

Chapter 3: Security

Web Access Security Subsystem (WASS)

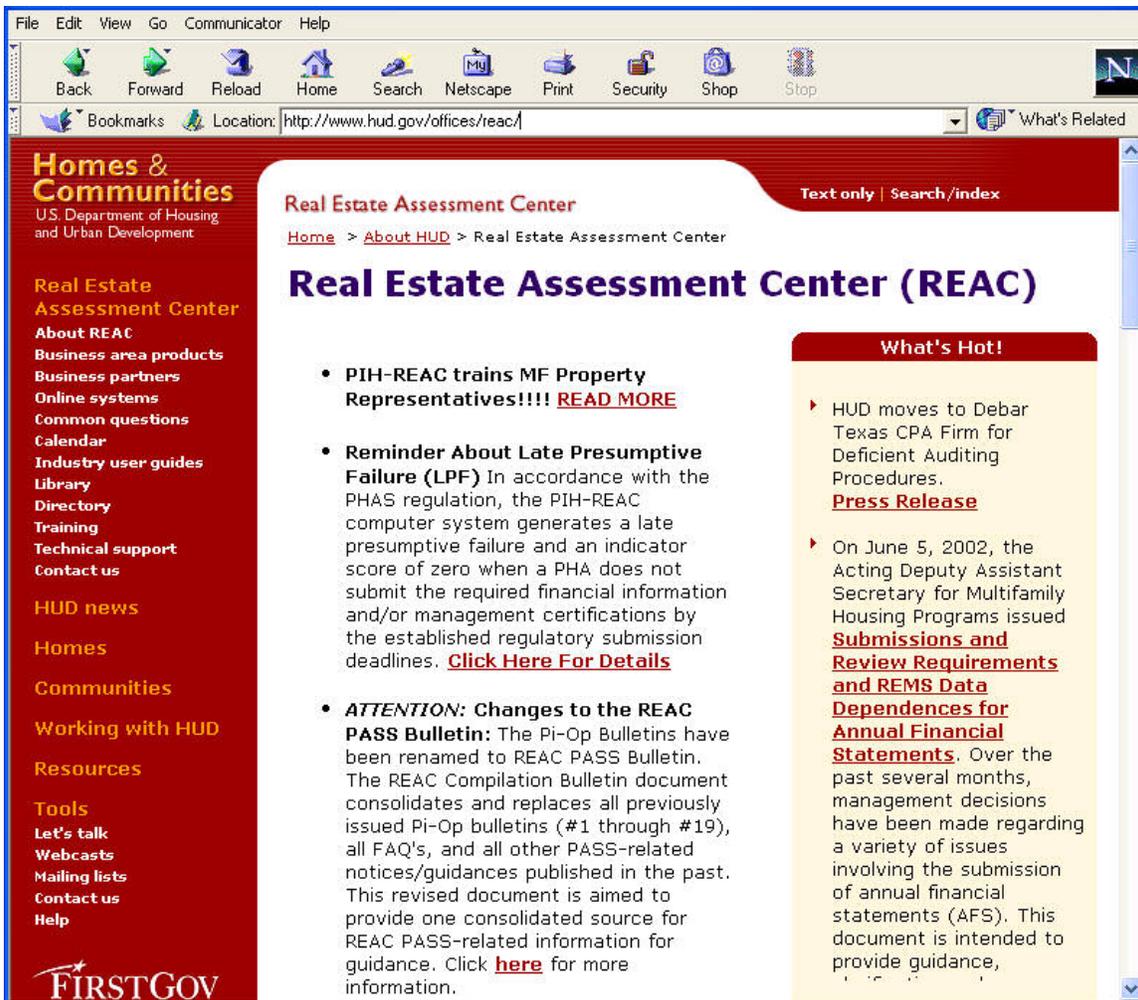
The Financial Assessment Subsystem Submission – Multifamily Housing (FASSUB) is a secure, Web-based system that contains sensitive financial information, security registration is required prior to gaining access. An Internet user can access the system only after:

- Registering for a user ID
- Being assigned a system role and
- Receiving a user ID

Further restrictions apply regarding system access for a specific property. Before the system allows creation of a submission record and financial data entry, a user must be assigned to the property by the owning entity to submit annual financial statement and audit data.

NOTE: Throughout this guide, the word “user” is used as a generic term that includes both Users and Coordinators.

System Security is controlled via the Web Access Security Subsystem (WASS), a front-end gateway to insure uniform secure access to controlled data. There is a separate detailed User’s Manual for this gateway. To access the WASS User’s Manual, proceed to <http://www.hud.gov/offices/react/>.



Select "Industry user guides" link in the left column menu.

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Industry User Guides

This page will provide you with user reference guides on how to access, submit and retrieve data for each of the REAC subsystems. Additional handbooks and guidance, federal register notices, rules and regulations can be obtained in the "Library" link under the topics menu on the left.

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Web Access Security SubSystem (WASS)

- ▶ [Secure Connection and Secure Systems User's Manual](#)

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- ▶ [Scheduling Quick Reference Guide \(Public Version\)](#)

Tenant Assessment (Tenant Income Verification)

- ▶ [SS and SSI Quick Reference Guides for Public Housing Agencies, Multifamily Owners, Agents, and Contract Administrators](#)

FIRSTGOV

Select the “Secure Connection and Secure Systems User’s Manual” link to access the User’s Manual.

The screenshot shows a Netscape browser window with the address bar displaying http://www.hud.gov/offices/reac/products/wass/wass_user_manual.cfm. The page title is "Real Estate Assessment Center" and the main heading is "Secure Connection and Secure Systems User's Manual".

On the left is a red sidebar with the "Homes & Communities" logo and navigation links such as "Real Estate Assessment Center", "About REAC", "Business area products", "Business partners", "Online systems", "Common questions", "Calendar", "Industry user guides", "Library", "Directory", "Training", "Technical support", "Contact us", "HUD news", "Homes", "Communities", "Working with HUD", "Resources", and "Tools".

The main content area includes a breadcrumb trail: [Home](#) > [About HUD](#) > [Real Estate Assessment Center](#) > [Industry user guides](#). Below this is the title "Secure Connection and Secure Systems User's Manual" and a paragraph stating: "A final copy of the WASS (Secure Connection / Secure Systems) Release 3.0 User's Manual and Quick Reference Guides have been released." To the right of this text are three icons with links: "Local information", "Print version", and "E-mail this to a friend".

Below the paragraph is another paragraph: "The Quick Reference Guides provide the essential procedures for Coordinators and Regular USERS to begin work in Secure Connection and Secure Systems." This is followed by two links: "Coordinator's Quick Reference" (A 2-Page Quick Reference Guide for Coordinators(0.2 Mb)) and "Regular USER's Quick Reference" (A 2-Page Quick Reference Guide for Regular USERS(0.2 Mb)).

Another paragraph states: "The User's Manual is divided into a number of sections and saved as separate Adobe Acrobat PDF files to facilitate the download of only the information you need." Below this is a table:

| User's Manual Section File | Description / Contents |
|---|--|
| Cover and Table of Contents | User Manual Cover sheet and Table of Contents(0.7 Mb) |
| Section 0.0 - Quick Reference | Quick Reference Overview(0.5 Mb) |
| Section 1.0 - General Information | General Information on WASS (Secure Connection / Secure Systems)(0.5 Mb) |

Scroll down to the topic of interest, select the topic and download that portion of the manual. A complete manual may be downloaded by selecting the [Secure Connection and Secure Systems \(WASS\) User's Manual](#) link. Each of these are linked to the appropriate pdf file where, once opened, you can view, save, or print using an appropriate pdf reader utility, such as Acrobat Reader.