Getting Started

I. Logging into the DRS Insurance Module

- **1.** To get started, click on the **DRS Quicklink** at the top of the <u>www.nhrs.org</u> homepage.
- 2. Click on Authorized on the Authorized Access Only screen and use your Username and Password to Login.

Note: If you do not have a username and password, or do not have access to the Insurance Module, please call NHRS at (603) 410-3508.

New Hamps	HRS ire Retirement System	My Acco Need an account? S	unt Login ign up here	Search Advanced Searc
Members	Retirees	Employers	Funding & Investments	About NHRS
Γ	Aı	uthorized Acces	s Only	
	You are about to log onto the Nev	v Hampshire Retirement Syste	em's Data Reporting System.	
	The Data Reporting System is onl System or their authorized Vendo	y for Participating Employers ors or Third Party Administrate	of the New Hampshire Retirement ors (TPAs).	
	If you are not a Participating Emp Reporting System.	oloyer, Vendor, or TPA you are	prohibited from logging onto the Data	
	Violators will be prosecuted to th	e full extent of the law under	JS Code Title 18, Section 1030.	
	I have read this disclaimer and I a Retirement System pursuant to R	am an authorized participating SA 100-A:20,I.	g Employer of the New Hampshire	
	Unauthoriz	ed	Authorized	

Data Reporting	g System Login
Fund: NH Retirement Sy: Username: Password:	stem
Lo	gin
If you are naving difficulties accessin please contact NHRS	ng the NHRS Data Reporting System Employer Services
Active Employee or HB342	Insurance issues:
Retiree Reporting issues:	call 603-410-3675
call 603-410-3674	or toll free at
or toll free at	1-877-600-0158 (ext. 3675)
1-877-600-0158 (ext. 3674)	
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3. Click on the Insurance Reporting link.

Note: Some users may see additional options on this screen. Employers will only see modules they have access to.

PENSIONGOL RETIREMENT SOLUTIO	NHRS Data Reporting System
Software for Pension Administrat	ioz"
NO MODULE SELECTED	
Fund Options Select Module Help 	Welcome
Change Password Logout	NHRS Data Reporting System
	The NHRS Data Reporting System is for authorized participating employers of the New Hampshire Retirement System and authorized insurance vendors (a vendor can be a participating employer or a third-party health care administrator).
	If you are not an authorized participating employer or vendor, you are prohibited from being logged onto the NHRS Data Reporting System and should log off immediately. Violators will be prosecuted to the full extent of the law under US Code Title 18, Section 1030.
	The NHRS Data Reporting System contains three modules:
	Insurance Reporting: Use this module to submit or change insurance authorizations or update insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.
	Note: Employers or vendors only have access to the modules for which they are authorized.
	NOTICE TO EMPLOYERS
	For information regarding password security and password login for the NHRS Data Reporting System, click on the following links: <u>Password Security</u> <u>Employer Guide to Password Login</u>

Employers and third-party administrators (TPAs) with more than one carrier will see the following screen. To select the appropriate carrier, click Select Carrier.
 Note: In this module, "Carrier" refers to the name of the employer.



5. Under Carrier Selection, you will only see carriers that you have access to. Choose the carrier you want to work with and press **Select**.

Note: If you only have one carrier, the system will default to that carrier.

ind Options		
Select Carrier		
Select Module	ALLENSTOWN SD - 740	
нер	AMHERST SD - 2059	^
Change Password	ANDOVER SD - 991	
Logout	ASHLAND SD - 470	
	ASHLAND, TOWN OF - 2009	
	AUBURN SD - 840	
	BARTLETT SD - 2007	
	BEDFORD, TOWN OF - 969	
	BELKNAP CTY NURSING HOME-2016	
	BRADFORD, TOWN OF - 997	
	BRENTWOOD SD - 241	V
	BRISTOL, TOWN OF - 978	

6. Once you select the appropriate carrier, you can now change, terminate, reactivate, and create new insurance rates.

