The **ABC**s of
How to Get Your User ID
and Log In as a ...

PHA Coordinator

A. How to register for a user ID as a Coordinator:

1. Open your Web browser (e.g., Netscape).

2. In the *Location* field, type in the following URL address: *www.hud.gov/reac*.
The **REAC** Web page displays on your screen.

3. Click on the <u>online systems</u> link on the left side of the page. Scroll to the bottom of the page and click on the <u>Public Housing Authority</u> link. The PHA Coordinator and User registration form displays.

4. Click on the **Coordinator** ● *Application Type* radio button.

5. Complete the form by filling out all of the fields. Remember the password you choose AND how you enter it (uppercase/lowercase)!

6. Click on the **Send Application** button. A confirmation page displays on your screen.

7. Make sure the PHA Executive Director's mailing address is correct or you will not receive your user ID! <u>If the mailing address is wrong</u>, follow the instructions on the page to get it corrected, and click the **Cancel Application** button. If the mailing address is correct, click on the **Confirm / Submit** button.

B. How you get your user ID:

Coordinator's user ID

PHA Executive Director

Coordinator

sends letter to Executive Director

(within 2 weeks)

Confirms Coordinator by providing user ID

You receive your user ID from the Executive Director

C. How to log in to HUD's secure systems:

1. Open your Web browser (e.g., Netscape).

2. In the *Location* field, type in the URL address*: www.hud.gov/reac*.
The **REAC** Web page displays on your screen.

3. Click the <u>online systems</u> link on the left side of the page.

4. Click on the **LOG IN** button. The "Username and Password Required" window pops up.

5. Type your **user ID** in the *User Name* field.

6. Tab to the *Password* field and type in your password.

7. Click on the **OK** button. The **Legal Warning** page displays.

8. Read the warning and then click on the **Continue** button. The **Secure Systems** page displays on your screen.

9. Follow the step-by-step system administration instructions in the *REAC System Security User Guide for PHAs* (**online systems** page) to:
   a. establish yourself as the Coordinator in the system, and
   b. provide PHA users with system access.

Username and Password Required ⊠

Enter username for Enterprise Server at www.hud.gov

Username [   ]
Password [   ]

[OK] [Cancel]

Your user ID and password are **case-sensitive** (uppercase/lowercase)

Need help? Click on the <u>Contact Us</u> link to contact the Technical Assistance Center.