



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## Access the REAC Web Page

Real Estate Assessment Center (REAC) - HUD - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Netsite http://www.hud.gov/offices/reac/ What's Related

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

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
**Online systems**  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**Real Estate Assessment Center**  
Text only | Translate | Search/index

Home > About HUD > Real Estate Assessment Center

### Real Estate Assessment Center (REAC)

#### Features

**HUD Notifies Owners and Agents; Property Inspection Reports will no longer be mailed**

Effective **October 15, 2002** HUD will provide physical inspection reports only on-line via the Internet. After October 15, 2002 Owners and staff will retrieve inspection results through the HUD secure connection using the protocols of which we have used.

#### What's Hot!

On June 5, 2002, the Acting Deputy Assistant Secretary for Multifamily Housing Programs issued [Submissions and Review Requirements and REMS Data Dependences for Annual Financial Statements](#). Over the



- Step 1** – Open your Internet Web browser (e.g., Internet Explorer, Netscape Navigator, etc.).
- Step 2** – In the location field/Netsite, type in the following URL address: [www.hud.gov/offices/reac](http://www.hud.gov/offices/reac). The REAC web page will display on your screen.
- Step 3** – Select the “Online systems” link on the left side of the page.



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## Log-in to REAC Online Systems

Online Systems - HUD - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Netsite: http://www.hud.gov/offices/reac/online/reasyst.cfm

What's Related

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

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**HUD news**

**Homes**

**Communities**

**Working with HUD**

**Resources**

**Real Estate Assessment Center** Text only | Translate | Search/index

Home > About HUD > Real Estate Assessment Center > Online systems

### online systems

- JUNE 21, 2002 RASS EXTENDS UNIT ADDRESS CERTIFICATION DEADLINE FOR FYE 12/31/01 & 3/31/02.** Due to the technical difficulties that PHAs have reported while entering data in the PIC system, the deadline for Unit Address Certification in RASS has been extended one week. At this time, Unit Address Certifications are due as follows: New Deadline for 12/31/01 PHAs - July 12, 2002 New Deadline for 3/31/02 PHAs - July 12, 2002
- Attention Users of REAC Online Systems!**  
The browser you are using may affect your ability to access REAC System Applications. [See Details](#). Updated March 6,

E-mail this to a friend  
Print version

Existing users log in below

**LOG IN**

Need to access HUD systems?  
Register below:

Online Registration

**PASSWORD RESET**

Note: Password reset will require you to provide exact information from your original registration.

4

**Step 4** – Move to the right of the Online Systems page and select the “LOG button.



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## Log-in to REAC Online Systems

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

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**HUD news**  
**Homes**  
**Communities**  
**Working with HUD**

**Real Estate Assessment Center**  
Text only | Translate | Search/index

Home > About HUD > Real Estate Assessment Center > Online systems

**online**

**Username and Password Required**

Enter username for unknown prompt at hudapps.hud.gov:

User Name:

Password:

OK Cancel

**ATTENTION**  
**ONLINE SYSTEMS**  
The REAC system is currently down for maintenance from 8:00 AM to 5:00 PM approximately. We apologize for the inconvenience this may cause.

**E-mail this to a friend**

**Print version**

Existing users log in below

**LOG IN**

Need to access HUD systems?  
Register below:

**Online Registration**

**PASSWORD RESET**

Note: Password reset will require you to provide exact information from your original registration.

**IMPORTANT!** The on-line information required for the 12/31/01, 3/31/02, and 6/30/02 RASS survey cycles is currently on-hold.  
**PLEASE DO NOT ATTEMPT TO GO INTO THE RASS SYSTEM TO CERTIFY YOUR ADDRESSES AT THIS TIME.**

**Step 5** – When the log-in box appears, enter your User Name and Password.

**Step 6** – Select the “OK” button.

**Step 7** – When you receive a screen with a Legal Warning and a Warning Notice (not shown), select the “Continue” button to enter REAC Online Systems.



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## Log-in to the TASS System

**Secure Systems Main Menu - Netscape**

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: [http://hudapps10.hud.gov/NASApp/wass/mainmenu/mainmenu\\_page.jsp](http://hudapps10.hud.gov/NASApp/wass/mainmenu/mainmenu_page.jsp) What's Rel

### Secure Systems

Welcome Tester - HTASS2

system administration

## Main Menu

housing | mail | help | search | home

### Systems

- [Financial Assessment Subsystem - Multifamily Housing \(FASS\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Real Estate Management System \(REMS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)

### System Administration

- [Password Change](#)

**Step 8** – Click on “Tenant Assessment Subsystem (TASS)” link to enter the TASS system.



## OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



### Choose Portfolio Sorting Criteria

View your portfolio by contract or by project.

