

Your Staff Benefits Portal

How to sign up and enjoy the benefits

The Staff Benefits Portal is your on-line platform to access the whole range of staff benefits that are currently available to the NLG team as well as the chance to winning one of the monthly cash prizes from our exciting **SuperDraw Lottery**

The Staff Portal can be accessed from any internet enabled computer at:

www.nlg-staffportal.co.uk

To join up make sure you have the following information at hand:

- Your nhs.net email address and password - If you don't know your nhs.net email address then please contact your IT Services department who will be able to assist.
- Your Assignment Number – you can find your Assignment Number in the very top left corner of your pay slip. Most Assignment Numbers are 8 digits long. If yours is longer than this then you only need to use the first 8 digits in the Portals registration process.

How do I Join Up?

Step 1 Enter **www.nlg-staffportal.co.uk** in your web browser and navigate your way to the Staff Portal's homepage

Step 2 Click on the '**Membership**' tab at the top of the homepage – here you will find a summary as to what the Portal can offer you as well as the all-important Terms & Conditions of usage.

Step 3 Click '**Join Up**' – at this point you will be asked to enter your name, nhs.net email address and assignment number. Please enter this accurately and be aware that whatever you enter as your name will be the name used by the system and displayed to other users should you wish to the interactive services within the Portal.

Step 4 Click '**Join Up**' and you will receive an on screen confirmation message that the above details have been verified as valid. Should you receive an error message please recheck that you have entered your nhs.net or assignment number correctly.



Step 5 To complete your sign up and to ensure system security a separate email titled '**NHS Portal – Welcome**' has been sent to your nhs.net email address. To retrieve this email simply log into your nhs.net email account at work or from home through **www.nhs.net**. This email contains a web link to complete the registration process as well as a temporary password – note the password and click on the web link provided to return to the Staff Portal.



Step 6 Enter your nhs.net email address and the temporary password you have been provided where prompted and click '**Sign In**'.

Step 7 To finalise the registration process you will be asked to provide a personal email address, re-enter your temporary password and then change this to a new permanent password of your choice. The personal email address is for use in some of the Portal's interactive services, however, it will always be your nhs.net email address that you will need to use to logon to the system each time you visit it.

Step 8 After entering the above information click '**Update**' and

Congratulations you now have full access to all the available staff benefits and the chance to win the cash prizes on the Superdraw Lottery !!

To sign up to the **SuperDraw Lottery** simply click on the 'Your Incentives' tab at the top of the homepage, check and accept the SuperDraw's Terms & Conditions and click 'Join the Monthly Lottery'. You will now be given your randomly generated SuperDraw number and the date of the next prize draw.

From here spend time reviewing the other exciting benefits that are on offer as well as those coming soon such as

Your Voice – our updated interactive discussion zone built around your wish list
Your Stuff – your new area to browse, buy and sell your stuff



Staff Super Draw Lottery

The simplest way to win a small fortune...