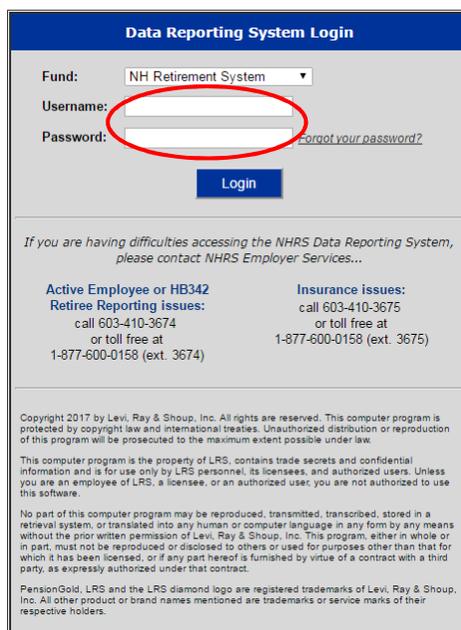
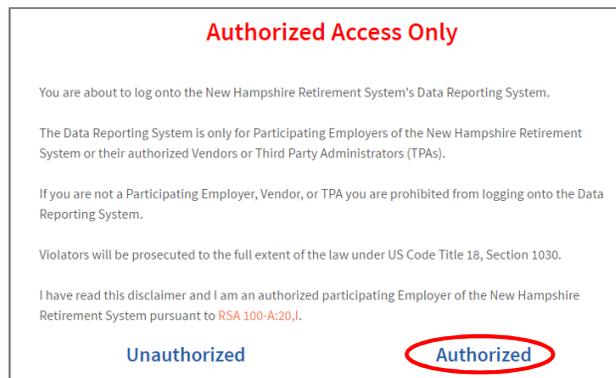
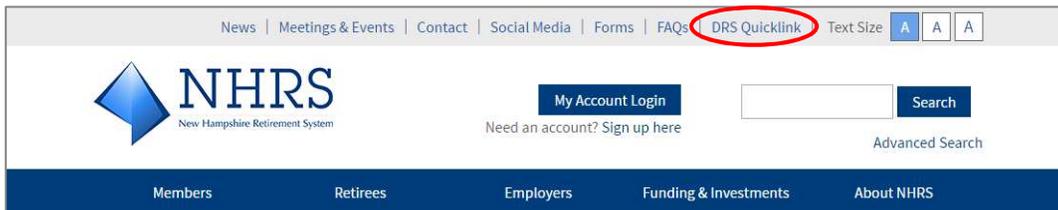


Getting Started

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.

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NHRS Data Reporting System

NO MODULE SELECTED

Fund Options

- Select Module
- Help
- Change Password
- Logout

Welcome

NHRS Data Reporting System

The NHRS Data Reporting System is for authorized participating employers of the New Hampshire Retirement System and authorized insurance vendors (a vendor can be a participating employer or a third-party health care administrator).

If you are not an authorized participating employer or vendor, you are prohibited from being logged onto the NHRS Data Reporting System and should log off immediately. Violators will be prosecuted to the full extent of the law under US Code Title 18, Section 1030.

The NHRS Data Reporting System contains three modules:

Insurance Reporting: Use this module to submit or change insurance authorizations or update insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.

Note: Employers or vendors only have access to the modules for which they are authorized.

NOTICE TO EMPLOYERS

For information regarding password security and password login for the NHRS Data Reporting System, click on the following links:
[Password Security](#)
[Employer Guide to Password Login](#)

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.

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NHRS Data Reporting System

NO CARRIER SELECTED

Fund Options

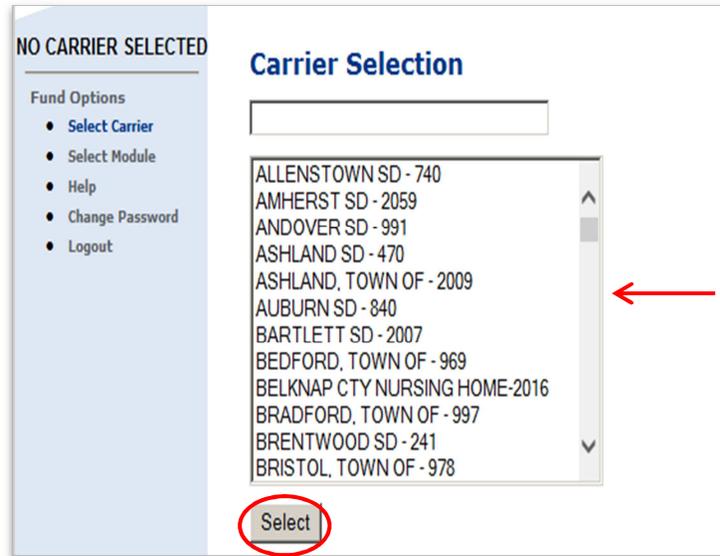
- **Select Carrier**
- Select Module
- Help
- Change Password
- Logout

Insurance Reporting

Vendors use this module for insurance authorization and insurance premium rate updates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.

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.

