

2

Getting Started Introduction

2.0	Getting Started Introduction.....	2-3
2.1	Accessing the HUD Home Page.....	2-7
2.2	Accessing APPS	2-9
2.2.1	To Access the APPS Login page:.....	2-9
2.2.2	Accessing the APPS Home Page	2-11

Revision Sheet

Revision No.	Date	Revision Description

2.0 Getting Started Introduction




Industry access to the Active Partners Performance System (APPS) is obtained via the internet, through the website of the Department of Housing and Urban Development (HUD). APPS is an automated management tool that utilizes the advantages of internet technology so that HUD may improve communication on policy and procedural matters throughout the Department, increase its management and oversight activities with its Industry business partners, and serve as a clearinghouse for Participant information.

APPS is accessed through the Secure Connections function. All internet systems within Multifamily Housing contain sensitive information and require User IDs and passwords to be authorized to change information.



Registration is required prior to gaining access to APPS internet application. Only after registering in HUD's Secure Systems, receiving a Coordinator/User ID by mail, and being assigned a system role, can an internet User access the APPS application.

Detailed steps and explanation of the Secure Systems procedures can be found in Chapter 3: Registration Process. The following steps outline the registration process:

Step 1 - Establishing Your Organization in APPS

-  *Note: A good rule of thumb is if your company has filed a financial statement, then your company should be registered and all that is needed is a Coordinator or User ID.*
-  If your company has never done business with HUD you need to register by clicking on the Business Partner Registration Link on the APPS Home Page at <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
-  After completing this screen, you will be able to access your information the next business day before applying for your Coordinator or User ID.

Step 2 - Registering for a Coordinator/User ID for a Company or Individual

-  *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Coordinator or User ID. Please refer to Step 1*
-  If you have a participant record for all Address changes some proof of the new address must be sent to HUD. This could be in the form of a memo on the company letterhead, a lease agreement or any other documentation that shows the correct address for the participant. Once your fax or email is received, HUD can correct the address. The information can be sent via email to the apps mailbox listed on

the APPS home page or faxed, Attn PPSD Division along with a cover letter stating the details of the request to 202-708-0684.

Types of Users in Secure Systems:

- **Coordinator:** Controls access to the system and performs system administration functions, such as retrieving IDs, and assigning rights to users. For more information please refer to Chapter 3 of the Online User Guide.

Note: The system limits each Business Partner to two Coordinators. It is recommended that the Business Partner Executive Director designate two Coordinators to ensure backup of daily system administration needs.

- **User:** A User can be an employee of the Business Partner or a third party (e.g., CPA) authorized by the Business Partner's Coordinator to submit data for the Business Partner.

Note: Please use your parent company Tax ID when registering for Coordinatorship

Note: Initial Coordinator Registration will only register one company/individual.

Note: To request Coordinatorship for multiple companies/individuals, you must have first completed Steps 2 through 5 for your first Coordinatorship. You may then go directly to Step 6 to request additional Coordinatorships.

- Register for Coordinator/User ID by selecting <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
- Receiving Your Coordinator/User ID:
 - Allow two week to process the Coordinator ID request.
 - User registration applications are processed nightly. (Can only be retrieved by Coordinator)

Step 3 - Assigning yourself as a Coordinator


Once you have registered and have received your Coordinator ID, you will need to assign yourself as a Coordinator for the company/individual

- On the APPS Web Page <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
- Click Secure Systems Login
- Enter User name (which is your M ID) and Password (The password you selected during registration.)

