



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-3000

OFFICE OF THE CHIEF FINANCIAL OFFICER

To: eLOCCS Business Partner
From: LOCCS Security Office
Subject: Approving Official Reestablishing Access Following 90 Day Suspension

- **By sending this request, if there is a problem with the submission, you will be notified.**
- **An EMAIL will be sent once the suspension is removed to allow you to access the system.**

**Reestablishing Access for APPROVING OFFICIALS
(eLOCCS GRANTEES ONLY)**

On the **LETTERHEAD** of the organization, the **APPROVING OFFICIAL** is to send to the LOCCS Security Office:

1. **Subject:** Requesting Approving Official Access Following 90 Day Inactivity Suspension
2. **Name and TITLE**
3. **SECURE SYSTEMS User ID** (M-id)
4. **TELEPHONE No** (daytime)
5. **EMAIL Address** (Personal)
6. **SIGN and DATE**
7. **NOTARIZE the APPROVING OFFICIAL'S SIGNATURE.**
(Notary must be different from the Approving Official; the **ONLY** signatures needed are the Approving Official and notary.)

Send secured to the HUD Program officer assigned to your Funding Award. The program officer assigned will facilitate the action for suspension removal.