

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

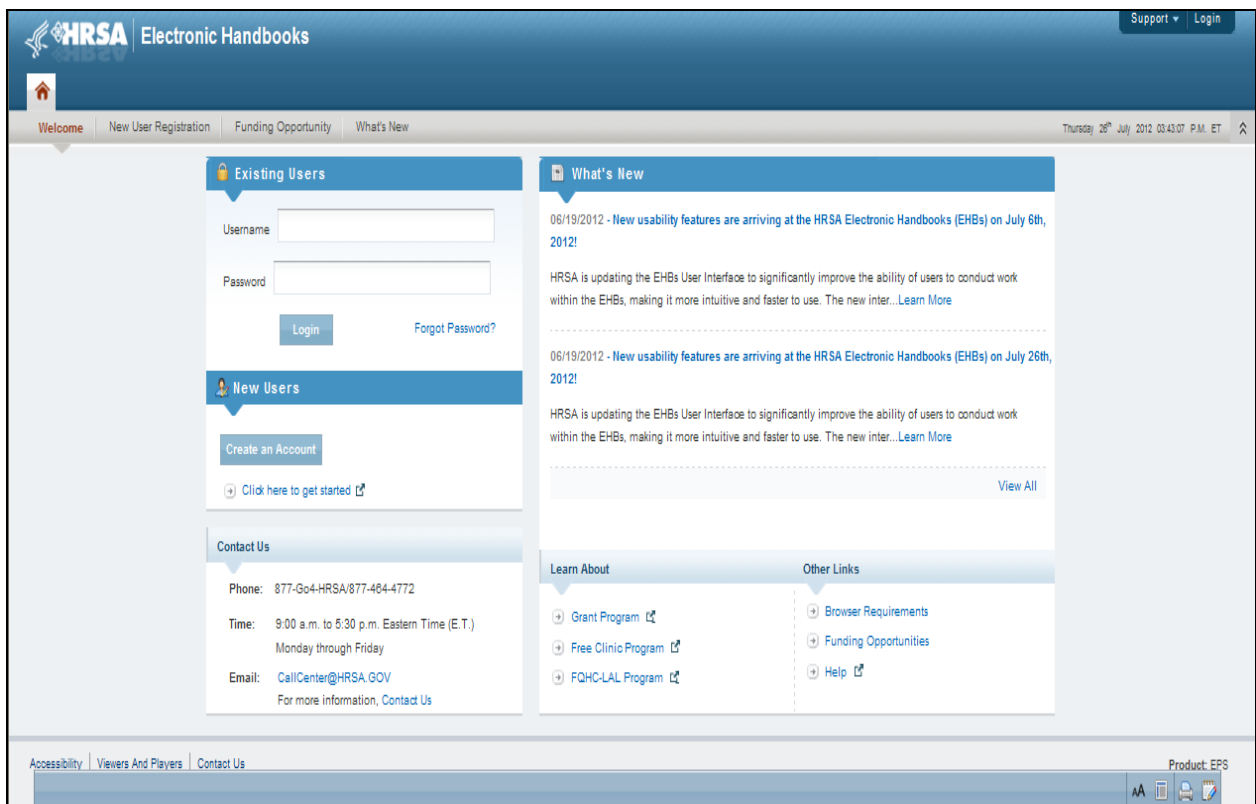
1.1 Grantee Login (How to Access and Use PIMS)

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' text are visible, along with 'Support' and 'Login' links. A navigation bar below contains 'Welcome', 'New User Registration', 'Funding Opportunity', and 'What's New'. The main content area is divided into several sections:

- Existing Users:** A login form with 'Username' (containing 'SMPaCe') and 'Password' (masked with dots) fields. A blue 'Login' button is circled in orange, and a 'Forgot Password?' link is adjacent to it.
- New Users:** A section with a 'Create an Account' button and a 'Click here to get started' link.
- 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 'Contact Us' link is provided for more information.
- What's New:** A news section with two updates dated 06/19/2012 regarding new usability features arriving on July 6th and July 26th, 2012. Each update includes a 'Learn More' link.
- Learn About / Other Links:** A section with links for 'Grant Program', 'Free Clinic Program', 'FQHC-LAL Program', 'Browser Requirements', 'Funding Opportunities', and 'Help'.

