

Chapter 3: Security

Registering for User & Coordinator User IDs

Because the Financial Assessment Subsystem Submission – Multifamily Housing (FASSUB) is a secure, Web-based system that contains sensitive financial information, security registration is required prior to gaining access. An Internet user can access the system only after:

- Registering for a user ID
- Being assigned a system role and
- Receiving a user ID

Further restrictions apply regarding system access for a specific property. Before the system allows creation of a submission record and financial data entry, a user must be assigned to the property by the owning entity to submit annual financial statement and audit data.

NOTE: Throughout this guide, the word “user” is used as a generic term that includes both Users and Coordinators.

FASSUB Users

There are two types of Internet FASSUB users: Coordinators and Users. The Coordinator serves as the owning entity’s representative to perform system administration functions. It is recommended that each owning entity designate two Coordinators to ensure backup for system administration needs. Each owning entity, however, is limited to a maximum of two Coordinators. The Coordinator controls which Users have access to prepare, review, or submit annual financial statement data on behalf of the owning entity. *A Coordinator is also responsible for forwarding all information to the owning entity that is received electronically from HUD.*

There are two distinct User roles, Submitter and CPA Certifier. A Submitter is defined as an employee of the owning entity or a third party, such as a management agent authorized by the owning entity to submit annual financial statements. The CPA Certifier is defined as a certified public accountant (CPA) authorized by the owning entity to audit annual financial statement data for a property. The User, however, cannot assign access to the system or properties. A User depends on the Coordinator for the necessary access to prepare, review, or submit annual financial statement data.

Coordinator and User Registration Application

All Coordinators and Users must fill out an online registration application to obtain a user ID for Internet access to FASSUB. To register for and to access FASSUB, Coordinators and Users go the **Real Estate Assessment Center** web page. Requested registration information includes name and social security number, the owning entity's name and tax identification number, e-mail address, desired password, and mother's maiden name.

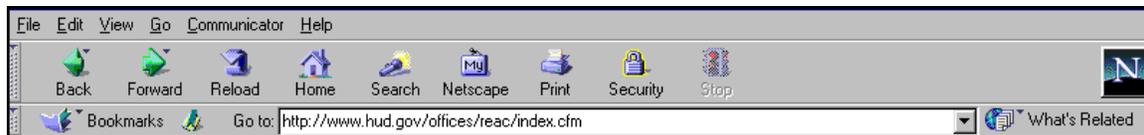
Accessing the Online Registration Application

To access the online registration application for Coordinator and User:

1. Open your Internet browser (e.g., Netscape*). The Internet main page displays. The Yahoo* main page is shown here as an example.



2. Place the cursor in the *Location* field.



3. Enter the following URL address: **www.hud.gov/offices/react/index.cfm** in the *Location* field. The **Real Estate Assessment Center** page displays (next page).

homes and communities

real estate assessment center

about reac
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Home > About HUD > Real Estate Assessment Center

real estate assessment center (reac)

features

REAC has completed the survey for fiscal year end periods up to and including 09/30/01. We are currently preparing to begin the process for 12/31/01 and future cycles. Please ensure that your addresses are up to date in the PIH Information Center (PIC) System, and approved by your Field Office.

PHAS EFFECTIVE FOR SEPTEMBER 30, 2001 PHAs.

PHAS notice extending advisory scores. See Federal Register Notice dated May 30, 2001

highlights

- ▶ **Please join HUD's Real Estate Assessment Center (REAC) Multi-family (MF) staff members in celebrating the receipt and assessment of 50,000 electronically submitted financial statements. [Read more.](#)**
- ▶ Released on March 1, 2001! Conferees Report on PHAS - Physical Inspection System. [See report](#)
- ▶ Released on March 28, 2001!-- A simplified Explanation for the Scoring of Physical Inspections. [View Report](#)

what's hot!

- ▶ **IMPORTANT!! Mailing Instructions for all correspondence relating to Multifamily Financial Assessments,** In an effort to improve customer service and to expedite all incoming correspondence, the Multifamily Housing Division has requested that the following documentation and correspondence be directed to your local HUD field offices.
 - ▶ Corrective Actions to Audit Findings from the FASS-Subsystem
- ▶ LASS (Lender Assessment SubSystem) [Learn More!](#)

Content updated January 23, 2002 [Back to Top](#)

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

[Home](#) | [Privacy Statement](#)

NOTE: The content of this page is updated on a regular basis, therefore, its appearance may vary.

4. Click on the online systems link located in the left column. The **Online Systems** screen displays (next page).

On-line Registration'. Then, '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, 2001'. At the bottom of the main content area, it says 'Content updated January 26, 2002' and 'Back to Top' with an upward arrow icon. At the very bottom, there is a footer with a house icon, 'U.S. Department of Housing and Urban Development', '451 7th Street S.W., Washington, DC 20410', 'Telephone: (202) 708-1112 TTY: (202) 708-1455', and links for 'Home' and 'Privacy Statement'."/>

real estate assessment center [text only](#) | [translate](#) | [search/index](#)

[Home](#) > [About HUD](#) > [Real Estate Assessment Center](#) > Online systems

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "User Name" field actually requires your user ID.

LOG IN

If you already have a User ID, but have forgotten your password, click on the "Password Reset" button. Note that you will be required to provide some of your original registration data to have your password reset.

