



# Registering for a Multifamily User ID as a Coordinator Tenant Assessment Subsystem (TASS)



## Access the REAC Web Page

Real Estate Assessment Center (REAC) - HUD - Netscape

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**Real Estate Assessment Center (REAC)**

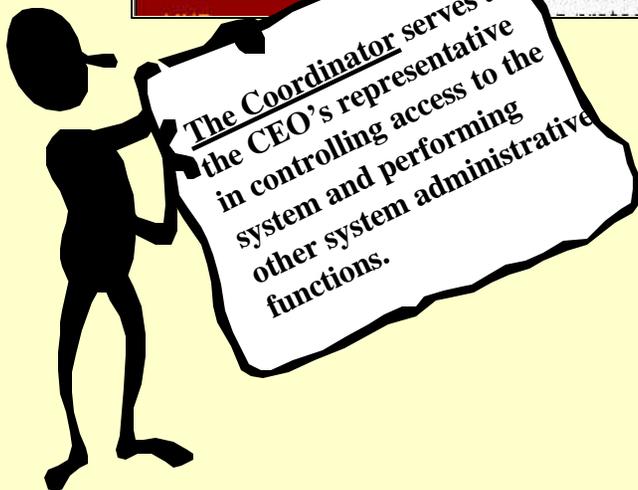
**Features**

**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 are 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.



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## Access the Online Registration Page

The screenshot shows a Netscape browser window displaying the HUD Real Estate Assessment Center website. The browser title is "Online Systems - HUD - Netscape" and the address bar shows "http://www.hud.gov/offices/reac/online/reasyst.cfm". The website header includes "Real Estate Assessment Center" and navigation links like "Home", "About HUD", and "Real Estate Assessment Center". The main content area is titled "online systems" and features a list of links and buttons. A stick figure character is pointing to the "Online Registration" button, which is circled in red. A green hexagon with the number "4" is next to the button. Other buttons visible include "E-mail this to a friend", "Print version", "LOG IN", "PASSWORD RESET", and "Need to access HUD systems? Register below:". A sidebar on the left contains various navigation links under "Homes & Communities".

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

### online systems

- [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.

**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,

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



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### NEED A USER ID?

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

- [Local information](#)
- [Print version](#)
- [E-mail this to a friend](#)

[Multifamily Housing Entity](#) (5)

▶ [Public Housing Agency](#)

▶ [Independent User](#)

**Step 5** – Move to the left of the page and select the “Multifamily Housing Entity” link, which will display the Multifamily Coordinator and User registration form.



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## Complete the Registration Form

- Step 6** – Select the “Coordinator” *Application Type* radio button.
- Step 7** – Complete the form by filling out all the fields. Remember the password you choose AND how you entered it.
- Step 8** – Select the “Send Application” button. A confirmation page will display on your screen (not shown). If the information you entered is accurate, select the “Confirm/Submit” button. If corrections are necessary, select the “Cancel Application” button.

The screenshot shows a registration form with the following sections and annotations:

- Application Type:** Two radio buttons, "Coordinator" and "User". The "Coordinator" button is selected and circled in blue, with a green circle containing the number 6 next to it.
- Personal Information:** Fields for First Name, Middle Initial, Last Name, and Social Security Number.
- Organization Information:** Fields for Organization Name and Organization ID. A bulleted list above these fields provides instructions: "Provide the name of the Public Housing Authority you represent" and "Provide the Number of the Public Housing Authority you represent".
- E-mail Address:** A section titled "Provide your e-mail address." with a bulleted instruction: "Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmitd@aol.com, johndoe@adv.org, hfb84a@prodigy.com". Below this is an "E-mail Address:" field. A green circle containing the number 7 is placed to the right of this field.
- Choose a Password:** A section titled "Choose a Password." with a bulleted instruction: "You will enter your password each time you use this service. Your password should be 6 characters in length and should be composed of letters and numbers (for example, brsd33). 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". Below this are "Password:" and "Re-enter Password for Verification:" fields.
- Mother's Maiden Name:** A section titled "Mother's Maiden Name." with a bulleted instruction: "Please provide this information for future verification when processing password reset requests." Below this is a "Mother's Maiden Name:" field.
- Buttons:** At the bottom, there are two buttons: "Send Application" and "Clear Fields". The "Send Application" button is circled in blue, with a green circle containing the number 8 next to it.



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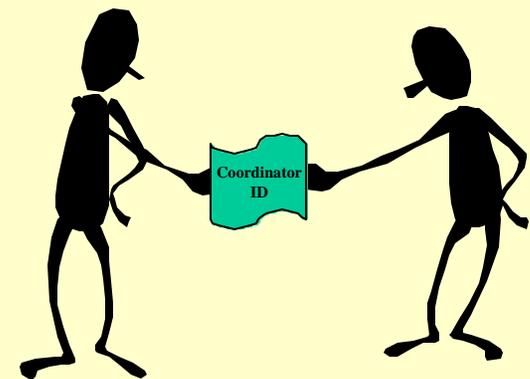
## How to Obtain Your Coordinator ID



**Step 1** – HUD sends a letter with the Coordinator's User ID to the CEO of the organization within two weeks of the application's submission.



**Step 2** – The CEO of the organization receives the Coordinator User ID from HUD and confirms Coordinator selection.



**Step 3** – The Coordinator receives their User ID from the CEO of the organization.

## For Further Assistance

- For further assistance with obtaining a Multifamily Coordinator ID or use of the SS/SSI system, please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.

