

eLOCCS

Registration GUIDE

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

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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 proper authorization can access, manage, and draw down against their HUD grant portfolios.

Appropriate access to logging into HUD's systems and eLOCCS requires user IDs, passwords, and proper 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: Registration Overview can be found in section **1.4 Overview of eLOCCS Registration Components** and a registration checklist can be found in section **1.3 Registration Component Checklist**.

1.2 LOCCS URL Quick References

ALL reference links and eLOCCS User Guides can be found on the eLOCCS Quick Reference Guide.

https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference

1.3 Registration Component Checklist

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 (eLOCCS Approving Official)

Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-"). The approving official is required to be the organization's Chief Executive Officer or equivalent as decided by the Senior Management of the Organization. Senior Management officials are defined as: Owner, Executive Director, President, CEO, or Board Officers defined as Chairperson, President, Vice Chairperson, Vice President, Board Secretary or Board Treasurer, Manager, Director, Chief Financial Officer (CFO), Treasurer, Tribe Administrator, or Tribal Chief.

Senior Management may delegate the approving official responsibilities in writing to the Deputy or Assistant of the same title as the approving official. Interim and Acting personnel are not eligible as approving officials. These designations are set to establish these organizations via the Active Partners Performance System (APPS) which sets the organization for Secure Systems access. OCFO Security reserves the right to request an official organizational chart for review. 7 Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-")

- ☐ 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 changing an organization “Approving Official/Coordinator” refer to Change an Approving Official link in the Quick Reference at the URL in Section 1.2 Quick References above.

Changing an Approving Official guidance differs and depends if there are **ONLY** active users remaining.

If not changing a coordinator, 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 the next business day after registering)
- ☐ Do you have an eLOCCS link when signing into Secure Systems with your ‘M’ ID. If not, your Secure Systems Coordinator assign the ‘Query’ and ‘ADM’ roles to your ‘M’ ID to show the eLOCCS link within Secure Systems.

Component 4 – HUD-27054E eLOCCS Access Authorization Form

- ☐ Form 27054E registration Completed

1.4 Overview of eLOCCS Registration Components

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

*****Important read 1.4 the Overview and the rest of the guide to know how to register.**

- **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 done 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/ (eLOCCS Approving Official)**

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.



Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-"). The approving official is required to be the organization's Chief Executive Officer or equivalent as decided by the Senior Management of the Organization. Senior Management officials are defined as: Owner, Executive Director, President, CEO, or Board Officers defined as Chairperson, President, Vice Chairperson, Vice President, Board Secretary or Board Treasurer, Manager, Director, Chief Financial Officer (CFO), Treasurer, Tribe Administrator, or Tribal Chief. Senior Management may delegate the approving official responsibilities in writing to the Deputy or Assistant of the same title as the approving official. Interim and Acting personnel are not eligible as approving officials. These designations are set to establish these organizations via the Active Partners Performance System (APPS) which sets the organization for Secure Systems access. OCFO Security reserves the right to request an official organizational chart for review. Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-").

- **Component 3 – Secure Systems “User” Registration**

Individual Users register 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 to access eLOCCS, 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 (as a “Coordinator”) to access eLOCCS just like users. Refer to section 1.2 Quick Reference above for links to the Quick Reference and the Approving Officials Guide.

- **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 decides 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, eLOCCS Access Authorization Security Form HUD-27054E must be completed and secure emailed to the Program Office.



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 and reinstating users as well.



When completing the eLOCCS Access Authorization Form (HUD-27054E), both the user and the approving official must provide personal/individual email addresses **that contain the name that is provided in the name field on HUD form 27054E.** OCFO Security cannot accept and will return any form where the emails are the same or uses a general email address. Example, acceptable email should include the name of the user as it is provided in the name field of HUD form 27054E and match the name that is registered in Secure Systems janebrown@gmail.com or john.doe@safehomes.org not info@safehomes.org



Complete the HUD-27054E form using the guidance and instructions (page 3) of the form.

- eLOCCS User completes #1-5.
- eLOCCS Approving Official completes #6.
- All fields must be typed in except for signatures and initials.
- Signatures MUST be original and legible.
- **Electronic signature and DocuSign are permitted.**
- Form must be notarized with original/legible signature and notary seal.
- HUD form 27054E expires 6 months from the time the user and approving official have signed and notarized the form. **Once HUD program staff has received the signed document for submission to CFO Security, the signature dates must not exceed 180 days/6 months. HUD form 27054E validity expires 6 months after the date the date of signature.**

In summary, there are four (4) **registration components** which must be completed prior to eLOCCS access being granted. Included in this document is a handy check list which will help you in deciding 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****

1.5 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 eLOCCS user in eLOCCS. An eLOCCS 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 3 months, therefore Approving Officials will also need to register for an ID in Secure Systems as 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”



Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-"). The approving official is required to be the organization's Chief Executive Officer or equivalent as decided by the Senior Management of the Organization. Senior Management officials are defined as: Owner, Executive Director, President, CEO, or Board Officers defined as Chairperson, President, Vice Chairperson, Vice President, Board Secretary or Board Treasurer, Manager, Director, Chief Financial Officer (CFO), Treasurer, Tribe Administrator, or Tribal Chief. Senior Management may delegate the approving official responsibilities in writing to the Deputy or Assistant of the same title as the approving official. Interim and Acting personnel are not eligible as approving officials. These designations are set to establish these organizations via the Active Partners Performance System (APPS) which sets the organization for Secure Systems access. OCFO Security reserves the right to request an official organizational chart for review. Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-") .

Changing an Approving Official will need to be completed on a ‘Change of Approving Official’ form **ONLY** if there are active users remaining. Refer to ‘eLOCCS Approving Official Recertification Guide’ for detailed instructions regarding **how** to change an Approving Official. This can be found on the ‘Guidance for LOCCS Approving Officials’ which is on the ‘LOCCS Access Guidelines for Business Partner’. Refer to the ‘Quick Reference links’ in section 1.2 above.

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****

Step 1a

Copy and paste URL or click [<here>](#) for the Business Partner Registration page.

https://hudapps2.hud.gov/apps/part_reg/apps040.cfm

Enter your organization's Tax Identification Number (TIN) , not your SSN and click the 'Submit' button.

Business Partner Registration HUD Multifamily

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

TIN:	123456789	(no dashes)
or		
SSN:		(no dashes)
<input type="checkbox"/> Check if SSN is used as TIN for Sole Proprietor		

Submit

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**

**Form to fill
in**



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**

**TIN
Processed** ➡

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” (eLOCCS Approving Official) 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. 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, set up 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.

SPECIAL CONSIDERATION

- 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’ 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’ form for the remaining users, *as s/he becomes their new approving official*.
- 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.

Does your organization already have a Secure Systems Coordinator assigned?

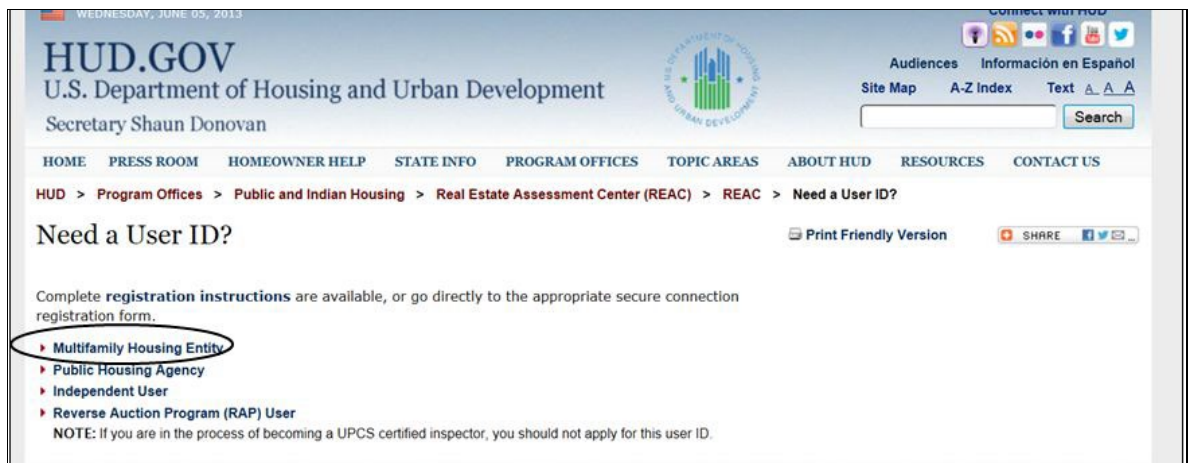
No	<p>If you <u>just</u> registered your organization in Business Partner Registration HUD Multifamily, the answer is 'No'. Decide within your organization who should be the Secure Systems Coordinator(s).</p> <p> Every Business Partner <u>must</u> have <u>one</u> Secure Systems coordinator registered to set up the eLOCCS link in Secure Systems for the eLOCCS user to sign in. The coordinator is required to be the Approving Official (AO) for assigned users.</p> <p>Continue to Step 2a – Applying for a Secure Systems “Coordinator” ID.</p>
Not Sure	Contact REAC Technical Assistance at 1-888-245-4860 to enquire.
Yes	Continue to Component 3 – Apply for a Secure Systems “User” ID.

Steps 2a – 2d: Applying for Secure Systems “Coordinator” ID

Step 2a Click [<here>](#) for Secure Systems

https://www.hud.gov/program_offices/public_indian_housing/reac/online/online_registration

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



WEDNESDAY, JUNE 05, 2013

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

HOME PRESS ROOM HOMEOWNER HELP STATE INFO PROGRAM OFFICES TOPIC AREAS ABOUT HUD RESOURCES CONTACT US

HUD > Program Offices > Public and Indian Housing > Real Estate Assessment Center (REAC) > REAC > Need a User ID?

Need a User ID?




Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ **Multifamily Housing Entity**
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

Select **<Multifamily Housing Entity>**.

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

<p>Step 2c</p>	<p>Multifamily Coordinator and User Registration Selection</p> <p>Select <Coordinator> as the ‘Application Type’ and complete form.</p> <p> 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>.</p> <p> 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 your Secure Systems Coordinator ‘M’ ID, Contact REAC Technical Assistance to inquire on status at 1-888-245-4860.</p> <div data-bbox="597 623 1218 1157">  </div>
<p>Step 2d</p>	<p>Secure System Coordinator establishment of eLOCCS and LOCCS Role Assignment.</p> <ul style="list-style-type: none"> After the CEO, has provided the Secure Systems Coordinator ‘M’ ID, sign-on to Secure System to set up the eLOCCS link (COR action) and add LOCCS roles – See Appendix A for steps. <p>If the Coordinator is also an eLOCCS user, continue to Component 4 – HUD-27054E eLOCCS Access Authorization Form.</p> <p>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.</p>



2.3 Component 3 –Secure Systems “User” Registration

Component 3 –Secure Systems “User” Registration Instructions	
Steps 3a – 3d: Applying for Secure Systems “User” ID	
Step 3a	<p>Click here for Secure Systems</p> <p>https://www.hud.gov/program_offices/public_indian_housing/reac/online/online_registration</p>
Step 3b	<p>Choose your organization type:</p> <p>Select <Multifamily Housing Entity>.</p> <p><u>Only</u> select Public Housing Agency if a PHA, otherwise select Multifamily Housing Entity.</p>
Step 3c	<p>Select <User> as the ‘Application Type’ and fill out the remaining form below.</p> <div data-bbox="592 1012 1237 1583" data-label="Form"> <p>Secure Systems Registration</p> <p>MULTIFAMILY Coordinator and User Registration</p> <p>To apply for a System Coordinator ID, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!</p> <p>To apply for a regular User ID, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!</p> <p>And remember:</p> <p><i>Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.</i></p> <p>Application Type: <input type="radio"/> Coordinator <input checked="" type="radio"/> User</p> <p>First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Social Security Number: <input type="text"/></p> </div> <p>After submitting the form, wait 24 business hours, then contact your organization’s Secure Systems Coordinator (eLOCCS Approving Official) to inform them that you have requested access to Secure Systems.</p> <p>Request that the Coordinator/AO retrieve your User ID in Secure System and assign roles to show the eLOCCS link. See Appendix A for the Secure System’s Coordinator to assign LOCCS System and roles.</p>

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

<p>Have you already completed and asked for eLOCCS Access? (** This not Secure Systems **)</p>	
Yes	Continue to – Signing into eLOCCS Instructions
No	<p>Complete the LOCCS HUD-27054E form, have it notarized and email to the appropriate HUD Program Office/HUD staff for review. Instructions are on the form.</p> <p>HUD-27054E – eLOCCS Access Authorization Form: Copy and paste URL or click <here> for form.</p> <p>https://www.hud.gov/sites/dfiles/OCHCO/documents/27054E.pdf</p> <p> 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. Please note that the Secure Systems registration is required to gain entry to HUD systems. It does NOT set policy or access for the eLOCCS system.</p> <p> Refer to 'eLOCCS Access Guidelines for Grantees, found in the 'Quick Reference links' in section 1.2 above, for detailed instructions regarding how to complete the HUD-27054E FORM</p>

3 Signing Into 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 section 1.3 to verify.

You must have a valid Secure Systems 'M' ID/password. The Coordinator (eLOCCS Approving Official) must have set up the eLOCCS link in Secure Systems and LOCCS roles for the eLOCCS User to sign in. Once OCFO has processed the form and eLOCCS access is completed the user will receive an email from the LOCCS system informing them that access to eLOCCS has been completed. The email provided on HUD form 27054E will be used, and the approving official and HUD program contact will also receive that notification via email.

From:	HUD-LOCCS
Subject:	eLOCCS Access Granted

**** Please DO NOT reply to this email, contact your HUD Program Officer if you have any questions ****

Dear Mr/Mrs/Ms: #{full_name}

#{request_text} (HUD-27054e) has been processed.

To activate your access, please login to Secure Systems and access eLOCCS **before** #{suspend_date}. (Failure to activate your access by this date will require submission of a new HUD- 27054e.)

On your first access to eLOCCS, you will be prompted to create:

- 3 Security questions and answers

These will be used to unsuspend yourself if you fail to access eLOCCS for more than 90 days.

If you sign onto Secure Systems and do NOT see the 'Line of Credit Control System (eLOCCS)' link in the main menu:
 You do not have LOCCS roles assigned to your Secure Systems ID.

- Request that your Coordinator (approving official designated on HUD form 27054e) retrieve your user ID in Secure Systems and assign the 'QRY' and 'ADM' LOCCS roles to your ID
- Have your Coordinator refer to the eLOCCS Registration Guide.
- If you do not know your System Coordinator, contact REAC Technical Assistance Center at 1-(888) 245-4860

Please be reminded that it is prohibited to let another individual use your Secure System credentials to access eLOCCS functionality. Any user discovered sharing access may have his or her eLOCCS access permanently terminated.

IMPORTANT: links to the eLOCCS Registration Guide and other helpful eLOCCS documentation can be found by visiting the [eLOCCS Quick Reference Guide](#).

**** Please DO NOT reply to this email, contact your HUD Program Officer if you have any questions ****


[Back](#)

Step 1 Click [<here>](#) for Secure Systems

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online

Select the **<Secure Systems Login>** button.

Step 2 Enter your Secure Systems User 'M' ID and Password.



User Login

faq | help | search | home

User ID


Password

Forgot your password? Click the link to reset your password and for other useful information.

Login

Cancel

Step 3 Select the **<Line of Credit Control Systems (eLOCCS) >** link. This will take you directly to LOCCS Authorization page.




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)

Note:  If you do not see the eLOCCS link on the Secure Systems main menu page, contact your Secure Systems Coordinator/Approving Official to assign the eLOCCS link (LOCCS 'ADM' and 'QRY' roles). **(See Step 2d)**

Step 4 The LOCCS Authorization Page will display.



Line of Credit Control System (eLOCCS)


LOCCS Authorizations

LOCCS authorizations are based upon an approved HUD-27054 on file in the LOCCS Security Office, and/or for S8 Contract Administrators, contract assignments in Secure Systems. Under the Business Partner you are representing, select a program area link for an appropriate set of menu options.

Secure Systems


About LOCCS


FAQ




Send LOCCS your questions and comments

Program Area	Program Area Name	Authorization
(HA Name 1)	Org ID: XXXXX Tax ID: XX-XXXXXXX	
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvemnt Assistance	Drawdown
OFND	Operating Fund	Drawdown
ROSS	Resident Opport & Self Sufficiency	Drawdown
(HA Name 2)	Org ID: XXXXXTax ID: XX-XXXXXXX	
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvemnt Assistance	Drawdown
OFND	Operating Fund	Drawdown
VRP	Vacancy Reduction Program	Drawdown

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 security questions**.

If an existing user has not **logged into eLOCCS within 89 days, they become inactive and are suspended after 90 days**. A user can unsuspend themselves by answering their security questions when they sign into eLOCCS. If an eLOCCS user does not answer any one of their security questions correctly they will be terminated and have to submit a new 27054E for reinstatement and forward to the HUD program officer assigned to your organization. If an Approving Official does not answer any of their security questions correctly, they need to submit a 90-day inactivity suspension form of reinstatement to their Program Office.

 Please refer to the eLOCCS Getting Started Guide in the Quick Reference. See section 1.2 above. The guide provides eLOCCS web page examples, familiarizing the user with how navigation works in eLOCCS and how to view, manage and draw down HUD grant funds.

4 Frequently Asked Questions or Issues

- **Contact the Secure Systems 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 organization's 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 set up 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 signed 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;**

- 1) And need help in either retrieving a User ID to assign LOCCS roles, or assigning those roles, refer to **Appendix A**.
- 2) Changing an Approving Official, complete a Changing of Approving Official form please refer to LOCCS Access Guidelines on instruction on how to change an Approving Official at the URL in Section 1.2 Quick References above.

➤ **I can't sign into eLOCCS. I forgot the security questions.**

All eLOCCS users must sign into eLOCCS at least every 89 days to avoid being suspended after NO sign in within 90 days. You will be given a chance to answer a security question correctly to unsuspend yourself. If you can't enter the correct security questions, you will have to submit a new 27054E for reinstatement, and the 1st time you access eLOCCS, you will be prompted to enter new Security Questions.

If the user is an Approving Official, you will need to submit a 90-day inactivity suspension form and send it to the HUD program officer for guidance.



➤ **Anything Else?**

Email your HUD program officer. ALL inquiries should be directed to the grantee's program office; if you do not know who your program officer is or did not receive a response, send your inquiry for assistance to eloccs@hud.gov. An alternative contact at the HUD program office will be provided.

Appendix A - eLOCCS and Role Assignment Steps for Coordinator

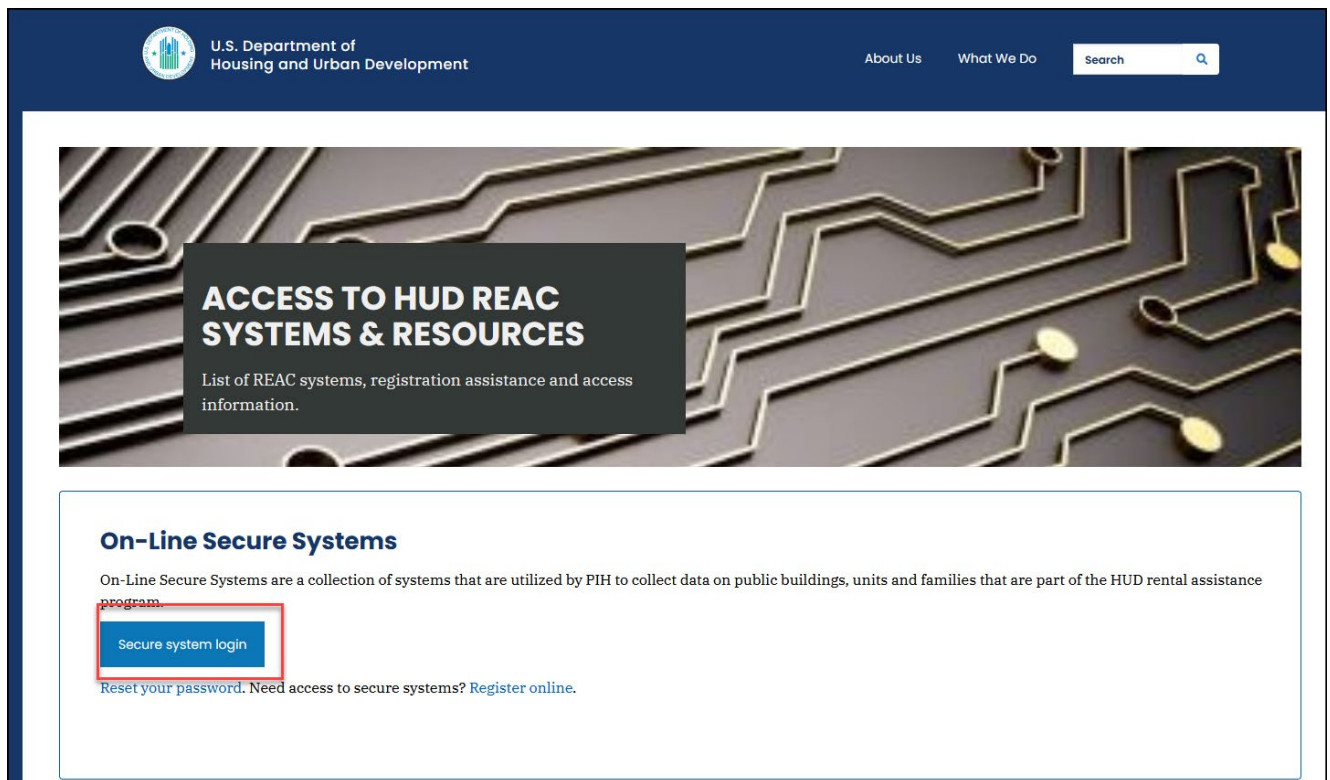
****A Secure System Coordinator**, as a system administrative, **must first** assign the LOCCS COR (Coordinator) - <Action>, and then the **QRY** (Query) and **ADM** (Administrator)- <Roles> to themselves before assigning QRY and ADM roles to users.

Step I. Secure Systems Coordinator assignment of LOCCS System:

Cut and paste URL or click [<here>](#) for Secure Systems

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online

Select the **<Secure Systems Login>** button, 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).



Figure 1 - Secure Systems Main Menu

- 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

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

D. From the **Assign/Unassign Actions** page, mark the **<LOCCS COR-Coordinator>** check boxes and click **<Assign/Unassign Actions>** button.

IMAX - Integrated Multifamily Access Exchange	
<input type="checkbox"/>	COR - Coordinator
LASS2 - Lender Assessment Subsystem 2	
<input type="checkbox"/>	COR - Coordinator
LOCCS - Line of Credit Control System	
<input checked="" type="checkbox"/>	COR - Coordinator
<input type="checkbox"/>	QRY - Query
<input type="checkbox"/>	REQ - Requisition
<input type="checkbox"/>	YES - Year End Settlement

Assign/Unassign Actions Cancel

Figure 4. Mark the check box - LOCCS 'COR'

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

Successful Transaction

You have successfully assigned/unassigned action(s) to user MI

OK

Figure 5. You have successfully assigned action(s) for the 'COR' action.



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).

Maintain Use

User Information

User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

Maintain User Profile - Roles

Submit Cancel

Figure 6. Maintain User Profile – Roles

- H. From the **Assign/Unassign Roles** page, mark the **<LOCCS ADM-Administration>** and **<LOCCS QRY-Query>** check boxes and click **<Assign/Unassign Roles>** button.

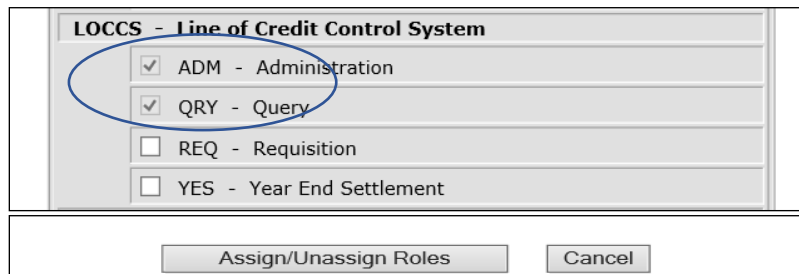


Figure 7. Mark the check box - LOCCS 'ADM' and 'QRY'

- 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 Secure Systems 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

- 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's name in the **Search Users section. Figure 3.*

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

Figure 2. Search for User by ID

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.

Figure 4. Select Maintain User Profile - Roles

- 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.**

Assign/Unassign Roles for User M

User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign roles to the user
Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens

APPS | LOCCS |

APPS - Active Partners Performance System

☐ IRO - Industry Read Only

☒ AUP - APPS Update

LOCCS - Line of Credit Control System

☐ YES - Year End Settlement

☒ QRY - Query

☐ REQ - Requisition

☒ ADM - Administration

Figure 5. Add LOCCS Roles - Mark 'Qry' and 'ADM' - Roles

IF YOU NEED HELP or have questions about any registration component, please contact your HUD program office. If you do not know who your program officer is or did not receive a response, send your inquiry for assistance to eloccs@hud.gov. An alternative contact at the HUD program office will be provided

IF YOU NEED HELP or have questions about your **Secure Systems ID**, please contact the Secure Systems REAC Technical Assistance at 1-888-245-4860. NOTE: Secure Systems cannot answer any questions about eLOCCS. They are responsible for the 'M' id and password only. Please contact your HUD program officer for all information concerning eLOCCS.