The 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'. The 'Grants' tab is highlighted with a yellow arrow. 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”

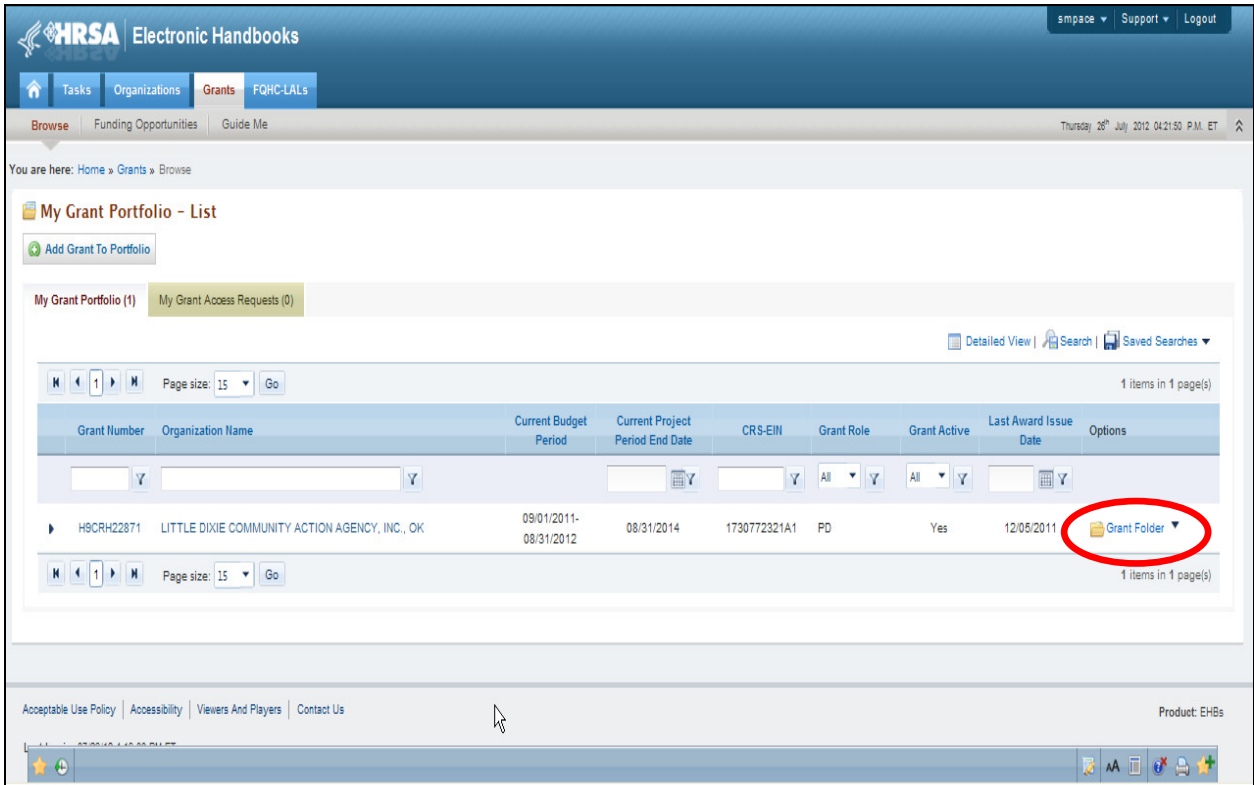
The screenshot shows the HRSA Electronic Handbooks 'My Grant Portfolio - List' page. The 'Grants' tab is selected. The page displays a table of grant information. The table has the following columns: Grant Number, Organization Name, Current Budget Period, Current Project Period End Date, CRS-EIN, Grant Role, Grant Active, Last Award Issue Date, and Options. The table contains one row of data:

Grant Number	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

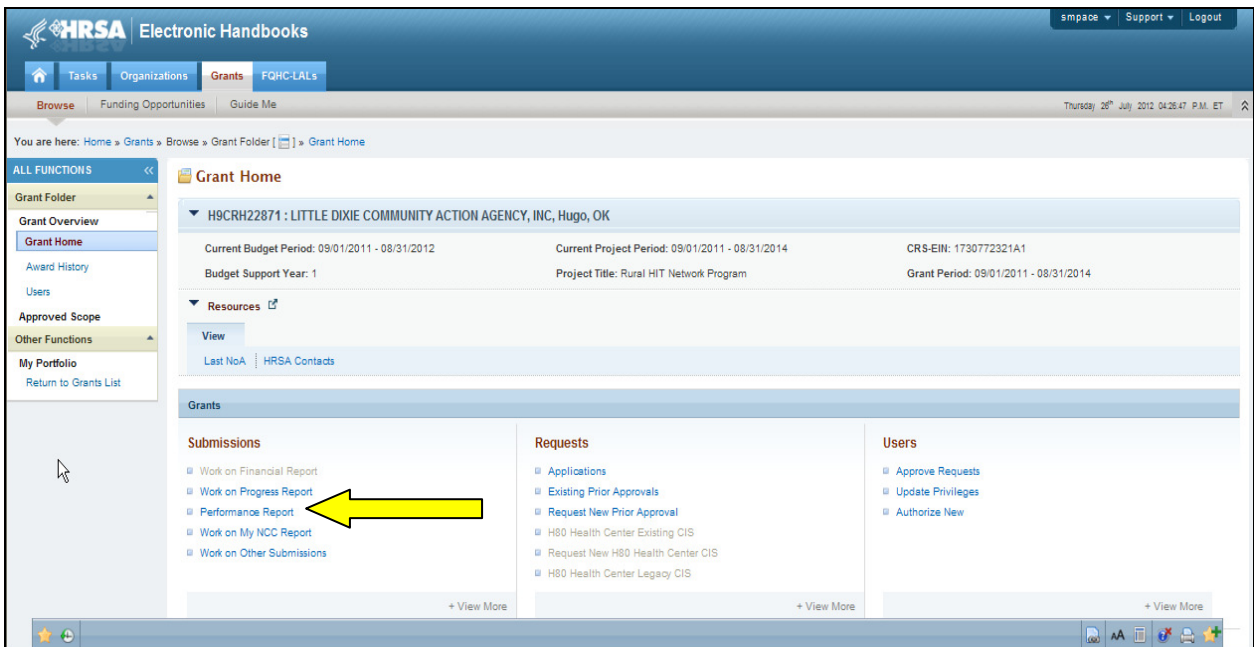
The page also includes a search bar, a 'Detailed View' link, and a 'Saved Searches' dropdown. The footer contains links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with 'Product: EHBs'.

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.

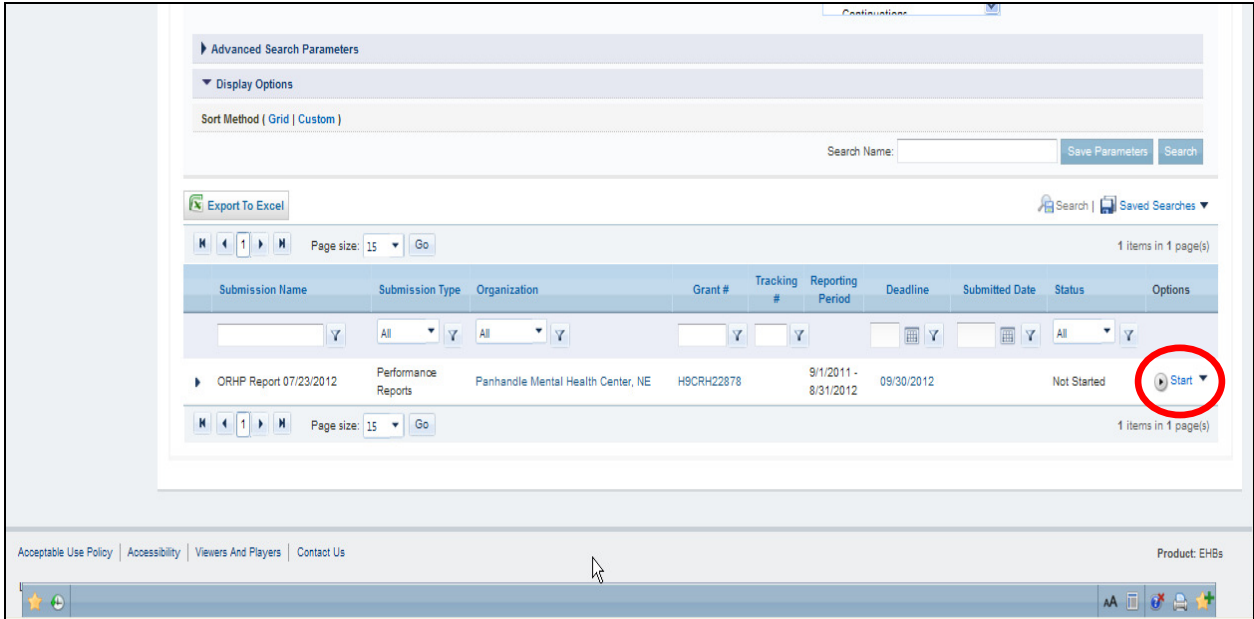


This brings you to the “Grant Home” page. Click on the “Performance Report” link.



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.

