# Appendix D: System Administration (For Coordinators Only)

As the Coordinator you perform system administration functions to provide a User with system access to HUD's secure systems and to assign the User rights to their PHA's data.   First, you must establish yourself as a Coordinator in the system.  Once established as a Coordinator in the system, you can then retrieve user IDs for registered Users of the PHA(s) you represent. You can assign rights to Users to submit data for your PHA.



☞ NOTE:  Not all links may display the first time you access the system.

The **Secure Systems** main page contains two sections: *Systems* and *System Administration*. The *Systems* section provides underlined links to HUD's secure systems. The list of underlined system links varies based on your rights. The *Systems Administration* section allows you to control system access and update User information (e.g., email address).

☞ NOTE:  In this guide, "user" is a generic term including both Users and Coordinators.

## *Establishing a Coordinator*

The first step in establishing yourself as a Coordinator begins when you receive your HUD user ID from the PHA Executive Director.  You can use your HUD user ID and the password submitted in your registration application to log in and set up system rights.

### User ID Maintenance

After you log in and reach the **Secure Systems** page, you should perform system administration functions in the following order for the system to recognize you as a Coordinator for FASS-PHA.

*To establish yourself as a Coordinator in the system:*



1.  On the **Secure Systems** main page, under the *System Administration* section, click on the User ID Maintenance link.  The **User ID Maintenance** page displays.

2. Enter your user ID in the *User ID* field.  Remember to capitalize the letter(s) in your ID.

3. Click on the *Maintain User Profile* radio button.

4. Click on the Submit [Submit] button.  The **Maintain User Profile** page displays.

☞ *NOTE:  This Profile page pertains to Coordinators only.*



5. Click in the checkbox to the left of *FASPHA* to indicate the system desired.

6. Click in the *Add* checkbox to the left of *Action(s)* to provide yourself the Coordinator action in the system.

7. Click on "Coordinator" from the list to highlight it (this is the only Action you need to select). Use the scroll bar, if necessary.

8.  Click on the Submit [Submit] button at the bottom of the page.  An **Update Results** page displays, confirming the information has been updated.

> # Update Results
>
> ---
>
> **All updates have been successfully completed.**
>
>
>
> **[Review User M80018]**
>
> [Secure Systems Menu] [User Maintenance]

☞ *NOTE:  To remove the Coordinator action for a system(s), click on the <u>Review User</u> link. The **Maintain User Profile** page displays again.  "Coordinator" is now also listed in the Remove column, indicating that the Coordinator is established for FASS-PHA.  To delete the Coordinator action for FASS-PHA, click on the Remove checkbox in the last column, highlight "Coordinator," and click on the Submit button.  The **Update Results** page displays again, confirming removal of the Coordinator action for FASS-PHA.  To return to the **Secure Systems** page, click on the <u>Secure Systems Menu</u> link.*

9.  Click on the <u>Secure Systems Menu</u> link.  The **Secure Systems** page displays.

## Secure Systems
### HUD

**U.S. Dept. of Housing and Urban Development**

### Systems

- <u>Financial Assessment Subsystem Submission</u> (FASSUB)
- <u>Active Partners Performance System</u> (APPS)
- <u>Financial Assessment Submission - PHA</u> (FASPHA)
- <u>Management Assessment Subsystem</u> (MASS)
- <u>Resident Assessment Subsystem</u> (RASS)

### System Administration – <u>Guide</u>

- <u>User Group Maintenance</u>
- <u>User ID Maintenance</u>
- <u>Property Assignment Maintenance</u>
- <u>Participant Assignment Maintenance</u>
- <u>Business Partners Maintenance</u>
- <u>PHA Assignment Maintenance</u>
- <u>Password Change</u>

## Assign an Access Role

Next, you must assign an access role to the User, allowing the User to perform the appropriate function in the system.  Each role allows a user to perform specific functions for a subsystem.

| Role | Description |
|------|-------------|
| PHA Director (PID) | This role is for the PHA Executive Director.  The user can create and save draft submission data and submit final data to REAC. |
| PHA Analyst (FIA) | This role allows the user to create and save draft submission data only. |
| PHA Submitter (SMT) | This role allows the user to create and save draft submission data and submit final data to REAC. |
| CPA Verifier (CPV) | This role is for the CPA agent.  The user can perform the agreed upon procedures relating to the PHA's submission. |

*To assign an access role to a User:*

1.  On the **User ID Maintenance** page, enter the User's ID in the *User ID* field.  (If starting from the **Secure Systems** main page, first click on the underlined User ID Maintenance link to access the **User ID Maintenance** page.)



