

SET UP PHA INFORMATION PAGE

The Set Up PHA Information page contains identification, address, and fiscal year end information on the PHA to which the user's system ID is registered. The information appearing on this page has been taken from other HUD systems, and with the exception of the FY End Date field, is "read only." Users should review this information carefully, as it will be automatically attached to all MASS submissions created under their system ID. The Set Up page will only be used once for every fiscal year's submission.

Set Up(PHA Information)

[Inbox](#)

Please verify that the PHA information is correct. If there are any discrepancies with the data shown below please contact your HUB/Program Office to update the information in IBS.

Please input the FY end year.

PHA Code	CA035
PHA Name	Housing Authority of the City of San Buenaventura
EIN Number	
Street Address(line 1)	P O BOX 1648
Street Address(line 2)	995 Riverside Street
City	VENTURA
State	CA
Zip Code	93002
FY End Date	09/30/ <input type="text"/> ex:1999

[Customer Service Center](#)

The Set Up page contains the following information:

- **PHA Code** - the code assigned to a PHA by HUD.
- **PHA Name** - the official, legal name by which the PHA is known.
- **EIN Number** - the PHA's employer (tax-exempt) ID number.

- **Street Address, City, State, and Zip Code** - the mailing address for the business office of the PHA.
- **Fiscal Year (FY) End Date** - the month and day that the PHA's fiscal year ends (either 3/31, 6/30, 9/30, or 12/31), and the four-digit year for which that submission is reporting. The year is the only active field on the Set Up page. The user supplies the year information.

If the set up information is incorrect:

If any of the information on the Set Up page needs to be updated, contact your local HUB/Program Center. The Set Up information should be updated *before* a MASS submission is created.

If the set up information is correct:

If all the PHA information in the Set Up page is correct, click the cursor into the FY End Date field and enter the four-digit year on which the new MASS submission will report. Then, click on the "Set Up Submission" button just beneath the FY End Date field. This will open to the first of the six MASS sub-indicator pages. [NOTE: Should the user have entered a year for which there is an existing submission, that existing submission will open instead. Also, future dates will not be accepted by the system].

To return to the PHA Inbox, without creating a new submission, click on the [Inbox](#) link in the upper left corner of the Set Up page.