All Property Owner users **must** first have a HUD User ID (M-ID Credential) issued from Secure Systems to access the CNA e-Tool.

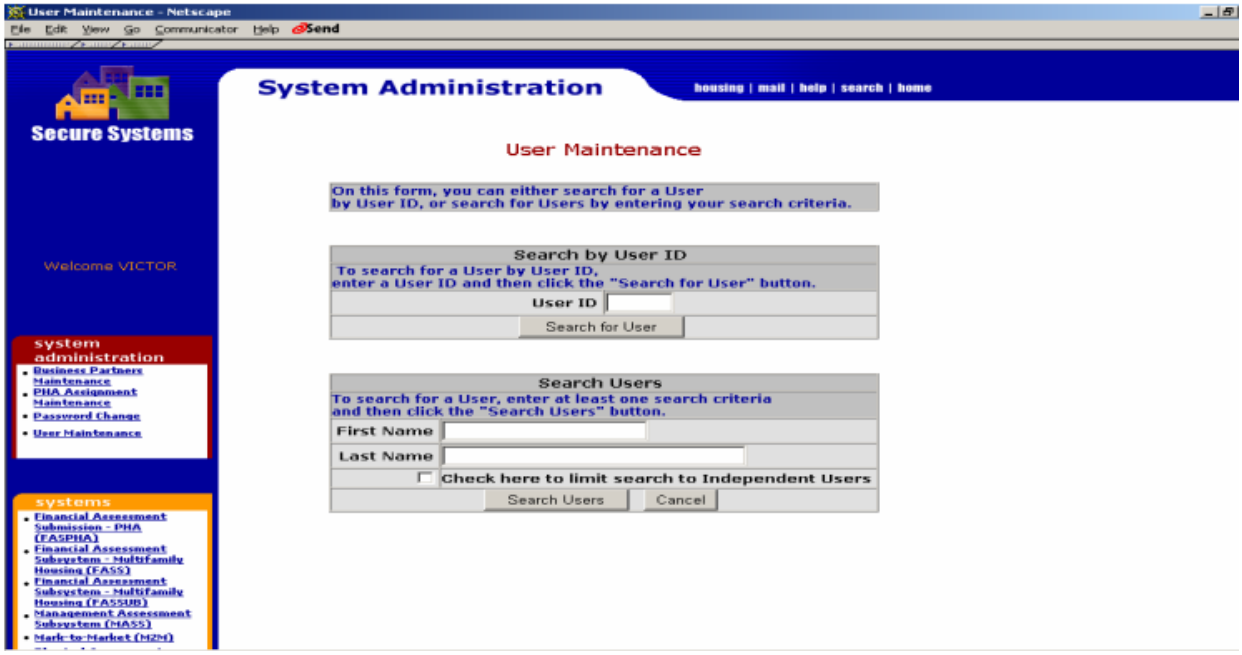
Property Owner Access

A firm/organization User:

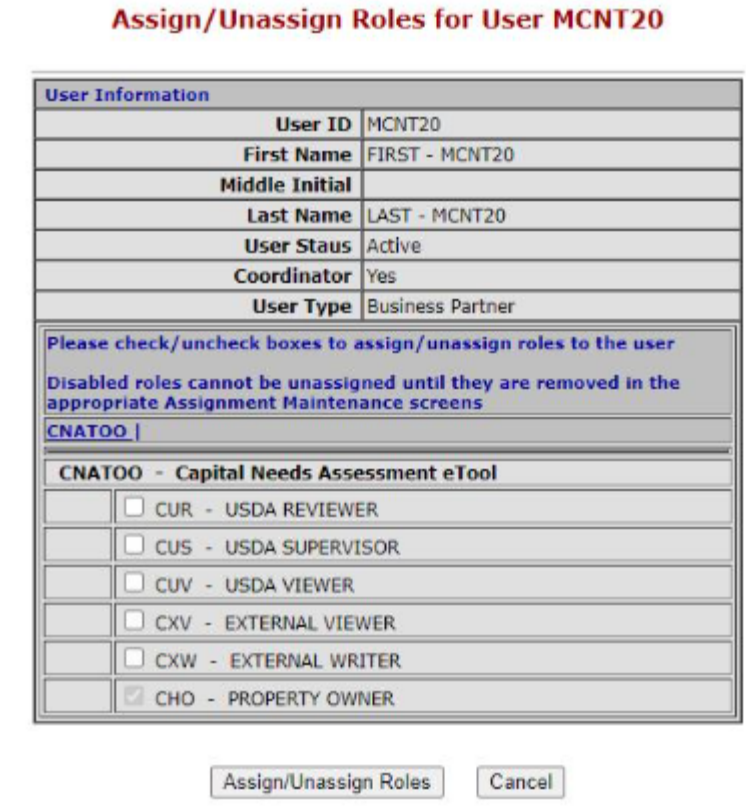
- Security Systems (WAAS):
  1. The applicant applying for their M-ID credential will need to provide all of the requested information required as part of the Secure Systems Registration Process.
  2. The organization must have a user apply for the Coordinator user type.
  3. The Coordinator will give their specific organization's users CNA e-Tool Property Owner Role (CHO) role through Security Systems User Maintenance.
- FHA Connection (FHAC):
  1. Get an FHA Connection issued M-ID by registering in FHA Connection (if they do not have an M-ID already).
  2. The Owner should let their organization's Coordinator know if they want to have the Owner Role access (CHO) assigned to them for the CNA e-Tool.
  3. The Coordinator will give their users CNA e-Tool Owner Role (CHO) role through the FHAC ID Maintenance.

Security Systems User Maintenance page:

1. Look up user by User ID or Name



2. Assign CNATOO CHO role to the User



Users should be able to access eTool after the CHO role assigned, but they may not see any assessments in their Dashboard or Owner's Inbox until an assessment is added with them as the owner.

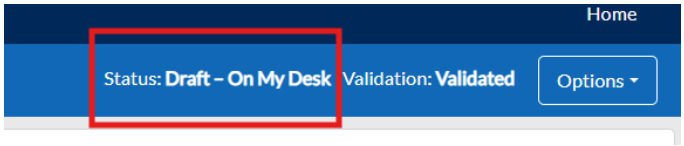
*** The user has more than one organization associated with their M-ID and cannot log in as an Owner in eTool.**

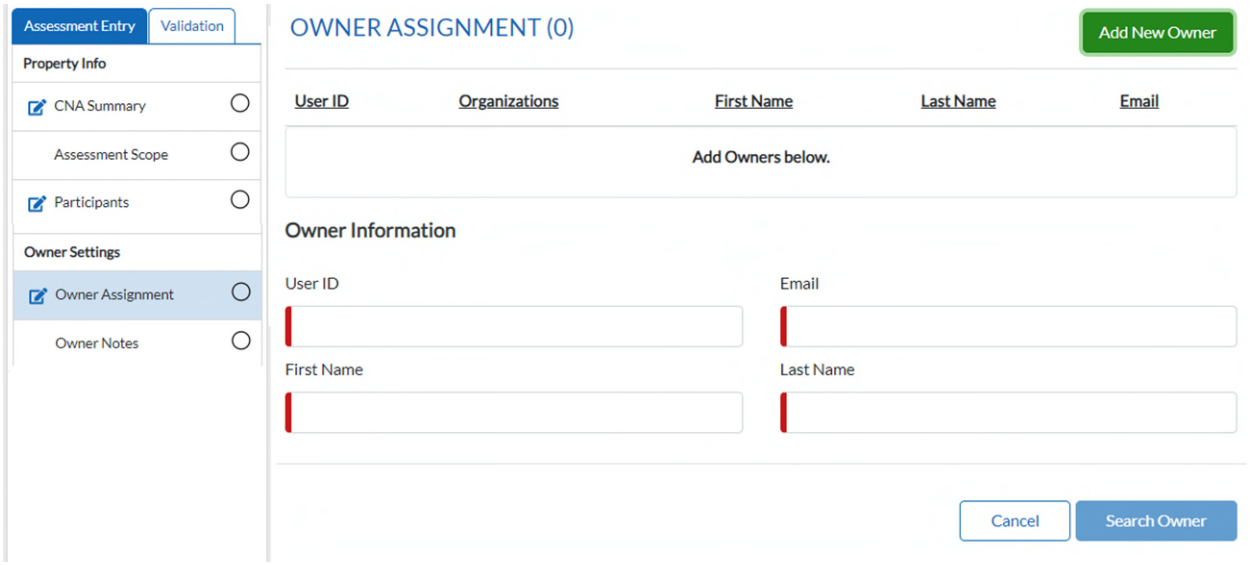
(The ICF team may already have a user guide for release 3.2. This is an additional note regarding Owner Assignment functionality.)

