

IMPORTANT INFORMATION FOR GRANTEES ABOUT RYAN WHITE HIV/AIDS PROGRAM ANNUAL DATA REPORT ELECTRONIC SUBMISSION

HRSA requires grantees to submit post-award reports electronically using the HRSA Electronic Handbooks (EHBs). The EHBs are located at <https://grants.hrsa.gov/webexternal>. In order to take advantage of this electronic system, users must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and uniquely identify each system user. Every year, EHBs users must update their provider lists and contact information in the EHBs. If you are new to the EHBs, and have not yet registered in the EHBs, please visit HAB's Web-based training demo that leads you through the registration process, step by step. Go to <https://performance.hrsa.gov/hab/EHBDemo/CADR>. If you are a grantee **that is also** a provider, you must still access the Ryan White HIV/AIDS Program Web System through EHBs, and then you will be able to perform both functions.

The Project Director, Project Coordinator and all other members of your organization who will need to access the Ryan White HIV/AIDS Program Annual Data Report (RDR) should register in the EHBs. To complete the registration quickly and efficiently you must use your **10-digit grant number** (e.g. H76HA99999).

EHBs Registration

1. Go to <https://grants.hrsa.gov/webexternal>.
2. Click the REGISTRATION link from the navigational menu.
3. Complete the registration form by entering your information.
4. On the next web page, labeled "Step 2: Associate yourself with your Organization," choose the "**Other Employee**" role and enter your **10-digit grant number**. Click "CONTINUE" to confirm the information you entered is correct. Your organization's information will appear based on the grant number you entered in your account registration form.
5. Select the "**ADD ME TO THIS ORGANIZATION***" button located in the right column of the organization record.
6. "Accept" the One Time User Agreement and login.

In order to access the Ryan White Data Report, the Project Director must validate his or her identity when adding the grant to his or her grant portfolio. To complete the validation process, the Project Director will need the grant's most recent **Notice of Grant Award (NGA)**.

All other users from your organization who require access to the RDR must request permission from the Project Director within the EHBs. This additional process is required to ensure that only authorized individuals from your organization have access to the organization's grant information.

Add Grant to Portfolio

1. After logging in to the EHBs, select ADD TO PORTFOLIO from the Grant Portfolio menu.
2. Follow the on-screen instructions for information on how to proceed.

Once a grant has been successfully added to the Project Director's portfolio and other users have been granted permissions to access the grant, users can access the grant handbook by using the VIEW PORTFOLIO link under the Grants Portfolio menu in the EHBs.

Ryan White Data Report Access

1. Click the VIEW PORTFOLIO link from the navigational menu.
2. Click the OPEN GRANT HANDBOOK link to access the grant's portfolio.
3. Click the PERFORMANCE REPORTS link from the deliverables menu.
4. Click START REPORT link to access your online RDR(s).

For assistance with registration or using the EHBs, contact the HRSA Call Center toll-free at **877-Go4-HRSA (877-464-4772)** between 9:00 am to 5:30 pm ET or by email at callcenter@hrsa.gov.

REMINDER: If you are also a provider under another Program Part, you must still enter your Ryan White Data Report through the EHBs and not through the RDR Web system.

* Please Note: Failure to add your account with the organization associated with your grant number will prevent you from accessing the Ryan White Data Report. If you notice information which you believe is incorrect, please contact the HRSA Call Center before proceeding.