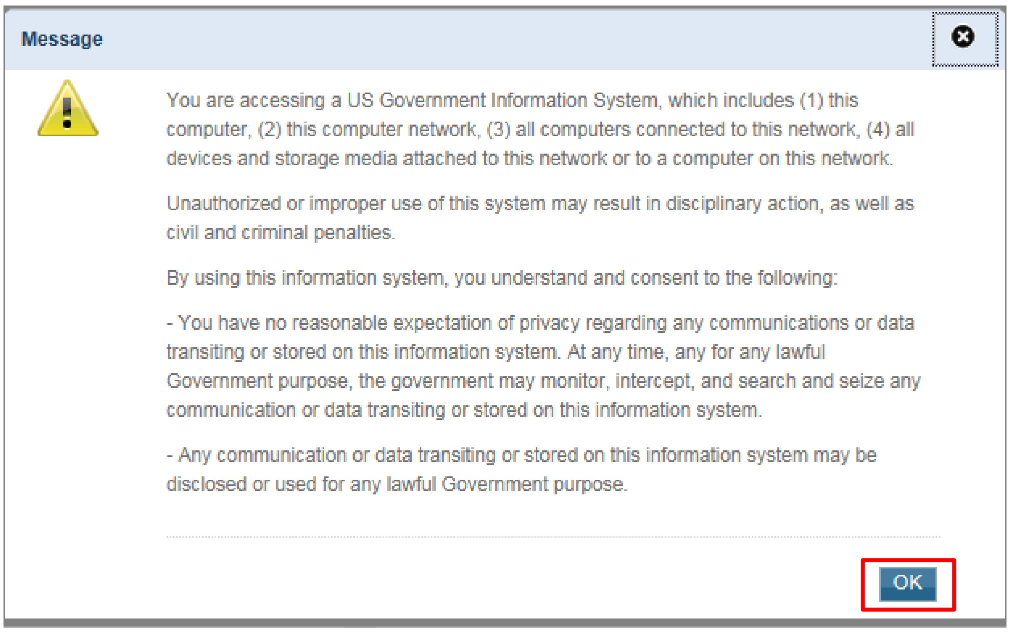
How to Access and Use the Check Your XML Feature for the RSR

Grantees and Grantee/Providers access the Check your XML feature through Electronic Handbooks (EHBs) (See Step 1 and Step 2) and Providers access the feature directly through the RSR Web System (Go to Step 3).

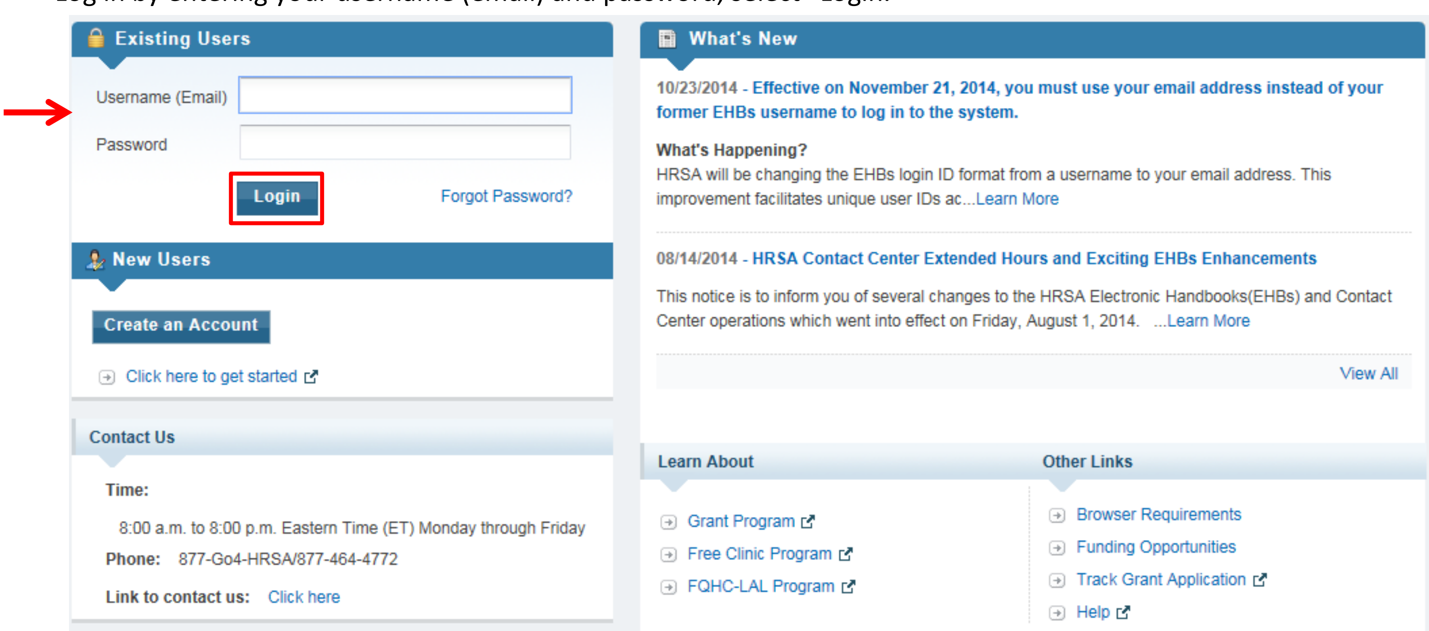
1. Grantees and Grantee/Providers access the feature through the EHBs

To access Ryan-White Services Report (RSR) System, Grantees and Grantee/Providers enter through the HRSA Electronic Handbooks: https://grants.hrsa.gov/webexternal. If you are a Provider, please skip to step 3 below.

Click OK to acknowledge the message for accessing a U.S. Government Information System.

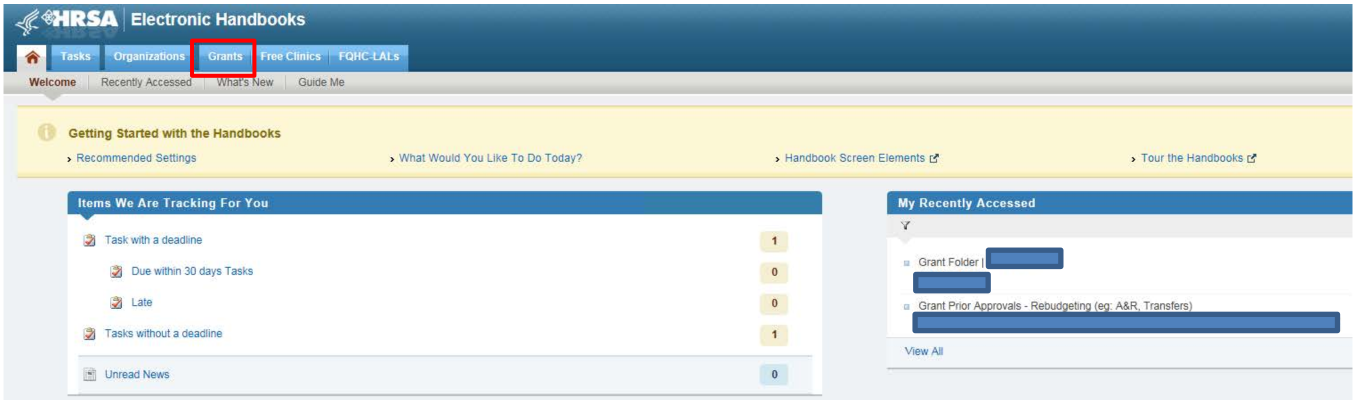


Log in by entering your username (email) and password, select "Login."

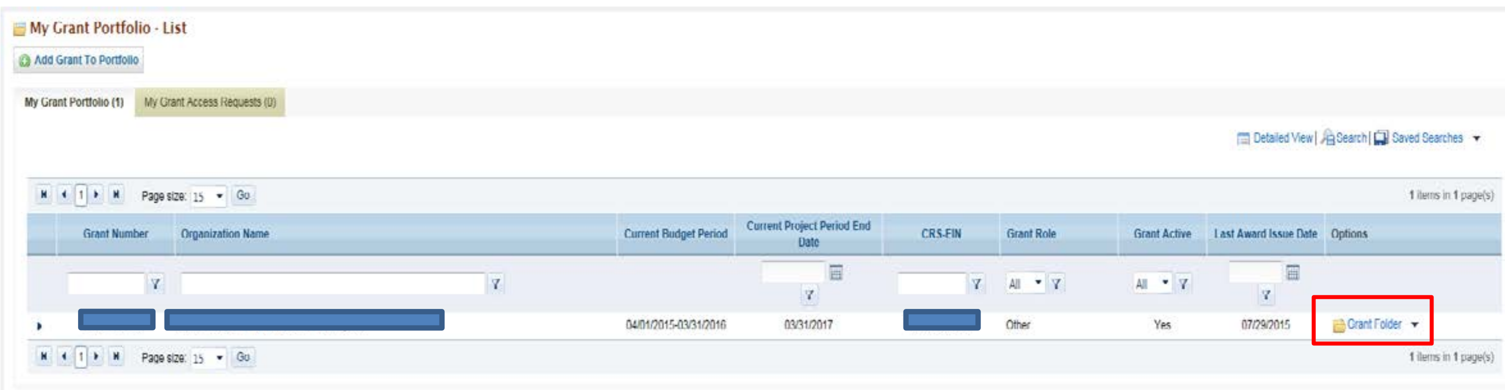


2. Access your RSR

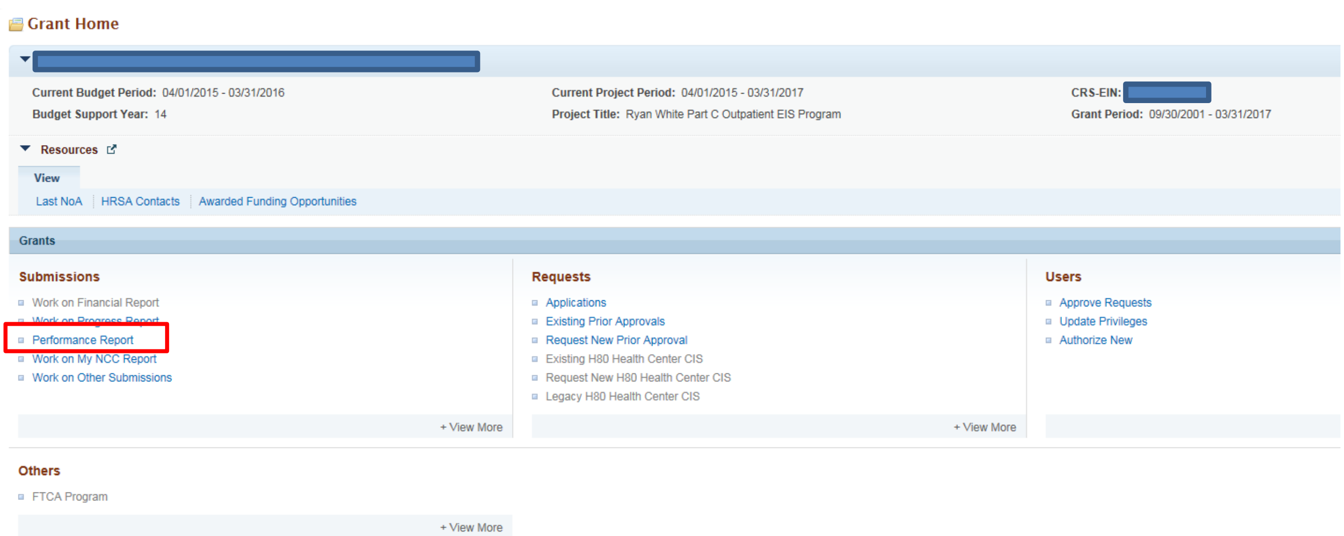
From the EHBs homepage, select the “Grants” tab to view your grant portfolio list.



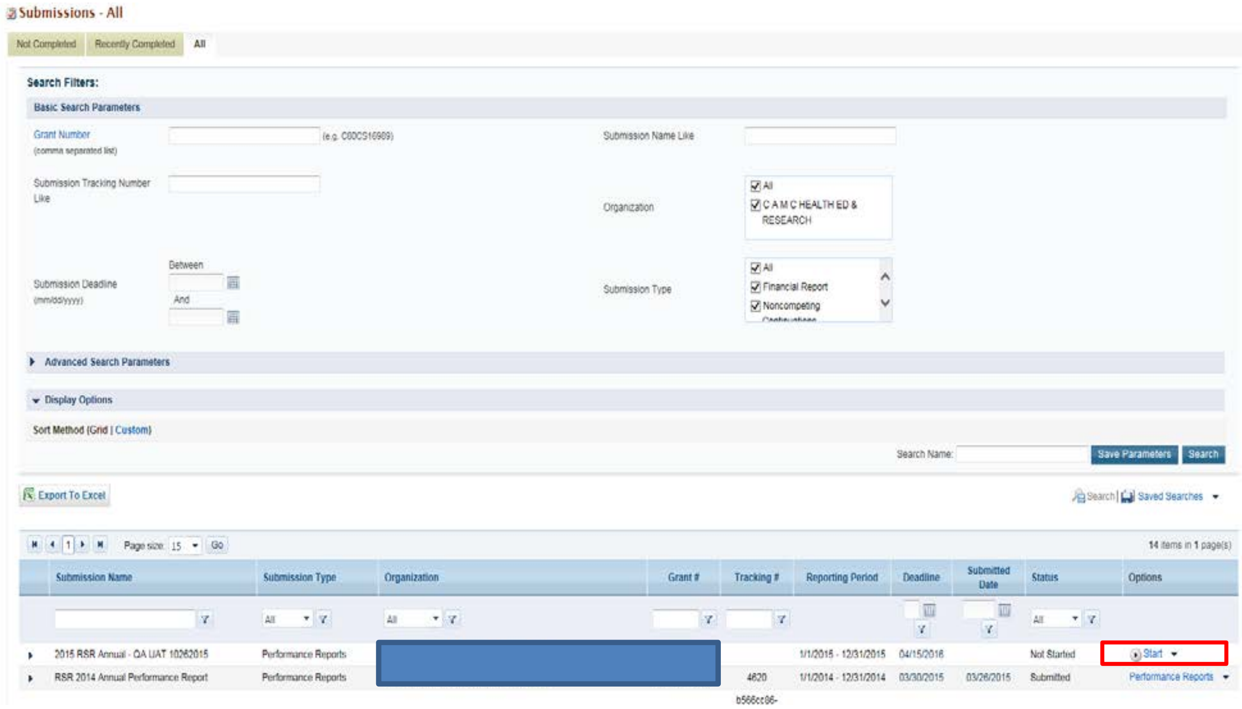
From the “My Grant Portfolio – List”, select the “Grant Folder” under the Options column for the grant to access.



From the “Grant” homepage, select the “Performance Report” link under the submissions section.



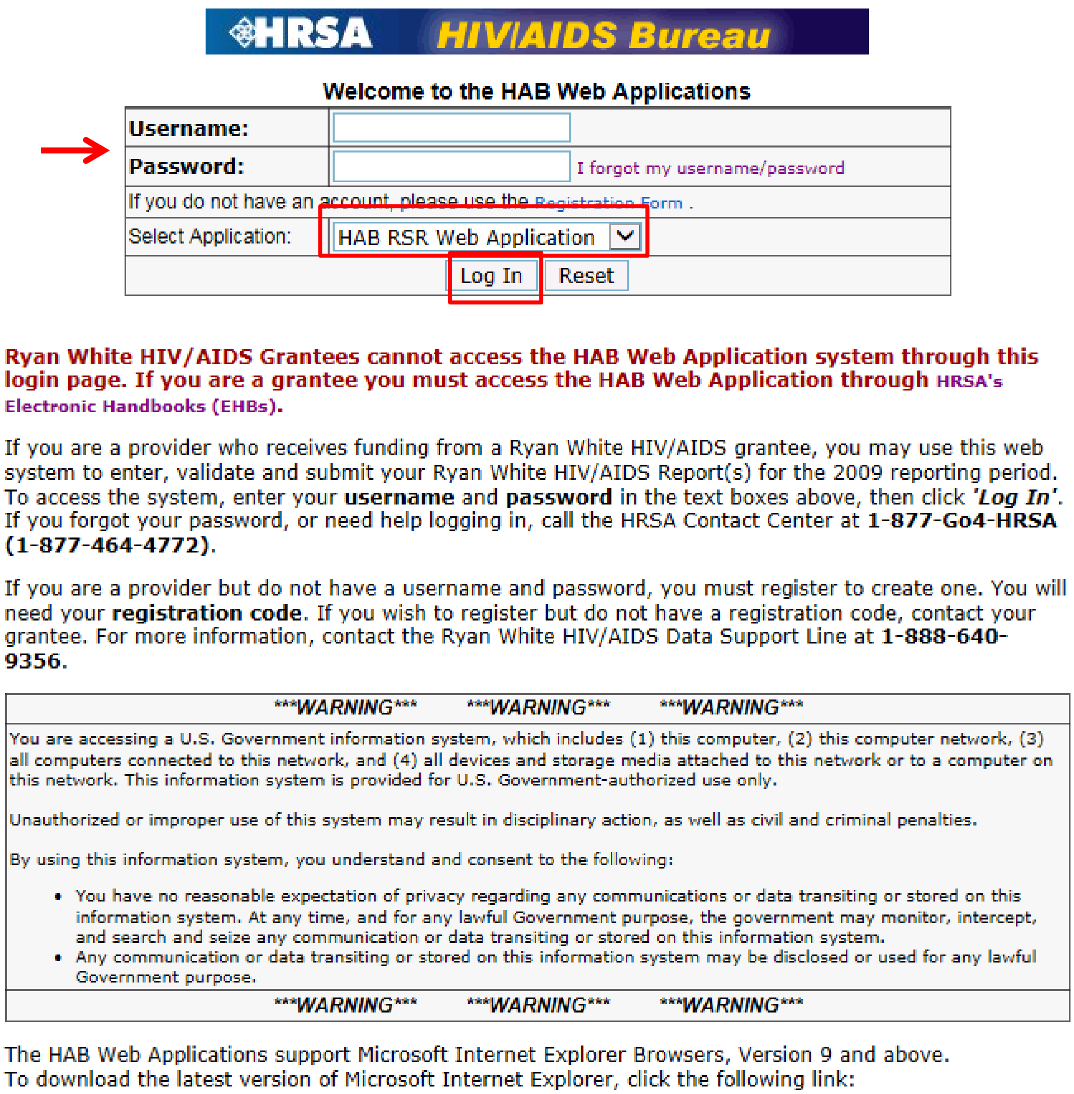
From the listing of submissions, select Start for the RSR grant deliverable. If this is your first time accessing the RSR grant deliverable, the icon will be “Start”. If you have accessed the grant previously, but have not submitted, the icon will display as “Edit.”



Grantees please skip to step 4.

3. Providers access the feature directly through the RSR Web System

This is where providers and RSR-Ready Systems enter directly through the RSR Web System: https://performance.hrsa.gov/hab/RegLoginApp/Admin/Login.aspx. Log in by entering your username, password, choose HAB RSR Web Application, and select "Login."


HRSA HIV/AIDS Bureau

Welcome to the HAB Web Applications

Username:	
Password:	I forgot my username/password
If you do not have an account, please use the Registration Form .	
Select Application:	HAB RSR Web Application
	Log In Reset

Ryan White HIV/AIDS Grantees cannot access the HAB Web Application system through this login page. If you are a grantee you must access the HAB Web Application through HRSA's Electronic Handbooks (EHBs).

If you are a provider who receives funding from a Ryan White HIV/AIDS grantee, you may use this web system to enter, validate and submit your Ryan White HIV/AIDS Report(s) for the 2009 reporting period. To access the system, enter your **username** and **password** in the text boxes above, then click ***'Log In'***. If you forgot your password, or need help logging in, call the HRSA Contact Center at **1-877-Go4-HRSA (1-877-464-4772)**.

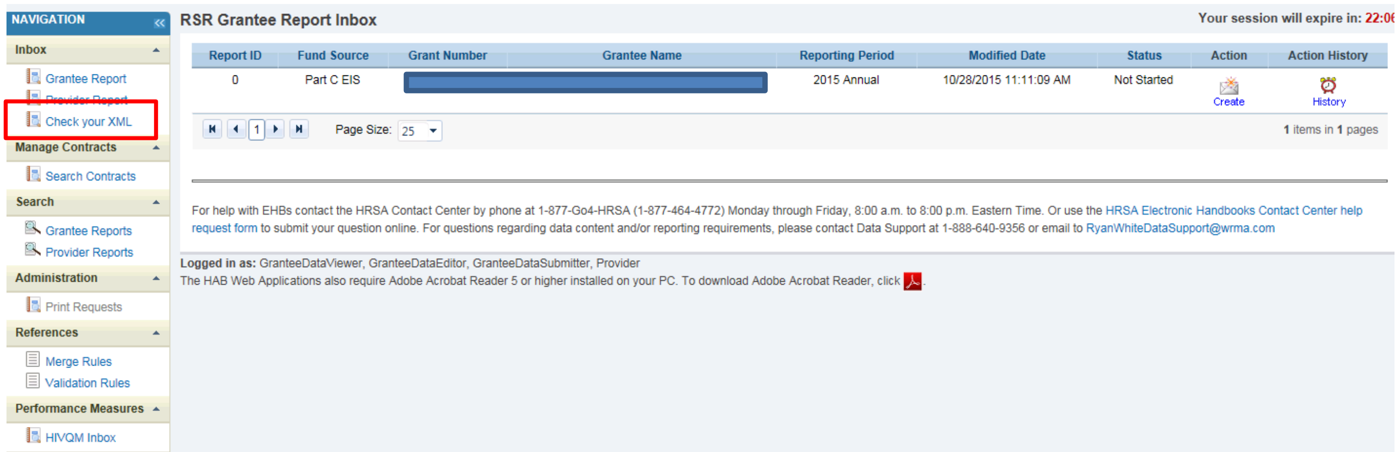
If you are a provider but do not have a username and password, you must register to create one. You will need your **registration code**. If you wish to register but do not have a registration code, contact your grantee. For more information, contact the Ryan White HIV/AIDS Data Support Line at **1-888-640-9356**.

WARNING   ***WARNING***   ***WARNING***
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: • You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. • Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
WARNING   ***WARNING***   ***WARNING***

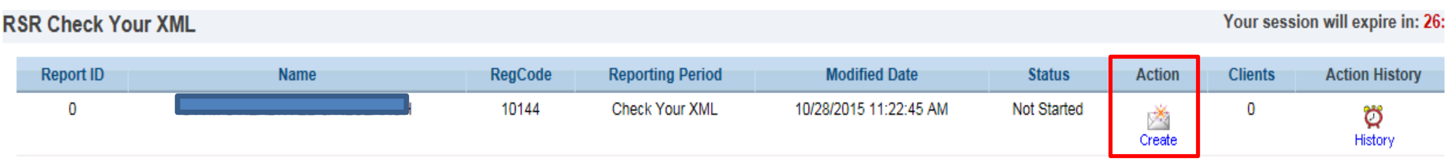
The HAB Web Applications support Microsoft Internet Explorer Browsers, Version 9 and above.
To download the latest version of Microsoft Internet Explorer, click the following link:

4. Enter the RSR Check Your XML Feature

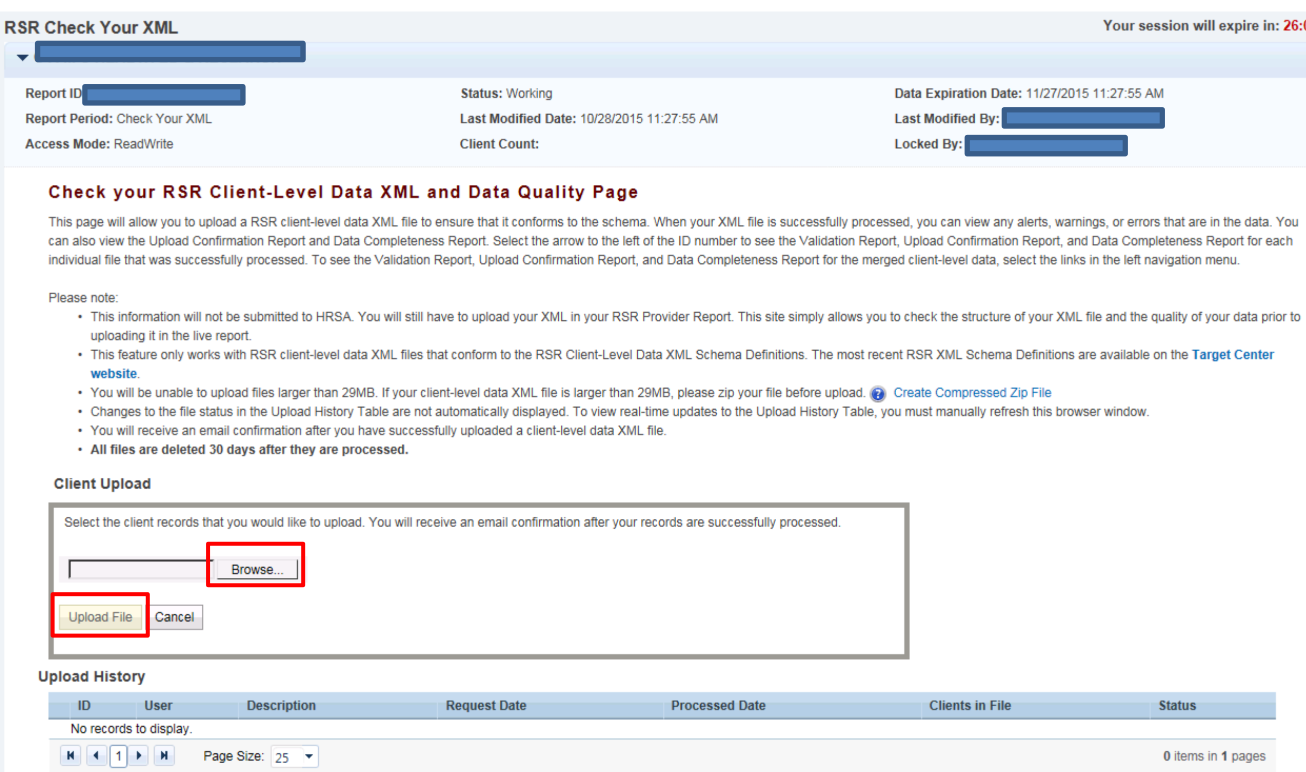
Under the Inbox heading of the left navigation menu, select the “Check Your XML” link.



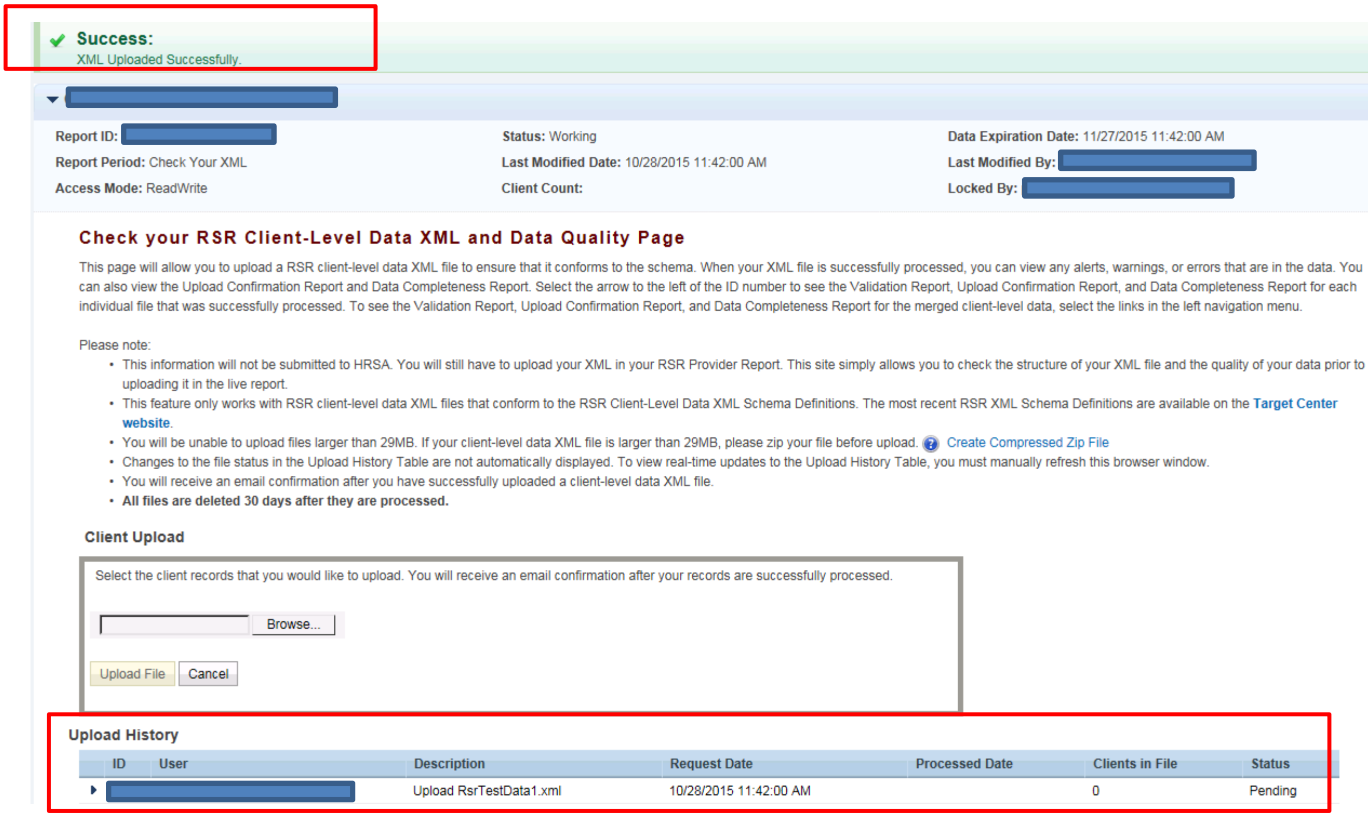
From the RSR Check Your XML page, select the envelope icon in the Action column of the table displayed.