- Click “OK”
- On the User Login Legal prompt screen, Click “Continue”
- Select “User Maintenance”
- Enter your Coordinator ID (M ID)
- Click on “Search for User”
- Select “Maintain User Profile – Actions” from the “Choose a Function” drop down menu
- Click “Submit”
- Check “COR – Coordinator” checkbox and “UPD- Update” checkbox
- Click “Assign/Unassign Actions”
- Select “OK”. You have now assigned yourself as a Coordinator

Step 4 - Assigning yourself role and User roles


- On the “Secure Systems Main Menu”, select “User Maintenance”
- Enter your “Coordinator ID” or “User ID” (M ID)
- Select “Maintain User Roles” from the “ Choose a Function” drop down menu
- Click “Submit”
- Check “AUP– APPS Update” checkbox
- Click “Assign/Unassigned Action”
- Select “OK”. You have now assigned yourself roles

 **Note:** *Please reboot your system at this point for your new assignments and roles to be activated.*


Step 5 - Assigning yourself rights to Company/Companies/Individuals

- From the Secure Systems Main Menu page, select “Participant Assignment Maintenance”
- Enter your User ID (M ID)
- Select “Assign Participant” from the “Choose a Function” drop down menu
- Select “AUP - APPS Update” from the Choose a Role section
- Select the company/companies/individuals you want to assign rights to from the Participant section (You can select multiple participants by using the Control key on your keyboard)
- Click “Submit”
- Verify the list of company/companies/individuals you are requesting relationships for
- Click “Confirm”
- Click “OK”

Step 6 - Registering Coordinatorship for multiple Companies/Individuals

 **Note:** *You must complete Steps 2 through 5 before you can request Coordinatorship for multiple companies/individuals.*

- From The “Secure Systems Main Menu”, select “Business Partners Maintenance”
- Enter your User ID
- Select “Request New/Delete Existing Relationships” from the “Please enter a Function” drop down menu
- Enter the Taxpayer Identification Number (TIN)/Social Security Number (SSN) for the companies/individuals you would like to assign rights to
- Click “Submit”
- Verify names and addresses (To ensure activation keys are mailed to the proper address)
- Click “Confirm”
- Click “OK”

 **Note:** *You will need to wait at least two weeks to receive your activation keys from HUD.*

- To activate your relationships:
 - From the Secure Systems Main Menu page, select “Business Partners Maintenance”
 - Select “Activate Relationships” from the “Please enter a Function” drop down menu.
 - Enter Activation Keys
 - Click “Submit”
 - Verify information
 - Click “Confirm”
 - Click “OK”

Step 7- Assigning yourself rights to Company/Companies/Individuals

- Repeat Step 5

Step 8 - Assigning the User System Roles by the Coordinator

- For the Coordinator to retrieve the User ID:
 - From the Secure Systems Main Menu page, select “User Maintenance”
 - Enter “First Name” and “Last Name” of the User
 - Select “Search Users”
 - Retrieve User ID
- To assign the User System Roles:

- From the Secure Systems Main Menu, select “Participant Assignment Maintenance”
 - Enter the retrieved User ID (M ID), select Assign Participant from the “Choose a Function” drop down menu
 - Select “AUP/APPS Update”
 - Select the company/individual you want to assign user roles to (You can select multiple companies/individuals by using the Control key on your keyboard)
 - Click “Submit”
 - Verify information
 - Click “Confirm”
 - Click “OK”
- The User will now be able to submit data for the company/individual.

2.1 Accessing the HUD Home Page

1. Open your Internet browser. The instructions in this guide reflect the HUD standard browser, Netscape Communicator 4.7.5. As such, some screens may appear differently if you are accessing APPS via another web browser.
2. Type **http://www.hud.gov** in the Netsite or Address field and press the Enter key. The HUD home page displays.

Homes & Communities
Department of Housing
Urban Development

June 9, 2003 En español | Text only | Search/index

June is National Homeownership Month 2003

A home is more than just the symbol of the American Dream, it is the backbone of the American way of life. One reason HUD and so many of our partners celebrate National Homeownership Month is because in America, every citizen - regardless of race, creed, color, or place of birth - has the opportunity to own a home of their own. And, new homeowners can create wealth for their families for generations to come, while also helping transform neighborhoods and communities!

Learn more about **National Homeownership Month 2003** and how YOU can become a new homeowner!

Learn about **the "Homeownership Express!"** It's a special bus that the Blueprint Partners for the American Dream are using to travel across the nation, bringing information, initiatives and new tools to help millions of Americans become homeowners.

