IMPORTANT INFORMATION FOR GRANTEES ABOUT RYAN WHITE HIV/AIDS PROGRAM SERVICES 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 step by step through the registration process. Go to **https://performance.hrsa.gov/hab/EHBDemo/CADR.** If you are a grantee **that is also** a provider, you must also access the Ryan White Services Reporting System through EHBs (not through the RSR system) to complete your reporting requirements in your role as a provider.

The Project Director, Program Coordinator and all other members of your organization who will need to access the Ryan White HIV/AIDS Program Services Report (RSR) 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 on the left.
3. In the Registration Guidance page, select the option, "No, I never had an account," and click "Guide Me."
4. Click on "Create an Account."
5. Complete the registration form, and click "Save and continue."
6. Click "Register" on the confirmation page.
7. On the next page, labeled "Step 2: Associate yourself with your Organization," choose your organization role (Authorizing Official, Business Official, or Other Employee), select the option, "I am here to work on non-financial reporting," and click "Guide Me."
8. Enter your 10-digit grant number, and click "Search Organization."
9. Your organization will appear. Click "Add me to this organization."
10. Click "Confirm" on the confirmation page.
11. Click "Log into HRSA."
12. Click "Accept" on the One-time Annual User Acknowledgement.

In order to access the Ryan White Services 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 Services 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 RSR(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 access your RSR through the EHBs and not through the RSR system.