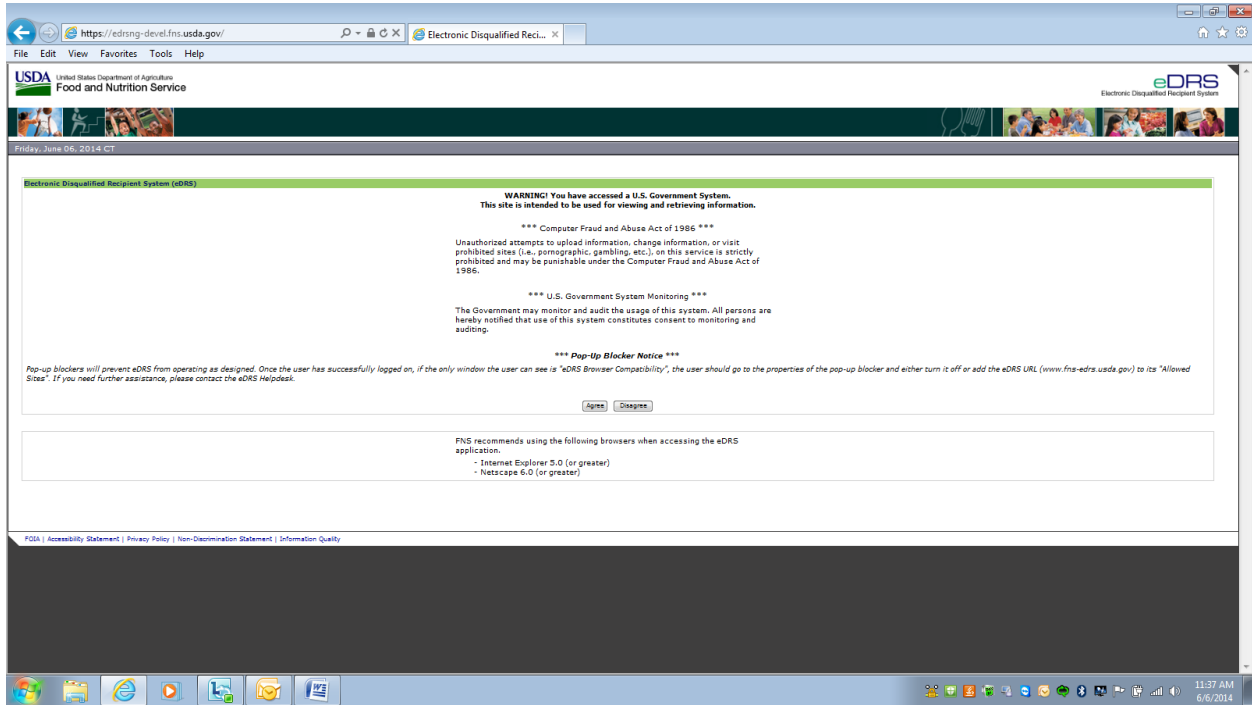
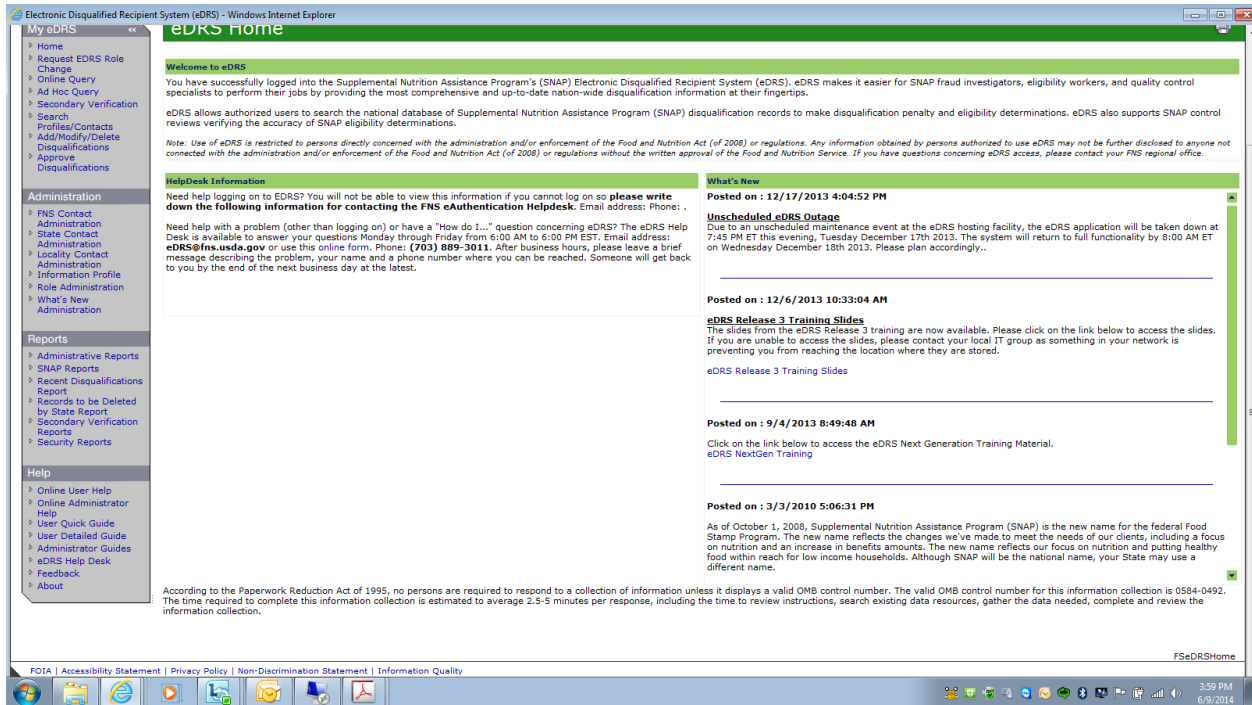


# eDRS Screenshots:

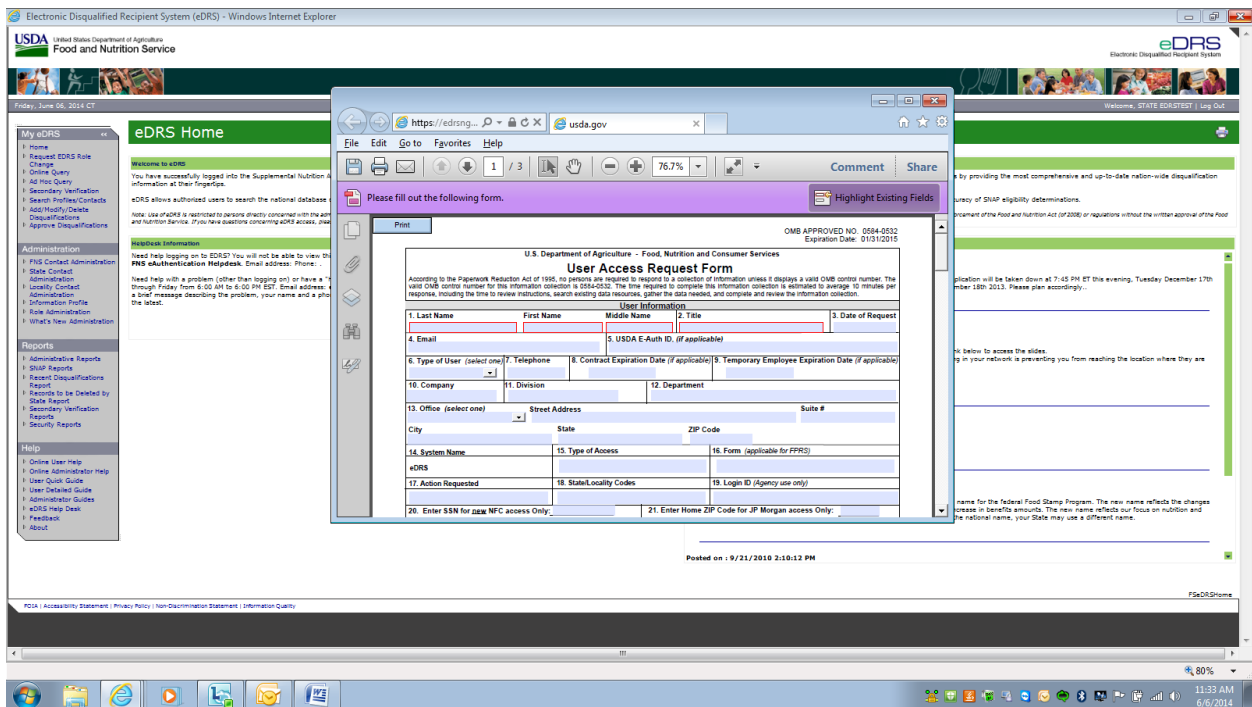
eDRS Welcome Screen (before being redirected to Home page)



