

eLOCCS

APPROVING OFFICIAL

RECERTIFICATION GUIDE

Line of Credit Control System (LOCCS, A67)

U.S. Department of Housing and Urban Development

April 2024

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1.0 INTRODUCTION

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development's (HUD) primary grant and subsidy disbursement system that handles disbursement and cash management for a majority of HUD grant programs. An internet version of LOCCS is called eLOCCS. eLOCCS is used by Approving Officials to certify/recertify or decertify/terminate their staff.

eLOCCS is accessed through the HUD internet portal called **REAC Secure Systems**. Secure Systems is sometimes referred to as 'REAC' or 'Online Systems'. (See Section 3.0 below for access information).

Approving Officials (AO) represent the Business Partner and verify their individual's user access to eLOCCS. An eLOCCS user is associated with an Approving Official on the **HUD-27054E eLOCCS Access Authorization** form. The HUD-27054E is the LOCCS Security Access form used to document which program area the user has access to and their authorization within those program areas such as read, draw down funds etc. Therefore, the Approving Official will be listed as the AO for these users on the HUD-27054E. If the Approving Official is a user as well as an AO, referred to as a DUAL users, then they will complete a HUD-27054E form as well.

eLOCCS users are required to access the system regularly so they don't become inactive. **Inactivity is defined as not logging into the system.** If a user has not **logged into eLOCCS within 89 days, they become inactive and are suspended after 90 days.** A user can unsuspend themselves by answering their security questions when they sign into eLOCCS. If an eLOCCS user does not answer any one of their security questions correctly they will be terminated. In addition, if there is no activity for 180 days they will be terminated. If terminated the user has to submit a new 27054E for reinstatement and forward it to the HUD program officer assigned to your organization. If an Approving Official does not answer any of their security questions correctly **DO NOT CALL REAC-TAC**, they need to submit a 90 day inactivity suspension form of reinstatement to their Program Office.

Changing an approval official is required when the current/existing Approving Official vacates the position and there are **still active** eLOCCS users in the system assigned to the Approving Official. However, if there are **NO active** eLOCCS users for a Grantee/Business Partner (****such as users not signing into the system within 90 days OR the last user under the Approving Official being terminated or decertified**) then the **Approving Official (AO)** will **automatically** become **terminated**. In order to reinstate the AO and users a new HUD-27054E will need to be submitted.

1.1. References and links

****See Section 5.1 below for instructions on changing an approving official and whether to use the 'Change Approving Official' form or when to use the HUD-27054E form.

ALL reference links and eLOCCS User Guides can be found on the eLOCCS Quick Reference Guide.

https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference

2.0 EMAIL FOR RECERTIFICATION

When an Approving Official first registers for eLOCCS they will receive a welcome email with a schedule of the recertification (See Figure 1.1). Approving Officials must recertify user access to eLOCCS every 3 months. The AO will receive an email every 3 months to let them know it's time to recertify, and the email will contain instructions for the recertification process. An initial email will be sent out 45 days prior to the necessary recertification date (See Figure 1-2). Then a reminder email is sent out (See Figure 1-3). The email schedule is based on the geographical location of the grantee.

AO First Registration to eLOCCS Email:

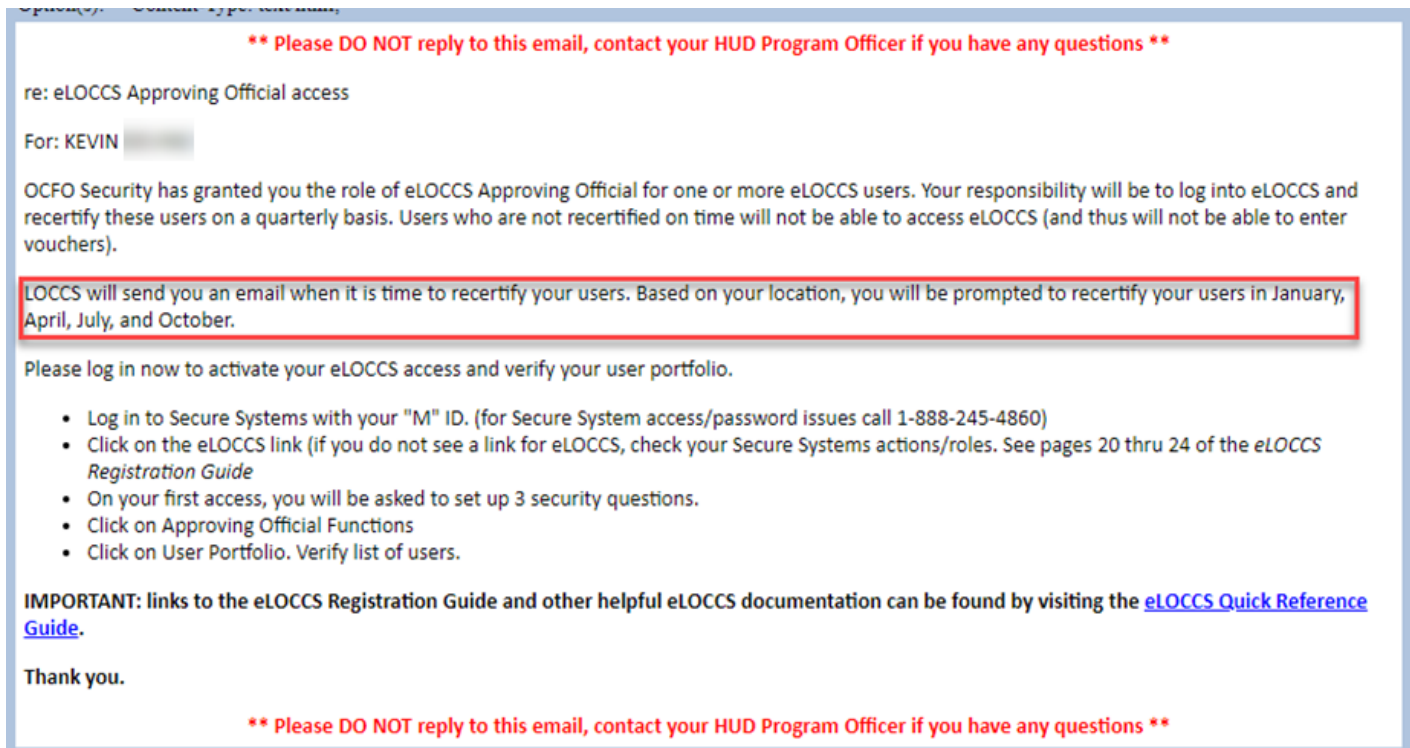


Figure 1-1. Approving Official First Registration to eLOCCS Email

Initial AO Recertification Email:

Dear eLOCCS Approving Official:

It is time for the semi-annual recertification of your eLOCCS users. Please login to eLOCCS via Secure Systems to recertify your users by SEPTEMBER 15, 20YY . Failure to recertify your staff before this date will result in **SUSPENSION** of their eLOCCS access.

- Sign in to Secure Systems with your Secure Systems "M" ID and Password
- Click on the eLOCCS link
- Click on the link for Approving Official Functions
- Click on User Certification
- Follow the instructions on the screen

Please advise your staff that it is a violation of security procedures to share eLOCCS User IDs with anyone. If User IDs are discovered to be shared, eLOCCS access will be terminated and future access denied for that person(s). Remember, you are responsible for ensuring that eLOCCS Security policies are enforced.

For questions about Secure Systems or eLOCCS access, contact your local HUD Field Office. You can also search the web for "LOCCS Guidelines".

Figure 1-2. Initial Email To Approving Officials for Recertification

Reminder email:

Dear eLOCCS Approving Official:

****NOTE** This email is a reminder that you have NOT recertified your staff, and failure to recertify your staff by September 15, 20YY will result in automatic suspension of their eLOCCS system access!**

To recertify your staff:

- ☑ Sign in to Secure Systems with your Secure Systems "M" ID and Password
- ☑ Click on the eLOCCS link
- ☑ Click on the link for Approving Official Functions
- ☑ Click on User Certification
- ☑ Follow the instructions on the screen

Thank you

Figure 1-3. Reminder Email to Approving Officials for Recertification

3.0 SIGNING ONTO ELOCCS

3.1 What You Need Before Signing On for the First Time



In order to access *e*LOCCS Approving Official (AO) functions, the Approving Official must have a valid **REAC (Secure Systems) User ID/password** and appropriate Secure Systems LOCCS roles (QRY, ADM) assigned, which provides access to *e*LOCCS.

