



KATRINA DISASTER HOUSING ASSISTANCE PROGRAM (KDHAP) APPLICATION

USER GUIDE

**U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

December, 2005

Revision Sheet

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1 READ BEFORE USING THE SYSTEM

1.1 Overview

This document is designed to assist users with the use of the Katrina Disaster Housing Assistance Program (KDHAP) Application. The purpose of KDHAP is to support a joint temporary housing assistance program between of the U.S. Department of Housing and Urban Development (HUD) and the Federal Emergency Management Agency (FEMA). KDHAP is designed to streamline the processing of families who lost housing as a result of the Katrina hurricane disaster, and relocate families already in the HUD rental assistance programs. The application provides verification of family eligibility and allows data entry for their new or temporary housing assistance details.

1.2 Types of Users

There are broad categories of users of the system:

- a. Housing Authority Users (HA Users) – specifically personnel who work with Section 8 housing
- b. HUD Users and HUD relocation assistance contractors
- c. Guest Users (Usually non-HUD, non-HA contract staff, including FEMA staff and FEMA travel assistance contractors)

When using the system, these different users will be able to perform actions based on their assigned roles in the system. Access rights for each user type are described in the table below.

Actions	HA User	HUD User	Guest User
1. Search for a family	Yes	Yes	Yes
2. Update family information	Submit/modify ¹	Submit/modify*	Submit/modify
3. Record a family's lease	Submit/modify	Submit/modify	(No access)
4. Non-KDHAP available inventory	Submit/modify	Submit/modify	Read only
5. View KDHAP Reports	Read only	Read only	Read only
6. Rollback records	Submit/modify	Submit/modify	(No access)
7. View Archives	Read only	Read only	Read only

Table 1 – User Access Rights

1.3 What You Need To Use the System

- a. An understanding of Katrina Disaster Housing Assistance Program Interim Operating Requirements
- b. A valid User Id and password to the PIC-IMS (PICTEST) system
- c. Access to the KDHAP Application (See Appendix A).

1.4 KDHAP Eligibility

Families are eligible to receive assistance through this program if, they meet the following criteria:

- a. The family must have been HUD-housed in the designated disaster Zone.
- b. The family must be registered by FEMA and must have a FEMA ID in the FEMA data transfer.
- c. The family must be designated by FEMA as eligible for housing assistance (former housing is gone or unusable) OR
- d. The family must be designated by HUD as eligible for housing assistance under eligibility code HE (HUD Exception).

¹ HA and HUD Users can modify lease information, where as Guest users do not have access to the “Lease information” section of the form.

2 USING THE KDHAP SYSTEM

STEP 1 – LOGON

- a) Open a browser window (Internet Explorer and go to the following URL: <https://pictest.hud.gov/> (Be sure to include the ‘s’ at the end of ‘https’)
- b) Some users may receive a security pop-up window as illustrated in Figure 1a. For security purposes users must click ‘Yes’ to proceed into the system
- c) If you do not receive this pop-up window, proceed to the
- d) Type in your User ID and Password and **Click** on ‘Logon to PIC’.



Figure 1a. You may see this box - Click ‘Yes’

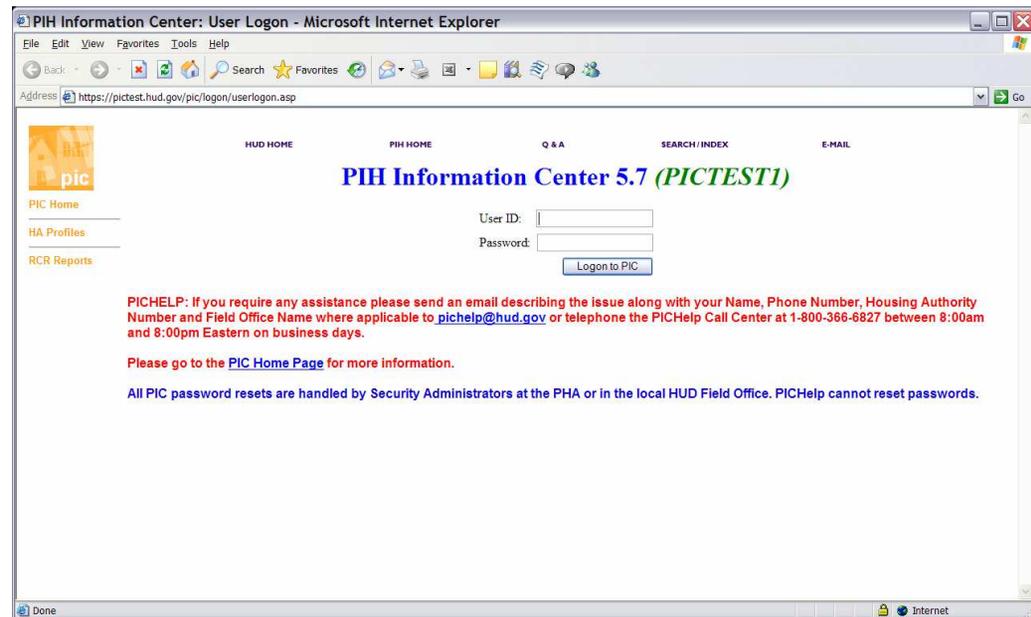


Figure 1b. – User Logon

STEP 2 – UPDATE USER PROFILE - NEW USERS (FEMA) ONLY

When a new User logs onto the KDHAP/PIC-IMS system, the User Profile screen is displayed. New Users are required to update their account information as described below (see figure 2a.)

- a) Under **User Contact Information Section**, provide first name, last name and select a Salutation from drop-down list.
- b) Under **Mailing Address Section** enter mailing information in required fields (marked in asterisks).
- c) Under **Password Information Section**, type in your New Password and Enter information in the required fields (Password should be a minimum of eight (8) but less than fourteen (14) characters, including numbers, symbols).
- d) **Click** on the **Save** Button at the bottom right of the screen. The **public and Indian housing information center** Screen is displayed.

User Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://nthhq149.hud.gov/pic/userprofile/userprofile_nonwass.asp Go Links

HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL

pic User Profile

User Profile

Please complete the user registration information on this page.

PIC Home UserID: david

HA Profiles

RCR Reports

User Contact Information

First Name: david

Last Name: david

Title:

Salutation: (None Selected)

Address Type Mailing Address

Address Line 1: *

Address Line 2:

City/Locality: *

County:

State: Alaska

Zip Code: * -

Phone Number: 0-

Ext:

Fax Number: 0-

Email Address: asd@sdsf.com

User Password Information

New Password: *

Confirm Password: * Passwords must be at least 8 and no more than 14 characters

Secret Question: *

Answer to Secret Question: *

Save

Done Internet

Figure 2a – Updating the User Profile for New Users

STEP 3 – NAVIGATE TO KDHAP APPLICATION

- a) Once user is logged into the **public and Indian housing information center** Screen displayed (see figure 3a)

Note:

Available options on the left menu are dependent on User access rights.

- b) On the left menu bar as shown in Figure 3a, Click on “**PIH Information**”.
- c) Then select “**KDHAP**” from the submenu displayed.

