

## Chapter 3: Accessing FASS-PH

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To enter, view and submit PHA financial data via the Internet using the Financial Assessment Subsystem for PHAs (FASS-PH), a User must:

- Have a HUD user ID (“M” number)
- Be assigned a PHA Submitter role (FASS-PH Submitter)
- Be assigned to the PHA.

— *NOTE: If you do not have a HUD user ID, refer to the **Registering for a User ID** appendix of this guide.*

### **Starting at the REAC Web Site**

Authorized users log in to FASS-PH from the home page of the **real estate assessment center** Web site. In addition to providing links to REAC online systems, this page presents the latest information about REAC activities, products, documents, legislation, and more. Users can bookmark this page for quick access.

Topic links on the home page of the **real estate assessment center** Web site include:

- **customers** – Information about REAC’s public housing, multi-family, and single family housing partners.
- **products** – Additional links to REAC product pages containing documentation (e.g., User Guide) and guidance, as well as news about REAC’s assessment functions, including the Public Housing Assessment System.
- **tools** – Information, instructions, schedules, technical support, and other handy tools most frequently requested by business partners.
- **online systems** – Instructions and links for registering for a HUD user ID and for logging into HUD’s secure systems.
- **contact us** – Links to the REAC Technical Assistance Center.
- **about reac** – Link back to the home page of the REAC Web site.

The screenshot shows the Real Estate Assessment Center (REAC) website. The page has a red header with the text "real estate assessment center" and "translate | search/index". Below the header is a navigation menu with links: "Home", "About HUD", and "Real Estate Assessment Center". The main content area is titled "real estate assessment center (reac)" and is divided into three sections: "features", "what's hot!", and "highlights".

**real estate assessment center**  
translate | search/index

Home > About HUD > Real Estate Assessment Center

## real estate assessment center (reac)

### features

The Public Housing Assessment System (PHAS) Electronic Submissions-- Extension of Time. [See details on extension.](#)

Just released on March 1, 2001! Conference Report on PHAS - Physical Inspection System. [See report](#)

Just Released on March 28, 2001!-- A simplified Explanation for the Scoring of Physical Inspections. [View Report.](#)

### what's hot!

▶ HUD extends due date to request no-cost lead-based paint evaluation for project based Section 8 properties. [Read more...](#)

### highlights

- ▶ [The Business of Government Journal takes a look inside REAC](#)
- ▶ Learn more about our [Web Format.](#)
- ▶ [PHAs will receive Development Level Survey](#)
- ▶ Letters issued to Owners/Agents and Public Housing Agencies providing guidance on the Income Discrepancy Resolution Guide. [Read the letters.](#)

— NOTE: The contents of this page are updated on a regular basis.

To access the home page of the **real estate assessment center** Web site:

1. From your desktop, double-click on your Internet browser icon. An Internet page displays.
2. Double-click in the *Location* field under the toolbar to highlight the current URL.



– NOTE: Highlighting the URL allows users to overwrite it with the desired URL. Or users can also use the Backspace or Delete key to delete the current URL.

3. Enter the following URL address: **www.hud.gov/offices/reac/index.cfm** in the *Location* field, and press the Enter key. The **real estate assessment center** page displays. Use the scroll bar to view the entire page.



## Finding Information on the FASS-PH Product Page

The **financial assessment of public housing agencies** page has links to pages containing more information pertaining to financial assessment of PHAs and FASS-PH, including schedules, reports, guides, and legislation.



[HUD HOME](#)   [ABOUT HUD](#)   [Q & A](#)   [SEARCH/INDEX](#)   [E-MAIL](#)

# financial assessment of public housing agencies

## TOPICS

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

3,300 Public Housing Agencies exist in the United States. In order to assess the financial condition of these agencies, REAC reviews each agency's financial information annually.

## WHAT'S NEW

### [Revised Documentation & Guidance](#)

New documents, dealing with accounting issues, are now available. Major guides have been updated.

### [Public Housing Agencies Submit Financial Information](#)

The September fiscal year end Public Housing Authorities have begun transmitting their financial information through the Financial Assessment Subsystem.

