

This document provides instructions for creating a User Account and associating to an organization. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and uniquely identify each system user. The registration process ensures that only authorized individuals from an organization can view application and grant related information.

1. How do I create an account and register to an organization?

IMPORTANT

Members of a Free Clinic organization should register to create an account. Registration is required only once. If you have registered before, **do NOT register again**. Contact the **HRSA Contact Center** (CallCenter@hrsa.gov or 1-877 464-4772 <https://help.hrsa.gov/>) for assistance with your username and password if you experience problems logging in to the EHBs.

STEP 1: Create a User Account

- a. Go to [<https://grants.hrsa.gov/webexternal/>] and click the **Create an Account** button
- b. On the **Registration - Have an Account?** Page, in the **I have never had an account** section, click the **I have never had an account: Create an Account** link.
▶ Registration instructions will be displayed.
- c. Click the **Create Account** button to proceed to the **User Account - Create** page.
- d. On the **User Account - Create** page, enter all required information (fields marked with a red asterisk (*)), then click the **Save and Continue** button.
- e. On the **User Account - Create Confirm** page, review the information and click the **Register** button at the bottom of the page, to complete your user account creation.

STEP 2: Register Your Account to an Organization

- a. On the **User Account - Register to an Organization** page;
Click the **Free Clinic Number** link, to search for organizations using the Free Clinic Number.
For a new Free Clinic requesting FTCA coverage for the first time, click the **Organization Information** link and search using the listed fields.
- b. Enter the required information and click the **Search** button.
▶ A list of organizations that match your search criteria will open.

- c. Click the **Register** link In the **Options** column for the organization to which you want to register.
- d. On the **User Account - Select Organization Role** page, click the check box to select the role that you want to have within the organization.
(Most users have a role of **Other Employee**.)
- e. Click the **Save and Continue** button.

Note:

The Financial Grant Reporting role is not applicable to Free Clinics.

- f. When the **Registration Results** page opens, click the **Login to HRSA EHBs** button.
▶ The **Annual User Acknowledgment** page will open.
- g. Read the page, and then click the **Accept** button at the bottom of the page.

2. What are the different roles available for registration?

- **Authorizing Official:**
An Authorizing Official is an individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the Free Clinic.
Use this role if you are a designated authorizing official for your organization.
- **Business Official:**
A Business official is an individual, named by the applicant organization, authorized to review and submit the financial status report and interact with the payment management system.
Use this role if you are a designated business official for your organization.
- **Other:**
All other members of an organization who wish to participate in the electronic process should register using this role.
(HRSA's electronic process allows for additional **functional roles** such as Application Preparer, Project Director, and Communication Contact etc.)