PASSWORD RESET

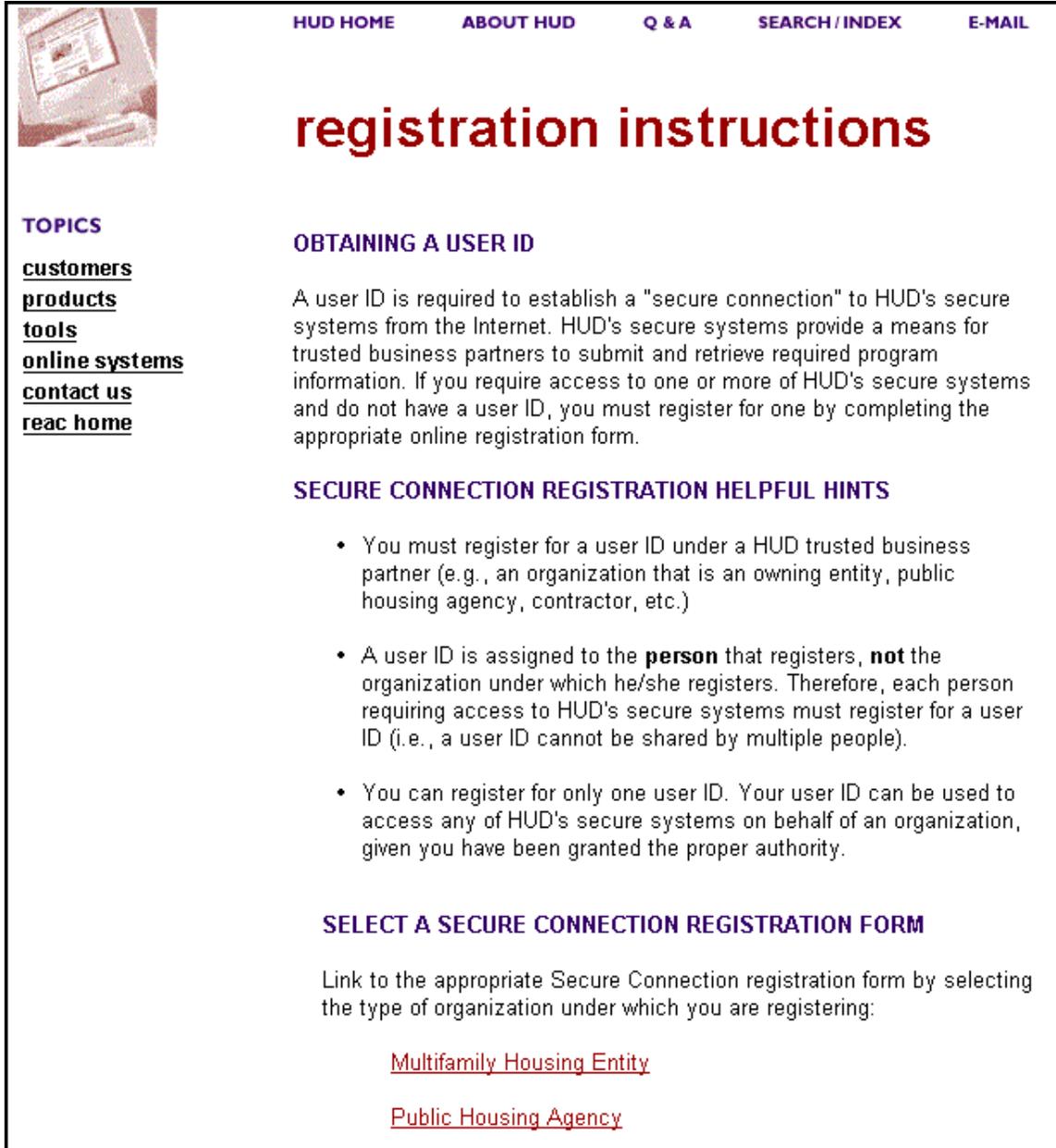
Need a user ID - Try our [On-line Registration](#)

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, 2001

Content updated January 26, 2002 [Back to Top](#)

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5. Scroll down the screen next to the NEED A USER ID? heading, and click on the [registration instructions](#) link. The **Registration Instructions** screen displays (next page).



The screenshot shows a web page with a navigation bar at the top containing links: HUD HOME, ABOUT HUD, Q & A, SEARCH / INDEX, and E-MAIL. On the left side, there is a vertical menu of links: customers, products, tools, online systems, contact us, and reac home. The main content area features a large heading 'registration instructions' in red. Below this, there are sections for 'OBTAINING A USER ID', 'SECURE CONNECTION REGISTRATION HELPFUL HINTS', and 'SELECT A SECURE CONNECTION REGISTRATION FORM'. The 'OBTAINING A USER ID' section explains that a user ID is needed for secure systems and provides instructions on how to register. The 'SECURE CONNECTION REGISTRATION HELPFUL HINTS' section lists three key points: registration must be under a HUD trusted business partner, user IDs are assigned to individuals and cannot be shared, and only one user ID can be registered per person. The 'SELECT A SECURE CONNECTION REGISTRATION FORM' section provides links for 'Multifamily Housing Entity' and 'Public Housing Agency'.

NOTE: Due to space limitations, the entire contents of the **Registration Instructions** screen could not be shown.

6. Scroll to the bottom of the screen, and click on the [Multifamily Housing Entity](#) link. The **Coordinator and User Registration** application displays (next page).

Coordinator and User Registration

Application Type: Coordinator User

First Name:
Middle Initial:
Last Name:
Social Security Number: - -

Organization/Individual Information

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

Organization Individual

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com**, **john DOE@adv.org**, **hfdb84a@prodigy.com**.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important:** Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password:
Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

NOTE: A person serving as a Coordinator for an owning entity and a User (submitter) for the same or another owning entity, should initially register as a Coordinator. Once a person registers as a User, they cannot register, again as a Coordinator.

REGISTERING AS A COORDINATOR	
Step	Instruction
1	Click on the Coordinator  radio button to designate the <i>Application Type</i> .
2	Enter the applicant's full name, middle initial and last name. <ul style="list-style-type: none"> • Place the cursor in the <i>First Name</i> field and type first name. • Use the Tab key on the keyboard to go to the next field. • Enter the middle initial in the <i>Middle Initial</i> field. Do not place a period after the letter. • Use the Tab key to go the <i>Last Name</i> field, and enter the last name.
3	Enter the applicant's social security number (SSN), without hyphens (-), in the <i>Social Security Number</i> field.
4	Enter the name of the owning entity in the <i>Organization/Individual Name</i> field.
5	Enter the tax identification number (TIN), without hyphens (-), for the owning entity in the <i>TIN/SSN</i> field. NOTE: The TIN is validated against HUD's database containing trusted business partners. An application submitted with a TIN not found in HUD's database is rejected.
6	Click on the applicable radio button for either <i>Organization</i> or <i>Individual</i> . NOTE: These fields correspond to the type of owning entity under which a person registers. For example, if the ID represents a corporation, select the <i>Organization</i> radio button. If, however, the ID represents an owning entity that is an individual, such as a sole proprietor, select the <i>Individual</i> radio button.
7	Enter the applicant's complete e-mail address in the <i>E-mail Address</i> field. NOTE: The complete e-mail address is essential for communication purposes between HUD and the Coordinator. If the e-mail address is incorrect, HUD cannot contact the applicant to make them aware of any registration errors.