Accessing *e*LOCCS requires;

- 1) Registration and obtaining a user ID in **REAC Secure Systems** which is the HUD Web Portal in which the *e*LOCCS application resides.
- 2) Submission of a **HUD-27054E *e*LOCCS Access Authorization** form which will control what a user can see and do once they are in *e*LOCCS.
- 3) Setting up the user access in *e*LOCCS- OCFO Security will create your user profile. You will become an Approving Official when the first of your users is created/set up in *e*LOCCS. You will receive an email from LOCCS when your AO access becomes active. If you have more than one user that you have signed for, each additional user will be added to your portfolio.

Additional helpful LOCCS guides and instructions can be found on the Quick Reference Guide page (https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference). These guides include:

- ***e*LOCCS Registration Guide** – This document provides step-by-step instructions for registering and completing all the components in REAC Secure Systems.
- ***e*LOCCS Access Guidelines for Business Partners** - This provides instructions for filling out the HUD-27054e LOCCS Authorization form, changing Approving Officials, and updating banking information via the SF1199A Direct Deposit Form.

3.2 *e*LOCCS Access

To access REAC Secure Systems, cut and paste URL below or click [<here>](#) (Figure 3-1).

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online



Figure 3-1. REAC Secure Systems Launching Page

Select <Login here> for the REAC Secure Systems Log in page (Figure 3-2A).

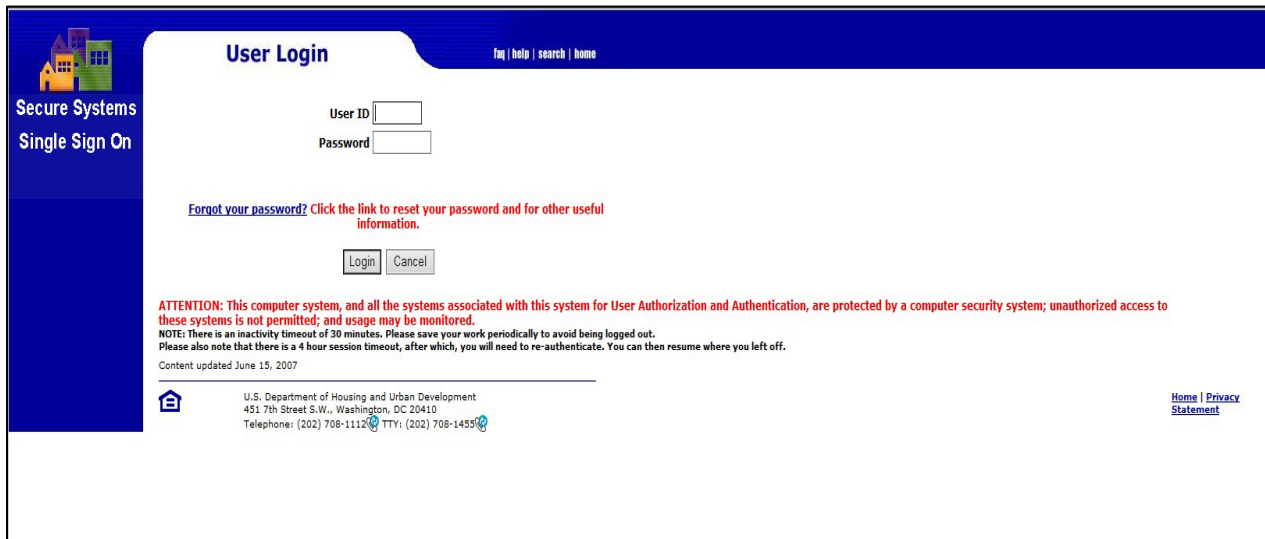


Figure 3-2A. REAC Secure Systems User Log in

Enter your **REAC Secure Systems** ID/Password. Select <Login> For the WASS Warning page will display (Figure 3-2B)

Note: This screen provides notification for accessing REAC Secure Systems and other systems under Secure Systems such as eLOCCS to avoid deactivation and subsequent reapplication.

For all eLOCCS users and Approving Officials:

You are **required** to access eLOCCS every 90 days in order to keep both your

- 1) REAC Secure Systems access active and
- 2) eLOCCS access active.



Figure 3-3B. REAC Secure Systems Warning Page

After reading the entire page, click the <Accept> button for the for the REAC Secure Systems Main Menu (Figure 3-3A)

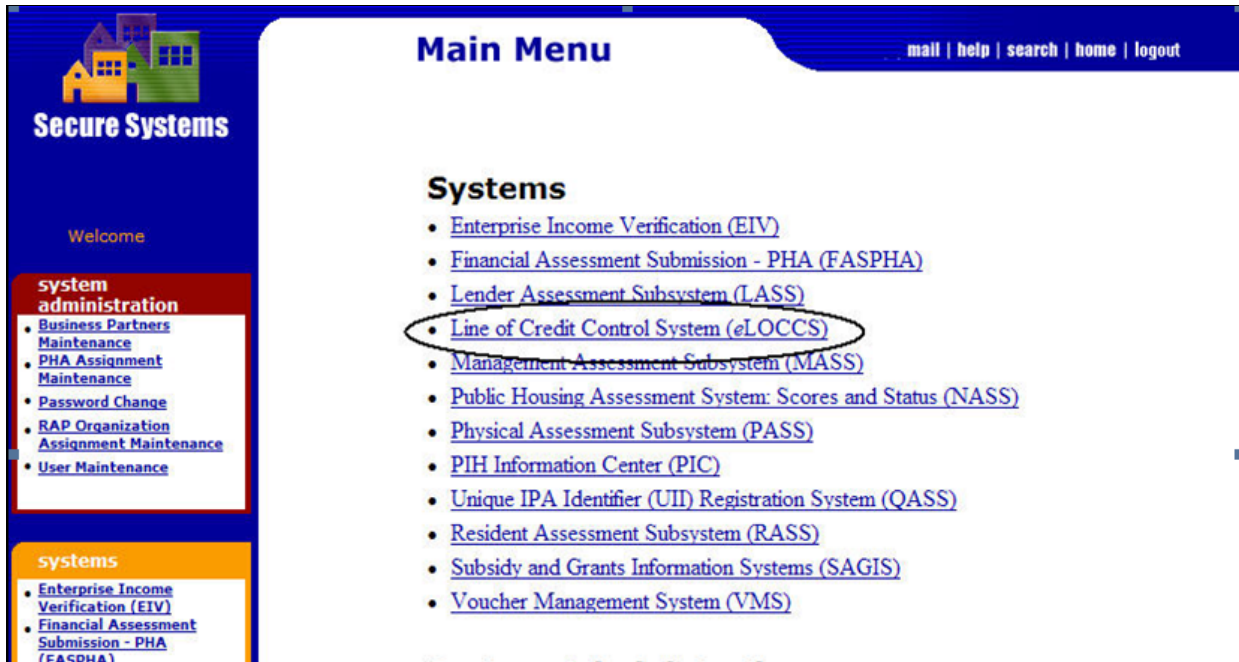


Figure 3-4A. REAC Secure Systems Main Menu

A list of HUD systems you are authorized for will be displayed on the Main Menu. Select the <Line of Credit Control Systems (eLOCCS)> link.



If the eLOCCS link appears but you have issues with your eLOCCS access do **NOT** call the REAC Technical Assistance Center. The eLOCCS system will provide you with additional information regarding the issue and resolution. Refer to section 5.4 for FAQ and access troubleshooting questions.

The next eLOCCS screen presented will **depend** on if the user has already entered their security questions (see Figure 3-5A). Users who have **Security Questions** will go to the LOCCS Authorizations page (Figure 3-6).

Users who have **no Security Questions** will go to the 'eLOCCS Security Questions' screen to enter their security Questions/answers when signing on for the first time (Figure 3-5A).

HUD IT policy requires all systems (including eLOCCS) to disable access if the user has not signed in for over 90 days.