[Documents and Guidance](#)

[PHAs Notices & Rules](#)

[GAAP Flyers & Briefs](#)

[Meet the Team](#)

### PHA Finance Tool Box

Reading Room


### Hot Links to Other Sites

GASB

To access the **financial assessment of public housing agencies** page:



1. On the home page of the **real estate assessment center** Web site ([www.hud.gov/offices/reac/index.cfm](http://www.hud.gov/offices/reac/index.cfm)), click on the products link in the left column. The **reac products** page displays.



[HUD HOME](#)   [ABOUT HUD](#)   [Q & A](#)   [SEARCH / INDEX](#)   [E-MAIL](#)

## reac products

As part of its commitment to management reform, HUD has improved its oversight of important housing programs by consolidating many assessment functions within REAC. Listed below are descriptions of all the assessment products that REAC produces for HUD and our industry partners. Click on any link to reach a product page containing detailed product information, news, guidance, and valuable links to other sites.

**TOPICS**

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

**PHYSICAL INSPECTION**  
REAC conducts a program of annual physical inspections of public and assisted multifamily housing.

**FINANCIAL ASSESSMENT - MULTIFAMILY**  
Annually, REAC receives and analyzes financial statements from nearly 30,000 HUD insured or assisted multifamily properties.

**FINANCIAL ASSESSMENT - PUBLIC HOUSING AGENCIES**  
REAC receives and analyzes the annual financial statements of the nation's 3,300 public housing agencies.

**CUSTOMER SATISFACTION SURVEY**  
REAC promotes resident participation by use of a random sample survey process which measures the level of tenant satisfaction with housing conditions.

**MANAGEMENT OPERATION CERTIFICATION**  
The management capability of a PHA is assessed annually based on detailed information submitted electronically to REAC.

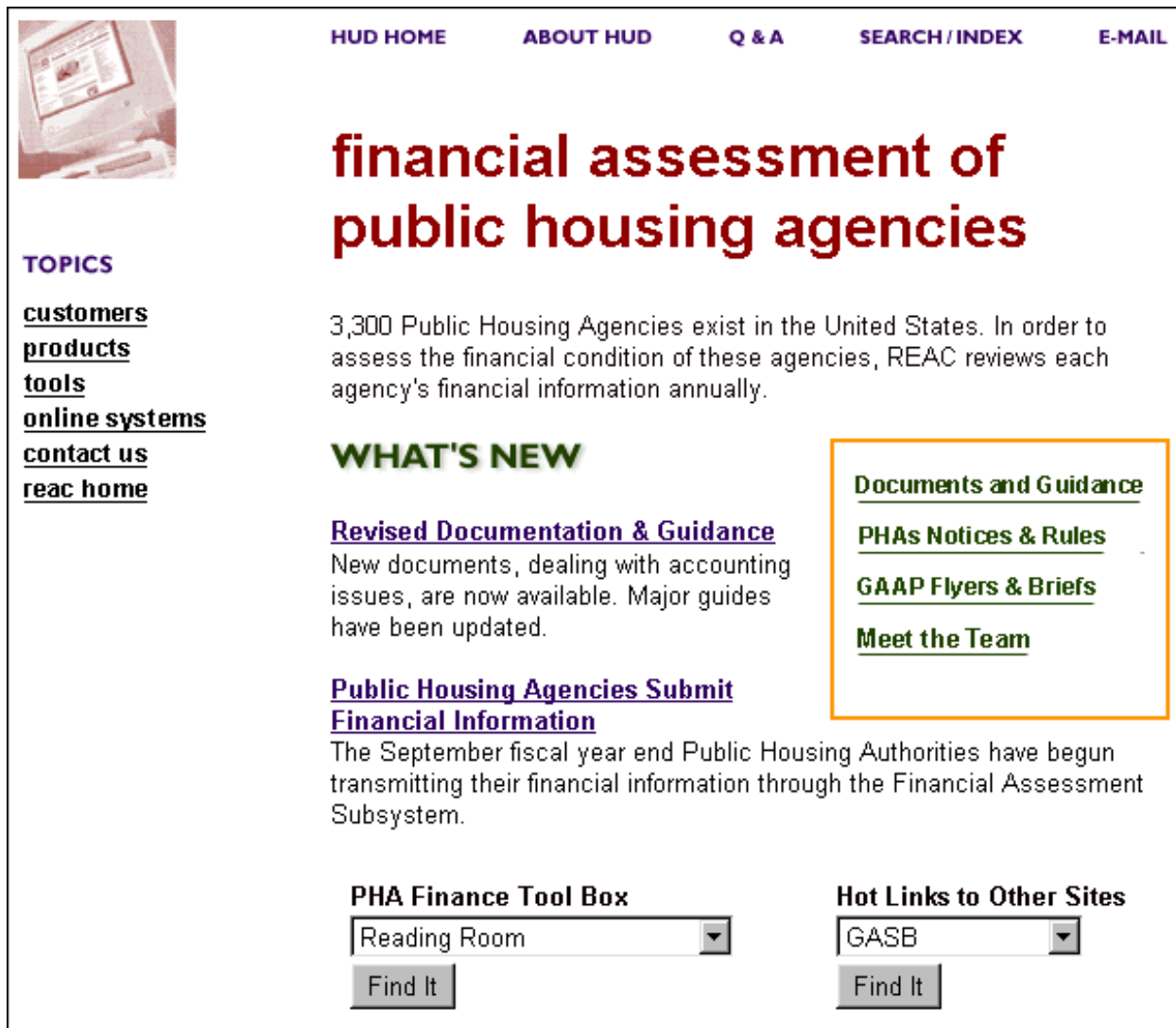
**PHAS - PUBLIC HOUSING ASSESSMENT SYSTEM**  
Annually, REAC determines the overall performance of the nation's 3,300 PHAs by combining physical, financial, management and customer satisfaction assessment results.