REGISTERING AS A COORDINATOR	
Step	Instruction
8	<p>Choose and enter a password of six characters in the <i>Password</i> field.</p> <p>NOTE: Passwords can contain letters and/or numbers or a combination of both. Also, passwords are case-sensitive and must be typed exactly as entered on this registration application, in order to access the FASSUB system. (Example: Sam437)</p>
9	<p>Tab and re-enter the password again for confirmation in the <i>Re-enter Password for Verification</i> field.</p> <p>NOTE: HUD does not disclose passwords. If a Coordinator forgets their password, they must contact the REAC Technical Assistance Center (TAC) to have HUD reset the password. The SSN and mother's maiden name is used for verification prior to resetting the password.</p>
10	<p>Enter the appropriate information in the <i>Mother's Maiden Name</i> field.</p>
11	<p>Click on the Send Application  button to submit the completed registration application. The System Coordinator Registration confirmation page displays, which reflects the information submitted by the applicant (Coordinator), as well as the name and mailing address of the owning entity.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><i>System Coordinator Registration</i></p> <hr/> <p>SYSTEM COORDINATOR REGISTRATION CONFIRMATION:</p> <p><i>First Name:</i> JANE <i>Middle Initial:</i> <i>Last Name:</i> DOE <i>Social Security Number:</i> 234-56-7655 <i>Organization Name:</i> KELLEY REALTY LTD <i>Organization ID:</i> 466038287 <i>E-mail Address:</i> doe@aol.com <i>Mothers Maiden Name:</i> JOHNSON</p> <p>You are registering as a Participant Coordinator for the Participant KELLEY REALTY LTD - 466038287.</p> <p>Please confirm the following address for KELLEY REALTY LTD:</p> <p>1812 E DAKOTA PIERRE SD 57501</p> <p>Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via the below e-mail click box at REAC_CSC. Please provide your name and daytime phone number.</p> <p style="text-align: center;"> <input type="button" value="Confirm / Submit"/> <input type="button" value="Cancel Application"/> </p> <p><small>Comments or Questions <REAC_CSC@hud.gov></small></p> </div> <p>NOTE: In order for the applicant to receive their Coordinator ID, the owning entity's mailing address must be correct.</p>

REGISTERING AS A COORDINATOR

Step	Instruction																
12	<p>Verify the registration information on the confirmation screen.</p> <p>NOTE: Do not submit the application if the mailing address for the owning entity is incorrect. Click on the Cancel Application  button to cancel the application process. Before submitting the registration application, the owning entity must contact their HUD program center and request a correction in the Real Estate Management System (REMS).</p> <p>If the applicant incorrectly enters any information, click on the Cancel Application button to return to the registration application. The Coordinator must enter corrected information and re-send the application. Use the following methods to re-enter correct information before resubmitting the registration application.</p> <ul style="list-style-type: none"> • To correct a single character, use the Delete or Backspace key on the keyboard. • To delete an entry in a field, double-click on the entry to highlight. Use the Delete key to delete the entry. • To clear all of the entries in all fields and to begin the application again, click on the Clear Fields button at the bottom of the screen. 																
13	<p>Click on the Confirm/Submit  button. The System Coordinator Registration message page displays acknowledging receipt and acceptance of the registration application for processing.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><i>System Coordinator Registration</i></p> <hr/> <p> Message: SYSTEM COORDINATOR REGISTRATION ACCEPTED FOR FURTHER PROCESSING</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">First Name:</td> <td>JANE</td> </tr> <tr> <td>Middle Initial:</td> <td></td> </tr> <tr> <td>Last Name:</td> <td>DOE</td> </tr> <tr> <td>Social Security Number:</td> <td>234-56-7655</td> </tr> <tr> <td>Organization Name:</td> <td>KELLEY REALTY LTD</td> </tr> <tr> <td>Organization ID:</td> <td>466038287</td> </tr> <tr> <td>E-mail Address:</td> <td>dse@soLcom</td> </tr> <tr> <td>Mothers Maiden Name:</td> <td>JOHNSON</td> </tr> </table> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;">   </div> <p>[Home][Previous]</p> <p><small>Comments or Questions <REAC_CSC@hud.gov></small></p> </div>	First Name:	JANE	Middle Initial:		Last Name:	DOE	Social Security Number:	234-56-7655	Organization Name:	KELLEY REALTY LTD	Organization ID:	466038287	E-mail Address:	dse@soLcom	Mothers Maiden Name:	JOHNSON
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AFTER REGISTERING AS A COORDINATOR

Overview	<p><i>Coordinator registration applications are processed nightly. If the TIN is verified as a trusted business partner within the HUD database, the system assigns a Coordinator user ID. A trusted business partner is an organization/individual registered to do business with HUD. Trusted business partners include owners of multifamily properties, managing agents, and developers. Any of these business partners may have a representative register for a user ID; however, FASSUB only allows the authorized representative of the owning entity to assign rights to access the system.</i></p>
	<p>Once a person successfully registers for a Coordinator ID, the following process is used to communicate the Coordinator's user ID.</p>
1	<p>HUD sends the CEO of the owning entity a letter within two weeks.</p> 
2	<p>CEO of organization receives letter and confirms the Coordinator's user ID.</p> 
3	<p>Coordinator receives user ID from CEO of organization.</p> 

REGISTERING AS A USER	
Step	Instruction
1	<p>Click on the User  radio button to select the <i>Application Type</i>.</p> <p>NOTE: If an applicant is registering as a User, they cannot perform system administration functions in the system.</p>
2	<p>Enter the applicant's full name, middle initial and last name.</p> <ul style="list-style-type: none"> • Place the cursor in the <i>First Name</i> field and type first name. • Use the Tab key on the keyboard to go to the next field. • Enter the middle initial in the <i>Middle Initial</i> field. Do not place a period after the letter. • Use the Tab key to go the <i>Last Name</i> field, and enter the last name.
3	<p>Enter the applicant's social security number (SSN), without hyphens (-), in the <i>Social Security Number</i> field.</p>
4	<p>Enter the name of the owning entity in the <i>Organization/Individual Name</i> field.</p>
5	<p>Enter the tax identification number (TIN), without hyphens (-), for the owning entity in the <i>TIN/SSN</i> field.</p> <p>NOTE: The TIN is validated against HUD's database containing trusted business partners. An application submitted with a TIN not found in HUD's database is rejected.</p>
6	<p>Click on the applicable radio button for either <i>Organization</i> or <i>Individual</i>. These fields correspond to the type of owning entity under which a person registers. For example, if the User ID represents a corporation, select the <i>Organization</i> radio button. If, however, the User ID will represent an owning entity that is an individual, such as a sole proprietor, then the <i>Individual</i> radio button.</p>
7	<p>Enter the applicant's complete e-mail address in the <i>E-mail Address</i> field.</p> <p>NOTE: The complete e-mail address is essential for communication purposes between HUD and the applicant. If the e-mail address is incorrect, HUD cannot contact the applicant to make them aware of any registration errors.</p>