Should your eLOCCS access be suspended for inactivity, you will have the opportunity to clear the suspension by answering 1 of 3 pre-selected personal security questions. Take care in selecting your questions and answers. If you are not able to answer any of the 3 security questions correctly, your eLOCCS access will be terminated, and you will need to submit a HUD 27054e to your HUD program officer for reinstatement.

eLOCCS requires the below 3 Security questions/answers to be on file for all users.

- Once entered, you can review or change your questions/answers any time from the [Your Profile] link.
- You may choose to provide a question/answer pair of your own by selecting the last question (with the icon).
- The [Continue] button will be enabled only after all 3 questions/answers have been entered.
- The [Cancel] button will return you to the Secure Systems menu.

Your Questions (uncheck checkbox to remove question)	Your Answers (maximum 20 characters)
1) <input checked="" type="checkbox"/> What is your oldest siblings middle name?	smith
2) <input checked="" type="checkbox"/> In what city/town was your 1st job?	smith
3) <input checked="" type="checkbox"/> The first name of your spouse/significant others father?	smith

Continue Cancel

Click on the checkbox to select the question.

- What was the make and model of your 1st car?
- What was the name of your elementary school?
- What city/town did you meet your spouse/significant other?
- What was the first name of your favorite childhood friend?
- What was your 1st pet's name?
- Where was your favorite place to visit as a child?

Figure 3-5A. eLOCCS Security Questions

The eLOCCS Security Questions page will display **only once**, to enter initial security questions/answers. The Approving Official will select three security questions from the list by placing a check mark next to the question. Once the questions are selected, they will appear in the box. The users will enter the answers and the ‘Continue’ button will be enabled. After clicking the ‘Continue’ button from the Security Questions screen, an informational screen will display with ‘Your Security Questions Have Been Updated’. After clicking on the ‘Continue’ button the LOCCS Authorizations page will display (See Figure 3-6).

HUD IT policy requires eLOCCS to suspend access if the user has not signed in for over 90 days. (Note: Secure Systems has its own separate 90-day window). If an Approving Official is suspended after 90 days of inactivity, they will be prompted to answer one of their three selected security questions (Figure 3-5B). Answering that question will lift the suspension. If an Approving Official fails to answer all three questions (Figure 3-5C). **DO NOT CALL REAC-TAC**. then they will need to send in a 90-day inactivity suspension form to their HUD Program Officer.

Your eLOCCS Access has been Suspended

AZURE TEST/UAT

HUD IT policy requires eLOCCS to suspend access if the user has not signed in for over 90 days.

Our records show your last sign-in to eLOCCS was on 02-15-2023 which was 142 days ago.

You can unsuspend your account by answering 1 of your 3 Security Questions.

1. The first name of your spouse/significant others father?	dog	Submit	Secure Systems
2. *****?			
3. *****?			

Figure 3-5B. eLOCCS Security Question Entry After 90 Suspension

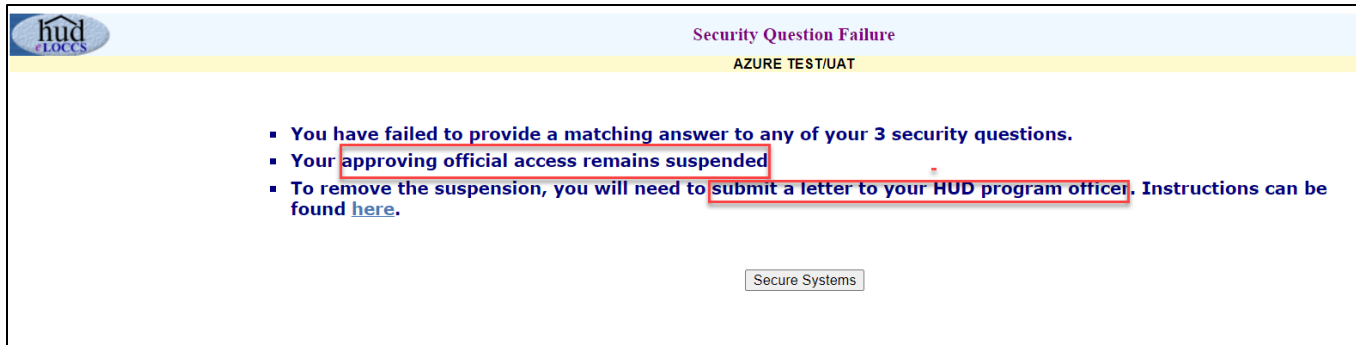


Figure 3-5C. eLOCCS Security Question Failure

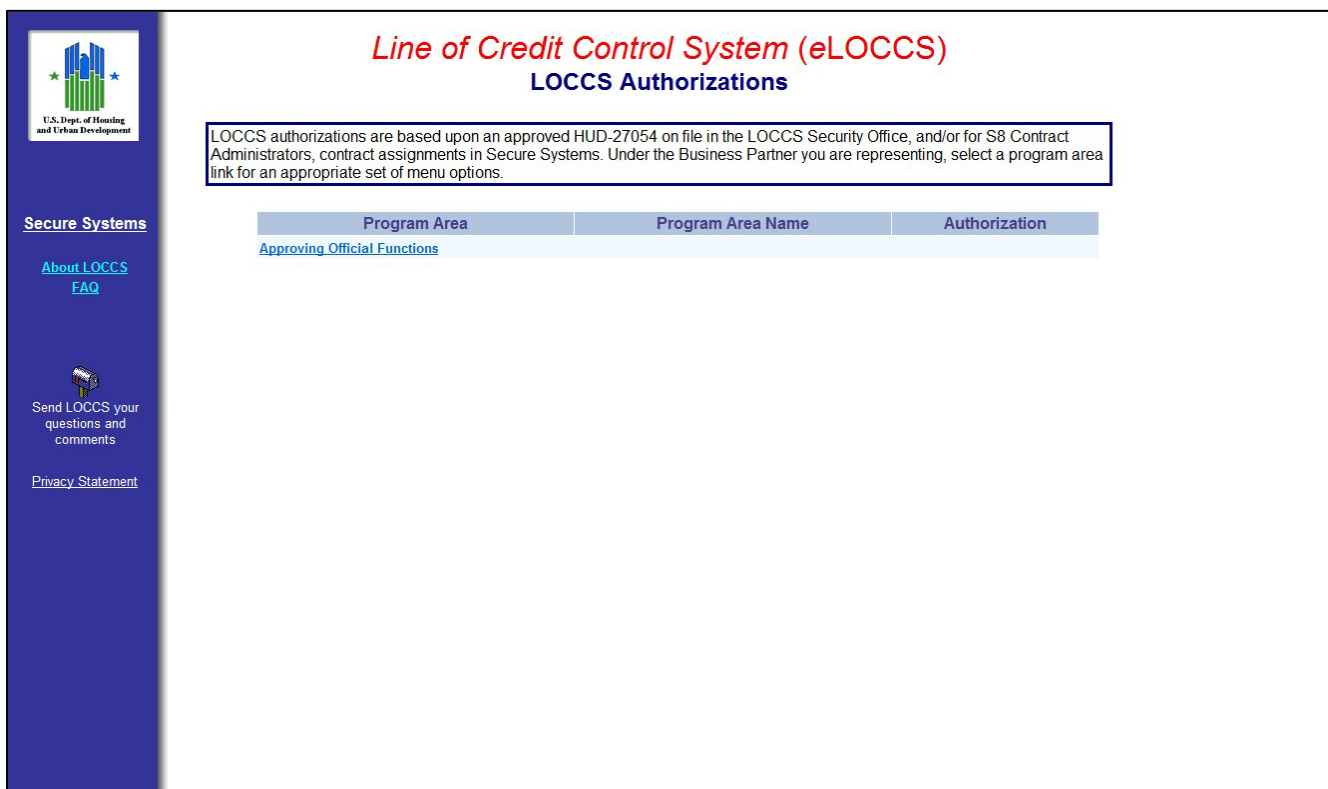


Figure 3-6. Approving Official Authorizations

LOCCS dual users will have Business Partner(s) they are authorized for listed first, and an Approving Official Functions link listed last. Users who are just Approving Officials will only have the Approving Official Functions link listed.