2.  Click on the *Maintain User Information* radio button.

## Maintain User Information

**User ID:**         M80019

**First Name:**      REBECCA

**Middle Initial:**  ☐

**Last Name:**       FLYNN

**e-Mail Address:**  rf@aol.com

| Organization | User Status | User Type | Coordinator |
|---|---|---|---|
| ID: OH001 | ⊙ Active<br>○ Terminated | PHA user/Business<br>Partner | ○ Yes<br>⊙ No |

☐ **Assign Role(s)**                    ☐ **Delete Roles(s)**

FASPHA - FASS PHA Submitter
FASPHA - HUD Guest User
FASPHA - PHA Analyst
FASPHA - PHA Director
MASS - MASS - PHA Director
MASS - MASS - PHA User
RASS - PHA Certifier
RASS - PHA Submitter
RASS - REAC RASS Third Party Contractors

Update

[Main Menu] [User Group Maintenance] [User Maintenance]

3. Click on the Submit Submit button.  The **Maintain User Information** page displays.

☞ *NOTE:  The user ID is confirmed at the top of the page.  The majority of the fields presented on the page, however, come from registration information, including name, e-mail address, and PHA organization name and code.  The default status is "Active," which is appropriate for a new or current user.  "Terminated" inactivates the user ID, restricting access to HUD's secure systems.  For example, if a User will be on extended leave, their user ID should be terminated until their return.*

4. To assign a role, click on the checkbox next to *Assign Role(s).*

5. Click on the appropriate role to select it from the list.  To select multiple roles, hold down the Ctrl key and click on the roles.

6. Click on the Update Update button.  The **Update Results** page displays, confirming the role update was successful.

☞ *NOTE:* *To review the current role, click on the Review User link. The **Maintain User Information** page displays again. The role now displays in the right column under Delete Role(s) to allow you to delete the currently assigned role if necessary. When deleting a role, remember to first check the checkbox next to Delete Role(s) and highlight the role before clicking on the Submit button.*

7. Click on the underlined Secure Systems Menu link. The **Secure Systems** page displays.

## PHA Assignment Maintenance

In addition to a system role, the User must also be assigned to the PHA.  As the Coordinator, you can only assign Users to the PHA(s) you represent.

*To assign a PHA to a User:*



1.  Go to the **Secure Systems** main page, under the *System Administration* heading, click on the PHA Assignment Maintenance link.  The **PHA Assignment Maintenance** page displays.
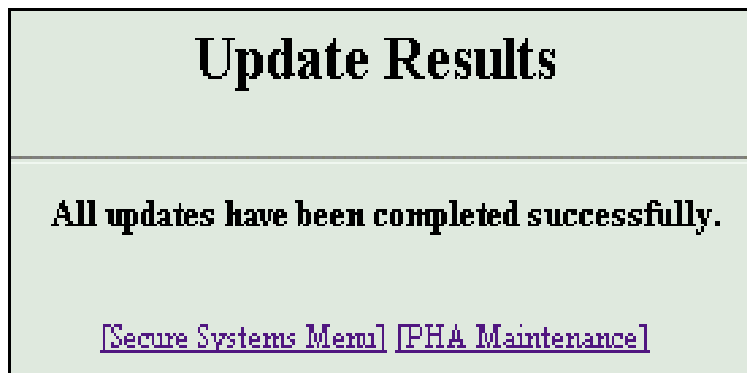
2.  Enter the User's ID in the *User* field.

3.  Click on the *Assign PHA* radio button.

4.  Enter the PHA code in the *PHA ID* field or click on the right drop-down arrow to select a
    state in the *State* field.  If selecting by state, click on a state from the list to select it.  Then
    sort the criteria by clicking on either the *PHA ID* or *Name* radio button.

5.  Click on the View Selection [ View Selection ] button.  The **Assign PHA For User** page
    displays.



6.  If more than one role appears, select the appropriate User *Role* from the list by clicking on
    the selection to highlight it.

7.  If the User is assigned to more than one PHA, select the appropriate *PHA* from the list by clicking on the selection to highlight it.  Hold the Ctrl key down and click to select multiple PHAs.

8.  Click on the [Update] button.  The **Update Results** page displays.

# Update Results

### All updates have been completed successfully.

[Secure Systems Menu] [PHA Maintenance]

9.  Click on the PHA Maintenance link to return to the **PHA Assignment Maintenance** page and review your selections. (Otherwise, click on the underlined Main Menu link to return to the **Secure Systems** main page.)

