



APPROVING OFFICIAL

WHEN TO USE...
CHANGE OF APPROVING OFFICIAL LETTER OR
HUD FORM 27054E



THREE TYPICAL SCENARIOS

No User and
No Approving Official (AO)

Line of Credit Control System (A67) - Business Partner

Front Page → Business Partner

eLOCCS Users

ID	Secure Systems	LOCCS Status	User	Effective Date	Signon Count	Last Access	Last Certified
No active/recent eLOCCS users exist for this Business Partner							

User and AO
Terminated

Line of Credit Control System (A67) - Business Partner

Front Page → Business Partner

eLOCCS Users

ID	Secure Systems	LOCCS Status	User	Effective Date	Signon Count	Last Access	Last Certified
X	X	X	Approving Official:	10-14-2015	166	10-10-2018	

AO is active but left the Organization or
a need to change AO

Line of Credit Control System (A67) - Business Partner

Front Page → Business Partner

eLOCCS Users

ID	Secure Systems	LOCCS Status	User	Effective Date	Signon Count	Last Access	Last Certified
X	X	X	Approving Official:	12-23-2009	654	02-27-2019	10-29-2018 eLOCCS
X	X	X	User	11-04-2016	123	03-20-2019	10-29-2018 eLOCCS

U.S. Department of Housing and Urban Development
eLOCCS Access Authorization Form

FOR OFFICIAL USE ONLY

This form is used to authorize access to the eLOCCS system for users who are not currently authorized. It is used to request access for users who are not currently authorized to the eLOCCS system. The form is used to request access for users who are not currently authorized to the eLOCCS system. The form is used to request access for users who are not currently authorized to the eLOCCS system.

Use Form 27054E

U.S. Department of Housing and Urban Development
Change of Approving Official Instructions
eLOCCS Business Partners (BPs)

The document provides guidelines for changing Business Partners Approving Official in eLOCCS for Active eLOCCS users. This document is not valid until a new Approving Official, who has been approved, is assigned.

Please note: Approving Officials and Users cannot approve themselves for access to the eLOCCS system.

A Change of Approving Official letter must be written on organizational letterhead and forwarded to the eLOCCS Security Office for that processing and eLOCCS account activation.

Once the Business Partner request is approved and processed, the eLOCCS system will e-mail the new Approving Official, notifying them that the listed users have been transferred, under their Authority, as requested in the Change of Approving Official letter. If no transferred users are pending reauthorization, the new Approving Official is responsible for their reauthorization. If there is a problem with the pending request, the new Approving Official will be notified of the problem by email (or by fax if an e-mail address is not provided).

The Change of Approving Official letter should contain the following information in the specified format as follows:

- List the existing (active) users as found under the eLOCCS users tab.
 - Name Only
- New Approving Official
 - Name
 - Title
 - Assigned Secure Systems User ID (FIM ID) *** (must be registered as coordinator in eLOCCS Secure Systems)
 - Corporate telephone
 - Corporate address
 - Personal business e-mail address of the Approving Official

*** The Approving Official is required to be the CEO or a Board Officer that has a higher authority than the specified eLOCCS users. The Approving Official must be a permanent official of the company. Subordinates that are NOT ACCEPTABLE.

*** The approving official must be assigned the role of Coordinator in Secure Systems.
- Previous Approving Official
 - Name Only
- Signature Block
 - The new Approving Official must sign and date the Change of Approving Official letter.
 - The new Approving Official signature must be received.

The signature must be different from the new Approving Official and any users.

Use COA Letter

APPROVING OFFICIAL VIA FORM 27054E

- No User or No AO
 - Form 27054E will establish both
- User and AO Terminated
 - Form 27054E will effectively reinstate both User and AO

Line of Credit Control System (A67) - Business Partner

Front Page → Business Partner

eLOCCS Users

ID	Secure Systems	LOCCS User	Effective Date	Signon Count	Last Access	Last Certified
No active/recent eLOCCS users exist for this Business Partner						

Line of Credit Control System (A67) - Business Partner

Front Page → Business Partner

eLOCCS Users

ID	Secure Systems	LOCCS User	Effective Date	Signon Count	Last Access	Last Certified
✓ Active	✗ Terminated	✗	10-14-2015	166	10-10-2018	Approving Official: ✗

eLOCCS Access Authorization Form

1.0 Business Partner

1.1 User Information

1.2 User Profile

1.3 User Status

1.4 User Activity

1.5 User Security

1.6 User Access

1.7 User Certification

1.8 User Approval

1.9 User Review

1.10 User Action

CHANGE OF APPROVING OFFICIAL LETTER

- Only submitted when there is an active user or users with an active approving official in the LOCCS system. The letter must include the following information
- Existing Active Users
 - Name only
- New Approving Official
 - Name
 - Title*
 - Assigned Secure Systems User ID ('M' id)
 - Daytime telephone
 - Business address
 - Personal business e-mail address of the Approving Official
- Previous AO Name
- Signed by new AO and Notarized

The screenshot shows the LOCCS Business Partner interface. At the top, it says "Line of Credit Control System (A67)" and "Business Partner". Below that, there are navigation links for "Front Page" and "Business Partner". A table titled "Secure LOCCS Systems Status" is displayed. The table has columns for "User", "Effective Date", "Signon Count", "Last Access", and "Last Certified". There are also checkboxes for "Active" and "Terminated". A red circle highlights the "Active" column, showing that the two users listed are active (checked).

Active	Terminated	User	Effective Date	Signon Count	Last Access	Last Certified
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User	12-23-2009	654	02-27-2019	10-29-2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User	11-04-2016	123	03-20-2019	10-29-2018

The image shows an example of a Change of Approving Official (COA) letter form. The form is titled "Change of Approving Official Instructions" and "a LOCCS Business Partners (BPs)". It provides guidelines for changing a Business Partner Approving Official in the LOCCS system. The form includes a "Please note" section and a list of instructions for the Approving Official. The instructions are numbered 1 through 4, with sub-points a through f. The form also includes a "Signature Block" section with instructions for the Approving Official to sign and date the letter.

Example COA Letter

*Must be CEO or other approved titles, see page 3 of Form 27054E for more guidance.



QUESTIONS

- OCFO Security
- OCFO Security Administrator
- U.S. Department of Housing and Urban Development
- Email: ocfosecurity@hud.gov

