Getting Started

I. Logging into the DRS Insurance Module

1. To get started, click on the **DRS Quicklink** at the top of the www.nhrs.org homepage.
2. Click on **Authorized** on the Authorized Access Only screen and use your **Username** and **Password** to **Login**.
   Note: If you do not have a username and password, or do not have access to the Insurance Module, please call NHRS at (603) 410-3508.
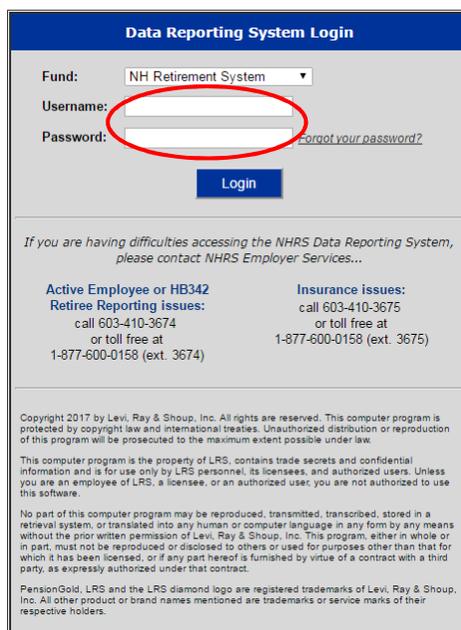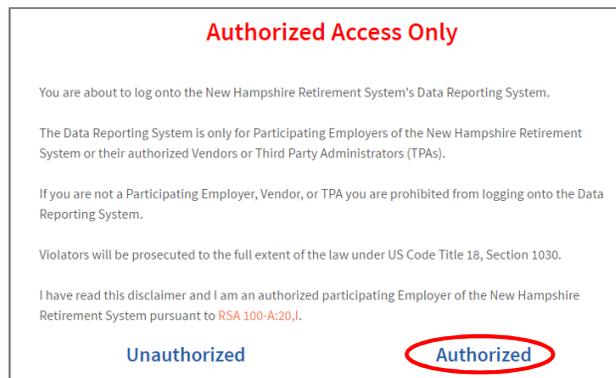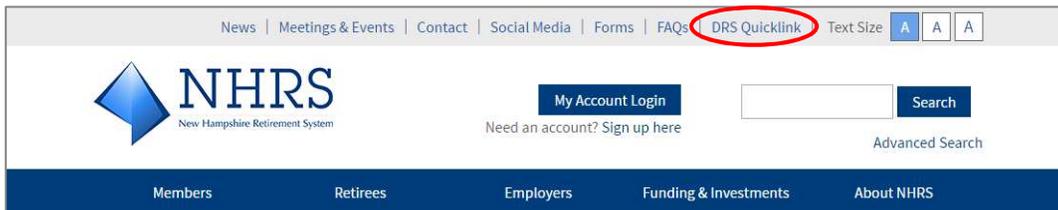
3. Click on the **Insurance Reporting** link.

   Note: Some users may see additional options on this screen. Employers will only see modules they have access to.

4. Employers and third-party administrators (TPAs) with more than one carrier will see the following screen. To select the appropriate carrier, click **Select Carrier**.

   Note: In this module, "Carrier" refers to the name of the employer.

5. Under Carrier Selection, you will only see carriers that you have access to. Choose the carrier you want to work with and press **Select**.
   Note: If you only have one carrier, the system will default to that carrier.
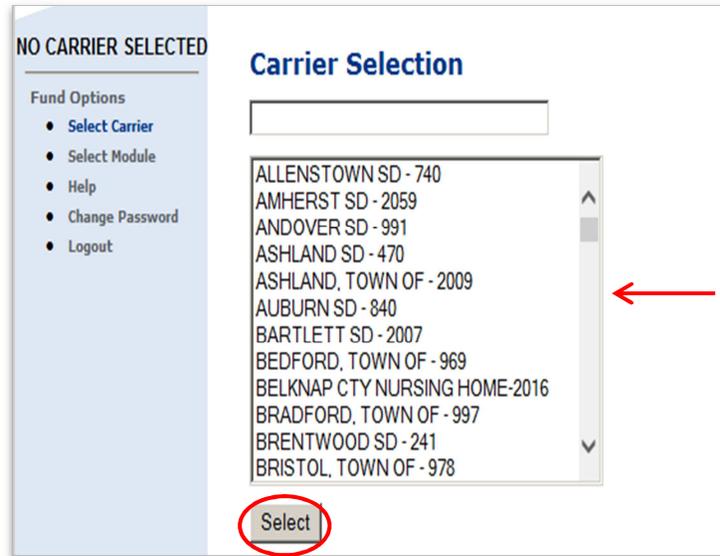
6. Once you select the appropriate carrier, you can now change, terminate, reactivate, and create new insurance rates.