

Welcome to OAT PIMS tutorials

These are detailed step-by-step procedures to help Grantees how to access the system from the **new** EHB User Interface.

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1 Grantee Functions in PIMS

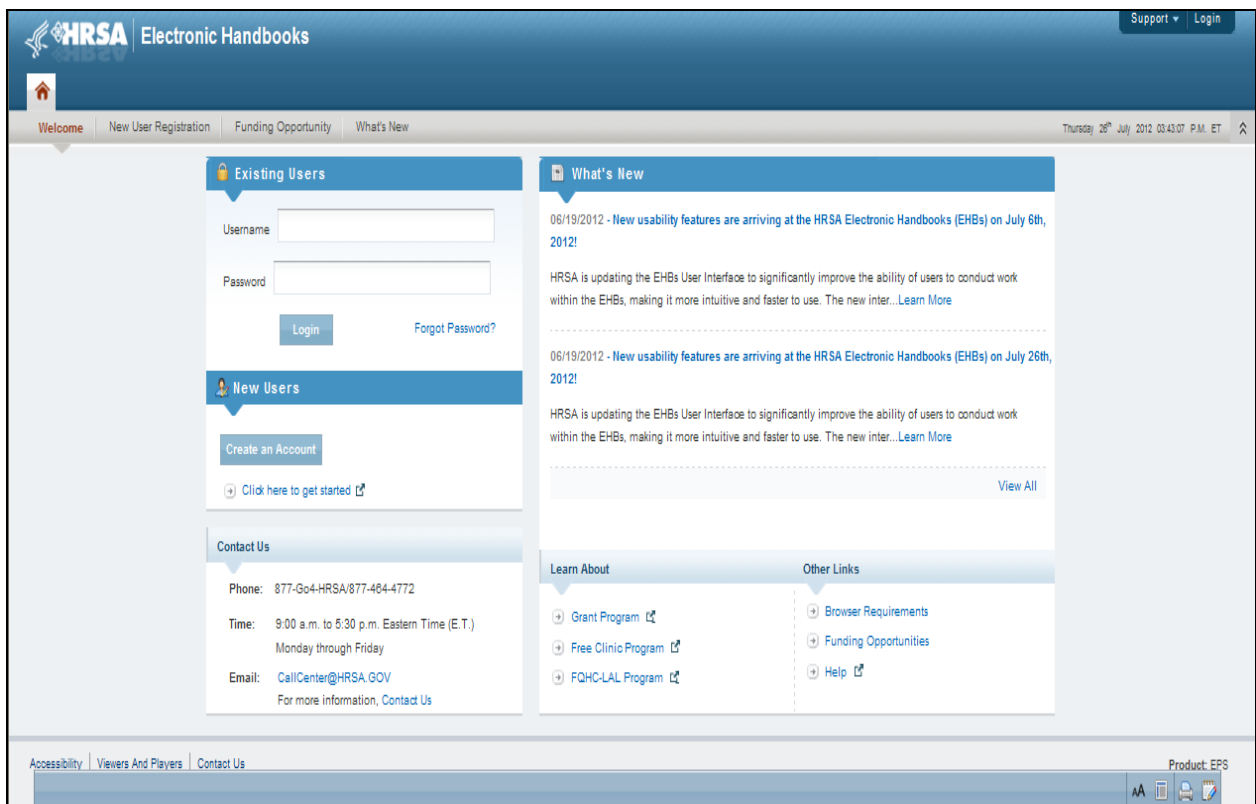
1.1 Grantee Login (How to Access and Use PIMS)

Grantees will access PIMS through EHB
Be registered with EHB

Type the following URL on your browser and hit “Enter”:

<https://grants.hrsa.gov/webexternal/login.asp>

This brings up the EHB logon screen



1.1.1 Username and Password

Enter your username and password and click “Login”

The screenshot shows the HRSA Electronic Handbooks website. At the top right, there are links for 'Support' and 'Login'. Below the navigation bar, the page is divided into several sections:

- Existing Users:** A login form with fields for 'Username' (containing 'SMPaCe') and 'Password' (masked with dots). A blue 'Login' button is circled in orange. A link for 'Forgot Password?' is also present.
- New Users:** A section with a 'Create an Account' button and a link 'Click here to get started'.
- Contact Us:** Provides contact information: Phone: 877-Go4-HRSA/877-464-4772; Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.) Monday through Friday; Email: CallCenter@HRSA.GOV. A link for 'For more information, Contact Us' is provided.
- What's New:** Two news items dated 06/19/2012 and 06/19/2012, both stating 'New usability features are arriving at the HRSA Electronic Handbooks (EHBs) on July 6th, 2012!' and 'on July 26th, 2012!' respectively. Each item includes a 'Learn More' link.
- Learn About:** Links to 'Grant Program', 'Free Clinic Program', and 'FQHC-LAL Program'.
- Other Links:** Links to 'Browser Requirements', 'Funding Opportunities', and 'Help'.

At the bottom of the page, there are links for 'Accessibility', 'Viewers And Players', and 'Contact Us'. The footer also includes 'Product: EPS' and some utility icons.

1.1.2 Welcome Page

From the “Welcome” page click on the “Grants” tab.

The screenshot shows the HRSA Electronic Handbooks Welcome page. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. A yellow arrow points to the 'Grants' tab. Below the navigation bar, there is a 'Getting Started with the Handbooks' section with links for 'Recommended Settings', 'What Would You Like To Do Today?', 'Handbook Screen Elements', and 'Tour the Handbooks'. The main content area is divided into two columns: 'Items We Are Tracking For You' and 'My Recently Accessed'. The 'Items We Are Tracking For You' section lists: 'Task with a deadline' (1), 'Due within 30 days Tasks' (0), 'Late' (0), 'Tasks without a deadline' (0), and 'Unread News' (0). The 'My Recently Accessed' section shows 'No items are available at this time' and a 'View All' link. The footer contains links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with 'Last Login: 07/28/12 3:44:00 PM ET' and 'Product: EPS'.

