3.0   ACCESSING FASS-PH

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

3.0   ACCESSING FASS-PH

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 PHA's 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.

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

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

Note

FASS-PH has been tested on both Netscape version 4.79 and Internet Explorer version 5.5 SP2. 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/reac/

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

                   The following screen "**Real Estate Assessment Center**" appears:

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

FINANCIAL ASSESSMENT – HUD PIH-REAC MAIN PAGE

Click on the online systems link

Step 4: Single click on the Online Systems link located to the left of the screen.

The "Online Systems" page displays:

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

FINANCIAL ASSESSMENT – ONLINE SYSTEMS PAGE

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

Click on the Online Registration push button if you do not have a user ID or password.

Click the PASSWORD RESET push button if you

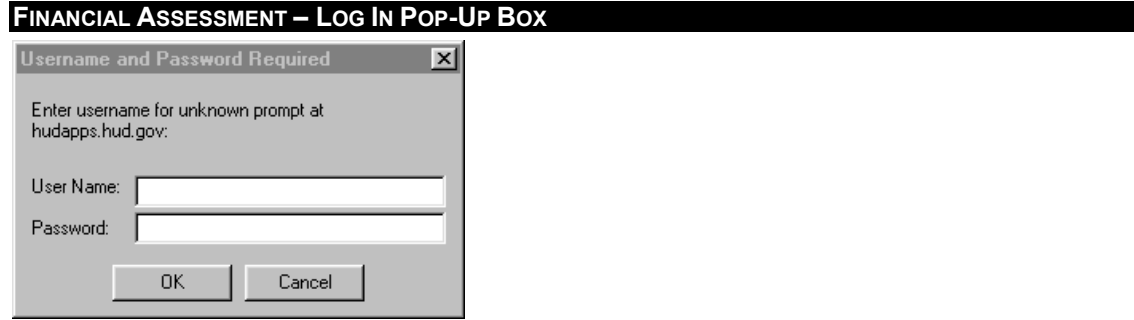The online systems page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems. To enter the FASS-PH system, click on the LOG IN push button.

Step 5:   If you have a user ID and password, continue onto step 6. Otherwise, click on the Online Registration push button and refer to the WASS User's Manual for instructions on registering. To reset your password, click the PASSWORD RESET push button.
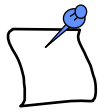
Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

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

FINANCIAL ASSESSMENT – LOG IN POP-UP BOX
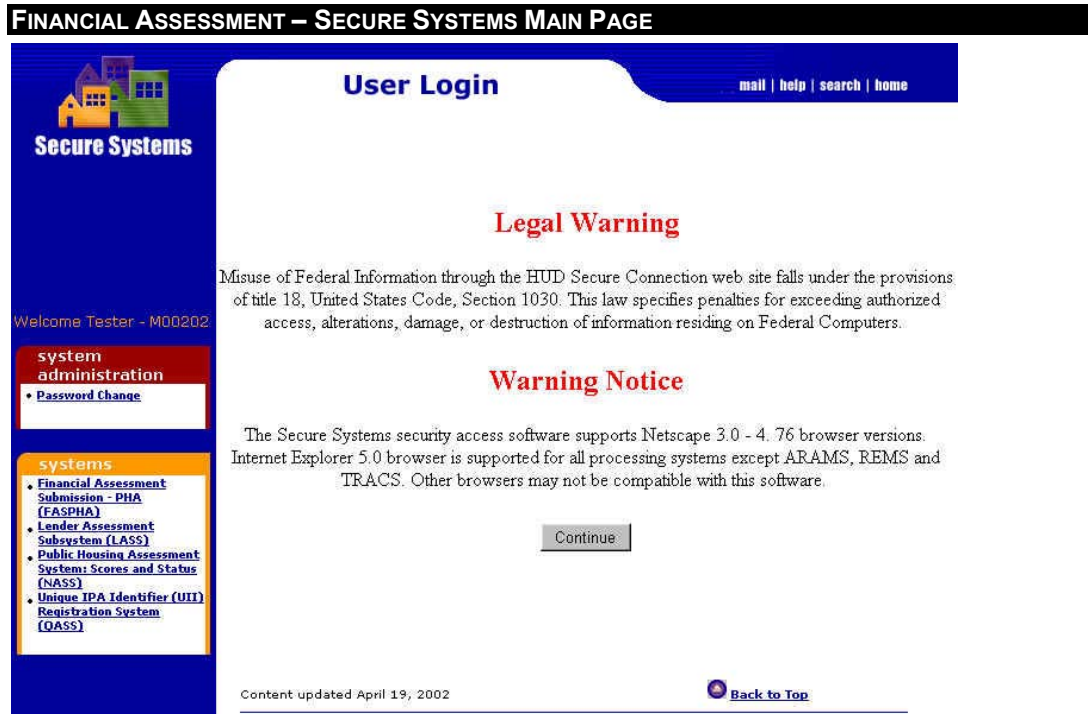

Step 7: Enter your user ID and password.

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**.

Note

Step 8: Single click OK pushbutton.

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

FINANCIAL ASSESSMENT – SECURE SYSTEMS MAIN PAGE

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

Step 9:   Single click the [Continue] push button. The Secure Systems Menu screen appears.

The following screen is displayed:

FINANCIAL ASSESSMENT – SECURE SYSTEMS MENU PAGE (ALL DATA IS FICTITIOUS TEST DATA)

The link selections under the *Systems* Section will vary depending on the user ID. There will always be a FASPHA link if your User ID has FASS-PH access rights.

Step 10:   Single click on the Financial Assessment Subsystem – PHA (FASPHA) Link. This will take you to the FASS-PH system.

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Release 7.3.0.0

3.0 Accessing FASS-PH

3.2   Exit System

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.

Step 1:   Save any changes on the current page using the appropriate Save `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.

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 PIH-REAC Online Systems page.
- ▲ Use only recommended browsers.
- ▲ Do not user the browser Back or Forward buttons unless instructed.
- ▲ Do not re-click the Save button while the system is processing.