## Logging into the DRS

1. Click on the **Employer DRS** button at the top of the 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.

<b>NHRS</b> Data Reporting System	Visername
	Password Login Forgot Username   Forgot Password   Contact Us

**3.** You are now on your **Account Summary** page, or "Dashboard." Use the menu bar on the lefthand side of the screen to navigate the site. See the **Navigating the DRS Dashboard** instructions on the Employer Resources page of the NHRS website for more information on the various features available from this page.

	TOWN OF			NHRS Data Reporting System	
Employer Account	Account Summary				
Summary Account Balance	Recent Batches		Employer Account		
Vouchers Penalty Waivers Refunds	Batch 109374 💙 Scheduled	Batch 109373 Posted	10/15/2020 🛦 Next Reporting Due	\$8,162.06 Outstanding Balance	
Employer Reporting Batch Maintenance	rting         05/14/20         09/03/20           ance         Report End            Received          Received         09/03/20           ing File         Due         10/15/20         Due         09/03/20	09/03/20 Report End 08/31/20	\$459,106.10 Last Payment (9/4/2020)	10/26/2020 🛝 Next Payment Due	
Exceptions Submit Reporting File		Received 09/02/20 Due 09/15/20	2/18/2020 Last Reporting Penalty	4/18/2018 Last Payment Penalty	
Tier Lookup Upload Documents	Employer Communications		Associations		
Account Adjustments Account Adjustments	No new notifications	Distributed	Representatives Plans Funds Reportin	ng Agencies	
Reports			Active Main	No Main Address	
Contact Us			MUNIS Active Employer Software Ve	endor No Main Address No Main Phone	
Help					

**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**.

	TOWN OF	NHRS Data Reporting System	
Employer Account Summary Account Balance Vouchers Penalty Waivers	Account Summary	User Alerts Account Settings	
	Recent Batches	Employer Account	Sign Out
	Batch 109374 Batch 109373	10/15/2020 🔥	\$8,162.06