New Hampshire Retirement System
54 Regional Drive, Concord, NH 03301
Phone: (603) 410-3500 - Fax: (603) 410-3501
Website: www.nhrs.org - Email: info@nhrs.org

New Hampshire Retirement System
Data Reporting System User Access Form

Request for: _____
First name *Middle Initial* *Last Name*

Action:
☐ Terminate User Effective Date: _____ User Name:_____
☐ Access Modification Effective Date: _____ User Name:_____
☐ Add User Effective Date: _____

Employer Name:	Default Employer: Y/N

Please complete the following questions when adding access:

Email: _____ Authentication Question: _____
Authentication Response: _____

Choose one or more applicable module(s):

☐ Employer Reporting *(This module is used to submit monthly wage and contribution data for active members).*

☐ Part Time Retiree Reporting *(This module is used to report annual hour and compensation data for retired members pursuant to RSA 100-A:16, VIII).*

☐ Insurance *(This module is used to submit or change insurance authorizations and/or premium rates).*

You are acknowledging that you are an authorized user of the New Hampshire Retirement System's Data Reporting System (DRS). DRS is only for Participating Employers of the New Hampshire Retirement System or their authorized Vendors or Third Party Administrators (TPAs). If you are not a Participating Employer, Vendor, or TPA you are prohibited from logging onto the Data Reporting System. Violators will be prosecuted to the full extent of any applicable state and federal laws.
I have read this disclaimer and I am an authorized participating Employer, Vendor, or TPA of the New Hampshire Retirement System.

Name (please print): _____ Signature: _____

Date: _____ Daytime Phone Number: (_____)_____

Manager's Signature: _____ Date: _____

Upon receipt of completed form, a representative from New Hampshire Retirement System (NHRS) will reach out with a user name and a temporary password for NHRS' Data Reporting System. If you have any questions, please contact NHRS at 603-410-3508 or email at drssupport@nhrs.org.