



Paulhus & Associates, Inc.

A User Friendly Guide to HUD's Online Systems

Last Updated
December 16, 2003



1. Overview

1.1 What is WASS?

The Web Access Security Subsystem (WASS) is a security gateway for internal HUD Regular USERS and external Regular USERS. HUD Users can gain access to over 20 systems and Regular Users can gain access to over 15 systems. The accessible systems differ between each user based upon the systems and roles assigned by a Coordinator.

1.2 Am I an internal HUD USER or an external Regular USER?

If you are using the Internet, you are an external user who has access to the systems and access privileges that are available to those on the Internet. Except for access as Coordinators, all Coordinators and users have access to the roles and actions assignable to the Regular USERS of about 15 systems. The list of the roles and actions assignable to you by your Coordinator is in Appendix A. While you may only use a few of the roles and actions, the list provides you information on the roles and actions that could be performed by an external Regular USER should your Coordinator assign them to you.

1.3 Am I a Coordinator or a user?

Are you one of two people who are representing a Business Partner? If you are, then you are a Coordinator. All others are Regular USERS.

To have the best experience with WASS, you need to know your role and understand something of the roles of others with whom you may work. For Regular USERS, the Coordinator is the main and sometimes only person you will contact while you use HUD systems. Table 1-1 on the next page provides you a description of users categorized as external users using the Internet. This table will not show HUD Users descriptions since this guide is designed for Internet users. External Regular User IDs all begin with the letter “M” or “I”.

Table 1-0 User Types

User Category	Access Type	User ID	User Type Description
Internet/External Users	User	Mxxxxxx	Participant – Regular User
	Coordinator	Mxxxxxx	Participant – Coordinator
	User	Mxxxxxx	Expected Participant – regular user (APPS)
	Coordinator	Mxxxxxx	Expected Participant – Coordinator (APPS)
	User	Mxxxxxx	AQA Contractor (SASS)
	Coordinator	Mxxxxxx	AQA Contractor Coordinator (SASS)
	User	Mxxxxxx	Appraiser (SASS)
	User	Ixxxxxx	Independent User

Regular USERS rely on Coordinators for help. Coordinators and Regular USERS also have access to help desks. When a user needs assistance, the Coordinator is the first line of help support. If your Coordinator cannot assist you, call or E-mail the help desk that services the system you are using or want to use (Table 1-1). The help desk is the second line of support.

Table 1-1 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center (TAC)	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS), PASS-CLA	(888) 245-4860 E-mail: Select “Contact Us” on the REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real Estate_mgmt@hud.gov
FHA Connections	LASS	Contact FHA Connection

1.4 What is a Coordinator?

Coordinators have an important system administration role in the use of HUD systems by external Regular USERS. They have the responsibility for managing access for thousands of users and ensuring that the users have the privileges necessary to do their work. Coordinators are designated “Original” when they complete a coordinator registration and are one of the two allowed Coordinators for their first Business Partner. When a Coordinator establishes additional relationships with other Business

Partners, they are designated BPR (Business Partner Relationship) Coordinators.



2. Coordinators

2.1 Coordinator Registration

Access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to the following URL address:

www.hud.gov/offices/reac/online/reasyst.cfm and click on the **Online Registration** button.

As you will see from the next screen, there are three different online registration forms. The form used will depend upon whether the registrant is registering for systems under *Public Housing Authority*, *Multifamily Housing Entity*, or as an *Independent User*. Coordinators only register for *Public Housing Authority* and *Multifamily Housing Authority*. The Public Housing Authority registration form and the Multi-Family registration form differ only in the request for PHA ID information rather than for a Tax Identification Number.

