

Instructions for Submitting the Beacon Interim Report in EHB

A. Navigating to the Report

1. Log in to the EHB (<https://grants.hrsa.gov/webexternal/login.asp>).
2. Click the View Portfolio link in the left side menu.
3. Locate the H80 Grant Handbook in the Grants List and click Open Grant Handbook.
4. Once your H80 Grant is open, Click Other Submissions in the left side menu. All pending submissions will be listed on this page.
5. Locate the submission titled "Beacon Interim Report."

B. Completing Your Report

1. Click Start Submission (or Edit Submission if you are returning to a submission in progress) to open the Beacon Interim Report submission.
2. The submission will contain the report template grantees should use for completing the report.
3. In the Download Template section, click the Download link, and follow the instructions to save the Word template on your computer.
4. Follow the instructions provided within the Guidance Document to complete the report.
5. Upload the completed document into EHB by clicking Attach.
6. Click Browse to find the completed document on your computer and select your report.
7. Provide a description in the Description text box, if desired.
8. Once the attachment and the description text are completed, click Finished Attaching.
9. You will now see your attached document listed in the Attach Documents section.
10. In the bottom right corner, select Save and Continue.
11. You will be redirected to the submission overview screen.

C. Submitting Your Report

Your report is now complete and can be submitted to HRSA by completing the following steps:

1. From the Submission overview table, click Submit.
2. A confirmation screen will appear. Review the information to ensure it is correct and click Confirm and Submit to complete your submission.

D. Resources

- a. **Beacon Interim Progress Report program related questions:**
Contact Anna Poker at 301-443-1866 or at apoker@hrsa.gov
- b. **System issues and questions:**
Contact the BPHC Helpline
 1. Toll Free: 877-974-2742
 2. Email: bphchelpline@hrsa.gov
- c. **EHBs URL:** <https://grants.hrsa.gov/webexternal/login.asp>