

# 6

## Editing Participants

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### Revision Sheet

Revision No.	Date	Revision Description

## 6.0 Editing Participants Introduction:

APPS re-engineers the HUD 2530 submission process, automating the process Industry participants use to submit 2530 information. APPS will allow Industry Users to enter submissions and check the status of submissions via the internet.

To ensure that Industry and HUD staff can easily track and reference submissions, APPS will assign each submission a unique Submission ID. In addition, APPS will maintain a Status History to ensure changes to the status of a submission can be traced.

## 6.1 Editing a Participant

1. On the home page, select “Edit Participant Detail” from the *Participant Processing* drop-down list.
2. Click . The Participant Search—Participant Detail screen displays.



Figure 6-1: Participant Search—Participant Detail Screen

3. Enter the participant's TIN or SSN
4. Click . The Participant Detail screen displays either for the organization or for the individual.

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue navigation sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: M11125, Online Help, and Glossary. The main content area is titled 'Participant Detail' and contains a form for 'Utech'. The form fields include: Name (Utech), TIN (111555333), Legal Structure (Joint Venture), Type of Ownership (Profit Motivated), Address (99035 Kingstowne Crossing), City (Maui), State (HAWAII), Zip Code (55214), and Country (United States of America). There are also fields for Territory, Postal Code, Phone (889-333-0034), Fax, E-mail, and Pager. A 'Save' button is located below the form. At the bottom, there is a dropdown menu for 'Select participant processing' and a 'Go' button. The footer includes a link to '[APPS Home Page]' and the text 'Last Updated: July 13, 2004'.

Figure 6-2: Participant Detail Screen (Organization)

**Active Partners Performance System**

*Participant Detail*

Prefix: Mr.

\* First Name: Jim

Middle: Liam

\* Last Name: Conners

Suffix: Sr

SSN: 666888444

**Physical delivery address**

\* Address: 779 Mickey Drive

\* City: Oklahoma City

\* State: OKLAHOMA

\* Zip Code: 44545 -

\* Country: United States of America

**If country not United States**

Territory:

\* Postal Code:

\* Phone: 223-457-2346

Fax:

E-mail:


Pager:

Figure 6-3: Participant Detail Screen (Individual)

5. Using the following chart as a guide, edit the participant's information.

<i>Data Element</i>	<i>Description</i>
<b>PARTICIPANT DETAIL (Organization)</b>	
Name	Current name of the organization.
TIN	The organization's Tax Identification Number (HQ analyst will update your information with proof of change that has been sent to HQ for approval) is pre-populated from the Participant Search screen
Legal Structure	A drop-down list displays a list of legal structure types. (To edit these fields you need an Identity Change 2530 submission)
Type of Ownership	A drop-down list displays a list of ownership types. (To edit these fields you need an Identity Change 2530 submission)
Address	The participant's street address
City	The participant's city
State	A drop-down list displays a list of states
Zip Code	The participant's zip code
Country	A drop-down list displays a list of countries.
Foreign Territory	Enter the foreign territory if applicable.
Foreign Postal Code	Enter the foreign postal code if applicable.
Phone	The organization's telephone number
Fax	The organization's fax number
E-mail	The organization's e-mail address
Pager	An organization's contact pager number

<b>PARTICIPANT DETAIL (Individual)</b>	
Prefix	Select a prefix from the drop-down list, if applicable.
First Name	Participant's first name
Middle	Participant's middle name
Last Name	Participant's last name
Suffix	Select a suffix from the drop-down list, if applicable.
SSN	Participant's Social Security Number (HQ analyst will update your information with proof of change that has been sent to HQ for approval)
Address	The participant's street address
City	The participant's city
State	A drop-down list displays a list of states
Zip Code	The participant's zip code
Country	A drop-down list displays a list of countries
Foreign Territory	The foreign territory, if applicable.
Foreign Postal Code	The foreign postal code, if applicable.
Phone	The participant's telephone number
Fax	The participant's fax number
E-mail	The participant's e-mail address
Pager	An participant's contact pager number

6. Click . Screen refreshes with the message, "Save was successful."

*Note: You can always view a participant's information; however, you can only edit the information if the participant does not have a coordinator. The coordinator can edit all information other than the TIN/SSN, Legal Structure, and Company Type.*