

# Transferring a DRS Account

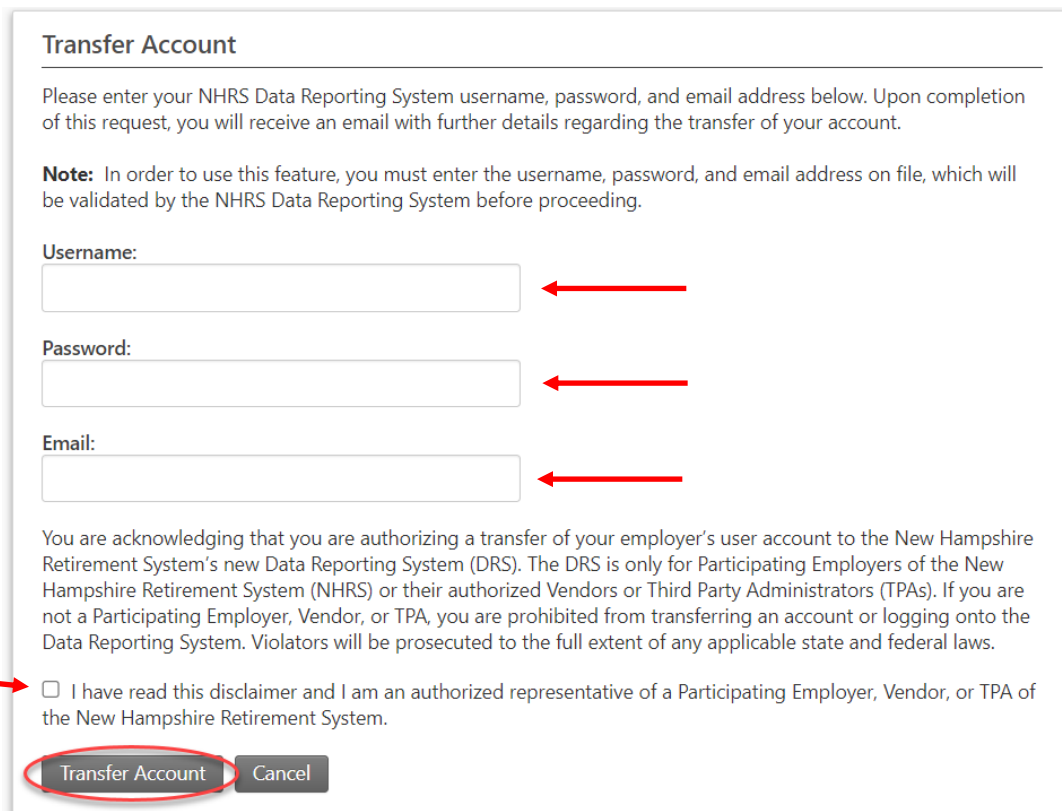
Existing users of the NHRS Data Reporting System (DRS) may use their existing username, password, and email address to set up an account in the new version of the DRS.

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




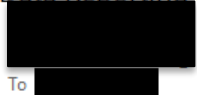
3. Enter your existing DRS username, password, and email address; review and check off the disclaimer; and then click on **Transfer Account**. If the information you entered is valid, you will receive an email from NHRS to set up your account.

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





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 Enrollment

 To 

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You have been granted access to an NHRS Data Reporting System account.

Your access code is  

Please click the following link to complete your enrollment: <https://SandBox-DRS.nhrs.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](mailto:DRSSupport@nhrs.org).



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

### Complete Enrollment

Please provide your employer's access code, which you should obtain from your employer.

Access Code:

**Continue** **Cancel**

**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

**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:**  
[Password]

**Confirm:**  
Please confirm your password

**Define challenge questions for identity protection**

**Question 1:**  
What is the name of your first pet? [v]

**Answer:**  
[Answer]

**Question 2:**  
In what city did you meet your spouse/significant other? [v]

**Answer:**  
[Answer]

**Complete Enrollment** [Cancel]

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

**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]

**<< Back to Login**

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.