

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

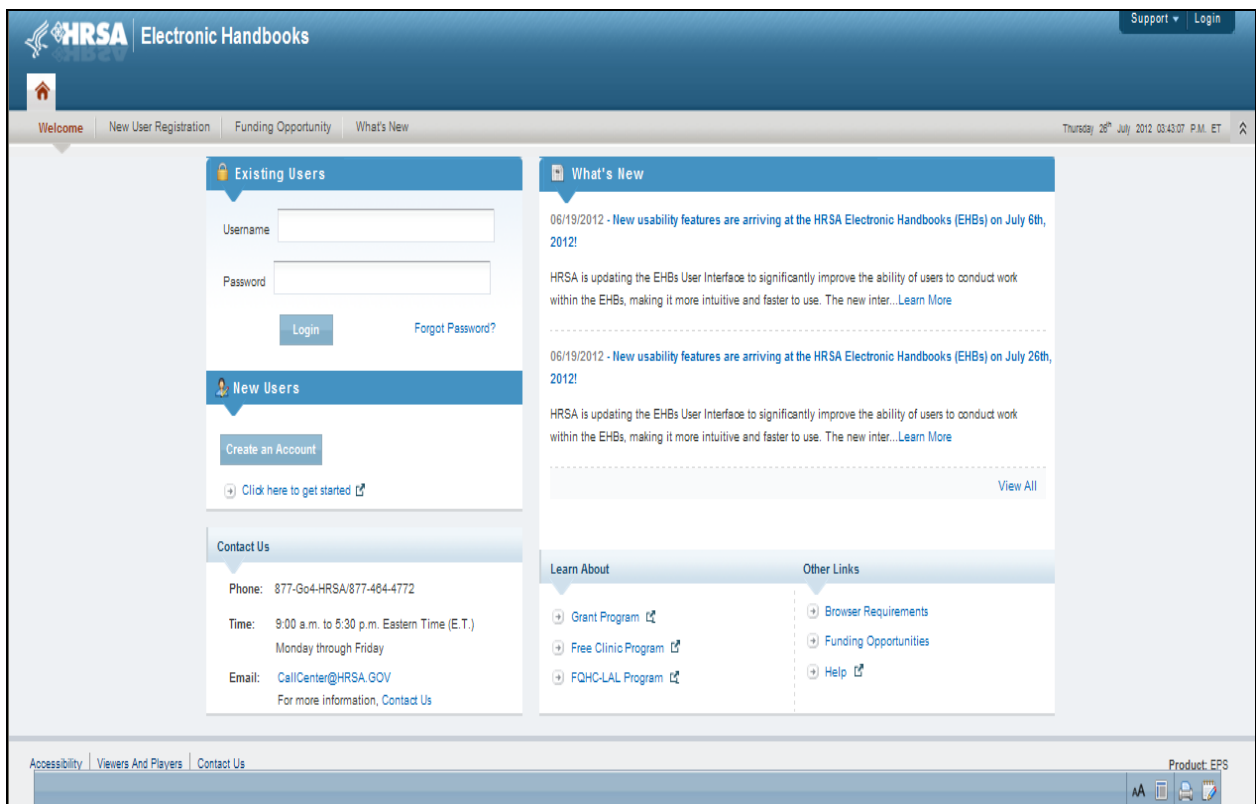
1.1 Grantee Login (How to Access and Use PIMS)

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 displays the HRSA Electronic Handbooks website interface. At the top, the HRSA logo and 'Electronic Handbooks' are visible. A navigation bar includes 'Welcome', 'New User Registration', 'Funding Opportunity', and 'What's New'. The main content area is divided into three columns. The left column features a login section for 'Existing Users' with a 'Login' button circled in orange, and a 'New Users' section with a 'Create an Account' button. The middle column contains 'Contact Us' information, including phone, time, and email. The right column has a 'What's New' section with news items and 'Other Links' such as 'Grant Program', 'Free Clinic Program', 'FQHC-LAL Program', 'Browser Requirements', 'Funding Opportunities', and 'Help'. A footer contains 'Accessibility', 'Viewers And Players', 'Contact Us', and 'Product: EPS'.

