










West Suffolk NHS Foundation Trust **Setting up Your Workplace Health & Wellbeing Portal Account** **For Managers**

Follow these easy steps to create your Workplace Health & Wellbeing portal account
& submit your Management Referrals

Step 1 - Create Your Account:

1. Go to: <https://nnuh.eopas.co.uk>
2. Click the 'sign up now' box on the portal homepage, then:
 -  Enter your email address into the section provided *① using your work email address*
 -  Enter the unique Company reference: **W230DA02**
 -  minimum of 6 characters & include a special character *① numbers are not special characters*
 -  Confirm your password
 -  Select a security question from the drop-down menu *① do not forget your question, this cannot be reset.*
 -  Complete the captcha verification
 -  Once you have completed required fields click 'Continue' to verify your account

Step 2 - Verify Your Account:

-  After creating your account, you will receive an email to verify your account *① you may need to check your Junk/Spam folders*
-  Open the email, click to 'Verify Account' option to activate your account, enter your password & click to 'sign in'

You have created your portal account!

The first time you log into your portal account you will be asked to provide us with some further information *① red fields are mandatory*, click to 'Save Changes' & you will be taken to the 'Home Screen' where you can complete your Management Referral form or can log out & return to your Management Referral form at a later date.

Step 3 – Request Managers Permissions

If you are a referring Manager, please email; WSFT.WHWPBmailbox@nnuh.nhs.uk to request managers permissions, providing your full name and job role within the request.