

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

The screenshot shows a Netscape browser window titled "User Maintenance - Netscape". The browser's address bar shows "http://www.securesystems.com". The page content includes a "System Administration" header with navigation links for "housing", "mail", "help", "search", and "home". Below this is the "User Maintenance" section, which contains two search forms. The first form, "Search by User ID", prompts the user to enter a User ID and click the "Search for User" button. The second form, "Search Users", prompts the user to enter at least one search criterion (First Name or Last Name) and click the "Search Users" button. There is also a checkbox option to "Check here to limit search to Independent Users". A sidebar on the left contains a "Secure Systems" logo and a "Welcome VICTOR" message, along with a "system administration" menu listing "Business Partners Maintenance", "PHA Assignment Maintenance", "Password Change", and "User Maintenance". Below that is a "systems" menu listing various assessment and submission options like "Financial Assessment Submission - PHA (FASPH)", "Financial Assessment Subsystem - Multifamily Housing (FAS)", "Financial Assessment Subsystem - Multifamily Housing (FASUR)", "Management Assessment Subsystem (MAS)", and "Mark-to-Market (M2M)".

2. Assign CNATOO CHO role to the User

Assign/Unassign Roles for User MCNT20

User Information	
User ID	MCNT20
First Name	FIRST - MCNT20
Middle Initial	
Last Name	LAST - MCNT20
User Staus	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign roles to the user
Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens

CNATOO |

CNATOO - Capital Needs Assessment eTool	
<input type="checkbox"/>	CUR - USDA REVIEWER
<input type="checkbox"/>	CUS - USDA SUPERVISOR
<input type="checkbox"/>	CUV - USDA VIEWER
<input type="checkbox"/>	CXV - EXTERNAL VIEWER
<input type="checkbox"/>	CXW - EXTERNAL WRITER
<input checked="" type="checkbox"/>	CHO - PROPERTY OWNER

Assign/Unassign Roles

Cancel

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.

The screenshot displays the CNA eTool interface. At the top, a blue header bar contains the text 'Home' on the right, 'Status: Draft - On My Desk' in the center (highlighted with a red box), and 'Validation: Validated' on the left. Below the header, there is a navigation menu with 'Assessment Entry' and 'Validation' tabs. The main content area is titled 'OWNER ASSIGNMENT (0)' and features a green 'Add New Owner' button. A table with columns for 'User ID', 'Organizations', 'First Name', 'Last Name', and 'Email' is shown, with the text 'Add Owners below.' centered in the table body. Below the table, there is a section for 'Owner Information' with four input fields: 'User ID', 'Email', 'First Name', and 'Last Name'. At the bottom right, there are 'Cancel' and 'Search Owner' buttons.

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

OWNER ASSIGNMENT (1) Add New Owner

User ID	Organizations	First Name	Last Name	Email
MCNT	Partners Management	FIRST - MCNT	LAST - MCNT	

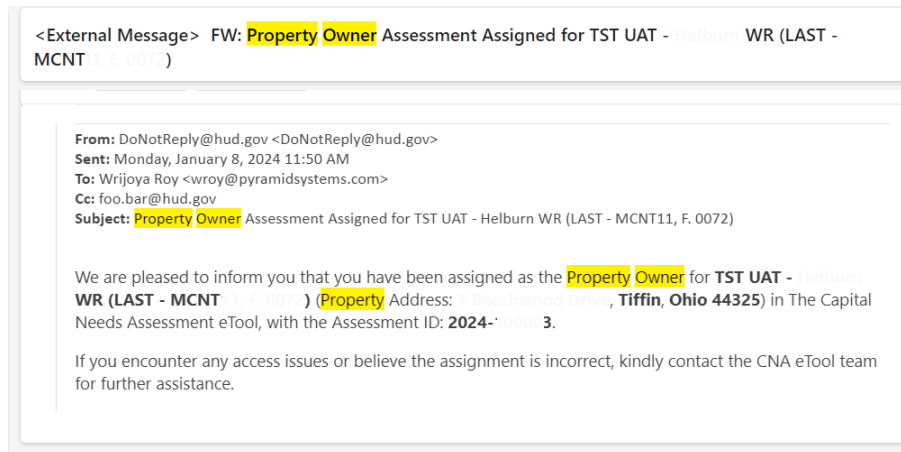
Owner Information

User ID: Email:

First Name: Last Name:

Organization Name:

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.

Home Signed in as LAST - MCNT22, F. (MCNT22) ▾

▶ **NEW ASSIGNMENTS RECEIVED (0)** Refresh Options ▾

▶ **MY DESK (0)**

▼ **OWNER'S DESK (1)**

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date
<input type="checkbox"/> 2024-100121	Sample CNA 1	New Jersey, Jersey City	9/24/2024	