*To review a User's current PHA assignments:*

1.  On the **PHA Assignment Maintenance** page, enter the User's user ID in the *User* field. (If starting from the **Secure Systems** main page, first click on the underlined PHA Assignment Maintenance link to access the **PHA Assignment Maintenance** page.)

## System Administration

### PHA Assignment Maintenance

U.S. Dept. of Housing and Urban Development

Secure Systems Menu

User  M80019

○ **Assign PHA**        ⊙ **View or Unassign PHA**

For Assignment, provide one of the following, or leave blank for all:

PHA ID  [        ]
or State  [        ▼]

If selected criterion is State, sort the results by:   ○ PHA ID
                                                        ⊙ Name

[View Selection]

2.  Click on the *View or Unassign PHA* radio button.

3.  Click on the View Selection  [View Selection]  button.  The **Unassign PHA** page displays, listing the PHAs to which the User is currently assigned.

## Unassign PHA For User M80019

| | PHA ID | PHA Name | Role Code |
|---|---|---|---|
| ☑ | OH001 | COLUMBUS METROPOLITAN HOUSING AUTHORITY | SMT |

[Submit]

[Main Menu] [User Group Maintenance] [User Maintenance] [PHA Maintenance]

4.  Click on the <u>PHA Maintenance</u> link to assign additional PHAs; or click the <u>User Maintenance</u> link to assign roles or update User information; or the <u>Main Menu</u> link to return to the **Secure Systems** page.

## Secure Systems
HUDweb

### Systems

- Tenant Rental Assistance Certification System (TRACS)
- Financial Assessment Subsystem (FASS)
- Real Estate Management System (REMS)
- Portfolio Re-engineering (PRe)
- Mark-to-Market (M2M)
- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Public Housing Assessment System: Scores and Status (NASS)

### System Administration - Guide

- System Maintenance
- User ID Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change

U.S. Dept. of Housing and Urban Development

Login

*To delete a User's rights to a PHA:*

1. On the **PHA Assignment Maintenance** page, enter the User's HUD ID in the *User* field.



2. Click on the *View or Unassign PHA* radio button.

3. Click on the View Selection [View Selection] button. The **Unassign PHA** page displays, listing the PHAs currently assigned to the User.
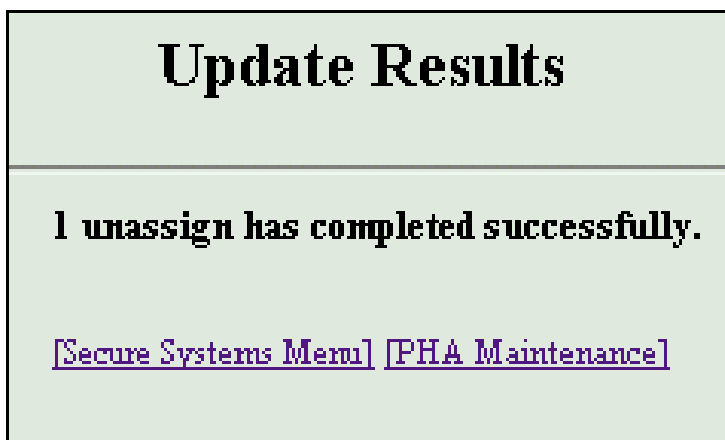


4. Click on the checkbox to select the PHA to unassign. The User will no longer have access to that PHA's data.

5.  Click on the Submit [Submit] button.  The **Update Results** page displays.



6.  Click on the <u>Secure Systems Menu</u> link to return to the **Secure Systems** main page, or click on the Close ⊠ control icon to exit the system.



## Final Step in Providing Coordinators with System Access

After retrieving the User's ID, assigning the User the appropriate system role and PHA(s), you can now provide them their User ID to access the system.

## *Providing Users with System Access*

After a User has registered with HUD and notified you (the Coordinator) of their registration, you can retrieve the User's ID from the system. You can also assign the User access rights to FASS-PHA and to the PHA's data.  Finally, you provide the User with their user ID.

☞ *NOTE:    Registration applications are processed nightly, so allow at least 24 hours between User registration and Coordinator retrieval of the user ID.*

### User ID Maintenance

As the PHA's Coordinator, you are responsible for controlling access to the system and the PHA's project data.  You should verify a User is authorized to do business for the PHA prior to allowing the User access to FASS-PHA and the PHA's data. The first step in assigning the User system rights is to retrieve the User's ID.

*To retrieve a user ID:*



1.  On the **Secure Systems** main page, under the *System Administration* heading, click on the User ID Maintenance link.  The **User ID Maintenance** page displays.