Clicking on the <Approving Official Functions> link, will display the Approving Official Menu (Figure 3-7).

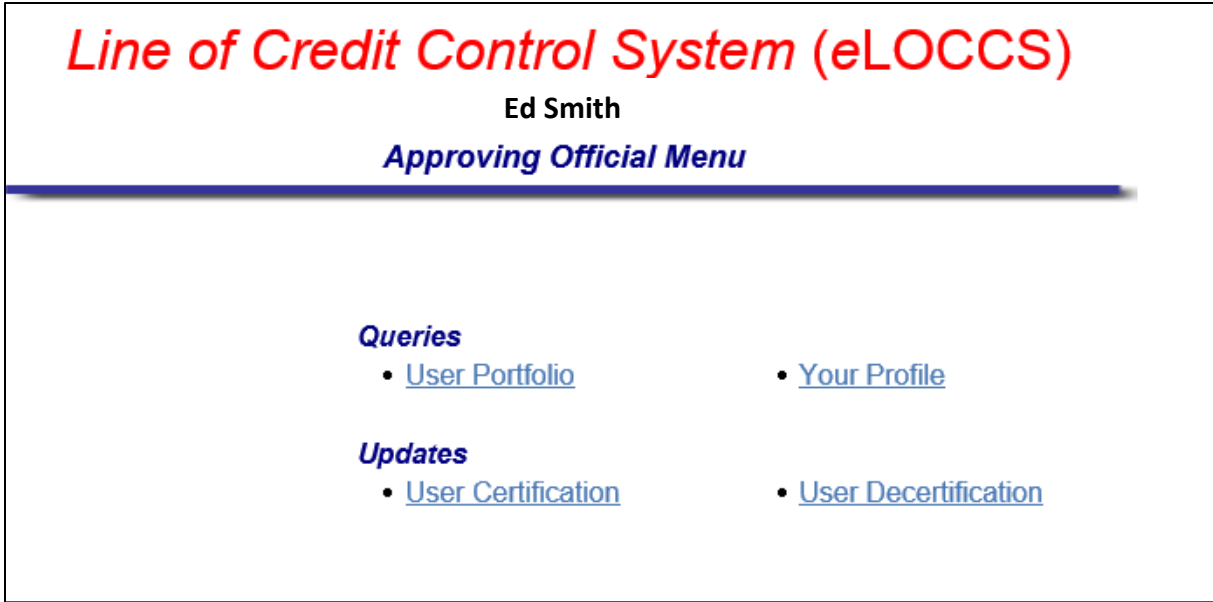


Figure 3-7. Approving Official Menu

The Approving Official Menu has four menu options. Select <Your Profile> to edit your security questions, as well as review security authorizations (Figure 3-8). Select <User Portfolio> to see the users who are assigned to you for recertification and their status (Figure 3-9). Select <User Certification> to certify the users in your portfolio (Figure 4-3) and select <User Decertification> to decertify (terminate) a user(s) in your portfolio (Figure 4-5).

See section 4.0 below for details about certification/decertification options.

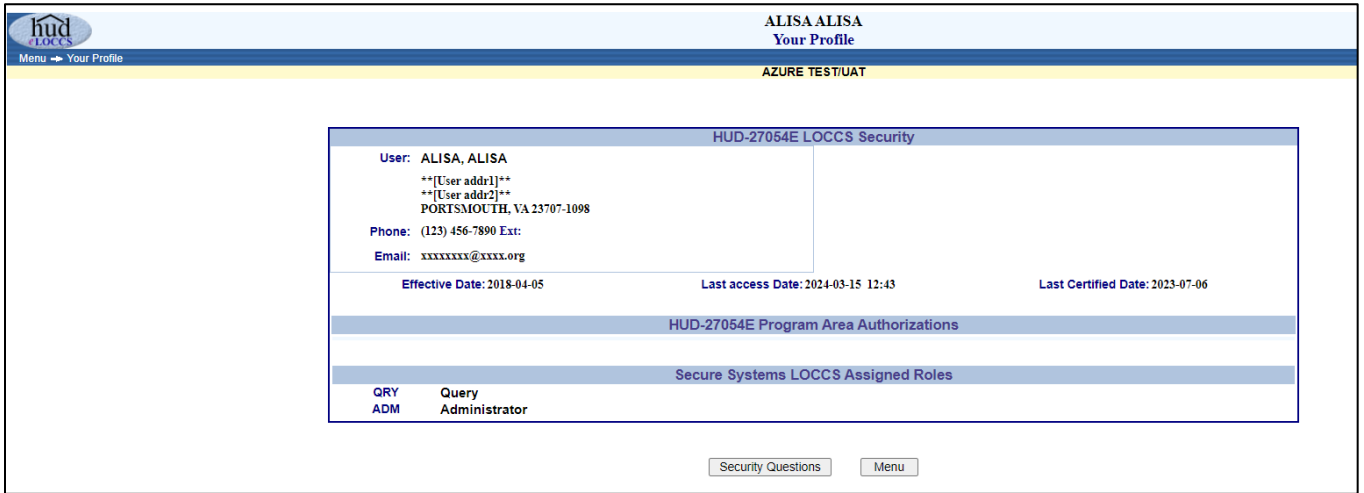


Figure 3-8. Approving Official’s Your Profile Screen

The User Profile option displays the user’s name and organization contact information and Secure System LOCCS roles. A correct/recent email address is important because it is used to email the Approving Official to recertify the users every 3 months or to notify them of other important information.

Approving Official User Portfolio									
0 Portfolio									
Click this link for additional information on the LOCCS certification process.									
✓ Current									
	User	Certification Status	Effective Date	Times Accessed	Last Accessed	HUD-27054E Authorization(s)			
						Organization	Program	Authority	
1)	Doe, Jane	✓	07-24-2017	4	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP	Capital Fund Program	Drawdown
							CFRC	Cap Fund Recovery Competitive Grnts	Drawdown
							CFRG	Capital Fund Recovery Grants	Drawdown
							OFND	Operating Fund	Drawdown
							ROSS	Resident Opport & Self Sufficiency	Drawdown
							SNAP	Special Needs Assistance	Drawdown
							SPC	Shelter + Care	Drawdown
2)	Doe2, Jane	✓	06-22-2016	60	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP	Capital Fund Program	Drawdown
							OFND	Operating Fund	Drawdown
							ROSS	Resident Opport & Self Sufficiency	Drawdown
							SNAP	Special Needs Assistance	Drawdown
3)	Doe3, Jane	✓	05-12-1994	3785	07-28-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP	Capital Fund Program	Drawdown
							CFRC	Cap Fund Recovery Competitive Grnts	Drawdown
							CFRG	Capital Fund Recovery Grants	Drawdown
							CIAP	Comprehensive Improvemnt Assistance	Drawdown
							COMP	Comprehensive Grant Program	Drawdown
							DRUG	Drug Elimination Grant Program	Drawdown
							EDSS	Economic Devel & Support Services	Drawdown
							HOP1	Home Ownrshp for Peopl Evrvh -- PIH	Drawdown
							LBP	Lead Based Paint Risk Assess. - PIH	Drawdown
							OFND	Operating Fund	Drawdown
							PDEV	Public Housing Development Grants	Drawdown

Figure 3-9. Approving Official User Portfolio

4.0 CERTIFICATION/DECERTIFICATION SCREENS

4.1 Certification Screens

From the Approving Official Menu clicking on the <User Portfolio> link will display the Approving Officials User Portfolio screen with assigned users and their certification status, effective date, and last accessed information, and HUD-27054E Authorization for each person assigned to the Approving Official. Users who need to be recertified will have a 🕒 clock icon next to their certification status (See Figure 4-1A). If the clock icon has an arrow, 🕒 then the recertification is late and the user is then suspended. Users who do not need recertification will have a green check next to their status along with the date their next recertification is due (See Figure 4-1B).

User	Certification Status		Effective Date	Times Accessed	Last Accessed	HUD-27054E Authorization(s)			
	Next	Last				Organization	Program	Authority	
1) RAY, RAY	🕒	04-15-2024	01-03-2024	08-04-2022	242	03-12-2024	PORTSMOUTH REDEVELOPMENT & HIA (54-...)	CFP Capital Fund Program	Drawdown
								OFND Operating Fund	Drawdown
								ROSS Resident Opport & Self Sufficiency	Drawdown
								URP Urban Revitalization Program(Hope6)	Drawdown

Figure 4-1A. Approving Official User Portfolio-Recertification Due Now



If a user is not recertified within 45 days, they are suspended from access until recertified. Termination is tied to inactivity. If the user does not access the system for 6 months, they are terminated.

