



## Data Reporting System User Access Form

Request for: \_\_\_\_\_  
*First name Middle Initial Last Name*

Position Title: \_\_\_\_\_ Work Email: \_\_\_\_\_

Action:

- Add User Effective Date: \_\_\_\_\_
- Access Modification Effective Date: \_\_\_\_\_ Username: \_\_\_\_\_
- Terminate User Effective Date: \_\_\_\_\_ Username: \_\_\_\_\_

Employer Name:

*If the person is responsible for more than one employer, list all. Ex.: SAU with multiple school districts reported separately.*

Choose one or more applicable module(s):

- Employer Reporting *(This module is used to submit monthly wage and contribution data for active members. This module also includes Part Time Retiree Reporting, which is used to report annual hour and compensation data for retired members pursuant to RSA 100-A:16, VIII).*
- Insurance *(This module is used to submit or change insurance authorizations and/or premium rates).*

You are acknowledging that you are an authorized user of the New Hampshire Retirement System's Data Reporting System (DRS). The DRS is only for Participating Employers of the New Hampshire Retirement System (NHRS) or their authorized Vendors or Third Party Administrators (TPAs). If you are not a Participating Employer, Vendor, or TPA you are prohibited from logging onto the Data Reporting System. Violators will be prosecuted to the full extent of any applicable state and federal laws.

I have read this disclaimer and I am an authorized Participating Employer, Vendor, or TPA of the New Hampshire Retirement System.

Requestor's Name (please print): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Name (please print): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signing this form with an electronic signature is acknowledgement that I have reviewed information for this request and serves as my authorization.

Please email this completed form to [DRSsupport@nhrs.org](mailto:DRSsupport@nhrs.org). Upon receipt, NHRS will verify that the action requested (Terminate, Modify, Add) is approved by the manager named above. If approved, NHRS will complete the action and notify the requestor. For newly added users, NHRS will email the new user a link to set up an account. The link will only be valid for 24 hours, so the account setup process must be completed in a timely manner. If you have any questions, please contact NHRS at (603) 410-3508 or email [DRSsupport@nhrs.org](mailto:DRSsupport@nhrs.org).