

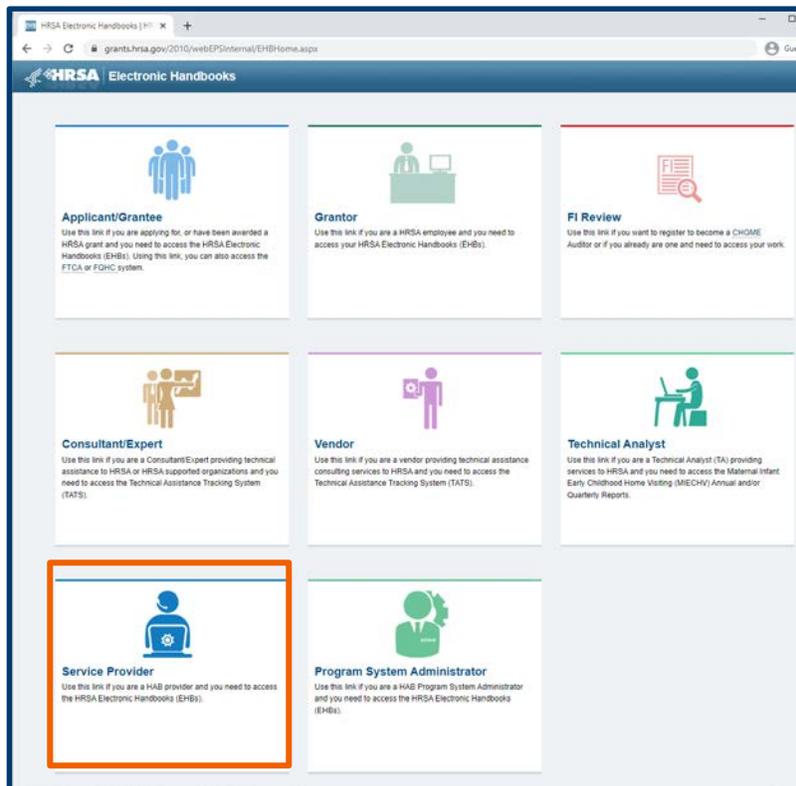
How to Access the RSR Provider Report through the Electronic Handbooks (EHBs)

This resource is for Ryan White HIV/AIDS Program (RWHAP) funded providers who do not receive grant funds directly from HRSA HAB.

If you are a provider and you had an existing account in the RSR Web Application, you will now access the RSR through the Electronic Handbooks (EHBs). Specific steps are outlined below.

1. Navigate to the [EHBs portal page](#) and select “Service Provider”

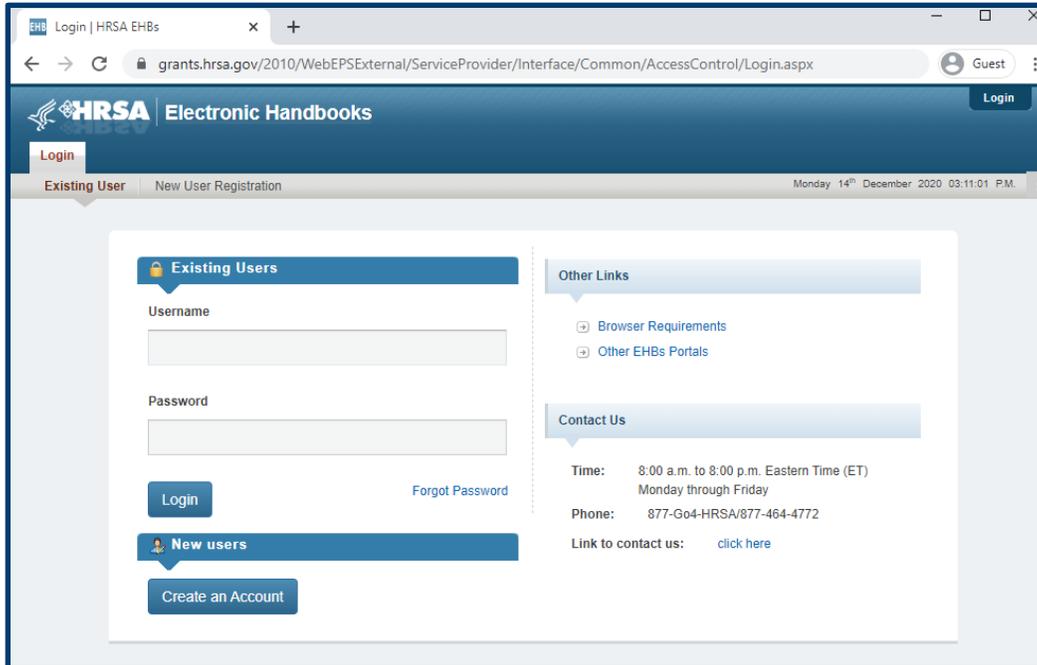
You can also go directly to the [service provider login page](#). If it is your first time accessing the EHBs as a service provider, please complete steps 2-3. If you have logged in to the EHBs before, please skip to step 4.



