



**Health and Human Services Commission (HHSC)  
Provider Finance Department (PFD)**

**Open Enrollment for Attendant Compensation Rate  
Enhancement/Direct Care Enhancement**

**Login Instructions**

**Overview**

Participation in the Attendant Compensation Rate Enhancement/Direct Care Enhancement program is voluntary.

The login system was implemented to help ensure only individuals authorized to make changes to a provider contract(s), submit the enrollment contract amendment form and the Nursing Facility (NF) Liability Insurance form (for NF's only), are allowed access to the forms. This system will avoid instances where requests and changes are being incorrectly submitted on behalf of a provider.

Link to Enrollment Portal: <https://rad-apps.hhsc.texas.gov/rfr/Login.aspx>

**Returning User:**

Access the portal using the link above.

1. Enter your username (email address).
2. Enter your password.
3. Click Login.

## **New User**

1. Click on the New User Account link on the main login screen.
2. Enter your name, title, email, address, city, state, zip, and phone number information on the form.
3. Click Submit.

An email will be sent with your username and password. Once you receive the email, go back to the login page and enter the information.

If you do not receive an email, please send an email to [costinformationPFD@hhs.texas.gov](mailto:costinformationPFD@hhs.texas.gov) and include name, email, phone number, and contract number/component code. PFD will contact you with information.

You will not have any access to contract or component code information until assigned a role by the provider.

## **Forgot Password**

If you have forgotten your password,

1. Click on the Forgot Password link on the login screen.
2. Enter your email address in the box and click the recover password button.
3. An email will be sent with your temporary password.

## **Change Password**

If you want to change your temporary password,

1. Click on the Change Password link on the login screen.
2. Enter the information as request on the screen.
3. Click Change Password.
4. Click Close to exit the screen without changing your password.