To Assign FNS Contacts:

To assign existing users as FNS Contacts:

1. Click **FNS Contact Administration,** under **Administration**, in the left menu bar.
2. Click **Add New Contact** button on the State Contact Administration Screen.
3. Click on a **Name** in the search results or type the **Last Name** and **First Name** and Click **Search**.
4. Select the **Contact Type, Title,** and **Program/Division**.
5. Click **Save** button.

To assign non users as FNS Contacts:

1. Click **FNS Contact Administration,** under **Administration**, in the gray menu bar.
2. Click **Add New Contact** button on the State Contact Administration Screen.
3. Click **Add a Non User**.
4. Complete all of the required fields.
5. Click **Save** button.

To Assign State Contacts:

To assign existing users as State Contacts:

1. Click **State Contact Administration,** under **Administration**, in the left menu bar.
2. Click **Add New Contact** button on the State Contact Administration Screen.
3. Click on a **Name** in the search results or type the **Last Name** and **First Name** and Click **Search**.
4. Select the **Contact Type, Title,** and **Program/Division**.
5. Click **Save** button.

To assign non users as State Contacts:

1. Click **State Contact Administration,** under **Administration**, in the left menu bar.
2. Click **Add New Contact** button on the State Contact Administration Screen.
3. Click **Add a Non User**.
4. Complete all of the required fields.
5. Click **Save** button.

To Assign Locality Contacts

1. Click **Locality Contact Administration,** under **Administration**, in the left menu bar.
2. Click **Add Contact** button on the State Contact Administration Screen.
3. Click on a **Name** in the search results or type the **Last Name** and **First Name** and Click **Search**.
4. Select the **Locality** and **Contact Type**.
5. Click **Save** button.

Note: Locality Contacts assigned online must be users of the system.

To Modify the Information Profile:

1. Click on **Information Profile** under Reports on the left menu bar.
2. To modify the **State's Information Profile**, select the **Transmission Method**, **Database Structure**, **Receipt Method** and **Type of File**. By selecting or changing a state's information profile, the methods that a state interacts with eDRS does not change. At this time these selections are for informational purposes only.
3. Select Approval Process Yes or No. The Approval Process defaults to "No" A state only needs to change the selection if they want to turn the approval process on or have decided to turn it off after already selecting "Yes."
4. Select Approval Process at Locality Level Yes or No. The system defaults to "No" allowing the process to be conducted at the state level. Select "Yes" to change the process to be conducted at the state level.
5. For Non-Participating States, select Online Contact Management Yes or No. This allows you to manage online state contacts.
6. For Non-Participating States, the Date of Last Data Transmission, and Date File Retrieved fields are populated by the system and are not editable.
7. Click the **Save** button to update the profile.

Note: Those users with Regional access can modify the information profile for states within their region. Those users with State access can modify the information profile for their state only.

Electronic Disqualified Recipient System
eDRS

Administrator's Quick Guide

To Assign an Approver:

1. Click on **Approval Management** on the left menu bar under Administration.

2. Enter the name of the person you would like to assign as an Approver and click **Search**. You may narrow your search results by selecting an organization and/or locality.

3. From the Search Results screen, click the **Name** of the person you wish to assign as an approver.

4. To assign localities to the person, click the **Check Boxes** for each necessary locality.

5. When complete, click **Save**. A pop up box will appear asking: "The localities for this user will be modified. Do you wish to continue?"

6. Click **OK** to save and return to the Search Results screen. Click **Cancel** to return to the Assign Localities screen.

To Run Reports:

For Administrative, SNAP, Recent Disqualifications, Records to be Deleted by State, Secondary Verification and Security Reports

1. Click on the report name under Reports on the left menu bar.

2. Select the **Report Type** in the Report Type dropdown list.

3. Enter the **Start Date** for the data that will be included in the report, if required. *(Not used in all reports)*

4. Enter the **End Date** for the data that will be included in the report, if required. *(Not used in all reports)*

5. Select the **Region** for which you would like to run the report *(if required).*

To Run Reports Continued:

6. Select the **State** *(optional).*

7. Select the **Locality** *(optional).*

8. Select the **File Type** to indicate which format to be used to view the report.

9. Click the **Submit** button to view the report.

10. To clear the page and change parameters, click the **Clear** button.

Helpful Hints:

1. To access eDRS, you must have an eAuthentication ID with Level 2 access and an FNS Form-674 must be completed, submitted and approved.

2. Requesting additional roles requires the completion and resubmission of FNS Form 674.

3. Browser privacy setting must be set to allow pop-ups in order to access the system. Alternatively, the eDRS site can be added to the "Allowed sites" for your pop-up blocker.

4. JavaScript must be enabled.

5. To ensure that text is not cut off when printing reports, choose the landscape print layout.

To Contact the Help Desk:

eDRS Help Desk information:

Phone Number: (866) 557-8330, 8:00AM-8:00PM ET.

E-mail: eDRSHelpDesk@fns.usda.com

eAuthentication Help Desk information:

For password related questions contact the eAuthentication help desk

Phone: (800) 457-3642
E-mail: eAuthenticationHelpDesk@usda.gov