User	Certification Status	Effective Date	Times Accessed	Last Accessed	HUD-27054E Authorization(s)		
					Organization	Program	Authority
1) Doe, Jane	✓	07-24-2017	4	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown
						CFRC Cap Fund Recovery Competitive Grnts	Drawdown
						CFRG Capital Fund Recovery Grants	Drawdown
						OFND Operating Fund	Drawdown
						ROSS Resident Opport & Self Sufficiency	Drawdown
						SNAP Special Needs Assistance	Drawdown
						SPC Shelter + Care	Drawdown
2) Doe2, Jane	✓	06-22-2016	60	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown
						OFND Operating Fund	Drawdown
						ROSS Resident Opport & Self Sufficiency	Drawdown
						SNAP Special Needs Assistance	Drawdown
3) Doe3, Jane	✓	05-12-1994	3785	07-28-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown
						CFRC Cap Fund Recovery Competitive Grnts	Drawdown
						CFRG Capital Fund Recovery Grants	Drawdown
						CIAP Comprehensive Improvemnt Assistance	Drawdown
						COMP Comprehensive Grant Program	Drawdown
						DRUG Drug Elimination Grant Program	Drawdown
						EDSS Economic Devel & Support Services	Drawdown
						HOP1 Home Ownrshp for Peopl Evrwh - PIH	Drawdown
						LBP Lead Based Paint Risk Assess. - PIH	Drawdown
						OFND Operating Fund	Drawdown
						PDEV Public Housing Development Grants	Drawdown

Figure 4-1B. Approving Official User Portfolio-Recertification Not Due Now (They are current)

On the top of the page is a “Click [this link](#)” link. Clicking <this link> will display general LOCCS Approving Official information (Figure 4-2).

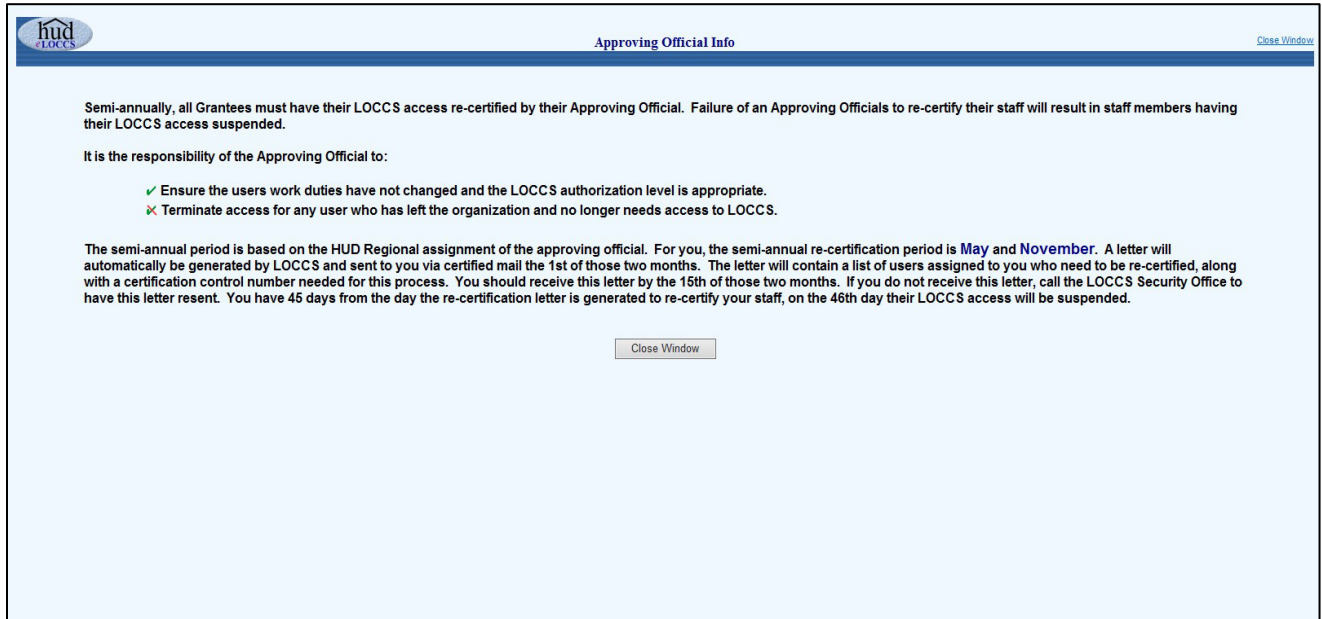
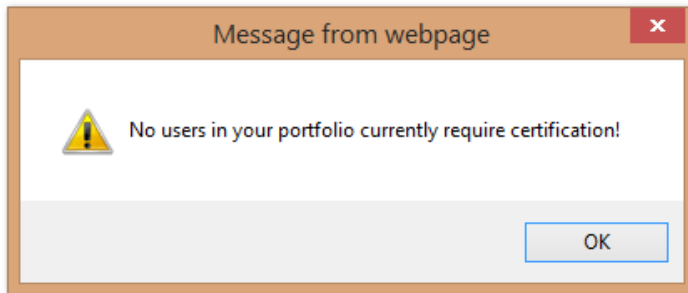


Figure 4-2. AO Information

From the Approving Official’s Menu, clicking the <User Certification> link will result in one of the below responses;

- 1) If user re-certifications are not due for your staff, a message will display stating this information.



- 2) If you receive a re-certification email, the Approving Official Certification screen will display with user(s) needing certification action (Figure 4-3).

The Approving Official has the option of Approving, Terminating/Decertification or doing nothing with each user. A convenient ‘Approve All’ check button is above the user list to quickly mark all users as approved. If a terminate user radio button is selected, eLOCCS will prompt “Are you sure” screen to confirm each terminated user.

After making recertification selections, select the <Submit> button. eLOCCS will prompt for any terminate user selections and then display the User Portfolio screen which will show the results of your recertification actions (Figure 4-4).

STEVE APPROVING-OFFICIAL
Approving Official User Certification

Menu → AO Certification

For each user, select the correct radio button to individually Approve ✓, Terminate ✗, or Wait ⊙ for later certification. To approve all users click the Approve All ✓ button in the legend. After clicking the submit button, approved users will immediately be processed. Terminated users will require a second "Are you sure?" verification.

<input checked="" type="checkbox"/> Approve All	User	Effective Date	Times Accessed	Last Accessed
<input type="radio"/> ✓ <input type="radio"/> ✗ <input type="radio"/> ⊙	DOE1, JOHN	05-15-2001	1862	12-09-2014
<input type="radio"/> ✓ <input type="radio"/> ✗ <input type="radio"/> ⊙	DOE2, JANE	08-14-2008	75	12-04-2014

Submit Reset Cancel

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Figure 4-3. User Recertification

STEVE APPROVING-OFFICIAL
Approving Official User Portfolio

Menu → AO Portfolio

Click [this link](#) for additional information on the LOCCS certification process.

<input checked="" type="checkbox"/> Current (Next Certification)	User	Certification Status	Effective Date	Times Accessed	Last Accessed
1)	DOE1, JOHN	✓ (May-2015)	05-15-2001	1862	12-09-2014
2)	DOE2, JANE	✓ (May-2015)	08-14-2008	75	12-04-2014

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Figure 4-4. User Portfolio

4.2 Decertification Screens

The Approving Official’s (AO) User Decertification page is used to terminate a user that is outside of the certification time period (every three months).



A user can also be terminated in the User Certification screen if it’s time for the AO to certify their user portfolio. See Section 4.1 Certification above #2.

From the Approving Official’s Menu, clicking the <User Decertification> link will display the Approving Official’s User Decertification screen. The screen lists the names of all the users assigned to the Approving Official, their Effective Date, Last Accessed date, Times Accessed, and Last Certified date (Figure 4-5).