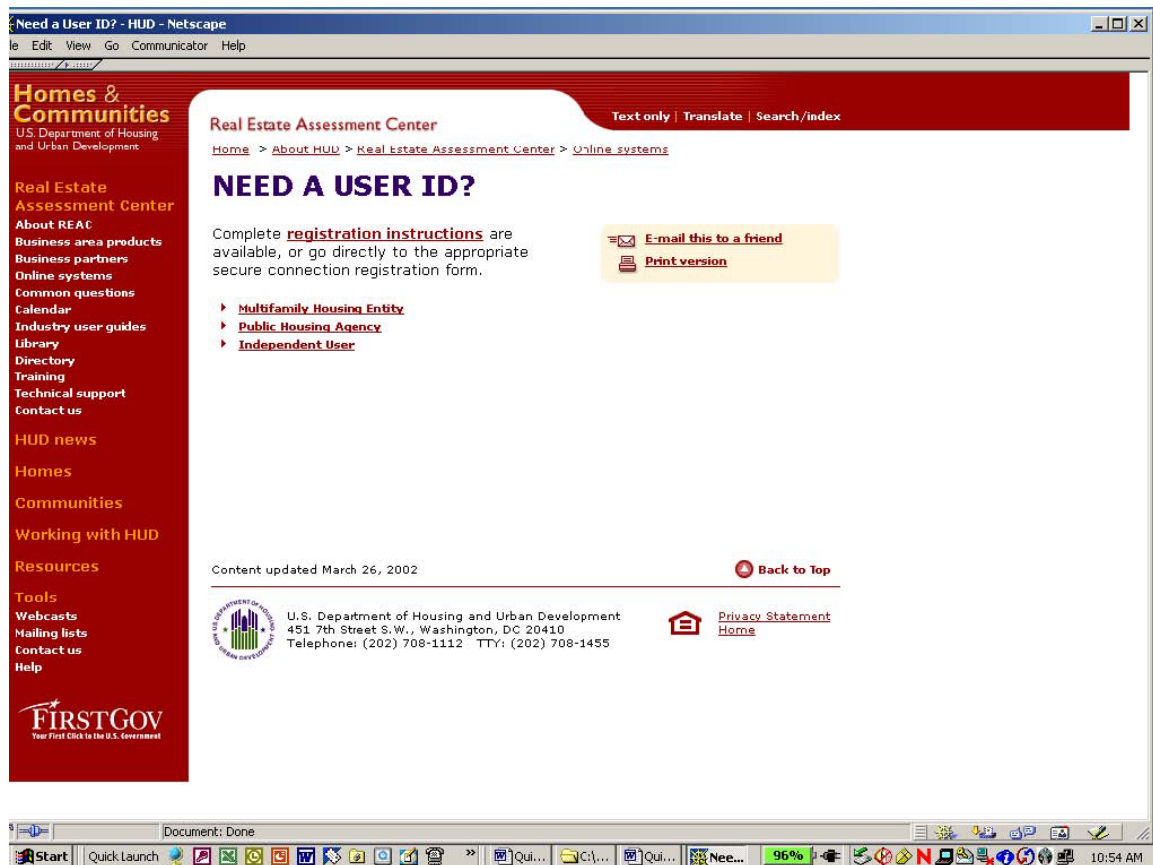


Figure 2-1 Need a User ID?

When you have determined the appropriate registration form to register under, follow the instructions on the form itself and complete all information (See Figures 2-2 and 2-3). When completing the registration form, be sure the information is complete and accurate so that your registration is processed in a timely fashion and there are no delays in your notification of successful registration.

Should you have difficulty filling out the registration form, there are some automatic reminders about the information required. See Figure 2-4 for the list of required information. The success of your registration depends on the accuracy of your registration information.

PHA Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization Information	
<ul style="list-style-type: none"> • Provide the name of the Public Housing Authority you represent • Provide the Number of the Public Housing Authority you represent 	
Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:	<input type="text"/>
-----------------	----------------------

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:	<input type="password"/>
Re-enter Password for Verification:	<input type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input type="text"/>
-----------------------	----------------------

<input type="button" value="Send Application"/>	<input type="button" value="Clear Fields"/>
---	---

Figure 2-2 PHA Coordinator and User Registration

Multifamily

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember!

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization/Individual Information

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

☒ Organization ☐ Individual

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Figure 2-3 Multifamily Coordinator and User Registration Form



Figure 2-4 List of Required Information

Upon a successful registration, notification will be sent to the Trusted Business Partner that you specified in the Organization/Individual Information section of the registration form. This notification is generally sent out the next business day following the day you register.

You will also receive an e-mail notification generally the next business day that you have successfully registered and can receive your User ID from your Trusted Business Partner. You should be able to obtain your User ID generally within one week from registration.

2.2 Logging in for the first time

Enter the following URL address in your web browser:
www.hud.gov/offices/reac/online/reasyst.cfm to access the login screen and click on the **LOGIN** button. This will bring you to a user login screen with a challenge box shown in figure 2-5 below.

At the time of registration, users will have access to a set number of systems, roles, and actions reserved for external users. The systems that are assignable by the Coordinator is dependent upon the information you provided on your registration form.



Figure 2-5 Login and Challenge Screen

On this screen, enter your User ID and the password that you registered with and click “OK”.

This will bring you to the next screen where you can set up yourself for administration responsibilities.

2.3 Setting up Coordinator Actions

In order for the Coordinator to assign Actions and Roles to other users, the Coordinator must first assign Actions and Roles to themselves.

After a successful login, the Coordinator will be brought to the Main Menu (Figure 2-6), from which you can perform your tasks.

