



# **eLOCCS APPROVING OFFICIAL RECERTIFICATION GUIDE**

**Line of Credit Control System (LOCCS, A67)**

**U.S. Department of Housing and Urban Development**

**September 2022**

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## 1.0 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 a majority of HUD grant programs. An internet version of LOCCS is called eLOCCS. eLOCCS is used by Approving Officials to certify/recertify or decertify/terminate their staff.

eLOCCS is accessed through the HUD internet portal called **Secure Systems**. Secure Systems is sometimes referred to as 'REAC' or 'Online Systems'. (See Section 3.0 below for access information).

Approving Officials (AO) represent the Business Partner and verify individual's user access to eLOCCS. An eLOCCS user is associated with an Approving Official on the **HUD-27054e eLOCCS Access Authorization** form. The 27054e is the LOCCS Security Access form used to document which program area the user has access to and their authorization within those program areas such as read, draw down funds etc. In addition, it is used to list the user's Approving Official.

The **HUD-27054e eLOCCS Access Authorization** form is also used to reinstate a user after 90 days of inactivity. Inactivity is defined as not selecting the *Line of Credit Control System (eLOCCS)* link from the Secure Systems Main Menu for more than 90 calendar days.

Changing an approval official is required when the current/existing Approving Official vacates the position and there are still **active** eLOCCS users in the system. See Section 5.1 below for instructions on changing an approving official and whether to use the 'Change Approving Official Letter' or the HUD-27054e form.

## 2.0 EMAIL FOR RECERTIFICATION

Approving Officials must recertify user access to eLOCCS every 3 months. The AO will receive an email every 3 months as a reminder to recertify, and the email will contain instructions for the recertification process. An initial email will be sent out 45 days prior to necessary recertification date (See Figure 1-1). Then a reminder email is sent out (See Figure 1-2). The email schedule is based on the geographical location of the grantee.

### Initial AO email:

Dear eLOCCS Approving Official:

It is time for the semi-annual recertification of your eLOCCS users. Please login to eLOCCS via Secure Systems to recertify your users by SEPTEMBER 15, 20YY . Failure to recertify your staff before this date will result in **SUSPENSION** of their eLOCCS access.

- Sign in to Secure Systems with your Secure Systems "M" ID and Password
- Click on the eLOCCS link
- Click on the link for Approving Official Functions
- Click on User Certification
- Follow the instructions on the screen

Please advise your staff that it is a violation of security procedures to share eLOCCS User IDs with anyone. If User IDs are discovered to be shared, eLOCCS access will be terminated and future access denied for those person(s). Remember, you are responsible for ensuring that eLOCCS Security policies are enforced.

For questions about Secure Systems or eLOCCS access, contact your local HUD Field Office. You can also search the web for "LOCCS Guidelines".

**Figure 1-1. Initial Email To Approving Officials for Recertification**

Reminder email:

Dear eLOCCS Approving Official:

**\*\*NOTE\*\* This email is a reminder that you have NOT recertified your staff, and failure to recertify your staff by September 15, 20YY will result in automatic suspension of their eLOCCS system access!**

To recertify your staff:

- Sign in to Secure Systems with your Secure Systems "M" ID and Password
- Click on the eLOCCS link
- Click on the link for Approving Official Functions
- Click on User Certification
- Follow the instructions on the screen

Thank you

**Figure 1-2. Reminder Email To Approving Officials for Recertification**

## 3.0 SIGNING ONTO ELOCCS

### 3.1 What You Need Before Signing On for the First Time



In order to access eLOCCS Approving Official (AO) functions, the Approving Official must have a valid **REAC (Secure Systems) User ID/password** and appropriate Secure Systems LOCCS roles (QRY, ADM) assigned, which provides access to eLOCCS.

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.