2.   Click on the *Retrieve User IDs* radio button.

3.   Click on the Submit Submit button.  The **Retrieve User IDs** page displays.



4.   Enter the User's *Last Name*.

5.  Enter the User's *First Name*.

☞ *NOTE:*     *If entering a date range, use the 2-digit month, 2-digit day, and 4-digit year format. Tab from one field to the next field. The date fields can be used, for example, if you have several Users that registered in the same week and you want to retrieve all of their user IDs simultaneously.*

6.  Click on the Submit Submit button. The **User List** page for the PHA displays listing the PHA Code and all Users and their User IDs within the specified date range. ***Refer to the User ID column.***

## User List

| ID | Last Name | First Name | User ID | Stat |
|----|-----------|------------|---------|------|
| OH001 | DAVIS | ANN | M80001 | A |
| OH001 | FLAHERTY | REBECCA | M80019 | A |

Coordinators are listed in bold.

[Main Menu] [User Group Maintenance] [User Maintenance] [Retrieve User IDs]

7.  Click on the underlined User Maintenance link to continue setting up a User. The **User ID Maintenance** page displays. (Otherwise, click on the underlined Main Menu link to return to the **Secure Systems** main page.)

## System Administration

U.S. Dept. of Housing
and Urban Development

Secure Systems
Menu

### User ID Maintenance

**User ID**
○ Maintain User Information
○ Maintain User Profile
○ Retrieve User IDs

Submit

## *Establishing Users*

### Assign an Access Role

You must assign an access role to the User, allowing the User to perform the appropriate function in the system.  Each role allows a user to perform specific functions for a subsystem.

| Role | Description |
|---|---|
| PHA Director (PID) | This role is for the PHA Executive Director.  The user can create and save draft submission data and submit final data to REAC. |
| PHA Analyst (FIA) | This role allows the user to create and save draft submission data only. |
| PHA Submitter (SMT) | This role allows the user to create and save draft submission data and submit final data to REAC. |
| CPA Verifier (CPV) | This role is for the CPA agent.  The user can perform the agreed upon procedures relating to the PHA's submission. |

*To assign an access role to a User:*

3.  On the **User ID Maintenance** page, enter the User's ID in the *User ID* field.  (If starting from the **Secure Systems** main page, first click on the underlined User ID Maintenance link to access the **User ID Maintenance** page.)



4.  Click on the *Maintain User Information* radio button.

## Maintain User Information

**User ID:**　　　　M80019

**First Name:**　　　REBECCA

**Middle Initial:**　　☐

**Last Name:**　　　FLYNN

**e-Mail Address:**　rf@aol.com

| Organization | User Status | User Type | Coordinator |
|---|---|---|---|
| ID: OH001 | ⦿ Active<br>○ Terminated | PHA user/Business<br>Partner | ○ Yes<br>⦿ No |

☐ **Assign Role(s)**　　　　　　　　☐ **Delete Roles(s)**

```
FASPHA - FASS PHA Submitter
FASPHA - HUD Guest User
FASPHA - PHA Analyst
FASPHA - PHA Director
MASS - MASS - PHA Director
MASS - MASS - PHA User
RASS - PHA Certifier
RASS - PHA Submitter
RASS - REAC RASS Third Party Contractors
```

[ Update ]

[Main Menu] [User Group Maintenance] [User Maintenance]

3. Click on the Submit [Submit] button. The **Maintain User Information** page displays.

☞ *NOTE:　The user ID is confirmed at the top of the page.  The majority of the fields presented on the page, however, come from registration information, including name, e-mail address, and PHA organization name and code.  The default status is "Active," which is appropriate for a new or current user.  "Terminated" inactivates the user ID, restricting access to HUD's secure systems.  For example, if a User will be on extended leave, their user ID should be terminated until their return.*

4. To assign a role, click on the checkbox next to *Assign Role(s).*

5. Click on the appropriate role to select it from the list.  To select multiple roles, hold down the Ctrl key and click on the roles.

6. Click on the Update [Update] button.  The **Update Results** page displays, confirming the role update was successful.

## Update Results

All updates have been successfully completed.

