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EFRS REPORT QUICK SHEET

This page provides a quick overview of the EFRS Reporting system and how to use it. We recommend you review this entire User Guide to learn more about how each part of the system works so you can fully understand the Endowment Financial Reporting System process.

1. **Log in to [https://hepis.ed.gov](https://hepis.ed.gov) with your username and password**

   See **Chapters II & III** of this user guide for more details about logging into the system.

2. **Verify your institution and grantee contact information and update it, if necessary**

   See **Chapter VI** for more about the Grant Identification section.

3. **Complete all five Sections of your EFRS Report**

   See **Chapters VII-XI** for more details about each Section of the report.

4. **Review, Certify, and Submit your EFRS Report**

   See **Chapter XII** for more information about these steps.

For complete details about this entire process, please read this **User Guide** and the **Blank EFRS Form**, both of which are available for download under the EFRS Resources header on the HEP IS Help page at [https://hepis.ed.gov/main/help](https://hepis.ed.gov/main/help).
I. About the EFRS Reporting System

The Institutional Service EFRS Reporting system is used to collect endowment performance data from Title III and Title V grantees that have an endowment component to their grant. **You will know if your grant has an endowment component**, however if you have any questions about your endowment, the endowment reporting requirements, or how to fill out these reports, please contact your Program Officer, who is listed at the top of the page once you enter the system for a particular PR Number.

The EFRS Report consists of the following sections:

- **Section 1:** General Information
- **Section 2:** Reporting Period
- **Section 3:** Investment Distribution *(For Corpus Only)*
- **Section 4:** Income Earned
- **Section 5:** Income Used

Please complete your reports as soon as possible so that program staff can review the information in a timely manner. If you are unsure about how to answer any of the questions in the online reporting tool, or if you need clarification on anything related to the content of your report, please contact your Program Officer.

If you have any questions or issues of a technical nature related to the use of the website, please contact the help desk. IS APR help desk staff are not qualified to answer any questions of a programmatic nature related to your grant.

The EFRS Reporting system is currently open year round, but in the future it may open and close on the same schedule as the IS APR system, which is generally open shortly after the start of the calendar year for approximately 60 days. Please refer to the HEPIS homepage for information about which subsystems are currently open.

A. EFRS Reporting Requirements

If you are permitted to and choose to invest grant funds in an endowment, then financial reports are required to be submitted once a year for twenty years from the date of the initial corpus.
II. HEP IS Home Page

After accepting a standard disclaimer regarding usage of a Federal website, you will be able to access the HEP IS system home page.

1. Main Menu Links:
   a. HEP IS Home - return to the home page
   b. About - learn more about the HEPIS website and each of its subsystems.
   c. Help - access User Guides, blank forms, and other helpful resources
   d. FAQs - review answers to frequently asked questions
   e. Contact Us - fill out a contact form to request assistance from the Help Desk (staffed Mon-Fri, 9 am-5 pm Eastern time; telephone support is not available)

2. System Information - look here for important information about when various HEPIS subsystems are opening and closing.

3. New User - click here if you need to request a new user account

4. Blank forms and guides - another link the the Help page described above

5. Login fields:
   a. Email - your username is your email address
b. **Password** - do not share your password with anyone; if you need additional users to fill out your APR they must have their own accounts linked to their own email addresses

c. **Forgot your password** - click here to request a link via email to reset your password

d. **Need help** - another link to the *Contact Us* page described above

e. **Login** - after entering your username and password, click this button to login

A. **New User Accounts**

If you need a new user account, click the **New User** button and enter your email address into the field provided. The system will check to see if your email is already registered.

If your email address is not in the system, you’ll be presented with a form to request a new user account. Make sure you provide the new user’s:

- First Name
- Last Name
- Email Address,
- Institution Name, and
- Grant PR Number

The Help Desk must verify that the new user is authorized to access the application by contacting an individual that is currently in the system from a previous year.

Please allow up to one business day for new accounts to be created.

To save a step and expedite this process, you may choose to have someone who is already listed on the grant, such as the Project Director, fill out the new account request form on behalf of the new user.
III. Two-Factor Authentication

All Federal websites are now required to include **TWO-FACTOR AUTHENTICATION** in the login process. You may have seen this on other websites, especially those for banks and credit card companies.

Two-factor authentication requires that you login first with something you *know* (i.e., your username and password), and then with something you *have* (e.g., your phone).

You’ll have the option to authenticate to the HEPIS website by means of:

- a smartphone app,
- a text message, or
- a voice telephone call.

You’ll authenticate by confirming a request in the app, or by entering a 6-digit code onto the website sent to you by text or by voice.

The smartphone app is the recommended option, but we realize not everyone will have the access or the desire to use an app.

No matter which method you choose, the website will walk you through the setup process step by step. Setting it up will take less than five minutes, and using it each time you login will take only a few seconds.
IV. HEP IS Landing Page

After you successfully log into the system, you will find yourself on the HEP IS Landing Page. From here you can access each of the individual subsystems contained within the HEP IS system (there are a total of five subsystems, but you may not have access to all of them).

Your landing page may look different from the one displayed above. You will have access to whichever subsystem(s) apply to your particular grantee scenario. If you are not required to work in one of the subsystems, then it will not appear on your landing page. Each user will only see the subsystems that they need to work in. If you don’t need it, you won’t see it.

The main menu has two additional links now that you’re logged in:

1. **Account** - click here to change your password and manage your two-factor authentication method(s)
2. **Logout** - click here to end your user session and logout of the system

To enter the EFRS Reporting subsystem, click the **GO** button in the Enter System column on the row that corresponds to your grant’s PR Number (represented above and in later screenshots by **P031A070000**).
V. EFRS Reporting Home Page

The EFRS Home page will display a list of all the financial reports that have been submitted for the selected grant.

