

## 1.2 Auditor User ID and UII Registration

If you are an auditor and already have a multifamily ID number, to gain access to LASS, you must convert your multifamily ID number. Continue through the registration process noted below. Once you submit your application your ID will be converted. You will use your same id number to log in to LASS.

### 1.2.1 Independent Public Accountant (IPA) Registration

Unlike the lender, auditors **DO NOT** access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LASS.

**Step 1:** Access Secure Systems by navigating to the following website:  
[http://www.hud.gov/offices/reac/online/online\\_registration.cfm](http://www.hud.gov/offices/reac/online/online_registration.cfm)

**Step 2:** From the main menu, select 'Independent User' from the list. (See Below)

The screenshot shows the Real Estate Assessment Center (REAC) website. The header includes 'Homes & Communities' and 'U.S. Department of Housing and Urban Development'. The main content area is titled 'Real Estate Assessment Center' and 'Need a User ID?'. It provides instructions on registration and lists four options: 'Multifamily Housing Entity', 'Public Housing Agency', 'Independent User', and 'Reverse Auction Program (RAP) User'. The 'Independent User' option is circled in red, and an arrow points to it from the text 'Click Here'.

**Step 3:** Fill out the registration form in its entirety and hit 'Send Application' at the bottom. The User ID (starting with 'I') will be sent to the auditor via email within 24 hours. The password will not be included in the package so ensure the applicant remembers it from the application form.

**Note:** The auditor **IS NOT** registered for a **Unique IPA Identifier (UII)** at this time. To apply for a UII number, reference UII Registration in the next section.

## 1.2.2 Unique IPA Identifier- UII Registration

Only *one* UII number is generated per auditing firm. If the auditor already has a UII number, there is no need to apply for another.

**Step 1:** Once the applicant has received the User ID via email, he must contact the Application Coordinator at his client's office and give the Application Coordinator the User ID that was emailed to him.

**Step 2:** The Lender will use the ID to assign the auditor the role of IPA. This role allows the auditor to attest to the lender's financial report.

**Note:** *The auditor will not have the access to apply for the UII number until the lender assigns the IPA role. Please see the definitions of role codes in Section 1.3 of this Manual.*

**Step 3:** After the Application Coordinator has assigned the auditor the 'IPA' role; the auditor must login to Secure Systems (<http://www.hud.gov/offices/react/online/reasyst.cfm>) using the User ID and password received above.

The screenshot shows the HUD.GOV website header with the logo, navigation links, and a search bar. Below the header, there are three main content boxes. The first box is titled 'System Upgrade Release Schedule' and contains information about a system upgrade on Friday, April 16, 2010. The second box is titled 'System Login' and contains links for 'Existing users' (Login here), 'Need to access HUD systems?' (Register online), and 'Forgot Password?' (Password Reset). A red arrow points to the 'Login here' link with the text 'Click here'. The third box is titled 'Helpful Tools' and contains links for 'Online Registration', 'Quick Tips for Registration', 'Technical FAQs', and 'Password Instructions'.

**User Login** [faq](#) | [help](#) | [search](#) | [home](#)

**Secure Systems Single Sign On**

User ID

Password

**Enter User ID and Password here.**

**Note: Fields are case sensitive.**

[Forgot your password?](#) Click the link to reset your password and for other useful information.

**ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication are a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.**

**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.

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U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

**Step 4:** From the Main Menu, click on the Unique IPA Identifier (UII) Registration link. (See below)

**Main Menu** [mail](#) | [help](#) | [search](#) |

**Secure Systems**

Welcome GEORGE

**system administration**

- [Password Change](#)

**Systems**

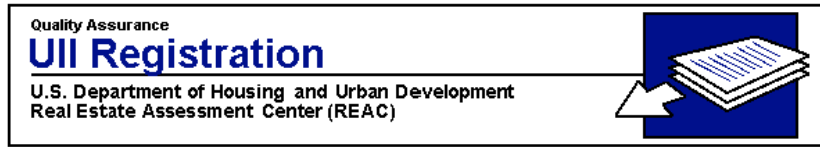
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)

**System Administration**

**Click Here**

**Step 5:** Re-enter your user ID and password at the login screen and click 'OK'. (This will be the same user ID and password the user entered in Step 3 above.)

**Step 6:** Click on the 'Create New Profile' link.



[Main Menu](#)

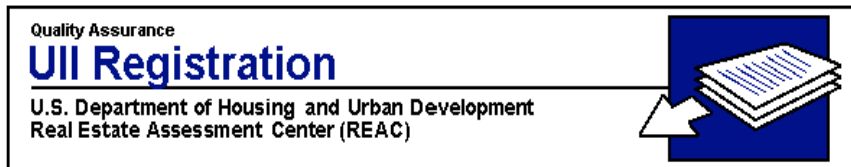
**Click Here**



Please select what action you would like to perform from the selections below.

[Create New Profile](#) [Update Existing Profile](#) [Recall Unique IPA Identifier \(UJI\)](#)

**Step 7:** Click on 'Independent Public Accounting Office'. (See below)



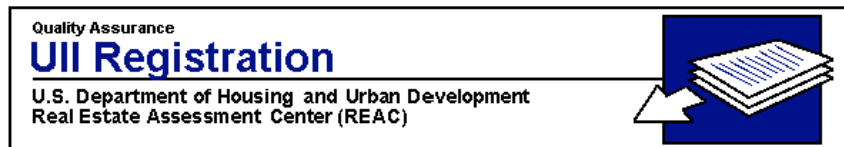
[QASS Header Image](#) | [Audit Office Classification](#)

Please select whether you are registering for an independent public accounting office or for a state auditor office:

[Independent Public Accounting Office](#)

[State Auditor Office](#)

**Step 8:** Enter the EIN and zip code of the IPA firm and click 'Go'.



[Main Menu](#) | [Create IPA Office Profile](#)

Please enter your office EIN and Zip Code below and then click the Go push button:

\*EIN:

\*Zip Code:

**Step 9:** Fill out the UII Application form completely and hit 'Go'. (See below)

**Complete form**

*Audit Office State:	AA ▾
*Audit Office Zip Code:	<input type="text"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
*Auditor Contact First Name:	<input type="text"/>
Auditor Contact Middle Name:	<input type="text"/>
*Auditor Contact Last Name:	<input type="text"/>
*Auditor Contact Title:	<input type="text"/>
*Auditor Contact Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
*Auditor Contact Email:	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Reset"/>	
<p>By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.</p> <p>Line items denoted by an asterisk (*) are required fields.</p>	

**Click here**

**Step 10:** After the application processes (should take only a few seconds) a 5-digit number is generated. This number is the UII number.

**Step 11:** The UII number must be given to whoever is filling out the financial submission within LASS. There is one line item within the submission that requires the UII number.