1.1.2 Welcome Page

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

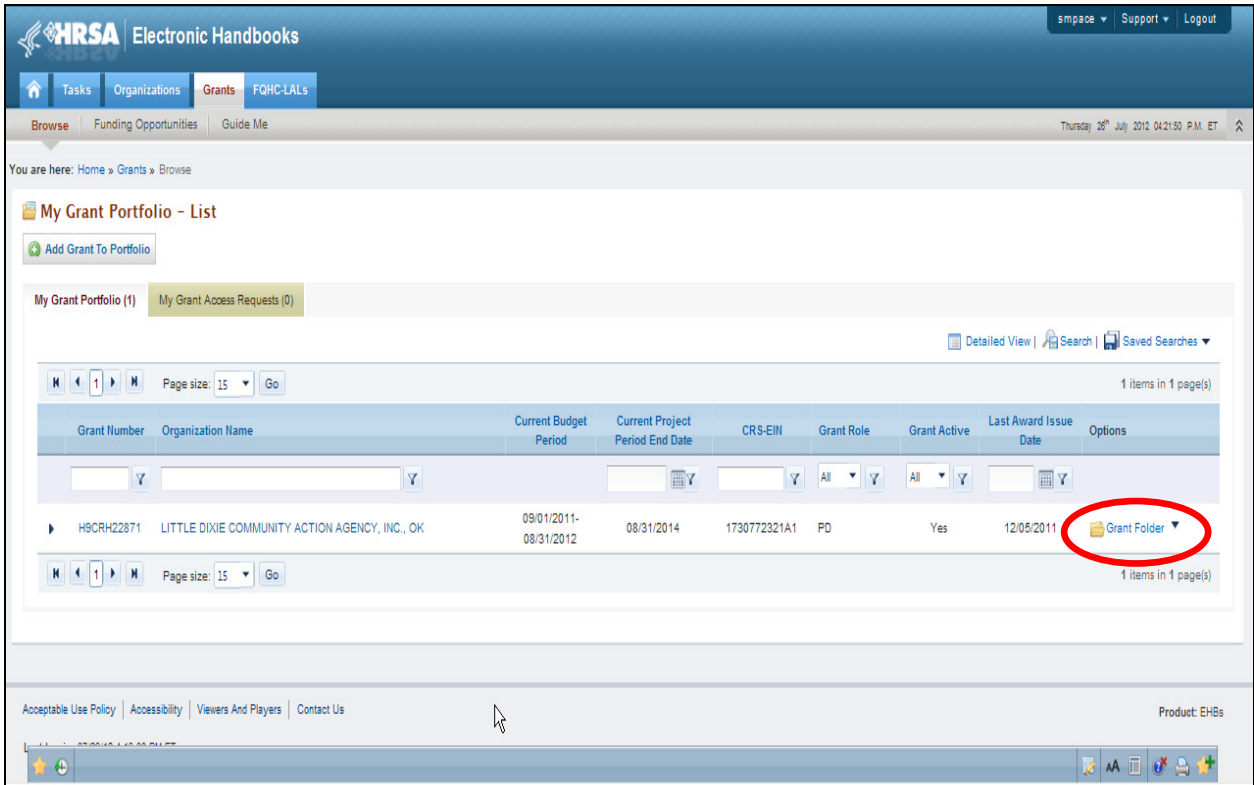
The screenshot shows the HRSA Electronic Handbooks Welcome page. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. A yellow arrow points to the 'Grants' tab. Below the navigation bar, there is a 'Getting Started with the Handbooks' section with links for 'Recommended 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”