[Review User M80019]

[Secure Systems Menu] [User Maintenance]

☞ *NOTE:* *To review the current role, click on the Review User link. The **Maintain User** **Information** page displays again. The role now displays in the right column under Delete Role(s) to allow you to delete the currently assigned role if necessary. When deleting a role, remember to first check the checkbox next to Delete Role(s) and highlight the role before clicking on the Submit button.*

8.  Click on the underlined Secure Systems Menu link. The **Secure Systems** page displays.

## Secure Systems
### HUDweb

**U.S. Dept. of Housing and Urban Development**

Login

## Systems

- Tenant Rental Assistance Certification System (TRACS)
- Financial Assessment Subsystem (FASS)
- Real Estate Management System (REMS)
- Portfolio Re-engineering (PRe)
- Mark-to-Market (M2M)
- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Public Housing Assessment System: Scores and Status (NASS)

## System Administration - *Guide*

- System Maintenance
- User ID Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change

## PHA Assignment Maintenance

In addition to a system role, the User must also be assigned to the PHA.  As the Coordinator, you can only assign Users to the PHA(s) you represent.

*To assign a PHA to a User:*



2.  Go to the **Secure Systems** main page, under the *System Administration* heading, click on the PHA Assignment Maintenance link.  The **PHA Assignment Maintenance** page displays.
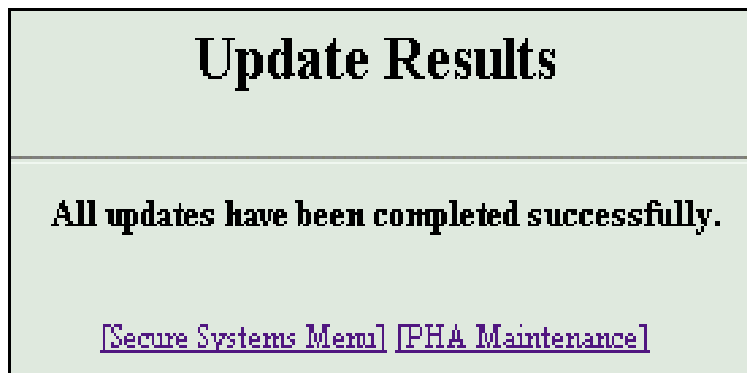
## System Administration

### PHA Assignment Maintenance

**User** M80019

⊙ **Assign PHA**          ○ **View or Unassign PHA**

For Assignment, provide one of the following, or leave blank for all:

**PHA ID** [          ]
**or State** [          ▼]

If selected criterion is State, sort the results by:   ○ PHA ID
                                                        ⊙ Name

[ View Selection ]

2. Enter the User's ID in the *User* field.

3. Click on the *Assign PHA* radio button.

4. Enter the PHA code in the *PHA ID* field or click on the right drop-down arrow to select a state in the *State* field. If selecting by state, click on a state from the list to select it. Then sort the criteria by clicking on either the *PHA ID* or *Name* radio button.

5. Click on the View Selection [ View Selection ] button. The **Assign PHA For User** page displays.



### Assign PHA For User M80019

**Roles**                                    **PHAs**

FASS PHA Submitter (SMT)                OH001   COLUMBUS METROPOLITAN HOUSING AUTHORITY
MASS - PHA User (PHU)

[ Update ]

[Main Menu] [User Group Maintenance] [User Maintenance] [PHA Maintenance]

10. If more than one role appears, select the appropriate User *Role* from the list by clicking on the selection to highlight it.

11. If the User is assigned to more than one PHA, select the appropriate *PHA* from the list by clicking on the selection to highlight it. Hold the Ctrl key down and click to select multiple PHAs.

12. Click on the [Update] button. The **Update Results** page displays.

# Update Results

---

### All updates have been completed successfully.

[Secure Systems Menu] [PHA Maintenance]

13. Click on the PHA Maintenance link to return to the **PHA Assignment Maintenance** page and review your selections. (Otherwise, click on the underlined Main Menu link to return to the **Secure Systems** main page.)

*To review a User's current PHA assignments:*

2. On the **PHA Assignment Maintenance** page, enter the User's user ID in the *User* field. (If starting from the **Secure Systems** main page, first click on the underlined PHA Assignment Maintenance link to access the **PHA Assignment Maintenance** page.)

## System Administration

### PHA Assignment Maintenance

U.S. Dept. of Housing and Urban Development

Secure Systems Menu

User [M80019]

○ **Assign PHA**     ● **View or Unassign PHA**

For Assignment, provide one of the following, or leave blank for all:

PHA ID [ ]
or State [ ▼ ]

If selected criterion is State, sort the results by:   ○ PHA ID   ● Name

[ View Selection ]

2. Click on the *View or Unassign PHA* radio button.

3. Click on the View Selection ⬚View Selection⬚ button.  The **Unassign PHA** page displays, listing the PHAs to which the User is currently assigned.



