

Chapter 3: Accessing FASS-PHA

To enter, view and submit PHA financial data via the Internet using the Financial Assessment Subsystem for PHAs (FASS-PHA), a User must:

- Have a HUD user ID (“M” number)
- Be assigned a PHA Submitter role (FASS-PHA Submitter)
- Be assigned to the PHA.

— *NOTE: If you do not have a HUD user ID, refer to the **Registering for a User ID** appendix of this guide.*

Starting at the REAC Web Site

Authorized users log in to FASS-PHA from the home page of the **real estate assessment center** Web site. In addition to providing links to REAC online systems, this page presents the latest information about REAC activities, products, documents, legislation, and more. Users can bookmark this page for quick access.

Topic links on the home page of the **real estate assessment center** Web site include:

- **customers** – Information about REAC’s public housing, multi-family, and single family housing partners.
- **products** – Additional links to REAC product pages containing documentation (e.g., User Guide) and guidance, as well as news about REAC’s assessment functions, including the Public Housing Assessment System.
- **tools** – Information, instructions, schedules, technical support, and other handy tools most frequently requested by business partners.
- **online systems** – Instructions and links for registering for a HUD user ID and for logging into HUD’s secure systems.
- **contact us** – Links to the REAC Technical Assistance Center.
- **about reac** – Link back to the home page of the REAC Web site.

[HUD HOME](#) [ABOUT HUD](#) [Q & A](#) [SEARCH / INDEX](#) [E-MAIL](#)

real estate assessment center

customers

products

tools

online systems

[contact us](#)

[about reac](#)

WHAT'S NEW

OUR WEBSITE!
REAC has begun a conversion to a whole new Web format designed to help our customers find exactly the information you need more quickly and logically. We ask your patience for the next few weeks while we complete the transition. We want to hear your comments about the new look. To tell us what you think, click on the **contact us** link. More information can be found on our [Web features](#) page.

REAC FLIPS THE SWITCH ON PHAS ASSESSMENTS
With the January roll out of REAC's new integrated assessment technology, HUD has the ability to combine scores from physical, financial, management and resident survey assessments into consolidated PHAS scores. Read more about the [Integrated Assessment System](#).

WORKING ONLINE JUST GOT EASIER
Whether you are filing a financial submission, checking your PHAS scores, or verifying tenant addresses, working online with REAC is easier than ever. Learn [more!](#)

— NOTE: The contents of this page are updated on a regular basis.

To access the home page of the **real estate assessment center** Web site:

1. From your desktop, double-click on your Internet browser icon. An Internet page displays.

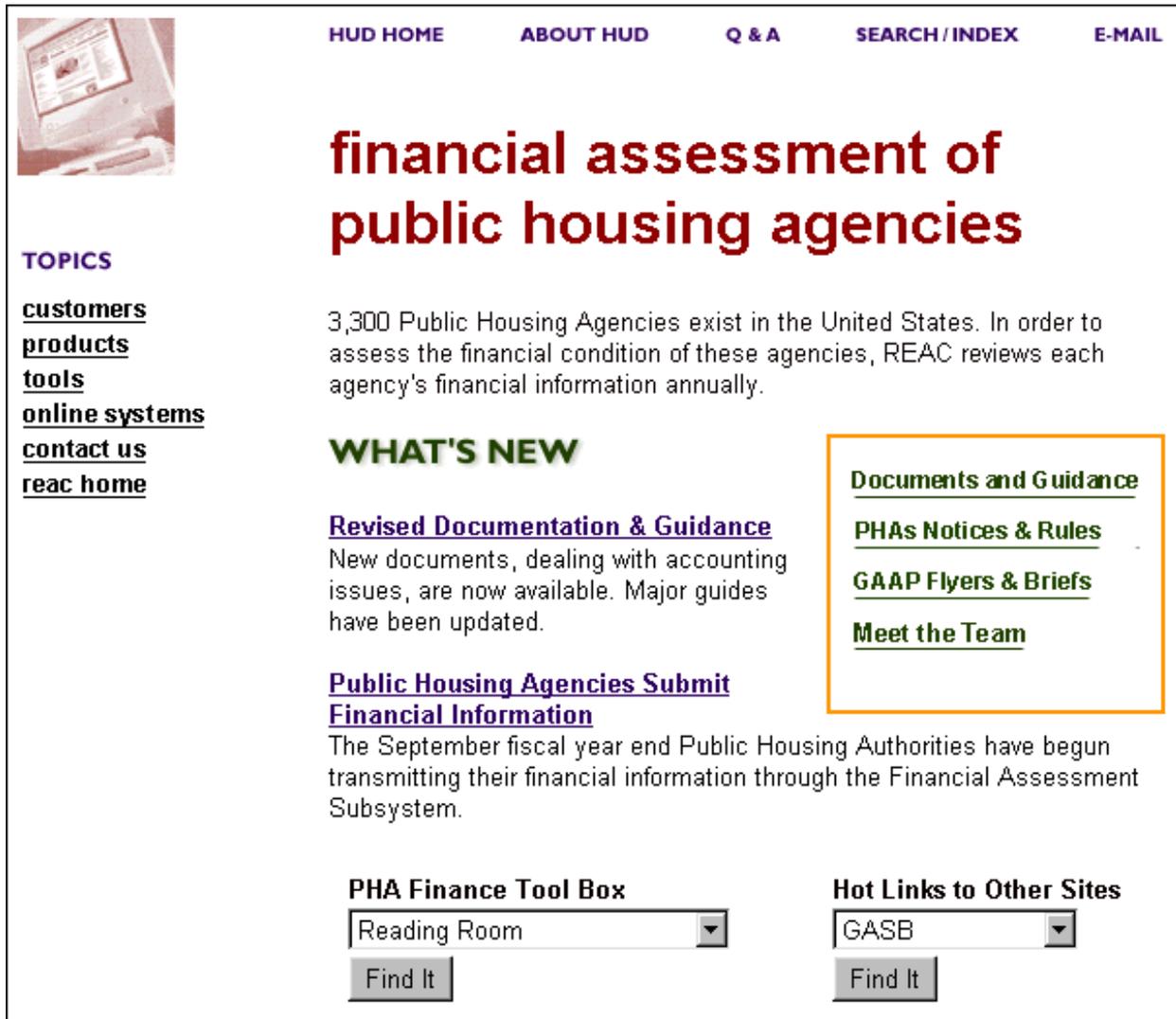


2. Double-click in the *Location* field under the toolbar to highlight the current URL.
— *NOTE: Highlighting the URL allows users to overwrite it with the desired URL. Or users can also use the Backspace or Delete key to delete the current URL.*
3. Enter the following URL address: **www.hud.gov/reac** in the *Location* field, and press the Enter key. The **real estate assessment center** page displays. Use the scroll bar to view the entire page.

A screenshot of the HUD real estate assessment center website homepage. The page features a navigation menu with links for HUD HOME, ABOUT HUD, Q & A, SEARCH / INDEX, and E-MAIL. The main heading is "real estate assessment center" in large red letters. Below the heading, there are several sections: "customers" with a photo of a family, "products" with a photo of a computer screen, "tools" with a photo of a computer monitor, and "online systems" with a photo of a computer workstation. A "WHAT'S NEW" section contains two main announcements: "OUR WEBSITE!" and "REAC FLIPS THE SWITCH ON PHAS ASSESSMENTS". The "OUR WEBSITE!" section discusses a website conversion and includes a "contact us" link. The "REAC FLIPS THE SWITCH ON PHAS ASSESSMENTS" section describes the integration of assessment technologies and includes a link to the "Integrated Assessment System". At the bottom, there is a "WORKING ONLINE JUST GOT EASIER" section with a "Learn more!" link. The left sidebar contains icons for "hud", "react", and "tools".

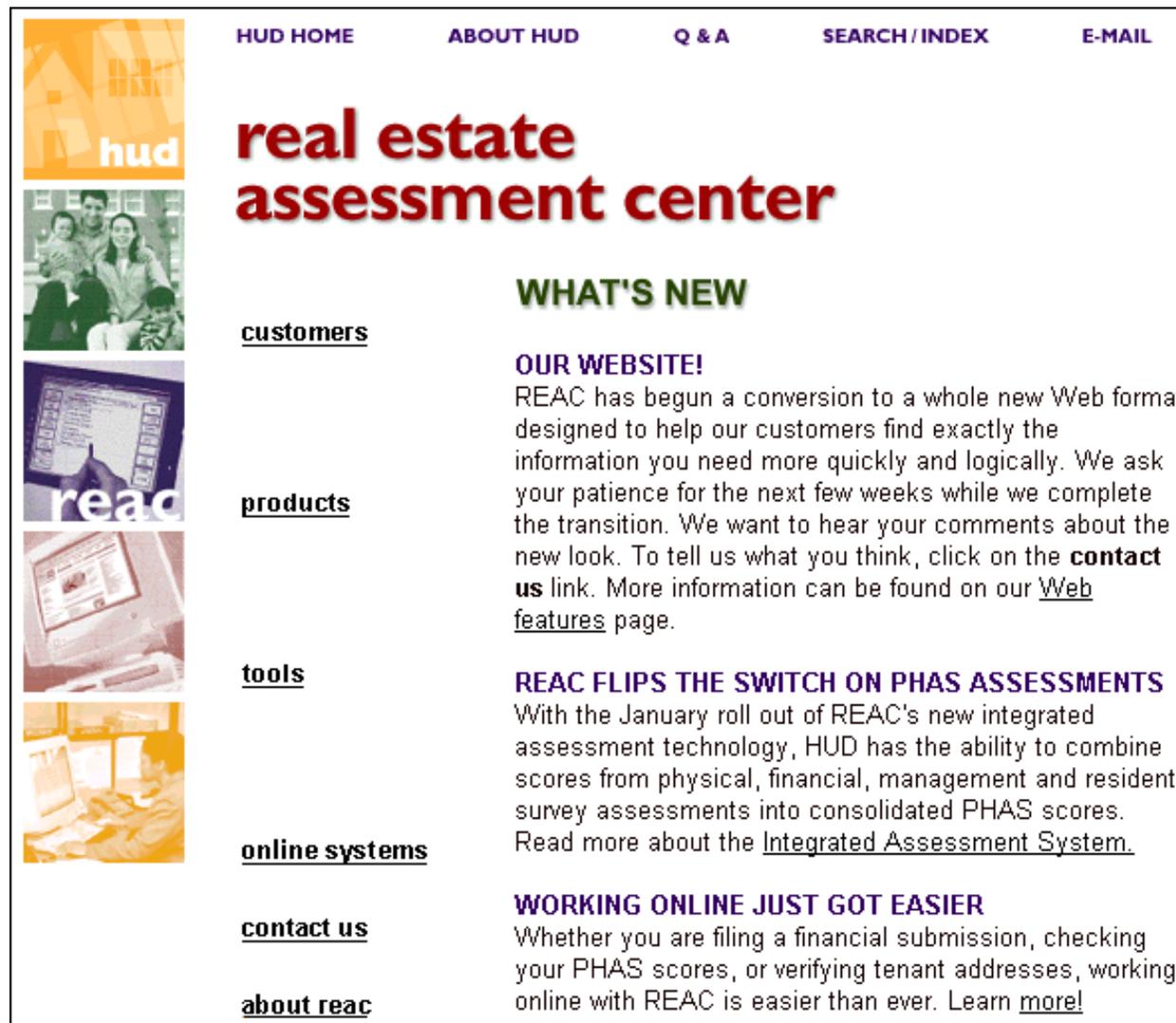
Finding Information on the FASS-PHA Product Page

The **financial assessment of public housing agencies** page has links to pages containing more information pertaining to financial assessment of PHAs and FASS-PHA, including schedules, reports, guides, and legislation.



