This guide will instruct internal HUD NSPIRE System users on how to update or add internal contacts to property IDs. The steps enable HUD staff to manage points of contact for public housing or multifamily properties and adjust email notifications for these contacts. Note that currently, users cannot remove themselves as a POC; instead, the new contact must replace the existing one by following the same search and save process.

How to Update Field Office Staff in the NSPIRE System

Step 1: Log in to the **NSPIRE System.**

Step 2: Select the **Inspections tab**.

Step 3: Search for the desired Property ID.

Step 4: Choose the appropriate **Property ID.**

Step 5: Navigate to **Development Contacts** to view current contacts.

Step 6: Select **"New."**

Step 7: Select "Type" as **"HUD Field Office Contact Primary."**

Step 8: Search for the new designated POC's name in the **user search box**.

Step 9: Select **Save** and close out.

1 PIH — Log In Using — Log in with Employee Login — Log In with a Different Account

2 NSPIRE — Field Office App — Inspections — Deficiencies — Inspections Recently Viewed — 50+ items • Updated a minute ago — Inspection Name — Property ID

3 Search: All — Q Search Inspections and more...

4 Property ID — AK001000274

5 Development Contacts (8)

6 New

New Development Contact: NSPIRE

* = Required Information

Information

Development Contact Id — Owner — Bridget Kearney

7 *Type — HUD Field Office Contact Primary

8 Search People...

Contact — Search Contacts... — Receive Notifications ☑

Development — A-023522

Status — Active

9 Cancel — Save & New — Save