

Web Portal Important Information

Direct Premium Remittance System

The National Finance Center, Direct Premium Remittance System (DPRS) implemented an online web portal for Human Resource Offices and Office of Personnel Management (OPM) to enter SF2809 forms for Temporary Continuation of Coverage (TCC) enrollment. The new system acronym is DPRW - which stands for Direct Premium Remittance (system) - Web. **Effective September 1, 2014, NFC no longer processes paper forms for Agencies.** DPRW is accessible from the [DPRS web site](#). DPRW has increased the efficiency of the TCC enrollment process by eliminating mailing and faxing of hard copy enrollments. Human Resource (HR) Offices are entering their own documents, which has significantly decreased the time it takes an enrollee to get enrolled by the carrier, receive ID cards and billing coupons. Original hard copies no longer need to be sent to the National Finance Center. The Human Resource Office should keep appropriate copies of TCC enrollments and back up supporting documentation on file.

To begin the security access process, NFC Security requires an email from the Agency Head or Authorizing Official to establish a Primary Security Officer, and at least one Alternate Security Officer. Security Officer Designation forms should be submitted into [Service Now](#) and [information related to the Security Officer responsibilities](#) can be found on our website. Once the Security Officers are established, they will be contacted by NFC Security with a scheduled training date. All Security Officers must be established through NFC Security and trained on how to submit requests through Service Now before submitting any access requests.

The DPRW portal is designed after the SF2809 form and the data elements are exactly the same. All data that agencies are currently completing on the hard copy SF2809 form will be entered into the DPRW portal screens. Agency officials will be required to certify the document through the portal, thus confirming eligibility for the FEHB enrollment. An [online tutorial of the DPRW](#) application is available on our website and users may visit it and view the online tutorial in advance of receiving their user ID and password from NFC Security.

If you have any questions related to establishing security officers, or user access requests please contact NFC.ASO@nfc.usda.gov. If you have any questions related to this notice or use of the DPRW portal, including the training link, please send those requests to the dedicated DPRW implementation team at NFC.DPRS@nfc.usda.gov.