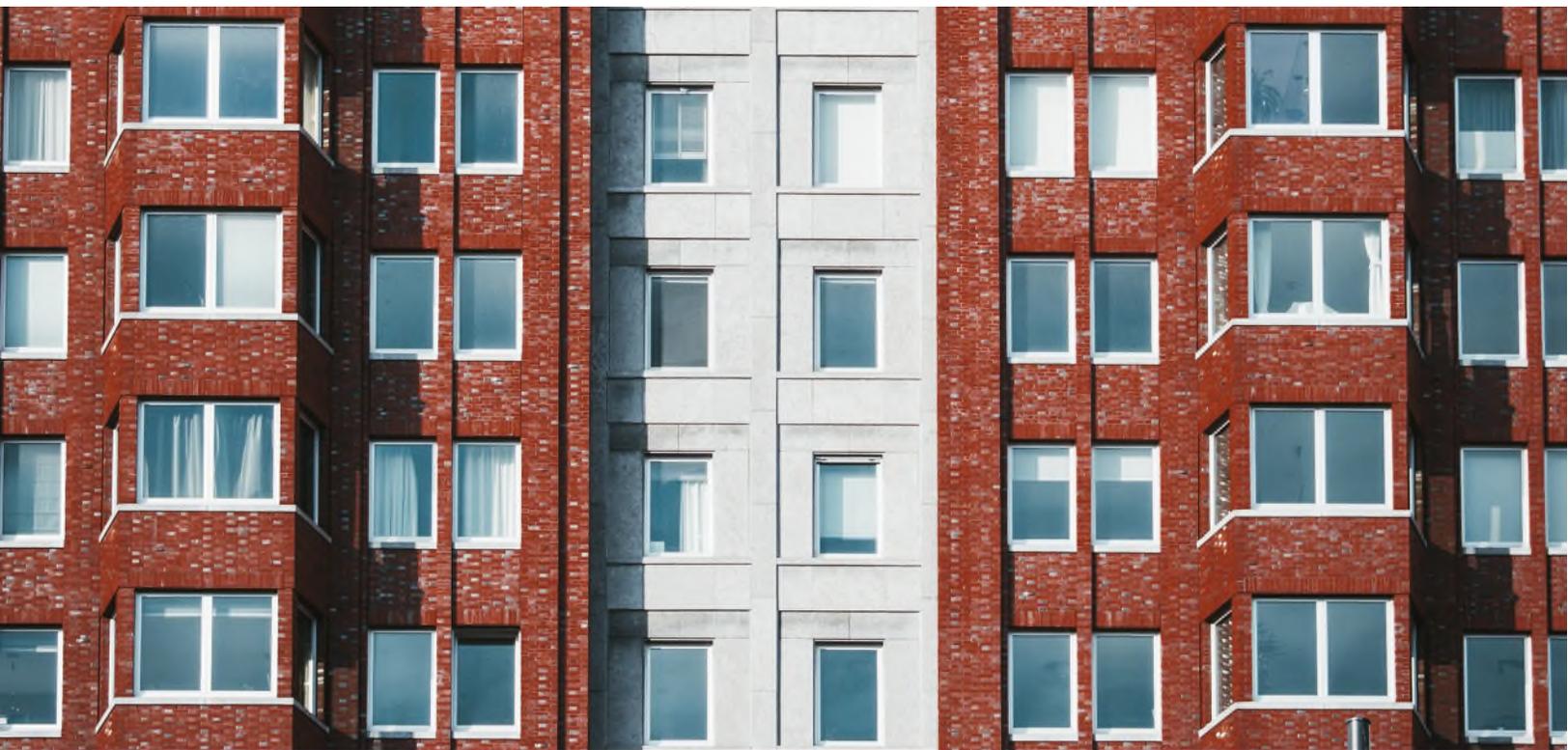


# PHA Enterprise Voucher Management System (eVMS)



## PHA User Guide

Release 9.0



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# Introduction

This guide is for PHA (public housing authority) users to understand how to utilize the **Enterprise Voucher Management System (eVMS)**.

## Overview

eVMS supports the information management needs of the Housing Choice Voucher (HCV) Program and management functions performed by the Financial Management Division (FMD) and the Financial Management Center (FMC) of the Public and Indian Housing and the Real Estate Management Center (PIH-REAC). The primary purpose of **eVMS is to monitor and manage PHA use of vouchers.**

eVMS also:

- ▶ Collects PHA data that enables the U.S. Department of Housing and Urban Development (HUD) to fund, obligate, and disburse funding in a timely manner based on actual PHA use.
- ▶ Calculates Housing Assistance Payments (HAPs) using family-level data derived from the PIH Information Center (PIC) (via the Form 50058).
- ▶ Reports Voucher Management System (VMS) data.
- ▶ Calculates and tracks administrative fees for all programs (**future release**).
- ▶ Provides a view of daily funding balances.

The web-based eVMS application facilitates electronic submission of monthly program data by the PHAs which, in turn, makes the data accessible to users in PIH-REAC, FMD, FMC, HUD Field Offices (FO), and HUD Headquarters (HQ). Currently, users can generate, print, and/or download PHA monthly reports, but PIH personnel perform all budgeting and funding activities manually.

**The long-term goal of the eVMS project is to integrate budgeting and funding activities into the eVMS application and automate tasks that are currently done manually.** Automation will be accomplished by implementing electronic entry of all relevant data, automatic data calculations, complex report generation, and automated business workflows including an online approval process.



# Timeline of Calculations

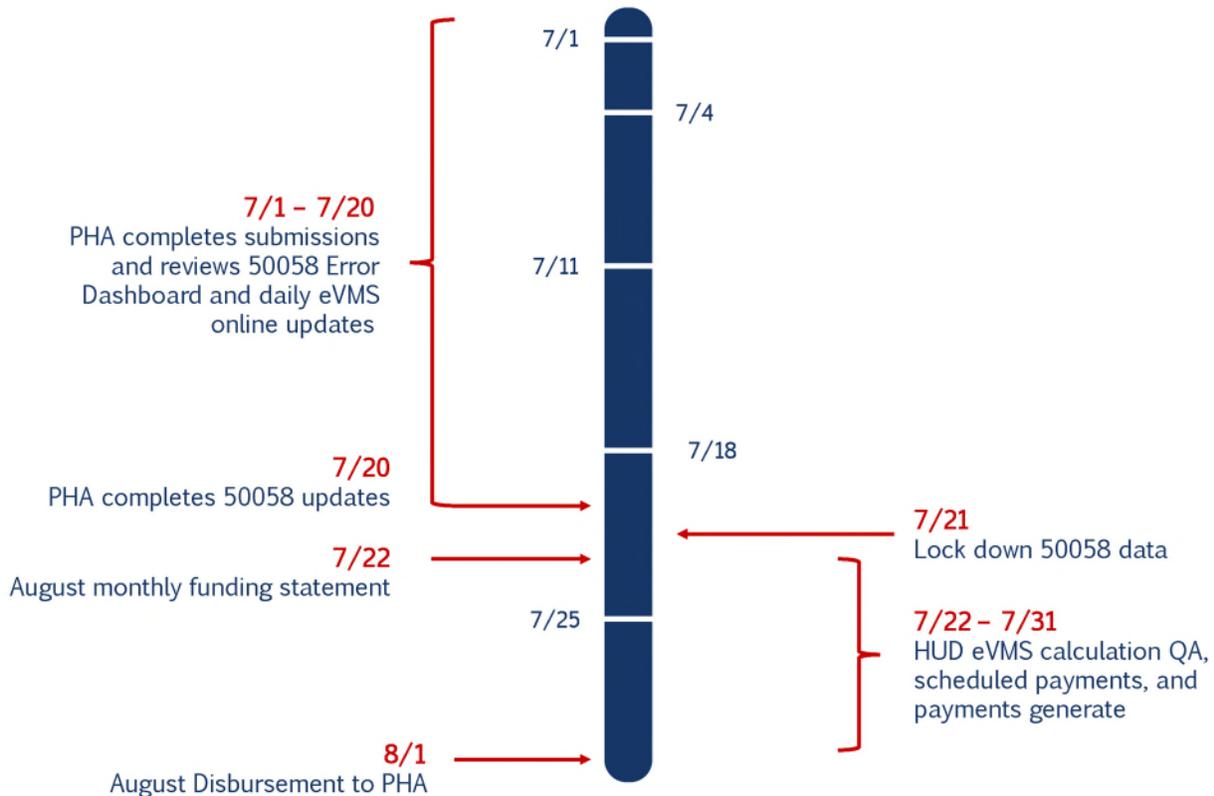
VMS is not used to calculate monthly disbursements in eVMS, except for the non-HAP expense of fraud recovery. Non-HAP expenses will be included for Moving to Work (MTW) PHAs. Below is a sample of a three-month timeline of the process eVMS uses to lock down data required to calculate PHA monthly disbursements. If a date falls on a weekend or holiday, the action will take place on the following business day.

- 4<sup>th</sup> of the month: PHA reviews [PIC Error Dashboard](#).
- 15<sup>th</sup> of the month: PHA reviews 50058 family data.
- 21<sup>st</sup> of the month: 50058 data is locked down. Monthly disbursement amounts are finalized for the following month.

**Example:** On July 21<sup>st</sup>, the data is locked down for the August disbursement file.

- 22<sup>nd</sup> of the month: 50058 data is used to begin calculations for the next month.

**Example:** On July 22<sup>nd</sup>, the calculation begins for the August disbursement.



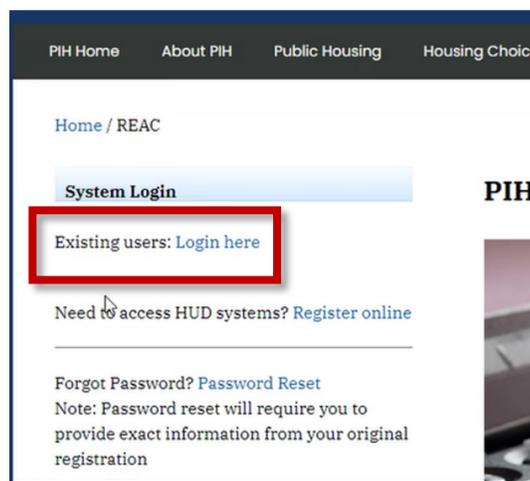
## System Requirements and Logging In

To access and use eVMS, users must be either a HUD employee or a qualified PHA employee with a valid user ID and password. User authentication is managed by the Web Access Security System (WASS) using Role-Based Access Control (RBAC).

**NOTE:** Request a user ID [here](#). Once a user ID and password are issued, log in to the system. To learn more, view [HUD's Registration Instructions](#).

Using an internet browser (Google Chrome recommended), access eVMS through [REAC](#).

Select **Login here** under the **System Login** heading.

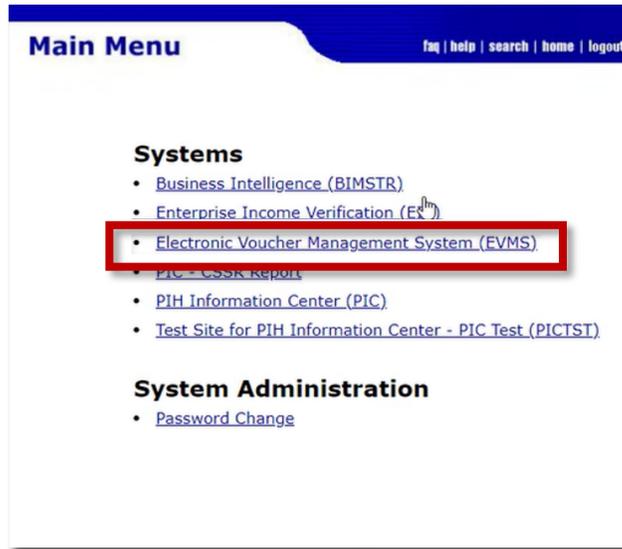


Enter your credentials and select **Login**. **Accept** the legal warning.



**NOTE:** The **Rules of Behavior for HUD Systems** will display after logging into the system for the first time and then once a year. Read the page and select the **Accept** button at the bottom of the page.

On the main menu, click **Electronic Voucher Management System (EVMS)**.

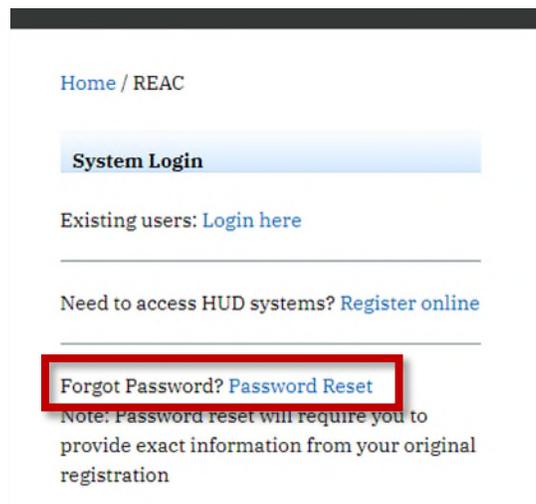


**NOTE:** The options on the home page vary depending on user access.

## Password Reset

To change your password, access the **REAC** homepage.

Select **Password Reset** under the **System Login** heading.



On the **Reset Password** page, complete all fields. Then, click **Reset Password**.



**Secure Systems**  
HUD

**RESET PASSWORD**

\*Please note that all of the following fields are required.

User ID

First Name

Last Name

Social Security Number  -  -

Mother's Maiden Name

Your New Password will be sent to your current email address in Secure Systems.

**Reset Password**

The new password will be sent to the email on file. Use that password and your user ID to log in.

## 1.0 PHA User Landing Page

### 1.1 HAP Calculations

After logging in, users are directed to the PHA's landing page, or the **Payment Analysis Report (PAR) Summary**. This provides daily updates to funding statements and transactions. Daily calculations from 50058 family-level fields are from the previous day's data.

The calculations that can be viewed include:

- HAP Eligibility
- 50058 Calculation
- VMS Adjustments



- ▶ 2% Margin
- ▶ VMS
- ▶ Available Budget Authority
- ▶ Available HUD Held Reserves
- ▶ HAP Payment Amount
- ▶ Estimated Balance/PHA Available Funds and Activity
- ▶ Admin Fee Calculations (**future release**)

The time ranges available for viewing include:

- ▶ **PAR Today:** Payment calculated as of the previous day or two days of the report
- ▶ **Last Month Calculated:** Calculated payment for the previous month
- ▶ **Difference:** Difference between the PAR Today and Last Month Calculated
- ▶ **Last Month Paid:** Field not in use.

PAYMENT ANALYSIS REPORT (PAR)				
PHA ID: <a href="#">XXXXXXXXXXXXXXXXXXXX</a>				
▼ PAR Summary				
Flags	Summary	PAR Today	Last Month Calculated	Difference
	HAP Eligibility	\$3,402,262	\$3,421,205	(\$18,943)
	58 Calculation <i>Data as of May 27, 2025</i>	\$3,335,551	\$3,354,123	(\$18,572)
	VMS Adjustments <i>Data as of May 23, 2025</i>	\$-	\$-	\$-
	2% Margin	\$66,711	\$67,082	(\$371)
	VMS			
	Financial Adjustment			
	Available Budget Authority	\$14,087,002	\$14,087,002	\$ -
	Available HUD Held Reserves	\$1,845,691	\$1,845,691	\$ -
	HAP Payment Amount	(\$3,402,262)	(\$3,421,205)	\$18,943
	Estimated Balance	\$12,530,431	\$12,511,488	\$18,943
	<a href="#">View HUDCAPS-EVMS Alignment</a>			
	<a href="#">View UMA Alignment and UML</a>			
	All Current Calendar Year and Past Open			



## 1.2 50058 Family-Level Calculation

The **50058 Calculation** page can be viewed by clicking the second icon on the left or clicking the link to expand the **50058 Calculation**. Under that line, the date of the most recent data is displayed. On this page, the calculated HAP is shown. The dollar amounts generated are based on calculations using 50058 data from the previous day.

**PAYMENT ANALYSIS REPORT (PAR)**  
PHA ID: NY009 Albany Housing Authority

PAR Summary

Page	Summary	PAR Today	Last Month Calculated
11	HAP Eligibility	\$1,786,953	\$1,786,953
11	58 Calculation Date as of July 10, 2018	\$1,786,953	\$1,786,953
11	VMS Adjustments Date as of Feb 23, 2018	\$4,038	\$4,038
11	70,340,000	\$36,730	\$36,730

Line items for the 50058 are displayed, including:

- ▶ Section 11: Project-Based HAP
- ▶ Section 12: Tenant-Based HAP
- ▶ Section 15: Homeownership (HOV) HAP
- ▶ 50058 Updates (reflects adjustments for prior months)

In addition, tracking for port-ins is provided on this page. This is the number of vouchers that are classified as portability-in (action code 4 from the 50058) for the current and last month calculation for the PHA.

See the image below for an example of the **50058 Calculation** page. Just like the **PAR Summary** page, there are columns with the value for that day, the previous month, and the difference from the previous month. A user can extract the current view of the **50058 Calculation** page at any time by clicking the **Print** button ( **Print** ) to export a PDF or the **Export** ( **Export** ) to export to Excel, both of which are in the upper right corner of the screen.

**58 Calculation** PHA ID: NY009 Albany Housing Authority

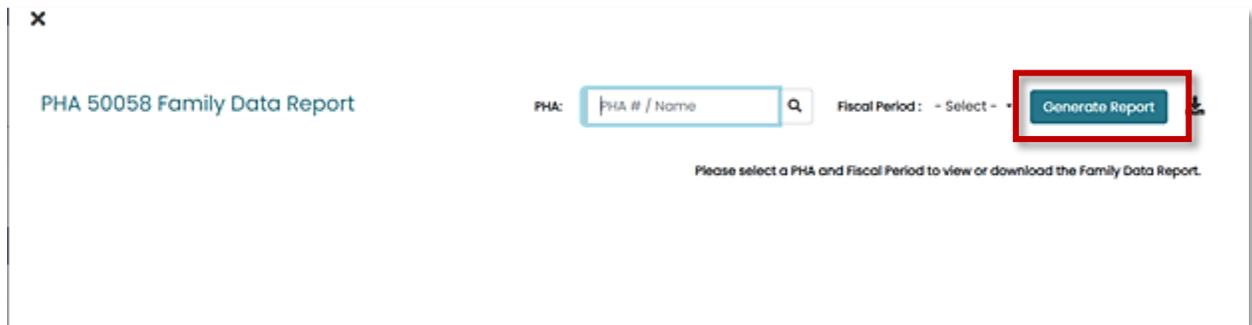
Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total 58 HAP Eligibility Calc. Amt.	\$1,786,953	\$1,786,953	\$ -
	58 Current Period HAP	\$1,786,953	\$1,786,953	\$ -
	Section 11 - Project Based Voucher HAP	\$492,788	\$492,788	\$ -
	Section 12 - Tenant Based Voucher HAP	\$1,284,284	\$1,284,284	\$ -
	Section 15 - Homeownership Voucher HAP	\$9,881	\$9,881	\$ -
	Retro-Adjusted HAP due to Historic 58 Updates	\$ -	\$ -	\$ -
	Section 11 - Project Based Voucher Retro-Adjusted HAP	\$ -	\$ -	\$ -
	Section 12 - Tenant Based Voucher Retro-Adjusted HAP	\$ -	\$ -	\$ -
	Section 15 - Homeownership Voucher Retro-Adjusted HAP	\$ -	\$ -	\$ -
	Portability			
	Port-ins	41	41	-



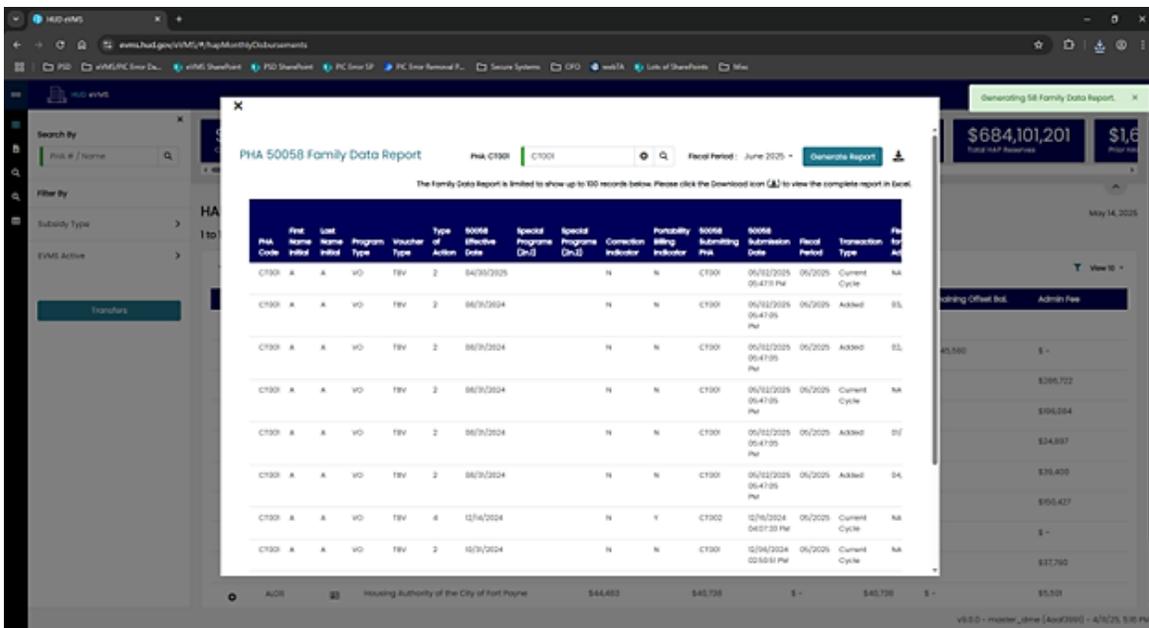
To exit the page, select the X in the upper right corner of the screen.

To access the PHA 50058 Family Data Report, click the **Export** icon (  ) on the 50058 Calculation page. Alternatively, select this report from the lefthand navigation menu under the User Guide.

From the 50058 report, use the search bar (labeled **PHA:**) and enter a PHA code or name to search for a specific PHA. Additionally, select the drop-down next to **Fiscal Period**.



Once the PHA has been located and fiscal period selected, click **Generate Report**. The report will populate in the web browser, as shown below.



Clicking the **download icon** (  ) in the upper-right corner of the pop-up window downloads an Excel workbook of the file for local desktop viewing via the Excel desktop application.

The report contains the following information:



- ▶ **Column Q, HAP Amount:** This is the total roll up of the associated HAP fields. The total sum of column Q will always equal the disbursement amount on the PAR.
- ▶ **Column AA, Stop Action Type:** If a participant has a 50058 that changes the HAP amount of a given 50058 (e.g., interim, End of Participation [EOP], etc.), the action type of the changing 50058 will be listed here.
  - ▶ **Example:** A PHA is paying \$1000 per month in HAP for the Zimmermann family, using a 4/1/2025 annual reexam date. Then, there is an interim effective date of 5/1/2025, which changes the HAP to \$2000 per month, which would be mentioned in code 3. The same goes for an EOP, Port-Out Absorb, etc.
- ▶ **Column AB, HAP Day Paid:** This is linked with the above column but would show the total days eVMS used the 4/1/2025 annual date to pay HAP before ceasing or changing to a new amount.
- ▶ **Column AC, HAP Calculated Date:** The date that eVMS included the corresponding 50058 in the calculation.

N	O	P	Q	R	S
Fiscal Period	Transaction Type	Fiscal Period for Retro-Adjustments	HAP Amount	Section 11 PBV - HAP to Owner	Section 11 PBV - Prorated HAP to Owner
05/2025	Current Cycle	NA	\$ 1,464.00	0	\$ -
05/2025	Added	03/2025	\$ 694.00	0	\$ -
05/2025	Added	01/2025	\$ 694.00	0	\$ -
05/2025	Current Cycle	NA	\$ 694.00	0	\$ -
05/2025	Added	04/2025	\$ 694.00	0	\$ -
05/2025	Added	02/2025	\$ 694.00	0	\$ -
05/2025	Current Cycle	NA	\$ 1,910.00	0	\$ -
05/2025	Current Cycle	NA	\$ 1,837.00	0	\$ -
05/2025	Current Cycle	NA	\$ 1,804.00	0	\$ -
05/2025	Current Cycle	NA	\$ 2,271.00	2163	\$ -
05/2025	Current Cycle	NA	\$ 1,182.00	0	\$ -



## 1.3 VMS Adjustments

The **VMS Adjustments** page can be viewed by clicking the link to the right of the **VMS Adjustments** line on the **PAR Summary** page. Under that line, the date of the most recent data is displayed. Here, users can see the non-HAP expenses included in their total monthly calculation.

PAR Summary

Flags	Summary	PAR Today
	HAP Eligibility	\$3,402,262
	58 Calculation <i>Data as of May 27, 2025</i>	\$3,335,551
	VMS Adjustments <i>Data as of May 23, 2025</i>	\$ -
	2% Margin	\$66,711
	VMS 	

If a PHA has reported values for either fraud recovery or any MTW expenses, these are included in the final HAP calculation and the breakdown is shown on this page.

A user can extract data from the **VMS Calculation** page at any time using the **Print** button (  ) in the upper right corner of the screen. On this page, there are two exports: one for the VMS calculation and one for the VMS details.

To exit the page, select the **X** in the upper right corner of the screen.

VMS Adjustments

PHA ID:   Housing Authority 

Print  

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total VMS HAP Expense	\$148	\$802	(\$654)
	Fraud Recovery	\$148	\$802	(\$654)
	Total MTW VMS HAP	\$ -	\$ -	\$ -
	MTW HCV Admin	\$ -	\$ -	\$ -
	MTW Rehab	\$ -	\$ -	\$ -
	MTW Debt Service	\$ -	\$ -	\$ -
	MTW Development	\$ -	\$ -	\$ -
	MTW Local Housing	\$ -	\$ -	\$ -
	MTW Other 1	\$ -	\$ -	\$ -
	MTW Other 2	\$ -	\$ -	\$ -
	MTW Other 3	\$ -	\$ -	\$ -



## 1.4 Estimated Balance (PHA Activity and Available Funds)

The **PHA Activity and Available Funds** page can be viewed by clicking the link to the right of the **Estimated Balance** line on the landing page. This page displays data for the sum of all the payments received in the calendar year, any remaining Budget Authority balance, and any reserves balance the PHA is holding.

	<a href="#">Financial Adjustment</a>
	<a href="#">Available Budget Authority</a>
	<a href="#">Available HUD Held Reserves</a>
	<a href="#">HAP Payment Amount</a>
	<a href="#">Estimated Balance</a>

Users can view data per month or all transactions at once. Recorded transactions include:

- ▶ Disbursements
- ▶ Budget Authority funding allocated to the PHA
- ▶ PHA-Held Reserves and HUD-Held Reserves adjustments
- ▶ Remaining Budget Authority transferred to HUD-Held Reserves (end of the calendar year)

Users can extract data from this page at any time by clicking the **Print** ( ) button in the upper right corner of the screen.

**NOTE:** If only a certain month is selected when the **Print** button is selected, only that month's transactions will be extracted to the .csv (Excel file).

To exit the **PHA Activity and Available Funds** page, select the **X** in the upper right corner of the screen.

### PHA Activity and Available Funds

PHA ID:     Housing Authority

Print X

\$ -

Total Payment Calendar Year 2023

\$1,200,884

Remaining Budget Authority Balance

\$37,613

Reserve Balance

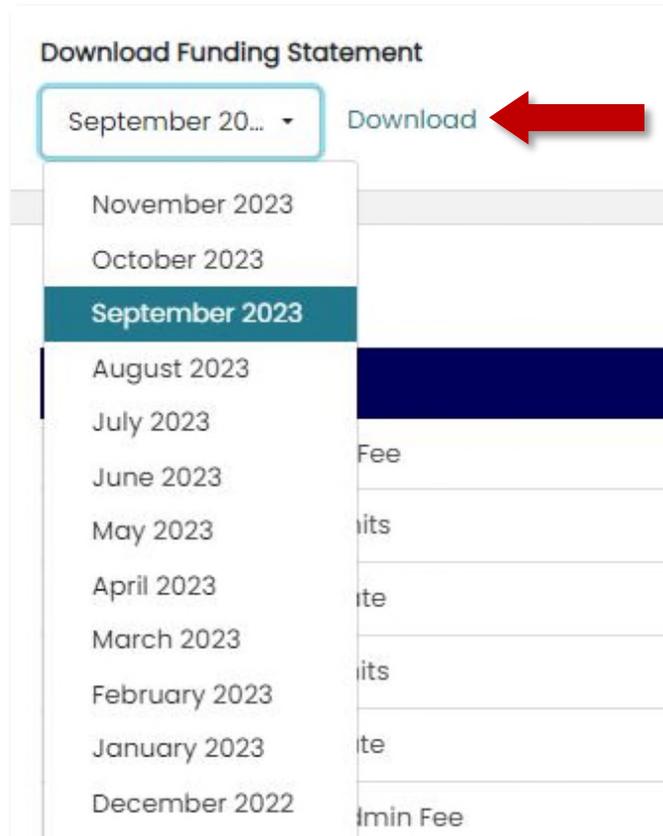
Select date range:

Date	Transaction Description	Amount	Estimated Balance (Reserves)
8/22/22 12:11 AM	Budget Authority Disbursement	(\$928,434)	\$ -
9/21/22 12:11 AM	Budget Authority Disbursement	(\$932,019)	\$ -
10/3/22 2:15 PM	Budget Authority Manually Adjusted	(\$345,276)	\$ -
10/5/22 12:05 AM	HUD Held Reserves Manually Loaded	\$335,245	\$335,245



## 1.5 Funding Statement

From the landing page, users can select a month to view a **funding statement** and click **Download** to save and view it as an Excel workbook.



The statement's information includes:

- Calculated HAP for the HCV Program
- The 50058 calculation with any non-HAP VMS adjustments
- The Budget Authority balance
- Any HUD-Held Reserves



PHA HAP Funding Monthly Statement		September 2022	
1	PHA Name	Housing Authority	
2	PHA Number		
3	Program Type	HCV	
<b>Total PIC 50058 HAP Costs Reported:</b>			
4	September 2022 50058 Calculation	\$	10,457,328
5	Margin	2%	\$ 209,147
6	VMS Adjustments	\$	2,321
7	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6)	\$	10,668,796
<b>Available Funds for CY2022 Monthly Disbursement</b>			
8	Obligated Undisbursed Budget Authority as of 8/21/22	\$	32,296,763
9	HUD Held Reserves as of 8/21/22	\$	-
10	Funds Available (Line 8 + Line 9)	\$	32,296,763
<b>Disbursements</b>			
11	Calculated Monthly Need (Line 7) PIC 50058 as of 8/21/22	\$	10,668,796
12	PHA Held Reserves	\$	-
13	Net Disbursement (Line 11 - Line 12, Minimum \$0, Limited to Funds Available, Line 10)	\$	10,668,796
14	Remaining to Offset for Remaining Months	\$	-
<b>Comments</b>			
15			

## 1.6 PAR Admin Fee

At the bottom of the landing page, users can see the **PAR Admin Fee** calculation for their PHA. Users can view Column A Rates and unit counts, Column B Rates and unit counts, the total of Column A, the total of Column B, the combined total of Columns A and B, and the total after being multiplied by the proration factor. The proration factor is a hard-coded value and may need to be updated on a yearly basis.

Like the other **PAR Summary** sections, the **Admin Fee** section has a column for PAR Today, Last Month Calculated, Difference, and Last Payment.



▼ PAR Admin Fee

Flags	Summary	PAR Today 📅	Last Month Calculated	Difference	Last Payment
🚩	Total Admin Fee	\$56,034	\$56,034	\$ -	\$ -
🚩	Column A Units	556	556	-	-
🚩	Column A Rate	126.96	126.96	-	-
🚩	Column B Units	-	-	-	-
🚩	Column B Rate	118.49	118.49	-	-
🚩	Column A Admin Fee	\$70,590	\$70,590	\$ -	\$ -
🚩	Column B Admin Fee	\$ -	\$ -	\$ -	\$ -
🚩	Total Col A + Col B	\$70,590	\$70,590	\$ -	\$ -
🚩	Proration Factor	0.7938	0.7938	-	-
🚩	Admin Fees Calculated	\$56,034	\$56,034	\$ -	\$ -
🚩	Admin Fees Obligated (CY)	\$ -	\$ -	\$ -	\$ -
🚩	Prior Year Over-Disbursement	\$ -	\$ -	\$ -	\$ -

**NOTE:** The Last Payment column is not yet developed. See the Menu Action Selections section below for instructions on how to extract this data.

## 2.0 Menu Action Selections

There are three menu action selections in the upper right corner of the PAR Summary page: **Print**, **Extract**, and **close** the PAR Summary.

### 2.1 PHA Summary

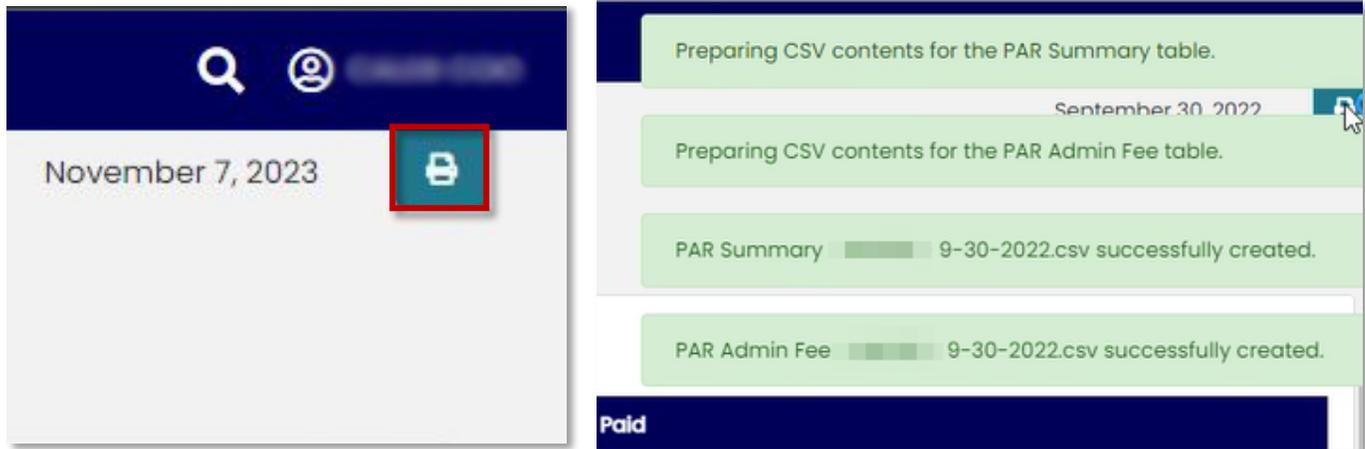
Users can click the **PHA Summary** button (🔗) next to an agency's name on the landing page to view a **PHA Summary** (see below). The summary provides information about the PHA, including any program types, if there is a repayment agreement, the PIC Executive Director, vendor ID number, Taxpayer Identification Number (TIN), and DUNS (Data Universal Numbering System) number.

To exit the summary, select the **X** in the left corner of the sidebar.



## 2.2 Print/Extract PAR Summary

At any time, users can export a .csv extract of all **PAR Summary** data. By clicking the **Print** button (🖨️) in the upper right corner of the screen, all PAR Summary information is downloaded as a .csv file to the user's device. Notifications will populate for successful downloads.



## 3.0 Logging Out of eVMS

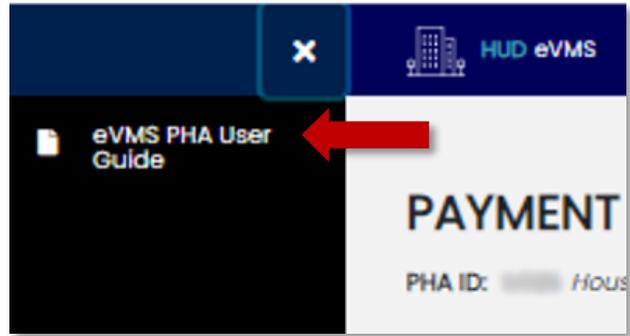
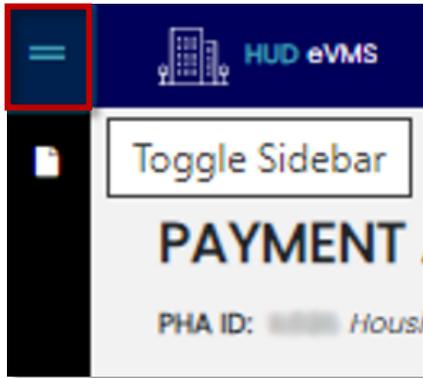
To log out of eVMS, close the open web browser.

## 4.0 Additional Help

### 4.1 Download User Guide

To view or download the most recent version of this guide, select the **eVMS PHA User Guide** in the left side bar. This user guide will display in a separate tab where it can be read or downloaded.





## 4.2 PHA and Portfolio User Management via WASS

PHA assignment for PHA Only and Portfolio users must be done through WASS, either by a PHA coordinator or an internal user with access to the **PHA Assignment Maintenance** module.

### Assign Permissions to Coordinators

To assign permissions to the coordinator, follow these steps:

- Log into WASS/Secure Systems.
- Click on **User Maintenance** within the **System Administration** heading.
- Enter the **User ID** (M number) for the coordinator and click "(S)earch for User."



Search by User ID	
To search for a User by User ID, enter a User ID and then click the "Search for User" button.	
User ID	<input type="text"/> <a href="#">What's This?</a>
(S)earch for User	

- On the following screen, select the Choose a Function drop-down menu and select **Maintain User Profile – Actions**. Then, click **Submit**.



<b>User Status</b>	Active
<b>User Type</b>	Internal Internet
<b>Choose a Function</b>	
Maintain User Information	▼
Maintain User Information	
<b>Maintain User Profile - Actions</b>	
Maintain User Profile - Groups	
Maintain User Profile - Roles	
Participant Assignment Maintenance	
Reset User Password	

- Scroll down to the **EVMS** section and select **COR – Coordinator**. Then, click **Assign/Unassign Actions** at the bottom.

<b>EVMS - Electronic Voucher Management System</b>	
<input type="checkbox"/>	ADM - Administration
<input checked="" type="checkbox"/>	<b>COR - Coordinator</b>

### Assign Permissions to Access Single or Multiple PHAs

To assign a PHA or multiple PHAs in the case of a Portfolio user, the coordinator should complete the following steps:

- Log into WASS/Secure Systems.
- Click on **User Maintenance** within the **System Administration** heading.
- Enter the **User ID** (M number) for the user needing access and click "(S)earch for User."



<b>Search by User ID</b>	
To search for a User by User ID, enter a User ID and then click the "Search for User" button.	
User ID	<a href="#">What's This?</a>
<b>(S)earch for User</b>	

- On the following screen, confirm the **User Information** listed, including **User ID** and the user's first and last name.



User Information	
User ID	[REDACTED]
First Name	[REDACTED]
Middle Initial	
Last Name	[REDACTED]
User Status	Active
User Type	Internal Internet
Choose a Function	

- Click the **Choose a Function** drop-down menu and select **Maintain User Profile – Roles**. Then, click **Submit**.

Choose a Function
Business Partners Maintenance
Business Partners Maintenance
Maintain User Information
Maintain User Profile - Actions
Maintain User Profile - Groups
<b>Maintain User Profile - Roles</b>
Participant Assignment Maintenance
Resend Letter
Reset User Password

- From there, scroll down to the **EVMS - Electronic Voucher Management System** section and select **EPU - eVMS Portfolio User**.

<input type="checkbox"/> EPU - eVMS Portfolio User
--

- Then, select **Assign/Unassign Roles** at the bottom of the page. Click **Confirm**.
- Return to the **Main Menu**. Select **PHA Assignment Maintenance** under the **System Administration** sidebar or menu.

**Secure Systems**

Welcome

**system administration**

- Business Partners Maintenance
- EIV Assignments By User
- EIV Assignments To User
- Field Office Assignment Maintenance
- IPA Assignment Maintenance
- PHA Assignment Maintenance**
- Participant Assignment Maintenance
- RAP Organization Assignment Maintenance
- User Maintenance

**systems**

- Enterprise Income Verification (EIV)
- Electronic Voucher Management System (EVMS)
- Financial Assessment Submission - PHA (FASPHA)
- Mark-to-Market (M2M)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System: Scores and Status (NASS)
- Physical Assessment Subsystem (PASS)
- PIH Information Center (PIC)
- Quality Assurance Subsystem (QASS)

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**Systems**

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- [Electronic Voucher Management System \(EVMS\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)

**System Administration**

- [Business Partners Maintenance](#)
- [EIV Assignments By User](#)
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- [Field Office Assignment Maintenance](#)
- [IPA Assignment Maintenance](#)
- [PHA Assignment Maintenance](#)**
- [Participant Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)

- Enter the **User ID** (M number) of the person to assign and the **PHA ID** of the PHA to assign the user to. Select the **Submit** button at the bottom of the screen.

**PHA Assignment Maintenance**

<b>Please enter a User Id:</b>	
<b>User ID</b>	<input type="text"/>
<b>Choose a Function:</b>	
	Assign PHA <input type="button" value="v"/>
<b>For Assign PHA, provide one of the following:</b>	
<b>PHA ID</b>	<input type="text"/>
<b>State</b>	<input type="text" value="v"/>
<b>If selected criterion is State, sort by</b>	
	PHA ID <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



- ▶ The Assign PHA for User [User ID] screen will display. In the case of assigning a PHA user, select **eVMS Access for PHA Users (EVMS - EPU)** and the corresponding PHA ID. Select **Submit**. Repeat these steps for each PHA code.

Choose a Role:

Description (System ID - Role Code)
PIH ObSub PHA User (OPFBI - OSP)
Physical Inspection Viewer (PASS - PIV)
Utilization and Expense Data Submitter (VMS - UDE)
eVMS Access for PHA Users (EVMS - FPH)
<b>eVMS Portfolio User (EVMS - EPU)</b>

Choose at least one PHA:

PHA ID - PHA Name
<b>CT001 - Housing Authority of the City of Bridgeport</b>

**Submit** Cancel

- ▶ Select **Confirm**. eVMS will now appear on the main page of HUD Secure Systems.

### 4.3 Unassign a PHA via WASS

Users may also unassign a PHA. Navigate to the **PHA Assignment Maintenance** page, enter the applicable **User ID**, and select **View or Unassign PHA** from the drop-down menu. Then, select **Submit**.

**PHA Assignment Maintenance**

Please enter a User Id:

**User ID**

Choose a Function:

**Assign PHA** ▼

For Assign PHA, provide one of the following:

**PHA ID**

**State**

If selected criterion is State, sort by

**PHA ID** ▼

**Submit** Cancel



The PHAs that are available to the user display. The role code will vary depending on whether the user is a Portfolio or a PHA user. Select the checkbox next to a PHA to unassign the user and then click the **Submit** button.

### View/Unassign PHA for User MCNT04 [REDACTED]

To unassign a PHA, check the box and click submit.

PHA ID	PHA Name	Role Code	Role Description
<input type="checkbox"/> MS006	Tennessee Valley Regional Housing Authority	EPH	eVMS Access for PHA Users

Next, the **confirmation** page will display. Follow the steps in [Section 4.2](#) to assign the selected user to a new PHA.

## 4.4 Additional Help

For assistance accessing WASS, password resets, or unlocking user IDs, please contact the PIH-REAC Technical Assistance Center:

- ▶ **Phone:** 1-888-245-4860
- ▶ **Fax:** 202-485-0280
- ▶ **Email:** [REAC\\_TAC@hud.gov](mailto:REAC_TAC@hud.gov)

Further assistance can be obtained through the [REAC TAC Customer Community Portal](#).

To request additional disbursement, contact your Financial Analyst (FA) at the FMC. Locate this information on the **PHA Info** tab in the VMS modal within eVMS.

For assistance with submitting 50058s to PIC and/or the Housing Information Portal (HIP), please contact your [local PIC Coach in your corresponding Field Office](#).

For additional resources relating to eVMS, what PHAs should do to prepare for eVMS, and frequently asked questions, visit the [eVMS section on HUD's website](#).

