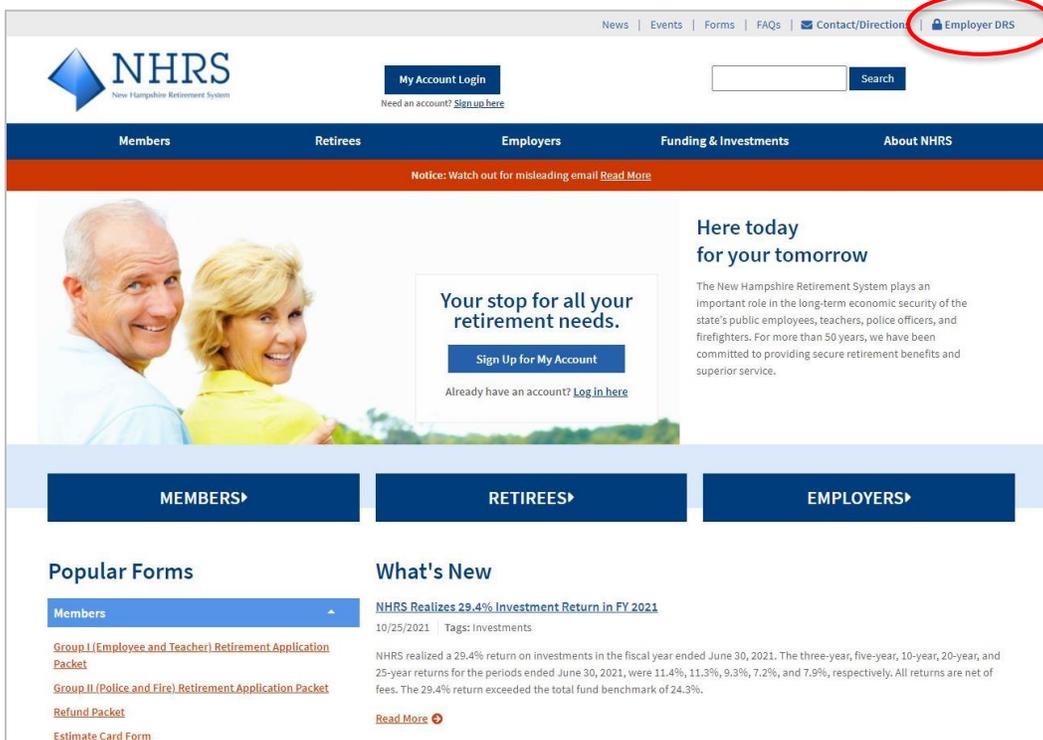


# Logging into the DRS

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.



3. You are now on your **Account Summary** page, or “Dashboard.” Use the menu bar on the left-hand 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 [REDACTED] NHRS Data Reporting System [REDACTED]

Account Summary

Recent Batches

Batch 109374	Batch 109373
Scheduled 05/14/20	Posted 09/03/20
Report End -- Received -- Due 10/15/20	Report End 08/31/20 Received 09/02/20 Due 09/15/20

Employer Account

10/15/2020 ⚠️  
Next Reporting Due

\$8,162.06  
Outstanding Balance

\$459,106.10  
Last Payment (9/4/2020)

10/26/2020 ⚠️  
Next Payment Due

2/18/2020  
Last Reporting Penalty

4/18/2018  
Last Payment Penalty

Employer Communications

Name	Distributed
No new notifications	

Associations

Name	Status	Type	Address	Phone
[REDACTED]	Active	Main	No Main Address	[REDACTED]
MUNIS	Active	Employer Software Vendor	No Main Address	No Main Phone

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 [REDACTED] NHRS Data Reporting System | [REDACTED]

Account Summary

Recent Batches

Batch 109374	Batch 109373
[REDACTED]	[REDACTED]

Employer Account

10/15/2020 ⚠️  
Next Reporting Due

\$8,162.06  
Outstanding Balance

User Alerts

Account Settings

Sign Out