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8	<p>Choose and enter a password of six characters in the <i>Password</i> field.</p> <p>NOTE: Passwords can contain letters and/or numbers or a combination of both. Also, passwords are case-sensitive and must be typed exactly as entered on the registration application, in order to access the FASSUB system. (Example: JR569Z)</p>																
9	<p>Tab and re-enter the password again for confirmation in the <i>Re-enter Password for Verification</i> field.</p> <p>NOTE: HUD does not disclose passwords. If a Coordinator forgets their password, they must contact the REAC Technical Assistance Center (TAC) to have HUD reset the password. The SSN and mother's maiden name is used for verification prior to resetting the password.</p>																
10	<p>Enter the appropriate information in the <i>Mother's Maiden Name</i> field.</p>																
11	<p>Click on the Send Application  button to submit the completed registration application. The Standard User Registration confirmation screen displays, which reflects the information submitted by the applicant (User), as well as the name and TIN of the owning entity.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><i>Standard User Registration</i></p> <hr/> <p>STANDARD USER REGISTRATION CONFIRMATION:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><i>First Name:</i></td> <td>JOE</td> </tr> <tr> <td><i>Middle Initial:</i></td> <td>E</td> </tr> <tr> <td><i>Last Name:</i></td> <td>SMITH</td> </tr> <tr> <td><i>Social Security Number:</i></td> <td>234-56-7655</td> </tr> <tr> <td><i>Organization Name:</i></td> <td>SMITH CO.</td> </tr> <tr> <td><i>Organization ID:</i></td> <td>466038287</td> </tr> <tr> <td><i>E-mail Address:</i></td> <td>jsmith@aol.com</td> </tr> <tr> <td><i>Mothers Maiden Name:</i></td> <td>HUDSON</td> </tr> </table> <p>You are registering as a Participant User for the Participant KELLEY REALTY LTD - 466038287.</p> <p>Please confirm that you are registering as a Participant User and not as a Coordinator. After your registration is processed, the coordinator for KELLEY REALTY LTD will disclose your ID to you.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Confirm / Submit Cancel Application </div> </div>	<i>First Name:</i>	JOE	<i>Middle Initial:</i>	E	<i>Last Name:</i>	SMITH	<i>Social Security Number:</i>	234-56-7655	<i>Organization Name:</i>	SMITH CO.	<i>Organization ID:</i>	466038287	<i>E-mail Address:</i>	jsmith@aol.com	<i>Mothers Maiden Name:</i>	HUDSON
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AFTER REGISTERING AS A USER

Overview

User registration applications are processed nightly. If the owning entity TIN is verified as a trusted business partner TIN within the HUD database, the system assigns a User ID. A trusted business partner is an organization/individual registered to do business with HUD. Trusted business partners include owners of multifamily properties, managing agents, and developers. Any of these business partners may have only one representative or multiple representatives register for a User ID.

Once a person successfully registers for a User ID, the following process is used to communicate the User ID.

1

Wait at least 24 hours after you have registered online for a User's ID.



2

Contact your Multifamily Coordinator to request your User ID.



3

Once your Multifamily Coordinator provides you with your User ID, you can log in.



Changing Your Password

On the **Secure Systems** screen, under System Administration, the [Password Change](#) link allows Users and Coordinators to change their own passwords. This is the only system administration function available to Users.

NOTE: Unlike user IDs, User passwords are not accessible to Coordinators.

To change your password:

1. Access the **Secure Systems** screen.

Secure Systems
HUD

Systems

- [Public Housing Assessment Subsystem \(PHAS\)](#)
- [Active Partners Performance System \(APPS\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Single Family Assessment Subsystem \(SASS\)](#)

System Administration - [Guide](#)

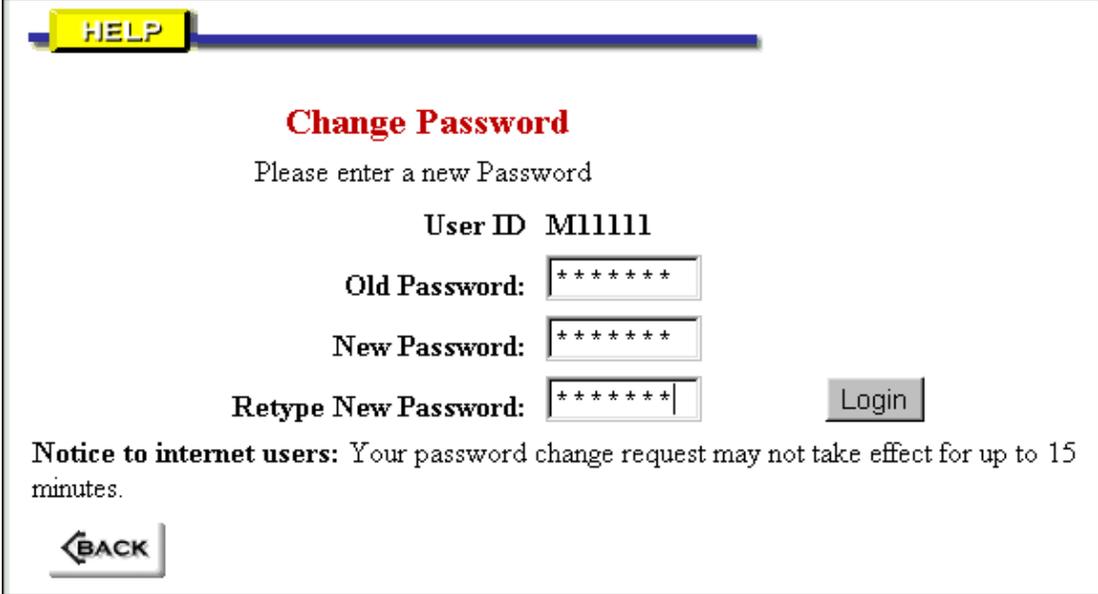
- [User Group Maintenance](#)
- [User ID Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)

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Last Modified: September 8, 1999

2. Click on the [Password Change](#) link on the **Secure Systems** screen. The **Change Password** screen displays (next page).



HELP

Change Password

Please enter a new Password

User ID M11111

Old Password: [*****]

New Password: [*****]

Retype New Password: [*****]

Notice to internet users: Your password change request may not take effect for up to 15 minutes.