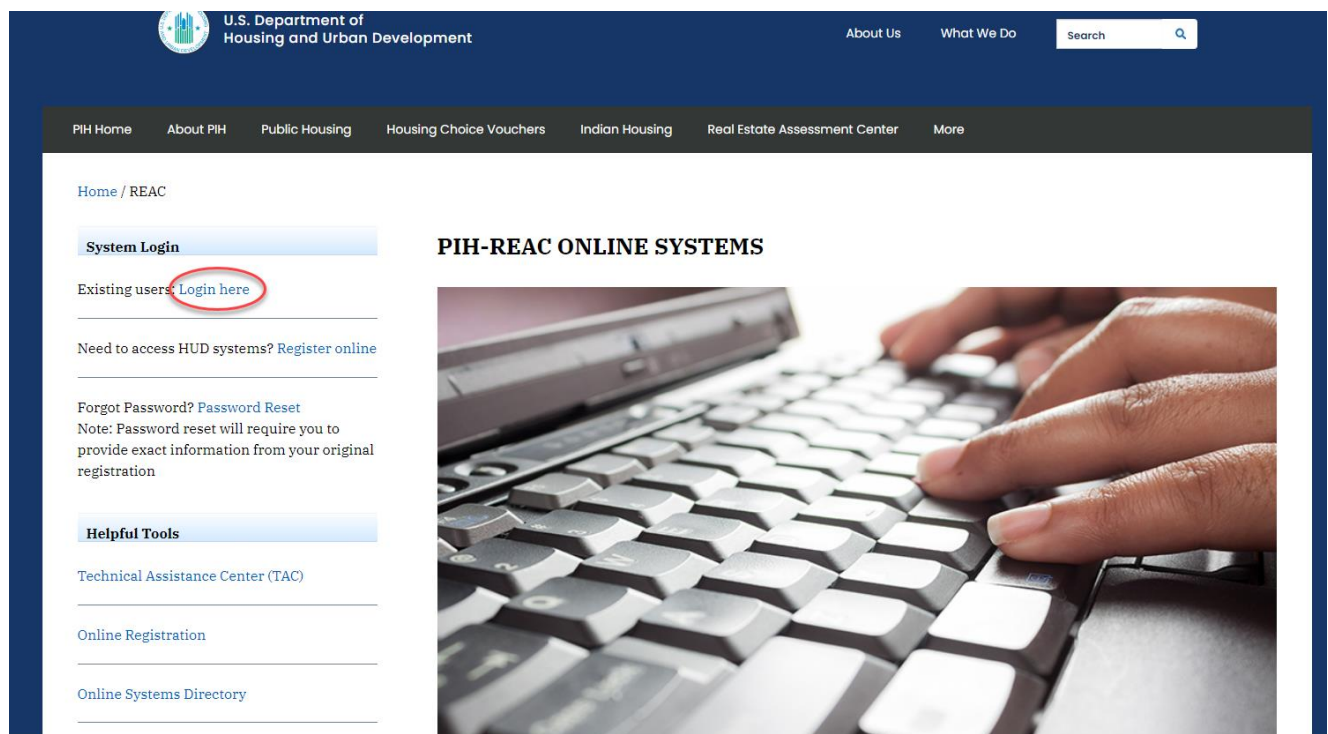
A separate ***eLOCCS Registration Guide*** provides step by step registration instructions on all of the components. In the Registration Guide there are step by step instructions on how to complete each registration component. See **Section 5.2** for a link to the **Quick Reference Guide** which has the location of the ***eLOCCS Guides and References***.

In addition, a separate ***eLOCCS Access Guidelines for Business Partners*** provides general LOCCS instructions for obtaining access and filling out the HUD-27054e LOCCS Access Authorization Form, changing an Approving Official and SF1199A Direct Deposit form. **Section 5.2** for a link to the **Quick Reference Guide** which has the location of the ***eLOCCS Guides and References***.

## 3.2 eLOCCS Access

To access Secure Systems, cut and paste URL below or click [<here>](#) (Figure 3-1).

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/reac/online](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online)



**Figure 3-1. Secure Systems Launching Page**

Select **<Login here>** for the Secure Systems Log in page (Figure 3-2).

**User Login** [faq](#) | [help](#) | [search](#) | [home](#)

**Secure Systems Single Sign On**

User ID

Password

[Forgot your password?](#) Click the link to reset your password and for other useful information.

**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.

Content updated June 15, 2007

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

**Figure 3-2. Secure Systems User Log in**

Enter your **Secure Systems** ID/Password.  
Select <Login> for the Secure Systems Main Menu (Figure 3-3).

**Secure Systems**

Welcome

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)
- [RAP Organization Assignment Maintenance](#)
- [User Maintenance](#)

**systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)

**Main Menu** [mail](#) | [help](#) | [search](#) | [home](#) | [logout](#)

**Systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Subsidy and Grants Information Systems \(SAGIS\)](#)
- [Voucher Management System \(VMS\)](#)

**Figure 3-3. Secure Systems Main Menu**

A list of HUD systems you are authorized for will display on the Main Menu. Select the <Line of Credit Control Systems (eLOCCS)> link and the next eLOCCS screen presented will depend if the user has already entered their email address and their security questions (see Figure 3-4 or Figure 3-5)

After clicking <Line of Credit Control Systems (eLOCCS)> link from the Secure System’s screen users with **no email** address will go to the ‘Your Profile’ screen for HUD-27054e Security to enter their email address (Figure 3-4). Users who have no Security Questions and PIN will go to the ‘eLOCCS Security Questions’ screen to enter their security Questions (Figure 3-5).

Users who have an up to date email address and Security Questions will go to the LOCCS Authorizations page (Figure 3-6).

**Your Profile**



All eLOCCS users are required to provide a valid personal email address, which will be used to inform you of any LOCCS security profile changes or other LOCCS related issues. Once you enter a valid email address and click Submit, a confirmation email will be generated.


HUD-27054E LOCCS Security	
<b>User:</b> Doe, John DHUD OFFICE PUBLIC HOUSING 10 SOUTH HOWARD ST, 5TH FLOOR BALTIMORE, MD 21201-2502  <b>Phone:</b> (410) 209-6522 <b>Email:</b> <input style="width: 150px;" type="text"/>	<b>Approving Official:</b> Smith, Ed DHUD-DIRECTOR OFFICE PUBLIC HOUSNG 10 SOUTH HOWARD STREET BALTIMORE, MD 21201-0000  <b>Phone:</b> (410) 209-6595
Effective Date: 2003-03-20	Last access Date: 2017-07-31
Last Certified Date: 2017-07-05	
HUD-27054E Program Area Authorizations	
Secure Systems LOCCS Assigned Roles	
<b>ADM</b> Administrator <b>QRY</b> Query	

**Figure 3-4. Your Profile HUD-27054e LOCCS Security Screen**

 HUD IT policy requires all systems (including eLOCCS) to disable access if the user has not signed in for over 90 days. eLOCCS will be enforcing this policy in the near future where your Secure Systems ID will have its eLOCCS access suspended after 90 days of eLOCCS inactivity.