PIH Information Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://pictest.hud.gov/PIC/common/picmainnavigation.asp>

public and indian housing information center
Release 5.7 (PICTEST1)

PIC HEADLINES

- **User Acceptance Testing for 7.7.0.0 - 7/10/2005**
PICTEST engaged for UAT for release 7.7.0.0 July 11-22 [\[full text\]](#)
- **Testing Completed for 5.6.2 - 6/9/2005**
Testing headlines [\[full text\]](#)
- **User Testing for Release 5.6.2 - 6/3/2005**
UAT on Friday, June 3. [\[full text\]](#)

[Browse](#) all PIC Headlines.

PICHELP Information

If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to pichelp@hud.gov or telephone the PICHelp Call Center at 1-800-366-6827 between 8:00am and 8:00pm (EST) on all business days.
Please go to the [PIC Home Page](#) for more information.

LOGOFF HUD HOME PIH HOME Q & A SEARCH/INDEX E-MAIL

javascript:SubmitToNavigate('02','07');

Figure 3a – Select PIH Information, KDHAP

STEP 4 – PRIVACY ACT WARNING AND ACCEPTANCE

- a) When user clicks on the KDHAP Submenu, the “**Privacy Act (See Figure 4a) Statement and Compliance Notice**” page is displayed.
- b) Click “**Agree**” to launch KDHAP Application.

Note

You cannot access the KDHAP system without agreeing to this Notice.

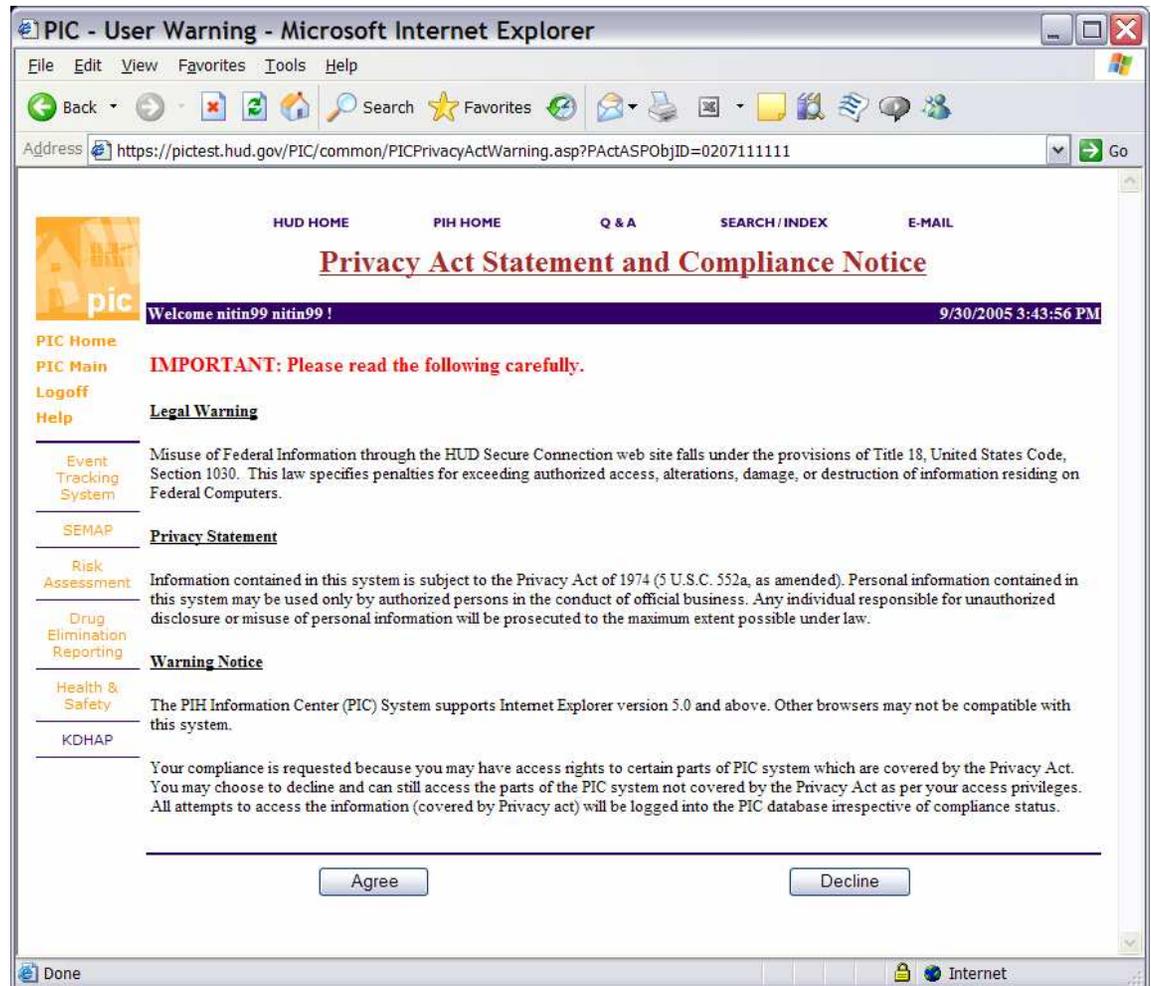


Figure 4a – Read before accepting

STEP 5 – SEARCHING FOR HOUSEHOLD ASSISTANCE RECORDS

After accepting the Privacy Act Notice, the Search for Household Assistance Details page opens as shown Figure 5a.

- a) This screen can be used to search for Household Assistance Details using the any one of the three **Head of Household (HOH) information** listed below:
- i. **By Social Security Number (SSN)**
 - ii. **By FEMA ID**
 - iii. **By Other Information** – Type in last name and at a minimum, one of the following characteristics: first name and/or Sex and/or date of birth (MM/DD/YYYY).
- b) Click the corresponding **Search** Button.

Notes

Search – When Searching by Information Last name and one of the following is required:

- First name
- Date of birth
- Sex

System Access – System security is role based, so some functions may not be available to you. For a detailed explanation, please see *Section 1. - “Who Should Use the System.”*

Functionality – When a family is found, KDHP may be used to record information about that family including: Updated family information, assignment to a PHA, and recording a family’s lease (for HUD reimbursement).

FEMA / Katrina Reports

Search Households Assistance Details Non-KDHAP Inventory Add Households

FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)

Search for Household Assistance details

Search by SSN:

SSN: Search

Search by FEMA ID:

FEMA ID: Search

Search by Information:

Last Name: (required)

First Name:

Sex: ▼

Date of Birth: mm/dd/yyyy Search ResetAll

Searching by information may take long time to retrieve results as it may match several last names. To get the results faster please provide as many characters of Last name and first name as possible along with Date of birth and gender.

[Click here to view/update details of households already assigned to PHA](#)

[Download KDHP User Manual here.](#)

Figure 5a – Search for Household Details

STEP 6 – SELECTING THE CORRECT HOUSEHOLD RECORD

- Search results appear in a table at the bottom of the screen (see Figure 6).
- Review the list to find the correct record.
- Then click on the SSN link (the first field on the left side of the table) of the record to review or edit Assistance details.

Note:

An asterisk next to an SSN number indicates that the Household is already assigned to a PHA (shown in last column) for assistance.

