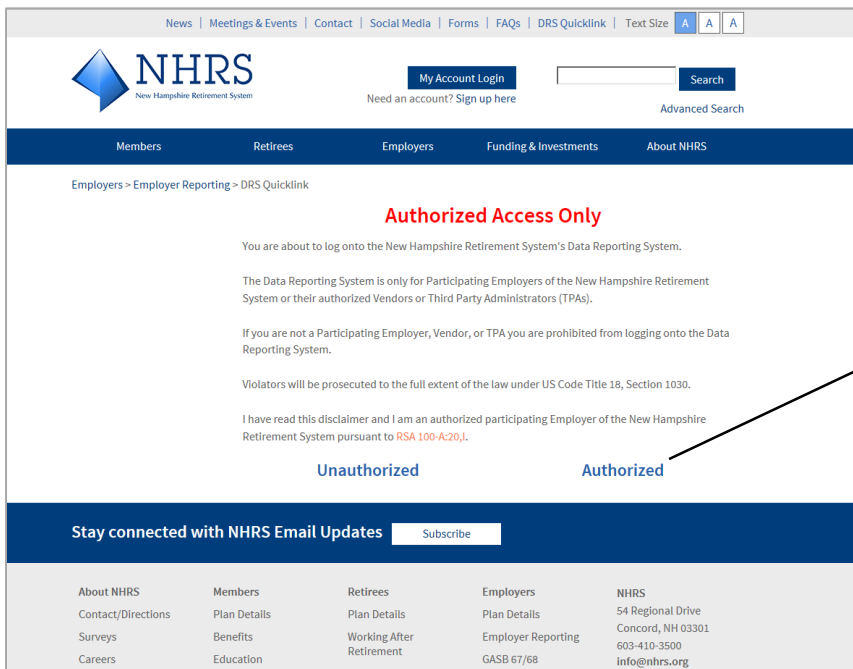


LOGGING INTO THE NHRS DATA REPORTING SYSTEM (DRS)



The DRS Quicklink can be accessed through the NHRS website at www.nhrs.org.

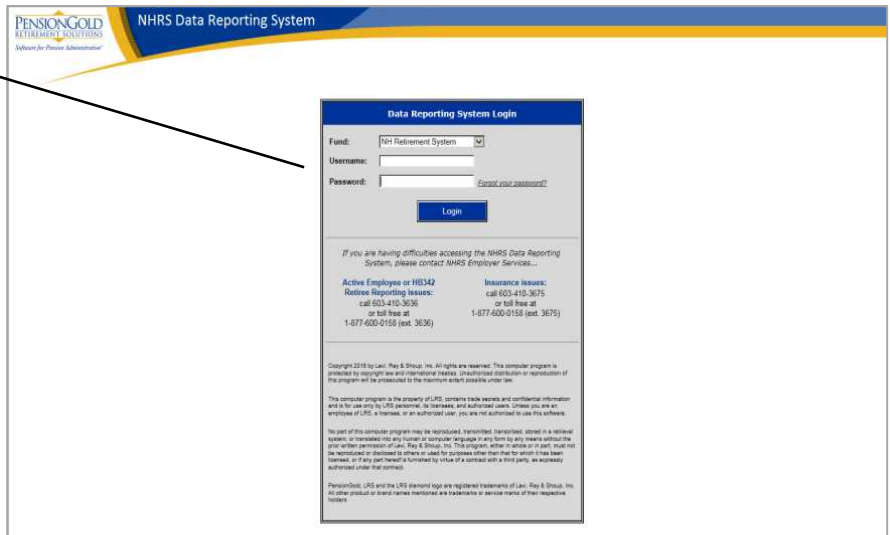


Once you have confirmed that you are authorized to access the DRS, click on "Authorized."

At the “Data Reporting System Login” screen you will be asked to enter your username and password.

If you do not have a username and password you will have to call NHRS at (603) 410-3508 and one will be provided for you.

If you do not remember your password, you may reset it by clicking the “Forgot your password?” link.



Once you have successfully logged into the DRS you will have access to the “Welcome” page.

The DRS welcome page contains three separate modules:

1. Employers use the Employer Reporting module to report monthly wage and contribution data for their active fulltime employees.
2. The Retiree Reporting module is where employers report hours worked and compensation paid to NHRS retirees on their payroll. This reporting is done annually.
3. Employers and vendors use the Insurance Reporting module to update insurance premiums and to submit insurance authorizations for their retirees.



Note: Users will only see modules that they are authorized to access.