From your EFRS Home page, click the **Add New Report** button to start a new report, or click the **Edit Report** button to edit an existing report.

The “Reporting Period” section in the header on this page will always be blank.
VI. Grant Identification

Once you select a report to work on, you will land on that report’s Grant Identification tab.

Most of the information in this section will be pre-populated for you. Please review the information carefully to make sure that it is accurate. Make any corrections necessary and fill in any missing fields, especially the names and contact information for the Project Director (required) and an Additional Contact Person (optional, but recommended).

Please note that entering information in the Project Director and/or Additional Contact fields does not create new user accounts for them. New user accounts must be requested from the Help Desk.

Click the Save button at the bottom of the page to save your work and remain on this page, or click Save and Continue to save your work and proceed to Section 1.

From the Grant Identification tab you will be able to navigate to the following sections of your report and work on them in any order you choose:
1. **Grant Identification** - every year you should review your Institution and Contact details and make any updates necessary

2. **Section 1: General Information** - enter general information about your endowment, see Chapter VII

3. **Section 2: Reporting Period** - enter the begin and end date for this period this report covers, see Chapter VIII

4. **Section 3: Investment Distribution (For Corpus Only)** - enter investment distribution information about the Corpus only, see Chapter IX

5. **Section 4: Income Earned** - enter information about income earned, see Chapter X

6. **Section 5: Income Used** - enter information about income used, see Chapter XI

7. **Review and Certification** - verify that all sections are complete, certify that all data is accurate, and submit your report, see Chapter XII

The “Reporting Period” section in the header will display as soon as Section 2 is completed.
VII. Section 1: General Information

Section 1 allows you to enter general information about your grant and the original Corpus.

Respond to each question in the spaces provided. If a required field is left blank you will receive an on screen notification about it, but you may proceed to work on another section by clicking on the appropriate tab in the left side menu.

You will not be able to submit your report unless all required fields have been completed.

Click Save to save your work and remain on this page, or click Save and Continue to save your work and proceed to the next Section.
VIII. Section 2: Reporting Period

The Reporting Period section allows you to enter your institution’s fiscal year or budget period that is covered by this report.

You may Add your reports in any order you like. You are not required to create them in sequential order. They will display on the EFRS Home page in order from oldest to newest, and will be numbered accordingly.

Once you define what reporting period this report covers in this Section, the “Reporting Period” in the header will display.

Click Save to save your work and remain on this page, or click Save and Continue to save your work and proceed to the next Section.
IX. Section 3: Investment Distribution *(For Corpus Only)*

In Section 3 you will enter the type of savings account or security, the amount invested, and the financial institution(s) managing your Endowment Fund Corpus (see Section 628.43 of the program regulations).

After the first year, the amount of money reported to be invested should be the “Corpus” plus all the unspent or unused endowment fund income. This figure should be the amount at the beginning of the investment period.

Examples of investment entities include but are not limited to:

A. A federally insured bank savings account
B. A comparable interest bearing account
C. Money market fund
D. Certificates of deposit
E. Mutual funds
F. Stocks
G. Bonds
H. Exchange Traded Funds

If the appropriate investment entity is not listed in the table, please enter the type of investment account in the last row, “Other”. You may add as many “Other” rows as you need.

When finished adding all of your Project Objectives and Performance Measures, click Save to save your work, or click Save and Continue to save your work and proceed to the next Section.
X. Section 4: Income Earned

In Section 4, you’ll provide information about the income earned.

Enter the amount of Endowment Fund Income Earned during the 12-month period covered by this financial report, and the cumulative (aggregate) amount earned to date since the initial investment.

Click Save to save your work and remain on this page, or click Save and Continue to save your work and proceed to the next Section.
XI. Section 5: Income Used

In Section 5, you’ll provide information about the income used.

Enter the current reporting year amount and the cumulative amount of the Endowment fund income used for any of the purposes listed. As in Section 3, if the appropriate type is not listed in the table, please enter the type in the last row, "Other". You may add as many “Other” rows as you need.

Click Save to save your work and remain on this page, or click Save and Continue to save your work and proceed to the next Section.
XII. **Review and Certification**

The Review and Certification Section serves three tasks:

1. **Review**: Check your report for completeness and verify that all required questions have been answered.
2. **Certification**: Certify that all information on the report is true and correct to the best of your knowledge.
3. **Submit**: Send your report to the Department and lock it to prevent future changes.
A. Review

On the Review tab you will be shown the completion status for each section of the report. If any section is incomplete, click the Go to Section button or click the desired Section option on the left hand menu to return to that section and complete the remaining questions.

All questions on the report are required except where indicated.

When all sections are complete, you will be able to proceed to the Certification tab.
B. Certification

The Certification tab allows your Certifying Official to enter their name and contact information, which serves as an electronic signature. Their electronic signature certifies that all information on the report is true and correct to the best of their knowledge.

First verify that the information at the top of the tab is correct. If any changes need to be made, either click the Return to Grant Identification Page to Edit button, or click the Grant Identification option at the top of the left hand menu.

You do NOT need to mail or fax a signed certification form to the Department.
C. Submit

Once your report has passed the completion review and your Certifying Official has entered their electronic signature, you will be able to Submit your report.

Click the **Submit** button to send your report to the Department.

You do NOT need to send a hard copy of the report to the Department.
D. Unsubmit

Once your report is submitted it is locked and you cannot make any further changes.

If you need to make changes to your submitted report, simply contact the Help Desk and they will “unsubmit” your report for you.

You will then be able to login as normal, make your edits as needed, and then resubmit your report yourself.

You do not need to contact the Help Desk to resubmit your report.