



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

Data Reporting System User Access Form

Request for: _____

	<i>First name</i>	<i>Middle Initial</i>	<i>Last Name</i>
Action:			
<input type="checkbox"/> Terminate User	Effective Date: _____		User Name: _____
<input type="checkbox"/> Access Modification	Effective Date: _____		User Name: _____
<input type="checkbox"/> 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). The DRS is only for Participating Employers of the New Hampshire Retirement System (NHRS) 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): _____ Phone: (____) _____

Signature: _____ Date: _____

Manager's Signature: _____ Phone: (____) _____ Date: _____

Signing this form with an electronic signature is acknowledgement that I have reviewed information for this request and serves as my authorization.

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