Change of Approving Official Instructions
e LOCCS Business Partners (Only)

This document provides guidelines for changing a Business Partners Approving Official in eLOCCS for Active e-LOCCS users. This document is not used to establish a new Approving Official, when there are no users assigned.

Please note: Approving officials and Users cannot approve themselves for access to the eLOCCS system.

A Change of Approving Official letter must be written on organizational letterhead and forwarded to the HUD program officer. Upon receipt of the form, the Program Office will review the document and forward to the OCFO Security Office for final processing and eLOCCS account activation.

Once the Business Partners’ request is approved and processed, the eLOCCS system will e-mail the new Approving Official, notifying him/her that the listed users have been transferred, under their Authority, as requested in the Change of Approving Official letter. If the transferred users are pending recertification, the new Approving Official is responsible for their recertification. If there is a problem with the grantee’s request, the new Approving Official will be notified of the problem by e-mail (or by fax if an e-mail address is not provided).

The Change of Approving Official letter should contain the following information in the specified format as follows:

1. **List the Existing (active) users as found under the eLOCCS users tab**
   a. Name Only

2. **New Approving Official**
   a. Name
   b. Title **
   c. Assigned Secure Systems User ID (‘M’ id) *** [must be registered as coordinator in REAC/Secure Systems]
   d. Daytime telephone
   e. Business address
   f. Personal business e-mail address of the Approving Official

   ** The Approving Official is required to be the CEO or a Board Officer that has a higher authority than the specified eLOCCS users. The Approving Official must be a permanent official of the company. Interim/Acting titles are NOT ACCEPTABLE.

   *** The approving official must be assigned the role of Coordinator in Secure Systems.

3. **Previous Approving Official**
   a. Name Only

4. **Signature Block**
   b. The new Approving Official signature must be notarized.
   The notary must be different from the new Approving Official and any users.