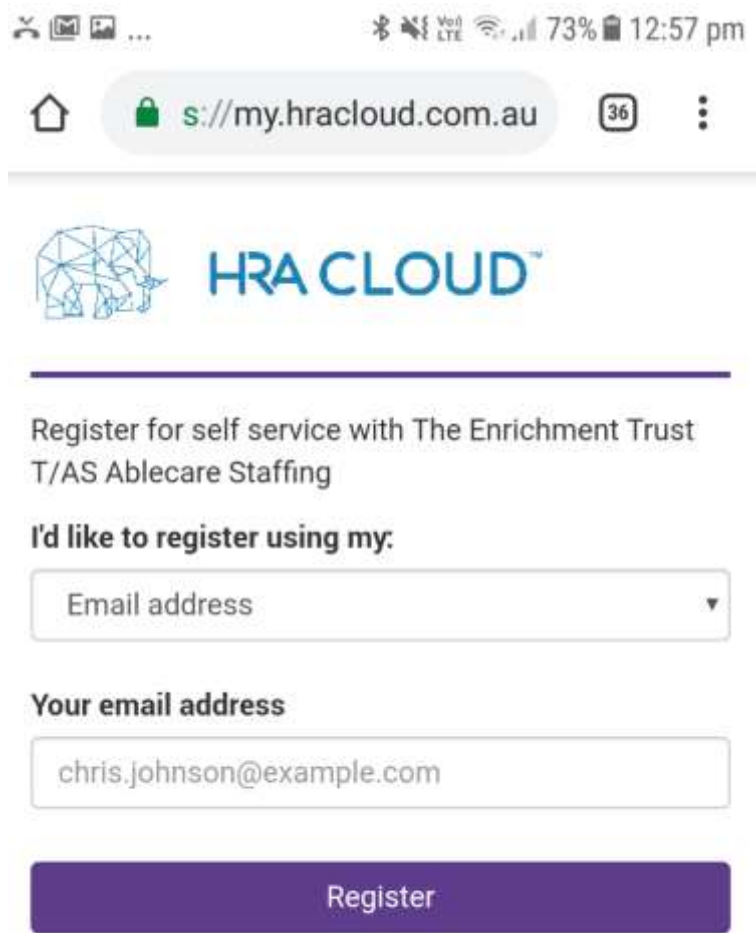


To register for the Employee Self Service ESS Portal on your phone please click on the below link.

Please note you can also register on a computer.

<http://my.hracloud.com.au/register/1718aa6dc15248b89c2ed7183a344068>

You will then be taken to this screen



Register for self service with The Enrichment Trust  
T/AS Ablecare Staffing

I'd like to register using my:

Email address

Your email address

chris.johnson@example.com

Register

Log in

**Step 1**  
Enter your email address

**Step 2**  
Click on the register button

<http://my.enablehr.com.au/register/3c3b50d8c6d84e359d01c7d7e324b358>

## Example Email to Send

Dear Employee

We would like you to register for our Employee Self Service Portal for our company. Please click the link below to register. The username you set will be the email address we have stored for you on your file.

<http://my.enablehr.com.au/register/3c3b50d8c6d84e359d01c7d7e324b358>

Regards

HR Administrator

6. When the individual recipient clicks on the URL link in the email, they are taken to the following screen. Individuals can register using their '**Email address**' (default selection) or their '**Employee ID**' number.

**NOTE:** Workers can register using their email address OR Employee ID. By default, the system sets up the email address as the username.

7. Select the '**Register**' button to complete the eSS registration.



HRA CLOUD™

Log in

Register for self service with HRA Demo - eSS

I'd like to register using my:

Email address

Your email address

chris.johnson@example.com

Register

8. If the email address entered matches the email address stored in HRA Cloud, the eSS User will receive the message below. Select the '**Confirm your registration**' to complete the confirmation.



HRA CLOUD™

Log in

Register for self service with HRA Demo - eSS

✔ Great! We've found your employee details.

Click confirm to register for Self Service with the email address  
**kay...@gmail...**

ⓘ If this isn't the email address you wish to use, you need to contact your HR or line manager to have them update your record.

Confirm your registration

9. An email is then sent to the eSS User's email address. The User is required to open the email and select the appropriate **'link'** in order to activate their eSS account.



HRA CLOUD™

Log in

Register for self service with HRA Demo - eSS

An email has been sent to **kay...@gmail...** to complete your activation.

HRA Cloud Self Service Activation Inbox x



HR Assured <support@hrassured.com.au>

2:39 PM (2 hours ago) ☆



to me ▾

### Hi Adam Sandler

A request has been submitted for Self Service to active your self service account with HRA Demo - eSS.

To complete your registration, please visit <https://my.hracloud.com.au/activate/571bf8fe9dea49d99f87a8f38bab1cd8> where you will be asked to set your password to log in to Self Service.

This URL will remain valid for 24 hours. If it does expire, you can go through the registration process by visiting <https://my.hracloud.com.au/register/b84b95aed17342bea1aa871fd3a1d369>.

If this request was not initiated by you, you can safely ignore this message.

Sent by HRA Cloud, [support@hrassured.com.au](mailto:support@hrassured.com.au), (02) 9083 0000

10. The eSS User is required to select either '**I need a new account**', if the User does not yet have a login into HRA Cloud, or '**Use my existing account**', if the User already has existing login credentials and would like to use the same credentials for eSS. If the User is unsuccessful in using the same log in credentials for the main application and eSS, please ensure that the **User records are linked**.



**HRA CLOUD™**

Log in

Hello, Adam Sandler.

To complete your self service registration for **HRA Demo - eSS**, please set a password.

Select an option to continue.

I need a new account >

[Use my existing account](#) >

**i** If you are unsure, select *I need a new account*.

11. The eSS User is then required to select their own personalised password.



**HRA CLOUD™**

Log in

Your username will be:

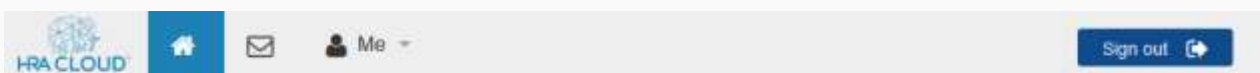
Please choose a password:

Please re-enter your password:

Save my password

[← Pick a different activation option](#)

12. The eSS User is now activated and logged into their new eSS account.



Your password has been successfully changed

[Click here to view your homepage](#)

## Option 2 - eSS Registration via Checklist Task

When a User is assigned to a task/s from an eSS checklist, but they are not yet an eSS User, they will first receive an email asking them to complete their eSS Registration.

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Please refer to this article for instructions: [What is the activation process for an eSS User via a checklist task?](#)