

How to register for the Equiniti Employee Share Plans (ESP) Portal

To register for the Equiniti ESP Portal, go to www.shareview.co.uk/tesco and click on **Register**.

Welcome to your Shares Portal

A fast and convenient way to manage your Tesco PLC shares and share plans

You can:

- Manage your share plans and access a wide range of information
- Change your dividend payment options for Tesco PLC shares and Share Incentive Plan shares
- Submit your Save As You Earn maturity instruction
- Sell your Share Incentive Plan shares using the real time dealing service

To view this year's SAYE Maturity comms, click [here](#).

Covid- 19: Contacting Us

To help ease the pressure on our colleagues, many of whom are still working from home in line with the Government's guidelines, our opening hours are currently 9.00am to 5.00pm, Monday to Friday.

Due to the limited telephony resource, you may experience long wait times. If your query is non urgent please email our team and we will endeavour to respond within 3 working days.

Please email our team at myshareplans@equiniti.com, please ensure that you provide your full name and address, employee number and the Company you work for plus a daytime telephone number.

Login

Please enter your details below.
Alternatively you can login with Shareview details

Company name

Tesco PLC

Employee number:

Last name:

Date of birth:

Day: Month: Year:

Employee portal/ Shareview password:

[Forgotten your password?](#)

Register Here

If you are new to portal and you don't have an existing account, you will need to **register** here.

Register

Useful links

In this section, you can find links to useful information regarding: Save As You Earn (SAYE); the Share Incentive Plan (SIP) covering Shares In Success, Buy As You Earn and SIP Dividend Shares; and the Tesco Share Account. This includes the terms and conditions that you should refer to before using a telephone or text application/instruction service.

1. [SIP Dividend Shares FAQs](#)
2. [SIP Sale Service Terms and Conditions](#)
3. [SIP Online Applications Terms and Conditions](#)
4. [SIP telephone sale service Terms and Conditions](#)
5. [Share Price Table](#)
6. [Buy As You Earn Terms and Conditions](#)
7. [Buy As You Earn Brochure](#)
8. [Tesco Share Account Terms and Conditions](#)
9. [Tesco Share Account Employee Guide](#)
10. [Tesco Global Share Account Terms and Conditions](#)
11. [Tesco Global Share Account Employee Guide](#)
12. [Shares In Success Terms and Conditions](#)
13. [Save As You Earn Maturity Terms and Conditions](#)
14. [Tesco Share Dealing Code via Tesco Insider Portal](#)

Tell us who you are

Setting up your Tesco employee portal account is easy. Simply enter your details below to start.

Your details

Company name

Tesco PLC

Employee number:

Last name:

Date of birth:

Day: Month: Year:

Next

[Need help logging in?](#)

Select **Tesco PLC** from the **Company name** drop box and then enter your **Tesco employee number**, **last name** and **date of birth**.

Set up your account

Tell us your email address so that you can receive all Tesco employee communication by email wherever possible. Please use your work email address to receive your activation code by email. If a personal email address is used (such as gmail or yahoo), your activation code will be sent by post. Please remember to update your ESP Portal account whenever you change your email address.

You also need to choose a password which you will need to enter when accessing your account. Please choose something memorable as you will need your password each time you login to portal.

Help and support

Why do I need to enter my date of birth?

You will need to use this each time you log into Shareview Portfolio.

Why is my email address important?

Employee portal communications (e.g. confirmation of your instructions) will be sent to your email address and will not be used for marketing purposes.

Why are you asking for my telephone details?

Entering your telephone numbers is optional but they are helpful to us if we need to answer a portal query. We will not share these telephone details with third parties.

What is Memorable Information used for?

By recording some 'memorable information' now, if in future you forget your username or password, we can give you an instant on-screen reminder or reset, enabling you to continue

Your details

Name:

Address:

Date of birth:

Website greeting (optional):

Email address:

Confirm email:

Contact phone number (optional):

Enter your **date of birth** and enter and confirm your **email address**.

If you have a work email address and enter it here, your Activation Code will be emailed to you.

If you enter a personal email address (such as a gmail address), your Activation Code will be sent by post to your home address.