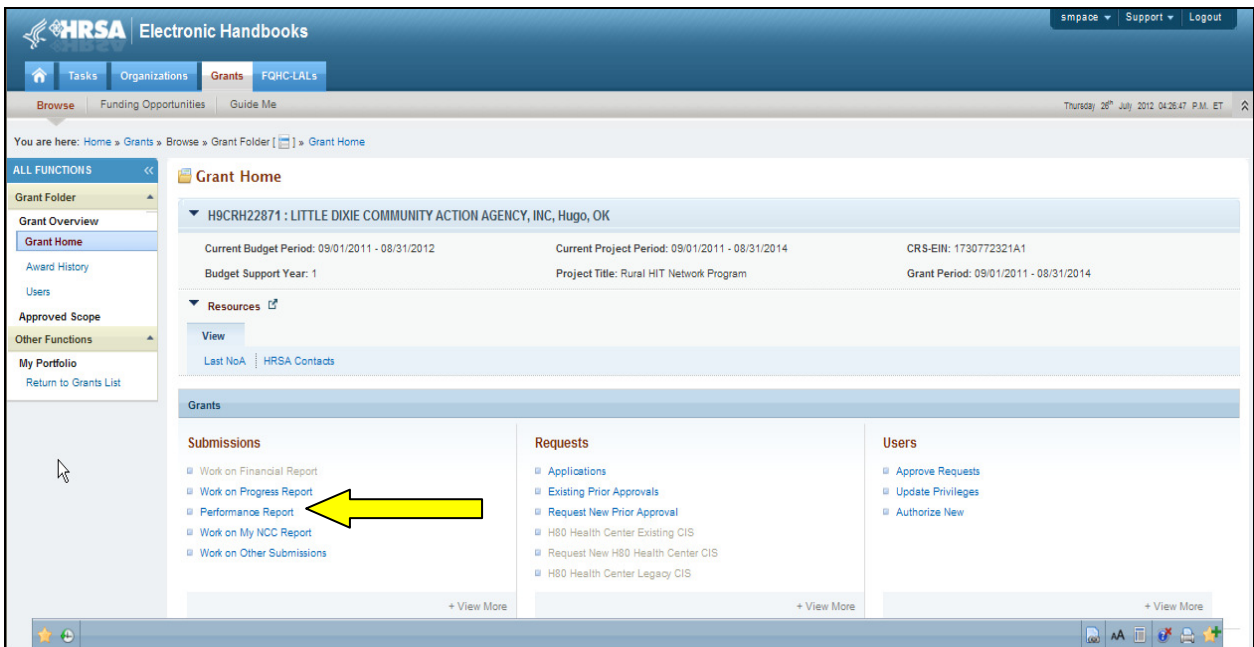
The screenshot shows the 'My Grant Portfolio - List' page. The 'Grants' tab is selected in the top navigation bar. The page title is 'My Grant Portfolio - List' and there is an 'Add Grant To Portfolio' button. Below the title, there are two tabs: 'My Grant Portfolio (1)' and 'My Grant Access Requests (0)'. The main content area displays a table of grant information with 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 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.

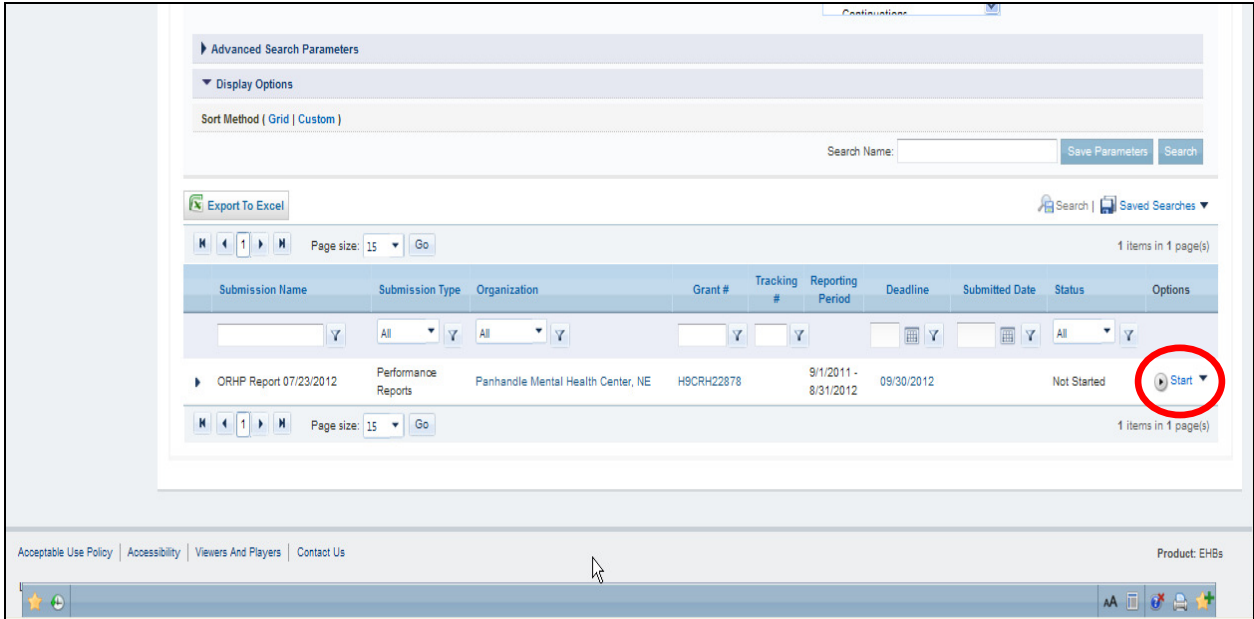


This brings you to the “Grant Home” page. Click on the “Performance Report” link.



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.