HUD Highlights

- ▶ **Jackson to urge Nation's mayors to adopt Bush Administration strategy to end chronic homelessness in ten years**
- ▶ **Bush Administration launches second annual National Homeownership Month**
- ▶ **Federal Register Technical Correction for 202/811 Program**
- ▶ **HUD's new radio and television Fair Housing Campaign**
- ▶ **Martinez honored for contract awards to women-owned businesses**
- ▶ **FY 2004 Annual Performance Plan**
- ▶ **2.3 Billion available through new HUD SuperNOFA**
- ▶ **Web Clinics for HUD Partners**
- ▶ **National calendar of events**
- ▶ **Daily message**

At Your Service

- ▶ Learn how to **use HUD's web site**
- ▶ Learn how to **buy a HUD home**
- ▶ Learn how to **apply for public housing and Section 8**
- ▶ See if HUD **owes you a refund** on your FHA loan
- ▶ Find a **HUD-approved lender** in your area
- ▶ Talk to a **housing counselor**
- ▶ File a **housing discrimination complaint**
- ▶ Submit **Freedom of Information Act (FOIA)** request
- ▶ Busque **información en español**
- ▶ Learn about the **President's agenda to expand homeownership**
- ▶ **More services**

Local Information

Find information about homes and communities, organized by state.

Select a state

Homes for Sale

Find homes for sale from HUD and other federal agencies.

Information For...

Citizens

- ▶ Homebuyers
- ▶ Senior citizens
- ▶ Veterans/Military
- ▶ Kids
- ▶ Students
- ▶ People with disabilities
- ▶ Researchers
- ▶ Landlords
- ▶ Tenants
- ▶ Farmworkers/colonias
- ▶ Native Americans
- ▶ Victims of Discrimination

Housing Industry

- ▶ Lenders
- ▶ Brokers
- ▶ Housing agencies/tribes
- ▶ Multifamily industry
- ▶ Appraisers
- ▶ Health care facilities providers

Other Partners

- ▶ Grantees / non-profits
- ▶ Congress / elected officials
- ▶ Small businesses
- ▶ Fair housing
- ▶ Faith-based Organizations
- ▶ Investors
- ▶ Auditors / investigators

Now Playing

SuperNOFA Webcasts

Let's Talk

Talk with us and others about issues important to you:

- ▶ **Current discussions**
- ▶ **Suggest your own topic**

Content updated June 8, 2003

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
[Visit a local HUD office near you](#)

[Privacy Statement](#)

Figure 2-1: HUD Internet Home Page

2.2 Accessing APPS

2.2.1 To Access the APPS Login page:

1. Select the Multifamily Industry link under the Information for Housing Industry heading on the right-hand side of the HUD home page. The **Multifamily Industry** screen displays.



Figure 2-2: Multifamily Industry Screen

2. In the lower right-hand of the page under the Systems Just for you, select the Work Online/audience group matrix link, which will bring up the Systems for the Housing Industry screen.
3. Select the Active Partners Performance System (APPS) link. The **Active Partners Performance System (APPS)** home page displays.

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

Housing
About Housing
Contact us
Keywords
Single Family
Hospitals
Multifamily

- About MF business
- Multifamily data
- Program information
- Renting
- Sec 8 expiring contracts
- Sec 8 contract admin
- MF Accel Processing (MAP)
- Neighborhood Networks

 OAHF
 GSE Regulatory Oversight
 Reading room
 Online forums
 Work online

HUD news

Homes

Communities

Working with HUD

Resources

Tools
Webcasts
Mailing lists
RSS Feeds
Contact us
Help

USA.gov
Government Made Easy

Housing En español | Text only | Search/index

Active Partners Performance System (APPS)

The Active Partners Performance System (APPS) allows HUD's business partners to submit their Previous Participation Certification (form 2530) request to HUD for processing via the Internet.

Information by State
[Print version](#)

Want More Information?
For questions about APPS contact the Multifamily Housing Systems Help Desk by phone at 1-800-767-7588 or [email](#).

