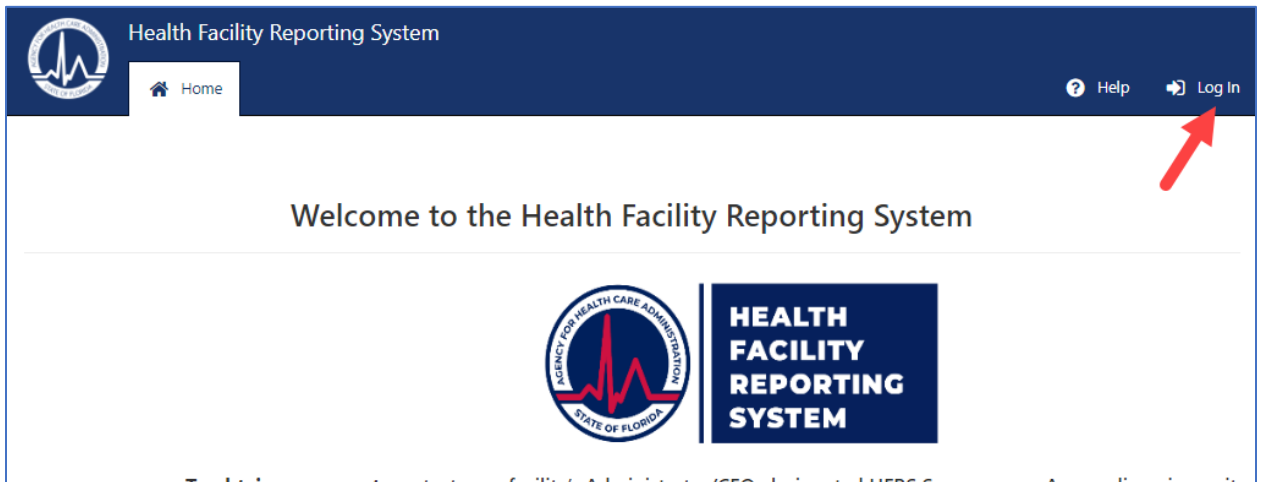# How to Locate Proof of Registration in the Health Facility Reporting System (HFRS)

Audience: Providers

1. Navigate and login to the website: https://apps.ahca.myflorida.com/hfrs

2. Click 'Log In'.

3. Log into the HFRS with your HFRS username and password.

4. Click 'Select' next to the facility location for which you need to obtain the proof.

5. Go to the 'Contacts' tab.

6. Take a full screen shot. Be sure to include the header, facility information, and the 'User Registered' column are fully visible.