

# Coordinator: Accessing the Financial Assessment Subsystem (FASPHA) for the first time

A Step by Step Guide for Coordinators in getting signed up for FASPHA.

**Note: The Coordinator needs to assign themselves to FASPHA first before assigning other users or fee accountants!**

- 1) Before you begin to gain access to FASPHA, please be sure that you have already registered for a Coordinator ID. This ID starts with the letter **M** and is followed by 5 characters. You will not be able to gain access to FASPHA without it. If you have any questions about the Coordinator ID, please call the Security Administrator at (202) 708-4932 ext.3427.
- 2) Please go to the REAC Homepage to get logged on to **Secure Connection**. The web address for the REAC Homepage is <http://www.hud.gov/react/>.
- 3) At the REAC Homepage, scroll down the page and click on the **Online Systems** on the left side of the screen and click on it with your mouse.
- 4) This will pull up a new web page entitled Online Systems. There is a **gold box** on the top half of the screen labeled  Please click on this button and it will prompt you to login by entering your User Name and Password. Your User Name is the same thing as your Coordinator or User ID. It begins with the letter **M** and is followed by 5 characters. Be sure that the **M** is always capitalized and that there is no space between it and the characters (ex. M00000).
- 5) The next screen that comes up is the Government Warning. Please click on the **Continue** button after reading the warning.
- 6) The next page is the Secure Connection Web screen. Scroll down to where it is titled System Administration-Guide. Click on **User ID Maintenance** and this will take you to User ID Maintenance Screen. Please type in your Coordinator ID, click on **Maintain User Profile circle**, and then click **Submit**. **Important: This step is for users that have Coordinator IDs only!**
- 7) The next web page that comes up is the **Maintain User Profile** screen. It will display the Coordinator name and ID. The subsystems are listed on the left side of the screen in alphabetical order. Scroll down to the second subsystem that is labeled **FASPHA** (Financial Assessment Subsystem for PHA's).
- 8) There will be two white boxes on either side of **FASPHA**, please click on both of these boxes so that checkmarks appear in each. Under **Actions**, click on Coordinator in the left column so that it is highlighted. This is the only action that the Coordinator needs. Scroll down to the bottom of the page and click on **Submit**. You will receive a message that says, "**All updates have been completed successfully**". Click on **User ID Maintenance** so that you return to the previous screen.

- 9) Re-enter your Coordinator ID; click on the circle that is next to **Maintain User Information**, and then click on **Submit**.
- 10) The Coordinator's name and ID will appear again. Scroll down to where it is titled **Assign Roles** and click on the white box next to it so that a checkmark appears. There will be 4 roles under **Assign Roles** for FASPHA. The user only needs one of these roles. Here is the definition for each:
- **FASPHA-PHA Analyst**- This role enables the individual to input information into the Financial Assessment Subsystem, save it, and validate it. The role does not entitle the user to submit the information to REAC. The code for this role is **(FIA)**.
  - **FASPHA-PHA Director**- This role is reserved for the **Executive Director only**. This notifies REAC who the Executive Director is. The role enables the individual to input the data, save it, validate it, and submit it to REAC. The code for this role is **(PID)**.
  - **FASPHA-PHA Submitter**- This role enables the individual to input the data, save it, validate it, and submit it to REAC. This role is often given to fee accountants. The code for this role is **(SMT)**.
  - **FASPHA-CPA Verification**- This role is reserved for the **Independent Auditor only**. This role enables the auditor to complete the Auditor Verification Statement. This role does not entitle the auditor to create an unaudited draft or submit the information to REAC. The code for this role is **(CPV)**.
- 11) Click on the role that would best suit your needs so that it is highlighted. Scroll to the bottom of the page and click on **Update**. You will receive a message that says, "**All updates have been completed successfully**". Click on **Review Update** so that you can review your changes.
- 12) The **Maintain User Information Screen** will appear again. The role that you highlighted will now appear under the **Delete Role** column. This now shows that the role is active. Scroll to the bottom of the page and click on **Main Menu**.
- 13) The **Secure Connection Screen** will now appear again and **Financial Assessment Subsystem-PHA** will now be listed under **Systems**.
- 14) There is one more step to complete for accessing FASPHA. Scroll down to where it is titled **System Administration Guide** and click on **PHA Assignment Maintenance**.
- 15) The **PHA Assignment Maintenance Screen** will now appear. Enter your Coordinator ID and be sure that there is a black dot next to **Assign PHA**. Scroll down to **PHA ID** and enter your PHA code (ex. NY005). Scroll down to the **View Selection** button and click on it with your mouse.
- 16) The next screen will appear and will be labeled **Assign roles for PHA**. There will be two columns listed: **Roles** and **PHAs**. Choose the role that you assigned yourself in **Maintain User Information**. One of the four listed below will appear under **Roles**.
- **PHA Analyst (FIA)**
  - **PHA Director (PID)**

- PHA Submitter (SMT)
- CPA Verification (CPV)

Click on the role and then click on your PHA so that they are both highlighted. Click **Update**. **Hint: If there is only one role listed, you do not have to click on it. Just click on the PHA and then click Update.**

- 17) The next screen will appear with a message, "***All updates have been completed successfully***".
- 18) Click on **Secure Systems Menu**. The **Secure Systems Menu** will appear. You are now ready to enter the **Financial Assessment Subsystem PHA**.