What's New
APPS Certification Security Enhancement. On March 2, 2007, The Active Partner Performance System (a.k.a. APPS) released a certification security enhancement, which restricts Coordinators/Users from certifying for any participants for whom they do not have a current access key code issued by HUD's Web Access Sub-System (a.k.a. WASS or Secure Systems). These standards require each individual person and company to authorize a coordinator/user (whether themselves or someone else) to load, edit, change and certify their data as true and correct.

PLEASE NOTE: Effective on July 1, 2006, all participants required to apply for previous participation clearance must do so through APPS. There are no exceptions. This is explained in the updated extension [memo from FHA Commissioner on APPS Electronic Filing](#)

APPS now requires Coordinators/Users to request access for individuals within an organization structure if they are to enter or edit information for that individual. Adding individuals to a organization structure does not require access but editing the individuals information would require formal authorization. This Authorization process is done the same way access is requested for Company's.

- Secure System Login**
 - APPS Participant Registration** for registering your company if it is not listed in HUD's data base. **When entering data in this system do not use punctuation in the company name.**
 - Multifamily Coordinator and User Registration** for registering as a coordinator in HUD's systems for the first time
- Secure Systems Documentation**
- APPS Industry User Guide**
 - APPS Quick Tips** **UPDATED**
 - APPS Glossary of Terms**
- APPS Industry Tutorial Program**
- Headquarters 2530 Contacts**
- Placing APPS Risk Flags and Reporting Requirements Related to Mortgage Default and Financial Relief**
- April 13, 2005 Final Rule - Active Partner Performance System Implementation**
- April 19, 2004 Proposed Rule - Active Partner Performance System Implementation**

Facts about APPS

APPS will:

- replace the current 2530 paper process
- provide a more efficient approval process
- secure and protect all data sent in by industry through an ID and password process
- automate the Field Office review process by searching for all flags after the 2530 has been submitted to the Field Office by the business partners
- allow Field Offices to view all flags found on an entity, or individual
- reduce paper work.
- allow entities to keep their personal information updated, i.e. Address, Phone Number, Fax Number, etc.

Content updated March 5, 2007 [Back to top](#)

FOIA **Privacy** **Web Policies and Important Links** **Home**

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
[Find the address of a HUD office near you](#)

Figure 2-3: APPS Project Web Page



2.2.2 Accessing the APPS Home Page

Click on the [Active Partners Performance System](#) link on the **Secure Systems** home page. The **APPS home page** displays.

The screenshot shows the 'Active Partners Performance System' home page. On the left is a blue sidebar with the APPS logo (a house with 'apps' text) and several navigation links: 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: MXXXX', and 'Online Help Glossary'. The main content area has a red header 'Active Partners Performance System' and a blue underline. Below this is the title 'APPS Home Page'. There are three sections: 'Submission Processing' with a dropdown menu set to 'View My Submissions In Process' and a 'Go' button; 'Participant Processing' with an empty dropdown menu and a 'Go' button; and 'Reports' with an empty dropdown menu and a 'Go' button. A 'Public reporting burden' notice is present, stating that the collection of information is estimated to average 30 minutes per response and is mandatory. At the bottom, a paragraph explains that HUD regulations authorize the department to request information from principals to evaluate their obligations and determine if they pose an unsatisfactory underwriting risk.

Figure 2-4: Active Partners Performance System Home Page

The Navigation Pane (sidebar) contains several useful links:

- By clicking the  button from any screen within APPS returns you to the **Home Page**.
- By clicking the  button, you can send an e-mail to the HUD Representative/APPS System Administrator with feedback about the system.
- Secure Systems – this link returns you to the Secure Systems logon page.
- Housing – this link takes you to the Office of Housing website.
- HUD Home – this link takes you to HUD's home page.
- HUD LDPs – the link allows you to view Limited Denial of Participation. Details on viewing LDPs can be found in Chapter 18.
- GSA EPLS – the link allows you to view the GSA Excluded Party List Search. Details on viewing GSA EPLS can be found in Chapter 18.
- 2530 Contacts – the link allows you to view the HUD contact name for your servicing Field Office.
- Online Help – Provides you help when working on a specific function.
- Glossary - Provides you a glossary of terms.