2. Enter your temporary login information

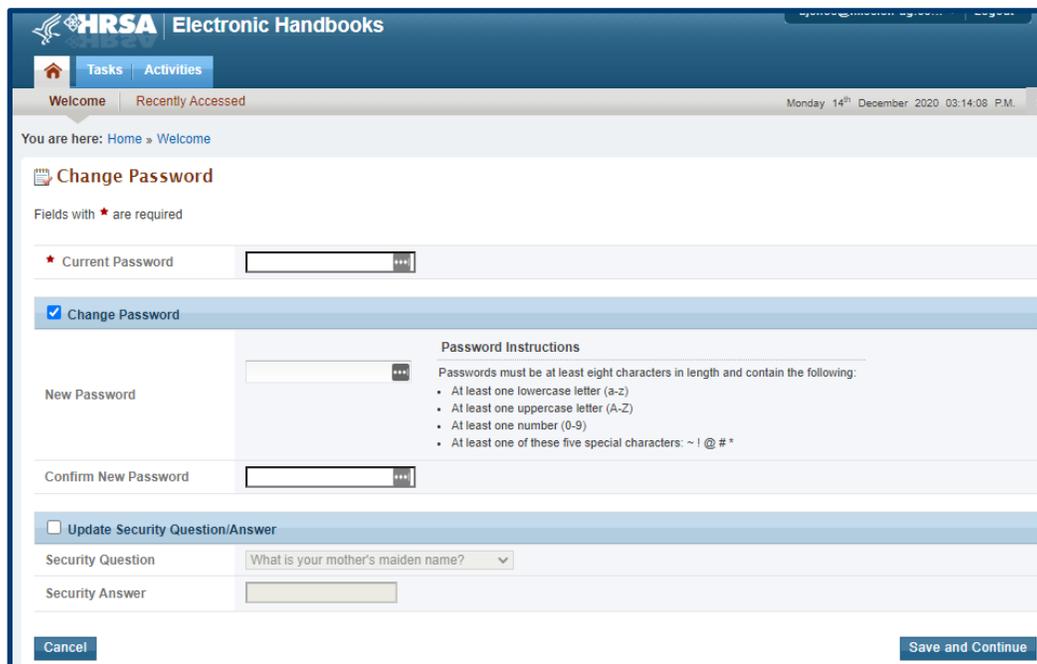
Enter into the boxes the username that you previously used for the RSR Web Application and the password sent to you by the migration team (the email came from HRSA GEMS with the subject line “New HRSA EHB Account Username”). If you did not receive an email and you had an account in the RSR Web Application, contact the EHBs Customer Support Center.

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3. Change your password

You will be directed to the Change Password screen. Enter the password provided to you and a new password. Then, click “Save and Continue”. You will be redirected back to the “Login” page.



