

3.0 ACCESSING FASS-PH



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3.1 Logging On

Because the Financial Assessment Subsystem (FASS-PH) is a secure, web-based system that contains sensitive financial and housing information, users must register for a secure HUD user ID.

An Internet user can access FASS-PH only after registering for a user ID, receiving that user ID, and having the appropriate system rights assigned. Further restrictions apply regarding system access for PHAs. A user **must** be assigned to a PHA by the system coordinator 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 that is received electronically from HUD to the PHA's Executive Director.

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



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Accessing the Financial Assessment Subsystem (External PHA/IPA Reviewer)



Note

FASS-PH has been tested on both Netscape version 4.76 and Internet Explorer version 5.0. Please use one of these browsers to access FASS-PH.

The following steps demonstrate how to access the **Financial Assessment Subsystem**:

Step 1: Launch the Internet browser on your computer.

Step 2: Enter the following address in the **Location/Go to** field of the browser:
<http://www.hud.gov/offices/react/>



Step 3: Press the **Enter** key on your keyboard.

The following screen “**Real Estate Assessment Center**” appears:



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Click on the online systems link

real estate assessment center

text only | translate | search/index

Home > About HUD > Real Estate Assessment Center

real estate assessment center (reac)

features

IMPORTANT! Follow-up Plan for PHAs with an FYE date of 3/31/01, 6/30/01, and 9/30/01 have changed. [See Revised Customer Survey Schedule](#) for details. **Note:** PHAs must complete and **certify** their IP by the deadlines. Updated November 30, 2001

[PHAS EFFECTIVE FOR SEPTEMBER 30, 2001 PHAS.](#)

2001-- 14th Annual National Council For Public-Private Partnerships Conference. SASS and Andersen receive Partnership Award. [Review details and photo.](#)

[REAC Financial Assessment Subsystem-FHA Receives Government Award](#)

Please join HUD's Real Estate Assessment Center (REAC) Multi-Family (MF) staff members in celebrating the receipt and assessment of 30,000 electronically submitted financial statements. [Read more.](#)

[New PHAS notice extending advisory scores. See Federal Register Notice dated May 30, 2001](#)

what's hot!

▶ IMPORTANT!! Mailing Instructions for all correspondence relating to Multifamily Financial Assessments. In an effort to improve customer service and to expedite all incoming correspondence, the Multifamily Housing Division has requested that the following documentation and correspondence be directed to your local HUD field offices.

- ▶ Corrective Actions to Audit Findings from the FASS-Subsystem
- ▶ LASS (Lender Assessment SubSystem) [Learn More!](#)

highlights

- ▶ Released on March 1, 2001! Conferees Report on PHAS - Physical Inspection System. [See report](#)
- ▶ Released on March 28, 2001!-- A simplified Explanation for the Scoring of Physical Inspections. [View Report](#)
- ▶ [The Business of Government Journal takes a look inside REAC](#)

Content updated December 4, 2001

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U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Step 4: Single click on the Online Systems link located to the left of the screen.
The “Online Systems” page displays:



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Click on the LOG IN push button to enter FASS-PH system.

The online systems page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems. To enter the FASS-PH system, click on the LOG IN push button.

Step 5: If you have a user ID and password, continue onto step 6. Otherwise, click on the On-line Registration link under the NEED A USER ID heading and refer to the WASS User’s Manual for instructions on registering. To reset your password, click the PASSWORD RESET push button.

Click the PASSWORD RESET push button if you need to reset your password.

Click on the On-line Registration link if you do not have a user ID or password.

If you already have a User ID, but have forgotten your password, click on the "Password Reset" button. Note that you will be required to provide some of your original registration data to have your password reset.



Need a user ID - Try our On-line Registration

Step 6: After clicking on the LOG IN pushbutton, the following **Username and Password Required** pop-up box appears:



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FINANCIAL ASSESSMENT – LOG IN POP-UP BOX

Username and Password Required

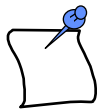
Enter username for unknown prompt at
hudapps.hud.gov:

User Name:

Password:


OK Cancel

Step 7: Enter your user ID and password.



Note

The user ID is six characters where the first character is either an “M” or an “I.” An example of a user ID would be as follows: **M12345**.

Step 8: Single click  pushbutton.

The Financial Assessment – Secure Systems Legal Warning screen is displayed:

FINANCIAL ASSESSMENT – SECURE SYSTEMS

Secure Systems
HUD

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Continue


Home [Back to Top](#)

Last Modified: March 8, 2001



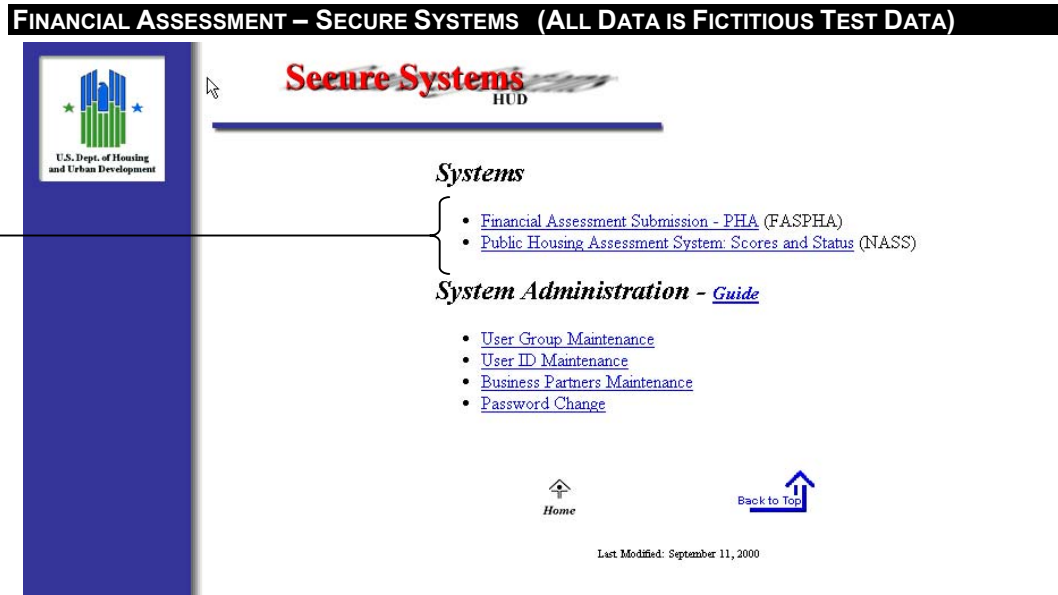
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Step 9:

Single click the  push button. Financial Assessment – Secure Systems Selection screen appears.

The following screen is displayed:

The link selections under the Section *Systems* will vary depending on the user ID. There will always be a FASPHA link if your User ID is used for FASS-PH Business.




Step 10:

Single click on the Financial Assessment Subsystem (FASPHA) Link. This will take you to your Inbox.


3.2 Exit System

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

Step 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. Do not re-click the Save button while the system is processing.

Step 2:

Click on the Close  control icon in the top right corner of the page. The FASS-PH application closes and the desktop displays.



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Hints for using the FASS-PH System:

- ▲ Only open one session at a time. Multiple browser sessions may cause data corruption with FASS-PH submissions.
- ▲ Do not bookmark FASS-PH web pages. Access the application via the REAC Online Systems page.
- ▲ Use only recommended browsers.
- ▲ Do not use the browser Back or Forward buttons unless instructed.
- ▲ Do not re-click the Save button while the system is processing.