

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

### IMPORTANT

Representatives of a Free Clinic organization should register to create an account. Free Clinics are only required to complete registration once. If you have registered before, **do NOT register again**.

Contact the **HRSA Contact Center** (CallCenter@hrsa.gov or 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 **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. How do I create an Initial Deeming application?**

- a. Click the **Organizations** tab.
- b. On the **My Registered Organizations - List** page, click the **Organization Folder** link to view the **Organization Home** page



**Note:**

If you do not find your Organization Folder, click the **Add Organization to your Portfolio** button.

- c. On the **Organization Home** page, scroll down to Free Clinic, and under **Free Clinic – Requests**, click the **Create Application** link.
- d. Select the **Initial Deeming** option, and click the **Continue** button to create an Initial Deeming application.