3. Enter your old password and tab to the *New Password* field.
4. Enter your new password and tab to the *Retype New Password* field.
5. Retype the new password to verify it.
6. Click on the button. The old password is changed to the new password and the **Secure Systems** screen displays.

NOTE: The password change is not instantaneous, it may take up to 15 to 30 minutes for it to be implemented on the Netscape server. Your old password is valid until the new password takes effect.

Password Expiration

Effective April 8, 2000, user passwords will expire every 21-calendar days. The system automatically prompts you to change your password. You must remember how you saved your new password (i.e., uppercase or lowercase) to change it on the Netscape server.

System Administration for the Coordinator

NOTE: The instructions in Part 3—System Administration for the Coordinator are for Coordinators ONLY.

As the Coordinator, you perform system administration functions to provide a User with system access to HUD’s secure systems, and to assign the User rights to properties associated with the owning entity. The steps are:

- First, the Coordinator must establish themselves as a Coordinator in the system.
- Once a Coordinator is in the system, the Coordinator can retrieve user IDs for other Users who have registered with HUD.
- Coordinator also assigns permission for a User to submit annual financial statement data or certify annual financial statement data for the property associated with their owning entity.
- Functions are performed in the Secure Systems application, which can only be accessed with a valid user ID and password.



Secure Systems

The **Secure Systems** main screen (above) contains two sections: *Systems* and *System Administration*. The *Systems* section provides underlined links to HUD’s secure systems. The list of underlined system links varies based on your access rights. The

Systems Administration section allows the Coordinator to control system access and update User information (e.g., email address).

Establishing a Coordinator

The first step in establishing yourself as a Coordinator begins when you receive your HUD user ID from the CEO of the owning entity. The Coordinator enters the user ID and password to log in to perform the necessary security administration to access FASSUB. You can use your HUD user ID and the password submitted in your registration application to log in and set up system rights.

User ID Maintenance

After you log in and reach the **Secure Systems** screen, you should perform system administration functions in the following order for the system to recognize you as a Coordinator for FASSUB.

To establish yourself as a Coordinator in the system:

1. On the **Secure Systems** main screen, under the *System Administration* section, click on the User ID Maintenance link. The **User ID Maintenance** screen displays.

System Administration

User ID Maintenance

User ID

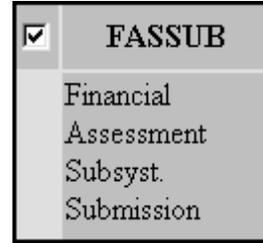
Maintain User Information

Maintain User Profile

Retrieve User IDs

2. Enter your user ID in the *User ID* field. Remember to capitalize the letter in your ID.
3. Click on the *Maintain User Profile* radio button.
4. Click on the Submit button. The **Maintain User Profile** screen displays (next page).

5. Click in the checkbox to the left of *FASSUB* to indicate the system desired.



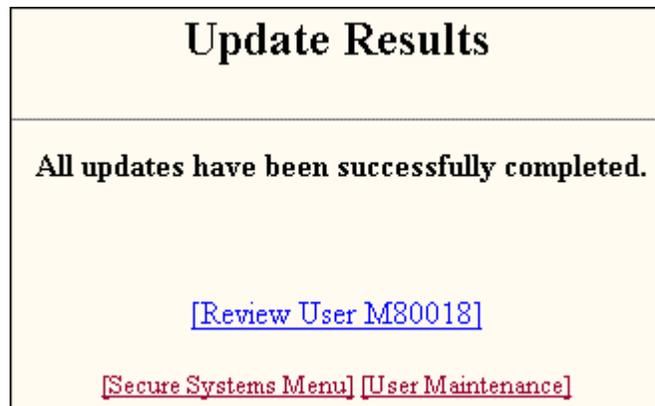
6. Click in the *Add* checkbox to the left of *Action(s)* to provide yourself the Coordinator action in the system.



7. Click on “Coordinator” from the list to highlight it. Use the scroll bar, if necessary.

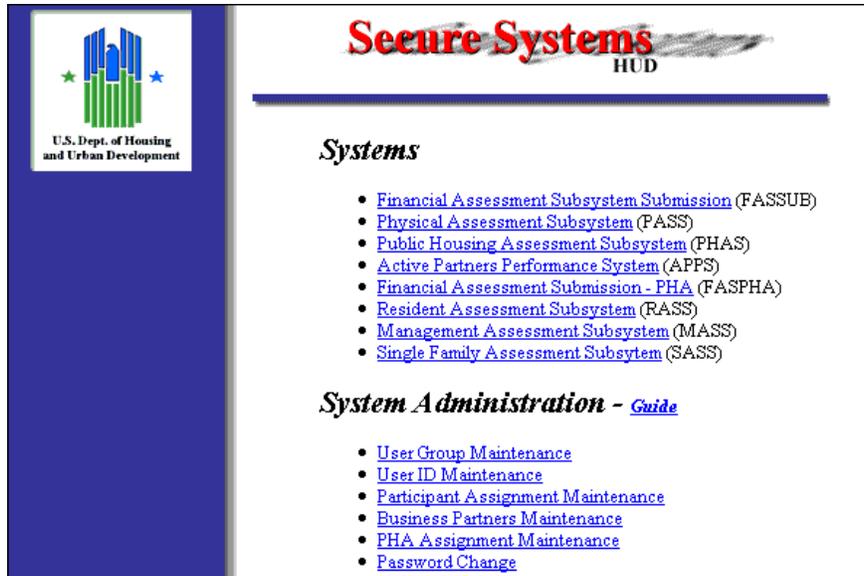


8. Click on the Submit button. An **Update Results** screen displays, confirming the information has been updated.



NOTE: To remove the Coordinator action for a system(s), click on the Review User link. The **Maintain User Profile** screen displays again. “Coordinator” is now listed in the Remove column, indicating that the Coordinator is established for FASSUB. To delete the Coordinator action for FASSUB, click on the Remove checkbox in the last column, highlight “Coordinator,” and click on the Submit button. The **Update Results** screen displays again, confirming removal of the Coordinator action for FASSUB.

9. Click on the Secure Systems Menu link. The **Secure Systems** screen displays (next page).



Providing Your Users with System Access

A Coordinator may retrieve only those users IDs applied for under the same owner for which they are serving as Coordinator. After a User has registered with HUD and notified you (the Coordinator) of their registration, the Coordinator:

- Retrieve the User's ID from the system.
- Assign the User access rights to FASSUB.
- Assign properties associated with the owning entity to the User.
- Provide the User with their user ID.

