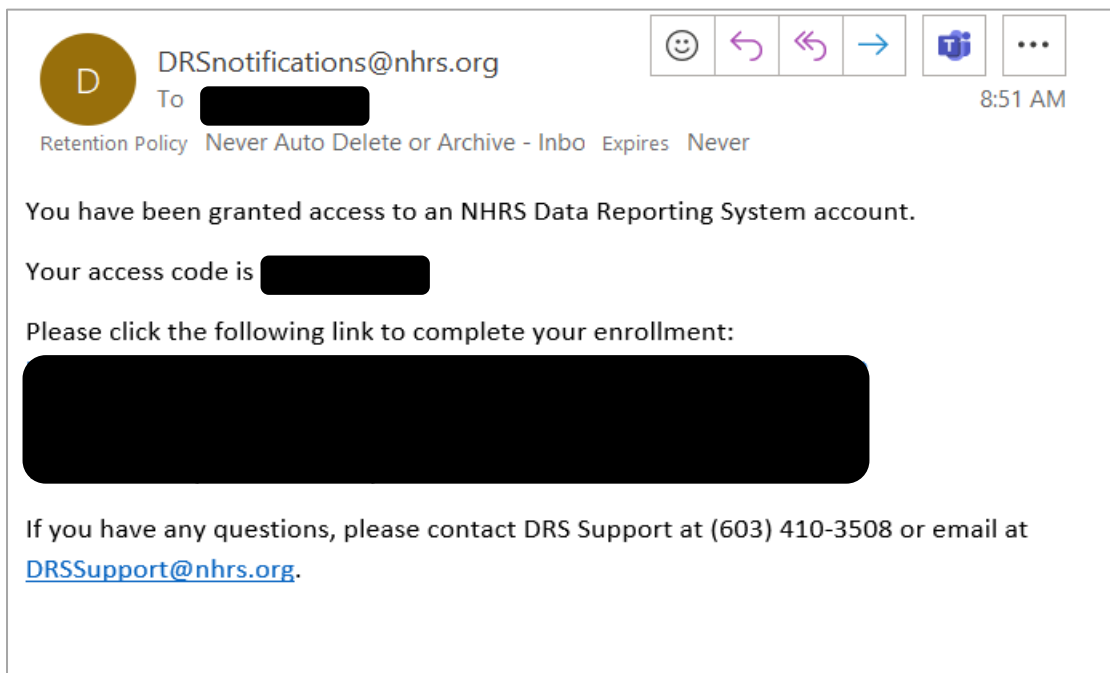


Creating a DRS Account: New Users

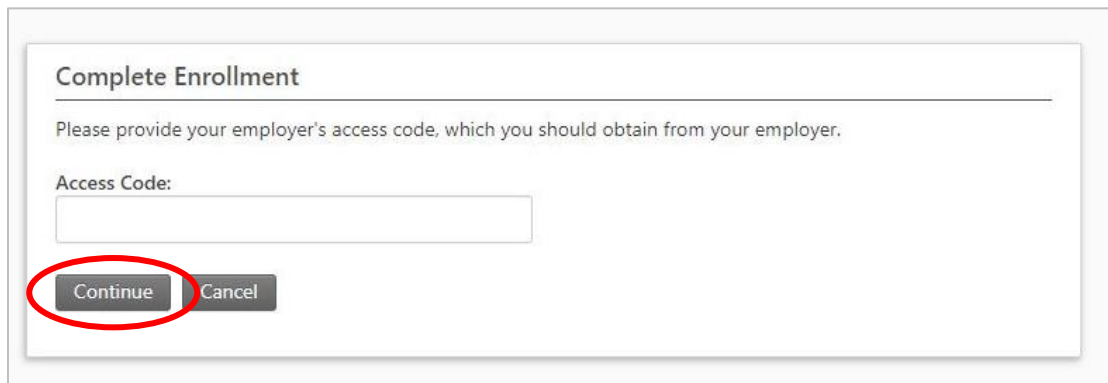
To request a new user account for the NHRS Data Reporting System (DRS), participating employers must fill out and submit a **DRS User Access Form**, which can be found on the NHRS **Employer Resources** page (<https://www.nhrs.org/employers/employer-resources>).

Upon receipt of a valid form, NHRS will send an email to the new user to initiate the account creation process.

1. Click the link in your email from NHRS. Note that this link is only valid for 48 hours.



2. You will be asked to input the **Access Code** included in the email. Click **Continue**.



The image shows a web form titled 'Complete Enrollment'. The instructions read: 'Please provide your employer's access code, which you should obtain from your employer.' There is a text input field labeled 'Access Code:'. Below the input field are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red.

Note: Your default username will be your email address.

3. Create your password and challenge questions, then click **Complete Enrollment**.
Note: Passwords must be a minimum of 12 characters and contain upper- and lower-case letters, numbers, and a special character.

Complete Enrollment

Please note your Username, which you will need for login. You can change your Username after login by accessing Account Settings.

Username: [Redacted]

Create Password

Please enter and confirm your new password.

Your new password must:

- be a minimum of 12 characters
- include both upper and lower case, and be alphanumeric
- include a special character (~ !@#5%^&*()_+ ={}|;:'"<>.,?)

Password:

Confirm:

Define challenge questions for identity protection

Question 1:

Answer:

Question 2:

Answer:

4. Your account is now set up.

Complete Enrollment

You are now enrolled in NHRS Data Reporting System. You may now return to the login page and login with your username and new password.

Username: [Redacted]

Note: When you first log in, you will be asked to set up a two-step verification with the option of SMS text or email as the verification method.