



How to Gain Access to the Health Facility Reporting System (HFRS) Audience: Providers and Partners

1. Each person must receive a registration invitation to gain access to HFRS. Only Superusers and AHCA staff may send invitations. Once the invitation email is received, click the link to create your account. Invitations grant access to a specific provider so multiple invitations may be necessary if access to multiple providers is necessary.
2. The “Invitation Details” webpage will open in your default web browser. Read the instructions. Once read, click the “Start My Registration” button at the bottom of the page.
3. The “Sign Up” window will display. The username will be auto populated with your email of record. You will be required to create a password (see requirements in screenshot). Click the “Sign Up” button. If you are an existing user, you must complete this step too.
4. For new system users: the contact information screen will open. Add, update, and verify your contact information and click “Save”. You now have access to this provider in HFRS.
5. For existing system users: a message will appear stating the user already exists.
6. Once this error appears, click on the “Log In” tab.
7. Enter your password and click “Log In”.
8. The contact information screen will open. Add, update, and verify your contact information and click “Save”. You now have access to HFRS on behalf of this provider.