The user’s name is a link to the individual’s User Decertification page. Clicking on the user name the AO wants to terminate will display the individual’s User Decertification screen (Figure 4-6).

The screenshot shows the 'User Decertification' screen for Nancy Nancy. It features a table with the following data:

	User	Effective Date	Last Accessed	Times Accessed	Last Certified
1)	DANIEL, DANIEL	02-07-2024	04-03-2024	9	04-02-2024
2)	PAUL, PAUL	01-27-2024	04-02-2024	13	04-02-2024
3)	ELAINE, ELAINE	06-17-2014	02-07-2024	148	01-03-2024
4)	RANDALL, RANDALL	04-03-2017	04-01-2024	329	04-02-2024

Below the table is a 'Menu' button.

Figure 4-5. User Decertification Screen

The screenshot shows the individual user decertification screen for Elaine, Elaine. It displays the following information:

- User:** ELAINE, ELAINE
- Effective Date:** 06-17-2014
- Last access Date:** 02-07-2024
- Times Accessed:** 148
- Last Certified Date:** 01-03-2024
- Phone:** (123) 456-7890 Ext: 000120

Below this information is a section for 'HUD-27054E Program Area Authorizations' with the following details:

- Organization:** KNOXVILLE COMMUNITY DEVEL CORP (62-6001582)
- Role:** ROSS
- Access:** Resident Opport & Self Sufficiency
- Limit:** Drawdown

A 'Reason:' field contains the text 'Left organization'. Below this is a checkbox labeled 'Check here to acknowledge that this action will terminate this user and remove all of their access to LOCCS.' with 'Submit' and 'Cancel' buttons.

Figure 4-6. Individual User Decertification Screen

The individual’s User Decertification screen will display the user’s contact information, Effective Date, Last Access Date, Times Accessed, Last Certified Date, and the HUD-27064E Program Area

authorization. A reason box displays for the Approving Official to enter the reason for termination, and a checkbox to acknowledge the termination in LOCCS/eLOCCS.

The Reason comment box allows only up to 200 alphanumeric characters. Both a reason and the acknowledgement termination check box must be entered prior to submitting the termination.

If the AO clicks the <Submit> button without entering a reason an error message will display indicating a reason must be entered (Figure 4-7).

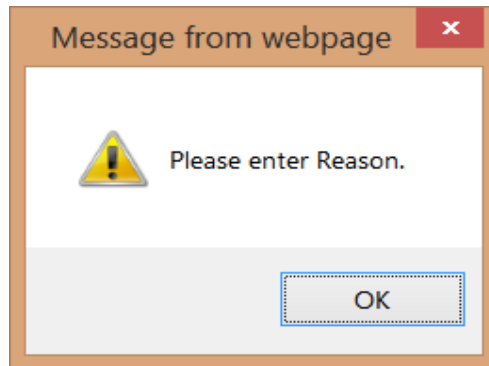


Figure 4-7. Individual User Decertification Screen Error Message to Enter a Reason

If the AO clicks the <Submit> button without checking the box of acknowledgement for termination an error message will display indicating acknowledgement box must be checked (Figure 4-8).

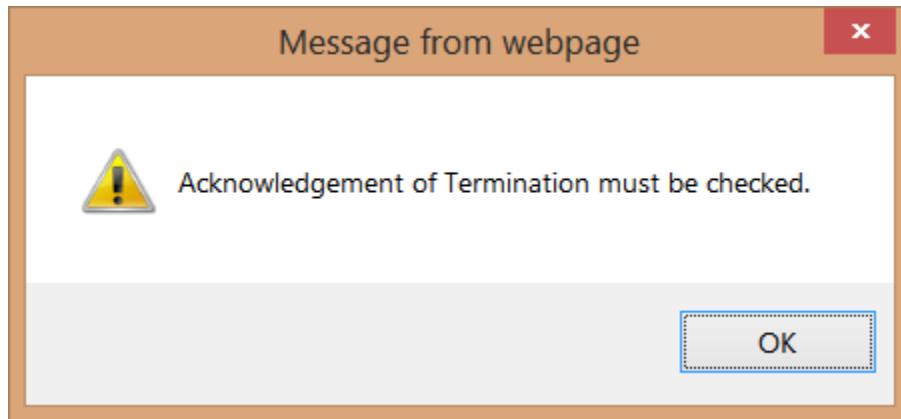


Figure 4-8. Individual User Decertification Screen Error Message to check box for acknowledgement

After entering a reason for termination and checking the box of acknowledgement, select the <Submit> button. An action confirmed screen will display with the user's name and action confirmed for the termination/decertification (Figure 4-9)

Clicking the <Menu> button will display the Approving Official's Menu. The terminated user will no longer display on the AOs User Portfolio screen.

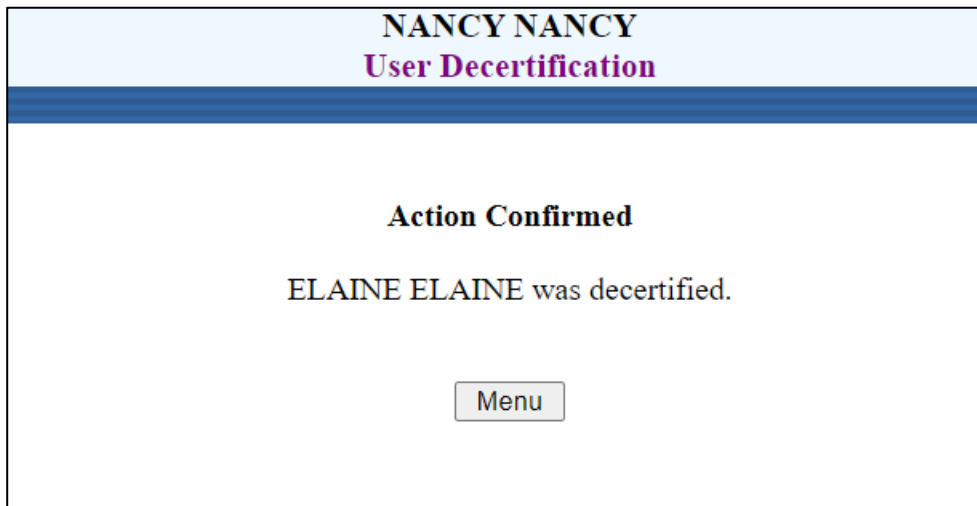


Figure 4-9 User Decertification Action Confirmed Screen

5.0 QUICK REFERENCE

5.1 How to decide if a HUD-27054E eLOCCS Access Authorization Form is needed to establish an Approving Official or if a Change of Approving Official form is needed.

It is necessary to review the LOCCS-Web system to determine if a grantee organization needs to send a ‘Change of Approving Official’ form or HUD-27054E form. Review the information in LOCCS-Web and provide instructions to the grantee organization accordingly:

The ‘Change of Approving Official’ form is only submitted when there is an active user or users with an active approving official in the LOCCS system. Select the eLOCCS Users Tab from the Business Partner screen in LOCCS and if you see the following –

ID	Secure Systems	LOCCS Status	User
	✓	✓	Approving Official: Jane Doe
	✓	✓	John Doe

You will see an active approving official and active user(s), indicated by the ✓ green check mark under the LOCCS Status section, then a ‘Change of Approving Official’ form is required, meeting the criteria as provided (See below for official guidance on how to complete and send the ‘Change of Approving Official’):

- New Approving Official Name and other qualifying information.
- Previous Approving Official Name (Only)
- Existing Users Name(s) only

The HUD form 27054E is required -. If the eLOCCS users screen reflects that the approving official and the user are **BOTH terminated** from the LOCCS system -or- the screen reflects no active/recent eLOCCS users exist. In addition, if the AO terminates/decertifies the last user assigned to the AO (again no active users under AO) then the Approving Official will GET TERMINATED TOO. Select the eLOCCS Users Tab from the Business Partner screen in LOCCS, if you see there are no users or approving official as shown:

✗Terminated

ID	Secure Systems	LOCCS Status	User
	✗	✗	Approving Official: Jane Doe
	✗	✗	John Doe - User Name Terminated on 04-24-2019

OR



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

The agency needs to submit HUD form 27054E which will establish the user and approving official in LOCCS Security from the information provided on the completed HUD-27054E form. **HUD form 27054E should not be submitted to just reestablish an approving official (See section 5.3 below for this).**

Recap: The ‘Change of Approving Official’ form is used when there are active users in the LOCCS system and the current approving official needs to be replaced with a new approving official. The key is that there must be active users and active approving official. If items 2 and 3 of the ‘Change of Approving Official’ are reflected in LOCCS with a red **x**, under the LOCCS column, then ‘Change of Approving Official’ form is not valid and should not be submitted.

NOTE: if a grantee is active in LOCCS (indicated with a green **✓**) and there is a red **x** under the Secure Systems column, the grantee is required to contact REAC/Secure Systems to be reinstated in that system for entry into the LOCCS system.

******When an Approving Official for a Business Partner (grantee) has vacated his/her position, no longer with the organization, **and a remaining user is going to be the new Approving Official/Executive Director (not the interim or Deputy)**, then depending on the scenario (if that user is to be terminated or remain active) the following must be performed:

- The user, who is now becoming the Approving Official, must be upgraded in REAC/Secure Systems to Coordinator.
- If the user is to remain active as a user as well as the Approving Official, s/he is considered a **dual user** and will need a superior to approve the now dual user for continued access (a user can’t approve themselves). A board officer (President/Chairperson, Vice President/Vice President/Vice Chair, Secretary, Treasurer) or the designated equivalent will need to complete a ‘Change of Approving Official Letter’ from a board/chair to become that user’s new Approving Official. The new Approving Official will need to complete another ‘Change of Approving Official Letter’ for the remaining users, *as s/he becomes their new approving official*. (See below for official guidance on how to complete and send the ‘Change of Approving Official Letter’)
- If the user, now new Approving Official, is **no** longer going to be a user, s/he must complete HUD-27054E form in its entirety to terminate their existing access as a user (blocks 1-11, checking item 3 in block to terminate user, complete the remaining form as required.) The form is to be sent to the HUD program officer for review, approval and certification. The HUD program officer is required to forward HUD-27054E form to the OCFO Security Office as provided in the instructions found on the form. Note: Users have the authority to terminate themselves from the eLOCCS system without an approving official signature. **However, they must have an approving official to gain access and/or be reinstated.**
 - If this user, now new Approving Official, is **no** longer going to be a user and they are the **ONLY** user, this will require users to be added to the eLOCCS system to be under the new Approving Official. A HUD-27054E form must be completed and processed as per protocol.


5.2 Changing Approving Officials

- **By sending this request, if there is a problem, you will be notified.**
- **If approved, the listed USERS will be TRANSFERRED to the new APPROVING OFFICIAL.**

- An **EMAIL** will be sent to the **NEW APPROVING OFFICIAL** once the transfer has been completed.
- If the **TRANSFERRED USERS** were pending recertification, it will be up to the new Approving Official to complete the user recertification process in eLOCCS.

CHANGING APPROVING OFFICIALS, eLOCCS (GRANTEES ONLY)

Using the form below, the **NEW APPROVING OFFICIAL** is to send to the OCFO Security Office:

 <p>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WASHINGTON, D.C. 20410-3000</p>																																					
<p>Change of Approving Official Instructions eLOCCS Business Partners (Only)</p>																																					
<p><small>OFFICE OF THE CHIEF FINANCIAL OFFICER</small></p>																																					
<p>This document provides guidelines for changing a Business Partners Approving Official in eLOCCS for Active eLOCCS users. This document is not used to establish a new Approving Official, when there are no users assigned.</p>																																					
<p>BUSINESS PARTNER (grantees) - There is a MANDATORY REQUIREMENT for a NOTARY, signature & seal. Once completed - Send Change of Approving Official Form via Secured Email to the HUD Program Officer assigned to your organization. All fields must be typed in except for signatures. HUD PROGRAM OFFICER - Please review this form for accuracy then submit it, secured via WinZip, to the designated INTERNAL email address.</p>																																					
<p>1. Authorized User(s) Name</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Last Name</th> <th style="width: 25%;">First Name</th> <th style="width: 5%;">MI</th> <th style="width: 25%;">Last Name</th> <th style="width: 25%;">First Name</th> <th style="width: 5%;">MI</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Last Name	First Name	MI	Last Name	First Name	MI																														
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Business Address</td> <td style="width: 25%;">New Approving Official Secure Systems User ID (mandatory)</td> <td style="width: 25%;">Daytime Telephone Number (include area code and extension if applicable)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		Business Address	New Approving Official Secure Systems User ID (mandatory)	Daytime Telephone Number (include area code and extension if applicable)																																	
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<p>NOTARY STAMP</p>																																					
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<p><small>NOTE: Once the Business Partners' request is approved and processed, the eLOCCS system will e-mail the new Approving Official, notifying him/her that the listed users have been transferred, under their Authority, as requested in the Change of Approving Official letter. If the transferred users are pending recertification, the new Approving Official is responsible for their recertification. If there is a problem with the grantee's request, the HUD Program Office POC will be made aware.</small></p>																																					

A Change of Approving Official will be filled out on ‘Change of Approving Official’ form and forwarded to the HUD Program Office. Upon receipt of the form, the Program Office will review the form and forward to the OCFO Security Office for final processing and eLOCCS account activation.

Once the grantee’s request is approved and processed, the eLOCCS system will e-mail the **new** Approving Official, notifying him/her that the listed users have been transferred under their Authority, as requested in the Change of Approving Official form. If the transferred users are pending recertification, the **new** Approving Official is responsible for their recertification. If there is a problem with the grantee’s request, the Program Office will receive written documentation for communication with the Business Partner for corrections.

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

1. **List the existing (active) users as found on the ELOCCS User tab in LOCCS.**

a. Name (only)

NOTE: Please review the existing user information with the HUD program officer before completing this document – which they can find under the eLOCCS users tab.

2. **New Approving Official**

a. Name

b. Title **

c. Assigned REAC Secure Systems User ID (‘M’ id) *** **[Must be registered as a REAC Coordinator in Secure Systems]**

d. Daytime telephone

e. Business address

f. 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. Interim/Acting titles are NOT ACCEPTABLE.

*** The approving official must be assigned the role of Coordinator in REAC Secure Systems.

3. **Previous Approving Official**

a. Name (only)

4. **Signature Block**

a. The **new** Approving Official must sign and date the Change of Approving Official letter.

b. The **new** Approving Official signature must be **notarized**.

5. **Notary**

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

Reference **Access Guidelines for Grantees** for any needed information and the Quick Reference Guide for links to the Change of Approving Official form. See Section 5.4 Below for a link to the **Access Guidelines for Grantees**.

5.3 Approving Official Reinstating Access After 90 Day Inactive Suspension


If an Approving Official does not access eLOCCS within 90 days their eLOCCS access will be suspended. The Approving Official can answer their security questions to reinstate their access. However, if an Approving Official does not have security questions or can't answer one of their three security questions correctly a form must be sent to the HUD Program Officer to reinstate their access.

DO NOT CALL REAC-TAC.

Please follow the instructions below:

- **By sending this request, if there is a problem with the submission, you will be notified.**
- An **EMAIL** will be sent once the suspension is removed to allow you to access the system.