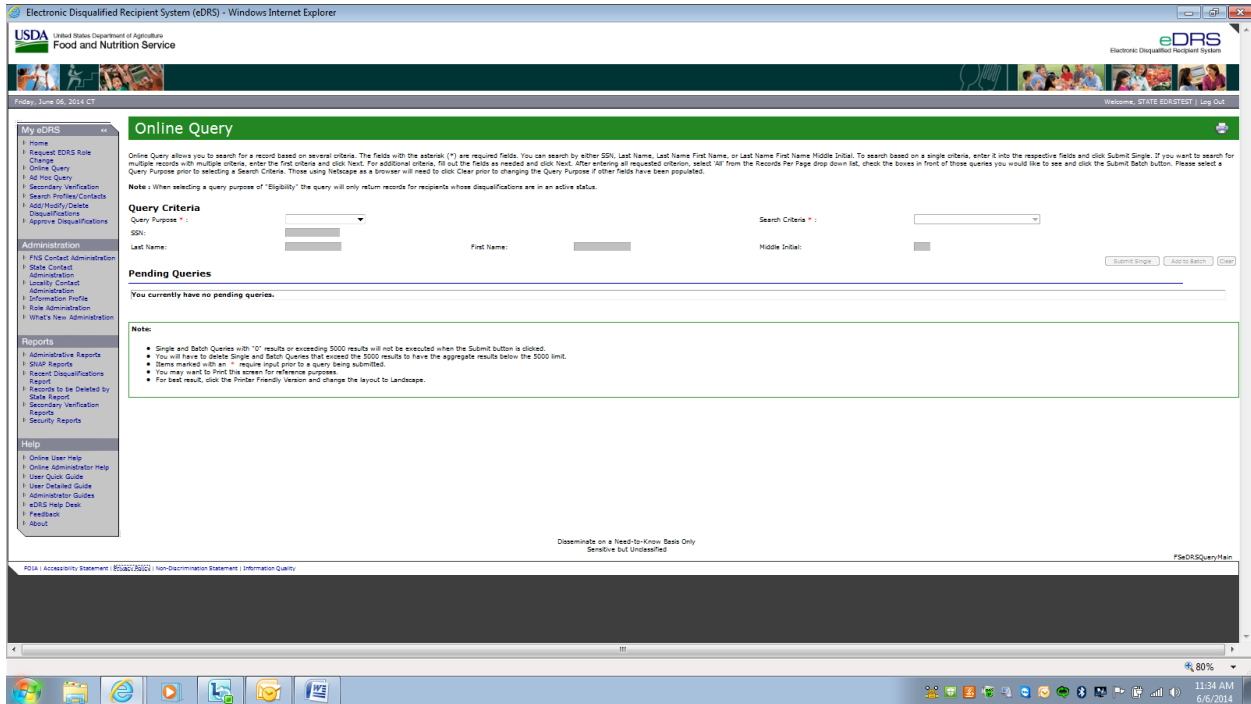
My eDRS - Home



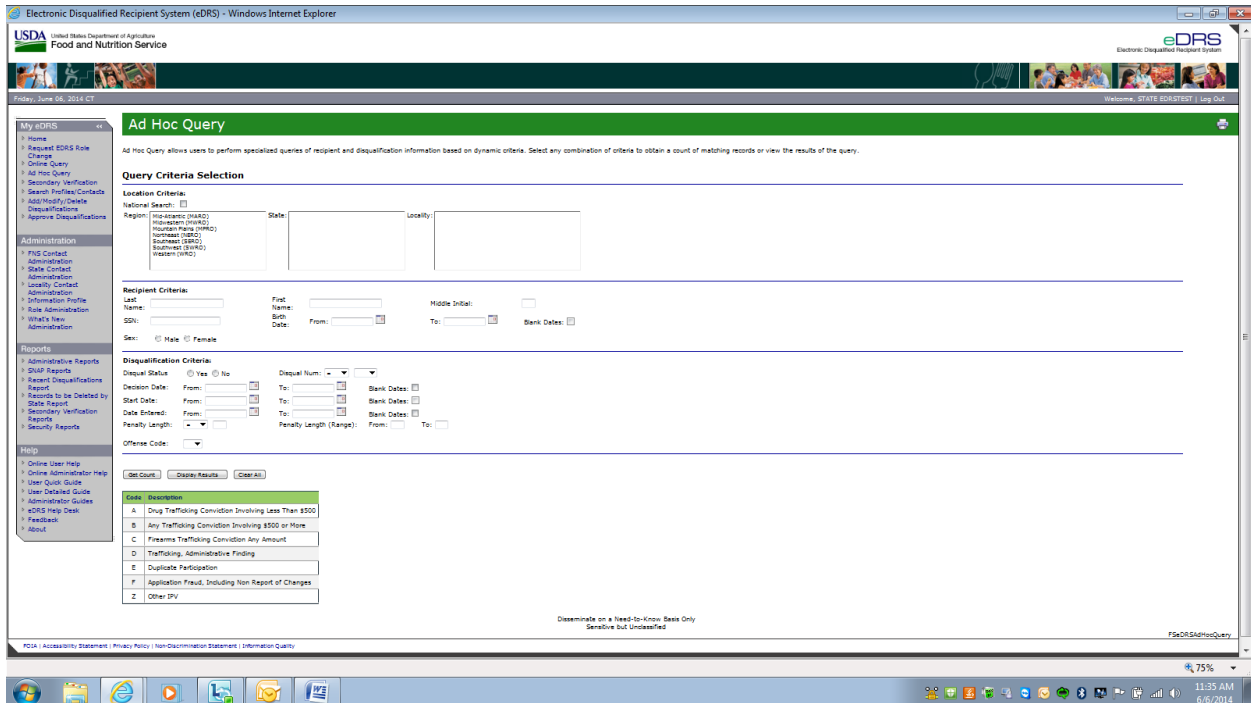
My eDRS – Request eDRS Role Change (this just creates a pop up of the 674 form – whatever other page you were on before clicking this link in the menu, will be displayed behind it)



# My eDRS - Online Query



# My eDRS - Ad Hoc Query



## My eDRS - Secondary Verification

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture  
Food and Nutrition Service

Electronic Disqualified Recipient System

Friday, June 06, 2014 CT

Welcome, STATE EDRSTEST | Log Out

### Secondary Verification

The Secondary Verification Screen lists verification records by Verification Tracking number. The record details can be viewed by clicking on the Verification Tracking number.