Steps to Assign Property Owner in the CNA eTool:

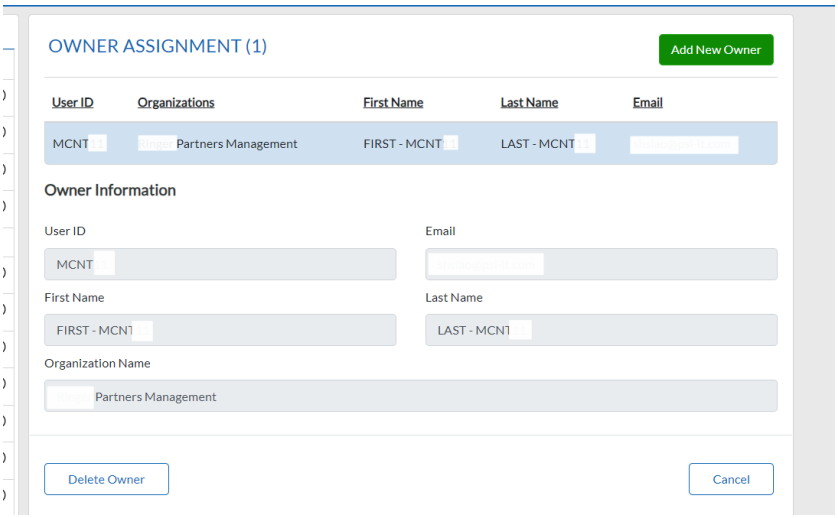
(The below screenshots are from CNA's lower environment)

1) The assessment initiator or submitter can assign a Property Owner *only* when the assessment is in **Draft** status.

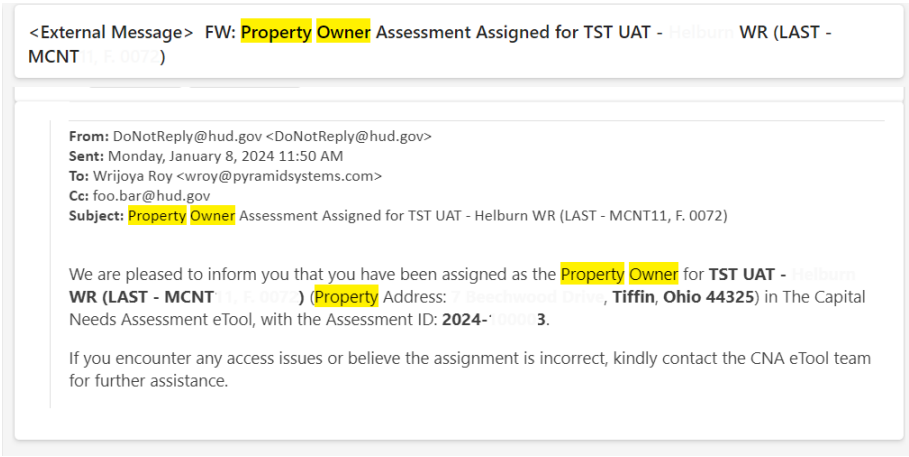
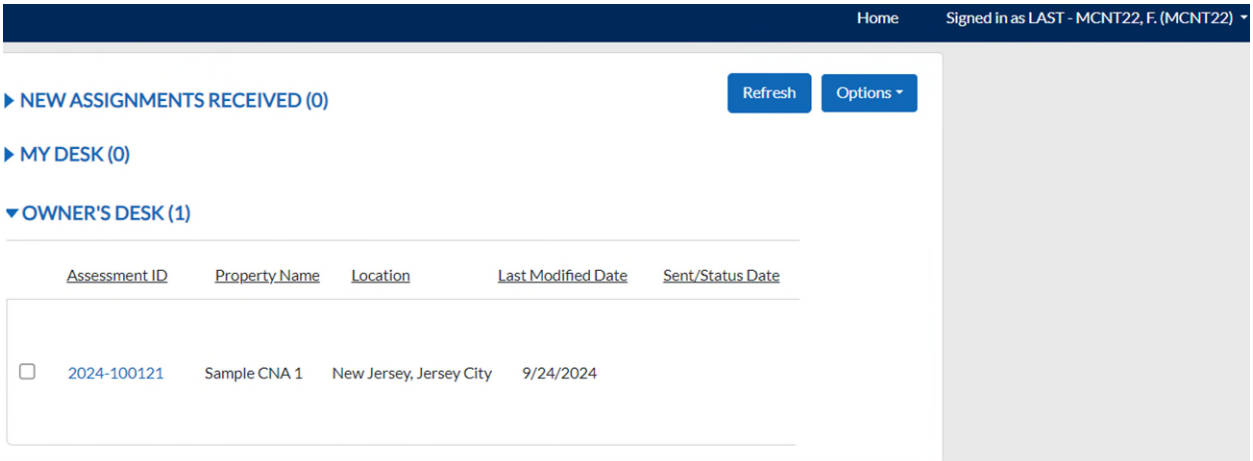




2) Owner's information will only be returned if the users have been granted the CHO role.



3) The assigned owner will receive an email notification informing them that an assessment has been assigned to them.



4) After logging into the CNA e-Tool, the property owner will first see their personalized dashboard. The 'Owner's Desk' section, located on the dashboard, displays the CNAs assigned to the owner.