You can change your email address on the ESP Portal after you have completed the registration process and logged into your account.

Your security

Password:

Confirm password

Mother's maiden name?

Question 1:

Please select

- What is your place/town of birth?
- First name of maternal grandfather?
- What is the name of your first pet?
- What is the street you grew up on?
- What is the name of your first born child?
- Favourite hobby or sport?

Question 2:

Please select

Answer

Question 3:

Please select

Answer

Create and confirm your password.

Your password must be between 8 and 15 characters long with at least one capital letter, one lower case letter and one number.

A strong password should consist of three unrelated words.

Enter your mother's maiden name.

Add memorable information by providing answers to any three questions.

Your preferences

Select your preferred method of receiving your employee communications.

- Email plain text
- Email HTML

Select your communication preference.

Shareview newsletter:

- Please select if you would like to receive information from Equiniti Financial Services Limited relating to share products and services and includes the Shareview newsletter.

Terms and conditions

By clicking 'Register now' below, you accept the [Terms and conditions](#) of this service
This is also available as a [printable version](#). You need [Adobe Reader](#) to view this document

Register now

Click on **Register now** to create your account.

Congratulations. You are now registered for the ESP Portal.

If you registered using a work email address, your activation code will have been sent to this email address.

If you registered with a personal email address, you will receive your activation code in the post within five working days.

Once you receive this code, please log into the ESP Portal and enter the code in the box provided.

The screenshot shows the Tesco Employee Portal registration page. At the top left is the Tesco logo. To the right are 'Sign out' and 'Settings' buttons. Below the logo are 'Home' and 'Help' links. The main content area is titled 'You have now successfully registered for an Employee Portal Account'. It includes instructions on activation, an 'Activation code' input field with an 'Activate' button, and a link to request a new code. Below that is the 'Update Contact Details' section with fields for email, home number, work number, and mobile number, and a 'Change' button. On the right side, there is a 'I want to...' menu with options for 'Share Incentive Plan (SIP)', 'Save As You Earn (SAYE)', and 'Not yet received your activation code?'.

TESCO

Sign out Settings

Home Help

You have now successfully registered for an Employee Portal Account

Where necessary an activation code has been sent to your registered address. You will need to enter the code in order to activate your account and to gain full access.

Activation code

Once your account is activated, you will be able to use all of the services in your portal account to manage your shareholdings.

Please enter your activation code here:

Activate

If you have lost your activation code, [click here to have a new activation code sent to you](#).

Update Contact Details

If you would like to receive your Activation Code via email, please ensure you have used your corporate email address, if not please change your email below and request a new activation code under the "Not yet received your activation code?" section.

My contact details

To update your contact details click 'Change'. After entering the new email address and/or phone numbers in the relevant boxes click 'Submit'.

Keeping your email address up to date is important as it may be used to send you Employee Share Plans communications.

Email address: Home number:
Work number:
Mobile number: Ext:

Change

I want to...

Share Incentive Plan (SIP)
Apply for SIP >

Save As You Earn (SAYE)
Manage my SAYE application >
Manage my Irish SAYE application >

Not yet received your activation code?
Where your activation code has been posted to your registered address, it will normally take 2 - 3 working days to get to you (international addresses may vary).
If you have forgotten or lost this, you can [request a new activation code](#).

How to view your Tesco share plans on the ESP Portal



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If you have previously registered, enter your login details here.

If you are completing the registration process, you will need to have your ESP Activation Code available when you log in for the first time.

After you have logged in, click on **My Tesco Shares**. On the **My Tesco Shares** page, click on **View** next to the share plan you would like to see further details of e.g. **Share Incentive Plan (SIP)**.

Home **My Tesco Shares** M

Hello



Your email address

Please remember to update your contact details with any change to your email address otherwise you may miss out on any Tesco Employee Share Plan communications including Save As You Earn invitation and maturity. You can view and update your email address in the 'My details' page.

I want to...

- Share Incentive Plan (SIP)
- Manage my contributions >
- Sell SIP Shares >
- Switch to cash dividends >
- Help
- Documents >
- Frequently asked questions >
- Add Investment
- Some of my investments are missing ⓘ >