

Appendix B: Registering for a HUD User ID

Because the Financial Assessment Subsystem for PHAs (FASS-PHA) is a secure, Web-based system that contains sensitive financial and housing information, security registration for a HUD user ID is required.

An Internet user can access FASS-PHA only after registering for a user ID and receiving a system ID, be assigned system rights. Further restrictions apply regarding system access for PHAs. A user **must** be assigned to a PHA before the system will allow data entry and submission.

There are two types of system users: Coordinators and Users. The Coordinator serves as the PHA's representative to perform system administration functions, such as controlling system access and assigning roles. The User reviews and submits data to HUD.

The Coordinator controls which Users have access to prepare, review, or submit data on behalf of the PHA. A Coordinator is also responsible for forwarding all information to the PHA's Executive Director that is received electronically from HUD.

A User also registers to do business on behalf of the PHA. The User, however, has no control of system access. A User depends on the Coordinator for the necessary access to prepare, review, or submit data.

— *NOTE: In this guide, the term "user" is a generic term for individuals following the instructions for using FASS-PHA.*

Coordinator and User Registration

All Coordinators and Users must submit a completed registration application to HUD to obtain a user ID for Internet access to any of HUD's secure systems (e.g., FASS-PHA). Required registration information includes name and social security number, the PHA's name and HUD-issued PHA Code, email address, desired password, and mother's maiden name. The registration form is available on line from the **real estate assessment center** home page.

Coordinator

Each PHA must designate a Coordinator, typically an employee, to act as their representative in providing Users with access to HUD's secure systems. The Coordinator is then responsible for retrieving a User's ID, establishing the User's role in the system, and assigning the User to the PHA for submission purposes.

— *NOTE: There can be no more than two Coordinators per PHA. It is recommended that each Executive Director designate two Coordinators to ensure backup for system administration needs.*

A Coordinator can also serve as a User for the PHA. Therefore, if an individual will represent the Executive Director in controlling system access through system administration (Coordinator) as well as submitting financial data to HUD (User), the individual should register as a Coordinator.

User

A FASS-PHA User can be an employee of the PHA or a third party, such as a management agent, authorized by the PHA to submit data for the PHA.

If registered as a User, a User cannot perform system administration tasks in the system. Only the Coordinator can perform these system access control functions.

Real Estate Assessment Center Web Page

To register for a HUD user ID and to access FASS-PHA, Coordinators and Users must go the **real estate assessment center** home page. In addition to FASS-PHA links, this page presents information about the latest online documentation for using FASS-PHA, links to HUD pages, and other pertinent information.



— NOTE: The contents of this page is updated and changed on a regular basis.

To register for a HUD user ID:

1. From your desktop, double-click on the Internet browser. The Internet main page displays.
2. Place the cursor in the *Location* field under the toolbar.



3. Enter the following URL address: **www.hud.gov/offices/reac/index.cfm** in the *Location* field. The **real estate assessment center** home page displays.



4. Click on the [online systems](#) link on the **real estate assessment center** home page. The **online systems** page displays.

HUD HOME ABOUT HUD Q & A SEARCH/INDEX E-MAIL

online systems

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "User Name" field actually requires your user ID.

[LOG IN](#)

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REAC System users experience difficulty. [Read more.](#)
Updated March 19, 2001

System Alert

ATTENTION USERS OF REAC ONLINE SYSTEMS!
The browser you are using may affect your ability to access REAC System Applications. [See Details.](#) Updated March 6, 2001

WHAT'S NEW

SIGNIFICANT REVISIONS!
Industry User Guide for the Financial Assessment Subsystem-Multifamily Housing (FASSUB) [Changes to FASS-ME.](#) To [view guide](#) go to Documents and Guidance. Updated February 9, 2001

IMPORTANT! Obtaining instructions for getting a UII has just gotten easier!!
Retrieve the short version of the [UII Registration Instructions.](#) Updated January 24, 2001

NEW! Financial Assessment Subsystem - Public Housing Agencies

NEED A USER ID?
Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.

[Multifamily Housing Entity](#)
[Public Housing Agency](#)

5. After reading the registration instructions, scroll down to the bottom of the page.

- Click on the [Public Housing Agency](#) link under the NEED A USER ID heading. The **PHA User Registration** page displays.

PHA User Registration

To apply for a **User ID**, 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 your Housing Authority. 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:

Middle Initial:

Last Name:

Social Security Number: - -

Organization Information

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

Organization Name:

Organization ID:

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**, **john.doe@adv.org**, **hfdh84a@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:

- Registration requires users to provide their full names and complete the entire application form. The information provided is kept confidential and used for security. Use the Tab key on the keyboard to move to the next field.