Notes

If a family cannot be found in the database, verify the following:

- The information is correct for the head of household. Only the HOH information can be used to retrieve Household Assistance details.
- They have been processed by FEMA, and not in the 48 to 72 hours – Information from FEMA is transferred to KDHP twice a week (mostly on Tuesdays and Thursdays).

FEMA / Katrina Reports

[Search Households](#) Assistance Details Non-KDHAP Inventory Add Households

FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)

Total 4 record(s) found. Please scroll down to view the results.

Search for Household Assistance details

Search by SSN:
SSN:

Search by FEMA ID:
FEMA ID:

Search by Information:
 Last Name: (required)
 First Name:
 Sex:
 Date of Birth: mm/dd/yyyy

Searching by information may take long time to retrieve results as it may match several last names. To get the results faster please provide as many characters of Last name and first name as possible along with Date of birth and gender.

[Click here to view/update details of households already assigned to PHA](#)

Click on the SSN # link to View/Create Assistance Record. Records marked with * indicate that the corresponding family has already been assisted and is assigned to the PHA displayed under Receiving PHA column

#	SSN	FEMA-ID	First Name	Last Name	Date of Birth	Sex	Old Address	FEMA Elig	Receiving PHA	Archived Data
1	XXXXXXXXXX		TERRY	SMITH	11/19/1963	F	205 Old Roader, LA 70146, Louisiana 70146			
2	XXXXXXXXXX	011000503	Terry	Smith	02/24/1960	F	0307 Poplar Lane, Hammond, LA 70403			
3	XXXXXXXXXX	00044007	TERRY	SMITH			25 N. DEIGHTON ST. METAIRIE, ORLEANS LA 70112	Yes		
4	XXXXXXXXXX *	000702500	TERRY	SMITH	01/09/1965	F	3833 BRAND ST. NEW ORLEANS LA 70117	Yes	TX441	View

[Download KDHP User Manual here.](#)

Figure 6a – Click on the SSN for the record to view/edit

STEP 7 – VIEWING/EDITING HOUSEHOLD ASSISTANCE DETAILS

Required Fields

The following fields MUST be updated before the record can be saved. (See Figure 7a)

- a. **Family Category**
 - i. PH - Displaced Public Housing Resident
 - ii. VO - Displaced Voucher Family
 - iii. OH - Displaced Other Federally Assisted Housing Family
 - iv. HL – CPD (Homeless)
- b. **New Program Type (required if a ‘Receiving PHA’ is selected)**
 - i. NV - KDHP Voucher²
 - ii. PH - Public Housing
 - iii. PI - Voucher Port In
 - iv. VA - Voucher Absorbed
 - v. MF – Multi Family
 - vi. OT- Other Federal Assistance
- c. **Bedroom Size (Prior and Requested)**
- d. **Family Members (if applicable)**
- e. **Total Number of Family Members**

Note:

This form can accept details of up to 9 more family members. If a family has more members, simply select the total number. First name and Gender is required for each valid entry.

FEMA / Katrina Reports

Search Households Assistance Details Non-KDHAP Inventory Add Households

FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)

Edit Assistance Details for SSN: XXX-XX-XXXX

Head of Household Name: TRACY SMITH (FirstName | Middle Initial | Last Name)

Head of Household FEMA ID: 90000000 HOH FEMA Applicant Code:

Initial PHA (Code and Name): LA001 New Orleans HA

Sex: F Date of Birth: 01/01/1980 (mm/dd/yyyy) FEMA Eligibility: Yes (ER)

Family Category*: VO - Displaced Voucher Family FEMA Payment Months: 3

Contact Numbers (and comments): 713-722- Alt:

Former Address: 1438 STRAND ST ,NEW ORLEANS LA 70117

Current Address: 270 ELDORADO BLVD APT 1011 WEBSTER TX 77598

Receiving PHA Information: Assign PHA now! Assign PHA later!
[Click here to view the contact information of housing Authorities](#)

Receiving PHA Contact Name: GUY RANKIN Receiving PHA Email: GUY_RANKIN@HCTX.NET

Receiving PHA Contact Number: 7135782100 Receiving PHA Fax Number: 7135782200

New Program Type: NV - KDHP Voucher Bedroom Size: Prior* 2 Requested* 2

Family members: Enter up to 9 more family member names here. First Name and Gender is required for each valid entry.

#	First Name*	MI	Last Name	SSN	Date of Birth	Sex*	Disbl Ind
1	TRACY		SMITH	90000000	01/01/1980	F	N
2		B				M	Yes
3							
4							
5							
6							
7							
8							
9							
10							

Total Number of Family Members*: 2

Figure 7a – Edit Family Assistance Details

² A FEMA ID is required to select “NV – KDHP Voucher” as New Program Type.

STEP 8 – ASSIGNING PHA LATER

- a) Users may opt to assign PHA later. To do so, leave the record in its default state as shown in **Figure 8a**.

Receiving PHA Information: Assign PHA now! **Assign PHA later!**

[Click here to view the contact information](#)

Receiving PHA Contact Name:

Receiving PHA Contact Number:

Receiving PHA Email:

Receiving PHA Fax Number:

Figure 8a – Select Assign PHA Later to Save Record Without a PHA

STEP 9 – ASSIGNING PHA NOW/SEARCH FOR PHA

- a) Select **Assign PHA Now!** to fill out all PHA information. (See Figure 9a)
- b) To search for the PHA codes and organization details, click on the Link **“Click here to Search PHA Information”**

Receiving PHA Information: **Assign PHA now!** Assign PHA later!

HQ Office:

Hub:

Field Office:

Housing Authority:

State:

Program Type:

[Click here to Search for PHA Information](#)

[Click here to view the contact information of housing Authorities](#)

Figure 9a – Select Assign PHA Now to Save Record with a PHA

STEP 10 – SEARCHING FOR A PHA BY NAME

- a) To search for **PHA By Name** type in first the few characters of PHA name and click search (See Figure 10a.) (At least 3 characters are required for successful search.)

The screenshot shows a web application interface for FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1). At the top, there are navigation tabs: "FEMA / Katrina" (selected), "Reports", "Search Households", "Assistance Details", "Non-KDHAP Inventory", and "Add Households". Below the tabs, the page title is "FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)". The main heading is "Search PHA details". The instructions state: "Please enter first few characters of PHA name and click 'Search PHA Hierarchy details' button to search for PHA organization hierarchy details. To select the details of desired PHA found within results, click 'Select this PHA' button located next to the PHA Name. Click Cancel Button to return to the original page without selecting new PHA." Below the text is a search input field, a "Search PHA" button, and a "Cancel" button. At the bottom, a red message reads: "Please enter first few characters of PHA name to search for its details. At least 3 characters are required".

Figure 10a – Search for a PHA

b) Chose the appropriate match from the displayed list, and click **“Select this PHA”** button located next to it (see Figure 10b).

