

## RESIDENT PHYSICIANS

### ACCESSING YOUR NOVA SCOTIA HEALTH PAY ADVICE ON-LINE

Follow instructions below to access your pay advice on-line from the Nova Scotia Health website.

1. Open Internet Explorer
2. Go to <https://hasp.nshealth.ca/iri/portal> AND add this page to your bookmarks
3. The log-on screen (Welcome) will open up. Enter your SAP USER ID and PASSWORD on this screen.

If you are a resident physician and do not know your SAP user ID or Employee #, please e-mail us at [meded@nshealth.ca](mailto:meded@nshealth.ca).

Once you log in it will immediately ask you to change your password:

- Use a minimum of eight characters, a maximum of 14.
- Do not include words or phrases that could be easily guessed, such as SAP, hospital, names of months or days.
- Do not use previous passwords.
- Do not use consecutive numbers or letters in sets of three (123 or abc).
- Include one number.

Once your password has been changed:

1. Click on Benefits and Payments
2. Click on Pay Advice

After you have completed your session **remember to LOG OFF**. The log off button is on the top right hand corner of your screen.

If you need a password reset, please call our IT Help Desk at 473-3399. You will need your ID number and will be asked questions to verify your identity.

If you have any other questions, please email us at [meded@nshealth.ca](mailto:meded@nshealth.ca).

2013/07/22

Revised 2016.03.11