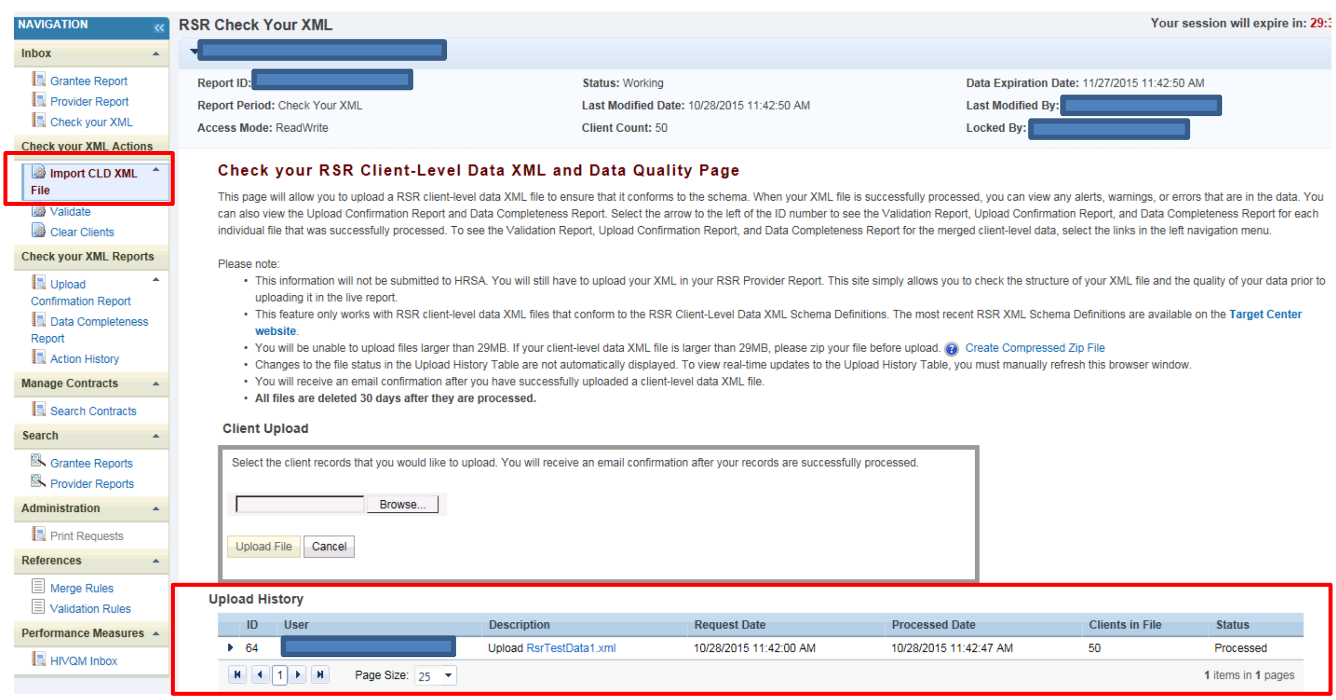
From the RSR Check Your XML page, upload your RSR client-level data in XML or Compressed Zip format by selecting “Browse” to locate your file and then select “Upload File”. You may only upload one file at a time.



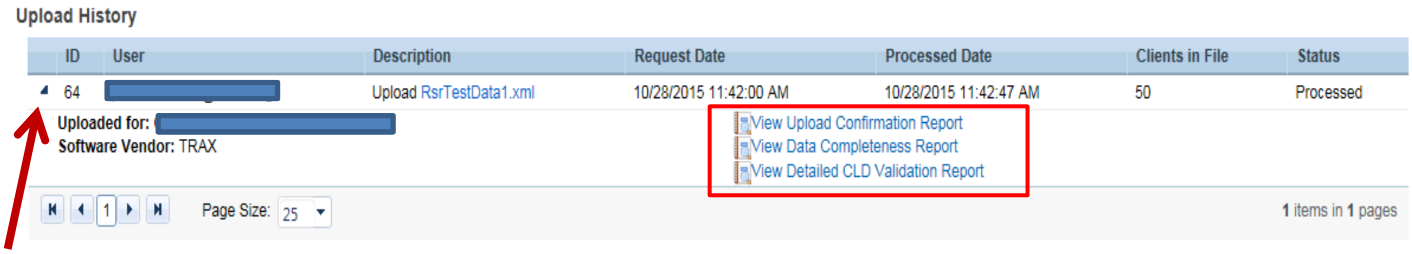
You will receive an "XML Uploaded Successfully" message and the "Upload History" table will be updated to reflect that your file has a status of "Pending."



Wait 3 to 5 minutes and then refresh the page by selecting the "Import CLD XML file" link under the Check Your XML Actions heading in the left navigation menu. Confirm your file has been processed.



Once file has been processed, you can validate your data and review your Upload Confirmation, Data Completeness, and Validation Reports. Select the arrow icon in the far left column of the Upload History table.



If you have more than one file uploaded and want to review the merged data, you validate your data and review your Upload Confirmation and Data Completeness Reports by selecting the respective links on the left navigation menu.