



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.

DO NOT FORWARD THIS EMAIL OR USE A FORWARDED INVITE.

You have been invited to register for access to the Agency for Health Care Administration's Health Facility Reporting System.

Facility Name: BROOKDALE BLUEWATER BAY

[Click here to begin your registration process.](#)

(Do not use this link if this invitation was forwarded to you.)

DO NOT FORWARD THIS EMAIL OR USE A FORWARDED INVITE.

Please note: this invitation will expire if not used before 7/18/2022 at 11:17 AM.

Registration Quick Steps:

DO NOT FORWARD THIS EMAIL OR USE A FORWARDED INVITE.

You have been invited to register for access to the Agency for Health Care Administration's Health Facility Reporting System.

Partner Name: Test Partner State Agencies

[Click here to begin your registration process.](#)

(Do not use this link if this invitation was forwarded to you.)

DO NOT FORWARD THIS EMAIL OR USE A FORWARDED INVITE.

Please note: this invitation will expire if not used before 7/18/2022 at 11:20 AM.

Registration Quick Steps:

2. The "Invitation Details" webpage will open in your default web browser. Please read the instructions. Once read, click the "Start My Registration" button at the bottom of the

page.

Invitation Details

Below are the registration quick steps on how to complete the registration process for the Health Facility Reporting System (HFRS). For more detailed registration instructions and other informational materials regarding HFRS, please visit our website <http://ahca.myflorida.com/MCHQ/HFRS/index.shtml>.

HFRS Registration Quick Steps:

1. User 'Sign Up' will open and automatically contain your registration email address.
2. Click 'Start My Registration' below.
3. Create your password and click 'Log in.' Note: Password must be at least 10 characters in length and contain at least 3 of the following 4 character types:
 - a. Lowercase letters (a-z)
 - b. Uppercase letters (A-Z)
 - c. Numbers (0-9)
 - d. Special characters (!@#\$%^, etc.)
4. Verify your contact information on the Facility Contact screen and then click 'Save.'

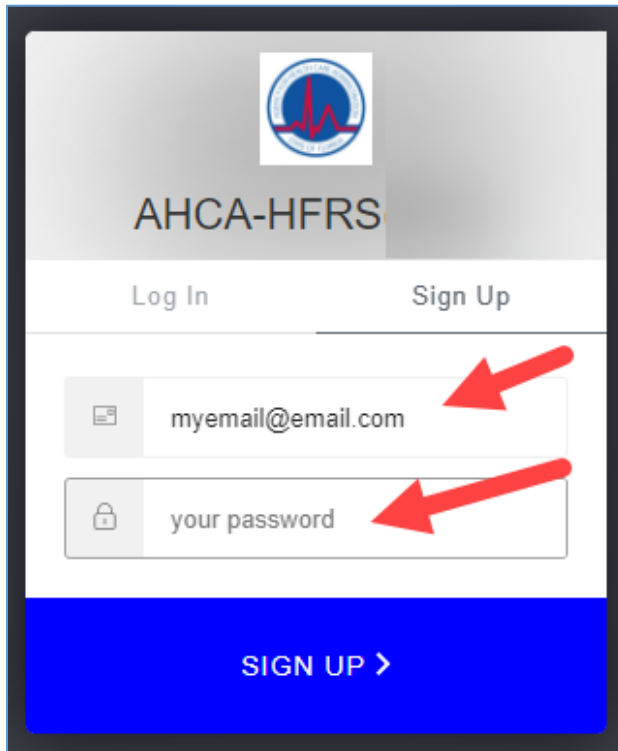
Start My Registration



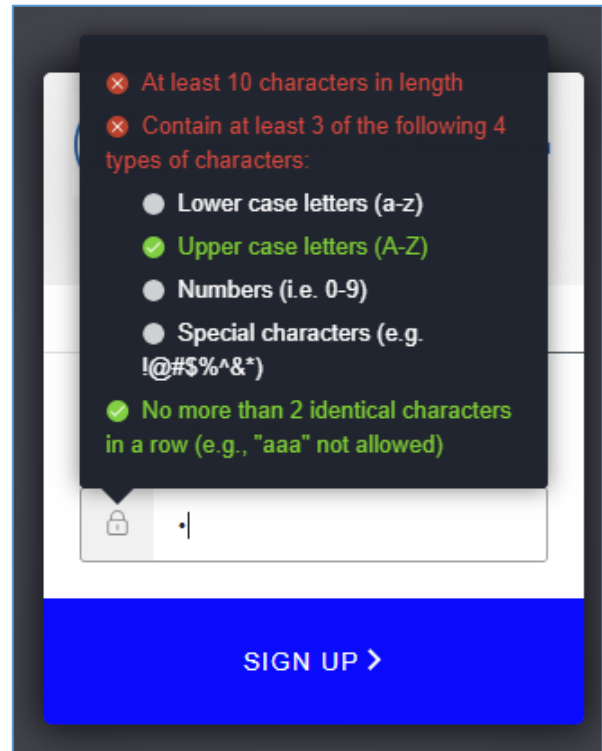
Chapter 408.821, Florida Statutes, requires a residential or inpatient provider/facility to utilize the Agency's approved database for reporting its emergency status, planning, or operations.

