

Provider Relief Fund (PRF) Reporting Portal Fact Sheet

Who needs to register for an account in the Provider Relief Fund (PRF) Reporting Portal?

Recipients who received PRF payments exceeding \$10,000 in the aggregate are required to report as part of the post-payment reporting process and therefore must [register](#) for an account.

When do I need to register by?

While the Department of Health and Human Services (HHS) has not yet set a deadline to complete the reporting portal registration, recipients are encouraged to enter their information in a timely manner to receive forthcoming notices from HHS about submitting the data reporting requirements.

Where do I access the PRF Reporting Portal?

The PRF Reporting Portal is accessible at: <https://prfreporting.hrsa.gov/>

What information do I need to complete the registration process?

Information required to register includes:

- Tax ID Number (TIN) (or other number submitted during the application process (e.g., Social Security Number, Employer Identification Number (EIN))).
- Business name (as it appears on a W-9) of the reporting entity.
- Contact information (name, phone number, email) of the person responsible for submitting the report.
- Address (street, city, state, five-digit zip code) of the reporting entity as it appears on a W-9.
- TIN(s) of subsidiaries (if a provider is reporting on behalf of subsidiary(ies) - in a list delimited by commas (e.g.,123456789, 987654321, 135791357).
- Payment information (for any of the payments received).
 - TIN of entity that received the payment.
 - Payment amount.
 - Mode of payment (check or direct deposit ACH).
 - Check number or ACH settlement date.

How long will it take me to complete the registration process?

You will need at least 20 minutes to complete the registration process in the PRF Reporting Portal. The registration process must be completed in one session as it is not possible to save partial information. Providers should ensure the information required to register is easily accessible before they begin.

Where can I find any additional resources to assist me with registration and answer any questions I may have about reporting requirements?

Links to resources to assist you with registration and to answer your questions about reporting are available on the [PRF Reporting Portal](#) or on the [PRF website](#). You can also call the Provider Support Line at (866) 569-3522.

Note that the recommendations in this document are based on current knowledge and are subject to revision as circumstances evolve. This document is for reference purposes only. It is intended to provide general guidance and is not legal or financial advice.