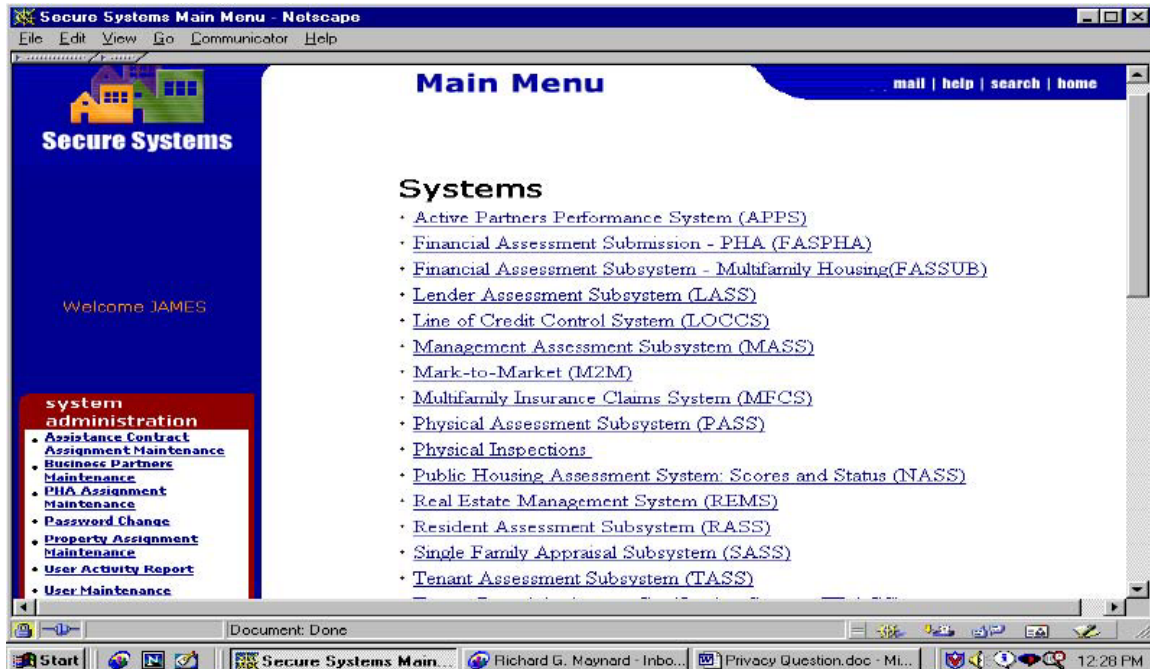


Figure 2-6 Main Menu Screen

The first task that you want to perform is to assign yourself all the actions available to you. Click on “User Maintenance” under the system administration menu. This will bring you to the User Maintenance Screen where you can perform a search by User ID or Name (Figure 2-7).

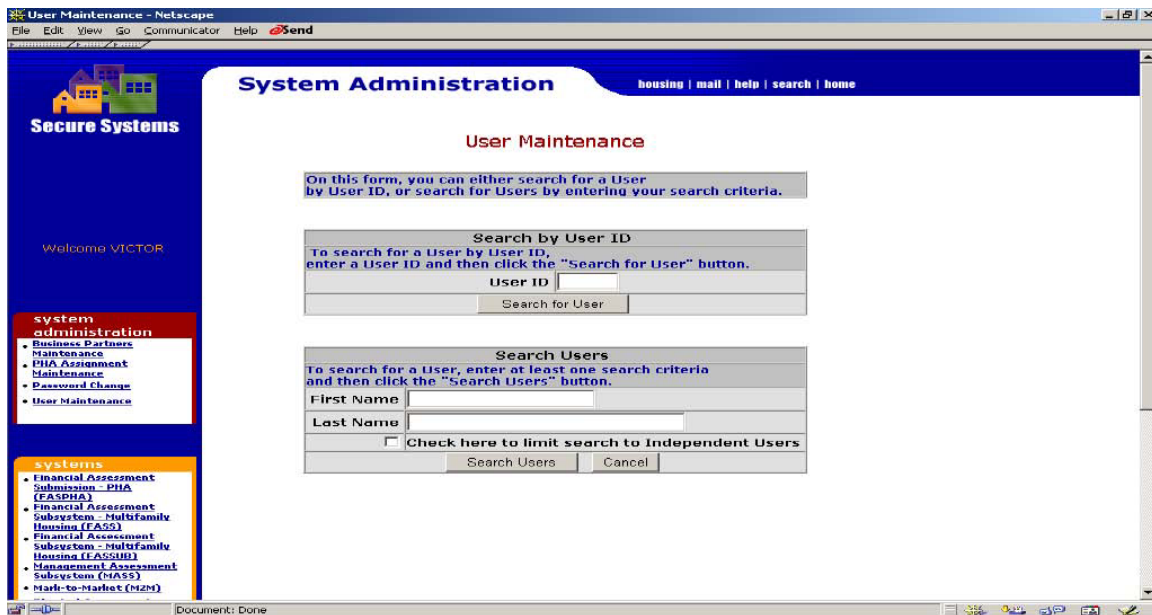
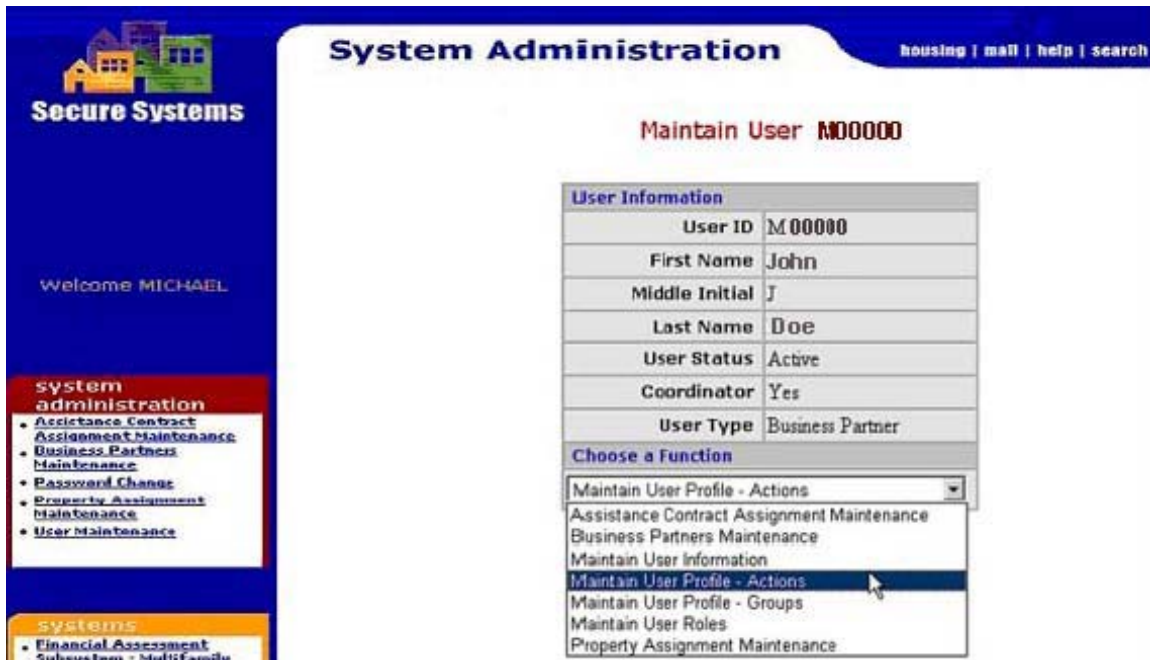


