Transferring a DRS Account

Existing users of the NHRS Data Reporting System (DRS) may use their existing username, password, and email address to set up an account in the new version of the DRS.

- 1. Click on this link to get to the new DRS site: <u>https://drs.nhrs.org</u>
- 2. On the login page, click on Transfer Account. (Do not type in a username and password.)



3. Enter your <u>existing</u> DRS username, password, and email address; review and check off the disclaimer; and then click on **Transfer Account**. If the information you entered is valid, you will receive an email from NHRS to set up your account.

Note: If you have recently changed your password in the <u>current</u> DRS prior to transferring your account, you will need to contact NHRS directly.

| Plea: of th | se enter your NHRS Data Reporting System username, password, and email address below. Upon completion iis request, you will receive an email with further details regarding the transfer of your account. |
|--------------------------------------|--|
| Not e v | e: In order to use this feature, you must enter the username, password, and email address on file, which will alidated by the NHRS Data Reporting System before proceeding. |
| User | name: |
| | |
| Pass | word: |
| Ema | il: |
| You Retir Ham not a Data | are acknowledging that you are authorizing a transfer of your employer's user account to the New Hampshi 'ement System's new Data Reporting System (DRS). The DRS is only for Participating Employers of the New Ipshire Retirement System (NHRS) or their authorized Vendors or Third Party Administrators (TPAs). If you are a Participating Employer, Vendor, or TPA, you are prohibited from transferring an account or logging onto the Reporting System. Violators will be prosecuted to the full extent of any applicable state and federal laws. |
| □ I the I | have read this disclaimer and I am an authorized representative of a Participating Employer, Vendor, or TPA New Hampshire Retirement System. |
| | |

4. Click on the link in the email you received from NHRS. Note: The link is only valid for 48 hours.

| NHRS Data Reporting System Complete Transfer En | rollmen | nt | | | | |
|---|---------------|-----------|-----------|-----------|----------|--------|
| | 0 |) 🕤 Reply | Reply All | → Forward | ij | |
| S To | | | | Thu 8/2 | 4/2023 4 | :18 PM |
| Retention Policy Never Auto Delete or Archive - Inbox (Never) You have been granted access to an NHRS Data Reporting System accoun | Expires t. | Never | | | | |
| Your access code is | | | | | | |
| Please click the following link to complete your enrollment: https://Sandl | Box-DRS.nh | nrs.org/ | | | | |
| | | | | | | |
| This link is only valid for 2 days. | | | | | | |

If you have any questions, please contact DRS Support at (603) 410-3508 or email at DRSSupport@nhrs.org.

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

| lease provide your employe | s access code, which you | ı should obtain from your em | ployer. |
|----------------------------|--------------------------|------------------------------|---------|
| ccess Code: | | | |
| | | | |
| | | | |

Note: Your default username will be your email address.

6. 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

| ease note your Username, which you will need for login. You can change ccount Settings. | your Username after login by accessin |
|---|---------------------------------------|
| sername: " | |
| 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 (~'!@#\$%^&*0+={][]\\;" • include a special character (~'!@#\$%^&*0+={][]\\;" | |
| Password: | |
| | |
| Password | |
| Password Confirm: | |
| Password Confirm: Please confirm your password | |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: | |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? | ~ |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: | ~ |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer | · |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer Question 2: | · |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer Question 2: In what city did you meet your spouse/significant other? | · |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer Question 2: In what city did you meet your spouse/significant other? Answer: | · |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? | ~ |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer Outsting 2: | · |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer: Question 2: In what city did you meet your spouse/significant other? | |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer Question 2: In what city did you meet your spouse/significant other? Answer: | ✓ |
| Password Confirm: Please confirm your password Define challenge questions for identity protection Question 1: What is the name of your first pet? Answer: Answer Question 2: In what city did you meet your spouse/significant other? Answer: | |

7. Your account is now set up. Click on **Back to Login** to log in.

| ou are now enrolled username and new pa | in NHRS Data Reporting System. You may now return to the login page and login with y ssword. |
|--|---|
| Userna | me: |
| Userna | ine. |

8. 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.