Should your Secure Systems eLOCCS access be disabled, you will have the opportunity to automatically re-enable your eLOCCS access by answering 1 of 3 pre-selected personal security questions. If you are not able to answer any of the security questions correctly, you will be instructed to call OCFO Security where you will be asked for your personal 5 digit PIN number to be re-enabled.


eLOCCS requires the below 5 digit PIN and 3 Security questions/answers to be on file for all users.

- Once entered, you can review or change your PIN and/or questions/answers any time from the [Your Profile] link.
- You may choose to provide a question/answer pair of your own by selecting the last question (with the  icon).
- The [Continue] button will be enabled only after a 5 digit numeric PIN and all 3 questions/answers have been entered.
- The [Cancel] button will return you to the Secure Systems menu.

5-digit numeric PIN:

Your Questions	Your Answers
1)	
2)	
3)	

Click on the checkbox to select the question.

<input type="checkbox"/> [Question #1]
<input type="checkbox"/> [Question #2]
<input type="checkbox"/> [Question #3]
<input type="checkbox"/> [Question #4]
<input type="checkbox"/> [Question #5]
<input type="checkbox"/> [Question #6]
<input type="checkbox"/> [Question #7]
<input type="checkbox"/> [Question #8]
<input type="checkbox"/> [Question #9]
<input type="checkbox"/> [Question #10]
<input type="checkbox"/> [Question #11]
<input type="checkbox"/> [Question #12]
<input type="checkbox"/> [Question #13]
<input type="checkbox"/> [Question #14]
<input type="checkbox"/>  Enter your own question.

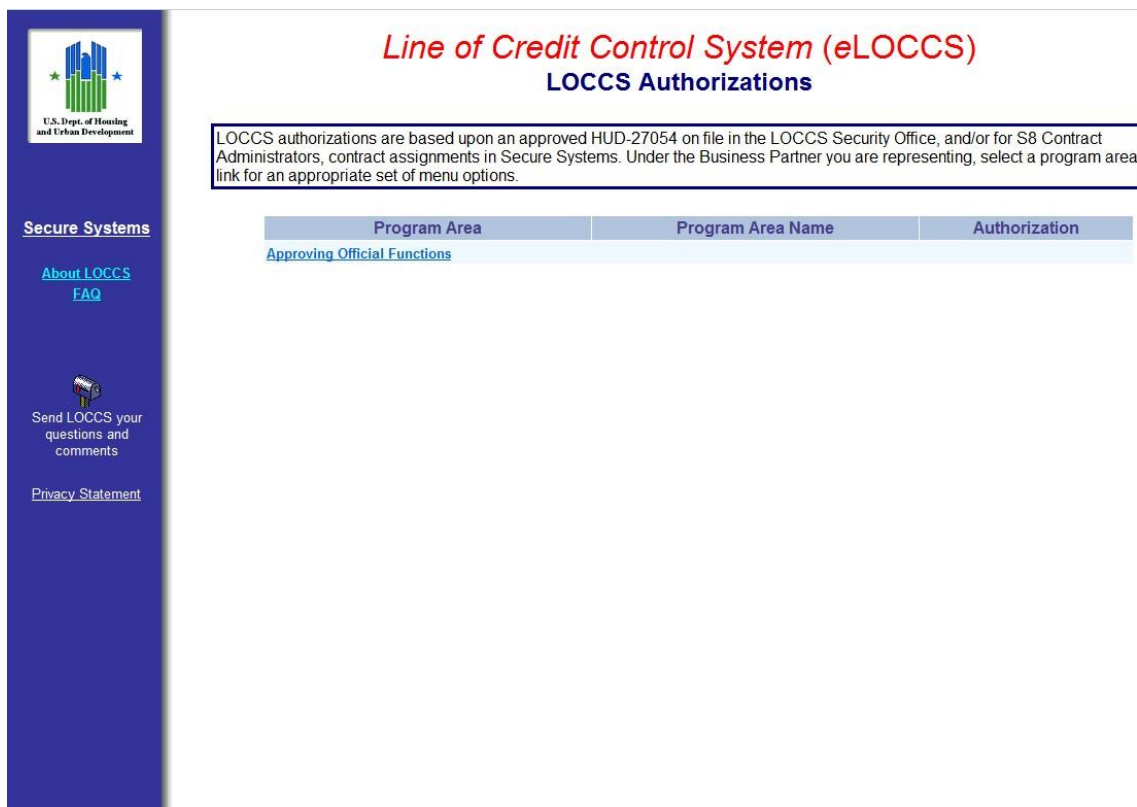
**Figure 3-5. eLOCCS Security Questions**

The eLOCCS Security Questions page will display, only once, to enter security questions and a 5 digit numeric pin. The three questions and pin will be stored and allow the user to automatically re-enable the user's sign-on and ID if they don't access eLOCCS for 90 days or more which results in a suspension.

Users will enter a five digit numeric PIN, and select three security questions from the list below by placing a check mark next to the question. Once the questions are selected they will appear in the box below the PIN. The users will enter the answers and the 'Continue' button will be enabled.

After clicking the 'Continue' button from the Security Questions screen, an informational screen will display with 'Your Security Questions Have Been Updated'. After clicking on the 'Continue' button the LOCCS Authorizations page will display (See Figure 3-6).





**Figure 3-6. Approving Official Authorizations**

LOCCS dual users will have Business Partner(s) they are authorized for listed first, and an Approving Official Functions link listed last. Users who are just Approving Officials, will only have the Approving Official Functions link listed.

Clicking on the <Approving Official Functions> link, will display the Approving Official Menu (Figure 3-7).

# *Line of Credit Control System (eLOCCS)*

Ed Smith

## *Approving Official Menu*

---

### **Queries**

- [User Portfolio](#)
- [Your Profile](#)

### **Updates**

- [User Certification](#)
- [User Decertification](#)

**Figure 3-7. Approving Official Menu**

The Approving Official Menu has four menu options. Select <Your Profile> to edit your email address or security questions and PIN, as well as review security authorizations (Figure 3-8). Select <User Portfolio> to see the users who are assigned to you for recertification and their status (Figure 3-9). Select <User Certification> to certify the users in your portfolio (Figure 4-3), and select <User Decertification> to decertify (terminate) a user(s) in your portfolio (Figure 4-5).

See section 4.0 below for details about certification/decertification options.

## Your Profile

HUD-27054E LOCCS Security		
<b>User:</b>	<b>Smith. Ed</b> AUSTIN HSG AUTHORITY-PRES/CEO 1124 SOUTH IH-35 AUSTIN, TX 7804-0000  <b>Phone:</b> (512) 477-4488  <b>Email:</b> <a href="mailto:Ed.smith@aha.org">Ed.smith@aha.org</a>	
<b>Effective Date:</b>	<b>Last access Date:</b>	<b>Last Certified Date:</b>
2013-08-08	2017-08-03	2013-08-08
HUD-27054E Program Area Authorizations		
Secure Systems LOCCS Assigned Roles		
<b>ADM</b>	<b>Administrator</b>	
<b>QRY</b>	<b>Query</b>	

[Edit Email](#)
[Security Questions](#)
[Menu](#)

**Figure 3-8. Approving Official's Your Profile Screen**

The User Profile option displays the user's name and organization contact information and Secure System LOCCS roles. The user will use this option to enter/update their email address. A correct/recent email address is important because it is used to email the Approving Official to recertify the users every 3 months or to notify them of other important information.

Approving Official User Portfolio									
Click <a href="#">this link</a> for additional information on the LOCCS certification process.									
Current									
	User	Certification Status	Effective Date	Times Accessed	Last Accessed	HUD-27054E Authorization(s)			
						Organization	Program	Authority	
1)	Doe,Jane	✓	07-24-2017	4	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown	
							CFRC Cap Fund Recovery Competitive Grnts	Drawdown	
							CFRG Capital Fund Recovery Grants	Drawdown	
							OFND Operating Fund	Drawdown	
							ROSS Resident Opport & Self Sufficiency	Drawdown	
							SNAP Special Needs Assistance	Drawdown	
							SPC Shelter + Care	Drawdown	
2)	Doe2, Jane	✓	06-22-2016	60	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown	
							OFND Operating Fund	Drawdown	
							ROSS Resident Opport & Self Sufficiency	Drawdown	
							SNAP Special Needs Assistance	Drawdown	
3)	Doe3, Jane	✓	05-12-1994	3785	07-28-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown	
							CFRC Cap Fund Recovery Competitive Grnts	Drawdown	
							CFRG Capital Fund Recovery Grants	Drawdown	
							CIAP Comprehensive Improvemnt Assistance	Drawdown	
							COMP Comprehensive Grant Program	Drawdown	
							DRUG Drug Elimination Grant Program	Drawdown	
							EDSS Economic Devel & Support Services	Drawdown	
							HOP1 Home Ownrshp for Peopl Evrwh - PIH	Drawdown	
							LBP Lead Based Paint Risk Assess. - PIH	Drawdown	
							OFND Operating Fund	Drawdown	
							PDEV Public Housing Development Grants	Drawdown	

**Figure 3-9. Approving Official User Portfolio**

## 4.0 CERTIFICATION/DECERTIFICATION SCREENS

### 4.1 Certification Screens

From the Approving Official Menu clicking on the <User Portfolio> link will display the Approving Officials User Portfolio screen with assigned users and their certification status, effective date, and last accessed information, and HUD-27054e Authorization for each person assigned to the Approving Official. Users, who need to be recertified now, will have a clock icon next to their certification status. Users who do not need recertification, will have a green check next to their status along with the date their next recertification is due (See Figure 4-1).

Approving Official User Portfolio									
Click <a href="#">this link</a> for additional information on the LOCCS certification process.									
Current									
	User	Certification Status	Effective Date	Times Accessed	Last Accessed	HUD-27054e Authorization(s)			
						Organization	Program	Authority	
1)	Doe, Jane	✓	07-24-2017	4	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown	
							CFRC Cap Fund Recovery Competitive Grnts	Drawdown	
							CFRG Capital Fund Recovery Grants	Drawdown	
							OFND Operating Fund	Drawdown	
							ROSS Resident Opport & Self Sufficiency	Drawdown	
							SNAP Special Needs Assistance	Drawdown	
							SPC Shelter + Care	Drawdown	
2)	Doe2, Jane	✓	06-22-2016	60	07-31-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown	
							OFND Operating Fund	Drawdown	
							ROSS Resident Opport & Self Sufficiency	Drawdown	
							SNAP Special Needs Assistance	Drawdown	
3)	Doe3, Jane	✓	05-12-1994	3785	07-28-2017	CITY OF AUSTIN HSG AUTH (74-6000117)	CFP Capital Fund Program	Drawdown	
							CFRC Cap Fund Recovery Competitive Grnts	Drawdown	
							CFRG Capital Fund Recovery Grants	Drawdown	
							CIAP Comprehensive Improvemnt Assistance	Drawdown	
							COMP Comprehensive Grant Program	Drawdown	
							DRUG Drug Elimination Grant Program	Drawdown	
							EDSS Economic Devel & Support Services	Drawdown	
							HOP1 Home Ownrshp for Peopl Evrwh -- PIH	Drawdown	
							LBP Lead Based Paint Risk Assess. - PIH	Drawdown	
							OFND Operating Fund	Drawdown	
							PDEV Public Housing Development Grants	Drawdown	

Figure 4-1. Approving Official User Portfolio

On the top of the page is a “Click [this link](#)” link. Clicking <this link> will display general LOCCS Approving Official information (Figure 4-2).

Semi-annually, all Grantees must have their LOCCS access re-certified by their Approving Official. Failure of an Approving Officials to re-certify their staff will result in staff members having their LOCCS access suspended.

It is the responsibility of the Approving Official to:

- ✓ Ensure the users work duties have not changed and the LOCCS authorization level is appropriate.
- ✗ Terminate access for any user who has left the organization and no longer needs access to LOCCS.

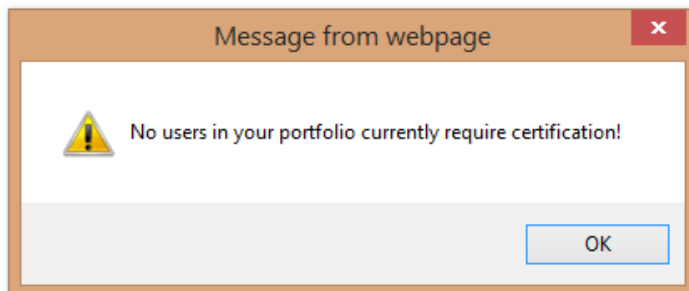
The semi-annual period is based on the HUD Regional assignment of the approving official. For you, the semi-annual re-certification period is **May** and **November**. A letter will automatically be generated by LOCCS and sent to you via certified mail the 1st of those two months. The letter will contain a list of users assigned to you who need to be re-certified, along with a certification control number needed for this process. You should receive this letter by the 15th of those two months. If you do not receive this letter, call the LOCCS Security Office to have this letter resent. You have 45 days from the day the re-certification letter is generated to re-certify your staff, on the 46th day their LOCCS access will be suspended.

Close Window

**Figure 4-2. AO Information**

From the Approving Official's Menu, clicking the <User Certification> link will result in one of the below responses;

- 1) If user re-certifications are not due for your staff, a message will display stating this information.



- 2) If you received a re-certification email, the Approving Official Certification screen will display with user(s) needing certification action (Figure 4-3).

The Approving Official has the option of Approving, Terminating or doing nothing with each user. A convenient 'Approve All' check button is above the user list to quickly mark all users as approved. If a terminate user radio button is selected, eLOCCS will prompt "Are you sure" screen to confirm each terminated user.

After making recertification selections, select the <Submit> button. eLOCCS will prompt for any terminate user selections and then display the User Portfolio screen which will show the results of your recertification actions (Figure 4-4).



STEVE APPROVING-OFFICIAL

Approving Official User Certification

[Menu](#)
[Auth](#)
[Log Off](#)
[Bottom](#)

Menu → AO Certification

For each user, select the correct radio button to individually Approve , Terminate , or Wait  for later certification. To approve all users click the Approve All  button in the legend. After clicking the submit button, approved users will immediately be processed. Terminated users will require a second "Are you sure?" verification.


