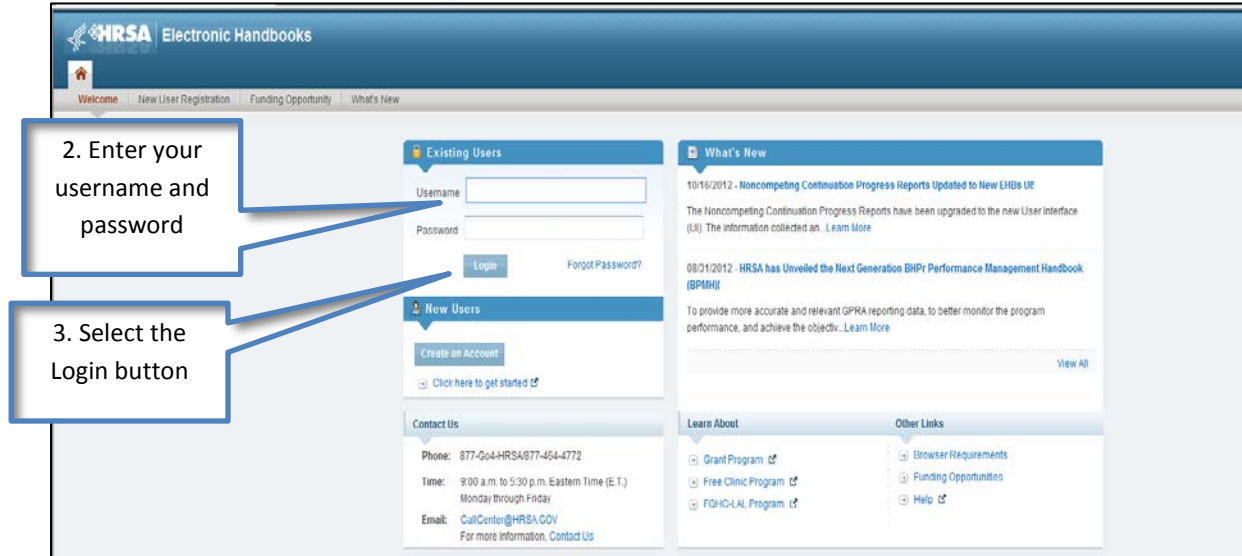


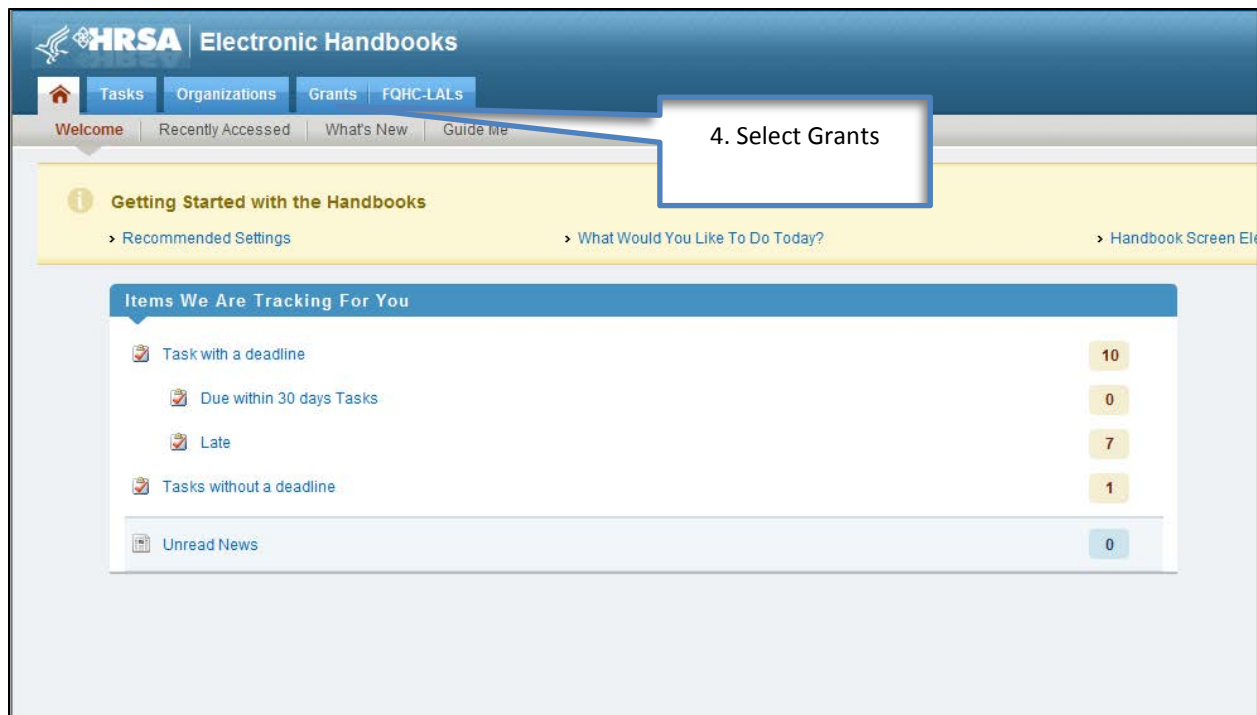
# How a Grantee User Would Access the ADAP Data Report (ADR) Through the Electronic Handbooks (EHB)

These instructions are under the assumption that the user has already registered in the EHB and has been granted access to the ADAP grant and the ADR report. If the user requests information on registration or gaining access, the user should contact the HRSA Contact Center at 1-877-464-4772 or [CallCenter@HRSA.gov](mailto:CallCenter@HRSA.gov).