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.



The image shows the AHCA-HFRS Sign Up form. At the top is the AHCA-HFRS logo and the text "AHCA-HFRS". Below this are two tabs: "Log In" and "Sign Up". The "Sign Up" tab is active. There are two input fields: one for email (containing "myemail@email.com") and one for password (containing "your password"). Two red arrows point to these fields. At the bottom is a blue button labeled "SIGN UP >".

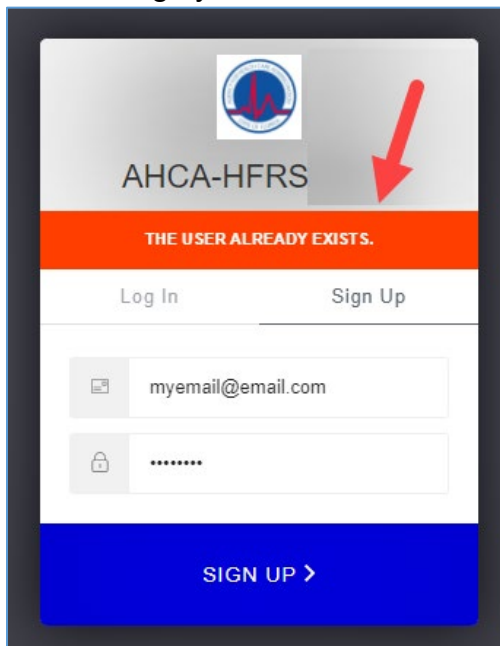


The image shows the AHCA-HFRS Sign Up form with a password strength validation overlay. The overlay is a dark box with white text. It contains the following rules:

- At least 10 characters in length
- Contain at least 3 of the following 4 types of characters:
 - Lower case letters (a-z)
 - Upper case letters (A-Z)
 - Numbers (i.e. 0-9)
 - Special characters (e.g. !@#\$%^&*)
- No more than 2 identical characters in a row (e.g., "aaa" not allowed)

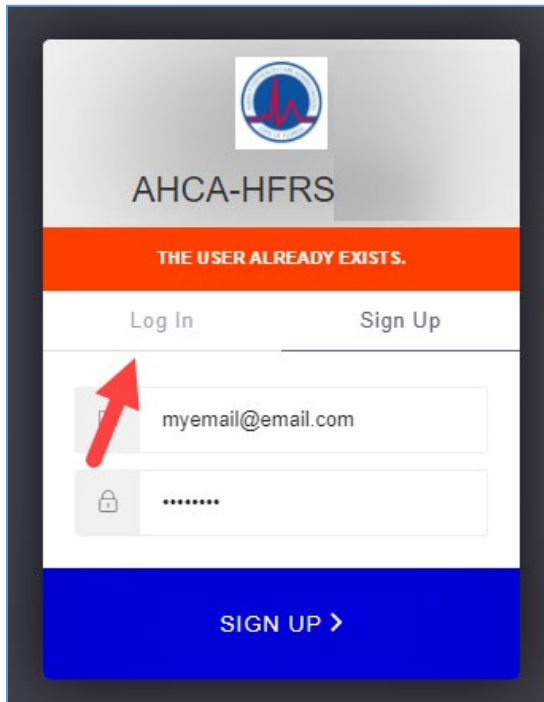
The password field below the overlay contains "·|". At the bottom is a blue button labeled "SIGN UP >".

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.

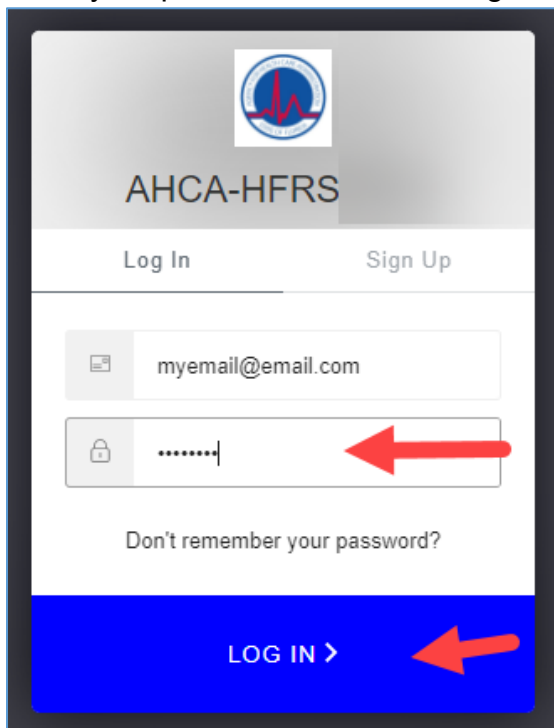


The image shows the AHCA-HFRS Sign Up form with an error message. At the top is the AHCA-HFRS logo and the text "AHCA-HFRS". Below this is an orange banner with the text "THE USER ALREADY EXISTS.". Below the banner are two tabs: "Log In" and "Sign Up". The "Sign Up" tab is active. There are two input fields: one for email (containing "myemail@email.com") and one for password (containing "*****"). A red arrow points to the error message. At the bottom is a blue button labeled "SIGN UP >".

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.