

2. Enter your New User's Information.

**Please note, the required fields are highlighted in red.

| | | | | | | | | | | |
|---|-----------------|------------|-----------|-------------|-------------|------------------|--------------|------------|-----------|-------|
| 4 | Required | Required | Required | | | Required | | | | |
| 5 | Email Address | First Name | Last Name | Middle Name | Credentials | Title | Work Phone | Cell Phone | View Only | Rater |
| 6 | user@sample.com | Bill | Jones | | RN | Nurse Supervisor | 800-555-1414 | | | x |

3. Review your data entry for each user. To ensure receipt of credentials, please verify the correct email address has been entered.

4. Submit the User Data Template

- a. If you are a Provider, submit your newly filled out User Data Template to your respective Gatekeeper by emailing them directly
- b. If you are a Gatekeeper, please follow the in-depth guide: *Reviewing User Data Templates Before Submitting to HRS Support*

Filling Out the HRST User Data Template To Update or Remove Users

1. Select your agency from the Provider dropdown menu.

**If you do not see your Provider agency, Stop Here.

**Please contact, pasupport@hrstonline.com to verify if your agency is in the system.

| | | | | | | | | | | |
|----|----------------------|------------|-----------|-------------|-------------|------------------|--------------|------------|-----------|-------|
| 1 | Provider | | | | | | | | | |
| 2 | Provider | | | | | | | | | |
| 3 | Happy Homes, LLC | | | | | | | | | |
| | PersonFirst Services | | | | | | | | | |
| | HHomes | | | | | | | | | |
| 4 | Required | Required | Required | | | Required | | | | |
| 5 | Email Address | First Name | Last Name | Middle Name | Credentials | Title | Work Phone | Cell Phone | View Only | Rater |
| 6 | user@sample.com | Bill | Jones | | RN | Nurse Supervisor | 800-555-1414 | | | x |
| 7 | | | | | | | | | | |
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2. **Enter or select the user's information** you wish to update or remove.

To ensure the best quality of service from both your Gatekeeper and HRS Support, keeping a saved running spreadsheet is recommended but not required

3. **To request an UPDATE** to an existing user
 - a. Locate the existing user on the User Data Template and make the changes needed in the same row.
 - b. After making changes, highlight the user's row in Yellow

| | | | | | | | | |
|---|----------------------|-------------------|------------------|--------------------|--------------------|---------------------|-------------------|-------------------|
| 4 | Required | Required | Required | | | Required | | |
| 5 | Email Address | First Name | Last Name | Middle Name | Credentials | Title | Work Phone | Cell Phone |
| 6 | user@sample.com | Bill | Jones | | RN | Director of Nursing | 800-555-1414 | |

4. **To request REMOVAL** of an existing user, highlight the user's row in Red

| | | | | | | | | |
|---|----------------------|-------------------|------------------|--------------------|--------------------|---------------------|-------------------|-------------------|
| 4 | Required | Required | Required | | | Required | | |
| 5 | Email Address | First Name | Last Name | Middle Name | Credentials | Title | Work Phone | Cell Phone |
| 6 | user@sample.com | Bill | Jones | | RN | Director of Nursing | 800-555-1414 | |

5. **Submit the User Data Template**

- a. If you are a Provider, submit your newly filled out User Data Template to your respective Gatekeeper by emailing them directly

If you are a Gatekeeper, please follow the in-depth guide: *Reviewing User Data Templates Before Submitting to HRS Support*