

West Suffolk NHS Foundation Trust
Setting up Your Workplace Health & Wellbeing Portal Account
& Submitting a Self Referral

Follow these easy steps to create your Workplace Health & Wellbeing portal account, this is a one time only activity.

Once your account has been created you will be able to submit your Self Referral to the Workplace Health & Wellbeing Team.

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 ⓘ *using your work email address*
 - ✚ Enter the unique Company reference: **W2301458**
 - ✚ Your password should contain a minimum of 6 characters & include a special character ⓘ *numbers are not special characters*
 - ✚ Confirm your password
 - ✚ Select a security question from the drop-down menu ⓘ *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:

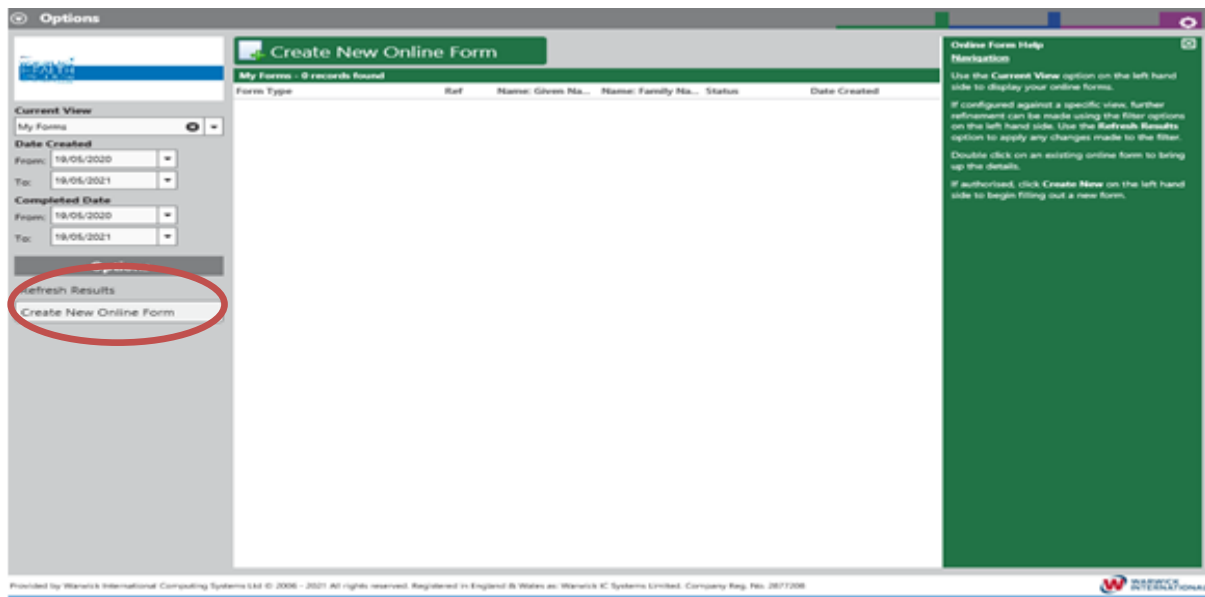
- ✚ After creating your account, you will receive an email to verify your account ⓘ *you may need to check your Junk/Spam folders*
- ✚ Open the email, click to 'Verify Account' option to activate your account, enter your password & click to 'sign in'

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 ⓘ *red fields are mandatory*, click to 'Save Changes' & you will be taken to the 'Home Screen' where you can complete and submit your Self Referral or you can log out & return to your Self Referral form at a later date.

Step 3 – Submitting a Self Referral:

- ✚ Log into the Portal Home Page
- ✚ Select 'Create New Online Form'



- ✚ Pick the Self Referral Form, complete and submit.

About Self Referrals:

A Self Referral offers the opportunity to seek confidential advice regarding issues concerning the effect of work on health or health on work.

Please be aware that a Self Referral will not provide you or your manager with an outcome report.

If you would like to discuss something that you feel is mainly caused by work or affecting you at work and are looking to obtain written guidance, advice and recommendations from us then please speak with your manager about submitting a Management Referral. If you are unable to speak with your manager to arrange a Management Referral then contact your HR department who will be able to advise you appropriately and may be able recommend somebody else who could refer you.