Requests

Requestor

Records per page	Verification Tracking #	Status	Version	Localities	Last Modified
1	843	New	Florida, Version 12/11/2013	BORSTEST, STATE	

Page 1 of 1

Disseminate on a Need-to-Know Basis Only  
Sensitive but Unclassified

FNSSecondaryVerList

## My eDRS - Search Profiles/ Contacts

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture  
Food and Nutrition Service

Electronic Disqualified Recipient System

Friday, June 06, 2014 CT

Welcome, STATE EDRSTEST | Log Out

### Search Profiles/Contacts

Please select a region to view a list of contacts for a specific geographic location.  
You may also select a state or locality if you wish to narrow your search.

Note: \* indicates a required field.

FNS \*      State      Locality

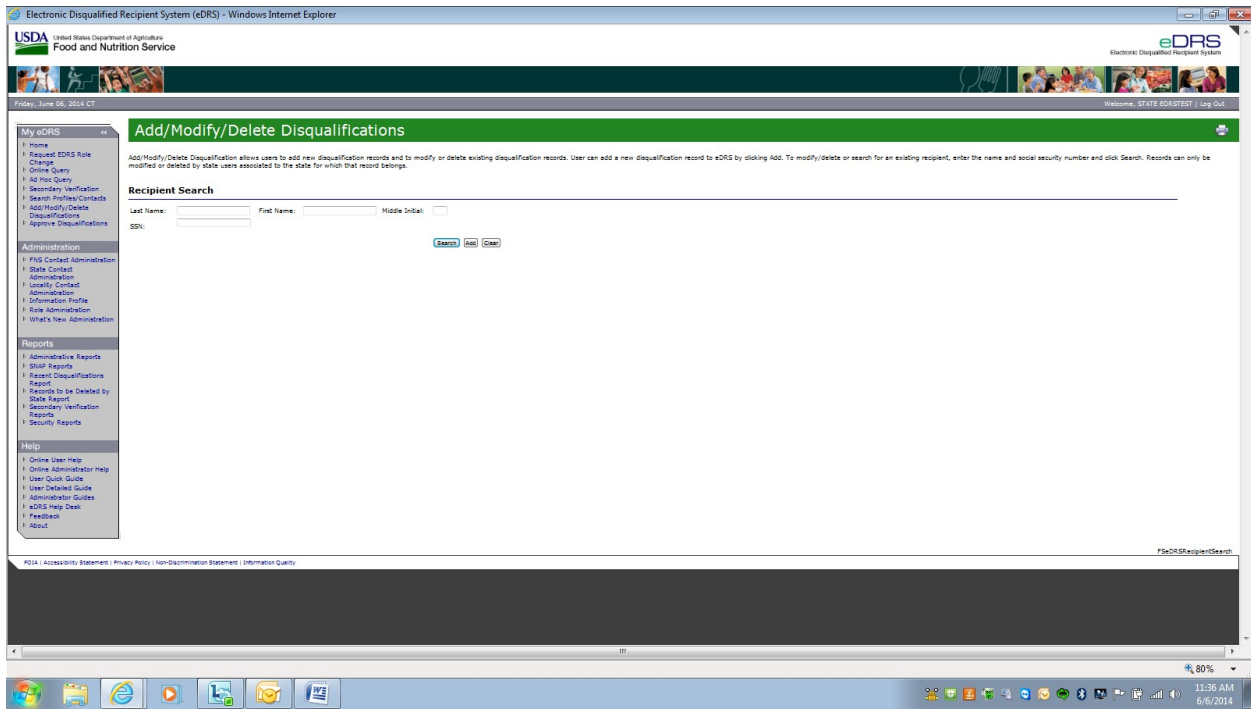
Select All Localities

Search    Clear

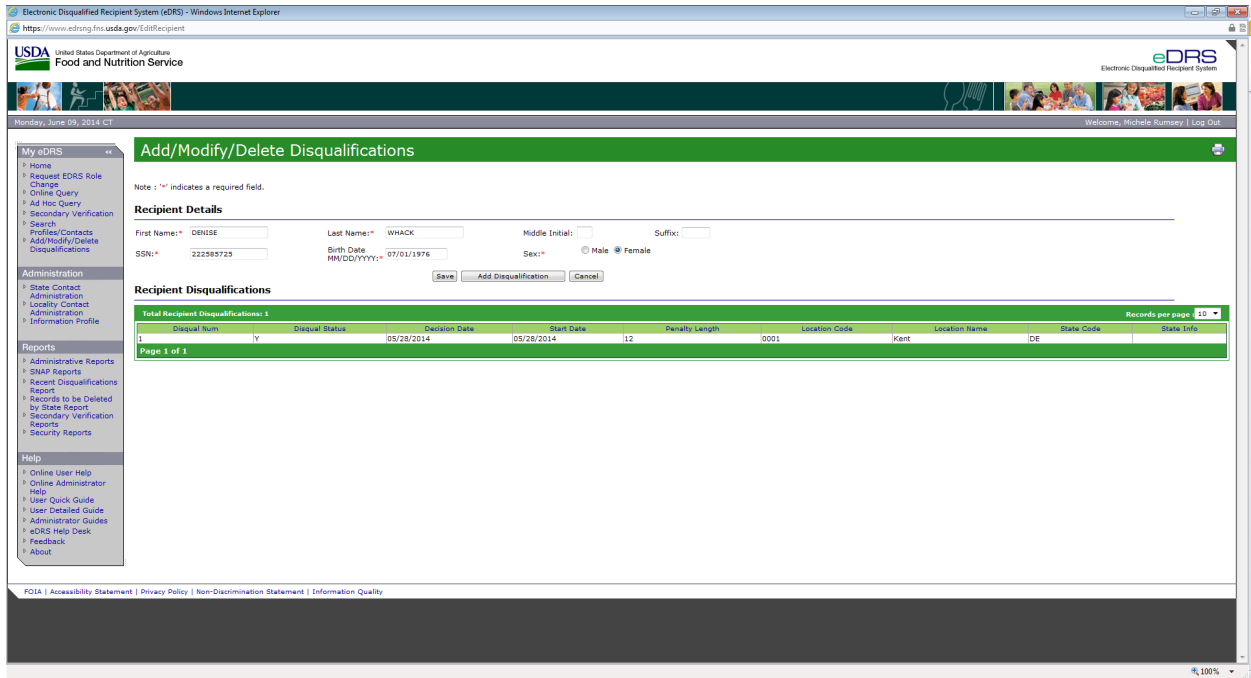
Disseminate on a Need-to-Know Basis Only  
Sensitive but Unclassified

FNSSearchContacts

## My eDRS - Add/ Modify/ Delete Disqualifications



## My eDRS – Approve Disqualifications



## Administration – FNS Contact Administration

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture Food and Nutrition Service

eDRS Electronic Disqualified Recipient System

Friday, June 06, 2014 11:40 AM Welcome, ADMIN EDRSTEST | Log Out

### FNS Contact Administration

The FNS Contact Search allows FNS Users to search contacts by FNS Contact Category.

#### FNS Contact Administration

FNS:  Contact Category:

Last Name:  First Name:

#### Search Results

2 Record(s) Found

Contact Name	Region	Contact Category	Phone	Email
Brown, Veronica	Headquarters (HQ)	SNAP Contact	4157051361	Veronica.Brown@fns.usda.gov
Mallard, Joel	Headquarters (HQ)	IT and Security Contact	7033051063	eDRSHelpDesk@AceInfoSolutions.com

Page 1 of 1

Records per page: 10

FS-eDRS-FNS-ContactManage

FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality

11:40 AM 6/6/2014

Administration – State Contact Administration

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture Food and Nutrition Service

Friday, June 06, 2014 CT

Welcome, STATE EDRSTEET | Log Out

### State Contact Administration

The State Contact Search allows Regional Users to search contacts by State and Contact Category.