NOTE: Registration applications are processed nightly, so allow at least 24 hours between User registration and Coordinator retrieval of the user ID.

Retrieve the User's ID

As the FASSUB Coordinator, you are responsible for controlling access to the system and the AFS statement data. You should verify a User is authorized to do business for an owning entity prior to allowing the User access to FASSUB and the AFS statement data. The first step in assigning the User system rights is to retrieve the User's ID.

To retrieve a user ID:

1. Click on the [User ID Maintenance](#) link on the **Secure Systems** main screen, under the *System Administration* heading. The **User ID Maintenance** screen displays (next page).

The screenshot shows the 'System Administration' page. On the left is a blue sidebar with the U.S. Dept. of Housing and Urban Development logo and a 'Secure Systems Menu' link. The main content area is white and titled 'System Administration' in a large, italicized font. Below the title is the sub-heading 'User ID Maintenance' in red. There is a text input field for 'User ID'. Below it are three radio buttons: 'Maintain User Information', 'Maintain User Profile', and 'Retrieve User IDs'. At the bottom right is a 'Submit' button.

2. Click on the Retrieve User IDs Retrieve User IDs radio button.

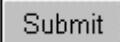
3. Click on the Submit button. The **Retrieve User IDs** screen displays.

The screenshot shows the 'User Maintenance' page. On the left is a blue sidebar with the U.S. Dept. of Housing and Urban Development logo and a 'Secure Systems Menu' link. The main content area is white and titled 'User Maintenance' in a large, italicized font. Below the title is the sub-heading 'Retrieve User IDs' in red. Underneath is the section 'Selection Criteria (optional)'. It contains three input fields: 'Last Name', 'First Name', and 'Date Range*'. The 'Date Range*' field is split into 'From' and 'To' sub-fields, each with three small input boxes for day, month, and year. At the bottom right is a 'Submit' button. A red asterisked note at the bottom reads: '*Date range applies to the date on which the user ID was created or last updated.'

4. Enter the User's *Last Name* (example: *Mathias*). Press the tab key.

5. Enter the User's *First Name* (example: *Peter*).

SELECTION CRITERIA	DESCRIPTION
Last Name	Allows you to retrieve the user ID for an individual user by typing in their full or partial last name.
First Name	Allows you to retrieve the user ID for an individual user by typing in their full or partial first name.
Date Range	<p>Allows you to enter a range of registration dates to retrieve the list of Users that registered during that period. For example, you have several Users that registered in the same week and you want to retrieve all their user IDs at once.</p> <p>Use the 2-digit month, 2-digit day, and 4-digit year format when entering a date range. Tab from one field to the next.</p>
	Clicking on the Submit button allows you to view the entire list of Users and their user IDs. You do not need to enter the above criteria.

6. Click on the Submit  button. The **User List** screen for the owning entity displays. It includes the owning entity's tax ID, the participant ID, and a list of all Users for the owning entity for the specified date range. **Refer to the User ID column.**

User List				
ID	Last Name	First Name	User ID	Stat
411295075	MATHIAS	PETER	M44795	A

Coordinators are listed in bold.

[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#) [\[Retrieve User IDs\]](#)

7. Click on the [User Maintenance](#) link to continue setting up a User. The **User ID Maintenance** screen displays. (Otherwise, click on the [Main Menu](#) link to return to the **Secure Systems** main screen.)

Assign a Role

Next, you must assign an access role to the User, allowing the User to perform the appropriate function in the system. A role defines a set of actions that a person is authorized to perform in the application. There are two roles available for a User in FASSUB; the Submitter and the CPA Certifier. For example, a User has to be assigned the role of “FASSUB - AFS Submitter” to be allowed to electronically prepare and submit annual financial statement data.

The CPA Certifier is a new role that allows an independent public accountant (IPA) to certify the submission. The CPA/IPA must be assigned the CPA Certifier role to perform the CPA Certification required for an audited AFS data submission for HUD.

NOTE: The audit firm the CPA is associated with must be registered in the Quality Assurance Subsystem (QASS) before a CPA can certify submissions.

FASSUB		
Role	Description	Role Code
CPA Certifier	Certifies the owning entity's FASSUB submission agrees with the hard-copy audit to allow it to be sent to HUD.	CPC
AFS Submitter	Creates, saves, and submits annual financial statements to HUD.	SUB

To assign a role to a User:

1. Enter the User's ID in the *User ID* field on the **User ID Maintenance** screen. (If starting from the **Secure Systems** main screen, first click on the User ID Maintenance link to access the **User ID Maintenance** screen.)

- Click on the *Maintain User Information* radio button (as in the example on the previous page).

- Click on the Submit  button. The **Maintain User Information** screen displays.

Maintain User Information

User ID: M11111

First Name:

Middle Initial:

Last Name:

e-Mail Address:

Business Partner(s)	User Status	User Type	Coordinator
<input type="text" value="167890234"/> ▼	<input checked="" type="radio"/> Active <input type="radio"/> Terminated	Business Partner	<input checked="" type="radio"/> Yes <input type="radio"/> No

Assign Role(s) **Delete Roles(s)**

[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#)

NOTE: The user ID is confirmed at the top of the screen. The majority of the fields presented on the screen come from the registration application, including name and e-mail address. The Business Partner drop-down list provides a tax identification number (TIN) for each owning entity with which the user has a relationship. This list is read-only. The default status is “Active,” which is appropriate for a new or current user. “Terminated” inactivates the user ID, restricting access to HUD’s secure systems. For example, if a User will be on extended leave, their user ID should be terminated until they return.

4. Click on the Assign Role(s) **Assign Role(s)** checkbox.

~~7.5.~~ Select the appropriate role **FASSUB - AFS Submitter** from the drop-down list.

6. Click on the Update button. The **Update Results** screen displays, confirming the role update was successful.



NOTE: To review the current role(s), assigned to this system ID, click on the Review User link. The **Maintain User Information** screen displays again. If a role is active, the role displays in the right column under Delete Role(s). The Coordinator can terminate access to the system for a User by deleting the role. When deleting a role, remember to first check the checkbox next to Delete Role(s) and highlight the role before clicking on the Submit button.

7. Click on the Secure Systems Menu link to return to the **Secure Systems** screen.

Assign the User the Property

In addition to a system role, the User must also be assigned the property. As the Coordinator, you can only assign Users to the property you represent. The property assignment function was enhanced in FASSUB Release 2.3 to support a consolidated submission. The addition of the tax identification number (TAX ID) allows the user to assign a property for all owners associated with that property.

For example, if a property is sold, there will be two owners for the fiscal year reporting period. In the case of consolidated submissions, both owners need to be able to submit financial data for that property, in addition to their other properties. In this situation, two users can have the right to submit for the same property, which is acceptable for the year in which the Transfer of Physical Assets (TPA) occurred.

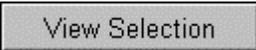
To assign a property to a User:

1. Click on the Property Assignment Maintenance link on the **Secure Systems** main screen under the *System Administration* heading. The **Property Assignment Maintenance** screen displays (next page).

Selection Criteria	Description
Property ID	Allows you to enter the Property ID to assign a specific property to the User.
Tax ID	Allows you to select a Tax ID number for a previous or current owning entity.
FHA Number	Allows you to enter the FHA number for a specific property.
Contract Number	Allows you to enter the Contract number for a specific property.
Location	Allows you to select a location from a drop-down menu.
	The View Selection button allows you to view the entire list of property(s) for which you serve as Coordinator.

2. Enter the User's ID in the *User* field.

3. Click on the *Assign Property* radio button.

4. Click on the View Selection  button. The **Assign Property for User** screen displays.

Assign Property For User M11111

Roles	Properties
CPA Certifier (CPC)	800027971 BACK BAY APTS.
	800028889 BRANDON WALK
	800028890 CEDAR TRAIL

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[Property Asgmt Maintenance\]](#)

NOTE: A Coordinator can only assign 100 properties at a time per role. It's important for the Coordinator to remember the last property assigned for a given role.

5. Click on the appropriate role that defines the actions the User may take for the property(ies) from the *Roles* drop-down list, and highlight it.

AFS Submitter (SUB) ▼
CPA Certifier (CPC) ▲

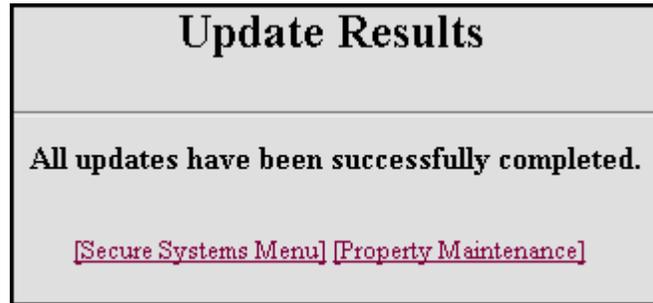
6. Click on the appropriate property(ies) to assign to the User in the *Properties* list.

Properties

800027971	BACK BAY APTS.	▲
800028889	BRANDON WALK	
800028890	CEDAR TRAIL	

NOTE: If the User can submit for more than one property, select the appropriate property from the list by clicking on the selection to highlight it, and hold the Ctrl key down and click to select multiple properties.

- Click on the Update button. The **Updates Results** screen displays.



- Click on the Property Maintenance link to return to the **Property Assignment Maintenance** screen and review your selections. (Otherwise, click on the Secure Systems Menu link to return to the **Secure Systems** main screen).

Review or Unassign Property Maintenance

To review a User's current property assignment or to unassign a property:

- Click on the Property Assignment Maintenance link on the **Secure Systems** screen. The **Property Assignment Maintenance** screen displays.

System Administration

Property Assignment Maintenance

User

Assign Property View or Unassign Property

For Assignment, provide one of the following, or leave blank for all:

Property ID

Tax ID

FHA Number

Contract Number

or Location

- Enter the User's user ID in the *User* field on the **Property Assignment Maintenance** screen.

- Click on the View or Unassign Property radio button.

View or Unassign Participant

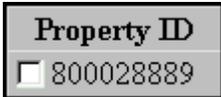
4. Click on the View Selection  button. The **Unassign Property for User** screen displays, identifying the assigned User, the role(s), and the property (or properties) assigned to that User.

Unassign Property For User M9002

Property ID	Property Name (& Owner TIN)	Role Code
<input type="checkbox"/> 800027971	BACK BAY APARTMENTS (678956756)	CPC
<input type="checkbox"/> 800028889	BRANDEN WALK(312131213)	CPC
<input type="checkbox"/> 800028890	CEDAR TRAIL (900090009)	CPC

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[Property Asgmt Maintenance\]](#)

NOTE: Unless unassigning (removing) a property from the User, skip to step 6.

5. Click on the Property ID  checkbox of the property to be unassigned. The User will no longer have access to that property.
6. Click on the Submit  button. The **Update Results** screen displays.

Update Results

All updates have been successfully completed.

[\[Secure Systems Menu\]](#) [\[Property Maintenance\]](#)

7. Click on the [Property Maintenance](#) link to return to the **Property Assignment Maintenance** screen.

Provide User with their User ID

After retrieving the User's ID, assigning the User the appropriate system role(s), and assigning property(ies) to them, you now provide them with their user ID to access the system.

Business Partners Maintenance

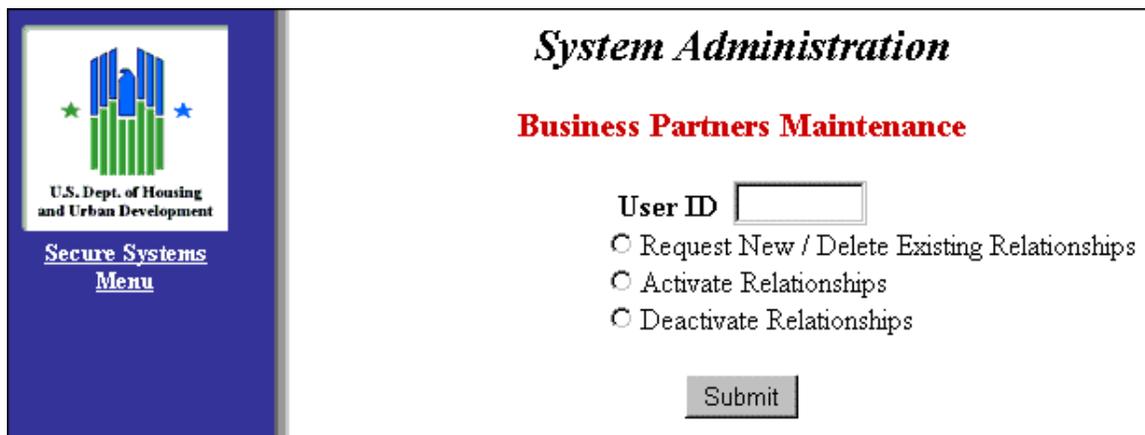
The Business Partner Maintenance feature allows **Coordinators** to represent additional business partners (i.e., owning entities). You only register once. If you need to represent additional owning entities as their Coordinator, you must request a new business partner relationship for each additional owning entity. Once the new relationship is activated in the system, you can act as the Coordinator for the additional owning entity.

Establishing Additional Owning Entity Relationships

Remember, Coordinators are determined by the CEO for the owning entity. The first step in establishing a new business partner relationship (in addition to the owning entity under which you are registered) is to make a request to be the Coordinator for the new owning entity in the system.

To request a new business relationship:

1. Click on the Business Partners Maintenance link on the **Secure Systems** screen, under the *System Administration* heading. The **Business Partners Maintenance** screen displays.



2. Enter your user ID in the *User ID* field.

3. Click on the Request New / Delete Existing Relationships radio button. Request New / Delete Existing Relationships

- Click on the Submit button. The **Delete/Request Relationships** screen displays. The “Original Relationship” identifies the owning entity you registered under. The box immediately below displays additional owning entities you represent (if any).

Delete Relationships For User M9002

Original Relationship: 988888888 - Waterworld Apartments, Inc. (Organization)

977777777 - SRD Associates, LLP (O)

999999999 - Three Lakes Retirement Center, Inc. (O)

Request Relationships For User M9002

Tax ID / SSN / PHA ID	Business Partner Type
<input type="text"/>	Participant (Organization) ▼

[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#) [\[Business Partners Maintenance\]](#)

- Scroll down to the *Request Relationships* section and place the cursor (|) in the *Tax ID / SSN / PHA ID* text field.

6. Enter the owning entity's TIN in the blank Tax ID/SSN/PHA ID field.

Tax ID / SSN / PHA ID
977777777

NOTE: To add multiple owning entities, enter the TINs in the text field.

7. Click on the *Business Partner Type* drop-down arrow to view a list of options.

Business Partner Type
Participant (Organization) ▾
Participant (Organization)
Participant (Individual)
PHA

8. Highlight either Participant (Organization) or Participant (Individual) from the *Business Partner Type* drop-down list. For example, if the Tax ID represents a corporation, highlight *Participant (Organization)*. However, if the Tax ID represents an owning entity that is an individual, such as a sole proprietor, highlight *Participant (Individual)*.

9. Click on the Add button at the bottom of the screen. A **Confirmation** screen displays.

Request Relationships For User M9002	
Confirmation	
Add Participant Info	Confirm
977777777 SRD Associates, LLP 50 MAUDE STREET PROVIDENCE, RI 02908	<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
[Main Menu] [User Group Maintenance] [User Maintenance] [Business Partners Maintenance]	

NOTE: The system automatically checks the Tax ID against HUD's database. A message displays if the information is not valid. If the information is not correct, click the Cancel button to return to the previous screen and re-enter the correct information.

Confirm
<input checked="" type="checkbox"/>

10. Click on the Confirm checkbox to confirm you are requesting an association with this business partner.

11. Click on the Submit  button to submit the request. The **Update Results** screen displays confirming your association with this business partner.



NOTE: At this point, the relationship has been created but is not active. The steps associated with Activating the Business Partnership still must be done.

12. Click on the [Secure Systems Menu](#) link to return to the **Secure Systems** screen, or click the close  control icon to exit the system.

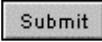
Activating an Additional Owning Entity Relationship

After the Coordinator submits the request for the additional owning entity relationship, HUD notifies the CEO of the owning entity by letter of the Coordinator's request for this association. The remainder of the process is described as follows:

- Letter provides an activation key code for the Coordinator, consisting of numbers and upper case letters.
- The CEO of the owning entity authorizes the Coordinator as their representative when they provide the activation key to the Coordinator.
- Coordinator can then activate the new relationship in the system.
- Option of establishing a Coordinator for additional owning entities is only available to those that initially registered and received their user ID as a Coordinator.

To activate an additional owning entity relationship:

1. Click on the [Business Partners Maintenance](#) link on the **Secure Systems** main screen, under the *System Administration* heading. The **Business Partners Maintenance** screen displays (next page).

5. Highlight and click on the appropriate TINs and business partner(s) from the *Select those you wish to activate* column.
6. Click on the right arrow  button. The *TIN ID* automatically displays in the middle column. (To deselect an organization, click on the left arrow  button).
7. Enter the activation key code, received in the letter to the owning entity CEO, in the *Activation Key* field.
8. Click on the Submit  button. The **Activation Results** screen displays. If the relationship was not activated, return to the previous screen and correct the errors.

Activation Results For User M9002

The following relationships were activated successfully:
TIN/SSN/PHA ID: 977777777 Activation Key: WNGP23GM4K1WZIVJVQUD
TIN/SSN/PHA ID: 999999999 Activation Key: VUT8JKS86CT7SC5U3DKZ

The following relationships were not activated due to activation key errors:
N/A

The following TINs/SSNs/PHAs already have two coordinators:
N/A

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[Business Partners Maintenance\]](#)

9. Click on the Main Menu link to return to the **Secure Systems** main screen.

Deleting a Business Partner Relationship

If you, or the backup Coordinator, no longer serve as the Coordinator for an owning entity, the relationship with that owning entity must be deleted. Remember, the system allows an owning entity a maximum of two Coordinators.

To delete a Coordinator relationship with an owning entity:

1. Enter the Coordinator's user ID in the *User ID* field on the **Business Partners Maintenance** screen.

2. Click on the *Request New/Delete Existing Relationships* radio button.

3. Click on the Submit button. The **Delete/Request Relationships** screen displays.

Delete Relationships For User M64091

Original Relationship: DC777 -
CARLSBURG (Organization) (Terminated)

IND15 - South Bend Housing Authority (O) ▾

Request Relationships For User M64091

Tax ID / SSN / PHA ID	Business Partner Type
<input type="text"/>	Participant (Organization) ▾

4. In the *Delete Relationships* section, click on the TIN to select it. Use the scroll bar, if necessary. If more than one Organization/Individual appears, use the Ctrl key to select more than one option.



5. Click on the Delete  button to delete the Coordinator relationship with the owning entity. The **Update Results** screen displays confirming your deletions.



6. Click on the Secure Systems Menu link to return to the **Secure Systems** screen, or click on the close  control icon to exit the system.