Figure 2-7 User Maintenance Screen

You will then enter you Coordinator ID or the Coordinator’s first and last names and click on the “Search Users” button.

The next screen will show you some basic user information and will contain a drop down list of functions that you can perform. You will want to choose the function “Maintain User Profile – Actions” as shown on the next page and click the “Submit” button



Secure Systems

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

- Financial Assessment Subsystem - Multifamily

System Administration housing | mail | help | search

Maintain User M00000

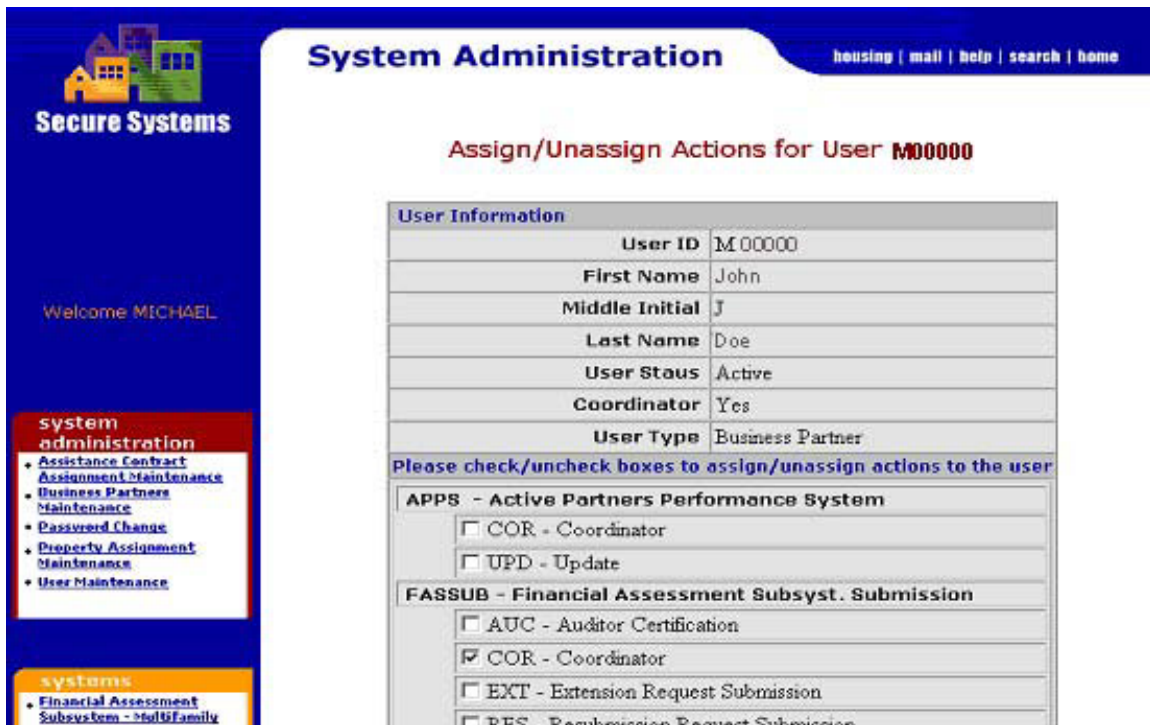
User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

- Maintain User Profile - Actions
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Information
- Maintain User Profile - Groups
- Maintain User Roles
- Property Assignment Maintenance

Figure 2-8 Maintain User (Maintain User Profile – Actions)

After clicking on the “Submit” button, you will be brought to the next screen to assign yourself actions for each subsystem.



Secure Systems

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

- Financial Assessment Subsystem - Multifamily

System Administration housing | mail | help | search | home

Assign/Unassign Actions for User M00000

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign actions to the user

APPS - Active Partners Performance System

- ☐ COR - Coordinator
- ☐ UPD - Update

FASSUB - Financial Assessment Subsystem Submission

- ☐ AUC - Auditor Certification
- ☒ COR - Coordinator
- ☐ EXT - Extension Request Submission
- ☐ RES - Reimbursement Request Submission

Figure 2-9 Assign/Unassign Actions

It is important for each Coordinator to select the (COR) Coordinator action for each subsystem they need. The (COR) Coordinator action automatically gives access to all the actions associated with that subsystem. Place a check mark in the (COR) Coordinator box for each subsystem and click the “Assign/Unassign Actions” button.