The “Grants” tab opens up the “My Grant Portfolio – List”

The screenshot shows the HRSA Electronic Handbooks 'My Grant Portfolio - List' page. The 'Grants' tab is selected in the top navigation bar. The page title is 'My Grant Portfolio - List'. Below the title, there is an 'Add Grant To Portfolio' button. The main content area displays a table of grant information. The table has the following columns: Grant Number, Organization Name, Current Budget Period, Current Project Period End Date, CRS-EIN, Grant Role, Grant Active, Last Award Issue Date, and Options. The table contains one row of data: Grant Number H9CRH22871, Organization Name LITTLE DIXIE COMMUNITY ACTION AGENCY, INC., OK, Current Budget Period 09/01/2011-08/31/2012, Current Project Period End Date 08/31/2014, CRS-EIN 1730772321A1, Grant Role PD, Grant Active Yes, Last Award Issue Date 12/05/2011, and Options Grant Folder. The page also includes a 'Detailed View | Search | Saved Searches' section and a 'Page size: 15' dropdown. The footer contains links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with 'Product: EHBs'.

1.1.3 Open Grant Folder

Select a grant by clicking on the “Grant Folder” link in the last column of the Grants list displayed.

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', and 'FHQC-LALs'. The main content area is titled 'My Grant Portfolio - List' and contains a table of grants. The table has columns for Grant Number, Organization Name, Current Budget Period, Current Project Period End Date, CRS-EIN, Grant Role, Grant Active, Last Award Issue Date, and Options. A red circle highlights the 'Grant Folder' link in the Options column for the grant H9CRH22871.

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H9CRH22871	LITTLE DIXIE COMMUNITY ACTION AGENCY, INC., OK	09/01/2011-08/31/2012	08/31/2014	1730772321A1	PD	Yes	12/05/2011	Grant Folder

This brings you to the “Grant Home” page. Click on the “Performance Report” link.

The screenshot shows the HRSA Electronic Handbooks interface for a specific grant. The page is titled 'Grant Home' and displays details for grant H9CRH22871. The left sidebar contains a navigation menu with 'Grant Home' selected. The main content area shows grant details, resources, and a 'Grants' section with three sub-sections: 'Submissions', 'Requests', and 'Users'. A yellow arrow points to the 'Performance Report' link in the 'Submissions' section.

Submissions

- Work on Financial Report
- Work on Progress Report
- Performance Report
- Work on My NCC Report
- Work on Other Submissions

Requests

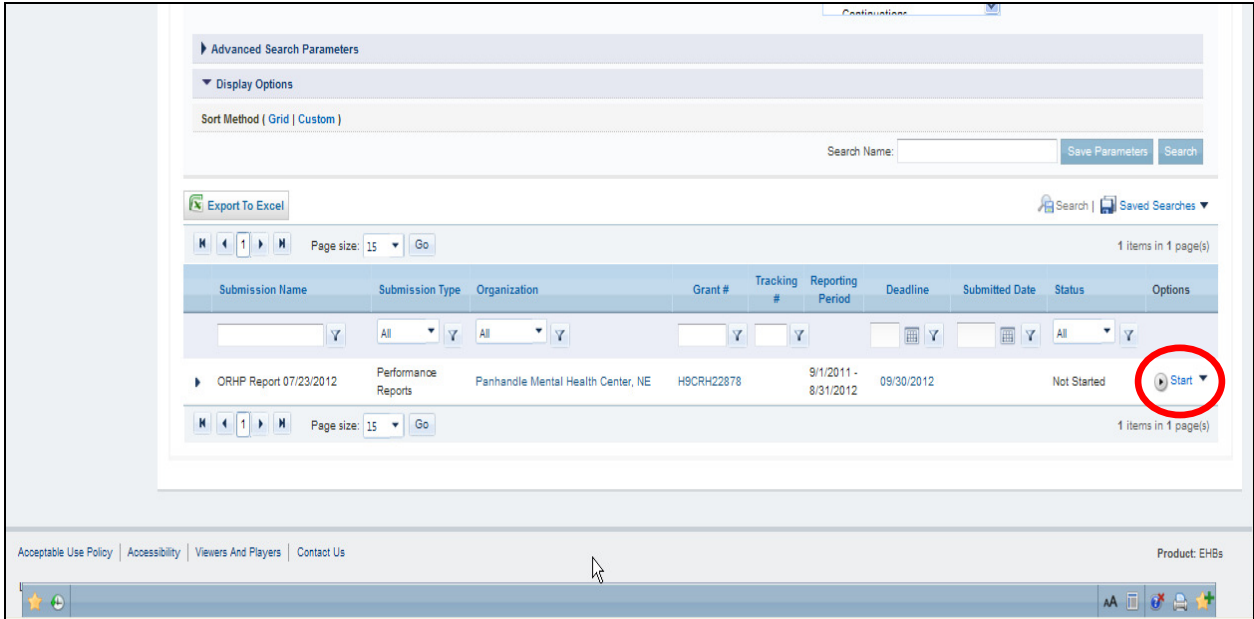
- Applications
- Existing Prior Approvals
- Request New Prior Approval
- H80 Health Center Existing CIS
- Request New H80 Health Center CIS
- H80 Health Center Legacy CIS

Users

- Approve Requests
- Update Privileges
- Authorize New

1.1.4 Performance Reports

Choose to work on Performance Reports by clicking the link on “Start” from the Options column under your listed performance reports.



This will bring up the Performance Report for the select grant. Click on the “Continue” button to view the forms.

