

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 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.



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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/react/>



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

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



3.0 Accessing FASS-PH

FINANCIAL ASSESSMENT – HUD PIH-REAC MAIN PAGE

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Real Estate Assessment Center (REAC)

- **Reminder About Late Presumptive Failure (LPF)** In accordance with the PHAS regulation, the PIH-REAC computer system generates a late presumptive failure and an indicator score of zero when a PHA does not submit the required financial information and/or management certifications by the established regulatory submission deadlines. [Click Here For Details](#)
- **ATTENTION: Changes to the REAC PASS Bulletin:** The Pi-Op Bulletins have been renamed to REAC PASS Bulletin. The REAC Compilation Bulletin document consolidates and replaces all previously issued Pi-Op bulletins (#1 through #19), all FAQ's, and all other PASS-related notices/guidances published in the past. This revised document is aimed to provide one consolidated source for REAC PASS-related information for guidance. Click [here](#) for more information.

What's Hot!

- ▶ HUD moves to Debar Texas CPA Firm for Deficient Auditing Procedures. [Press Release](#)
- ▶ On June 5, 2002, the Acting Deputy Assistant Secretary for Multifamily Housing Programs issued [Submissions and Review Requirements and REMS Data Dependences for Annual Financial Statements](#). Over the past several months, management decisions have been made regarding a variety of issues involving the submission of annual financial statements (AFS). This document is intended to

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



3.0 Accessing FASS-PH

FINANCIAL ASSESSMENT – ONLINE SYSTEMS PAGE

Homes & Communities
 U.S. Department of Housing and Urban Development

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White House
 President George W. Bush

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Online Systems

- Reminder About Late Presumptive Failure (LPF)**
 In accordance with the PHAS regulation, the PIH-REAC computer system generates a late presumptive failure and an indicator score of zero when a PHA does not submit the required financial information and/or management certifications by the established regulatory submission deadlines. [Click Here For Details](#)
- Release Schedule:**
 - Friday August 1, 2003 - 8pm ET
 - Friday October 17, 2003 - TBA
- Attention PASS Users:**
 Several users are receiving an error message when attempting to download inspection reports. The message states, "There was an error opening this document. The file is damaged and could not be repaired." This issue appears to occur randomly in the system. Please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860 to request the pdf inspection report to be sent via email. We will post the status of the resolution on this issue as soon as it is available. We apologize for any inconvenience.
- PIH-REAC systems are supported **Monday through Friday** between the hours of 7AM and 6PM Eastern Time.

Local information
[Print version](#)
[E-mail this to a friend](#)

Existing users log in below
LOG IN

Need to access HUD systems? Register below:
Online Registration

PASSWORD RESET
 Note: Password reset will require you to provide exact information from your original registration.

Helpful Tools

- [On-line Registration](#)
- [Quick Tips for Registration](#)
- [Technical FAQs](#)
- [Password Instructions](#)
 Effective April 8, 2000 Secure Systems Passwords must be reset every 21 days. [More password details](#)
- [System Requirements](#)
- [PHA System Security Guide](#)

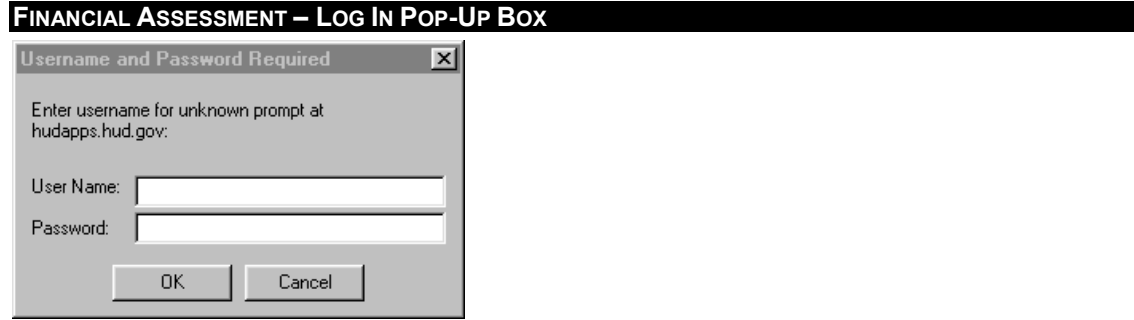
The online systems page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems. To enter the FASS-PH system, click on the LOG IN push button.

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.

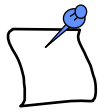


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Step 6: After clicking on the LOG IN pushbutton, the following **Username and Password Required** pop-up box appears:



Step 7: Enter your user ID and password.

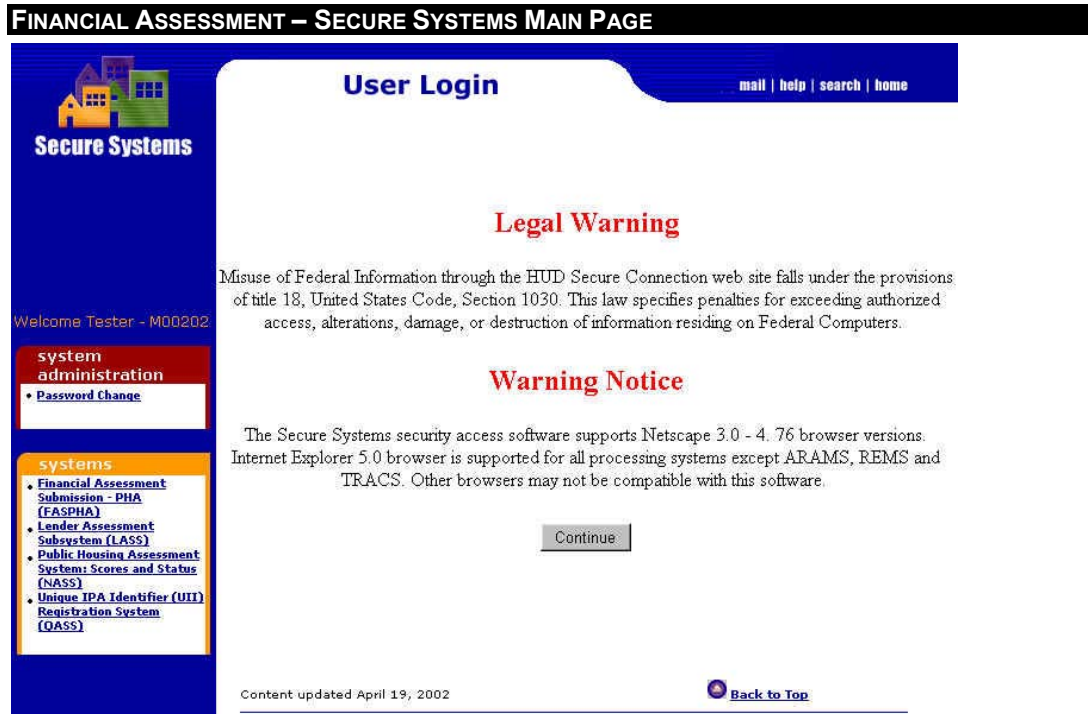


Note

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:





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Step 9:

Single click the  push button. The Secure Systems Menu screen appears.

The following screen is displayed:

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.

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

Secure Systems

Main Menu mail | help | search | home

Systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)

System Administration

- [Password Change](#)

Welcome Tester - M00202

system administration

- [Password Change](#)

systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
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Step 10:


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




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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  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 use the browser Back or Forward buttons unless instructed.
- ▲ Do not re-click the Save button while the system is processing.