The screenshot shows a web page with a navigation bar at the top containing links for HUD HOME, ABOUT HUD, Q & A, SEARCH / INDEX, and E-MAIL. The main heading is 'financial assessment of public housing agencies' in large red text. To the left is a sidebar with 'TOPICS' and links for customers, products, tools, online systems, contact us, and reac home. The main content area includes a paragraph about 3,300 PHAs, a 'WHAT'S NEW' section with links for 'Revised Documentation & Guidance' and 'Public Housing Agencies Submit Financial Information', and a right-hand box with links for 'Documents and Guidance', 'PHAs Notices & Rules', 'GAAP Flyers & Briefs', and 'Meet the Team'. At the bottom are two search boxes: 'PHA Finance Tool Box' with a dropdown set to 'Reading Room' and 'Hot Links to Other Sites' with a dropdown set to 'GASB', each with a 'Find It' button.

To access the **financial assessment of public housing agencies** page:



The screenshot shows the HUD Real Estate Assessment Center (REAC) website. At the top, there are navigation links: HUD HOME, ABOUT HUD, Q & A, SEARCH / INDEX, and E-MAIL. The main heading is "real estate assessment center" in large red letters. On the left side, there is a vertical column of images and links: "hud" with a house icon, a photo of a family, "customers" with a link, "react" with a computer monitor icon, "products" with a link, a photo of a computer monitor, "tools" with a link, a photo of a desk with multiple monitors, "online systems" with a link, "contact us" with a link, and "about reac" with a link. The main content area features a "WHAT'S NEW" section with three articles: "OUR WEBSITE!" (announcing a website conversion), "REAC FLIPS THE SWITCH ON PHAS ASSESSMENTS" (announcing integrated assessment technology), and "WORKING ONLINE JUST GOT EASIER" (announcing easier online filing).

1. On the home page of the **real estate assessment center** Web site (www.hud.gov/react), click on the products link in the left column. The **react products** page displays.



[HUD HOME](#) [ABOUT HUD](#) [Q & A](#) [SEARCH / INDEX](#) [E-MAIL](#)

reac products

As part of its commitment to management reform, HUD has improved its oversight of important housing programs by consolidating many assessment functions within REAC. Listed below are descriptions of all the assessment products that REAC produces for HUD and our industry partners. Click on any link to reach a product page containing detailed product information, news, guidance, and valuable links to other sites.

TOPICS

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

PHYSICAL INSPECTION
REAC conducts a program of annual physical inspections of public and assisted multifamily housing.

FINANCIAL ASSESSMENT - MULTIFAMILY
Annually, REAC receives and analyzes financial statements from nearly 30,000 HUD insured or assisted multifamily properties.

FINANCIAL ASSESSMENT - PUBLIC HOUSING AGENCIES
REAC receives and analyzes the annual financial statements of the nation's 3,300 public housing agencies.

CUSTOMER SATISFACTION SURVEY
REAC promotes resident participation by use of a random sample survey process which measures the level of tenant satisfaction with housing conditions.

MANAGEMENT OPERATION CERTIFICATION
The management capability of a PHA is assessed annually based on detailed information submitted electronically to REAC.

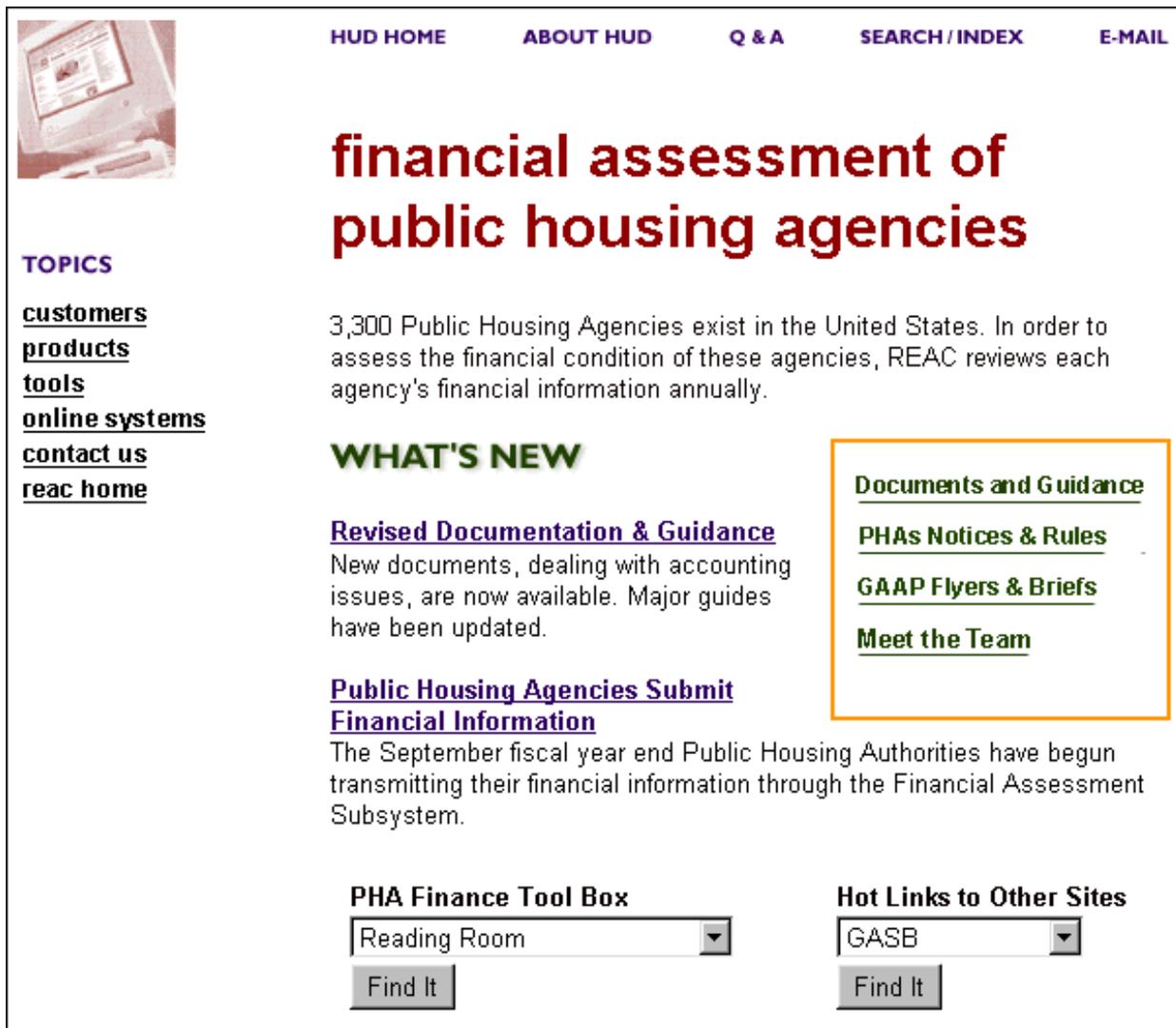
PHAS - PUBLIC HOUSING ASSESSMENT SYSTEM
Annually, REAC determines the overall performance of the nation's 3,300 PHAs by combining physical, financial, management and customer satisfaction assessment results.

TENANT INCOME VERIFICATION
Using state of the art fraud prevention technology, REAC helps property administrators verify the income of tenants receiving rental assistance.

SINGLE FAMILY APPRAISAL QUALITY
REAC protects FHA home buyers by testing and rating appraisers and computer scoring every new FHA appraisal.

NEW PRODUCTS
HUD is continually improving its management capability. Soon you will be able to click here to find out about future assessment products that REAC has under construction.

2. Scroll down and click on the [FINANCIAL ASSESSMENT – PUBLIC HOUSING AGENCIES](#) link. The **financial assessment of public housing agencies** page displays.



The screenshot shows the HUD website's financial assessment page for public housing agencies. At the top, there are navigation links: HUD HOME, ABOUT HUD, Q & A, SEARCH/INDEX, and E-MAIL. The main heading is "financial assessment of public housing agencies" in large red font. To the left, there is a "TOPICS" section with links for customers, products, tools, online systems, contact us, and reac home. The main content area features a paragraph stating that 3,300 Public Housing Agencies exist in the United States and that REAC reviews their financial information annually. Below this is a "WHAT'S NEW" section with two items: "Revised Documentation & Guidance" and "Public Housing Agencies Submit Financial Information". To the right of the "WHAT'S NEW" section is a box containing four links: "Documents and Guidance", "PHAs Notices & Rules", "GAAP Flyers & Briefs", and "Meet the Team". At the bottom, there are two search boxes: "PHA Finance Tool Box" and "Hot Links to Other Sites", each with a dropdown menu and a "Find It" button.

3. At the bottom of the page, there are two drop-down menus of links to additional pages: *PHA Finance Tool Box* and *Hot Links to Other Sites*. Click on the Arrow  on the right side of the field to view the list of options.
4. Click on an option to select it.

5. Click on the Find It button. The selected page displays. The **technical support** page was selected as an example.

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

technical support

TOPICS

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

When REAC was established in 1997, HUD set out to create an organization that would fully exploit technology in order to efficiently transform information into the useful knowledge necessary to perform our mission and communicate with our industry partners. HUD wanted and got an "e-REAC". While the transition to paperless, electronic commerce has many benefits, it can be challenging for our valued business partners. We are here to help. At this technical support site you will find the answers to frequently asked technical questions as well as notices and information that impacts your ability to work online.

technical FAQs
technical assistance center

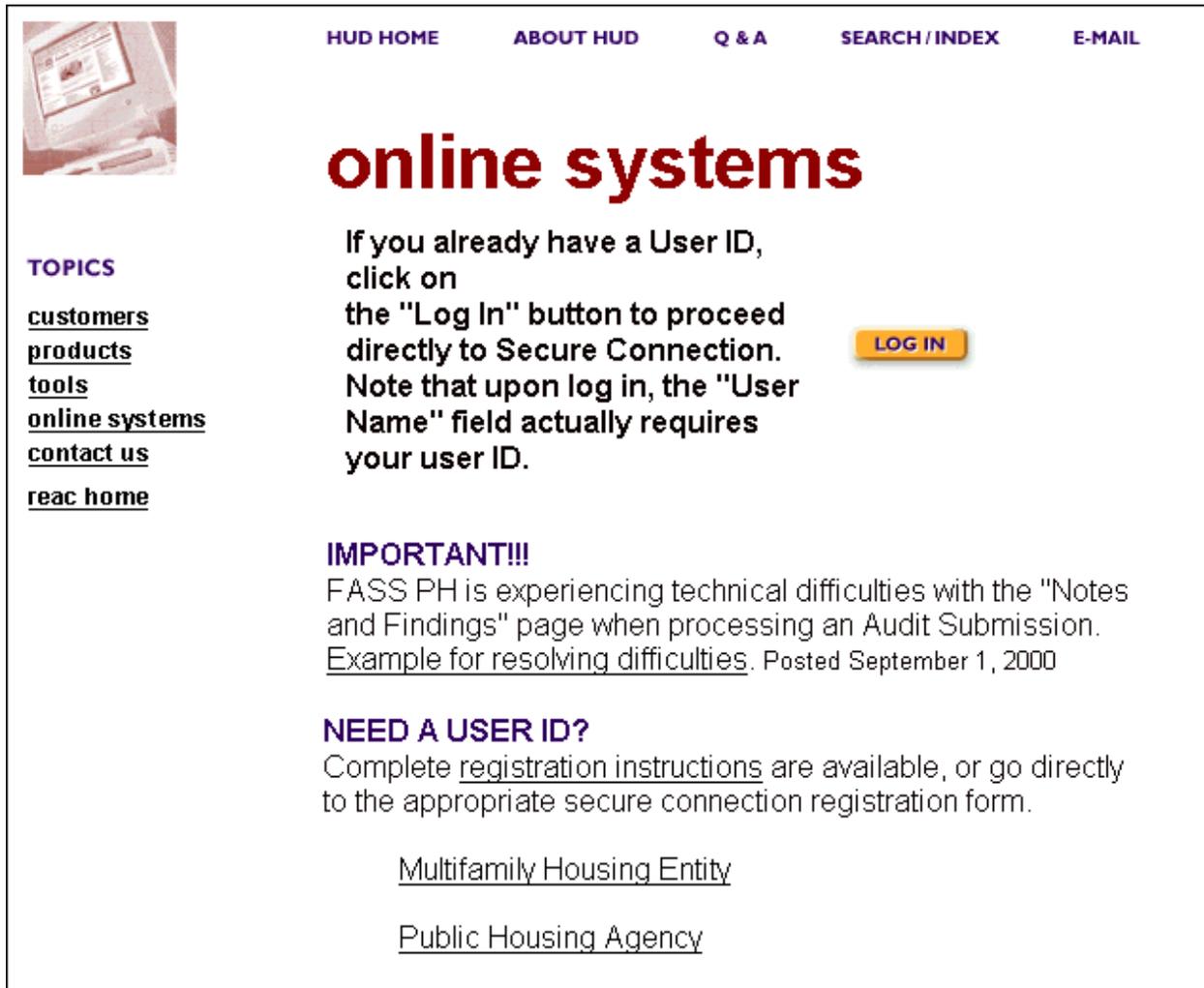
WHAT'S NEW

- [Important Notice for Macintosh users!](#)
- [Upgrade your Internet Browser](#)
- [Customer Survey Usage Tips](#)

6. Click on the [reac home](#) link to return to the **real estate assessment center** page.

Logging In To FASS-PHA

The **online systems** page has links to register for a HUD user ID and to log into HUD's secure systems, including the Financial Assessment Subsystem for PHAs (FASS-PHA).



HUD HOME **ABOUT HUD** **Q & A** **SEARCH / INDEX** **E-MAIL**

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

TOPICS

- [customers](#)
- [products](#)
- [tools](#)
- [online systems](#)
- [contact us](#)
- [reac home](#)

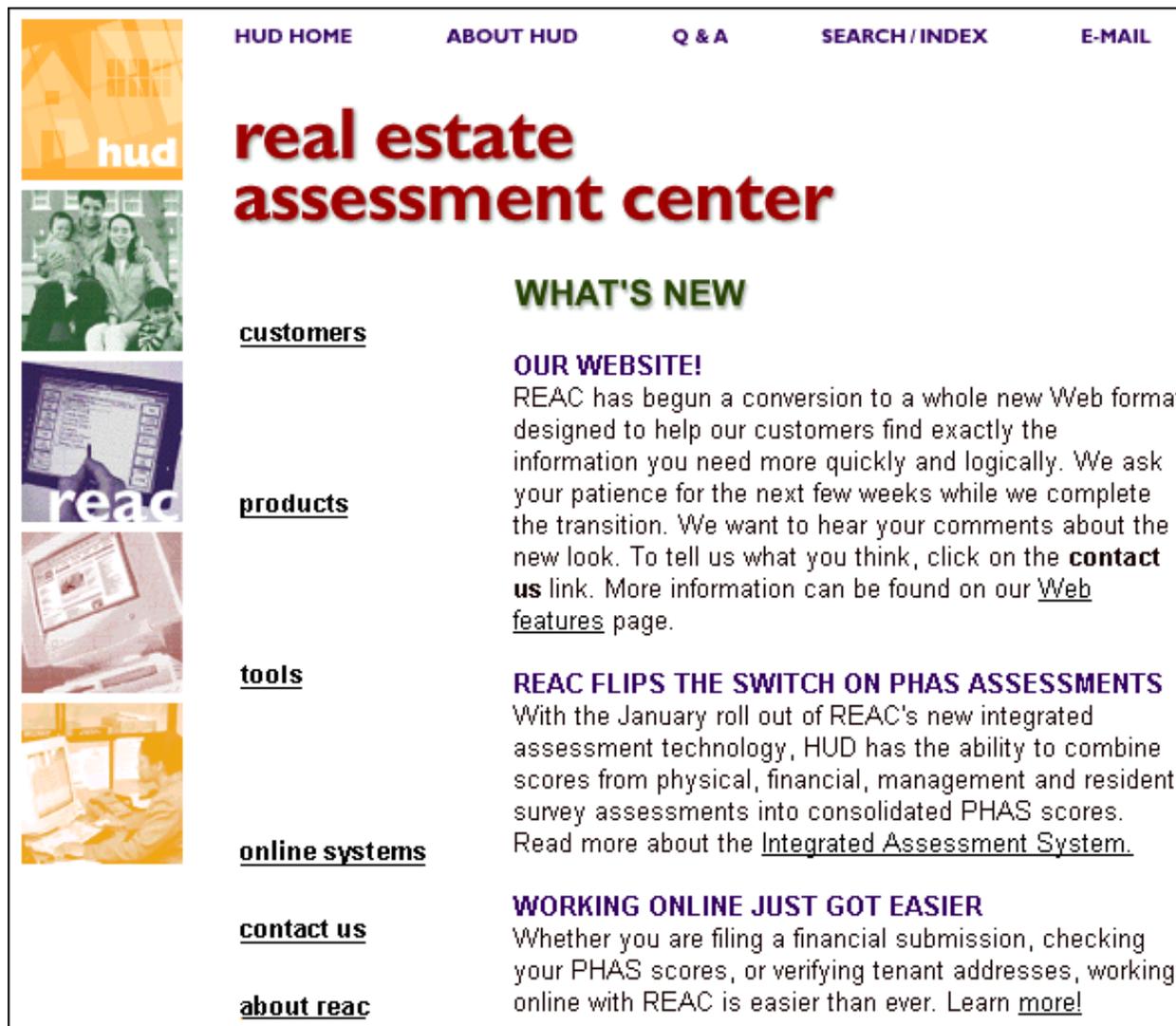
IMPORTANT!!!
FASS PH is experiencing technical difficulties with the "Notes and Findings" page when processing an Audit Submission. [Example for resolving difficulties](#). Posted September 1, 2000

NEED A USER ID?
Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.

[Multifamily Housing Entity](#)

[Public Housing Agency](#)

To log in to the Financial Assessment Subsystem for PHAs (FASS-PHA):



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

real estate assessment center

WHAT'S NEW

customers

products

tools

online systems

contact us

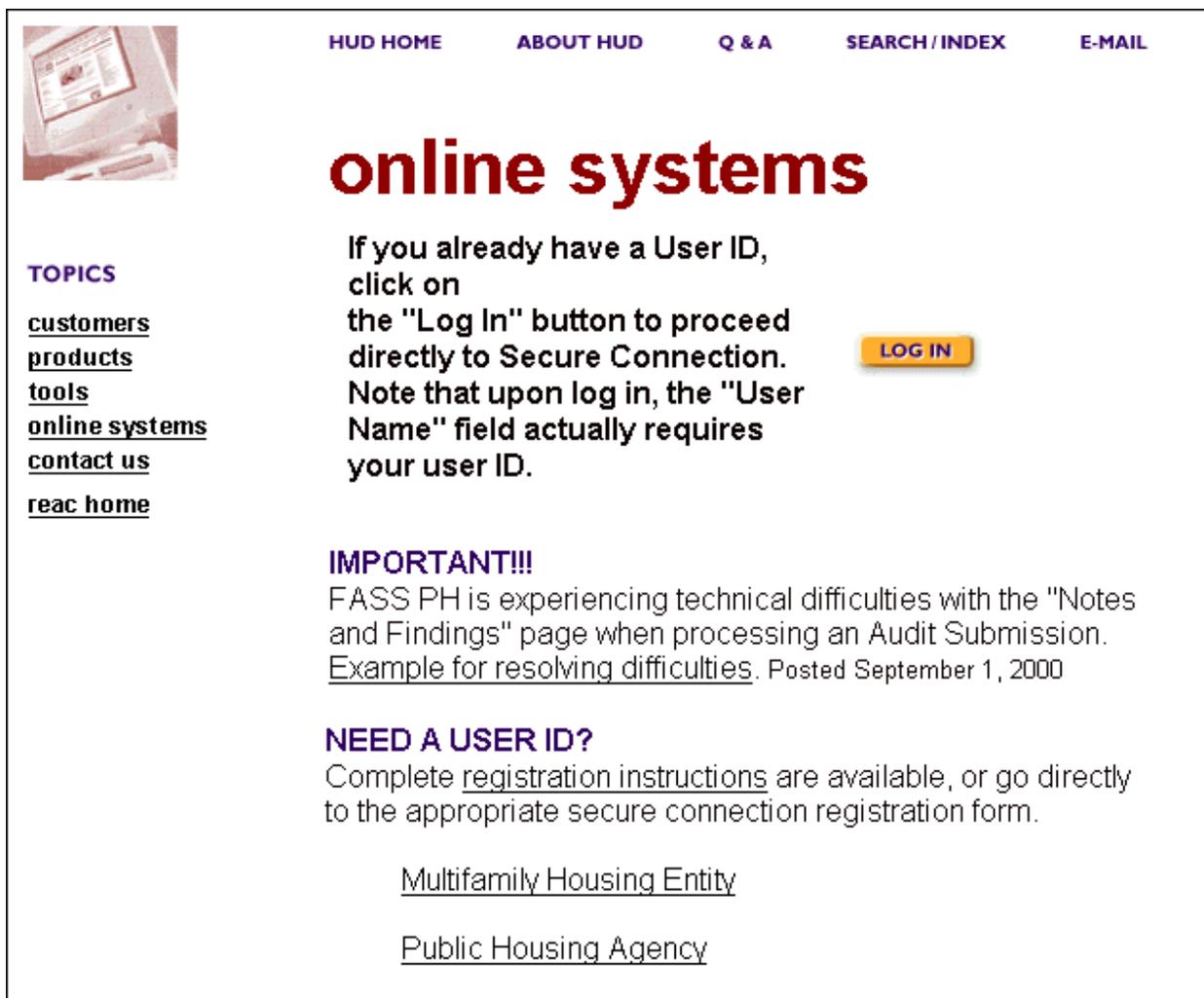
about reac

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1. On the home page of the **real estate assessment center** Web site (www.hud.gov/reac), click on the [online systems](#) link in the left column. The **online systems** page displays.



[HUD HOME](#) [ABOUT HUD](#) [Q & A](#) [SEARCH/INDEX](#) [E-MAIL](#)

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

TOPICS
[customers](#)
[products](#)
[tools](#)
[online systems](#)
[contact us](#)
[reac home](#)

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[Multifamily Housing Entity](#)
[Public Housing Agency](#)

2. On the **online systems** page, click on the Log In **LOG IN** button. The **Username and Password Required** window displays.

— **NOTE:** If a **Registration Certification** box displays, click on the Continue **Continue** button to close the box and continue to the **Username and Password Required** window.



Username and Password Required

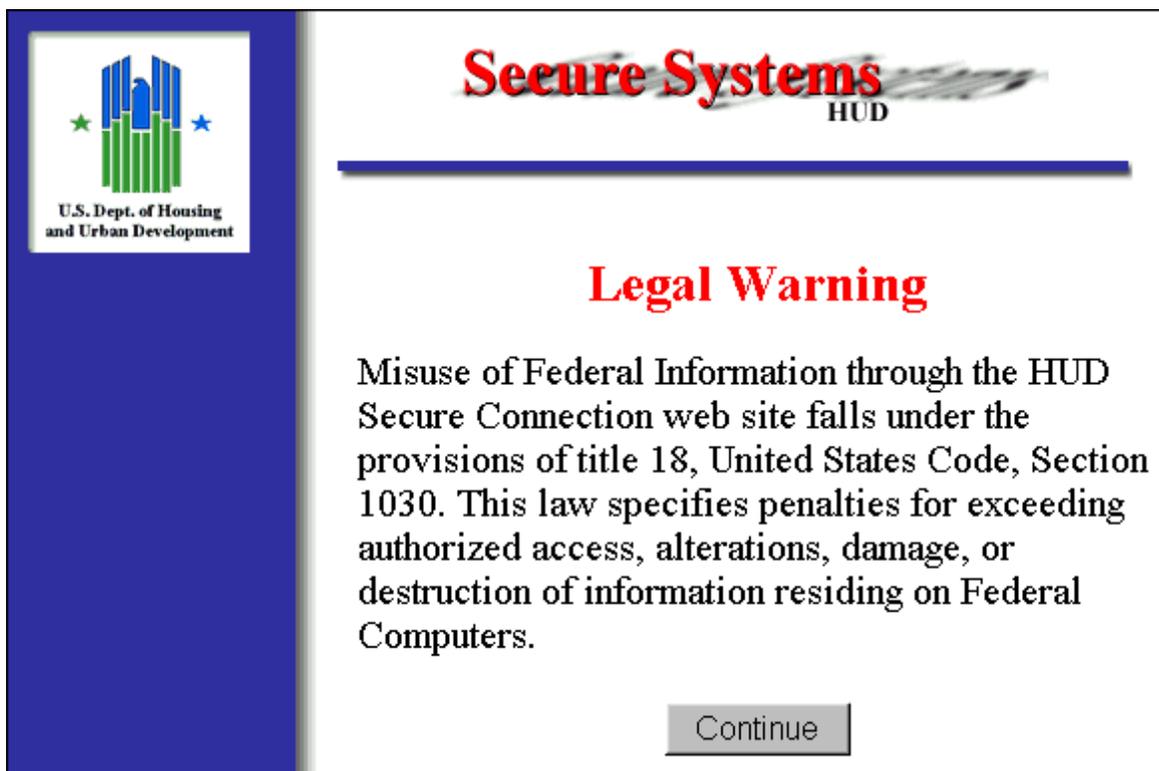
Enter username for Enterprise Server at hudepps.hud.gov:

User Name: M11111

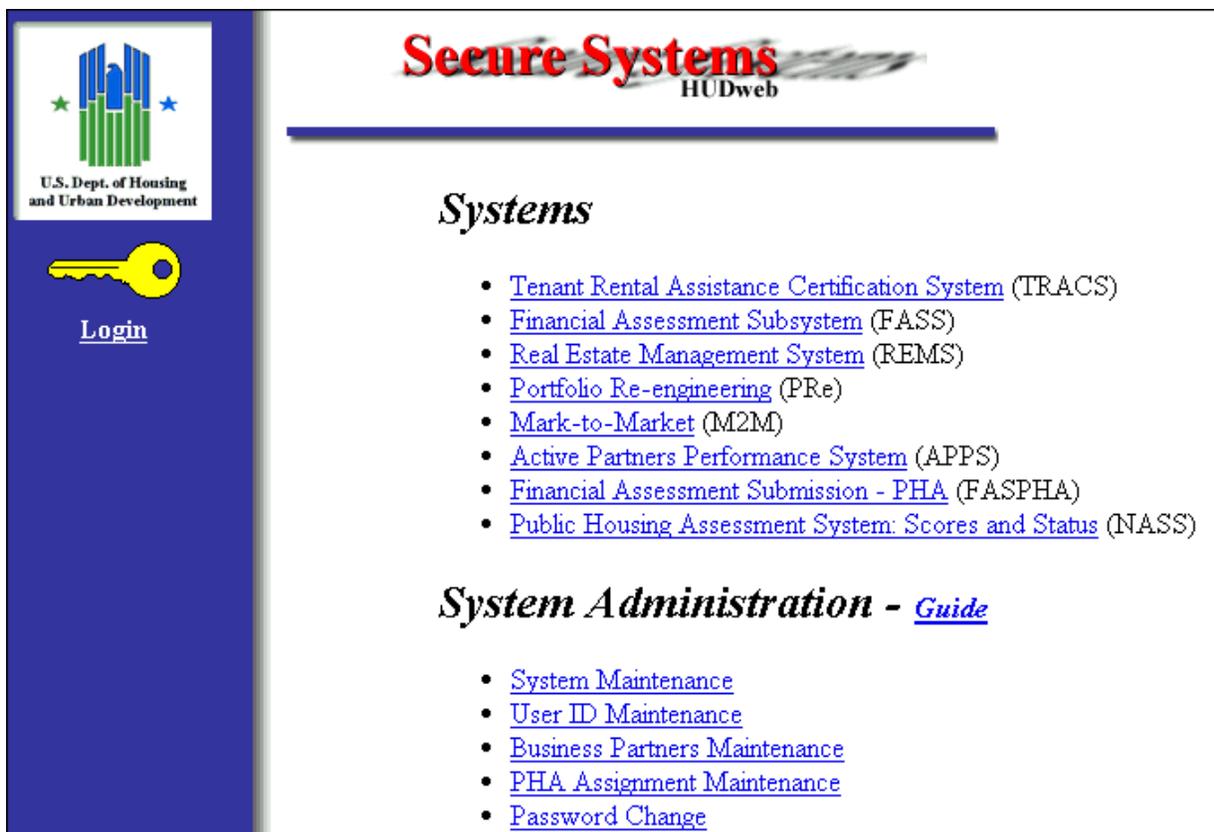
Password: [masked]

OK Cancel

3. Enter your HUD user ID in the *User Name* field. The user ID is case-sensitive; remember to capitalize the letters in your user ID. **Do not enter your name in the User Name field.**
4. Using the Tab key on the keyboard, move to the *Password* field. Enter your password. The password is also case-sensitive (uppercase/lowercase); enter the password exactly as you requested it on the registration application.
5. Click on the OK button. A **Legal Warning** page displays.



6. Read the warning, and click on the Continue button. The **Secure Systems** page displays. (System links display only if the PHA Coordinator has granted the User access to that system. Please refer to Appendix D for more information about assigning system roles and access.)



Secure Systems
HUDweb

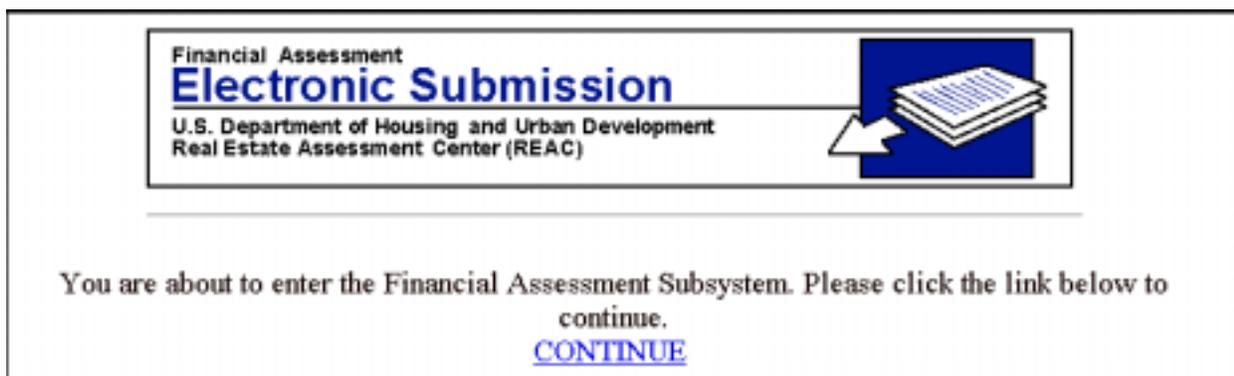
Systems

- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Financial Assessment Subsystem \(FASS\)](#)
- [Real Estate Management System \(REMS\)](#)
- [Portfolio Re-engineering \(PRe\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Active Partners Performance System \(APPS\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)

System Administration - [Guide](#)

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

7. Under the *Systems* heading, click on the underlined [Financial Assessment Submission- PHA \(FASPHA\)](#) link to access FASS-PHA.



Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

You are about to enter the Financial Assessment Subsystem. Please click the link below to continue.
[CONTINUE](#)

8. On the next page, click on the [CONTINUE](#) link to continue. The **Inbox** page displays.

Inbox | [Delete Draft Submission](#)

PHA Code Submission Type

Status Fiscal End Year

Instructions:
 To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link.
WARNING - Only open one submission at a time to avoid data corruption problems.

[PREVIOUS PAGE](#) [NEXT PAGE](#)

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Draft	NY033	Rensselaer Housing Authority	Unaudited/A-133	06/30/2000		
IPA Agree	NY008	Tuckahoe Housing Authority	Audited/A-133	09/30/1999		ROBERT ALLEN
IPA Review	NE179	West Central Jt Housing Authority	Audited/A-133	12/31/1999		OLUMIDE OLAMIGOKE
IPA Review	NY001	Syracuse Housing Authority	Audited/A-133	06/30/2000		OLUMIDE OLAMIGOKE
Section 8 Submitted	NE179	West Central Jt Housing Authority	Unaudited/No Audit	12/31/1999		OLUMIDE OLAMIGOKE
IPA Review	OK999	Housing Authority of Hometown	Audited/Non-A-133	06/30/2000		OLUMIDE OLAMIGOKE
Rejected	NJ077	WEEHAWKEN HA	Unaudited/A-133	12/31/1999	04/03/2000	BENJAMIN GREENBERG

[PREVIOUS PAGE](#) [NEXT PAGE](#)

[Top of Page](#)

Inbox | [Delete Draft Submission](#)

[User Guide and System Documentation](#) | [Technical Assistance Center](#)

— NOTE: The first time you access FASS-PHA, the inbox page may be empty until submissions are created.

Exiting FASS-PHA

Users can exit and return to FASS-PHA at any time. Because FASS-PHA is a secure system containing sensitive public housing information, users should exit FASS-PHA when leaving the computer.

To exit FASS-PHA:

1. Save any changes on the current page using the appropriate Save  button. If error messages display, data must be corrected and saved again. The page was successfully saved when no error messages display.
2. Click on the Close  control icon in the top right corner of the page. The FASS-PHA application closes and the desktop displays.

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