9-10

discrepancy lists / summaries

by pha  
by contract  
by property

submit/update resolution status

by tenant  
by household  
recovery of excess rental assistance

monthly ss and ssi reports

by pha  
by contract  
by project  
by household

news

04/07/2001

REAC has completed the nationwide large-scale income match for the calendar year 1999. The lists of tenants with potential income discrepancies for calendar year 1999 are available on this web site.

We appreciate your effort in resolving the income discrepancies for calendar year 1998 and hope for your continued cooperation

04/01/2001

Letters issued to Owners/Agents and Public Housing Agencies providing guidance on the Income Discrepancy Resolution Guide. See [letters](#).

status of monthly ss/ssi reports

Reports Last Loaded on March 15, 2001 for recertifications due July, 2001.

**Step 9** – On the left side of the page, viewing criteria are listed under Monthly SS and SSI Reports. The portfolio viewing capability for owners and management agents (OAs) is available for sorting by contract and by project.

**Step 10** – To sort your portfolio by contract, select the “by contract” link. To sort by project, select the “by project” link.

**Step 11** – You will see a screen listing your portfolio, either by contract or by portfolio (presented on the next page).



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## View Entire Portfolio

**Step 12** – To view benefit history reports on your screen, select “view report on screen” as your selected mode of output on the right side of your screen.

**Step 13** – To view your entire portfolio, first highlight the first project or contract in the list by selecting it.

**Step 14** – Hold down the Shift key on your keyboard.

**Step 15** – While holding down the Shift key, scroll down the list with your mouse.

**Step 16** – Select the last project or contract in the list while still holding down the Shift key. The entire list should be highlighted.

**Step 17** – When the entire list appears highlighted, select “View Available Reports”.

**Step 18** – A screen showing all available reports for your portfolio will appear (not shown). Select the desired report to view it.

The screenshot displays the 'monthly ss and ssi reports' interface. At the top right is a 'help' link. Below it is an orange header bar labeled 'list of contracts'. A scrollable list of contract numbers is shown, with the last one, 'WV150010017', selected. Below the list is the text '(Hold the Ctrl Key to select multiple Contracts)'. To the right of the list is a 'Select mode of output:' dropdown menu with three options: 'view report on screen', 'view report on screen', and 'download data file'. Below the dropdown are two buttons: 'View Available Reports' and 'Reset'. A green circle labeled 'Steps 13-16' has an arrow pointing to the list of contracts. Another green circle labeled 'Step 12' has an arrow pointing to the 'view report on screen' option in the dropdown menu. A third green circle labeled 'Step 17' has an arrow pointing to the 'View Available Reports' button.



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## View Partial Portfolio

**Step 19** – To view benefit history reports on your screen, select “view report on screen” as your selected mode of output on the right side of your screen.

**Step 20** – To view select parts of your portfolio, hold down the Ctrl key on your keyboard.

**Step 21** – While holding down the Ctrl key, select the desired reports. Only the reports you select will be highlighted for viewing.

**Step 22** – When the desired list of properties or contracts appears highlighted, select the “View Available Reports” button.

**Step 23** – A screen showing all available reports for your selected properties or contracts will appear (not shown). Select the desired report to view it.

The screenshot shows a web interface titled "list of contracts". It features a list of contract numbers: AL09M000039, AL09M000069, AZ168023001, CA39L000090, CT260026008, NC190003029, NC19M000113, NC19M000160, NC19M000189, and NJ390014041. The first four are highlighted in blue. Below the list is a "Select contract number:" dropdown menu. To the right is a "Select mode of output:" dropdown menu with three options: "view report on screen", "view report on screen", and "download data file". The first "view report on screen" option is selected. Below these elements is a "View Available Reports" button, which is circled in red, and a "Reset" button. A red circle labeled "Steps 20-21" has an arrow pointing to the highlighted contracts. Another red circle labeled "Step 19" has an arrow pointing to the "view report on screen" option in the dropdown menu.

Step 22

Step 19



# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## Download Portfolio



monthly ss and ssi reports

help

list of contracts

AL09M000039
AL09M000069
AZ168023001
CA39L000090
CT260026008
NC190003029
NC19M000113
NC19M000160
NC19M000189
NJ390014041

Select contract number: (Hold the Ctrl Key to select multiple Contracts)

Select mode of output:

**Step 24** – To download benefit history history reports from your portfolio to your computer, on your screen, select “download data file” as your selected mode of output on the right side of your screen. Follow the steps described in Steps 20-24 to select either your entire portfolio, or a partial portfolio.