4. Click on the <u>PHA Maintenance</u> link to assign additional PHAs; or click the <u>User Maintenance</u> link to assign roles or update User information; or the <u>Main Menu</u> link to return to the **Secure Systems** page.

*To delete a User's rights to a PHA:*

7.  On the **PHA Assignment Maintenance** page, enter the User's HUD ID in the *User* field.



8.  Click on the *View or Unassign PHA* radio button.

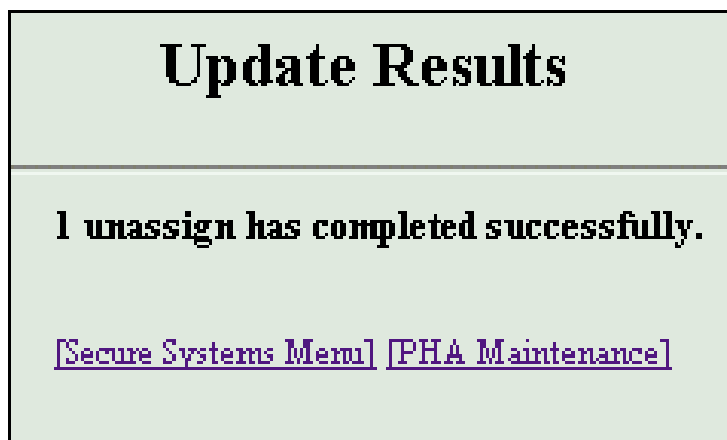9.  Click on the View Selection [View Selection] button.  The **Unassign PHA** page displays, listing the PHAs currently assigned to the User.



10. Click on the checkbox to select the PHA to unassign. The User will no longer have access to that PHA's data.

11. Click on the Submit [Submit] button.  The **Update Results** page displays.

# Update Results

---

## 1 unassign has completed successfully.

[Secure Systems Menu] [PHA Maintenance]

12. Click on the <u>Secure Systems Menu</u> link to return to the **Secure Systems** main page, or click on the Close ☒ control icon to exit the system.

**U.S. Dept. of Housing and Urban Development**

**Login**

# Secure Systems
### HUDweb

## Systems

- Tenant Rental Assistance Certification System (TRACS)
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- Mark-to-Market (M2M)
- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Public Housing Assessment System: Scores and Status (NASS)

## System Administration - *Guide*

- System Maintenance
- User ID Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change

## Final Step in Providing Your Users with System Access

After retrieving the User's ID, assigning the User the appropriate system role and PHA(s), you can now provide them their User ID to access the system.

## *Business Partners Maintenance*

The Business Partner Maintenance feature allows **Coordinators** to represent additional business partners (i.e., PHAs).  You only register once.  If you need to represent additional PHAs as their Coordinator, you must request a new business partner relationship for each additional PHA.  Once the new relationship is activated in the system, you can act as the Coordinator for the additional PHA.
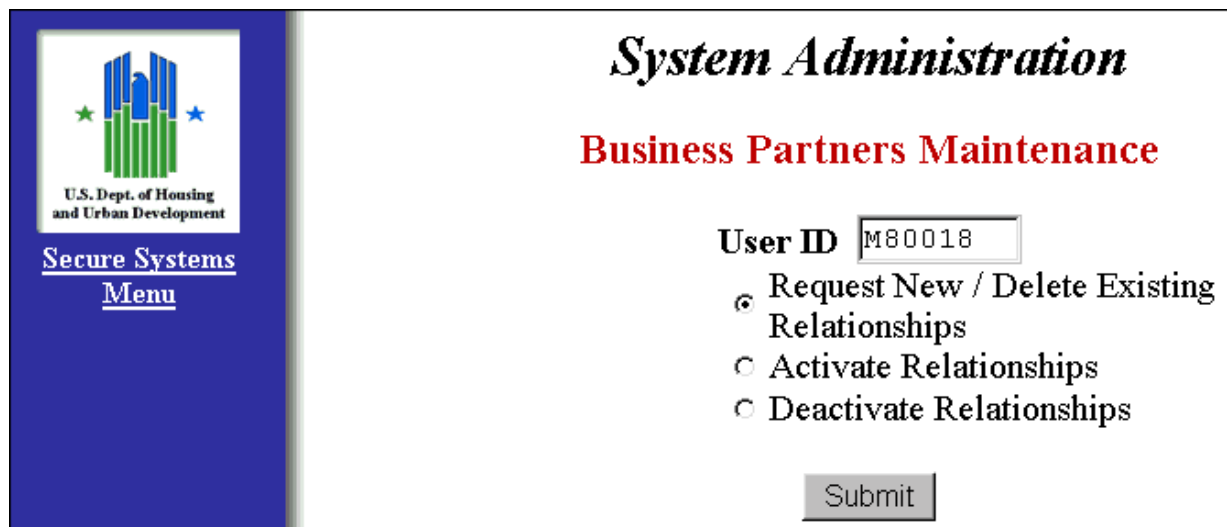
### Establishing Additional PHA Relationships

Remember, Coordinators are determined by the PHA's Executive Director.  The first step in establishing a new business partner relationship (in addition to the PHA under which you are registered) is to make a request to be the Coordinator for the new PHA in the system.