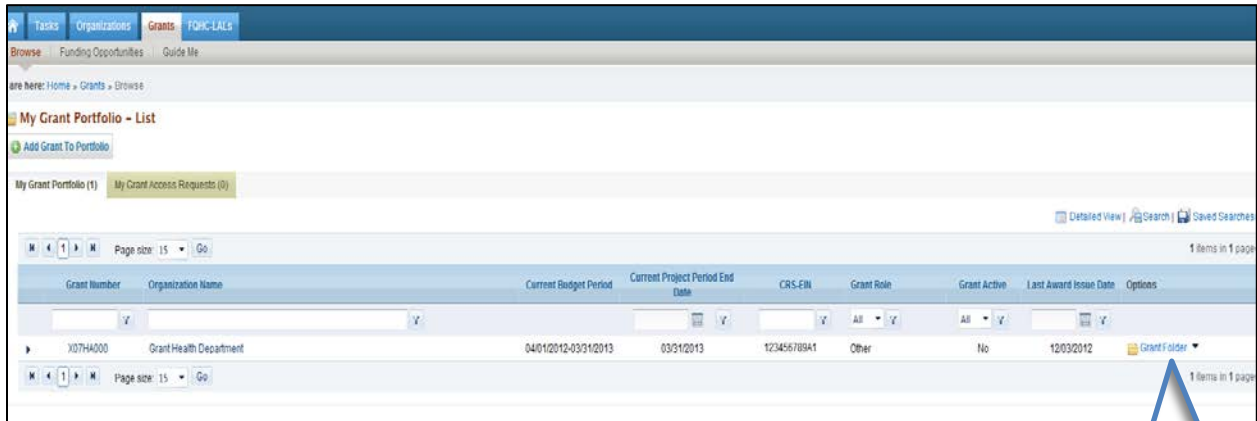
1. Log into the EHB at <https://grants.hrsa.gov/webinternal/Login.asp>



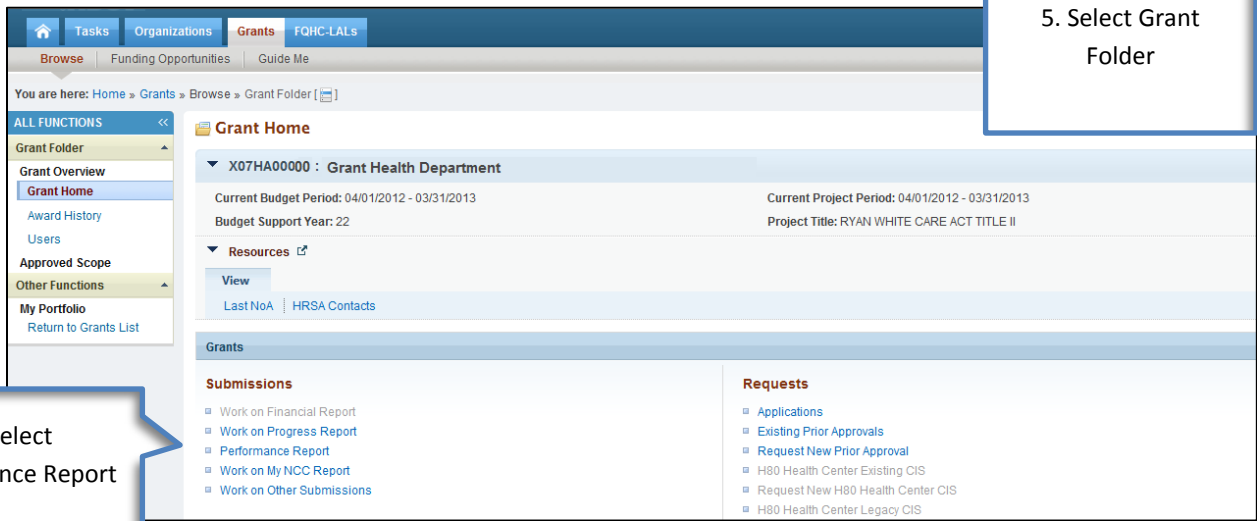
This is the screen the user will see once logged on.



The user will see a list of grants the user has access to.



5. Select Grant Folder



6. Select Performance Report

The user will see a list of reports. The ADR 2012 Annual report should be listed.



This will bring the user into the ADR web application. If the report has not yet been started, the user will only see a "Start" link. If the report is in progress, the user will see the "Edit" link.

7. Select Start or Edit