After clicking on the button the following transaction confirmation screen is displayed.



Figure 2-10 Assign/Unassign Action(s) Transaction Confirmation

2.4 Setting up Coordinator Roles

To assign roles to yourself follow the procedures for assigning actions until you get the Maintain User Screen. This time you will want to select Maintain User Roles from the Choose a Function drop down list and click the “Submit” button.

Secure Systems
Welcome MICHAEL

System Administration housing | mail | help | search

Maintain User M00000

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

- Maintain User Roles
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Information
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Roles
- Property Assignment Maintenance

Figure 2-11 Maintain User (Maintain User Roles)

The Assignment of roles is a necessary first step before assigning contracts, PHAs, and properties.

You would assign Roles in the same manner as Actions by placing a check mark in each subsystems box. It is very important for the coordinator to assign only those roles that are needed. There are roles for some systems that will lock the user out if they are selected. Therefore, be sure to only select those roles that are needed.



Secure Systems

housing | mail | help | search | home

System Administration

Assign/Unassign Roles for User **M00000**

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

- Financial Assessment

User Information

User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

FASSUB - Financial Assessment Subsystem Submission

☐ CPC - CPA Certifier

☐ SUB - AFS Submitter

LOCCS - Line of Credit Control System

☒ ADM - Administration

☒ QRY - Query

☒ REQ - Requisition

Figure 2-12 Assign/Unassign Roles

After clicking on the “Assign/Unassign” button at the bottom of the screen the following transaction confirmation screen is displayed. This screen will list all changes that you are performing.



Secure Systems

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System Administration

Assign/Unassign Role Confirmation for User **M00000**

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance

Roles to Assign to User M88228

System Code	Role Code	Role Description
FASSUB	SUB	AFS Submitter

No roles were selected to unassign.

Confirm Cancel

Figure 2-13 Assign/Unassign Roles Confirmation

After reviewing the pending assignment of roles, click the “Submit” button to accept the change. The transaction confirmation screen is displayed to confirm the transaction.



Figure 2-14 Assign Roles Transaction Confirmation

2.5 Setting up Multiple Business Partner Relationships

The first Coordinator relationship with a Business Partner is an “Original” relationship. The privilege of working for that Business Partner is assigned at the time of Coordinator registration and when the Business Partner provides the Coordinator with the Coordinator User ID. After the “initial” coordinator registration process, Coordinators may request/establish relationships with multiple Business Partners. The Coordinators request/establish these “Additional” relationships through the Business Partners Maintenance screens. These additional relationships are referred to as BPR relationships.

The Coordinator first selects the Business Partner Maintenance link on the Systems Administration section menu. When the screen in Figure 2-15 is displayed, the Coordinator enters the Coordinator User ID and selects “Request New/Delete Existing Relationship” from the Function drop down list as the first step in adding an additional Business Partner.



The screenshot shows the 'System Administration' interface. On the left is a blue sidebar with the 'Secure Systems' logo and a 'system administration' menu. The main content area is titled 'Business Partners Maintenance'. It contains a form with two sections: 'Please enter a User Id:' with a text box containing 'M00000', and 'Please enter a Function:' with a dropdown menu showing 'Request New/Delete Existing Relationship'. Below the form are 'Submit' and 'Cancel' buttons. A mouse cursor is visible near the bottom right of the form area.

Figure 2-15 Business Partner Maintenance Request

After clicking on the “Submit” button the Add/Delete Relationships screen is displayed.

System Administration housing | mail | help | search | home

Add / Delete Relationships

For John J. Doe M00000

Welcome MICHAEL

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

Select relationships to delete			
Status	Tax ID	Name	Type
A: 9903025 -		HHA WILKINA APARTMENTS PROJECT, INC. (Organization)	
A: 9903387 -		Housing & Community Development Corp of Hawaii (Organization)	

Relationships to add	
TIN/SSN/PHA ID	Business Partner Type
M0000	PHA
	Participant (Organization)
	Participant (Organization)

Figure 2-16 Request/Add Business Relationships

The Coordinator enters the Business Partner’s TIN, SSN, or PHA ID under *Relationships to add* and selects the Business Partner Type from the drop down list. After clicking on the “Submit” button, the Add/Delete Confirmation screen is displayed.

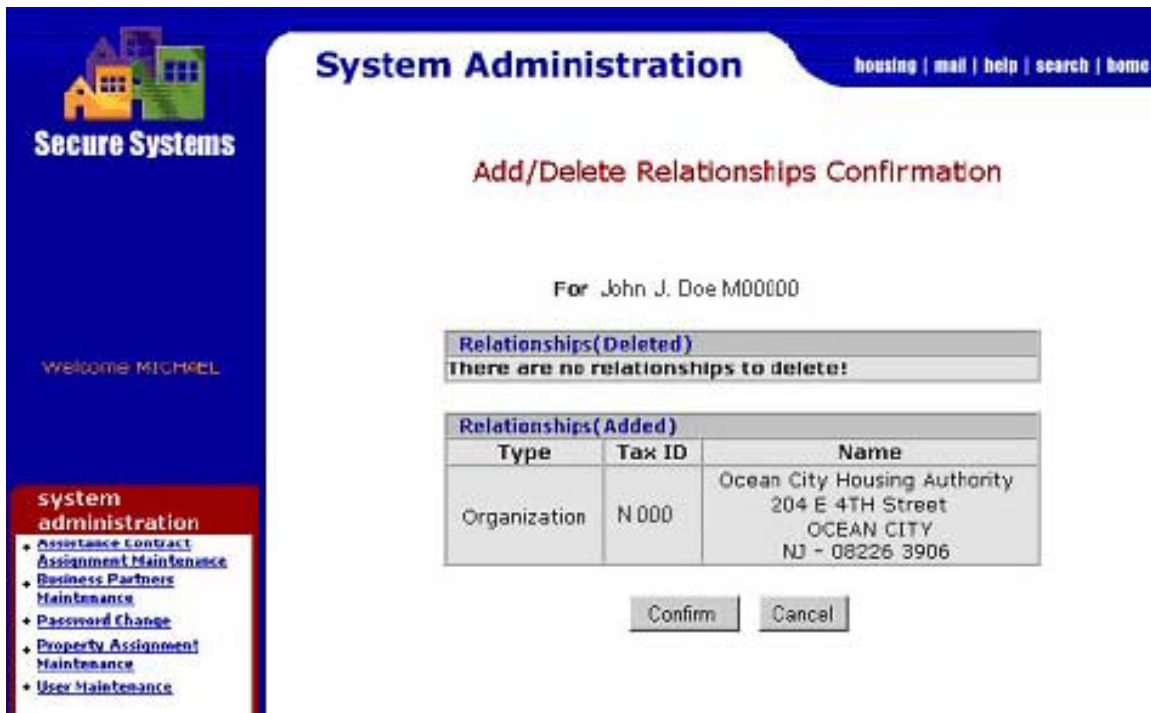


Figure 2-17 Add/Delete Relationships Confirmation

In the case of adding a business relationship, it is important to recheck the accuracy of the information. Specifically you should verify the Business Partner's mailing address is correct. Your Activation Code will be mailed to this address. If this address is incorrect, you should coordinate with this business partner to contact the HUD filed office for an address update.

If you are satisfied with the information about the Business Partner, select the "Confirm" button. Secure Systems will display a screen that confirms a successful transaction.



Figure 2-18 Request Business Partner Relationship Transaction Confirmation

The request by the Coordinator for an additional Business Partner Relationship (BPR Coordinator) will trigger a letter to be sent to the Business Partner with an Activation Key for the relationship. Once the Coordinator obtains the Business Partner Relationship Activation Key from the Business Partner, he/she logs into Secure Systems and selects the “Business Partner Maintenance” link from the *System Administration* menu.

The Coordinator will then enter his/her User ID and selects Activate Relationships from the drop down list.

The screenshot shows a web application interface. On the left is a blue sidebar with the 'Secure Systems' logo (three houses) and the text 'Welcome MICHAEL'. Below this is a red box labeled 'system administration' containing a list of links: 'Assistance Contract', 'Assignment Maintenance', 'Business Partners Maintenance', and 'Maintenance'. The main content area has a blue header with 'System Administration' and navigation links 'housing | mail | help | search | home'. Below the header, the title 'Business Partners Maintenance' is displayed in red. A form is centered on the page with two input fields: 'Please enter a User Id:' with 'User ID' and 'M00000', and 'Please enter a Function:' with a dropdown menu showing 'Activate Relationships'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Figure 2-19 Business Partners Maintenance – Activate Relationship

After clicking on the “Submit” button, the Activate Relationships screen is displayed.

The screenshot shows the 'System Administration' page with a blue header and a sidebar for 'Secure Systems'. The main content area is titled 'Activate Relationships' and shows a form for activating relationships for 'John J. Doe M00000'. The form includes a table with two columns: 'TIN/SSN/PHA ID - Name' and 'Activation Key'. The table contains one row with the values 'N000 - Ocean City Housing Authority' and 'JUCOGIY2OQJGLQNAIGXQ'. Below the table are 'Submit' and 'Cancel' buttons.

Activate relationships by entering corresponding activation key.	
TIN/SSN/PHA ID - Name	Activation Key
N000 - Ocean City Housing Authority	JUCOGIY2OQJGLQNAIGXQ

Figure 2-20 Activate Relationships

The Coordinator enters the Activation Key provided in the letter from his/her requested Business Partner and clicks on the “Submit” button. A message will be displayed confirming the successful completion of the transaction.

The screenshot shows the 'System Administration' page with a blue header and a sidebar for 'Secure Systems'. The main content area displays a 'Successful Transaction' message box with the text 'You have successfully completed the function.' and an 'OK' button.

Successful Transaction

You have successfully completed the function.

OK

Figure 2-21 Business Partner Relationship Activation Transaction Confirmation

2.6 Property Assignment Maintenance

Property Assignment Maintenance is used by the Coordinator to assign properties with applicable roles to a Regular USER. Assignments of properties with roles to a Regular User can only be performed if the Coordinator has first assigned the applicable Actions and Roles for each User.

The Coordinator selects the “Property Assignment Maintenance” link from the *System Administration* menu and the following screen will be displayed.

Figure 2-22 Initial Property Assignment Maintenance Screen

Enter the Coordinator ID and select “Assign Property” from the “Choose a Function” drop down list and then enter one of the other items of information (Property ID, FHA Number, Contract Number, or Servicing Site) and click on the “Submit” button.

Next you will see the Assign Property screen as shown in Figure 22-23.

Secure Systems

System Administration

housing | mail | help | search | home

Welcome JAMES

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- User Activity Report
- User Maintenance

system

- Active Partners
- Performance System

Assign Property for User M00000

Choose a Role:

Role Description - (System ID - Role Code)
Administration (LOCCS - ADM)
Generic M2M Role (M2M - M2M)
PHA Submitter (RASS - PSB)
PHA User (MASS - PHU)
Physical Inspection Viewer (PASS - PIV)

Choose at least one Property:
Current property owners are show below.

Property ID - Property Name - TIN
0000095 - LOGAN COURT - 37100 377

Submit **Cancel**

Figure 2-23 Assign Property Screen

Step 1: Select one or more properties. Step 2: Select an applicable user role. Step 3: Click on the “Submit” button. A transaction confirmation screen will be displayed.

Successful Transaction

You have successfully assigned the Property to User M00000

OK

Figure 2-24 Property Assignment Transaction Confirmation

Again it is important to assign the Coordinator only the Coordinator role for each Property.

2.7 Participant Assignment Maintenance

If the Coordinator registered using the Public Housing Agency registration form, there is an additional step that needs to be taken to successfully complete your Coordinator setup.

* - We apologize for the omission of Figures in this section as we do not have the access privileges to capture screen shots.

Select the “PHA Assignment Maintenance” under the *System Administration* menu. Clicking on the link will display the PHA Assignment Maintenance screen.

Enter your Coordinator ID and select “Assign PHA” and click on View Selection. This will take you to the Assign PHA screen. This screen appears in a similar fashion as the Assign Property screen in Figure 2-23.

Step 1: Select one or more Participants. Step 2: Select an applicable role. Step 3: Click the “Submit” button. A transaction confirmation screen will be displayed.

Again, it is important to only assign the Coordinator the Coordinator roles.

2.8 Setting up your Users

Once a User has completed the steps in Chapter 3 to obtain a User ID, you as a Coordinator can now set up the User's access.

The only steps necessary to proceed are → Maintain User Roles → and Property Assignment.

Public Housing Agency use the PHA Assignment Maintenance. This process is the same as Property Assignment Maintenance.

The Coordinator will need to be selective on rights and systems they give Users access to.



3. Users

3.1 Setting up a User ID

Access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to the following URL address:

www.hud.gov/offices/reac/online/reasyst.cfm and click on the **Online Registration** button.

As you will see from the next screen, there are three different online registration forms. The form used will depend upon whether the registrant is registering for systems under *Public Housing Authority*, *Multifamily Housing Entity*, or as an *Independent User*. Users can register for *Public Housing Authority*, *Multifamily Housing Authority*, or as an *Independent User*. The Public Housing Authority registration form and the Multi-Family registration form differ only in the request for PHA ID information rather than for a Tax Identification Number.

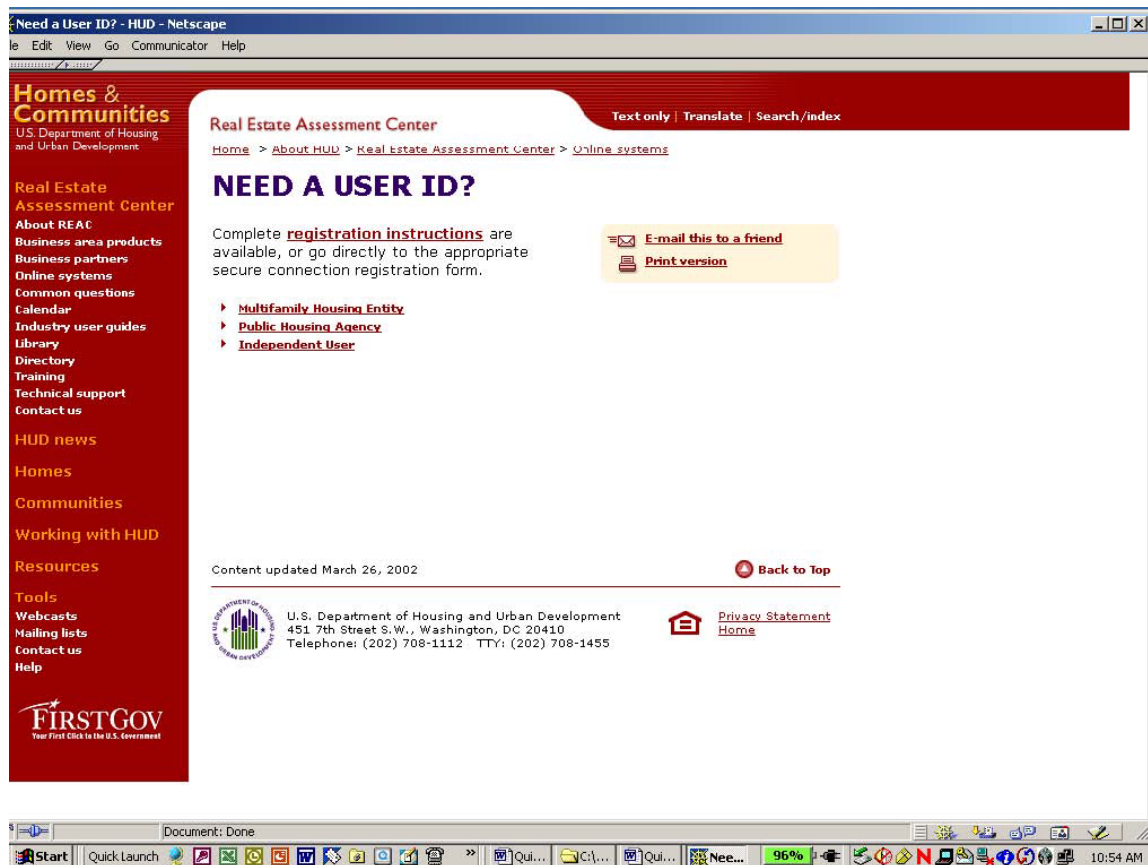


Figure 3-1 Need a User ID?

When you have determined the appropriate registration form to register under, follow the instructions on the form itself and complete all information (See Figures 3-2, 3-3, and 3-4). When completing the registration form, be sure the information is complete and accurate so that your registration is processed in a timely fashion and there are no delays in your notification of successful registration.

Should you have difficulty filling out the registration form, there are some automatic reminders about the information required. See Figure 3-5 for the list of required information. The success of your registration depends on the accuracy of your registration information.

PHA

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization Information

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:	<input type="text"/>
-----------------	----------------------

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:	<input type="password"/>
Re-enter Password for Verification:	<input type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input type="text"/>
-----------------------	----------------------

Figure 3-2 PHA Coordinator and User Registration

Multifamily

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember!

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization/Individual Information

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

☒ Organization ☐ Individual

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfd84a@prodigy.com

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Figure 3-3 Multifamily Coordinator and User Registration Form

Independent User Registration

To apply for an independent user ID, fill out the form below, and click Send Application when you are through. If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. If you have not been assigned a user ID yet, an ID will be assigned and mailed to you. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:	<input type="text"/>
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Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:	<input type="password"/>
Re-enter Password for Verification:	<input type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input type="text"/>
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Password:	<input type="password"/>
Re-enter Password for Verification:	<input type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input type="text"/>
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Figure 3-4 Independent User Registration Form



Figure 3-5 List of Required Information

Upon a successful registration, notification will be sent to the Trusted Business Partner that you specified in the Organization/Individual Information section of the registration form. This notification is generally sent out the next business day following the day you register.

Your User ID can only be retrieved by the Coordinator 24 hours after the registration is completed. The Coordinator is the only person who can retrieve the User ID from the system by selecting User Maintenance, entering the persons name and selecting Search for User.

3.2 Logging in for the first time

Enter the following URL address in your web browser:
www.hud.gov/offices/reac/online/reasyst.cfm to access the login screen and click on the **LOGIN** button. This will bring you to a user login screen with a challenge box shown in figure 3-6 below.

At the time of registration, users will have access to a set number of systems, roles, and actions reserved for external users. The systems that are assignable by the Coordinator is dependent upon the information you provided on your registration form.



Figure 3-6 Login and Challenge Screen

On this screen, enter your User ID and the password that you registered with and click “OK”.



4. Appendices

4.1 Actions and Roles

Actions and roles are developed for each subsystem. The approach to the development of actions and roles depends on each subsystem. All roles represent one or more actions. Some actions are stand-alone and are not connected to a role. You are given this list to provide some additional information about the privileges that can be assigned by a Coordinator. While the list may not always be completely updated, it does provide you with a better understanding of the range of options available.

Table 4-1 Roles and Actions for External Users

System	Role Code	Role Description	Action Code	Action Description
APPS				
APPS				
APPS	AUP	APPS Update		
FASPHA				
FASPHA	AM	REAC Assessment Manager		
FASPHA				
FASPHA	FID	REAC Finance Director		
FASPHA	RFA	REAC Financial Analyst		
FASPHA				
FASPHA	FIA	PHA Analyst		
FASPHA	PID	PHA Director		
FASPHA	RFA	REAC Financial Analyst		
FASPHA	SMT	PHA Submitter		
FASPHA	AM	REAC Assessment Manager		
FASPHA				
FASPHA	FID	REAC Finance Director		
FASPHA	AM	REAC Assessment Manager		
FASPHA				
FASPHA	FID	REAC Finance Director		
FASPHA	RFA	REAC Financial Analyst		
FASPHA	AM	REAC Assessment Manager		
FASPHA	FID	REAC Finance Director		
FASPHA	RFA	REAC Financial Analyst		
FASPHA				
FASPHA	CPV	CPA Verification		
FASPHA	AM	REAC Assessment Manager		
FASPHA				
FASPHA	FID	REAC Finance Director		
FASPHA	RFA	REAC Financial Analyst		
FASPHA	AM	REAC Assessment Manager		
FASPHA	FID	REAC Finance Director		
FASPHA	RFA	REAC Financial Analyst		
FASPHA				
FASPHA	AM	REAC Assessment Manager		