#### State Contact Search

State:  Contact Category:

Last Name:  First Name:

#### Search Results - MARYLAND

3 Record(s) Found

Contact Name	State	Contact Category	Phone	Email
Altman, Judy	MARYLAND	SNAP Contact	4434234420	eDRSHelpDesk@AcaInfoSolutions.com
reddy, naveen	MARYLAND	SNAP Contact	7038893011	edrs@fns.usda.gov
Wilmer, Tama	MARYLAND	SNAP Contact	4108194494	eDRSHelpDesk@AcaInfoSolutions.com

Page 1 of 1

11:42 AM 6/6/2014

## Administration - Locality Contact Administration

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture Food and Nutrition Service

Friday, June 06, 2014 CT

Welcome, STATE EDRSTEET | Log Out

### Locality Contact Administration

The Locality Contact Search allows State Users to search contacts by Locality, Contact Type, Last Name and/or First Name. If you do not find the contact(s) you are looking for, that contact can be added by clicking on Add Contact directly from this screen.

#### Search Locality Contacts

State:  Locality:  Contact Type:

Last Name:  First Name:

#### Search Results

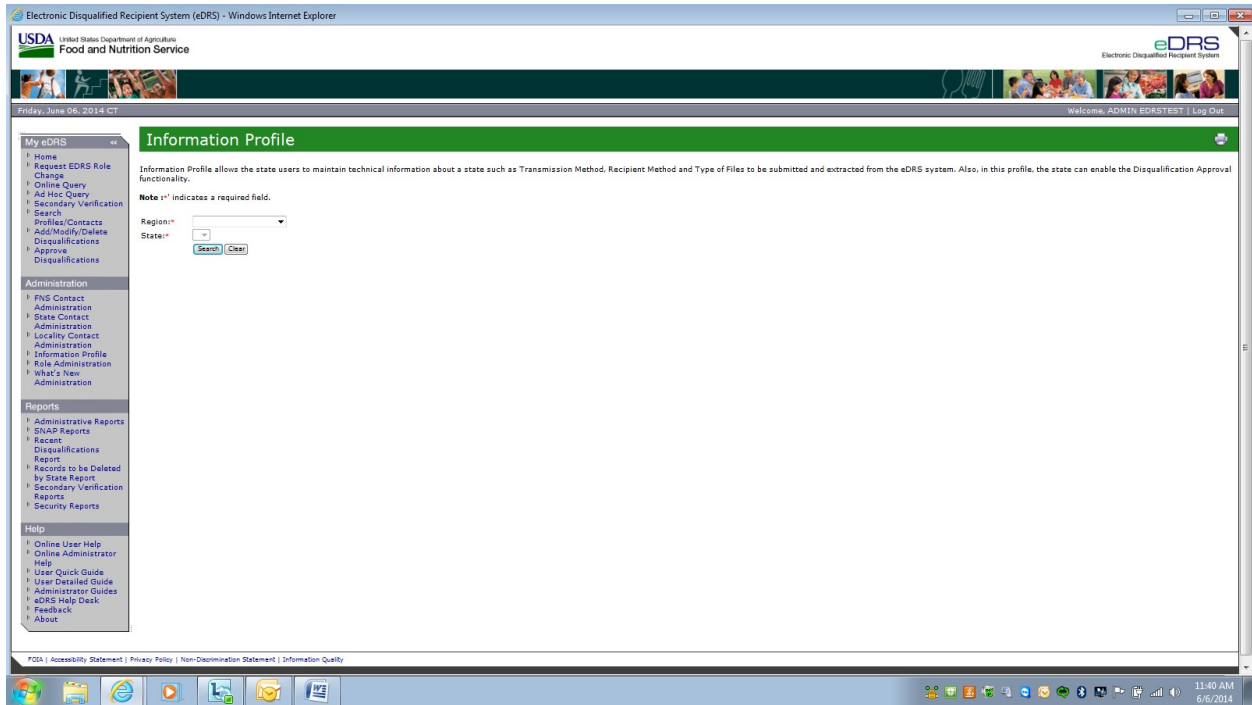
1 Record(s) Found

Name	Locality	Contact Type	Phone	Email
Kendall, Alma	Allegany County	Primary Locality Contact	4107847074	eDRSHelpDesk@AcaInfoSolutions.com

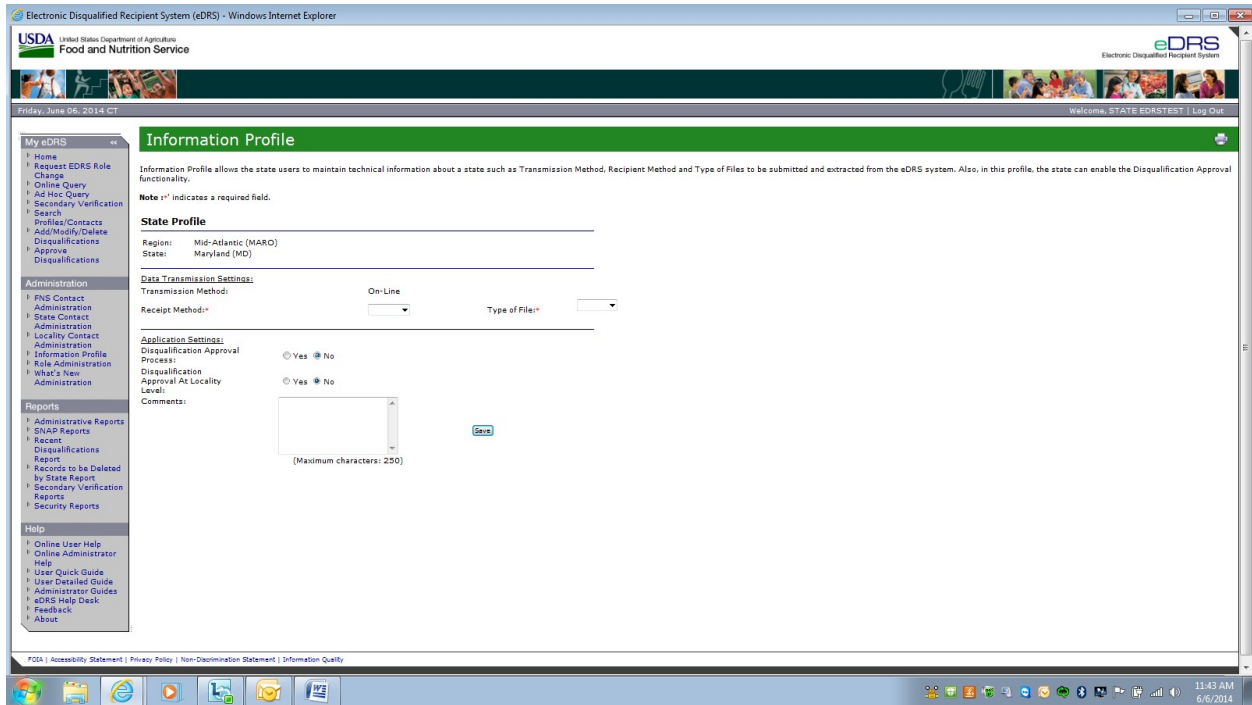
Page 1 of 1

11:42 AM 6/6/2014

## Administration - Information Profile



Administration – Information Profile (as state user)



Administration – Role Administration



**Role Administration**

The Role Administrator documents current roles, whether or not they are active, and a description of each role. The ability to add a role is also available from this page by clicking on the Add a Role button.

**Roles**

15 Record(s) Found

Role Name	Active?	Role Description
All Locality Disqual Approver	Yes	Users who can approve disqualifications for all localities in their state
Disqualification Records Approver	Yes	Disqualification Records Approver
Disqualification Records Submitter	Yes	Disqualification Records Submitter
e-DRS Query User	Yes	Query disqualifications and issue secondary verification requests to disqualifying State Agencies
FNS Contact Administrator	Yes	FNS Contact Administrator
FNS Security Officer	Yes	Add and modify user accounts and pull security reports
Helpdesk	Yes	Helpdesk account admin
National Coordinator	Yes	National Coordinator
Non-Participating State Administrator	Yes	For those states that do not participate in eDRS, but still need some level of access
Regional Coordinator	Yes	Verify user account request details and approve user account requests

Page 1 of 2    Jump to page: 1 2

Administration - What's New Administration → Cannot retrieve, this page is in the process of being converted to the new eDRS Contractor.