*To request a new business relationship:*



1.  On the **Secure Systems** page, under the *System Administration* heading, click on the Business Partners Maintenance link.  The **Business Partners Maintenance** page displays.

2.  Enter your user ID in the *User ID* field.

3.  Click on the *Request New/Delete Existing Relationships* radio button.

4.  Click on the Submit [Submit] button.  The **Delete/Request Relationships** page displays.
    The "Original Relationship" identifies the PHA you registered under.  The box immediately
    below displays additional PHAs you represent (if any).

## Delete Relationships For User M80018

**Original Relationship:** OH001 -
COLUMBUS METROPOLITAN
HOUSING AUTHORITY
(Organization)

Delete

## Request Relationships For User M80018

| Tax ID / SSN / PHA ID | Business Partner Type |
| --- | --- |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |
| | Participant (Organization) |

Add

[Main Menu] [User Group Maintenance] [User Maintenance] [Business Partners Maintenance]

5. Scroll down to the *Request Relationships* section. Click in the first column, and enter the PHA code in the *PHA ID* field.

6. In the *Business Partner Type* column, click on the right drop-down arrow to view a list of options.  Click on "PHA" to select it.

13. Click on the Add [Add] button at the bottom of the page. A **Confirmation** page displays.



☞ *NOTE:  The system automatically checks the PHA ID (code) against the HUD database.  A message displays if the information is not valid.  If the information is not correct, click the Cancel button to return to the previous page and re-enter the correct information.*

14. Click on the *Confirm* checkbox to confirm you are requesting to be the PHA's Coordinator.

9. Click on the Submit [Submit] button to submit the request.

10. Click on the Main Menu link to return to the **Secure Systems** page, or click the Close ☒ control icon to exit the system.

## Secure Systems
### HUDweb

**U.S. Dept. of Housing and Urban Development**

**Login**

## Systems

- Tenant Rental Assistance Certification System (TRACS)
- Financial Assessment Subsystem (FASS)
- Real Estate Management System (REMS)
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## System Administration - *Guide*

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- Business Partners Maintenance
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## Activating an Additional PHA Relationship

After requesting an additional PHA relationship, HUD sends the PHA's Executive Director a letter to verify you as the PHA's Coordinator and to provide the Executive Director with your activation key (code).  A Coordinator is authorized when they receive their activation key from the Executive Director.  The Coordinator then needs to activate the relationship with this additional PHA in the system.

*To activate an additional PHA relationship:*



1.  On the **Secure Systems** main page, under the *System Administration* heading, click on the Business Partners Maintenance link.  The **Business Partners Maintenance** page displays.

## System Administration

### Business Partners Maintenance

User ID M80001

○ Request New / Delete Existing Relationships
⦿ Activate Relationships
○ Deactivate Relationships

Submit

2. Click on the *Activate Relationships* radio button. The **Activate Relationships** page displays.

### Activate Relationships For User M80001

| Select those you wish to activate | Tax ID / PHA ID | Activation Key |
|---|---|---|
| OH066 - MORGAN METROPOLITAN HOUSI | 0H066 | XX123 |

>>>>>
<<<<<

Submit

[Main Menu] [User Group Maintenance] [User Maintenance] [Business Partners Maintenance]

3.  In the left column, click on the PHA to select it.  Use the scroll bar if necessary.  Then click on the Right Arrow [»»»»] button.  The *PHA ID* automatically displays in the middle column.  (To deselect an organization, click on the Left Arrow [«««««] button.)

4.  In the right column, enter the *Activation Key* and click on the Submit [Submit] button.  The **Activation Results** page displays.  If the relationship was not activated, return to the previous page and correct the errors.