When the **“Select this PHA”** button has been clicked, the PHA information is automatically populated in the main Household Assistance Details screen (see Figure 10c)

The screenshot shows a web application interface for FEMA/Katrina Reports. At the top, there are navigation tabs: 'FEMA / Katrina' and 'Reports'. Below these are sub-tabs: 'Search Households', 'Assistance Details', 'Non-KDHAP Inventory', and 'Add Households'. The main heading is 'FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)'. A section titled 'Search PHA details' contains instructions: 'Please enter first few characters of PHA name and click "Search PHA Hierarchy details" button to search for PHA organization hierarchy details. To select the details of desired PHA found within results, click "Select this PHA" button located next to the PHA Name. Click Cancel Button to return to the original page without selecting new PHA.' Below the instructions is a search input field containing 'Harris County', a 'Search PHA.' button, and a 'Cancel' button. The results are titled 'List of PHAs with name matching : Harris County'. Two results are shown: 'HARRIS COUNTY (Housing Authority of the County of Harris)' and 'Harris County Housing Authority (Harris County Housing Authority)'. Each result has a '<< Select this PHA' button next to it. The second result's button is highlighted with a red box.

Figure 10b – A List of PHAs with Names Matching The Search Text

The screenshot shows the 'Receiving PHA Information' section of the interface. It features two radio buttons: 'Assign PHA now!' (which is selected) and 'Assign PHA later!'. Below this, the following information is displayed: 'HQ Office: PO Field operations', 'Hub: 6HFTW Fort Worth Hub', 'Field Office: 6EPH HOUSTON PROGRAM CENTER', 'Housing Authority: TX441 Harris County Housing & Community Dev. Agency', and 'State: TX Program Type: Section 8'. A button labeled 'Click here to Search for PHA Information' is located below the details. At the bottom right, there is a link: 'Click here to view the contact information of housing Authorities'.

Figure 10c – PHA details populated back in the Assistance Details page.

STEP 11 – NEW LEASE INFORMATION - HA USERS ONLY

The Lease information Section of the form is NOT available to Guest users (FEMA contractors, etc.)

Figure 11a shows the New Lease Information Section located at the bottom of the form. **This section is available only to HA and HUD users.** This Section is used to record the lease assistance provided by a PHA to the Household.

FEMA ID and **FEMA Eligibility** are required before a User can enter Lease information for a Household receiving HUD Assistance.

All the fields displayed on Lease information Section are required.

Notes:

End of FEMA Eligibility Date is a read only field and will be populated by the system.

New Unit/Lease Information

KDHAP Lease Record #: 1 Submit Data without Lease Information

FMR:* \$743.00	Lease Rent:* \$730.00	Security Deposit:* \$200.00	Utility Deposit:* \$0.00
New Unit Address:* [REDACTED]	Apt #: 1011	Actual Bedroom Size:* 2	
City:* WEBSTER	State:* TX	Zip Code:* 77598	Lease Effective Date:* 10/24/2005
Owner Name:* EL DORADO VIEW AP	Owner TIN:* [REDACTED]		
Lease Termination Date:* 10/31/2006	End of FEMA Eligibility Date: 4/27/2007		

Max 250 characters (approx 4 lines) from the comment text will be saved.

Comments: [REDACTED]

Update Current Lease Cancel

Save As New Lease

Figure 11a – Lease information

STEP 12 – CREATING NEW LEASE RECORD / VIEWING PREVIOUS LEASE RECORDS

- a) A household can be leased up several times till the **End of FEMA participation date**.³
- b) To Create New Lease for a particular household, Search his record via search Screen and bring up Assistance Details page.
- c) Make sure current Lease information is completely entered and is valid.
- d) In the Lease information section of page enter information about new lease. Make sure the New Lease effective date is greater than previous Lease termination Date.
- e) When all new lease details has been filled in, click on “Save as New lease” button to save new information as next Lease record.
- f) To verify that the new lease was created bring up the assistance details screen again.
- g) At the bottom of the screen an extra button with title “View previous Lease record” will be displayed.
- h) Click on title “View previous Lease record” to view pervious Lease records.

Figure 12a – Saving New Lease Record

Figure 12b – Viewing Previous Lease Record

³ End of FEMA participation Date is calculated based on the Lease Effective Date of the first lease record. Typical calculation allows 18 months of FEMA participation. But if the Household has received monetary assistance from FEMA for certain number of months, that number reduces the FEMA participation

STEP 13 – FIXING INPUT ERRORS IN THE ASSISTANCE DETAILS FORM

- When you press **Submit** on the main Assistance Details form, you may receive an error message similar to **Figure 13a**.
- To fix this, scroll to the top of the page to view the list of errors. (See **Figure 13b**)
- Fix all the errors and click the **Submit Button** again. Repeat until there are no further errors



Figure 13a – Please Review Errors at the Top of the Form

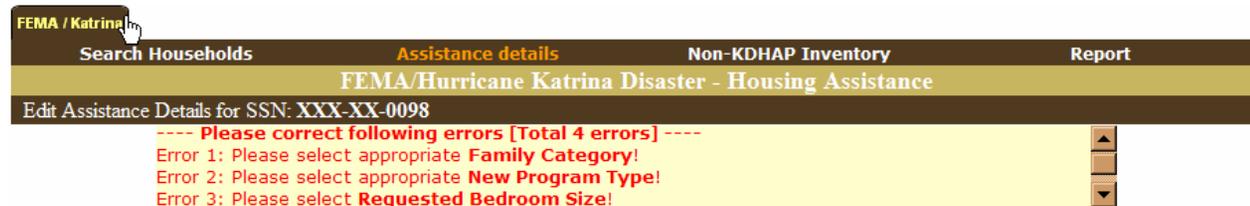


Figure 13b. – Review and Fix In the Form the Listed Errors

period. i.e. If FEMA provided assistance to a household for three months the End of FEMA participation Date would be = Lease Effective Date for First Lease + 18 months – 3 (months of FEMA Assistance).

STEP 14 – ROLLING BACK LEASE/ASSISTANCE RECORDS - HUD/SUPER USERS ONLY

- Rollback functionality can be used to clear erroneous assistance details or lease details.
- For Users with Rollback privileges, the Household Lease/Assistance details page will display “Rollback” button at the bottom of the page.
- Click this button to navigate to Rollback options.
- Rollback options page will display all the lease records available for the selected household.
- Users may choose to rollback either the most recent lease record or all of them. (The most recent lease record is displayed as the top row of the table with light brown background.)
- Click one of the Rollback buttons to rollback appropriate record. The status of rollback will be displayed at the bottom of the page

Owner TIN:* [REDACTED]

End of FEMA Eligibility Date: 04/11/2007

will be saved.

Update Current Lease Cancel

Save As New Lease RollBack

Figure 14a – Rollback Lease and Assistance Records

Rollback Lease records for SSN: XXX-XX-XXXX

Head of Household Name: VALERIE PETERS	Sex: F
Head of Household FEMA ID: 9214875	
Initial PHA (Code and Name):	
Date of Birth: 07/11/1966	FEMA Eligibility: Yes

Requested record(s) were rolled back and archived.
See the details of rolled back records at the bottom of the page.

