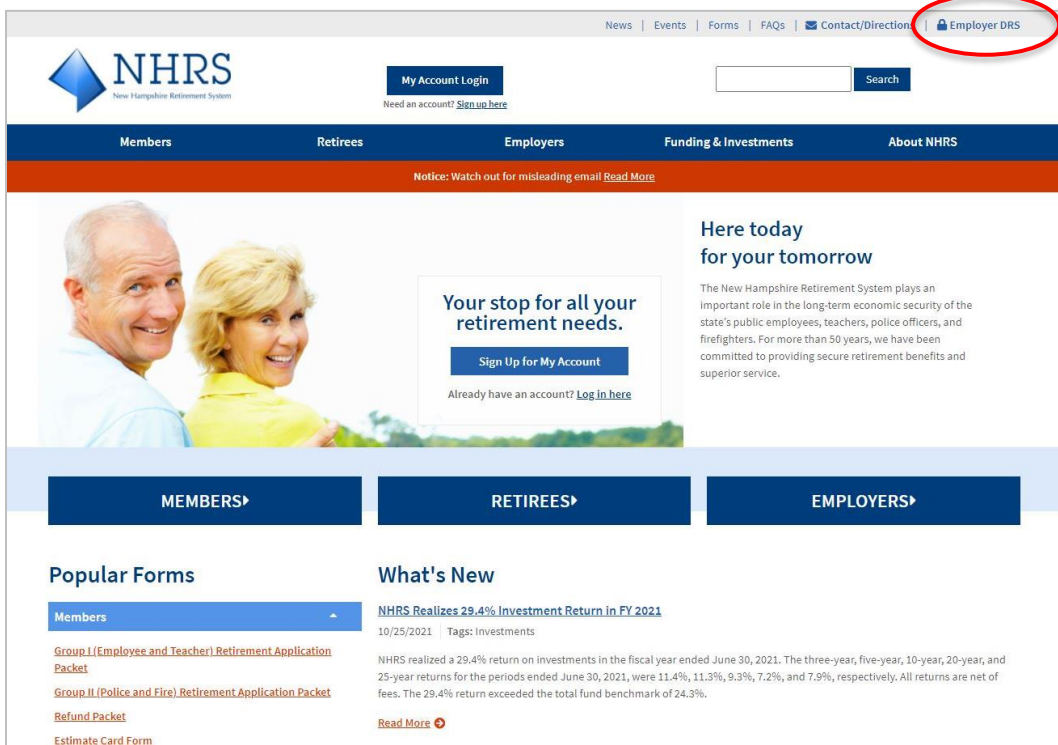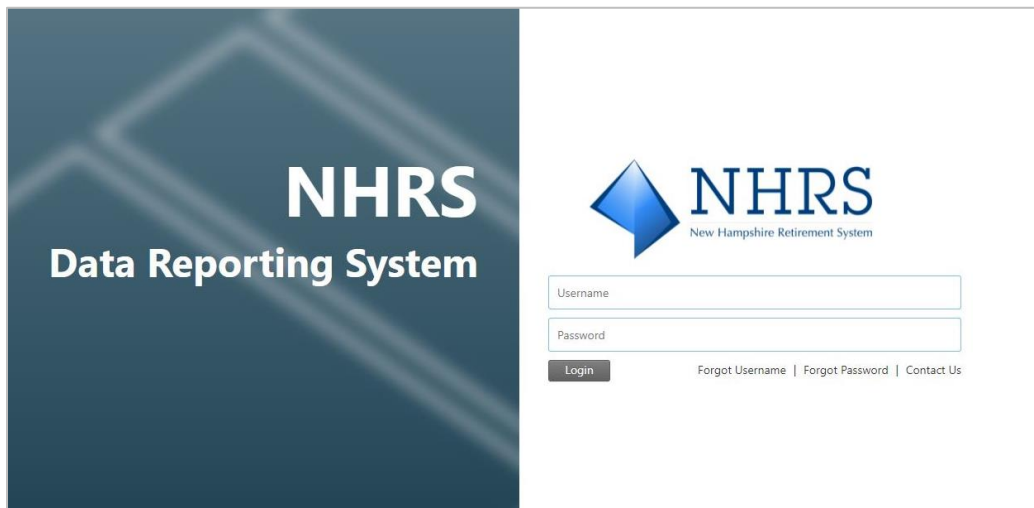# Logging into the DRS

1. Click on the **Employer DRS** button at the top of the www.nhrs.org homepage.

2. Enter your **username** and **password**, then click **Login**.

   Note: If you have not created your DRS account, please see the "**Creating a DRS Account**" instructions on the **Employer Resources** page of the NHRS website.

3. Once you log in, the **Insurance Summary page**, or "Dashboard," opens. Use the menu bar on the left-hand side of the screen to navigate the site. The information on the summary screen applies to the insurance carrier shown at the top of the page. A different carrier can be selected if needed. The screen is comprised of for sections: Authorizations, Carrier Account, Carrier Communications, and Associations sections.

Authorizations: This section displays cards for the authorization statuses of Pending and Denied. Arrows to the left and right of the cards are available for scrolling through the cards if there are more cards than fit in the section. An individual card can be selected to navigate to the Queued Items screen. The card labeled "Report Coverage" is always present within the Authorizations section. Selecting this card takes you to the Payee Lookup screen to begin the Report Coverage process.

Carrier Account: This section displays account details as of the last posted vendor payroll.

Carrier Communications: Communications are generated from NHRS staff reviewing and working authorization requests from the insurance carrier. These notifications are carrier specific, not user-specific; therefore, all users associated to a carrier see the same communications here. Select the View link next to the communication to download it or open it as a PDF.

Associations: This section has two tabs: Representatives and Employers. The Representatives tab displays the representatives' main address and main phone, if they exist. The Employers tab displays any employers associated with the insurance carrier.

4. To log out of your account, click on your username in the top right-hand corner. A drop-down menu will appear with the option to **Sign Out**.