**TENANT INCOME VERIFICATION**  
Using state of the art fraud prevention technology, REAC helps property administrators verify the income of tenants receiving rental assistance.


**SINGLE FAMILY APPRAISAL QUALITY**  
REAC protects FHA home buyers by testing and rating appraisers and computer scoring every new FHA appraisal.

**NEW PRODUCTS**  
HUD is continually improving its management capability. Soon you will be able to click here to find out about future assessment products that REAC has under construction.

2. Scroll down and click on the [FINANCIAL ASSESSMENT – PUBLIC HOUSING AGENCIES](#) link. The **financial assessment of public housing agencies** page displays.



The screenshot shows a web page with a navigation bar at the top containing links for HUD HOME, ABOUT HUD, Q & A, SEARCH/INDEX, and E-MAIL. The main heading is 'financial assessment of public housing agencies' in large red text. To the left is a sidebar with 'TOPICS' and links for customers, products, tools, online systems, contact us, and reac home. The main content area includes a paragraph about 3,300 PHAs, a 'WHAT'S NEW' section with links for 'Revised Documentation & Guidance' and 'Public Housing Agencies Submit Financial Information', and a boxed list of links: 'Documents and Guidance', 'PHAs Notices & Rules', 'GAAP Flyers & Briefs', and 'Meet the Team'. At the bottom are two search boxes: 'PHA Finance Tool Box' with a dropdown menu showing 'Reading Room' and 'Hot Links to Other Sites' with a dropdown menu showing 'GASB', each with a 'Find It' button.

3. At the bottom of the page, there are two drop-down menus of links to additional pages: *PHA Finance Tool Box* and *Hot Links to Other Sites*. Click on the Arrow  on the right side of the field to view the list of options.
4. Click on an option to select it.

5. Click on the Find It  button. The selected page displays. The **technical support** page was selected as an example.

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

# technical support

**TOPICS**

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

When REAC was established in 1997, HUD set out to create an organization that would fully exploit technology in order to efficiently transform information into the useful knowledge necessary to perform our mission and communicate with our industry partners. HUD wanted and got an "e-REAC". While the transition to paperless, electronic commerce has many benefits, it can be challenging for our valued business partners. We are here to help. At this technical support site you will find the answers to frequently asked technical questions as well as notices and information that impacts your ability to work online.