Rollback most recent record [transaction # 2] Rollback All Records

Lease / Assistance Transaction details:

Lease Record Number	FMR (\$)	Lease Rent (\$)	Lease Start	Lease End	New Program Type	Receiving PHA	Last Update Date-Time	Updated by (user id)
2 [Modify]	612.00	493.00	12/31/2005	02/02/2006	NV	TX005 Houston Housing Authority	Dec 1 2005 12:05PM	nitin
1 [View]	612.00	493.00	10/07/2005	12/30/2005	NV	TX005 Houston Housing Authority	Dec 1 2005 11:44AM	nitin

Following record(s) were rolled back and archived.

Lease Record Number	FMR (\$)	Lease Rent (\$)	Lease Start	Lease End	New Program Type	Receiving PHA	Last Update Date-Time	Updated by (user id)
-3	-612.00	-493.00	-02/03/2006	-10/02/2006	-NV	-TX005 Houston Housing Authority	-Dec 1 2005 1:01PM	-nitin

Figure 14b – Rollback Lease Record Screen

STEP 15 – VIEWING RECORDS ALREADY ASSIGNED TO A PHA

- a) To search for a record already updated and assigned to a PHA, click on the view and update details link at the bottom of the screen. Alternately you can also select the link “**Assistance Details**” located at the top to view list of Households assisted by a PHA. (See Figure 15a).

The screenshot shows the FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1) web application. The top navigation bar includes 'FEMA / Katrina', 'Reports', 'Search Households', 'Assistance Details' (highlighted with a red box), 'Non-KDHAP Inventory', and 'Add Households'. Below the navigation bar, the page title is 'FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)'. The main content area is titled 'Search for Household Assistance details' and contains three search sections: 'Search by SSN:', 'Search by FEMA ID:', and 'Search by Information:'. The 'Search by Information:' section includes fields for 'Last Name:', 'First Name:', 'Sex:', and 'Date of Birth:'. Below the search fields, there is a note: 'Searching by information may take long time to retrieve results as it may match several last names. To get the results faster please provide as many characters of Last name and first name as possible along with Date of birth and gender.' At the bottom of the search area, there is a red box highlighting the link 'Click here to view/update details of households already assigned to PHA'. Below this link, there is a link to 'Download KDHAP User Manual here.'

Figure 15a – Click on this link To View Records Assigned to a PHA

- b) The PHA Search screen displayed will be empty. Search and select for a PHA by clicking on the “**Search for PHA information**” button.
- c) Select SSN link for the required record from the list displayed to view/edit the details of assistance.

Figure 15b – Search for PHA Information

#	SSN	FEMA-ID	Name	Sex	Date of Birth	FEMA Elig	Archived Data
1	XXX-XX-XXXX	99999999	MICHAEL J...	F	07/07/1980		View
2	XXX-XX-XXXX	99999999	DEBRA J...	F	10/07/1954	Yes	View
3	XXX-XX-XXXX	99999999	SANDRA J...	F	02/01/1951	Yes	View
4	XXX-XX-XXXX	99999999	YOLANDA...	F	10/05/1953	Yes	View
5	XXX-XX-XXXX	99999999	ANGELA...	F	07/27/1964	Yes	View
6	XXX-XX-XXXX	99999999	SANDRA...	F	10/07/1954		View
7	XXX-XX-XXXX	99999999	MICHAEL...	F	07/07/1980	Yes	View

Figure 15c – Click on One of The Links To View Records Assigned to a PHA

STEP 16 – EDITING AVAILABLE NON-KDHAP UNITS - HA USER ONLY

- a) To view or edit the number of Non-KDHAP units available, click on the **Non-KDHAP Inventory** link from the main screen



Figure 16a – Click on Non-KDHAP Inventory to View/Edit Non-KDHAP Units

- a) To update the number of Non-KDHAP units available, Update the fields in the selected area as appropriate and click save.
- b) A 'Record Updated Successfully' message is returned to the user. A Last update date and time stamp is also generated at the bottom of the screen.

The screenshot shows the 'Edit Non-KDHAP Inventory' form. At the top, there are navigation tabs: 'FEMA / Katrina', 'Reports', 'Search Households', 'Assistance Details', 'Non-KDHAP Inventory' (selected), and 'Add Households'. Below the tabs are several dropdown menus for selection:

- Select View: Field Office HA
- HQ Division: Public and Indian Housing
- HQ Office: PO Field Operations
- Hub: 10HSEA Seattle Hub
- Field Office: OAPH SEATTLE HUB OFFICE
- Housing Authority: AK001 AHFC

The main section is titled 'Edit Non-KDHAP Inventory' and is divided into two parts:

Low-Rent income units available:

No. of Units with:			
0 Bedroom:	10	1 Bedroom:	4
2 Bedroom:	3	3 Bedroom:	1
4 Bedroom:	1	5+ Bedroom:	1
Total Low-Rent Unit Count:	20		

Section 8 Landlords units available:

No. of units with:			
0 Bedroom:	1	1 Bedroom:	1
2 Bedroom:	5	3 Bedroom:	1
4 Bedroom:	1	5+ Bedroom:	3
Total Section 8 Landlords Count:	12		

At the bottom right of the form is a 'Save' button. At the very bottom, the 'Last Update Date & Time' is displayed as '12/02/2005 16:21:24.150'.

Figure 17a – Click on Non-KDHAP Inventory to View/Edit Non-KDHAP Units

STEP 18 – ADDING NEW HOUSEHOLDS - FEMA USERS

- When adding a new household, from the main screen click on **Add Households** link located at the top in brown bar.
- Fields marked with asterisks (*) are required fields.
- Initial PHA is required when Old Family category is “PH” or “VO”
- Click **Submit** to save the new Household record.

Note: Fields marked with * (Red asterisks) are required.

FEMA / Katrina Reports
 Search Households Assistance Details Non-KDHAP Inventory **Add Households**
 FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)
 Search for Household Assistance details

FEMA / Katrina Reports
 Search Households Assistance Details Non-KDHAP Inventory Add Households
 FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 3.1)
 Add New Household

Head Of Household Name:* (FirstName | Middle Initial | Last Name)

Head of Household SSN:* Sex:* Disabled:*

Date of Birth:* (mm/dd/yyyy) Contact Number: () -

Former Address: Apt #:

City: State: Zip Code:

Old Family Category:* - Select Family Category -

Initial PHA: * (Required when Old Family Category is PH or VO)
 HQ Office:
 Hub:
 Field Office:
 Housing Authority:
 State: Program Type:

[Click here to Search for PHA information](#)

[Click here to view the contact information of housing Authorities](#)

Purpose:* - Select Purpose -

Point of Contact Name: * Point of Contact Number/Email:*

Comments:
 Max 250 characters
 (approx 5 lines) from the
 comment text will be
 saved.

Figure 18a – Adding Households for broken families

STEP 19 – ADDING AND APPROVING NEW HOUSEHOLDS - HUD USERS

a) HUD users have full access to the “Add New Households” screen which also includes ability to approve Households (see Figure 19a)

b) Follow instruction in Step 18 for instructions to add a new household.

Figure 19a – Adding/Approving new households for HUD users

c) When approving households, click on the “Approve Households” button. This will display the ‘Approve Household’ Screen.

d) On the Approve Household Screen, select the record and click “Approve”. The selected record disappears from the Approve Household screen.

