

eLOCCS

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How do I add/change a Primary Email Address in eLOCCS?

If you have the Administration (ADM) LOCCS role assigned to you in Secure Systems, you will have a Maintain Email Addresses option under the Miscellaneous category on the main menu. Selecting that option will allow you to change any LOCCS email addresses associated with your Organization.

Note: This does not change the business partner/grantee email. That is done in LOCCS.

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When I click on the LOCCS hyperlink from the Secure System main menu, why I am sometimes prompted to enter my 'Network Password' even though I previously entered my REAC User Name and Password

The fact that you have been prompted twice to enter you REAC login information indicates you are using the Internet Explorer (IE) browser, which has a double authentication process. You may have to enter your REAC Login twice when using an IE browser. Once signed into REAC Secure Systems and selecting the eLOCCS link you will be taken directly to eLOCCS.

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How do I change my bank information in eLOCCS?

To change your bank information in eLOCCS, send in a revised SF-1199A to your program office (who will then forward to Ft. Worth Accounting).

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How do I change PHA/Organization address in eLOCCS?

To change your organization address, send in a revised SF-1199A to your program office (who will then forward to Ft. Worth Accounting). The reason is that LOCCS is a payment system, where a payment could be made by check. Therefore the name and address of the organization is treated as if it were banking/payment information, requiring a SF-1199A.

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How do I update my personal information in eLOCCS?

Submit a revised HUD-27054E form to LOCCS Security.

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Why don't I have any email options displayed on my LOCCS menu?

You were not assigned the LOCCS Administration (ADM) role by your Coordinator in REAC Secure Systems. Have your coordinator add the ADM role to you.

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Can I Cancel a Voucher in eLOCCS?

You can cancel a voucher in eLOCCS provided It's on the same transaction day during operational hours through the Cancel Voucher hyperlink off the eLOCCS Main Menu page. Once the voucher entry date has past you have until the next business day to cancel the Voucher though your field office before LOCCS processing.

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How do I return funds that have been drawdown by mistake?

Contact your local field office for instructions on returning the funds.

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How can I adjust my Budget Line Item (BLI) funds?

Send in a revised budget to your local Field Office.

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Who do I contact regarding changes to Approving Official in LOCCS/eLOCCS?

A Change of Approving Official form must be sent to your program office when changing approving officials and the current approving official has vacated the position and there are **active** users assigned to the leaving Approving Official

Forms and information can be found at this link under changing approving officials.

- https://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines#1

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Who can I contact for technical assistance in eLOCCS?

You contact your HUD Program Office or Office Director for assistance.

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