**technical FAQs**  
**technical assistance center**

## WHAT'S NEW

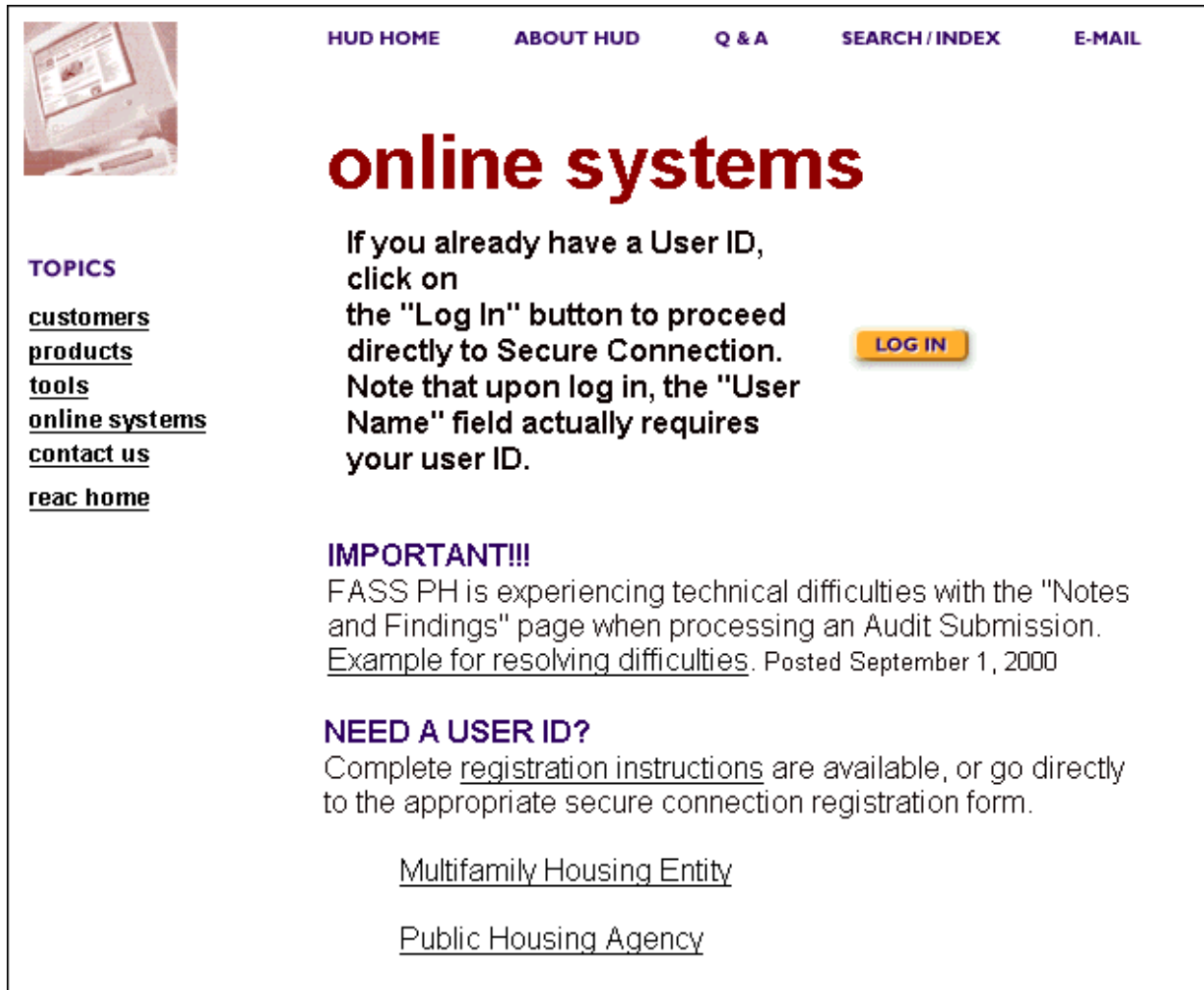
- [Important Notice for Macintosh users!](#)
- [Upgrade your Internet Browser](#)
- [Customer Survey Usage Tips](#)

6. Click on the [reac home](#) link to return to the **real estate assessment center** page.



## Logging In To FASS-PH

The **online systems** page has links to register for a HUD user ID and to log into HUD's secure systems, including the Financial Assessment Subsystem for PHAs (FASS-PH).



**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**

**TOPICS**  
[customers](#)  
[products](#)  
[tools](#)  
[online systems](#)  
[contact us](#)  
[reac home](#)

**IMPORTANT!!!**  
FASS PH is experiencing technical difficulties with the "Notes and Findings" page when processing an Audit Submission. [Example for resolving difficulties](#). Posted September 1, 2000

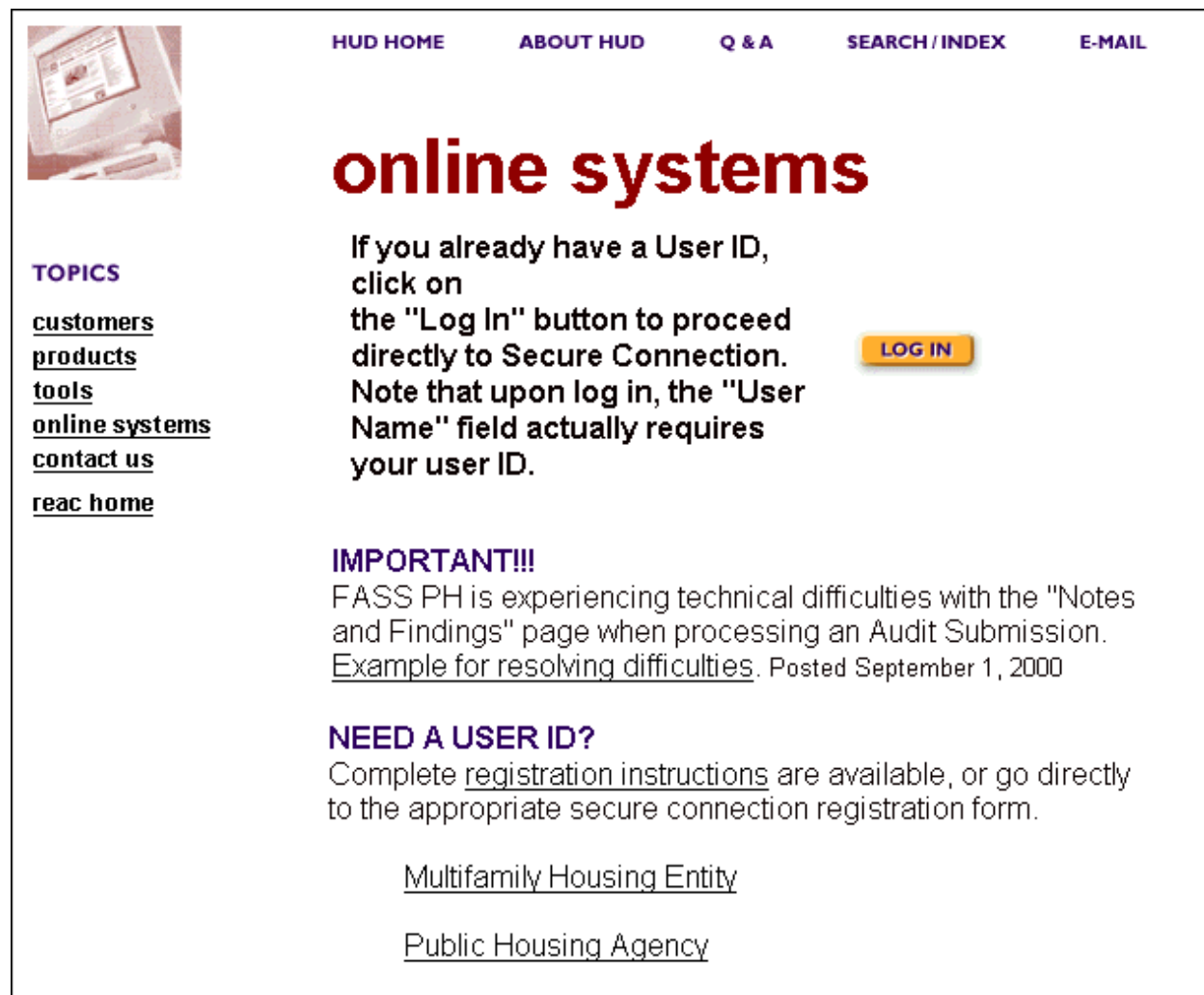
**NEED A USER ID?**  
Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.