 Approve All	User	Effective Date	Times Accessed	Last Accessed
<input type="radio"/>  <input type="radio"/>  <input checked="" type="radio"/> 	DOE1, JOHN	05-15-2001	1862	12-09-2014
<input type="radio"/>  <input type="radio"/>  <input checked="" type="radio"/> 	DOE2, JANE	08-14-2008	75	12-04-2014

[Back to Top](#)



[Privacy Statement](#)

Figure 4-3. User Recertification






STEVE APPROVING-OFFICIAL



Approving Official User Portfolio

[Menu](#)
[Auth](#)
[Log Off](#)
[Bottom](#)

Menu → AO Portfolio

Click [this link](#) for additional information on the LOCCS certification process.

 Current (Next Certification)	User	Certification Status	Effective Date	Times Accessed	Last Accessed	
1)	DOE1, JOHN	 (May-2015)	05-15-2001	1862	12-09-2014	
2)	DOE2, JANE	 (May-2015)	08-14-2008	75	12-04-2014	

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[Privacy Statement](#)

Figure 4-4. User Portfolio

## 4.2 Decertification Screens

The Approving Official's (AO) User Decertification page is used to terminate a user that is outside of the certification time period (every three months).



A user can also be terminated in the User Certification screen if it's time for the AO to certify their user portfolio. See Section 4.1 Certification above #2.

From the Approving Official's Menu, clicking the <User Decertification> link will display the Approving Official's User Decertification screen. The screen lists the names of all the users assigned to the Approving Official, their Effective Date, Last Accessed date, Times Accessed, and Last Certified date (Figure 4-5).

The user's name is a link to the individual's User Decertification page. Clicking on the user name the AO wants to terminate will display the individual's User Decertification screen (Figure 4-6).

	User	Effective Date	Last Accessed	Times Accessed	Last Certified
1)	Doe, Jane	07-01-1999	03-02-2018	243	03-18-2018
2)	Doe2, Jane	11-28-2005	03-02-2018	726	03-18-2018
3)	Doe,3 Jane	03-03-2003	03-05-2018	1,033	03-18-2018

Menu

Figure 4-5. User Decertification Screen

Smith, Ed  
**User Decertification**

---

**User:** Doe2, Jane  
 701 NW 1ST CRT,16TH FLR  
 MIAMI, FL 33136-0000  
**Phone:** (786) 469-4180

**Effective Date:** 02-08-2006  
**Last access Date:** 01-24-2018  
**Times Accessed:** 101  
**Last Certified Date:** 0000-00-00

**HUD-27054E Program Area Authorizations**

MIAMI DADE HOUSING AGENCY (59-6000573)		
CFP	Capital Fund Program	Query
OFND	Operating Fund	Query
SPC	Shelter + Care	Query
URP	Urban Revitalization Program(Hope6)	Query

**Reason:**  

200 characters left

☐ **Check here to acknowledge that this action will terminate this user and remove all of their access to LOCCS.**

Submit

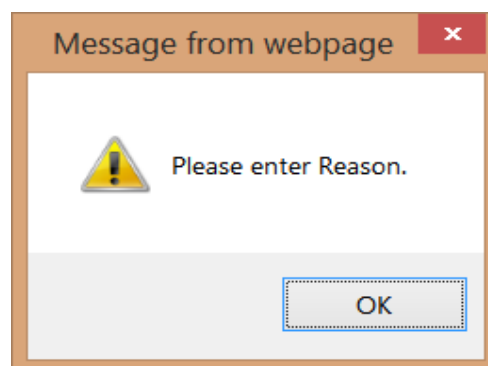
Cancel

**Figure 4-6. Individual User Decertification Screen**

The individual's User Decertification screen will display the user's contact information, Effective Date, Last Access Date, Times Accessed, Last Certified Date, and the HUD-27064E Program Area authorization. A reason box displays for the Approving Official to enter the reason for termination, and a checkbox to acknowledge the termination in LOCCS/eLOCCS.

The Reason comment box allows only up to 200 alphanumeric characters. Both a reason and the acknowledgement termination check box must be entered prior to submitting the termination.

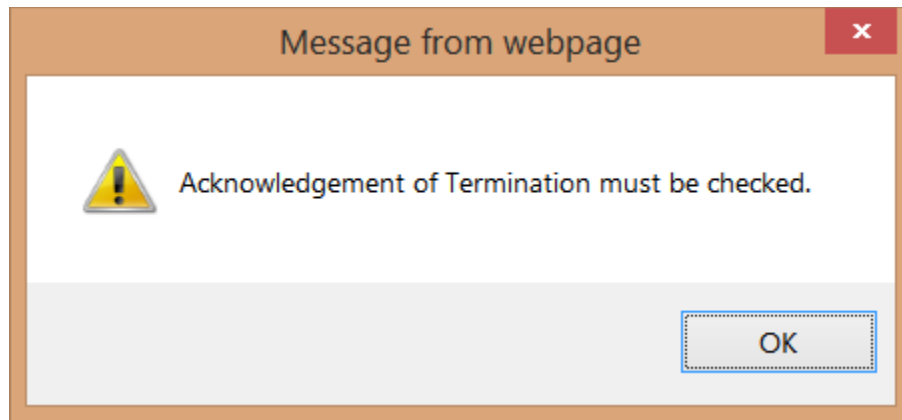
If the AO clicks the <Submit> button without entering a reason an error message will display indicating a reason must be entered (Figure 4-7).



**Figure 4-7. Individual User Decertification Screen Error Message to Enter a Reason**



If the AO clicks the <Submit> button without checking the box of acknowledgement for termination an error message will display indicating acknowledgement box must be checked (Figure 4-8).



**Figure 4-8. Individual User Decertification Screen Error Message to check box for acknowledgement**

After entering a reason for termination and checking the box of acknowledgement, select the <Submit> button. An action confirmed screen will display with the user's name and action confirmed for the termination/decertification (Figure 4-9)

Clicking the <Menu> button will display the Approving Official's Menu. The terminated user will no longer display on the AOs User Portfolio screen.



**Figure 4-9 User Decertification Action Confirmed Screen**

## 5.0 QUICK REFERENCE

### **5.1 How to decide if a HUD-27054e eLOCCS Access Authorization Form is needed to establish an Approving Official or if a Change of Approving Official Letter is needed.**

It is necessary to review the LOCCS-Web system to determine if a grantee organization needs to send a 'Change of Approving Official Letter' or HUD-27054e form.

Review the information in LOCCS-Web and provide instructions to the grantee organization accordingly: The 'Change of Approving Official Letter' is only submitted when there is an active user or users with an active approving official in the LOCCS system. Select the eLOCCS Users Tab from the Business Partner screen and if you see the following –

ID	Secure Systems	LOCCS Status	User
	✓	✓	Approving Official:
	✓	✓	John Doe

There is an active approving official and active user(s), indicated by the ✓ green check mark under the LOCCS section, a 'Change of Approving Official Letter' is required, meeting the criteria as provided (See below for official guidance on how to complete and send the 'Change of Approving Official Letter'):

- New Approving Official Name and other qualifying information.
- Previous Approving Official Name (Only)
- Existing Users Name(s) only

To determine if HUD form 27054e is required -Select the eLOCCS Users Tab from the Business Partner screen. If the eLOCCS users screen reflects that the approving official and the user are both terminated from the LOCCS system or the screen reflects no active/recent eLOCCS users exist for this Business Partner, there are no users or approving official as shown:

#### **✗Terminated**

ID	Secure Systems	LOCCS Status	User
	✗	✗	Approving Official:
	✗	✗	User Name Terminated on 04-24-2019

**or**



ID	Secure Systems	LOCCS Status	User	Effective Date	Signon Count	Last Access	Last Certified
No active/recent eLOCCS users exist for this Business Partner							

The agency needs to submit HUD form 27054e which will establish the user and approving official in LOCCS Security from the information provided on the completed HUD-27054e form. **HUD form 270564e should not be submitted to reestablish an approving official.**

**Recap:** The ‘Change of Approving Official Letter’ is used when there are active users in the LOCCS system and the current approving official needs to be replaced with a new approving official. The key is that there must be active users and active approving official. If items 2 and 3 of the ‘Change of Approving Official Letter’ are reflected in LOCCS with a red **x**, under the LOCCS column, the ‘Change of Approving Official Letter’ is not valid and should not be submitted.

**NOTE:** if a grantee is active in LOCCS (indicated with a green **✓**) and there is a red **x** under the Secure Systems column, the grantee is required to contact REAC/Secure Systems to be reinstated in that system for entry into the LOCCS system.

**\*\*When an Approving Official for a Business Partner (grantee) has vacated his/her position, no longer with the organization, *and a remaining user is going to be the new Approving Official/Executive Director (not the interim or Deputy)*, then depending on the scenario (if that user is to be terminated or remain active) the following must be performed:**

- The user, who is now becoming the Approving Official, must be upgraded in REAC/Secure Systems to Coordinator.
- If the user is to remain active as a user as well as the Approving Official, s/he is considered a **dual user** and will need a superior to approve the now dual user for continued access (a user can’t approve themselves). A board officer (President/Chairperson, Vice President/Vice President/Vice Chair, Secretary, Treasurer) or the designated equivalent will need to complete a ‘Change of Approving Official Letter’ from a board/chair to become that user’s new Approving Official. The new Approving Official will need to complete another ‘Change of Approving Official Letter’ for the remaining users, *as s/he becomes their new approving official*. (See below for official guidance on how to complete and send the ‘Change of Approving Official Letter’)
- If the user, now new Approving Official, is **no** longer going to be a user, s/he must complete HUD-27054e form in its entirety to terminate their existing access as a user (blocks 1-11, checking item 3 in block to terminate user, complete the remaining form as required.) The form is to be sent to the HUD program officer for review, approval and certification. The HUD program officer is required to forward HUD-27054e form to the OCFO Security Office as provided in the instructions found on the form. Note: Users have the authority to terminate themselves from the eLOCCS system without an approving official signature. **However, they must have an approving official to gain access and/or be reinstated.**
  - If this user, now new Approving Official, is **no** longer going to be a user and they are the **ONLY** user, this will require users to be added to the eLOCCS system to be under the new Approving Official. A HUD-27054e form must be completed and processed as per protocol.

## **5.2 Changing Approving Officials**

- **By sending this request, if there is a problem, you will be notified.**
- **If approved, the listed USERS will be TRANSFERRED to the new APPROVING OFFICIAL.**

- An **EMAIL** will be sent to the **NEW APPROVING OFFICIAL** once the transfer has been completed.
- If the **TRANSFERRED USERS** were pending recertification, it will be up to the new Approving Official to complete the user recertification process in eLOCCS.

### **CHANGING APPROVING OFFICIALS, eLOCCS (GRANTEES ONLY)**

On the **LETTERHEAD** of the organization, the **NEW APPROVING OFFICIAL** is to send to the OCFO Security Office the following:

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

Once the grantee's 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 Program Office will receive written documentation for communication with the Business Partner for corrections.

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 on the ELOCCS User tab in LOCCS.**

- Name (only)

NOTE: Please review the existing user information with the HUD program officer before completing this document – which they can find under the eLOCCS users tab.

#### **2. New Approving Official**

- Name
- Title \*\*
- Assigned Secure Systems User ID ('M' id) \*\*\* **[Must be registered as a REAC Coordinator in Secure Systems]**
- Daytime telephone
- Business address
- 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**

- Name (only)

#### **4. Signature Block**

- The **new** Approving Official must sign and date the Change of Approving Official letter.
- The **new** Approving Official signature must be notarized.
- The notary must be different from the new Approving Official and any users.

Reference **Access Guidelines for Grantees** for any needed information. See Section 5.4 Below for a link to the **Access Guidelines for Grantees**.

### **5.3 Approving Official Reinstating Access After 90 Day Inactive Suspension**

If an Approving Official does not access eLOCCS within 90 days their eLOCCS access will be suspended. The Approving Official can answer their security questions to reinstate their access. However, if an Approving Official does not have security questions/pin a letter must be sent to the HUD Program Officer to reinstate their access. Please follow the instructions below:

- **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 Program Officer Assigned:

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.)

All documents are to be sent to the HUD program officer as specified for HUD form 27054e, Change of Approving Official, etc.

### **5.4 Frequently Asked Approving Official Questions**

- **My Secure Systems ID is not working.**

To prevent your Secure Systems ID from being deactivated, you must log in to Secure Systems every 90 days. Contact the Secure Systems REAC Technical Assistance at 1 (888) 245-4860 on status. Secure Systems provides a banner to remind users of that system when to access the system to avoid termination:

You must login at least once every 90 days to maintain an active ID. If you do not login again before 20 Jun 2022, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

- **I can't get into eLOCCS. It says I'm suspended.**

To prevent your eLOCCS access from being deactivated, you must log in to eLOCCS every 90. If you are suspended answer your security questions to be unsuspended. If you have a question about your user-id for Secure Systems, contact your HUD program officer. If you do not know who your HUD program officer is, send an email to [eLOCCS@hud.gov](mailto:eLOCCS@hud.gov) requesting that information.

- **Can I add users during the recertification process?**

No, this process can only be used to perform recertification actions which will allow you to approve existing users for continued access in the eLOCCS system or terminate an existing user from the eLOCCS system. If you need to add a new user please refer to the instructions found here:

[https://www.hud.gov/program\\_offices/cfo/finsys/eLOCCS\\_Access/User\\_Guidance](https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_Access/User_Guidance)

- **I have not received my Approving Official email to recertify users.**

Check that your eLOCCS email address is correct. In eLOCCS proceed to the 'Approving Official Menu' page. The 'Approving Official Menu' page has three menu options. Select <Your Profile> to edit your email address. See Figure 3.6, 3.7, and 3.8 above.

- **How do I terminate an existing eLOCCS user?**

At the time of recertification, which occurs on 3 month cycles, you have the option of not recertifying the user in eLOCCS. In Addition, termination of user can be processed through the eLOCCS Access Authorization form (27054e). Termination forms are required to be forwarded, reviewed and certified by the HUD program officer assigned.

Please note the following for termination:

If the user is still within the organization, The entire form must be completed from block1 through 11c, checking Terminate user in Block 1. Notary is not required

If the user is no longer with the organization and they are unable to sign the form, do not include the user id on the form. The Security Systems user ids are considered Personal Identifiable Information (PII) and to post the id, the users' signature as permission. OCFO Security will know who that user is with the remainder of the form being completed as instructed.

If the user is not longer physically with the organization, additionally, the approving official and page 2, block 9, 11 b and c must be completed as required.

Users can opt to terminate their access without having the form signed by the approving official. They will complete blocks 1-5, block 9, 11 a.

Link to the HUD – 27054e

<https://www.hud.gov/sites/dfiles/OCHCO/documents/27054e.pdf>

- **Can I become an Approving Official for more than one organization?**

Contact your HUD Program Officer for further guidance.

- **Can I become an Approving Official and be a user in eLOCCS.**

Yes, The HUD-27054e eLOCCS Access Authorization form needs to be completed to reflect each user type. To become a user, your approving official must be your superior within the the organizational structure. If you are the Executive Director, the approving official must be the Board Officer (President, Vice President, Secretary or Treasurer or the equivalent role).

## **5.5 LOCCS URL Quick References**

ALL reference links can be found on the ELOCCS Quick Reference Guide.

[https://www.hud.gov/program\\_offices/cfo/finsys/eLOCCS\\_access/quick\\_reference](https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference)