**Consolidated Fiscal Reporting System**

CFRS Web: Getting Started Guide

Step 1: Click on the link: <https://cfrweb.omh.ny.gov/>

 

Step 2:  **Non-State / Provider User -** Click on**:**



**NY State Employee User -** Click on**:**



Step 3: Enter the (1) \*username, (2)\* password and (3) click on the “Sign In” box.



 **\*Non -State / Provider Users** -The username and password for CFRS Web was emailed to the user when the Agency’s Security Manager assigned roles for CFRS Web to them in the Security Management System.

**NY State Employee User** - The employee’s NYS email is entered for the “Username” and the employee’s NYS network password is entered for the “Password”.

Step 4: From the Home Page, a submitted CFR can be reviewed, revised or a new CFR can be created. These functions are dependent on the role that is assigned to the User.



Step 5: Click on the word “Menu” located at the top left corner of the screen for more options.

