClinical///</p> <p><b>NEW</b> <a href="#">Pay date: 26-Oct-2018</a></p> <p><b>NEW</b> <a href="#">P60: 2017/2018</a></p> <p>Go Paperless <input type="checkbox"/> NO</p> <p><b>View My Payslips</b> <b>View My P60s</b></p> </div> <p>The most current <b>payslip</b> will be displayed and can be viewed by clicking on the link. The most current <b>P60</b> will also be available in this section.</p>
7	Click on the <b>View My Payslip</b> button to see your previous payslips.
8	You can use the options to select the Assignment Number, the Year and then select the Payslip (individual month) that you wish to see.
9	Click on the <b>View Payslip</b> button to open the payslip.

10

Click on the **Open** button if you want to view the payslip, or click on the **Save** button if you wish to save the payslip.

Do you want to open or save **ePayslip.pdf** (8.34 KB) from **esr.mhapp.nhs.uk**?

Open

Save



Cancel