**Step 25** – Select “View Available Reports”.





# OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



## Download Portfolio

Zip format file is compressed using a zip program. This greatly reduces the size of large files and reduces the download time. You must have WinZip loaded on your computer or network to open and expand these files. Choosing None returns the data as a plain text file. These files tend to be large and take a significant amount of time to download.



tenant assessment subsystem

monthly ss and ssi reports

download monthly reports for project number 01732019

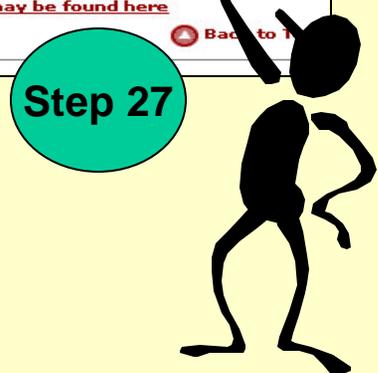
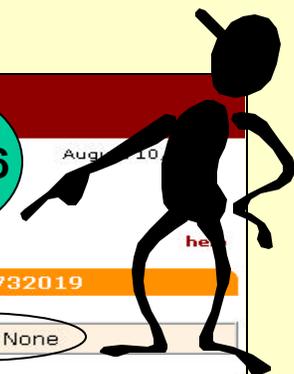
Please choose a compression method :  Zip  None

Income Discrepancy Reports for recertifications due:	Benefit History Reports for recertifications due:
<a href="#">April, 2001</a>	<a href="#">April, 2001</a>
<a href="#">May, 2001</a>	<a href="#">May, 2001</a>
<a href="#">June, 2001</a>	<a href="#">June, 2001</a>
<a href="#">July, 2001</a>	<a href="#">July, 2001</a>
	<a href="#">August, 2001</a>

Clicking on a report link will download the file to your browser. After downloading a file, you may select additional files to download. **Please Note:** Creating data files may take a few minutes. You will be prompted with a dialogue box to save the file when the process is complete.

[Database field descriptions for downloaded data files may be found here](#)

[Back to Home](#)



**Step 26** – Choose a compression method by selecting either the Zip or None radio button.

**Step 27** – Once the list of available monthly reports is presented for the household, the user can select the report they wish to download by selecting the report's month and associated year.



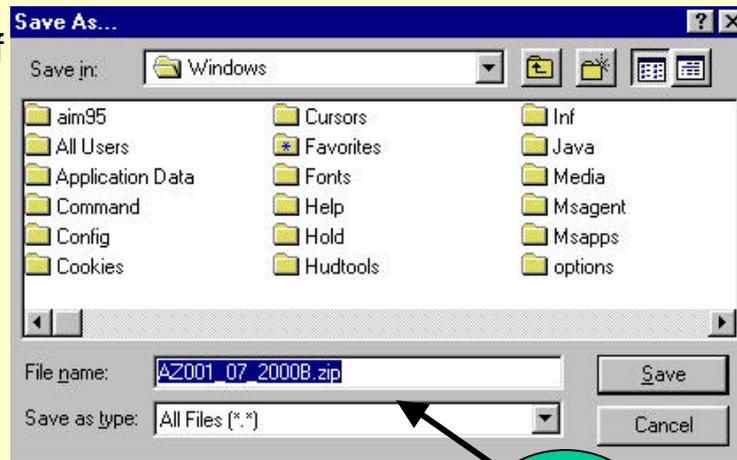
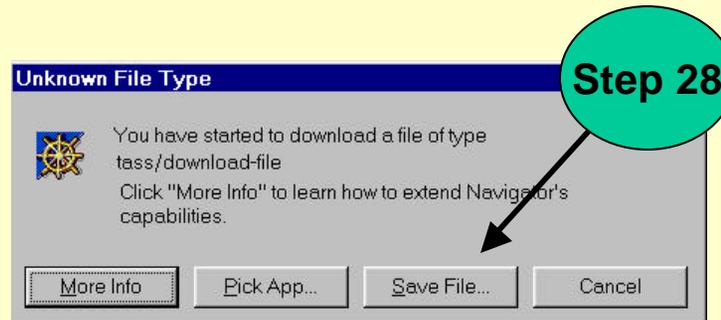
## OA Viewing Capabilities for SS/SSI Portfolios Tenant Assessment Subsystem (TASS)



### Download Portfolio

**Step 28** – When the Unknown File Type dialogue box is displayed, select “Save File”.

**Step 29** – When the “Save As” dialogue box displays, enter the file name and Save in location of your choice or click save to use the pre-populated file name and save location by Netscape Navigator. Your report is downloaded to your selected save location.



If you are using Netscape Navigator, the File name and Save location fields are automatically populated with a suggested file name and save location in each field. The suggested file name contains the report date and type. If you want to change either field entry, simply click in the field and enter the location and the file name of your choice.

If you are using Microsoft Internet Explorer, the file name field display blank and you must enter a unique file name. The file name should use the .zip extension if the zip compression was selected. The .txt extension should be used if the selected format is no compression. Using Explorer, you must enter your save location in the Save in field.



*For further assistance, please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.*