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

To log in to the Financial Assessment Subsystem for PHAs (FASS-PH):



1. On the home page of the **real estate assessment center** Web site ([www.hud.gov/offices/reac/index.cfm](http://www.hud.gov/offices/reac/index.cfm)), click on the online systems link in the left column. The **online systems** page displays.



[HUD HOME](#)   [ABOUT HUD](#)   [Q & A](#)   [SEARCH/INDEX](#)   [E-MAIL](#)

# online systems

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**LOG IN**

**TOPICS**

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

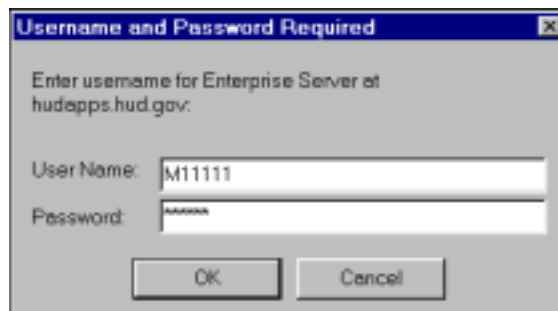
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**NEED A USER ID?**  
Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.

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

2. On the **online systems** page, click on the Log In **LOG IN** button. The **Username and Password Required** window displays.

— **NOTE:** If a **Registration Certification** box displays, click on the Continue **Continue** button to close the box and continue to the **Username and Password Required** window.



Username and Password Required

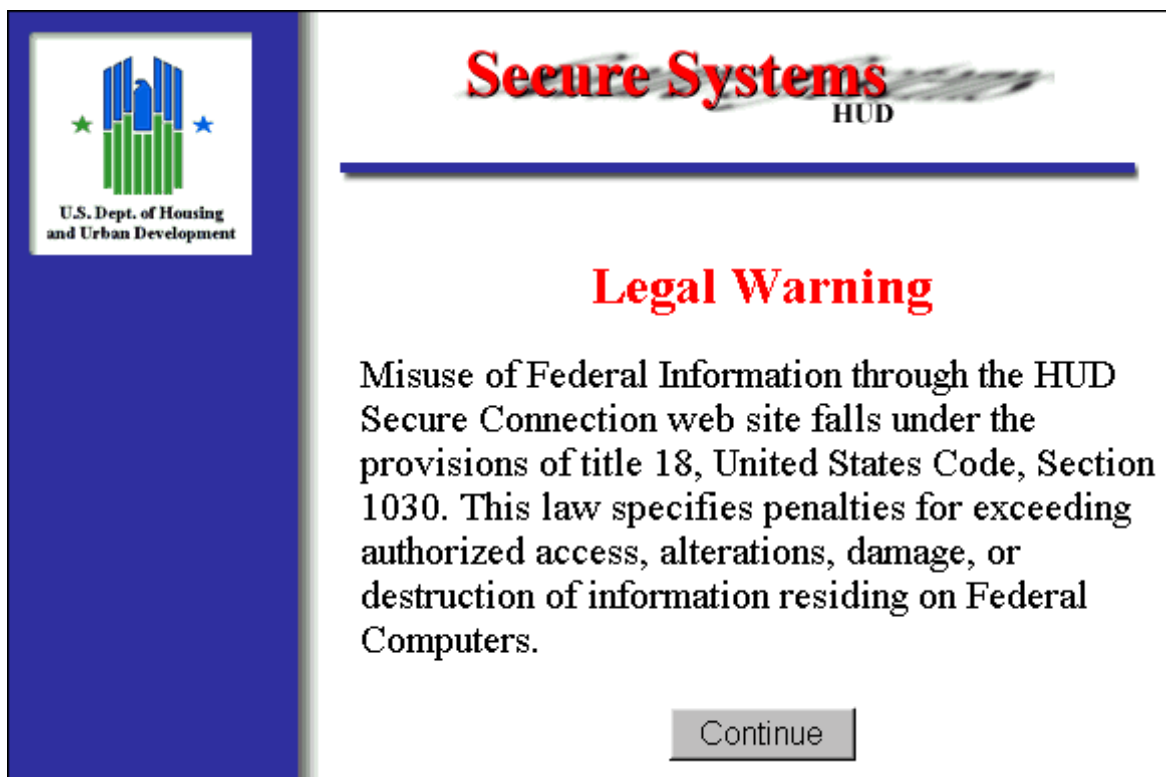
Enter username for Enterprise Server at hudepps.hud.gov:

User Name: M11111

Password: [masked]

OK Cancel

3. Enter your HUD user ID in the *User Name* field. The user ID is case-sensitive; remember to capitalize the letters in your user ID. **Do not enter your name in the User Name field.**
4. Using the Tab key on the keyboard, move to the *Password* field. Enter your password. The password is also case-sensitive (uppercase/lowercase); enter the password exactly as you requested it on the registration application.
5. Click on the OK  button. A **Legal Warning** page displays.



6. Read the warning, and click on the Continue  button. The **Secure Systems** page displays. (System links display only if the PHA Coordinator has granted the User access to that system. Please refer to Appendix D for more information about assigning system roles and access.)

**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](#)

7. Under the *Systems* heading, click on the underlined [Financial Assessment Submission- PHA \(FASPHA\)](#) link to access FASS-PH.

Financial Assessment  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)

You are about to enter the Financial Assessment Subsystem. Please click the link below to continue.  
[CONTINUE](#)

8. On the next page, click on the [CONTINUE](#) link to continue. The **Inbox** page displays.

Inbox | [Delete Draft Submission](#)

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PHA Code                      Submission Type  
                     

Status                              Fiscal End Year  
                     

**Instructions:**  
 To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link.  
 WARNING - Only open one submission at a time to avoid data corruption problems.

[PREVIOUS PAGE](#) [NEXT PAGE](#)

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">Draft</a>	NY033	Rensselaer Housing Authority	Unaudited/A-133	06/30/2000		
<a href="#">IPA Agree</a>	NY008	Tuckahoe Housing Authority	Audited/A-133	09/30/1999		ROBERT ALLEN
<a href="#">IPA Review</a>	NE179	West Central Jt Housing Authority	Audited/A-133	12/31/1999		OLUMIDE OLAMIGOKE
<a href="#">IPA Review</a>	NY001	Syracuse Housing Authority	Audited/A-133	06/30/2000		OLUMIDE OLAMIGOKE
<a href="#">Section 8 Submitted</a>	NE179	West Central Jt Housing Authority	Unaudited/No Audit	12/31/1999		OLUMIDE OLAMIGOKE
<a href="#">IPA Review</a>	OK999	Housing Authority of Hometown	Audited/Non-A-133	06/30/2000		OLUMIDE OLAMIGOKE
<a href="#">Rejected</a>	NJ077	WEEHAWKEN HA	Unaudited/A-133	12/31/1999	04/03/2000	BENJAMIN GREENBERG

[PREVIOUS PAGE](#) [NEXT PAGE](#)

[Top of Page](#)

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Inbox | [Delete Draft Submission](#)



[User Guide and System Documentation](#) | [Technical Assistance Center](#)

— NOTE: The first time you access FASS-PH, the inbox page may be empty until submissions are created.

## ***Exiting FASS-PH***

Users can exit and return to FASS-PH at any time. Because FASS-PH is a secure system containing sensitive public housing information, users should exit FASS-PH when leaving the computer.

*To exit FASS-PH:*

1. Save any changes on the current page using the appropriate Save  button. If error messages display, data must be corrected and saved again. The page was successfully saved when no error messages display.
2. Click on the Close  control icon in the top right corner of the page. The FASS-PH application closes and the desktop displays.

[blank page]