FIELD NAME	EXPLANATION
Application Type	Click on either the <i>Coordinator</i> or <i>User</i> radio button.
First Name	Tab and enter your first name.
Middle Initial	Tab and enter your middle initial. Do not type a period after the initial.
Last Name	Tab and enter your last name.
Social Security Number	Enter your social security number. Enter the first three digits, tab, enter the next two digits, and tab to enter the last four digits.
Organization Name	Tab and enter the name of the PHA.
Organization ID	Tab and enter the PHA code designated by HUD.
Email Address	Tab and enter your email address. Because this is a Web-based system, the complete email address must be entered for communication purposes. If the email address is incorrect, REAC cannot contact you.
Password	Tab and enter a password of six characters, numbers and/or letters. For Internet access to FASS-PHA, the password must be typed exactly as entered on this registration application. Remember, you password is case-sensitive (uppercase/lowercase). Tab once and re-enter the password to confirm it.
Mother's Maiden Name	Tab and enter your mother's maiden name. This field must be completed for verification purposes.

- Check to ensure the information in each field is correct. To correct a single entry, double-click in the field and enter the correct information. To clear all the fields, click on the Clear Fields  button and re-enter all the information.
- Click on the Send Application  button. If the application is entered correctly and completely, a confirmation page displays.

PHA Coordinator Registration

PHA COORDINATOR REGISTRATION CONFIRMATION:

<i>First Name:</i>	JOHN
<i>Middle Initial:</i>	T
<i>Last Name:</i>	SMITH
<i>Social Security Number:</i>	123-45-4444
<i>Organization Name:</i>	COLUMBUS METRO HA
<i>Organization ID:</i>	OH001
<i>E-mail Address:</i>	jsmith@pha.gov
<i>Mothers Maiden Name:</i>	JONES


You are registering as a **PHA Participant Coordinator** for the PHA **COLUMBUS METROPOLITAN HOUSING AUTHORITY - OH001**.

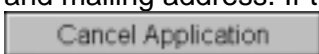
Please confirm the following address for **COLUMBUS METROPOLITAN HOUSING AUTHORITY**:


**960 EAST FIFTH AVE.
COLUMBUS OH 43201**

Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via the below e-mail click box at **REAC_CSC**. Please provide your name and daytime phone number.

Comments or Questions [<REAC_CSC@hud.gov>](mailto:REAC_CSC@hud.gov)

– **NOTE:** If the application is missing any information, a message displays identifying the missing information. Click on the Back  button to return to the application form page. Correct or complete the missing information and send the application.

10. Review all the information for accuracy, especially the application type, PHA information, and mailing address. If the information is not accurate, click the Cancel Application  button to cancel. If the mailing address is not correct, you must contact your local HUD field office to have it corrected in the HUD database. **The mailing address must be correct before you can register, or you will not receive your user ID.**

11. If the information is accurate, click on the Confirm/Submit  button to submit the application to HUD. A message displays acknowledging acceptance of the registration application for further processing.

PHA Coordinator Registration



Message: STANDARD USER REGISTRATION ACCEPTED FOR FURTHER PROCESSING

<i>First Name:</i>	JOHN
<i>Middle Initial:</i>	T
<i>Last Name:</i>	SMITH
<i>Social Security Number:</i>	123-45-4444
<i>Organization Name:</i>	COLUMBUS METRO HA
<i>Organization ID:</i>	OH001
<i>E-mail Address:</i>	jsmith@pha.gov
<i>Mothers Maiden Name:</i>	JONES

PHA Connection



[\[Home\]](#)[\[Previous\]](#)

Comments or Questions [<REAC_CSC@hud.gov>](mailto:REAC_CSC@hud.gov)

After Registration

Coordinator and User registration applications are processed nightly. The PHA information is verified and a HUD user ID is generated.

For Coordinators, HUD sends the PHA Executive Director a letter, confirming you as the PHA's Coordinator and providing your HUD user ID. The PHA Executive Director should receive the letter from HUD within 2 weeks. You are authorized as a Coordinator when you receive your HUD user ID from the PHA Executive Director.

For Users, the User must notify you, the Coordinator, that they have registered for a HUD user ID. Twenty-four hours after the User's registration, you can retrieve the User's ID and assign necessary system access role(s) and PHA(s) to the User. A User is authorized when they receive their HUD user ID from the Coordinator.