Electronic Handbooks Overview

2025 HRSA Healthy Grants Workshop
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Vision: Healthy Communities, Healthy People

What is HRSA EHBs?

One-stop Grants Management online:

- Grant Applications
- Notices of Award
- Non-Competing Continuations, Prior Approval Requests, and other Post-Award Reports

Visit Electronic Handbooks (EHBs)
https://grants.hrsa.gov/EAuthNS/external/account/SignIn

EHBs Post Award Overview

EHBs Grantee Handbook allows award recipients to:

- View award history and past Notices of Award.
- Administer user access to grant.
- Monitor Post-Award activity schedule.
- Access Post-Award requirements such as Non-Competing Continuations and Performance Reports.

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Accessing HRSA EHBs

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All award recipients needing access to work on post award requests should register to EHBs.

- **Who within the recipient organization should register?**
  - Project Directors
  - Authorizing Official
  - Data Submitters for Post-Award reports

EHBs Registration

- To access the EHBs Applicants, Recipients, Service Providers, Consultants, and Technical Analysts (TAs) must use Login.gov and 2 Factor Authentication

- Your Login.gov account must be created with the same email address used to log into the EHBs

- If you already have a Login.gov account, you must ensure it is active and the same email address used to log into the EHBs

EHBs Registration (Continued)

- All organization registration requests must be reviewed and approved to access the organization's information in the EHBs.

- Users with the Primary Authorizing Official (AO) privileges (users with both the 'Manage Users' and 'Manage Organization Profile' privileges) will receive a task in the EHBs to review and approve or reject registration requests for their organization(s).

- If the organization does not have a user with Primary AO privilege, the request is sent to the SAM.gov Electronic Business POC and they must create an EHBs account, if they do not already have an account, and register to the organization.

- These changes only apply to future organization registrations. Users who are already registered to an organization do not need to take any action.

- Organization must have an active account in SAM.gov.

- Organization must have a user with the Primary AO privilege in the EHBs.

Annual Review Process

- Users with Primary AO privilege must complete an annual review of users registered to their organization(s).

- On the anniversary date of a user registering to the organization, the user with Primary AO privilege receives a task in the EHBs to review and ensure all registered users are still associated with the organization.

- If the user is no longer with the organization, the user with Primary AO privilege can remove the user from the organization.

Organization Roles

- **Authorizing Official -** The individual, named by the applicant organization, who is authorized to act for the organization and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards.

- **Business Official -** The individual, named by the applicant organization, who is authorized to review and submit the financial status report, and, interact with the payment management system.

- **Other -** All other individuals of an organization who wish to participate in the electronic process should register using this role.

Grant Roles

- **Project Director -** This is the individual who is most closely tied to programmatic aspects of the award. The PD's name appears on the Notice of Award (NoA). This person will have all permissions to non-financial submissions for the award after successful registration and will be responsible for approving grant handbook privileges for other individuals in the organization. Non-financial submissions include performance reports, progress reports, noncompeting continuations, and other submissions.

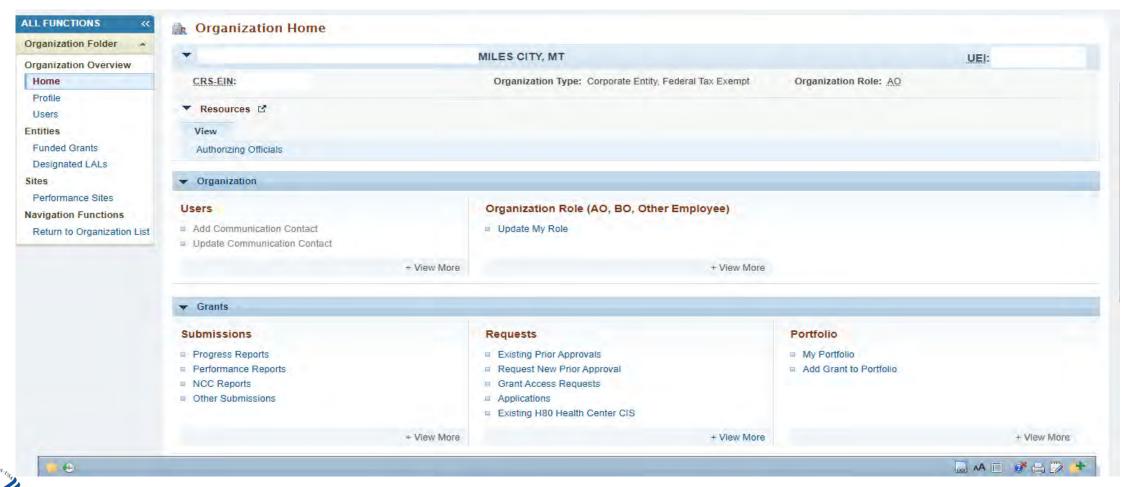- **Other Employee -** Individuals in the organization other than the PD.
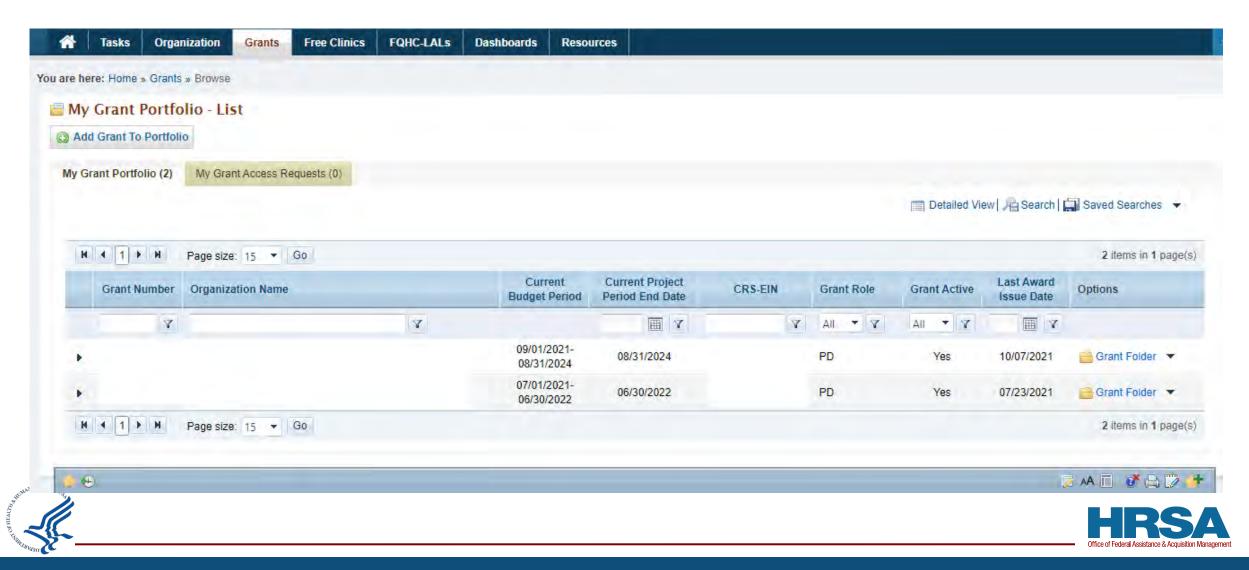
Tasks Tab

Organization Tab
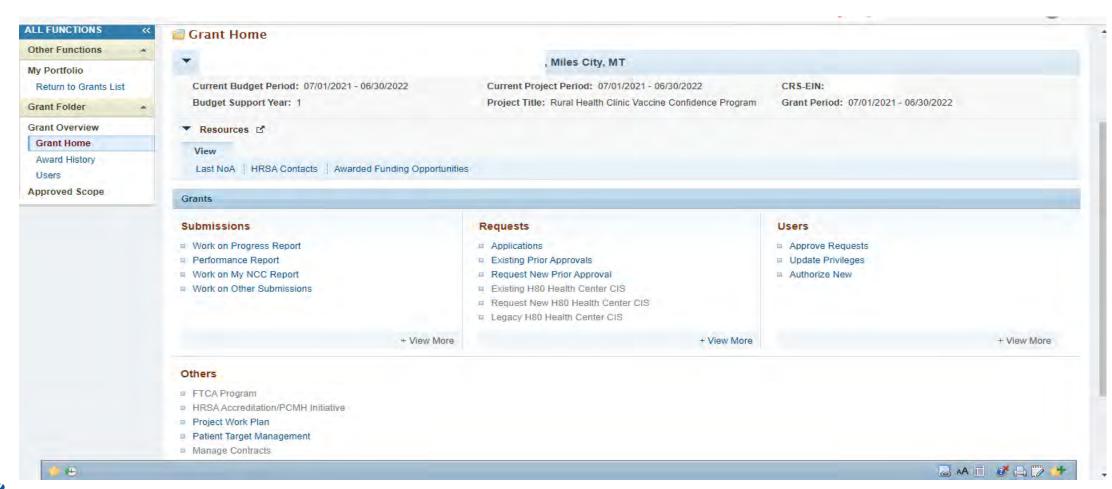
Organization Tab (Continued)

Grants Tab
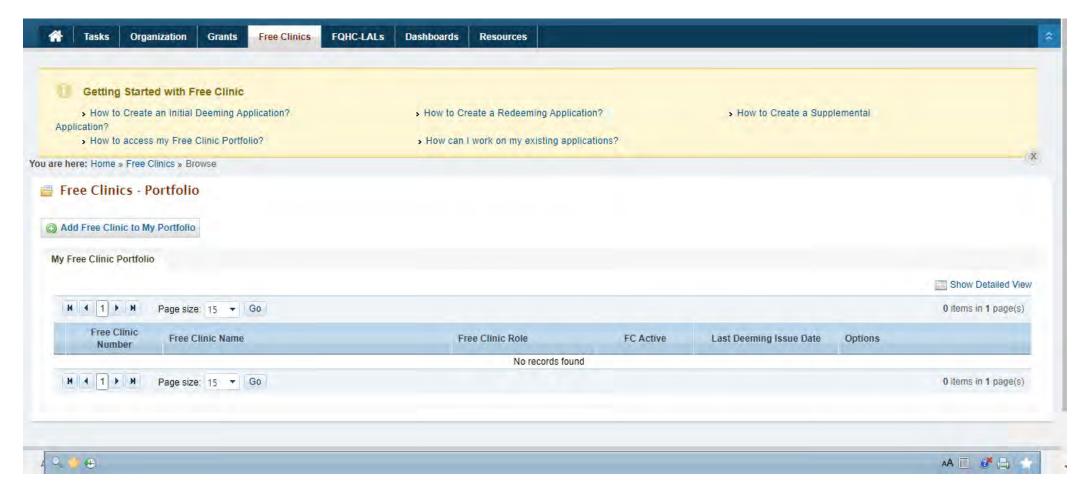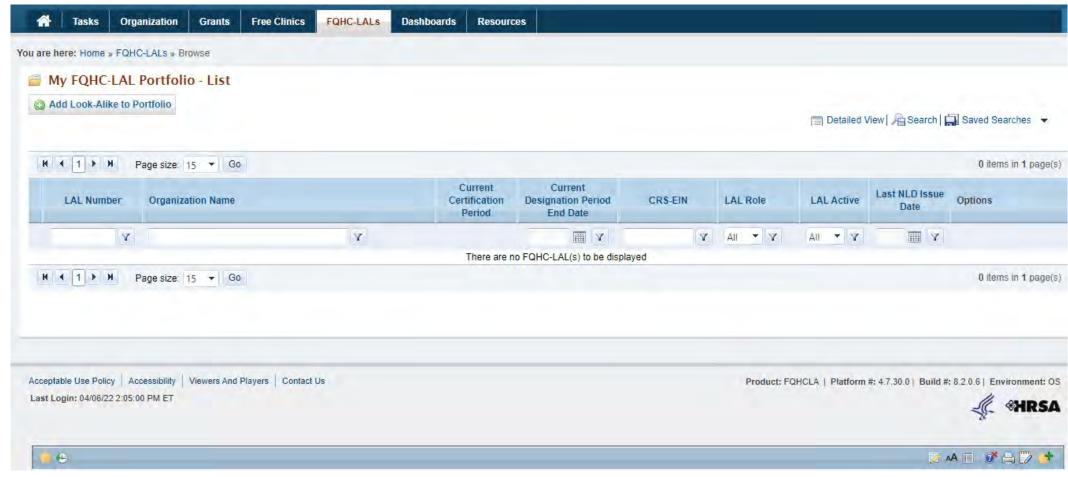
Grants Tab (Continued)

Free Clinics Tab

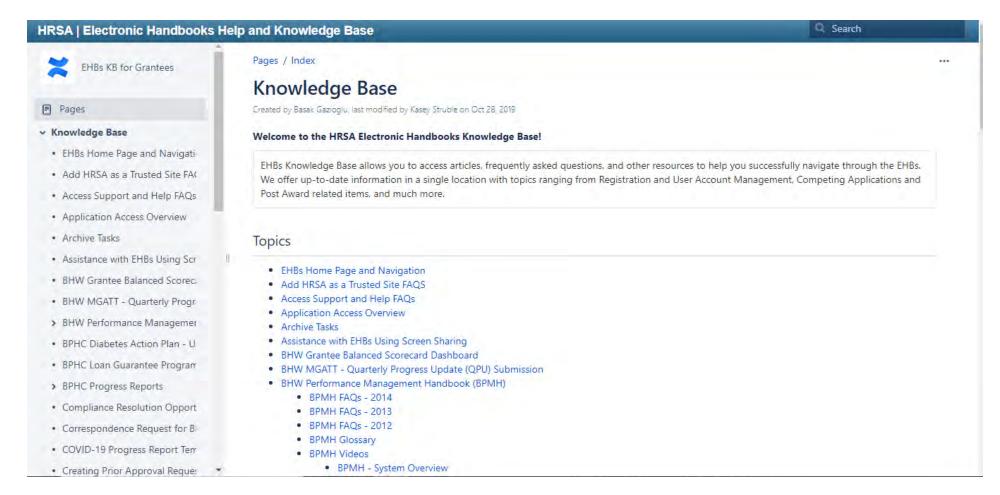# FQHC-LALs Tab

Dashboard Tab

Resources Tab

Knowledge Base

Coming Soon: Identity Verification at login.gov

What's Changing?

- HRSA EHBs Grantees and Applicants will soon be required **to verify their identity with login.gov.**
- **Identity verification is a one-time process needed to** strengthen security and minimize the possibility of impersonation and other fraudulent activities.

Login.gov Identity Verification Requirements

- Driver's license or State ID
- SSN
- Phone number or email
- Take a Photo of yourself *(for online verification service)*

Additional Information : Overview | Login.gov

Key Highlights

- **Identity verification will be done with No cost** to EHBs users.
- Service can be provided online or in person
- **A Grace period** will be given before full enforcement.
- Communication and guidance will be provided **via banners, mass emails, Newsletters, Workshops & Webinars.**
- If you have trouble meeting the verification requirements with login.gov, *ID.Me* can be used as an alternative option.

Next Steps

- Be on the lookout for **official communication and guidance.**
- Prepare to complete identity verification when prompted.
- Share updates with your teams to ensure readiness.
- HRSA will provide updates on **training and support.**

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Contact Information

For more help with EHBs, please contact the HRSA Customer Support Center at:

https://community.hrsa.gov/EHBsCommunity/s/create-case

Or phone:

877-Go4-HRSA/877-464-4772

Contact Information (Continued)

For questions concerning the content of this presentation, please contact:

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[Email Melissa](mailto:mreyes2@hrsa.gov)
mreyes2@hrsa.gov

If you have a question or concern regarding a specific grant issue or program:

For budget, reporting and other grant administrative requirement questions,
please contact your Grants Management Specialist.

For project goals, scope, and other programmatic requirement questions,
please contact your Project Officer.

Full contact information for both individuals is listed on the front page of your most recent Notice of Award.

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Questions

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