

Chapter 2: Accessing FASSUB

Accessing FASSUB

Industry users access the Financial Assessment Subsystem – Multifamily Housing (FASSUB) through the Internet. However, if a user does not possess specific permissions for FASSUB, their ability to submit data is denied.

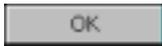
To access FASSUB:

1. Double-click on the browser (e.g., Netscape) icon. An Internet screen displays.
2. Under the toolbar, click in the *Location* field near the top of your screen. The URL (Web location) is highlighted.
3. Type the following URL address: **www.hud.gov/offices/reac/index.cfm** and press the Enter key. The **Real Estate Assessment Center** home page displays.
4. Click on the Online systems link. The **Online Systems** screen displays.

5. Click on the  button. The **Username and Password Required** window pops up.
6. Enter your 6-character HUD Secure System User ID in the *User Name* field. (Example: M12345)
7. Tab to the next field and enter your 6-character password in the *Password* Field.



NOTE: The password is case sensitive, therefore, you must enter it exactly as you requested it on the registration form.

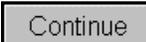
8. Click on the  button. The **Security Information** screen displays.

Note: You may turn this off by unchecking the Show This Alert Next Time checkbox.



9. Click on the  button.
The **Legal Warning** screen displays.



10. Click on the  button.
The **Secure Systems Main Menu** screen displays.



11. Click on the [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#) link to enter the system.

The **Financial Assessment Subsystem – Multifamily Housing (FASSUB) Announcements** screen displays. This screen provides important information related to the system and is updated as necessary.



Financial Assessment Subsystem (FASSUB) Announcements

- **Jun 19, 2003** - [Updating E-mail Addresses and Mailing Addresses](#)
- **Oct 31, 2002** - [OMB Paperwork Reduction Act Approval](#)

Keeping in Touch with HUD

System Coordinators are responsible for updating e-mail address when changing internet providers. Assuring that e-mail addresses are up-to-date and relevant better enables communication with HUD. Further, owners and managing agents are responsible for notifying the HUD Field Office of business address changes as this expedites communication with HUD.

- **E-mail Address Changes**

To update or verify an e-mail address, please visit our FASSUB Secure Connections website. From the System Administration section of Secure Connection, select 'User ID Maintenance' and 'Maintain User Information' to verify or update your current e-mail address on file in the system and make necessary corrections. This e-mail address will be used to communicate the results of HUD's initial assessment of the annual financial statement information.

- **Business Address Changes**

Regarding your business address, please verify and update changes through the local HUD Project Manager servicing your project. Please remember to use only a post office number or street address. The U.S. Postal Service will not accept both. If using a street address, don't forget to include a suite number, if applicable. These small efforts help us achieve the bigger effort of better serving you, our valued client.

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OMB Has Approved the FASS-MF Template

Public Reporting Burden for this collection of information is estimated to average 2.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Multifamily program participants are not required to respond to this collection of information unless a current, valid approved OMB control number is displayed on the form. Multifamily Financial Management Template and Public Housing Financial Management Template (i.e., Supplemental Data on Housing Programs), OMB No. 2502-0551, expires 10/31/2005.

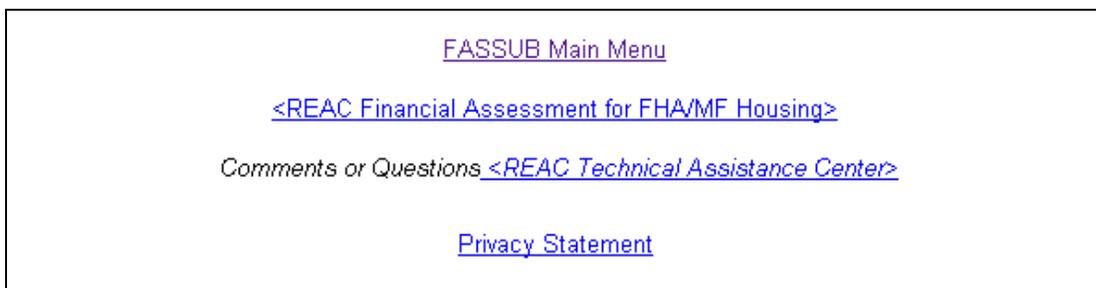
[Top of page](#)

[Continue](#)

12. Scroll to the bottom of the screen and click on the  button. The first screen in FASSUB, **Select An Option**, displays.



FASSUB Screen Links



Located at the bottom of every screen in the Financial Assessment Subsystem - Multifamily Housing (FASSUB), are four links: FASSUB Main Menu, REAC Financial Assessment for FHA/MF Housing, REAC Technical Assistance Center, and Privacy Statement.

The FASSUB Main Menu link returns the user to the **Select An Option** screen, the first screen in the FASSUB system. The functionality of this screen is detailed in the *Create New AFS Data Submission* chapter.

The REAC Technical Assistance Center link allows users to contact the Technical Assistance Center (TAC) and submit a form addressing their questions or concerns regarding FASSUB.

The Privacy Statement link takes the user to HUD's Privacy and Security Statement web page.

To contact the Technical Assistance Center:

1. Click on the REAC Technical Assistance Center link. The **Contact Us Financial Assessment - Multifamily** page displays.
2. Click on the  button, and the **REAC Customer Service Center Submission** form displays.
3. Fill in the mandatory fields indicated with an asterisk (*), and any other fields that are pertinent to your question or comment.
4. Click on the  button.

In addition to emailing REAC's Technical Assistance Center, industry users can contact TAC with questions or comments Monday through Friday 7:00 a.m. to 8:30 p.m., Eastern Standard Time. Several lines of communication to the help staff are available, including telephone and Internet access. The phone number for TAC is **1-888-245-4860**, and the Internet address is: www.hud.gov/offices/reac/index.cfm.

The [REAC Financial Assessment for FHA/MF Housing](#) link returns the user to the **Real Estate Assessment Center (REAC)** home page. This page features topics on What's New and Highlights at REAC relating to information that is newsworthy for HUD's customers and business partners. This page features the necessary links to access HUD's subsystems (FASSMF, PASS, RASS, MASS, etc.), documentation (Industry User Guide and other guidelines), including Frequently Asked Questions (Q&As for common problems).

The screenshot shows the REAC website interface. A red callout box at the top contains the following text: [FASSUB Main Menu](#), [<REAC Financial Assessment for FHA/MF Housing>](#), and [Comments or Questions <REAC Technical Assistance Center>](#). A red arrow points from the callout box to the left sidebar of the website. The website header includes the 'homes & communities' logo and navigation links like 'text only', 'translate', and 'search/index'. The main content area features a 'real estate assessment center' title, a breadcrumb trail, and sections for 'features', 'what's hot', and 'highlights'. The 'what's hot' section contains an important notice about mailing instructions for multifamily financial assessments. The 'highlights' section lists recent news items, including a celebration of 50,000 electronically submitted financial statements and reports on PHAS - Physical Inspection System. The footer contains contact information for the U.S. Department of Housing and Urban Development.