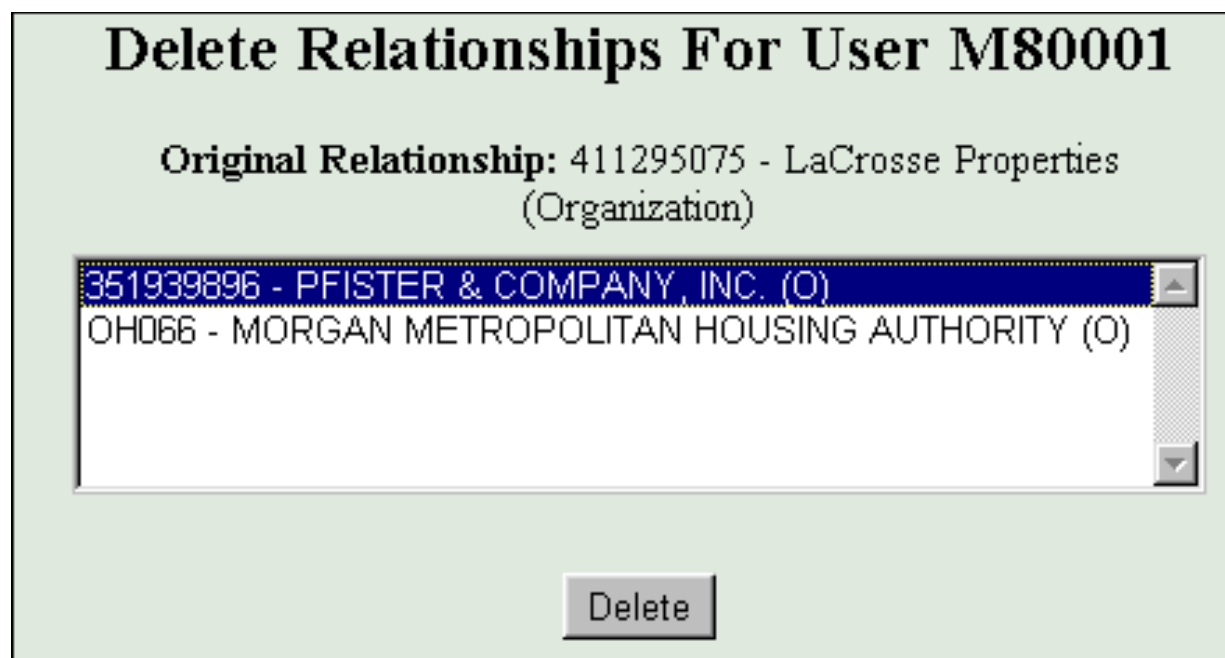5.  Click on the Main Menu link to return to the **Secure Systems** main page.



6.  The Coordinator must now assign the PHA and roles to Users.  Refer to pages D-5 through D-15 for instructions.

**Deleting a PHA Relationship**

If you, or the backup Coordinator, no longer serve as the Coordinator for a PHA, the relationship with that PHA must be deleted.  Remember, the system allows a PHA a maximum of two Coordinators.

*To delete a Coordinator relationship with a PHA:*

1.  On the **Business Partners Maintenance** page, enter the Coordinator's user ID in the *User ID* field.

2.  Click on the *Request New/Delete Existing Relationships* radio button.

3.  Click on the Submit ⌷Submit⌷ button. The **Delete/Request Relationships** page displays.

## Delete Relationships For User M80001

### Original Relationship: 411295075 - LaCrosse Properties (Organization)

```
351939896 - PFISTER & COMPANY, INC. (O)
OH066 - MORGAN METROPOLITAN HOUSING AUTHORITY (O)
```

[ Delete ]

4.  In the *Delete Relationships* section, click on the PHA to select it.  Use the scroll bar, if necessary.  Use the Ctrl key to select more than one option.

5.  Click on the Delete ⌷Delete⌷ button to delete the Coordinator relationship with the PHA.  The **Update Results** page displays confirming your deletions.

## Update Results

All updates have been successfully completed.

[Review User M80001]

[Secure Systems Menu] [Business Partners Maintenance]

6.  Click on the <u>Secure Systems Menu</u> link to return to the **Secure Systems** page, or click on the Close ⊠ control icon to exit the system.

**U.S. Dept. of Housing and Urban Development**

Login

## Secure Systems
HUDweb

### Systems

- Tenant Rental Assistance Certification System (TRACS)
- Financial Assessment Subsystem (FASS)
- Real Estate Management System (REMS)
- Portfolio Re-engineering (PRe)
- Mark-to-Market (M2M)
- Active Partners Performance System (APPS)
- Financial Assessment Submission - PHA (FASPHA)
- Public Housing Assessment System: Scores and Status (NASS)

### System Administration - *Guide*

- System Maintenance
- User ID Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change

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