Approve New Households												
#	SSN	Name	Date of Birth	Special PHA	Old Address	Old Contact Number	POC Name	POC	Propose	Comments	Created by	Select
1	XXX-XX-XXXX	Williams, Deborah	07/14	1 New Orleans HA	999 Drive Parkview New Orleans LA 70136	972-290-1111					thtester	<input type="checkbox"/>
2	XXX-XX-XXXX	Williams, Deborah C	11		332 Auguste Court Biloxi MS 39260	228-299-1118				Ms. Williams was in a Hope VI dev. that opened a month b/f the storm...info was not yet in PIC at time of disaster. It has since been added.	alcox	<input checked="" type="checkbox"/>
3	XXX-XX-XXXX	Williams, Deborah	08/08	4 Andria RHA	132 S 14th Street Baltimore MD 21214	301-551-1112					fredgues	<input type="checkbox"/>
4	XXX-XX-XXXX	Tester Kester	01/01	1 New Orleans HA	158 State Street New Orleans LA 70176	702-270-1110	Tee Lee	Tlee@att		Testing, testing	anita	<input type="checkbox"/>
5	XXX-XX-XXXX	test test	12/12	1 Phoenix							exchen01	<input type="checkbox"/>

Figure 19b – Approving New Households

STEP 20 – OPENING THE REPORT SCREEN

- a) Click on the **Report** tab to open the Report Screen.
- b) There are three types of Reports available
 - i. Transaction Report
 - ii. Non KDHAP Inventory Report
 - iii. New Household Report.



Figure 20a – Click on Report to Open the Report Screen

STEP 21 – RUNNING TRANSACTION REPORT

- a) Click on the Report tab, and then click on the Transaction Report link.
- b) Use the drop down fields to select the HA to report on. (See Figure 18)
- c) Once the HA is selected, check the desired boxes of the fields to view on the report.

FEMA/ Katrina Reports
Report Non-KDHAP Inventory Report New Households Report

FEMA/Hurricane Katrina Disaster - Transaction Report (Ver 3.1)

Data Filters for Transaction Report
 Receiving PHA options: View records for selected PHA View records for ALL PHAS

HQ Office: PO Field operations
Hub: 4HATL Atlanta Hub
Field Office: 4APH ATLANTA HUB OFFICE
Housing Authority: GA199 SANDERSVILLE
State: GA **Program Type:** Low Rent

[Click here to Search and Select PHA](#)

Old Family Category: - ALL -
New Program Type: -- ALL --

Select the columns to be displayed:

<input checked="" type="checkbox"/> SSN	<input type="checkbox"/> FEMA Id	<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Total Family Member count
<input type="checkbox"/> Prior bed room size	<input type="checkbox"/> Requested bed room size	<input type="checkbox"/> Actual bed room size
<input checked="" type="checkbox"/> FEMA Eligibility	<input checked="" type="checkbox"/> Initial PHA	<input checked="" type="checkbox"/> FMR
<input checked="" type="checkbox"/> Lease Rent	<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Utility Deposit
<input type="checkbox"/> Lease Effective Date	<input type="checkbox"/> Lease termination Date	<input type="checkbox"/> FEMA Payment Months
<input type="checkbox"/> End of FEMA Eligibility Date	<input checked="" type="checkbox"/> Receiving PHA Code	<input checked="" type="checkbox"/> Receiving PHA Name
<input type="checkbox"/> Old Family Category	<input checked="" type="checkbox"/> Primary Contact number	<input type="checkbox"/> Alternate Contact Number
<input type="checkbox"/> Receiving PHA Fax	<input type="checkbox"/> Receiving Email	<input checked="" type="checkbox"/> New Program Type
<input type="checkbox"/> New Unit Address	<input type="checkbox"/> Owner Name	<input type="checkbox"/> Owner TIN
<input checked="" type="checkbox"/> Transaction ID		

[Show Report](#) [Download into Excel](#)

Figure 21a – Select the HA to Report on and Check Boxes for Fields in the Report

- d) When all the fields that should be in the report are added, click the **Show Report Button**. The generated report will open in a new Browser window. (See Figure 21b).
- e) Print, Save, or Copy the report as required.
- f) To go back to the KDHAP system, close the Report Window.
- g) The report can also be viewed as an excel spreadsheet. Click the **“Download into Excel”** (See Figure 21c)

NOTE: The FEMA eligibility of any Household may change over time as the data is updated from FEMA. The transaction report displays a snapshot of FEMA eligibility, as it was when assistance details were recorded. To see the recent updates to the FEMA eligibility for a particular Household user Search household Screen mentioned in Step 6.

#	SSN	Name	Date of Brith	Sex	Total Family Member count	FEMA Eligibility	Initial PHA	FMR	Lease Rent	Receiving PHA Code	Receiving PHA Name
1	XXX-XX-XXXX	SMITH, LORNE	1/21/1965	F	5	Yes				VA019	Fairfax County RHA
2	XXX-XX-XXXX	MCCOY, FLETCHER	07/01/1961	M	1	Yes	TRACS FHA MULTIFAMILY	850	800	VA019	Fairfax County RHA
3	XXX-XX-XXXX	SMITH, SARAH	07/29/1962	F	1	Yes		1200	1100	VA019	Fairfax County RHA
4	XXX-XX-XXXX	SMITH, GREGORY	07/01/1962	F	1	Yes		1500	250	VA019	Fairfax County RHA
5	XXX-XX-XXXX	SMITH, GREGORY	07/01/1962	F	1	Yes				VA019	Fairfax County RHA
6	XXX-XX-XXXX	SMITH, GREGORY	1/21/1965	M	1		IN048 Rockville Housing Authority			VA019	Fairfax County RHA
7	XXX-XX-XXXX	SMITH, GREGORY	1/21/1965	M	2	Yes	LA001 New Orleans HA	800	560	VA019	Fairfax County RHA
8	XXX-XX-XXXX	SMITH, GREGORY	1/21/1965	M	2	Yes	LA001 New Orleans HA	800	750	VA019	Fairfax County RHA

Figure 21b – The new report opens up in a new Browser Window

#	SSN	Name	Date of Brith	Sex	Total Fam	FEMA Elig	Initial PHA	FMR	Lease Ren	Receiving I
1	XXX-XX-1	(Hidden)	Hidden	F	5	Yes				VA019
2	XXX-XX-5	(Hidden)	Hidden	M	1	Yes	TRACS FH	850	800	VA019
3	XXX-XX-5	(Hidden)	Hidden	F	1	Yes		1200	1100	VA019
4	XXX-XX-5	(Hidden)	Hidden	F	1	Yes		1500	250	VA019
5	XXX-XX-5	(Hidden)	Hidden	F	1	Yes				VA019
6	XXX-XX-5	(Hidden)	Hidden	M	1		IN048 Rockville Housing Authorit			VA019
7	XXX-XX-7	(Hidden)	Hidden	M	2	Yes	LA001 Nev	800	560	VA019
8	XXX-XX-7	(Hidden)	Hidden	M	2	Yes	LA001 Nev	800	750	VA019
9	XXX-XX-7	(Hidden)	Hidden	M	2	Yes	LA001 New Orleans HA			VA019
10	XXX-XX-8	(Hidden)	Hidden	M	4	Yes	TRACS FH	1100	1050	VA019
11	XXX-XX-8	(Hidden)	Hidden	M	4	Yes	TRACS FHA MULTIFAMILY			VA019
12	XXX-XX-8	(Hidden)	Hidden	M	4	Yes		1250	650	VA019
13	XXX-XX-8	(Hidden)	Hidden	M	4	Yes				VA019
14	XXX-XX-8	(Hidden)	Hidden	M	1	Yes		1200	800	VA019

Figure 21c – The report as an excel Spreadsheet

STEP 22 – RUNNING NON-KDHAP INVENTORY REPORT

- a) To display a Non-KDHAP inventory report, click on Reports tab.
- b) Then click on the 'Non-KDHAP inventory Report' link.

FEMA/ Katrina		Reports													
Report		Non-KDHAP Inventory Report							New Households Report						
FEMA/Hurricane Katrina Disaster - Non-KDHAP Inventory Report (Ver 3.1)															
PHA	State	No. of Low-Rent units with							No. of Section 8 Landlords with						
		0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	Total	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	Total
AK001	AK	10	4	3	1	1	1	20	1	1	5	1	1	3	12
Totals		10	4	3	1	1	1	20	1	1	5	1	1	3	12
AL048	AL	0	18	10	6	6	0	40	0	10	27	9	0	0	46
Totals		0	18	10	6	6	0	40	0	10	27	9	0	0	46
IA020	IA	8	0	0	0	0	0	8	0	0	0	0	0	0	0
Totals		8	0	0	0	0	0	8	0	0	0	0	0	0	0
LA002	LA	12	12	12	12	12	12	72	12	12	12	12	12	12	72
Totals		12	12	12	12	12	12	72	12	12	12	12	12	12	72
SC001	SC	5	5	5	5	2	2	24	3	3	6	3	3	3	21
Totals		5	5	5	5	2	2	24	3	3	6	3	3	3	21
TX486	TX	0	0	0	0	0	0	0	0	0	10	10	0	0	20
Totals		0	0	0	0	0	0	0	0	0	10	10	0	0	20
WA024	WA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 22a – Non-KDHAP Inventory Report

STEP 23 – RUNNING NEW HOUSEHOLDS STATUS REPORT

- a) To view the status of Newly Added Households click on the Reports tab
- b) Then select the 'New Household Report' Link.
- c) Under 'Select View' user has the options to view any of the following reports.
 - a. Approved Records.
 - b. Rejected Records.
 - c. Pending Records.

FEMA/ Katrina										
Reports										
Report Non-KDHAP Inventory Report New Households Report										
FEMA/hurricane Katrina Disaster - New Households										
Select View: <input type="button" value="Approved Records"/> <input type="button" value="View Report"/>										
- Select Report Type - Approved Records. (30 Rows)										
SSN	Head of Household Name	Date of Birth	Sex	Disabled?	Old Family Category	Address	Contact Number	Purpose		
1000000000	Tommy King	07/10/1950	F	Y	OH	637 23rd Street A Gulf Port MS 39501	228-2352111	HF		
1000000000	Tommy King	07/10/1950	M	N	VO	LA001 New Orleans HA	-			
1000000000	George Washington	07/10/1950	M	N	OH	45 First ST Washington DC 22104	234-2342454	OP		
2000000000	3	10/10/1950	M	N	PH	LA001 New Orleans HA	1212 Sunshine Blvd New Orleans LA 77508	703-2222222	OP	
2000000000	3	07/10/1950	M	N	OH	31 South Blvd 234 New orleans LA 21456	234-2454564	OP	HOH Expired	
2000000000	4	05/20/1950	F	N	VO	VA019 Fairfax County RHA	435 Left and Right stret with \$U^R*(bgUKm; \][/. n gv564W\$%E^& characters 4 Bombay MD 47216	542-455413	OP	
2000000000	Ann Benjamin	07/10/1950	F	N	VO	TX034 Port Arthur	4100 Memorial Blvd 215 Portarthur TX 77640	409-9825167	HB	

Figure 30. – New Households Status report

APPENDIX A – KDHAP SECURITY ADMINISTRATION Q& A

Setting up users in KDHAP Users accounts are set up in KDHAP by users who are designated as Security Administrators in PIC and PICTEST. If you are a Security Administrator, you will have a PICTEST menu option under “PIC Maintenance” called “Security Administration”. If you do not have such a menu choice, this appendix does not apply to you.

Introduction: There are two steps to setting up a user in PICTEST1 to work on KDHAP. A user account must be created. For KDHAP, all user accounts will be created as “Guest” users in the REACS Division of headquarters.

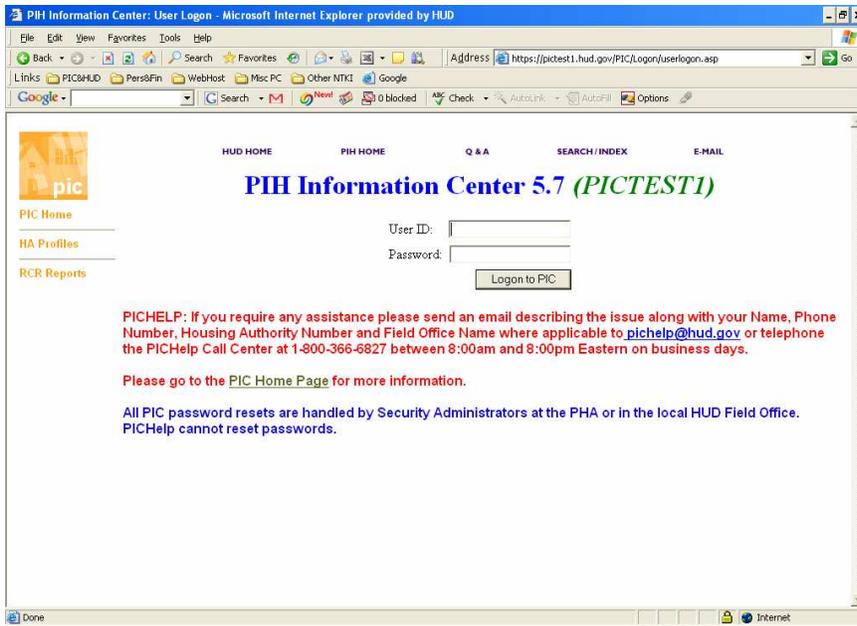
Always logon to PICTEST using:

<https://pictest.hud.gov/PIC/Logon/userlogon.asp>

You will be asked to authorize a certificate. Click “Yes”.

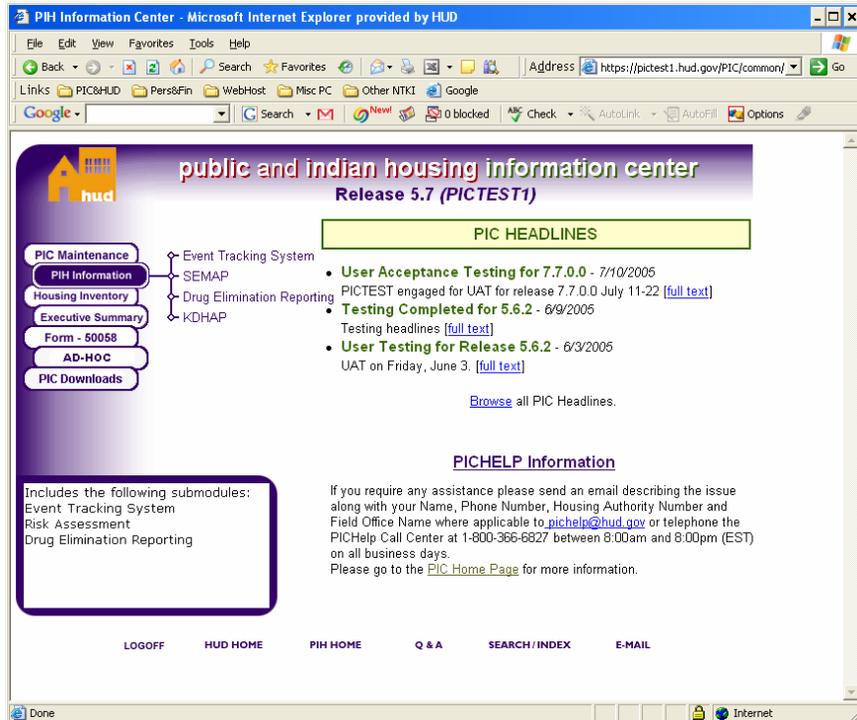


The PICTEST1 Logon screen appears next.



Enter the User ID and password and click “Logon to PIC”.

The PIC Main menu appears (the menu choices vary depending on your individual access rights).



Q: How can I add a new contractor user in PIC?

A: First the user account must be created (if it does not already exist).

- Select “PIC Maintenance” and “Security Administration”.
- Select View “Division User”.
- For contractors, select HQ Office “REACS” (bottom of pull-down list).
- Select “Create New PIC User”.
- Select “Guest User” (for all non-HUD contacts and contractors).
- Enter user information (Last name, First name, Middle Name or Initial).
- User ID (system generated) = first initial, middle initial (or “x”) and first six or less letters of user’s last name in lower case. (If the same User ID is already in use, the system will add “01” or next sequential number to ID when saving).
- If user does not have an e-mail address or you do not know what it is, enter none@email.com (because it is a required field). The user can change it later in “User Profile”.
- Initial password should ALWAYS be “Password1” (note upper/lower case).

Q: How can I add a new HA User in PIC?

A: First the user account must be created (if it does not already exist).

- Select “PIC Maintenance” and “Security Administration”.
- Select View “FO HA User”.
- Select the appropriate Hub from the pull-down list.
- Select the appropriate Field office (if there is a pull-down list; some do not have one).
- Select the Field Office HA (public housing authority) from the pull-down list.
- Select “Create New PIC User”.
- Select “HA User” for HA staff members.
- Enter user information (Last name, First name, Middle Name or Initial).
- User ID (system generated) = first initial, middle initial (or “x”) and first six

or less letters of user’s last name in lower case. (If the same User ID is already in use, the system will add “01” or next sequential number to ID when saving).

- If a user does not have an e-mail address or you do not know what it is, enter none@email.com (because it is a required field). The user can change it later in “User Profile”.
- Initial password should ALWAYS be “Password1” (note upper/lower case).

Note: Once the user account has been created, regardless of user type, the Security Administrator must grant access rights in individual PIC submodules before the user can access any useful information or do work in PIC.

We will grant the following rights to users:

TAC Staff (User Type: “Guest User”):

Module	Sub module	Role	Security
PIC Maintenance	Security Administration	HA Security Admin	HQ Division
PIH Information	KDHAP	Submit-Modify (Guest)*	HQ Division
Executive Summary	Executive Summary	HA General Read	HQ Division

Non-HUD Contractors (e.g. NELROD) (User Type: “Guest User”):

Module	Sub module	Role	Security
PIC Maintenance	Security Administration	(not applicable)	(not applicable)
PIH Information	KDHAP	Submit-Modify (Guest)*	HQ Division
Executive Summary	HA Executive Summary	HA General Read	HQ Division

HA Staff (User Type “HA User”):

Module	Sub module	Role	Security
PIC Maintenance	Security Administration	(not applicable)	(not applicable)
PIH Information	KDHAP	Submit-Modify (HA)*	Field Office HA <i>(select their hub and HA Code)</i>
Executive Summary	Executive Summary	HA General Read	Field Office HA <i>(select their hub and HA Code)</i>

Note: “Submit-Modify” function is split into two roles: one for contractors to submit only the family details and HA assignment part of the form: **Submit-Modify (Guest) and one for HAs to submit all of the form: **Submit-Modify (HA)**.*

Q: How can I change a user’s access rights in PIC?

A: *Note: New users have no rights in PIC submodules until the Security Administrator specifically assigns rights to them.*

- Access the PIC Security Administration sub module.
- Select View “Division User” or “FO HA User” as appropriate.
- For contractors (Guest Users):
 - Navigate to the “REACS” division Select the appropriate Hub from the pull-down list.
- For HA Users:
 - Select the appropriate Hub from the pull-down list
 - Select the appropriate Field office (if there is a pull-down list; some do not have one).
 - Select the Field Office HA from the pull-down list.
- Click the User ID to select the user.
- Select the applicable module and sub module (from the pull down lists).
- Choose “Add role”.

- Add the appropriate role from the pull-down list (see the chart above).
- Select Security Type (“HQ Division” for contractors, “Field Office HA” for HA users).
- Highlight the Division “Public and Indian Housing” for contractors,
- Select the appropriate Hub from the pull-down list.
- Select the appropriate Field office (if there is a pull-down list; some do not have one).
- Select the Field Office HA (public housing authority) from the pull-down list. (To highlight more than one HA, hold down the <Ctrl> key while clicking the HA Code.)
- Click “Save” to complete adding the role. Repeat for any remaining roles and submodules that are needed.
- To remove a role, put a check mark in the box under “Remove” then click “Remove role” and confirm it when asked.

Q: How can I remove a user from PIC?

A: *Note: Once users have been added to PIC, for accountability reasons they may not be deleted. Instead they are made “inactive” which completely removes their access to data.*

- Select “PIC Maintenance” and “Security Administration”.
- Select View “Division User” or “FO HA User” as appropriate.
- For a contractor:
 - Navigate to the “REACS” division Select the appropriate Hub from the pull-down list.
- For HA Users:
 - Select the appropriate Hub from the pull-down list
 - Select the appropriate Field office (if there is a pull-down list; some do not have one).
 - Select the Field Office HA from the pull-down list.
- Click the User ID to select the user.

- Click “Modify User” (upper right).
- Under “User Details,” click the “No” button beside “Active Indicator”. This makes the User’s account inactive. (The process can be reversed by changing it back to “Yes” to make the user active again.) A user can also be made inactive by changing the “Expiration Date” to a date before today’s date. (This can also be reversed by changing the Expiration Date to a date later than today.) *To be active, a user must be active in both ways (by having a future Expiration Date and where Active Indicator = “Yes”).*