### Reports Box - Administrative Reports

**Administrative Reports**

**Select Administrative Report Details**

To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop-ups. If you are using a windows pop-up blocker, please disable it while you are using this site.

Notice: Version 6.0.0 of Adobe Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.

Download Acrobat® Reader® software to view PDF Files here.

Note : '\*' indicates a required field.

**Report Type:** Administrative Report

**Select All Regions:**

**FNS: \*** Headquarters (HQ), Mid-Atlantic (MARO), Midwestern (MWRQ), Mountain Plains (MPRO), Northeast (NERO), Southeast (SERO), Southwest (SWRO), Western (WRO)

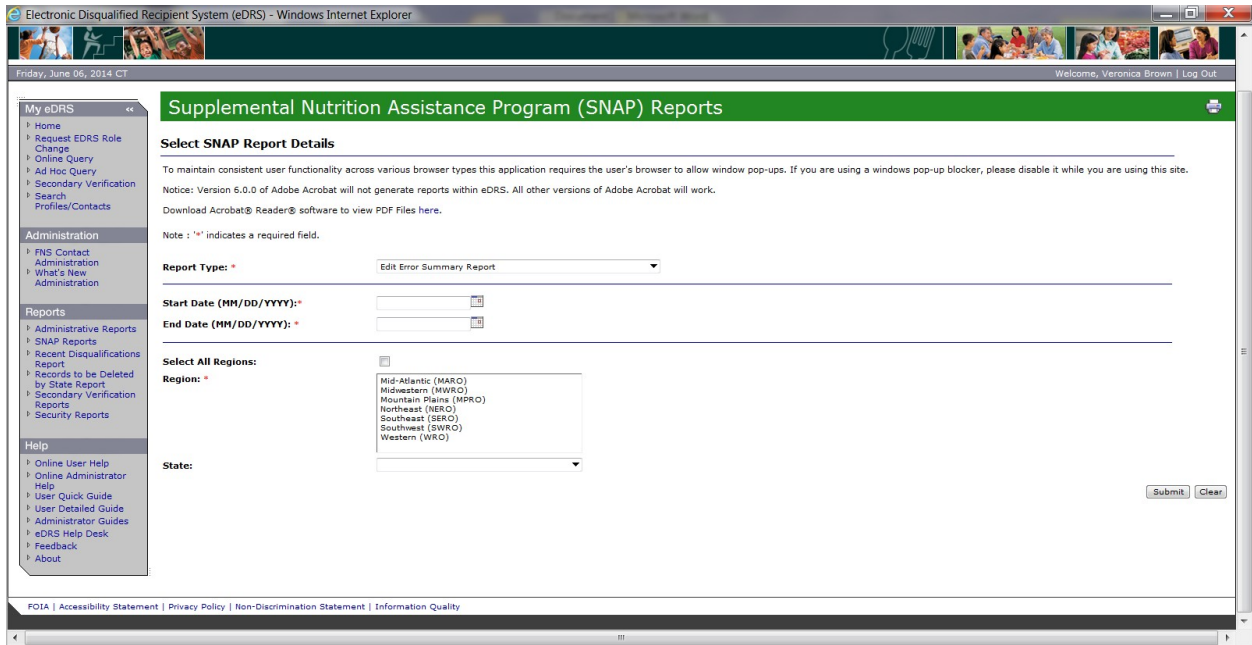
**State:** [Dropdown]

**Locality:** [Dropdown]

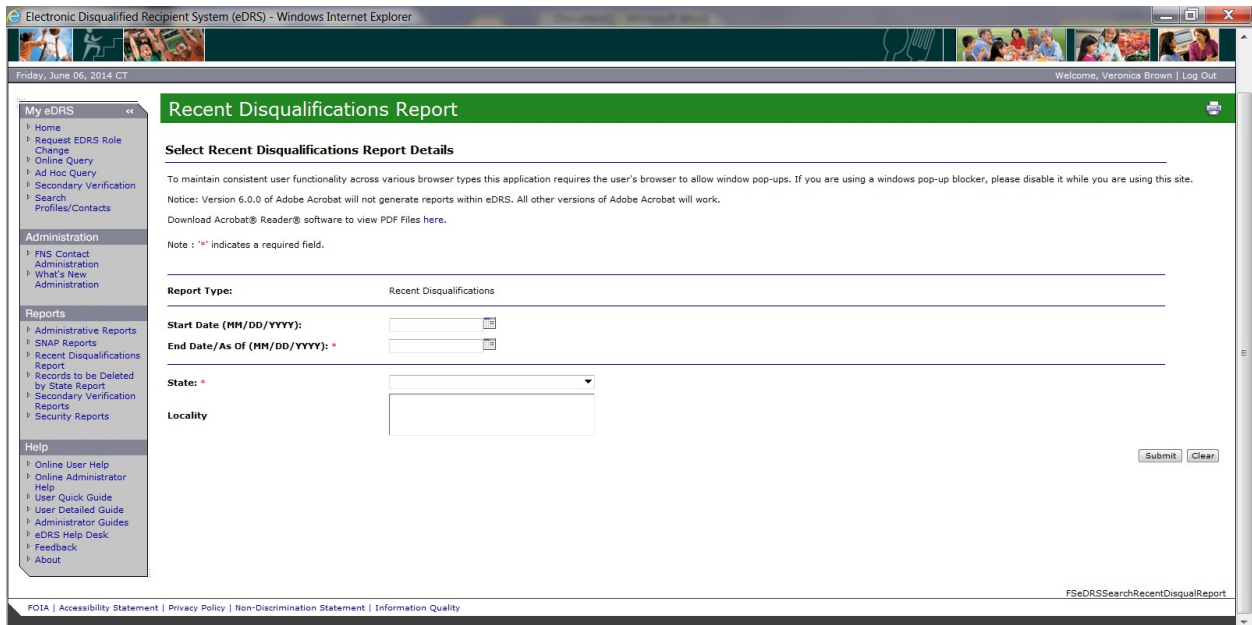
**Select Role:** All Locality Disqual Approver

Submit Clear

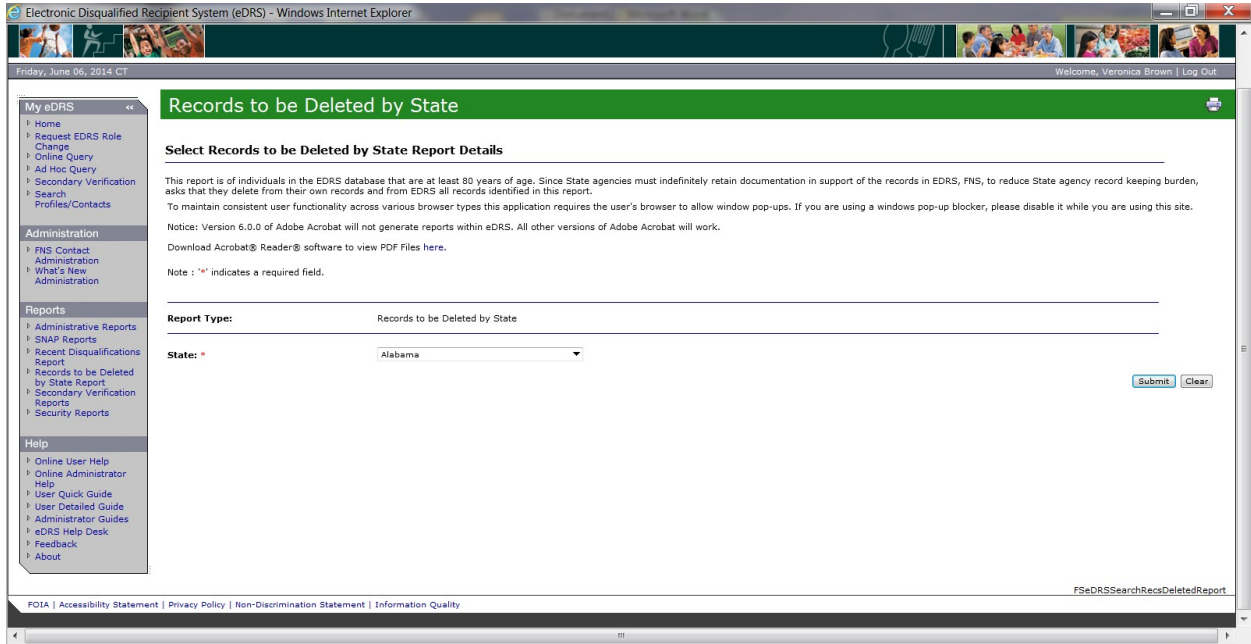
Reports Box - SNAP Report Details can be selected here:



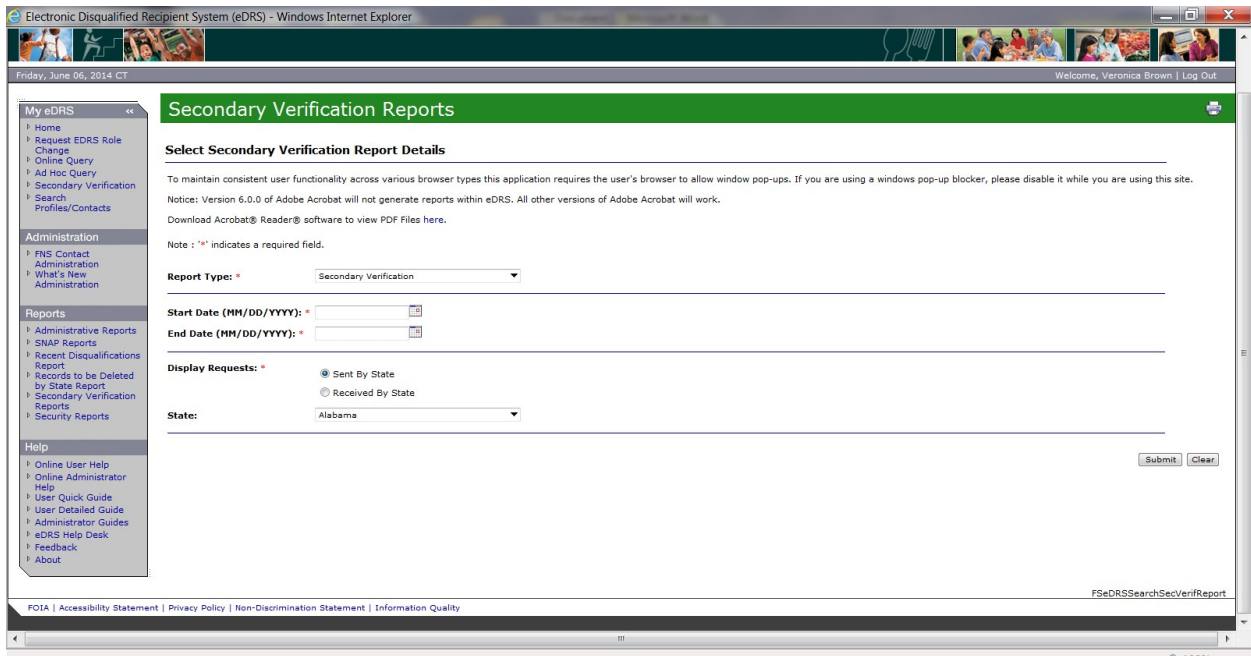
Reports Box - The Recent Disqualification report allows you to determine all DQs for a specific time period within a State:



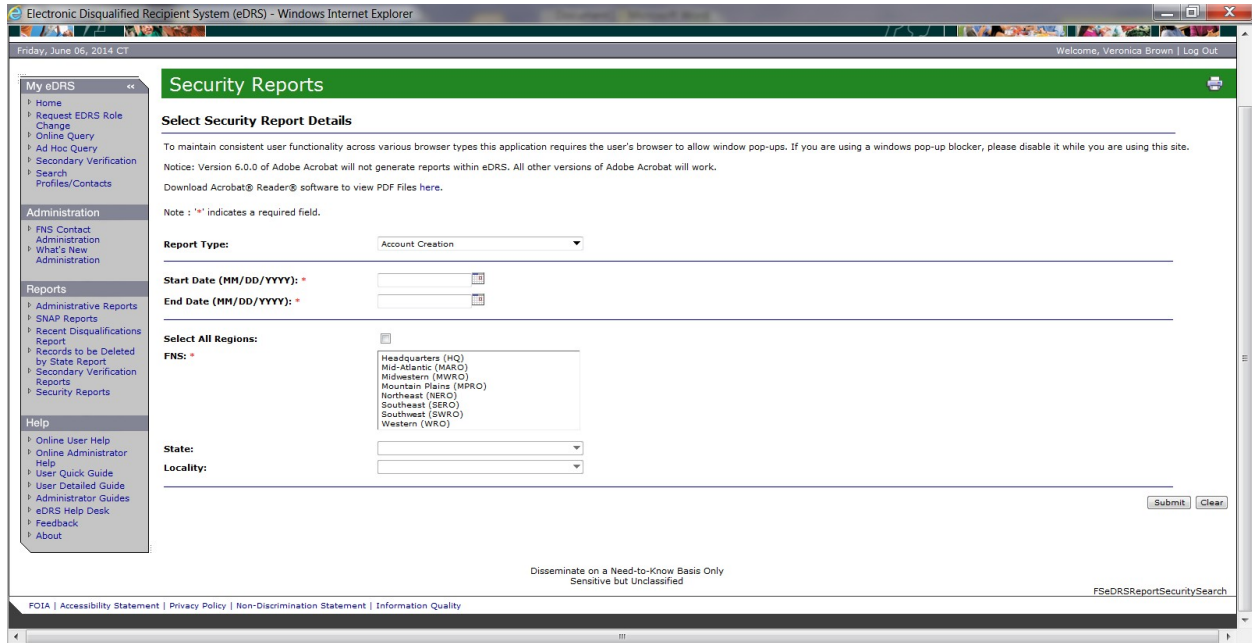
Reports Box - Records to be deleted by States: Notes all records that a State must delete due to regulation requirements:



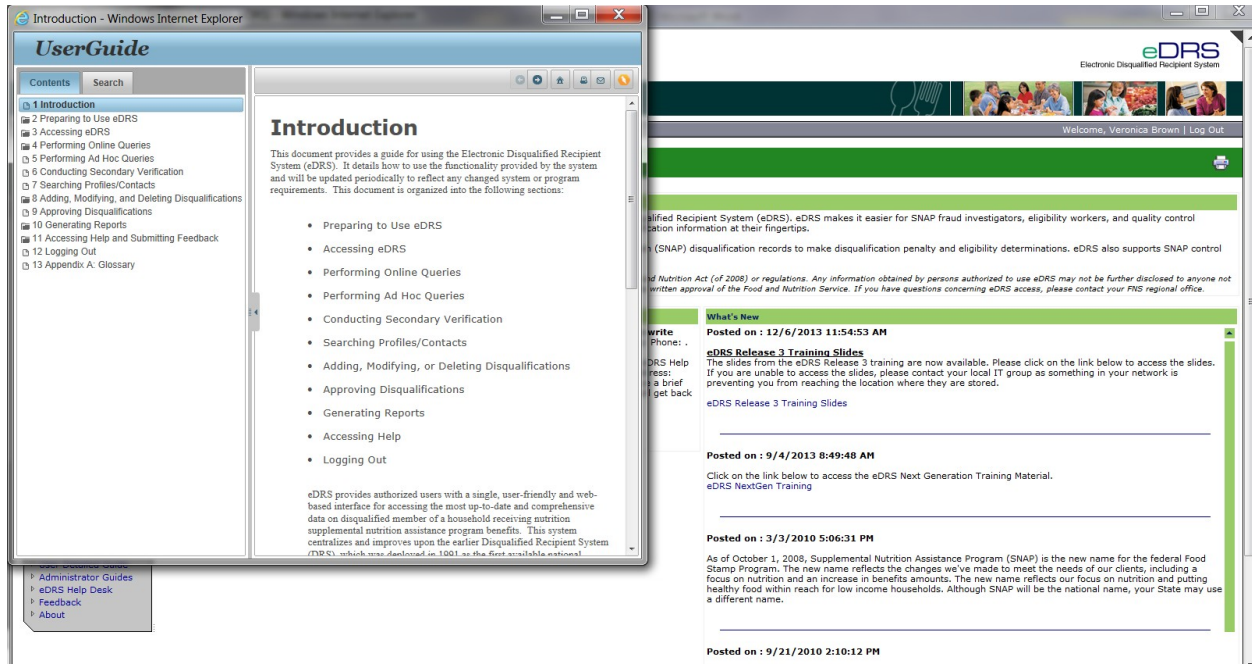
Reports Box - Advises States of who to contact in order to verify the accuracy of a record prior to taking any action against a client:

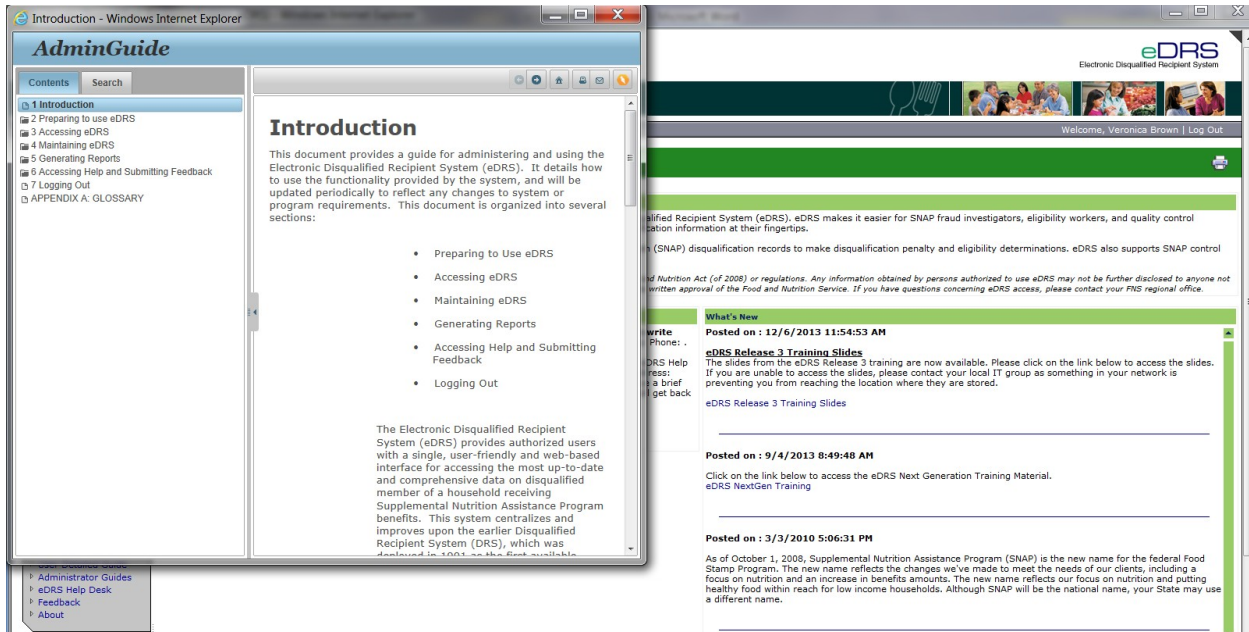


Reports Box - Security Reports allow the Administrators to track system user activities for deactivation, session duration, user account, user inactivity, and user search:

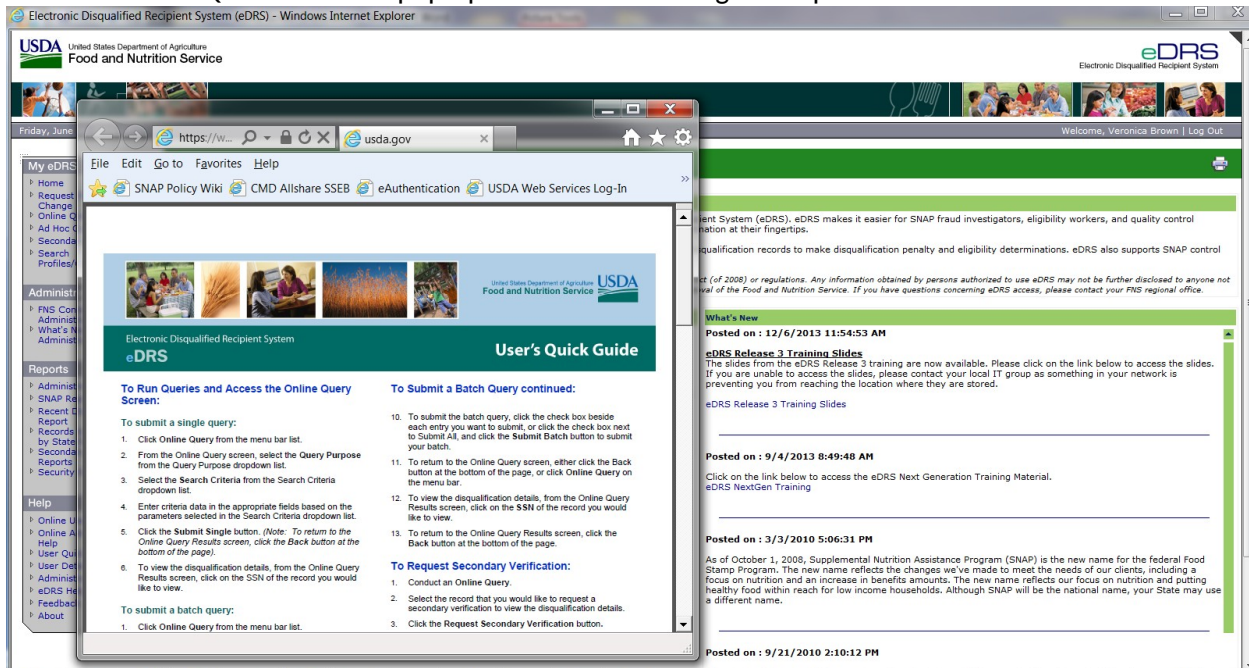


HELP Box - Online User Help and Online Administrator Help are pop-up windows that appear over the Home page...they are the same as the User and Administrator PDF guides provided as an attachment to the screenshots:

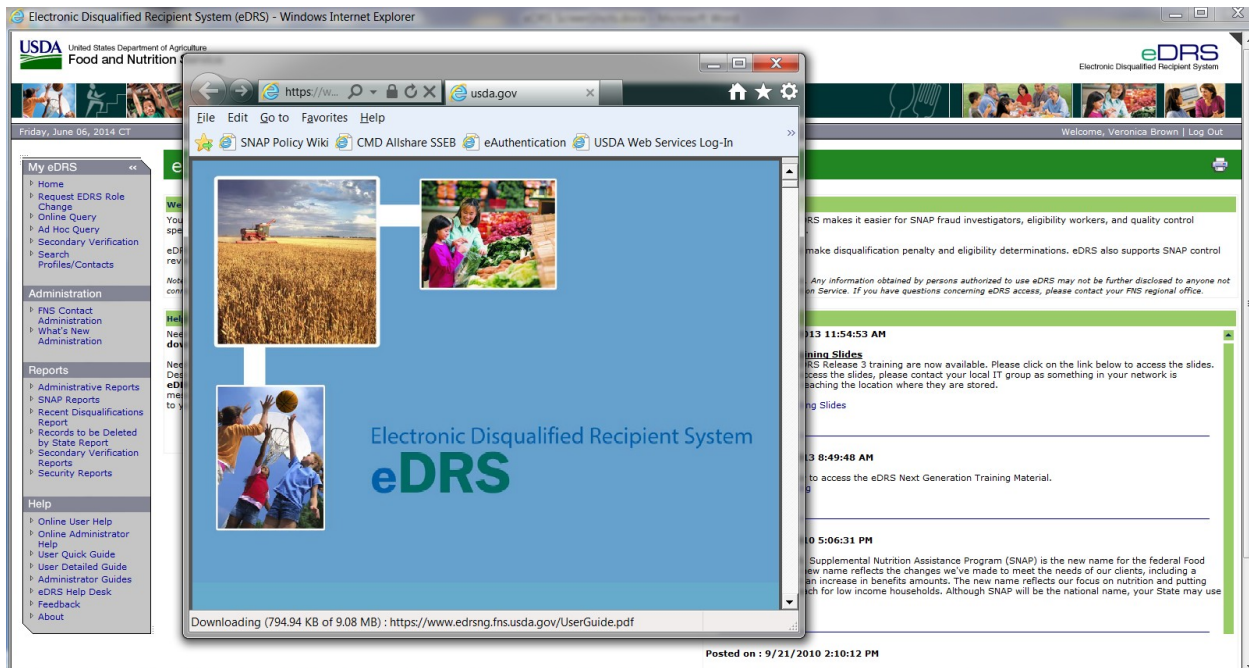




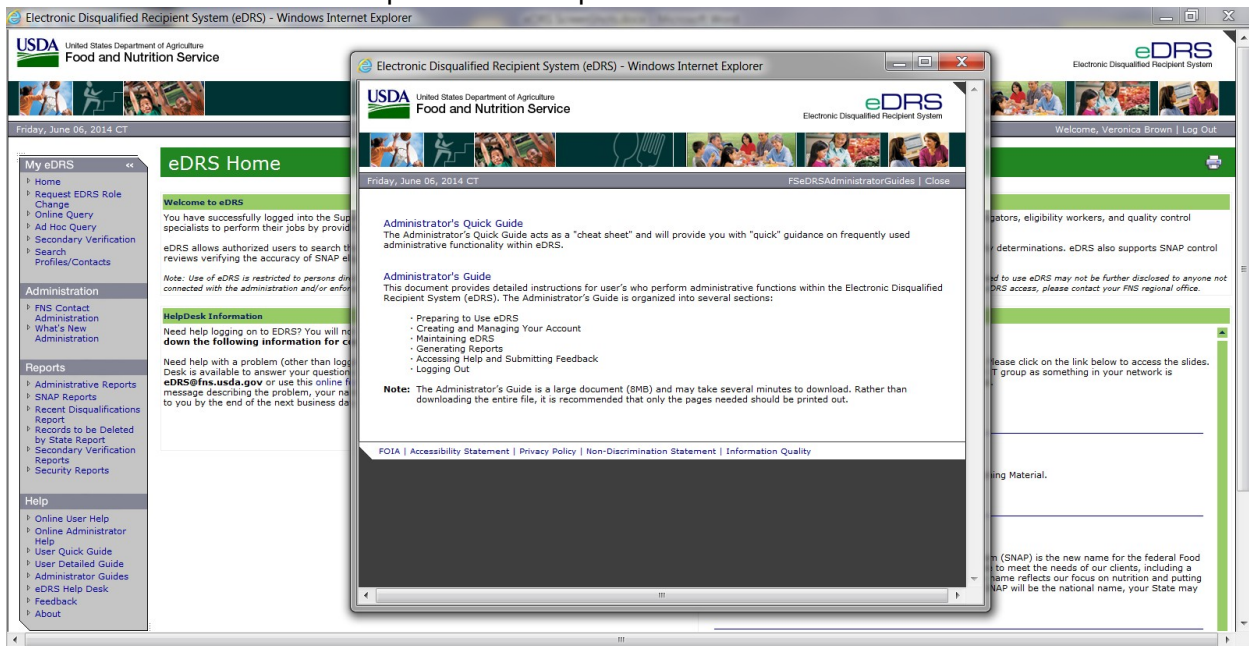
HELP Box - User Quick Guide is a pop-up window the entire guide is provided as an attachment:



HELP Box - User Detailed Guide is a 95 page pop-up window...the entire guide is downloadable and is being provided as an attachment:



HELP Box - The Administrator's Guides are a pop-up window over the home page...the pop-up window has two hyperlinks: Administrator's Quick Guide and Administrator's Guide. These links are downloadable into PDF and are provided as a separate attachment:



HELP Box - The eDRS HelpDesk allows Users to contact the HelpDesk with a question:

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture Food and Nutrition Service

eDRS Electronic Disqualified Recipient System

Friday, June 06, 2014 CT

Welcome, Veronica Brown | Log Out

**eDRS Help Desk**

Hours of Operation: 8:30 A.M. to 5 P.M. EST Monday thru Friday  
 Phone: (703) 889-3011  
 e-Mail: eDRS@fns.usda.gov

Please use the form below to submit your comments to the eDRS help desk.

Name:

e-Mail:

Phone:

Select Your Problem Area:  Can't Retrieve Reports  Can't Access Menus  
 Can't Perform Queries  Other

Problem:

Additional Information:

**My eDRS**

- Home
- Request EDRS Role Change
- Online Query
- Ad Hoc Query
- Secondary Verification
- Search Profiles/Contacts

**Administration**

- FNS Contact Administration
- What's New Administration

**Reports**

- Administrative Reports
- SNAP Reports
- Recent Disqualifications Report
- Records to be Deleted by State Report
- Secondary Verification Reports
- Security Reports

**Help**

- Online User Help
- Online Administrator Help
- User Quick Guide
- User Detailed Guide
- Administrator Guides
- eDRS Help Desk
- Feedback
- About

**HELP Box - The eDRS Feedback site allows Users to give feedback:**

Electronic Disqualified Recipient System (eDRS) - Windows Internet Explorer

USDA United States Department of Agriculture Food and Nutrition Service

eDRS Electronic Disqualified Recipient System

Friday, June 06, 2014 CT

Welcome, Veronica Brown | Log Out

**eDRS Feedback**

Hours of Operation: 8:30 A.M. to 5 P.M. EST Monday thru Friday  
 Phone: (703) 889-3011  
 e-Mail: eDRS@fns.usda.gov

Please use the form below to provide feedback on eDRS.

Name:

e-Mail:

Phone:

Feedback:

**My eDRS**

- Home
- Request EDRS Role Change
- Online Query
- Ad Hoc Query
- Secondary Verification
- Search Profiles/Contacts

**Administration**

- FNS Contact Administration
- What's New Administration

**Reports**

- Administrative Reports
- SNAP Reports
- Recent Disqualifications Report
- Records to be Deleted by State Report
- Secondary Verification Reports
- Security Reports

**Help**

- Online User Help
- Online Administrator Help
- User Quick Guide
- User Detailed Guide
- Administrator Guides
- eDRS Help Desk
- Feedback
- About

HELP Box - About is a pop-up window on the Home Page:

