

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.

TABLE OF CONTENTS

1	Grantee Functions in PIMS	2
1.1	Grantee Login (How to Access).....	2

1 Grantee Functions in PIMS

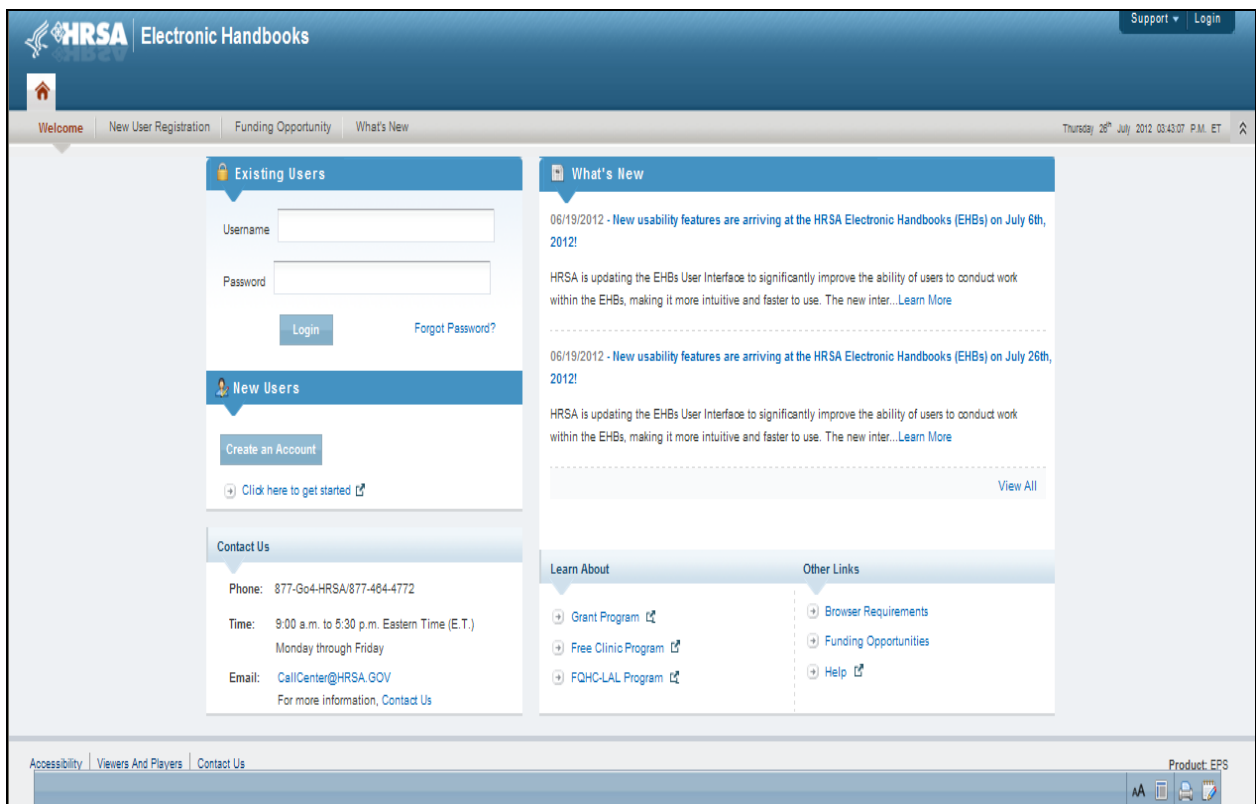
1.1 Grantee Login (How to Access and Use PIMS)

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 two news items and 'Other Links' for various programs and help. The footer includes '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. At the top, there is a navigation bar with tabs for 'Tasks', 'Organizations', 'Grants', and 'FQHC-LALs'. The 'Grants' tab is highlighted with a yellow arrow. Below the navigation bar, there is a 'Welcome' message and a 'Getting Started with the Handbooks' section. 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 several categories with counts: '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 a message: 'No items are available at this time'. At the bottom of the page, there are links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with the 'Product: EPS' and 'Last Login: 07/28/12 3:44:00 PM ET'.

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 with 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 single grant entry is visible for H9CRH22871. The table is filtered to show 1 item in 1 page(s). At the bottom of the page, there are links for 'Acceptable Use Policy', 'Accessibility', 'Viewers And Players', and 'Contact Us', along with the 'Product: EHBs'.

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

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.

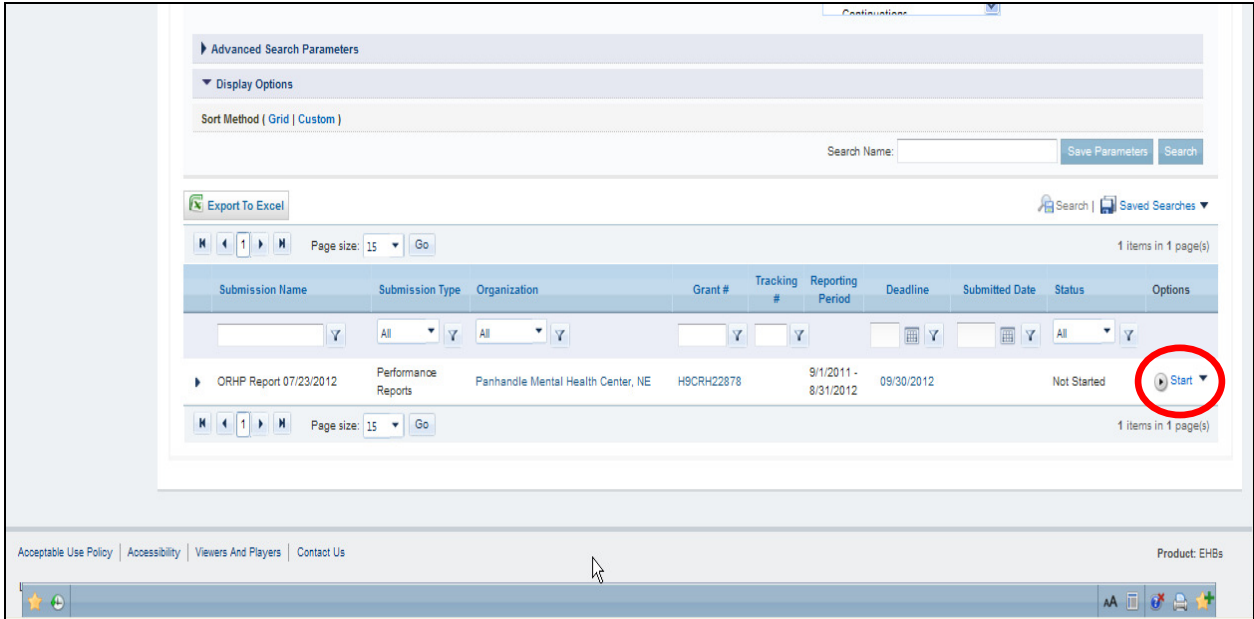
The screenshot shows the HRSA Electronic Handbooks interface. The main content area is titled "My Grant Portfolio - List". Below the title, there is a table with columns: Grant Number, Organization Name, Current Budget Period, Current Project Period End Date, CRS-EIN, Grant Role, Grant Active, Last Award Issue Date, and Options. The first row of data is for grant H9CRH22871, awarded to LITTLE DIXIE COMMUNITY ACTION AGENCY, INC., OK. The "Options" column for this grant contains a "Grant Folder" link, which is circled in red. The page also includes navigation controls like "Page size: 15" and "Go".

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

The screenshot shows the "Grant Home" page for grant H9CRH22871. The page is divided into several sections. On the left, there is a navigation menu with "Grant Home" selected. The main content area displays grant details: "H9CRH22871 : LITTLE DIXIE COMMUNITY ACTION AGENCY, INC, Hugo, OK". Below this, there are sections for "Resources" (View, Last NoA, HRSA Contacts) and "Grants". The "Grants" section is further divided into "Submissions", "Requests", and "Users". In the "Submissions" section, the "Performance Report" link is highlighted with a yellow arrow. Other links in "Submissions" include "Work on Financial Report", "Work on Progress Report", "Work on My NCC Report", and "Work on Other Submissions".

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.