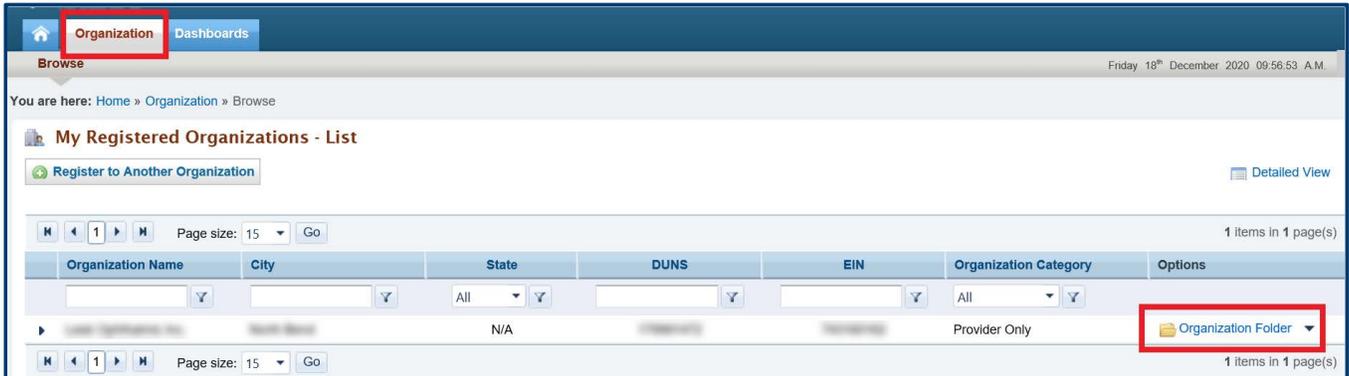
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4. Log in using your EHB credentials

Enter your username and the password you created. At first, you may need to verify your email address.

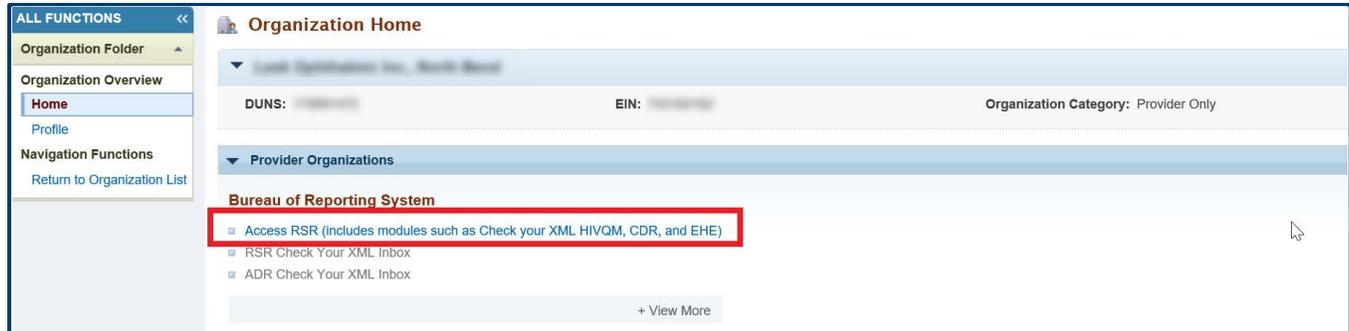
5. Find your Organization Folder

Go to the Organizations tab and select the “Organization Folder” link for your organization.



6. Access the RSR

In the Organization Home page, click on ‘Access RSR (include modules such as Check your XML, HIVQM, CDR, and EHE)’.



You're all set – from here, everything should look the same as it did in the RSR Web Application!

For assistance in the EHBs, please contact the [EHBs Customer Support Center](#) at 877-464-4772, [Ryan White Data Support](#), or the [DISQ Team](#).

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