

## 1.3 Role Code Definition & Assigning Role Codes

At this point, the lender should have an Application Coordinator ID and the auditor should have a user ID.

### 1.3.1 LASS Role Codes

LASS has three different Role Codes that may be assigned to a user. Please read each of the role codes through carefully before assigning.

#### **Independent Public Accountant (Auditors Only):**

This role allows an Independent Public Accountant (IPA) to view, verify and attest to the electronic submission within LASS in read-only format. This is the only role that can register for a UII number.

An auditor cannot be assigned the IPA role until he has registered for a User ID. (Section 1.2: Auditor Registration).

The auditor assigned the IPA role may **ONLY** attest to the lender's submission and **MAY NOT** enter in the financial information into LASS on behalf of the client. If the audit firm would like to enter in the financial data on behalf of the client, see the 'Data Entry' role below.

#### **Data Entry (Auditors Only):**

An auditor cannot be assigned the Data Entry role until he has registered for a User ID. (Section 1.2: Auditor Registration).

If the auditor is given the 'Data Entry' role, the only function this auditor may perform is data entry. The data entry will only include transferring the hardcopy financial report into the financial submission template within LASS. This roll cannot attest to the financial submission within LASS or submit the financials to HUD.

If the audit firm would like to enter the data on behalf of their client as well as attest to the financial report, the audit firm must apply for two User Ids. The client can assign one as 'Data Entry' and one as the 'Independent Public Account'. **One ID cannot do both Data Entry and Attestation.**

#### **Submitter (Lenders Only):**

The 'Submitter' role can be assigned to an Application Coordinator or a Standard User.

The 'Submitter' role has the ability to enter all of the financial data into LASS as well as submit the financial data to HUD for review.

The Submitter is the only role code that can submit the financials to HUD for review. The Data Entry and IPA roles do not have 'submit' rights.

### 1.3.2 How to Assign Role Code for the Lender

**Only the lender with an Application Coordinator ID may assign or un-assign roles.**

**Step 1:** Login to FHA Connection using <https://entp.hud.gov/clas/>

**Step 2:** Click on the 'Sign On' icon from the main page and enter a valid user name and password. See below:



Click here



**Welcome**

The FHA Connection provides FHA-approved lenders and business partners with direct, secure, online access to computer systems of the U.S. Department of Housing and Urban Development (HUD).

**Warning!** Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

[Sign on](#)

**Getting Started**

- About This Site
- Registering a New User
- Hours of Operation
- Contact Us

**References**

- Frequently Asked Questions
- FHA Connection Guide
- Mortgagee Packet

**Step 3:** Click on the ID Maintenance link at the top of the page.



Click here

▶ <b>Single Family FHA</b>	Provides access to the online business areas used to originate, process, insure and service FHA loans.	▶ MORE
▶ <b>Multifamily FHA</b>	Provides access to MDDR, PASS, and the Web-based eLOCCS system.	▶ MORE
▶ <b>Lender Approval</b>	Provides access to information on record for HUD/FHA-approved lending institutions.	▶ MORE

**Step 4:** From the ID Maintenance Menu, click on 'FHA Connection ID Administration'. See below.

The screenshot shows the top navigation bar of the FHA Connection website. The logo is on the left, followed by the text 'FHA Connection'. To the right are links for 'Home', 'Main Menu', 'ID Maintenance', 'E-mail Us', and 'Contact Us'. Below this is a red breadcrumb trail: 'Single Family FHA > ID Maintenance >'. A blue button labeled 'ID Maintenance' is highlighted. Below it, a list of menu items is shown: 'Password Change', 'FHA Connection ID Administration', 'Service Bureau Authorization', 'Coordinators', and 'Appraiser Roster'. An orange arrow points from the text 'Click here' to the 'FHA Connection ID Administration' link.

**Step 5:** FHA Connection ID Administration page is displayed with a number of search boxes. The first box is titled 'By FHA ID'. In this search box, enter the Standard User's ID and hit 'Send'. See below:

The screenshot shows the 'FHA Connection ID Administration' page. The breadcrumb trail is 'FHA Connection > Single Family FHA > ID Maintenance > ID Administration >'. A blue button labeled 'FHA Connection ID Administration' is highlighted. To the right is a 'Help Links ?' button. Below the header, it says 'Choose one of the following:' followed by two links: 'TOTAL Scorecard Acknowledgment' and 'Lender Insurance Acknowledgment'. Under 'Query FHA IDs:', there are several search criteria: 'By FHA ID:' with an input box, 'By FHA Authorization:' with a dropdown menu, 'By Last Name:' and 'First Name:' with input boxes, 'By ID Status:' with a dropdown menu, and 'By Assigned After the Date:' with date input fields. Below these is a 'Sorted By:' dropdown menu set to 'FHA ID'. At the bottom are 'Send' and 'Reset' buttons. An orange arrow points from the text 'Enter User ID here' to the 'By FHA ID:' input box.

**Step 6:** After clicking 'Send', the lending firm information is returned. Scroll down the page until the desired program type (Title I, Title II, Title I & II) is displayed. The last check box under each

program type is titled 'Submitter'. This checkbox must be checked for each program type that applies to the lending firm. Checking these boxes will grant the user access to LASS. (See below)

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Title I Lender ID:  ← **Program Type**

**Authorization for Title I Applications:**

Report Single Loans    Report Single Refinances    Report Multiple Loans

Claim Inquiry    Download Bills

**Authorization for Lender Approval Applications:**

Add Branch    Terminate Branch    Update Branch

Query Branch    Update Institution    Query Institution

Update Sponsor Relations    Query Sponsor Relations

**Authorization for Home Mortgage Disclosure Act Applications:**

File Transfer

**Authorization for Credit Alert Interactive Voice Response System Applications:**

Inquiry

**Authorization for Lender Assessment Subsystem Applications:**

Submitter ← **'Submitter' Checkbox**

**Step 7:** Click 'Send' at the bottom.

Note: The Standard User will not have access to create and submit a LASS submission.

### 1.3.3 How to Assign Role Codes for the Auditor

*Only the lender with an Application Coordinator ID may assign or un-assign roles.*

**Step 1:** Login to FHA Connection using <https://entp.hud.gov/clas/> (See screen from previous section)

**Step 2:** Click on the 'Sign On' icon from the main page (See screen from previous section)

**Step 3:** Click on the ID Maintenance icon at the top of the page. (See screen from previous section)

**Step 4:** Click on 'FHA Connection ID Administration' from the ID Maintenance screen. (See screen from previous section)

**Step 5:** A number of search boxes are returned. The first box is titled 'By FHA ID'. In this search box, enter the auditors User ID (not the UII) and click 'Send' (See screen from previous section)

**Step 6:** Auditor's information is returned. Scroll to the bottom of the page and either choose 'Independent Public Accountant' or 'Data Entry' role. Remember, only the Independent Public Account Role will be able to apply for a UII number. (See below)

If you would like to reset the password, please click on the link: [Reset Password](#)

#### Choose your System Applications.

- Please click the appropriate button to authorize access to the following FHA application.

#### Title I and Title II

Authorization for **Lender Assessment Subsystem** Applications:

- Independent Public Accountant
- Data Entry
- None

**Role Assignment**

Send Reset

**Step 7:** Click 'Send' at the bottom.

**Step 8:** Contact your auditor and let him know that you have assigned him the appropriate role.

**Note:** If you assigned the 'IPA' role, let the auditor know that he must now apply for the UII number. For detailed instructions on how to apply for the UII number, refer to **Section 1.2 Auditor Registration of this manual.**