Reestablishing Access for APPROVING OFFICIALS (eLOCCS GRANTEES ONLY)

	<p>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WASHINGTON, D.C. 20410-3000</p> <p>Requesting Approving Official Access Following 90-Day Inactivity Suspension Form eLOCCS Business Partners (Only)</p>		
<p>OFFICE OF THE CHIEF FINANCIAL OFFICER</p>			
<p>This document provides guidelines for lifting a 90-day inactivity suspension of a Business Partners Approving Official in eLOCCS for Active eLOCCS users. This document should only be submitted when the Approving Official has received notification that they have failed to answer the security questions.</p>			
<p>BUSINESS PARTNER (grantees) - There is a MANDATORY REQUIREMENT for a NOTARY, signature & seal. Once completed - Send Change of Approving Official Form via Secured Email to the HUD Program Officer assigned to your organization. All fields must be typed in except for signatures. HUD PROGRAM OFFICER - Please review this form for accuracy then submit it, secured via WinZip, to the designated INTERNAL email address.</p>			
<p>1. Approving Official Information</p>			
<p>Last Name</p> <input style="width: 100%;" type="text"/>	<p>First Name</p> <input style="width: 100%;" type="text"/>	<p>MI</p> <input style="width: 30px;" type="text"/>	<p>Title (mandatory)</p> <input style="width: 100%;" type="text"/>
<p>Approving Official Secure Systems User ID (mandatory)</p> <input style="width: 100%;" type="text"/>	<p>Office Telephone Number (include area code and extension if applicable)</p> <input style="width: 100%;" type="text"/>	<p>Daytime Telephone Number (include area code and extension if applicable)</p> <input style="width: 100%;" type="text"/>	
<p>Business Address</p> <input style="width: 100%; height: 40px;" type="text"/>		<p>Personal/Business email must contain the name of the new Approving Official; Generic emails are not accepted</p> <input style="width: 100%; height: 20px;" type="text"/>	
<p>Approving Official's Signature (must be legible)</p> <hr style="border: 0; border-top: 1px solid black;"/>		<p>Date</p> <input style="width: 100%;" type="text"/>	
<p>NOTARY STAMP</p>			
<p>2. Notary (must be different from the user and approving official) Seal, Signature, and Date Notarized (mm/dd/yyyy)</p>			
<input style="width: 100%;" type="text"/> Notary Last Name	<input style="width: 100%;" type="text"/> Notary First Name	<input style="width: 100%;" type="text"/> Notary ID Number	<hr style="border: 0; border-top: 1px solid black;"/> Notary Signature and Date
<p>3. HUD Program Office Point of Contact's Name (HUD Program Officer must be registered in LOCCS Web as a user)</p>			
<p>Last Name</p> <input style="width: 100%;" type="text"/>	<p>First Name</p> <input style="width: 100%;" type="text"/>	<p>MI</p> <input style="width: 30px;" type="text"/>	<p>Title</p> <input style="width: 100%;" type="text"/>
<p>H-ID</p> <input style="width: 100%;" type="text"/>		<p>Office Telephone Number (include area code)</p> <input style="width: 100%;" type="text"/>	
<p>HUD Program Office Point of Contact's Signature (must be legible)</p> <hr style="border: 0; border-top: 1px solid black;"/>		<p>Date (mm/dd/yyyy)</p> <input style="width: 100%;" type="text"/>	

Instructions

1. Approving Official Information: Enter the name, office telephone number, title, Secure Systems User ID, office address, signature and date of the approving official. Note: The approving official is required to be the organization's Chief Executive Officer or equivalent as determined by the Senior Management of the Organization. Senior Management officials are defined as: Owner, Executive Director, President, CEO, or Board Officers defined as Chairperson, President, Vice Chairperson, Vice President, Board Secretary or Board Treasurer, Manager, Director, Chief Financial Officer (CFO), Treasurer, Tribe Administrator, or Tribal Chief. Senior Management may delegate the approving official responsibilities in writing to the Deputy or Assistant of the same title as the approving official. **Interim and Acting** personnel are not eligible as approving officials. These designations are set to establish these organizations via the Active Partners Performance System (APPS) which sets the organization for Secure Systems access. **OCFO Security reserves the right to request an official organizational chart for review.**
2. Signature/Date: Digital Signatures are accepted. Original signatures are also accepted, but must be legible and provided by the user requesting access

along with the date (mm/dd/yyyy).

3. Notary. Must be different from user and approving official. The notary shall include their seal, signature, and date (mm/dd/yyyy). A notary is required to

witness and notarize both signatures. The notary shall provide a document with the stamp/seal, signature, and date for the user.

All documents are to be sent to the HUD program officer as specified Change of Approving Official, etc.

5.4 Frequently Asked Approving Official Questions

- **My REAC Secure Systems ID is not working.**

To prevent your REAC Secure Systems ID from being deactivated, you must log in to REAC Secure Systems every 90 days. Contact the REAC Secure Systems REAC Technical Assistance at 1 (888) 245-4860 on status. REAC Secure Systems provides a banner to remind users of that system when to access the system to avoid termination:



- **I can't get into eLOCCS. It says I'm suspended.**

To prevent your eLOCCS access from being deactivated, you must **log in to eLOCCS every 90**. If you are suspended answer one of your security questions correctly to be unsuspended. Approving Officials who do not successfully answer one of their security questions, **DO NOT CALL REAC-TAC**, they will email their HUD program officer for assistance and will have to submit a letter for reinstatement. If you have a question about your user-id for REAC Secure Systems, contact your HUD program officer. If you do not know who your HUD program officer is, send an email to eLOCCS@hud.gov requesting that information.

- **Can I add users during the recertification process?**

No, this process can only be used to perform recertification actions which will allow you to approve existing users for continued access in the eLOCCS system or terminate an existing user from the eLOCCS system. If you need to add a new user please refer to the instructions found here:

https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_Access/User_Guidance

- **When do I get my Approving Official emails**

Approving Officials must recertify user access to eLOCCS every 3 months. The AO will receive an email every 3 months as a reminder to recertify, and the email will contain instructions for the recertification process. The initial email is received 45 days prior to recertification due. At this time the little clock is put to the right of their users in the certification page. It tells the AO that recertification is due in 45 days. They have 45 days to perform the recertification.

The reminder emails start 15 days before the due date, and one is sent every business day until the AO certifies.

- **I have not received my Approving Official email to recertify users.**

Check that your eLOCCS email address is correct. In eLOCCS proceed to the ‘Approving Official Menu’ page. The ‘Approving Official Menu’ page has three menu options. Select <Your Profile> to check your email address. See Figure 3.6, 3.7, and 3.8 above. If your email is incorrect contact your Program Officer.

- **Once the little clock shows up for the USER, how long before the USER is actually terminated in LOCCS?**

The screenshot shows a table with columns for 'User' and 'Certification Status' (subdivided into 'Next' and 'Last'). A row for 'JEREMY, JEREMY' is highlighted, with a 'Due Now' notification and a clock icon in a red box next to the user name. The 'Next' certification date is 03-17-2024 and the 'Last' certification date is 11-30-2023.

	User	Certification Status	
		Next	Last
1)	JEREMY, JEREMY	03-17-2024	11-30-2023

A little clock is added to the AOs Certification Page to the right of their users when certification is due. If a user is not recertified within 45 days, they are suspended from access until recertified. Termination is tied to inactivity. If the user does not access the system for 6 months, they are terminated. So, if an AO does not recertify them, eventually they will get terminated depending on their last access date.

Additionally, the user could be terminated by the Approving Official. They can be terminated by the LOCCS Security Office. And they will be terminated if they fail to answer all 3 of their security questions.

- **How do I terminate an existing eLOCCS user?**

At the time of recertification, which occurs on 3 month cycles, you have the option of not recertifying the user in eLOCCS. In Addition, termination of user can be processed through the eLOCCS Access Authorization form (27054E). Termination forms are required to be forwarded, reviewed and certified by the HUD program officer assigned.

Please note the following for termination:

If the user is still within the organization, The entire form must be completed from block1 through 11c, checking Terminate user in Block 1. Notary is not required

If the user is no longer with the organization and they are unable to sign the form, do not include the user id on the form. The Security Systems user ids are considered Personal Identifiable Information (PII) and to post the id, the users’ signature as permission. OCFO Security will know who that user is with the remainder of the form being completed as instructed.

If the user is not longer physically with the organization, additionally, the approving official and page 2, block 9, 11 b and c must be completed as required.

Users can opt to terminate their access without having the form signed by the approving official. They will complete blocks 1-5, block 9, 11 a.

Link to the HUD – 27054E

<https://www.hud.gov/sites/dfiles/OCHCO/documents/27054E.pdf>

- **Can I become an Approving Official for more than one organization?**

Contact your HUD Program Officer for further guidance.

- **Can I become an Approving Official and be a user in eLOCCS.**

Yes, The HUD-27054E eLOCCS Access Authorization form needs to be completed to reflect each user type. To become a user, your approving official must be your superior within the organizational structure. If you are the Executive Director, the approving official must be the Board Officer (President, Vice President, Secretary or Treasurer or the equivalent role).

5.5 LOCCS URL Quick References

ALL reference links can be found on the ELOCCS Quick Reference Guide.

https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference