eLOCCS
Registration Guide

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

September 2019
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1 Introduction

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development’s (HUD) primary grant and subsidy disbursement system that handles disbursement and cash management for the majority of HUD grant programs. Organizations and individuals have access to these grants through an internet version of LOCCS called eLOCCS, where Business Partners with appropriate authorization can access, manage, and drawdown against their HUD grant portfolios.

Appropriate access to logging into HUD’s systems and eLOCCS requires user IDs, passwords, and appropriate registration.

1.1 Purpose of Guide

Accessing eLOCCS requires;

1) Registration and obtaining a user ID in Secure Systems which is the HUD Web Portal in which the eLOCCS application resides.
2) Submission of a HUD-27054E eLOCCS Access Authorization form which will control what a user can see and do once they are in eLOCCS.
3) Setting up the user access in eLOCCS.

This guide focuses on Registration components and steps needed to gain access to eLOCCS through HUD’s Secure Systems.

Note: Useful links can be found in section 1.2 LOCCS URL Quick References.
<table>
<thead>
<tr>
<th>LOCCS URL Quick References</th>
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</thead>
</table>
| 1) **LOCCS Access Guidelines for Grantees**  
These are general LOCCS instructions for obtaining access and filling out the HUD-27054 eLOCCS Access Authorization Form and SF1199A Direct Deposit form.  
https://www.hud.gov/program_offices/cfo/loccs_guidelines  
Cut and paste URL or click <here> |
| 2) **eLOCCS Getting Started Guide**  
This guide provides eLOCCS web page examples, familiarizing the user with how navigation works in eLOCCS and how to view, manage and drawdown HUD grant funds.  
Cut and paste URL or click <here> |
| 3) **HUD-27054e eLOCCS Access Authorization form**  
Use this form to request specific LOCCS Organization and HUD Program Area access. The eLOCCS Access Guidelines for Grantees (#1 above) has instructions on filling out this form.  
Cut and paste URL or click <here> |
| 4) **Secure Systems (Registration and access eLOCCS)**  
Secure Systems is a HUD Web Portal which has access to many HUD systems, of which eLOCCS is one of them. You use this link to register for a Secure System’s User ID and to access eLOCCS.  
Cut and paste URL or click <here> |
1.3 Overview of eLOCCS Registration Components

eLOCCS is accessed through the HUD internet portal called Secure Systems. Secure Systems is sometimes referred to as ‘REAC’ or ‘Online Systems’. Secure Systems supports many HUD applications, of which eLOCCS is one of them. In order to use eLOCCS, there are 4 registration components which must be completed prior to accessing eLOCCS.

- **Component 1 – Secure Systems Business Partner Registration**
  In Secure Systems there are two types of users: “Coordinator” or “User”, and each are associated with an organization or Business Partner. The Business Partner organization must be recognized by Secure Systems and this is accomplished through the Business Partner Registration process. **This only needs to occur once for your organization.**
  If your organization is not registered in Secure systems then **DO NOT SKIP THIS COMPONENT**

- **Component 2 – Secure Systems “Coordinator” Registration**
  Coordinator serves as the Business Partner’s system administrator, granting application roles to users (in this case eLOCCS). Each Business Partner must have 1 assigned Coordinators. The Secure Systems “Coordinator” is required to be the LOCCS “Approving Official”.
  A Coordinator cannot set up another coordinator in Secure Systems. It is recommended that each coordinator set up themselves.

- **Component 3 – Secure Systems “User” Registration**
  Individual Users registers in Secure Systems to obtain a Secure System’s ID. The Coordinator grants the user specific application roles to allow Secure Systems application access. In the case of eLOCCS, the Coordinator would grant the LOCCS roles “QRY” and “ADM” once the user has a Secure System’s ID.
  The Coordinator can assign themselves LOCCS “QRY” and “ADM” roles, and access eLOCCS too, as long as a HUD-27054E is submitted for the proper access (Component 4).
  eLOCCS is used by Approving Officials to certify their staff. Approving Officials must have a valid Secure Systems ID (either as a “Coordinator” or “User”) to access eLOCCS just like everyone else.

- **Component 4 – HUD-27054E eLOCCS Access Authorization Form**
  LOCCS has its own security registration process requirement due to its sensitive financial nature. The registration to eLOCCS determines what type of access the user will receive in eLOCCS. This is separate from the Secure Systems registration. **Only one ID/password**, the Secure System’s ID/password, is needed to access and sign into Secure Systems and eLOCCS. Therefore, the Secure Systems’ registration is needed before the eLOCCS registration. This is called Single Sign On (SSO).
If you are new to eLOCCS, then a eLOCCS Access Authorization Security Form HUD-27054E must be completed and submitted.

In order to process the LOCCS HUD-27054E form you must have your Secure Systems ID first.

The LOCCS HUD – 27054E form is used to change access to eLOCCS as well.

In summary, there are four (4) registration components which must be completed prior to eLOCCS access. Included in this document is a handy check list which will help you in determining where you are in the registration process. Following the checklist, are step by step instructions on how to complete each registration component.  **PLEASE START WITH COMPONENT 1**

### 1.4 Coordinators/Approving Officials

A Business Partner “Coordinator” is a Secure Systems administrator who manages the organizations “users” in Secures Systems. Responsibilities include assigning Secure Systems LOCCS roles to themselves and users. A Business Partner must have a Secure Systems Coordinators, who can manage any Secure Systems user in the organization.

A Business Partner “Approving Official” is a LOCCS administrator who manages “users” in eLOCCS. Responsibilities include re-certifying the LOCCS user in LOCCS. A LOCCS User is associated with an Approving Official on the HUD-27054E eLOCCS Access Authorization form.

Approving Officials will use eLOCCS to re-certify their staff every 6 months, therefore Approving Officials will also need to register for an ID in Secure Systems like the coordinator. They should be assigned the same QRY and ADM roles as all eLOCCS users.

The Secure Systems “Coordinator” is required to be the LOCCS “Approving Official”
2 Registration Components

2.1 Component 1 – Secure Systems Business Partner Registration

Component 1 – Secure Systems Business Partner Registration Instructions

This step is to confirm if your organization is recognized in Secure Systems. Unless your organization is a Public Housing Authority, **DO NOT SKIP this step**.

Register your Business Partner Tax ID number **If Not already done**

<table>
<thead>
<tr>
<th>Step 1a</th>
<th>Copy and paste URL or click &lt;here&gt; for the Business Partner Registration page.</th>
</tr>
</thead>
</table>

Enter your organization’s Tax Identification Number (TIN), not your SSN and click the ‘Submit’ button.
Step 1b

The ‘Business Partner Registration HUD Multifamily’ screen will display with a ‘Form to fill’ OR the Participant TIN had ‘already been processed’ screen will display. See below.

**Form to fill**

If the above blank form is returned, your organization **does** need to register. Complete the form and click the ‘Save’.

* **Wait until the next business day** to continue to **Component 2 - Secure Systems Registration.**

--- {OR} ---

**TIN had been processed message**

If you received the above message, your organization Tax ID Number is already recognized in Secure Systems.

Continue to **Component 2 - Secure Systems Registration.**
2.2 Component 2 – Secure Systems “Coordinator” Registration

Component 2 – Secure Systems “Coordinator” Registration Instructions

Understanding Secure Systems ID Registration Types

In Secure Systems there are two ID types available to register: “Coordinator” or “User”. Both types need a Secure System’s User ID.

Both ID types allow access to Secure Systems. However, only a Secure Systems Coordinator has the authority to assign the LOCCS Query and Admin roles to display the eLOCCS link for the eLOCCS user to sign in. There must be at least one Secure Systems Coordinator registered. The Secure Systems coordinator is the eLOCCS approving official.

Coordinator ID: The Secure Systems Coordinator serves as the system administrator to retrieve Secure Systems User IDs, establish the appropriate systems link (eLOCCS) and assign LOCCS Roles.

User ID: A Secure Systems User can access Secure Systems, but requires a Secure Systems Coordinator to initially add the LOCCS roles for the eLOCCS link to display on the Secure Systems Menu page.

---

Does your organization already have a Secure Systems Coordinator assigned?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</table>
| No     | If you just registered your organization in Business Partner Registration HUD Multifamily, the answer is ‘No’. Determine within your organization who should be the Secure Systems Coordinator(s). *

*Every Business Partner must have one Secure Systems coordinator registered to establish the eLOCCS link in Secure Systems for the eLOCCS user to sign in. The coordinator should be the Approving Official (AO) |

Continue to Step 2a – Applying for a Secure Systems “Coordinator” ID. |

| Not Sure | Contact REAC Technical Assistance at 1-888-245-4860 to inquire. |

| Yes      | Continue to Component 3 – Apply for a Secure Systems “User” ID. |
### Steps 2a – 2d: Applying for Secure Systems “Coordinator” ID

#### Step 2a
Copy and paste URL or click <here> for Secure Systems


Select the <Register Online> link.

#### Step 2b
Choose your organization type to register in Secure Systems:

Select <Multifamily Housing Entity>.

Only select Public Housing Agency if a PHA, otherwise select Multifamily Housing Entity.

#### Step 2c
Multifamily Coordinator and User Registration Selection

Select <Coordinator> as the ‘Application Type’ and complete form.

⚠️ The form is a 2-step process. 1) Fill out the form and click <Send Application>. 2) Review the information and then click <Confirm/Submit>.

⚠️ A letter containing the Coordinator’s ‘M’ ID will be mailed to the organization’s CEO/ED Within 7-10 business days. If you have not received you Secure Systems Coordinator ‘M’
Secure System Coordinator establishment of eLOCCS and LOCCS Role Assignment.

- After the CEO, has provided the Secure Systems Coordinator ‘M’ ID, sign-on to Secure System to establish the eLOCCS link (COR action) and add LOCCS roles – See Appendix A for steps.

If the Coordinator is also an eLOCCS user, continue to Component 4 – HUD-27054E eLOCCS Access Authorization Form.

If the Coordinator is not the eLOCCS user, have the user apply for their own Secure Systems User ID. See Component 3 – Secure Systems “User” Registration.
### 2.3 Component 3 – Secure Systems “User” Registration

#### Component 3 – Secure Systems “User” Registration Instructions

**Steps 3a – 3d: Applying for Secure Systems “User” ID**

<table>
<thead>
<tr>
<th>Step 3a</th>
<th>Copy and paste URL or click <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/rea/online">here</a> for Secure Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select the <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/rea/online">Register Online</a> link.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3b</th>
<th>Choose your organization type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select <strong>Multifamily Housing Entity</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Only</strong> select Public Housing Agency if a PHA, otherwise select <strong>Multifamily Housing Entity</strong>.</td>
</tr>
</tbody>
</table>

| Step 3c | Select **User** as the ‘Application Type’ and fill out the remaining form. |
After submitting the form, **wait 24 business hours**, then contact your organization’s **Secure Systems Coordinator** to inform them that you have requested access to Secure Systems. Request that the Coordinator retrieve your User ID in Secure System and assign the ‘Query’ and ‘ADM’ LOCCS roles to establish the eLOCCS link. **See Appendix A for the Secure System’s Coordinator to assign LOCCS System and roles.**

**Step 3d** Continue to Component 4 – HUD-27054E eLOCCS Access Authorization Form Instructions
2.4 Component 4 – HUD-27054E eLOCCS Access Authorization Form

**Component 4 – HUD-27054E eLOCCS Access Authorization Form Instructions**

<table>
<thead>
<tr>
<th>Yes</th>
<th>Continue to – <strong>Signing into eLOCCS Instructions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Complete the LOCCS HUD-27054E form, have it notarized and forwarded to the appropriate HUD staff for review. Instructions are on the form.</td>
</tr>
</tbody>
</table>

HUD-27054E – eLOCCS Access Authorization Form:  
Copy and paste URL or click [here](https://portal.hud.gov/hudportal/documents/huddoc?id=27054E.pdf) for form.

The **Business Partner Registration** and **Secure Systems Registrations** are independent of eLOCCS registration. However, you need a Secure Systems ID to complete the HUD 27054E form and registration. All security components must be completed prior to accessing eLOCCS.
### Signing Into eLOCCS Instructions

#### Step 1 – 4: Signing into eLOCCS

All the previous registration components must be completed prior to accessing eLOCCS. Use the Registration checklist in Appendix B to verify.

You must have a valid Secure Systems ‘M’ ID/password. The Coordinator must have established the eLOCCS link in Secure Systems and LOCCS roles for the eLOCCS User to sign in.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Cut and paste URL or click <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reaonline">here</a> for Secure Systems.</td>
</tr>
</tbody>
</table>

Select the <Login here> link.

| Step 2 | Enter your Secure Systems User ‘M’ ID and Password. |

| Step 3 | Select the <Line of Credit Control Systems (eLOCCS) > link. This will take you directly to LOCCS Authorization page. |
Note: If you do not see the eLOCCS link on the REAC main menu page, contact your Secure Systems Coordinator to assign the eLOCCS link (LOCCS roles).  (See Step 2d)

Step 4  The LOCCS Authorization Page will display.

Note: The LOCCS Authorization Page may be different for each Business Partner depending on the program area authorization selected from HUD form 27054E.

The LOCCS Authorization Page may not appear immediately after signing on if the user has not set up their personal email or security questions.

Please refer to the eLOCCS Getting Started Guide. The guide provides eLOCCS web page examples, familiarizing the user with how navigation works in eLOCCS and how to view, manage and drawdown HUD grant funds.


Cut and paste URL or click <here>
4 Frequently Asked Questions or Issues

- Contact the REAC Technical Assistance Center at 1-(888) 245-4860 for the following questions or issues;

1) I have registered for a Secure Systems Coordinator ID and have not received it.  
   Ask them to confirm your registration, your organization's address and status of your Secure Systems ID.

2) I mistakenly registered to be a regular user instead of a Coordinator.  
   Contact the REAC Technical Assistance Center on how to resolve this and upgrade your access to be a coordinator.

3) I may have registered for a Secure Systems ID in the past, but I'm not sure.  
   The REAC Technical Assistance Center will be able to research that.

4) I don't know who the Secure Systems Coordinators are for my organization.  
   The REAC Technical Assistance Center will be able to help you with that.

- Contact your organizations Secure Systems Coordinator for the following questions or issues;

1) I have registered for a Secure Systems User ID and have not received it.  
   Ask your Coordinator to retrieve your User ID and establish the eLOCCS link/roles. If you do not know your System Coordinator, contact REAC Technical Assistance Center.

2) I am a Secure Systems User and do not see the eLOCCS link after I sign in.  
   The Coordinator has not assigned the LOCCS – Query and ADM Roles. Contact your Coordinator to assign these roles. Refer them to Appendix A if necessary.

3) I click on a program area in eLOCCS, and the main menu is blank.  
   Verify with your Coordinator that LOCCS – Query and Administration roles are assigned. Refer them to Appendix A if necessary.

- If you are a Secure Systems Coordinator;
   And need help in either retrieving a User ID to assign LOCCS roles, or assigning those roles, refer to Appendix A.

- Anything Else?  
  Contact email your HUD program officer; if you do not know who your program officer is please email eLOCCS@HUD.GOV for that information.
Appendix A - eLOCCS and Role Assignment Steps for Coordinator

**A Secure System Coordinator, as a system administrative, must first assign the LOCCS COR (Coordinator) - <Action>, and then the QRY (Query) and ADM (Administrator)- <Roles> to themselves before assigning QRY and ADM roles to users.

Step I. Secure Systems Coordinator assignment of LOCCS System:

Cut and paste URL or click <here> for Secure Systems


Select the <Login here> link, sign in with your Secure System Coordinator ‘M’ ID and proceed to the Secure Systems Main Menu.

Secure System Login

A. From the Secure Systems Coordinator Main Menu, Select User Maintenance. (Figure 1)
B. Enter your Secure Systems Coordinator’s ‘M’ ID in the **Search by User ID** section and click **(S)earch for User** button. Figure 2

![Figure 2. User Maintenance and Search for User by ID](image)

C. On the Maintain User Profile screen select **Choose a Function**, then

Select **Maintain User Profile – Actions** and click **Submit** button. (Figure 3).

![Figure 3. Maintain User Profile – Actions](image)
D. From the Assign/Unassign Actions page, mark the <LOCCS COR-Coordinator> check boxes and click <Assign/Unassign Actions> button.

![Figure 4. Mark the check box - LOCCS ‘COR’](image)

E. From the System Administration page, Click <OK> button to confirm action.

![Figure 5. You have successfully assigned action(s) for the ‘COR’ action.](image)

嘢 A Coordinator can only assign the ‘COR’ action to themselves. Other coordinators need to assign the actions and roles to themselves.

F. The Maintain User Profile screen will display.

G. Next add LOCCS (ADM and QRY) roles to the ‘M’ coordinator ID. On the Maintain User Profile screen select <Choose a Function>, then

Select <Maintain User Profile – Roles> and click <Submit> button. (Figure 6).

![Figure 6. Maintain User Profile – Roles](image)
H. From the **Assign/Unassign Roles** page, mark the **<LOCCS ADM-Administration>** and **<LOCCS QRY-Query>** check boxes and click **<Assign/Unassign Roles>** button.

![Figure 7. Mark the check box - LOCCS ‘ADM’ and ‘QRY’](image)

I. From the System Administration page, click **<Confirm>** button to confirm roles. Then Click **<OK>** button to finalize assignment.

J. The eLOCCS link will appear on the left menu bar of Secure Systems under ‘Systems’ and on the REAC Main Menu Page. Continue to Step 2 to assign roles to users.

**Step II. Assignment of Roles to eLOCCS User:**

After the Secure System’s Coordinator has assigned the **LOCCS COR-Coordinator <Action>** and **LOCCS ADM and QRY <Roles>** to themselves in Step I, LOCCS ‘ADM’ and ‘Query’ <Roles> must also be assigned to each Secure Systems User that needs to access eLOCCS in the organization.

* This includes the Coordinator. If the Coordinator is also an eLOCCS User, they should assign the LOCCS QRY and ADM roles to themselves too. See step 2 above.

A. To assign LOCCS roles to users from the Secure Systems Main Menu, select **<User Maintenance>**. (Figure 1).

![Figure 1 - Secure Systems Main Menu](image)

B. From the User Maintenance Screen, enter the Secure Systems
User ‘M’ ID in the **Search by User ID** section and click **<S>earch for User** button. Figure 2.

*If you don’t know the User’s ‘M’ ID, enter the user name information in the **Search Users** section.* Figure 3.

Then click the appropriate **<S>earch for User** button to display the User profile page.

![System Administration](image1.png)

**Figure 2. Search for User by ID**

![System Administration](image2.png)

**Figure 3 - Search for User by Name Information**

C. From the User Profile page, select **<Choose a Function>** and choose **‘Maintain User Profile - Roles’** and click **<Submit>** button. Figure 4.
D. Under the LOCCS system, mark the ‘QRY’ and ‘ADM’ check boxes and click <Assign/Unassign Roles> button to confirm role changes. Figure 5

Inform the user that you have successfully assigned the LOCCS system/roles and to sign into Secure System to access eLOCCS. Refer user to Section 4 Signing Into eLOCCS above.
IF YOU NEED HELP or have questions regarding any registration component, please contact your HUD program office. If you are not familiar with your HUD program officer, please contact OCFO Security at eloecs@hud.gov, for that information.

IF YOU NEED HELP or have questions about your Secure Systems ID, please contact the Contact REAC Technical Assistance at 1-888-245-4860.
Appendix B - Registration Component Check list

Component 1 – Secure Systems Business Partner Registration
□ My organization (Business Partner) is recognized by Secure Systems
   (Either as a Public Housing Authority or Multifamily Housing organization)

Component 2 – Secure Systems “Coordinator” Registration
□ If you are not the Coordinator and are a user, check the box and go to Component 3
□ My organization has an assigned “Coordinator”
   If not, identify within your Organization who will be the Secure Systems Coordinator.
   □ Register for Secure Systems Coordinator ID (mailed to CEO)
   □ Receive your Coordinator Secure Systems ID from CEO
   □ Added the Coordinator Action to your ‘M’ ID.
   □ Added the ‘Query’ and ‘ADM’ roles to your ID (see Appendix A)

Component 3 – Secure Systems “User” Registration
□ If you are the Coordinator, check the box and go to Component 4
   If not,
   □ Register for a Secure Systems User ID
   □ Contact your Secure System Coordinator to retrieve your user ‘M’ ID
      (Wait until next business day after registering)
   □ Do you have an eLOCCS link when signing into Secure Systems with your ‘M’ ID. If not
      have your Secure Systems Coordinator assign the ‘Query’ and ‘ADM’ roles to your ‘M’ ID to
      establish the eLOCCS link within Secure Systems.

Component 4 – HUD-27054E eLOCCS Access Authorization Form
□ Form 27054E registration Completed