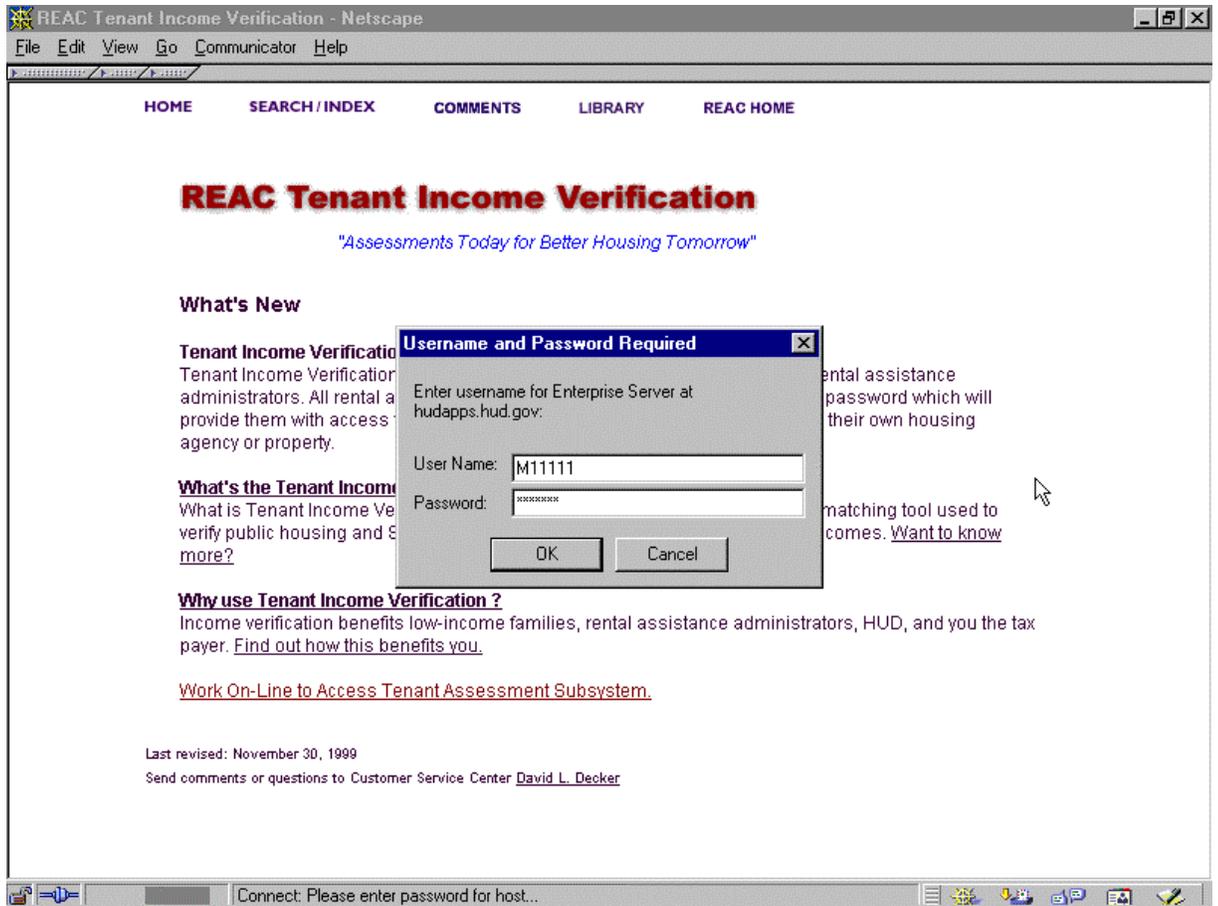




The following REAC Tenant Income Verification screen provides a prompt box for the coordinator or user to enter a User Name and Password.



In the fields provided, the user should enter the Secure Systems ID in the User Name Field and the password in the Password field. The Coordinator or User can contact the REAC Hotline at 1-800-366-0827, Option 8 for assistance in logging in. When the Coordinator or User single clicks the "OK" button, a Security Information message box opens, as shown in the next screen.

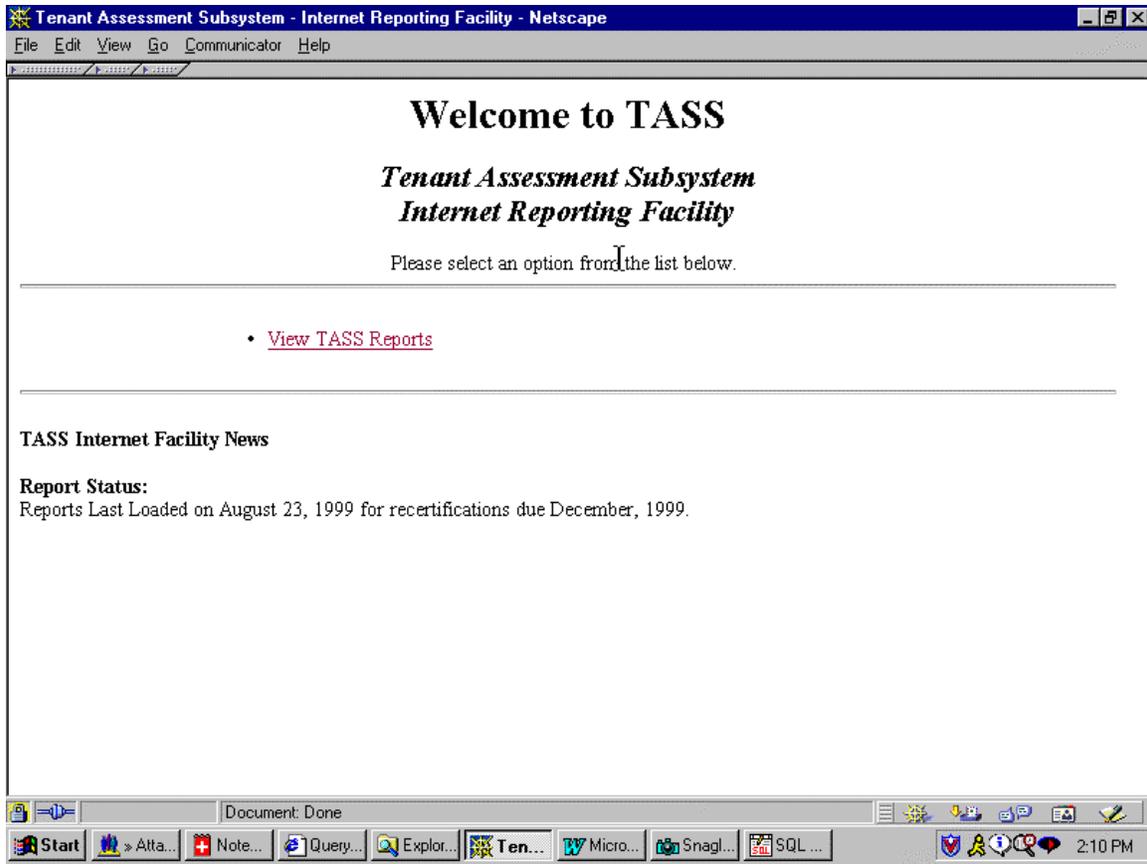
(If the security option is not selected in the Internet browser being used, the Security Information message box below will not open. In this situation, the Secure Systems page will open immediately.)



After reading the legal warning, the user single clicks the “Continue” button. The following Secure Systems page will open, as shown in the next screen. This screen lists the system project headings of specific systems to which the Coordinator or User logging in has access. Different Coordinators or Users will have different systems available, depending on the rights assigned to their ID.

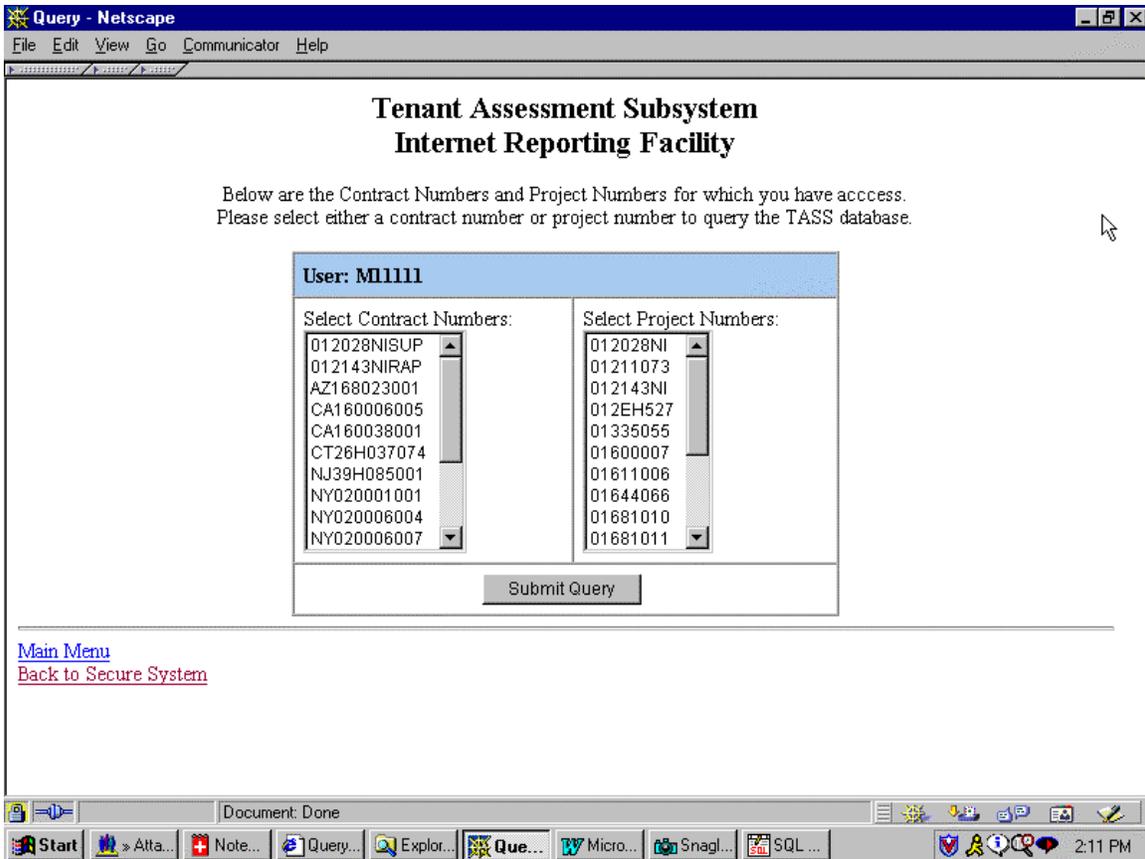


When the Coordinator or User clicks on the “Tenant Assessment Subsystem” link, the Welcome to the TASS - Tenant Assessment Subsystem Internet Reporting Facility will be presented. The screen will prompt the Coordinator or User to select an option from the list. The next screen provides a sample report status of when the reports were loaded.

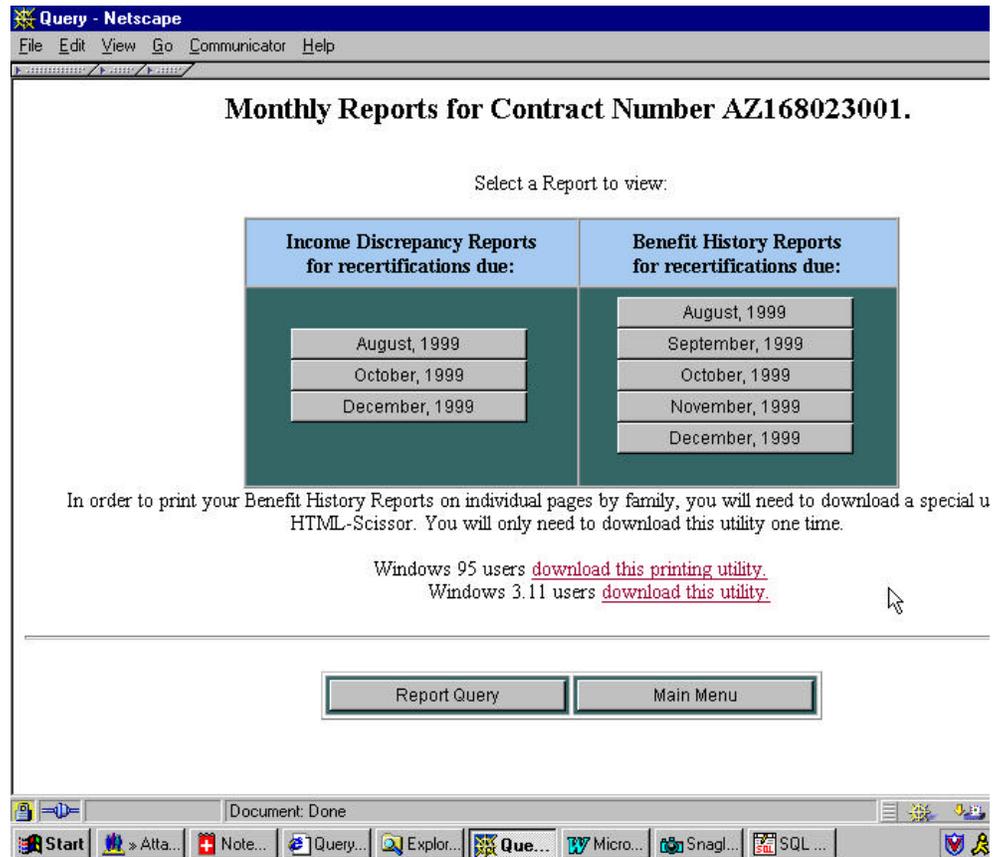


D-1. Get Reports

When the Coordinator or User clicks on “View TASS Reports” link, a list of contract numbers and project numbers assigned to the Coordinator or User will be presented. The Coordinator or User selects a contract number and project number and clicks on the “submit query” button for a list. A typical contract and project list is shown next.

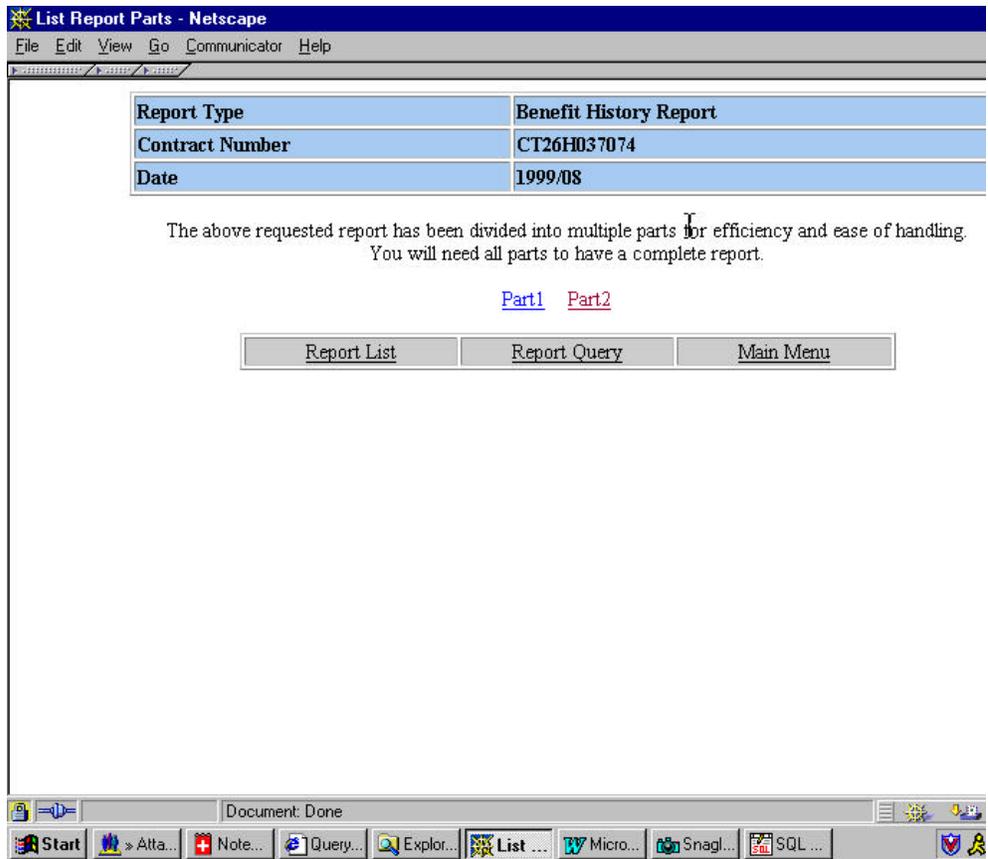


This option allows the Coordinator or User to review only contract and project numbers assigned to them. After choosing the option, the Coordinator or User will be presented with a screen listing the available Income Discrepancy Reports and Benefit History Reports for recertifications due. A typical report list is shown next.



The reports are grouped by type and presented in order from the newest to the oldest. A report may be viewed by clicking the button listing the month and year of the desired report. Reports are for re-certifications due in the month listed on the buttons.

For efficiency and ease of handling, large reports have been divided into multiple parts. Smaller reports have not been divided. If a report has been divided a screen listing all parts will be presented as follows.



It is not necessary for the Coordinator or User to download all report parts at the same time. Coordinators or Users may be reconnected to TASS at a later time to retrieve other report parts.

If the report is divided in multiple parts, click on the part link (Part 1, Part 2, etc.) to view that portion of the report.

The report will be displayed. The time it takes to display reports will vary with the speed of the user's Internet connection, and the size of the reports. Users only need to access the TASS Internet application once a month so the time involved will be minimal. At this time, the user has the option of printing the report. In order to save time, and to prevent the need to download the report again, HUD recommends that Benefit History and Tenant Income Discrepancy Reports retrieved via the TASS Internet facility be saved to the user's local disk for later viewing and printing.

After retrieving a report the user should choose the "Save as..." option from the browser's File menu. The standard File Save dialogue box will be presented. The user will then navigate to the directory where the reports are to be saved. Files can be saved with the same name that appears at the prompt. If the coordinator or user

does not wish to have a previously file saved with the same name to be overwritten, be sure to give the current file a meaningful name, e.g. 10_1999B.htm.

Users may find it helpful to create the directory that will contain the saved files in advance of downloading reports.

All Coordinators and Users must be aware that once a report is saved to their local disk, it is no longer in HUD's secure environment. They must take precautions to prevent access to the reports by unauthorized individuals.

Report contents may also be searched by selecting the "Search" option from the "Edit" menu. A portion of a sample Benefit History report is shown next.

Benefit History Report - Netscape
 File Edit View Go Communicator Help

Report Date: 09/28/1999

BENEFIT HISTORY REPORT FOR (RE)CERTIFICATIONS DUE [1999/11]

TRACS ID: TRACS99999TRACS99999 Owner/Agent: R.E. MANAGEMENT Subsidy Type: H3
 Project #: 199999NI Contract #: Unit #: CONF7P
 REG/FO Code: 02/01 Project Name: MARYLAND PLAZA

Head of Household JOHN SMITH [For Reference Only]
 SSN: 999-99-9999 Address:
 Family Member JOHN SMITH [Information below applies to this family mem
 SSN 999-99-9999 DOB: 04/06/1918

Social Security Data: **Dual Entitlement Data:**
 Payment Status Code: C - Current Payment Status Payment Status Code: DE data not applicable
 Date of Current Entitlement: 04/1980
 Net Monthly Benefit if Payable: \$242.00

Benefit History

Date	Gross Benefit	
12/1998	\$242.00	Credited
12/1997	\$238.00	Credited
07/1997	\$234.00	Credited

Medicare Data

Premium	Buy-in	Start	Buy-in	Start
Hospital Ins: \$0.00	N			
Supp. Med. Ins.: \$45.50	Y	07/1987		

Payee Name and Address:
 JOHN SMITH
 10 MARYLAND PLZ
 APT 99
 NEW YORK NY

Document: Done

A sample Income Discrepancy Report is shown next.

Monthly Income Discrepancy Report - Netscape
 File Edit View Go Communicator Help

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 OFFICE OF HOUSING
 451 SEVENTH STREET, S.W.
 WASHINGTON, D.C. 20401-5000
 SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME
 TENANT INCOME DISCREPANCY REPORT
 FOR (RE)CERTIFICATIONS DURING THE MONTH OF [1999/11]
 FOR OFFICIAL USE ONLY

Number of Families Included in This Report: 1

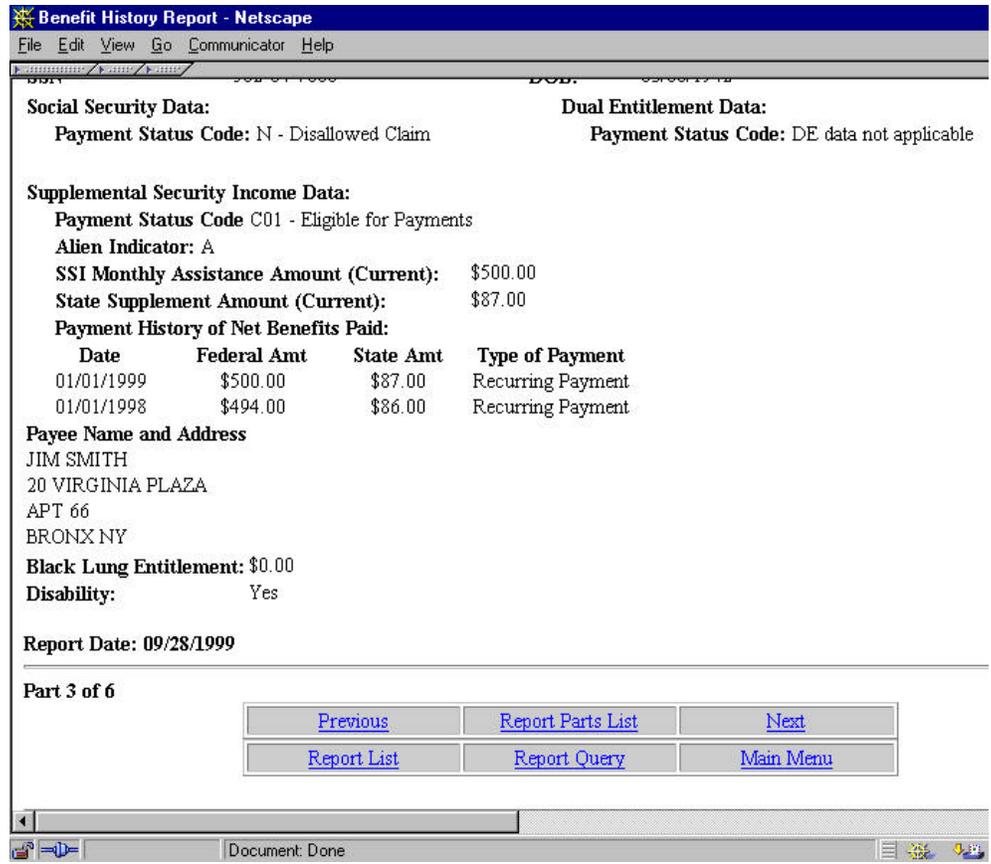
TENANT INCOME DISCREPANCY REPORT
 FOR (RE)CERTIFICATIONS DURING THE MONTH OF [1999/11]

TRACS ID: TRACS999999TRACS999999 Owner/Agent: R.E. MANAGEMENT Subsidy Type: H3 Project
 REG/FO Code:02/01 Project Name: MARYLAND PLAZA Contract #: Unit #
 Head of Household SMITH, JOHN
 SSN: 999-99-9999 Address:

----Family Member----			Prsn Income	Monthly	Monthly		
SSN	Name	DOB	Type Source	-Income Reported to HA-	SS	DE	:
999-99-9999	SMITH, JOHN	04/06/1918	H SI	\$0.00	\$0.00	\$0.00	\$2
999-99-9999	SMITH, JOHN	04/06/1918	H SS	\$238.00	\$242.00	\$0.00	\$1
Sub Total:				\$238.00	\$242.00	\$0.00	\$2

Document: Done

Reports that consist of multiple parts will have navigation buttons included to allow the Coordinator or User to access the next or previous parts. The parts do not have to be downloaded in order. A sample screen showing the navigation buttons is shown next.



D-2 Viewing Saved Reports

To view reports that have been saved, users should first launch their web browser. Choose the "Open" or "Open File in Browser" command from the File menu. The standard file dialogue will enable navigation to the file to be reviewed. For best results when viewing and printing monthly reports, the browser's font size should be set to 9. This parameter can be set in Netscape Navigator by choosing "General Preferences" from the Options menu. Click on the "Font" tab and click the "Choose Font" button. Select "9" from the Size pop-up menu. In Microsoft Internet Explorer the font size can be set by choosing "Fonts..." from the View menu. Select "Small" from the pop-up menu.

D-3 Printing Saved Reports

Benefit History and Tenant Income Discrepancy Reports opened in the browser may be printed simply by using the "Print" command from the browser's File menu. Tenant Income Discrepancy Reports should be printed in landscape mode. Benefit History Reports should be printed in portrait mode. The layout mode is set by choosing "Properties" in the print dialogue box that appears when the print command

is chosen. Current web browsers do not support the printing of individual pages. To facilitate the printing of Benefit History Reports on separate pages for each individual family, HUD recommends that users download a HUD-provided software utility called HTML-Scissor. This will allow the reports to be printed with each family on a separate page.

HTML-Scissor can be downloaded from the TASS Internet facility. **The utility will only have to be downloaded once.** After logging on to the TASS Internet facility, perform the following steps to download HTML-Scissor.

- **Delete the old Hscissor files, if any.**
- Go to the Reports_list screen.
- To download the utility, select the link labeled "download this Printing Utility here."
- The standard File Save dialogue will be presented. Navigate to the directory in which you wish the file to be saved.
- To save the file, select "Save As Type - All Files." Click "Save."
- Use the File Manager or Windows Explorer to navigate to the directory that contains the downloaded file.
- Double click on the self-extracting file Hscissor or Hscissor.exe.
- The user will be prompted for a location in which to save the extracted files. Enter the directory name in which the files are to be saved. Click the "Unzip" button. After the files have been extracted, exit the unzip utility.

To launch the printing utility, navigate to the directory in which the extracted files were saved. The user will then double-click on the file named Hs32.exe. The application is pre-configured by HUD to facilitate the printing of Benefit History Reports. After the application is open, follow these steps to view and print the reports. A sample screen showing HTML-Scissor is shown next.

HTML Scissor
File Page Options About

File Page Options About

PG1 PgN <|PAGE->

BENEFIT HISTORY REPORT FOR (RE)CERTIFICATIONS DUE [1999/11]

TRACS ID: TRACS99999TRACS99999 Owner/Agent: R.E. MANAGEMENT Subsidy Type: H3
Project #: 199999NI Contract #: Unit #:CONF7P
REG/FO Code:02/01 Project Name:MARYLAND PLAZA

Head of Household JOHN SMITH [For Reference Only]
SSN: 999-99-9999 Address:

Family Member JOHN SMITH [Information below applies to
SSN 999-99-9999 DOB: 04/06/1918

Social Security Data: **Dual Entitlement Data:**
Payment Status Code: C - Current Payment Status Payment Status Code: DE data not applicable
Date of Current Entitlement: 04/1980
Net Monthly Benefit if Payable:\$242.00

Benefit History

Date	Gross Benefit	
12/1998	\$242.00	Credited
12/1997	\$238.00	Credited
07/1997	\$234.00	Credited

Medicare Data

Premium	Buy-in	Start	Buy-in Start
Hospital Ins: \$0.00	N		
Supp. Med. Ins.: \$45.50	Y	07/1987	

Page Name and Address:

Previous Next

Please note: If your printer is set up to print a banner page between print jobs, you must turn off this feature before printing Benefit History Reports.

- Select "Open File" from the File menu.
- The standard file open dialogue will be presented. Select 'All Files' under 'Files of type'. Navigate to the Benefit History Report to be printed. Click "OK"
- The report will be split into sections by family with each family's report displayed on a separate page. The user may step through the individual reports by using the Previous and Next buttons at the bottom of the screen.
- Choose "Print All Pages" from the File menu to print all of the pages in the report at once.
- Use the "Previous" and "Next" buttons to navigate to the specific pages if desired.
- Choose "Print Current Page" from the File menu to print only the displayed page.

The HTML-Scissor application is pre-configured for the viewing and splitting of Benefit History Reports. Users should not change any settings or configuration options in the application.