

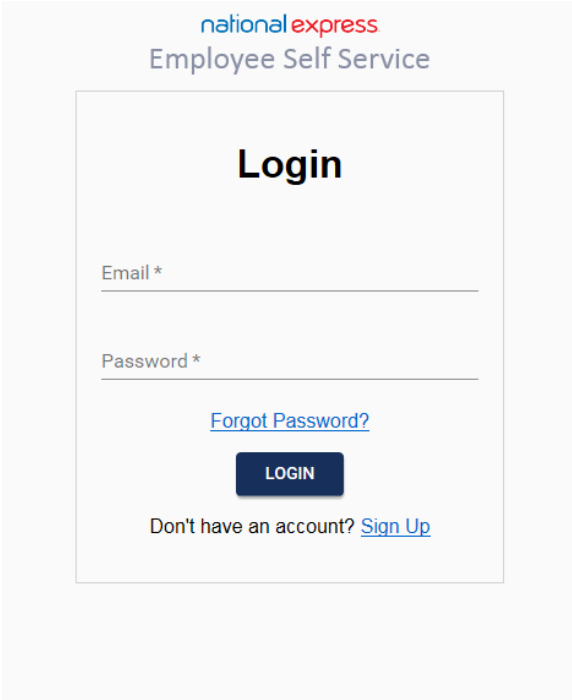


Employee Self Service Portal

Overview

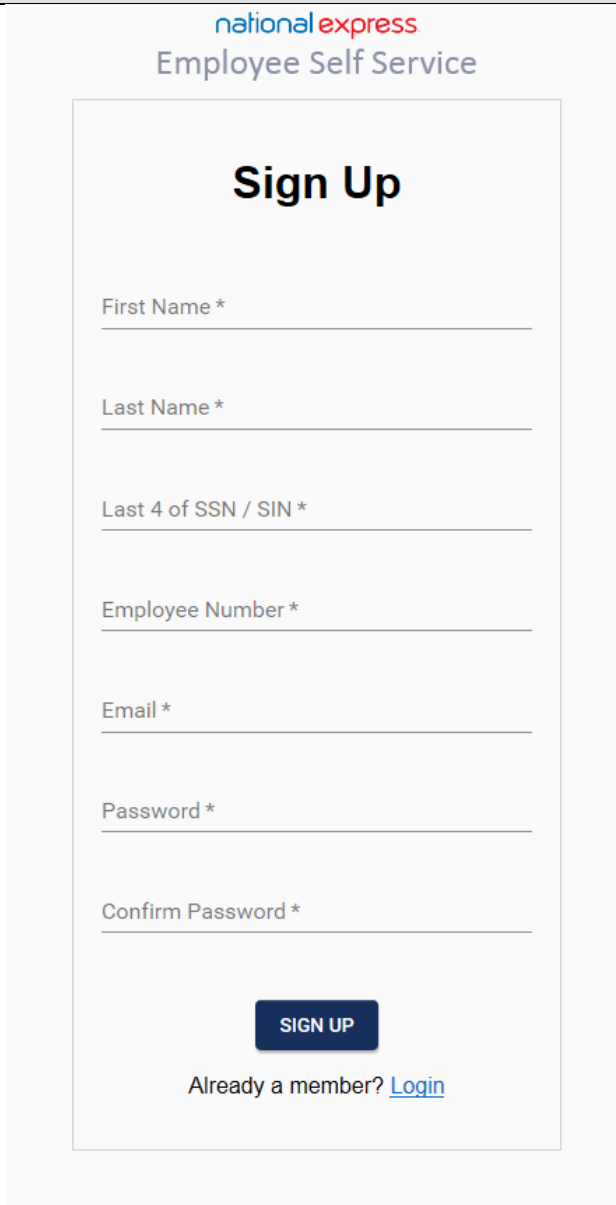

Employees will now be able to make changes themselves to addresses, phone numbers, email and tax withholding on their paychecks from their phones or a web page (<https://essportal.nellc.com>). They will also have access to the Employee Handbook.

Accessing the Employee Self Service Portal for the first time

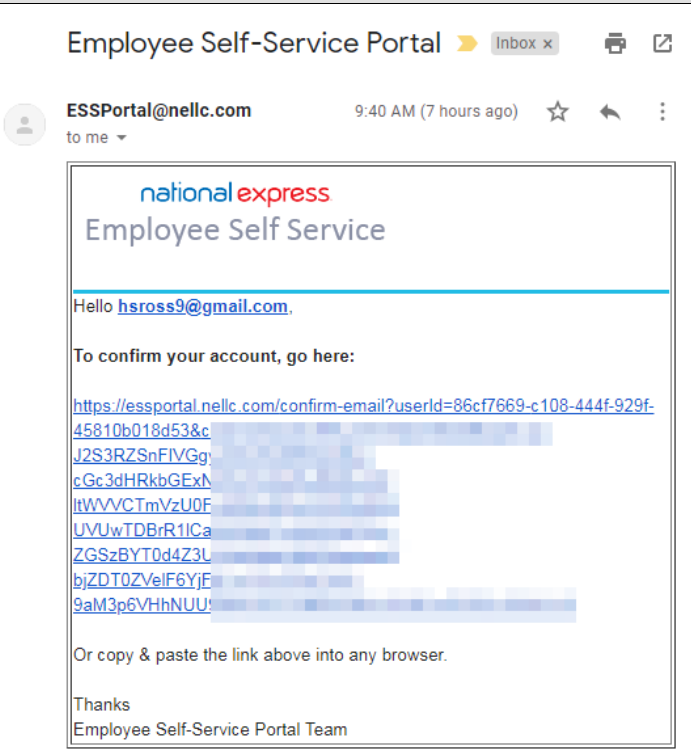
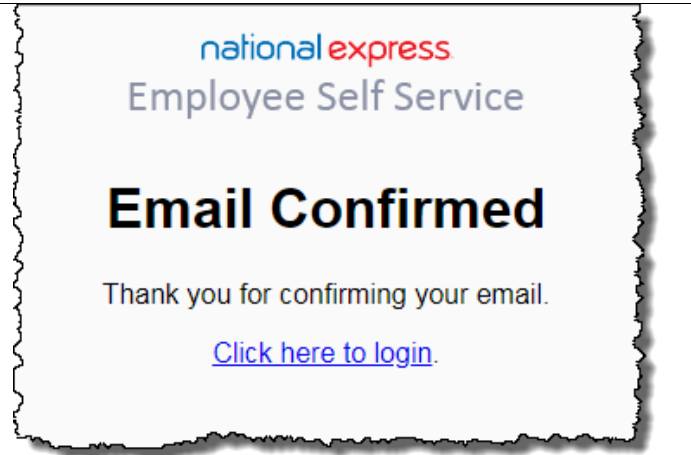
Step	Instruction	Action
1.	Click the Sign Up link .	



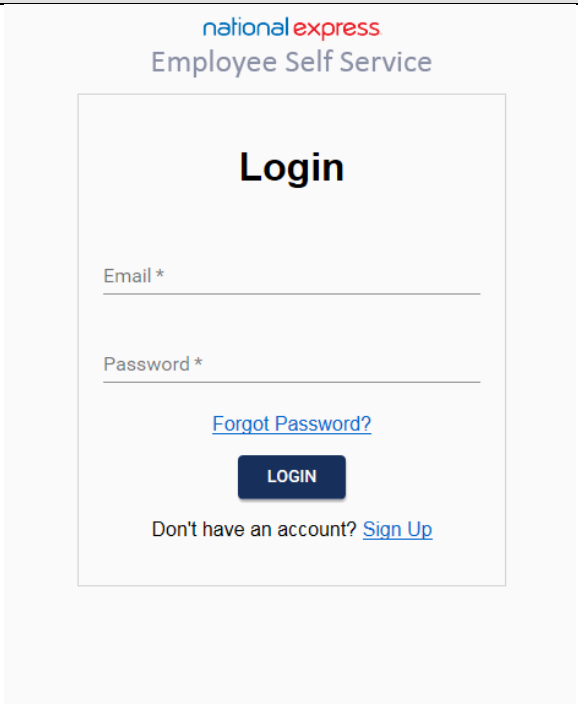
Employee Self Service Portal

Step	Instruction	Action
2.	<p>On the Sign Up page, Complete the labeled spaces.</p> <p>Notes:</p> <p>You will need to have the last 4 digits of your SSN or SIN and your employee number. The employee number can be found on your paystub or obtained from your supervisor.</p> <p>The last name will need to match the last name on your employee record (also found on your paystub).</p> <p>You can use your personal or work email address.</p> <p>The password needs to include the following: At least one upper-case letter At least one lower-case letter At least one number At least one special character At least 8 characters overall</p>	
	<p>The application will send an email to confirm your email address.</p>	

Employee Self Service Portal

Step	Instruction	Action
3.	<p>Access your email.</p> <p>There will be a very long link in the email. Click the link to confirm receipt of the message.</p> <p>If a new window <i>does not pop up</i> with a confirmation message, Copy and paste the entire link into a new browser window.</p>	 <p>Employee Self-Service Portal</p> <p>ESSPortal@nellc.com 9:40 AM (7 hours ago)</p> <p>to me</p> <p>national express Employee Self Service</p> <p>Hello hsross9@gmail.com,</p> <p>To confirm your account, go here:</p> <p>https://essportal.nellc.com/confirm-email?userId=86cf7669-c108-444f-929f-45810b018d53&cJ2S3RZSnFIVGgcGc3dHRkbGExNtWVVCtmVzU0FUvUwTDBrR1CaZGSzBYT0d4Z3LbjZDT0ZveIF6YjF9aM3p6VHhNUU</p> <p>Or copy & paste the link above into any browser.</p> <p>Thanks Employee Self-Service Portal Team</p>
4.	<p>This message will appear. Click the link at the bottom of the confirmation to return to the login page for the portal.</p>	 <p>national express Employee Self Service</p> <p>Email Confirmed</p> <p>Thank you for confirming your email.</p> <p>Click here to login.</p>

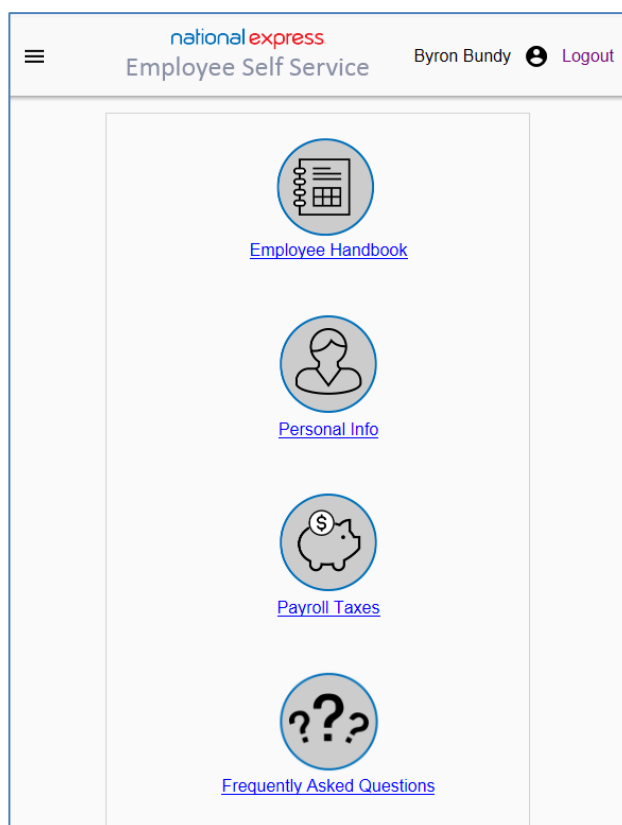
Employee Self Service Portal

Step	Instruction	Action
5.	Log in with your email address and password .	

Once in the **Employee Self Service Portal**, click the **icons** to access the portal's functionality.

- You can access the full text of the **Employee Handbook**.
 - Note: this will open in a new browser window.
- You can update your **Personal Information**, including
 - Address
 - Phone numbers
 - Emergency contacts
- You can change your **Payroll Taxes** for Federal or State to update:
 - Your filing status
 - Your allowances
 - Any additional withholding
- You can find answers to **Frequently Asked Questions** about the app.

Once saved, information will upload to Oracle almost immediately.



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