

Guide to HUD Secure Systems Access

TRACS Toolkit:
for owners of properties that have converted through RAD to PBRA

U.S. Department of Housing and Urban Development
Office of Multifamily Housing Programs



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Introduction

General

All entities that own HUD insured and/or assisted properties, including those that have undergone Rental Assistance Demonstration (RAD) conversion and are receiving project based rental assistance (PBRA), must have access to HUD Secure Systems. This is required for accessing TRACS and performing mandatory monthly compliance tasks to receive HUD Housing Assistance Payments (HAP).

To access HUD Secure Systems, entities must take several steps.

- Register their organization through HUD's Active Partners Performance System (APPS).
- Designate at least one organizational coordinator, who will be responsible for assigning various roles and permissions to organizational users.
- Ensure that the coordinator and all users within the organization have access to HUD Secure Systems and required subsystems before they attempt to transmit information to TRACS.

Purpose of this Guide

This guide is designed to teach new owner/management entities of properties that have undergone RAD conversion to PBRA about registering their entities, assigning an organizational coordinator, and obtaining access to HUD Secure Systems and relevant subsystems so that they can enter certifications into and use TRACS for transmitting their monthly Housing Assistance Payment (HAP) vouchers.

The guide will assist owners with obtaining TRACS access by:

- Identifying the sub-systems to which an entity needs access.
- Describing how an organization becomes a HUD business partner so its employees may access HUD Secure Systems.
- Providing step-by-step instructions on how individuals within an organization register for a HUD Secure Systems login.
- Explaining the role of entity coordinator and the coordinator set-up process.
- Identifying how coordinators assign appropriate access to individual users within their organization.

Note: This guide provides information on how to access HUD Secure Systems and the APPS, EIV, iMAX, and TRACS sub-systems. It does not provide you with instructions on how to navigate these sub-systems. Please refer to the Resources section of this document for information on how to use these sub-systems.



I. HUD Secure Sub-Systems

There are multiple subsystems within HUD Secure Systems. Ownership and management agent entities of properties that have undergone RAD conversion to PBRA must have access to the following sub-systems:

- **APPS - Active Partners Performance System.** This registration system ensures that companies and individuals participating in HUD's multifamily housing programs have been vetted and approved by HUD to do so. This is the first sub-system an ownership or management entity of a property that has converted through RAD to PBRA must access to become a business partner with HUD and complete required tasks to obtain access to the other sub-systems.
- **EIV – Enterprise Income Verification System.** This system provides owners with access to some types of income verifications. EIV obtains monthly Social Security (SS) and Supplemental Security Income (SSI) benefits data from the Social Security Administration (SSA), and monthly employer new hires (W-4), quarterly wage, and quarterly unemployment data from the U.S. Department of Health and Human Services (HHS). This information is reviewed as part of the tenant certification process. This system also provides verification of identity for household members from the Social Security Administration.
- **iMAX – Integrated Multifamily Access Exchange.** This is the system owners use to transmit tenant certifications (HUD Form 50059/50059A) and monthly HAP Requests (HUD Form 52670s) from their TRACS compliant software program to HUD.
- **TRACS - Tenant Rental Assistance Certification System.** This system is the repository database that displays compliant tenant data (from Form HUD 50059 and voucher information transmitted by the owner/manager to HUD.)

2. Registering an Organizational Entity in APPS

For individuals to have access to TRACS, the entity/organization with which they are associated must be registered as a HUD business partner in APPS.

To register an entity in APPS, go to the APPS home page at https://www.hud.gov/program_offices/housing/mfh/apps/appsmfhm.

- Click on “Business Partner Registration HUD Multifamily” (see below).

▸ [Secure Systems Login](#)

▸ [Business Partner Registration HUD Multifamily](#)

▸ For registering your company if it is not listed in HUD's database.

▸ **When entering data in this system, do not use punctuation in the company name.**

▸ [Multifamily Coordinator and User Registration](#)

▸ For registering as a coordinator in HUD's systems for the first time.

- Enter the entity's TIN (see below).
 - The TIN will be displayed on the executed HAP contract.

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

- If the ownership entity already has an address of record, a message will be displayed stating that the organization is already registered.
- If the company has not been registered and thus does not have an address of record, a second **Business Partner Registration HUD Multifamily** screen will be displayed (see below).
 - Complete all the required information (indicated with an *****) on this screen and click on the "Save" button.
 - The **Confirm Participant** screen will be displayed.

- ## Business Partner Registration

HUD Multifamily

All fields marked with an asterisk(*) are mandatory

* Company Name:	<input type="text"/>		
TIN:	<input type="text" value="570062008"/>		
* Legal Structure:	<input type="text"/>		
* Type of Ownership:	<input type="text"/>		
Physical delivery address			
* Address:	<input type="text"/>		
	<input type="text"/>		
* City:	<input type="text"/>		
* State:	<input type="text"/>		
* Zip Code:	<input type="text"/>	-	<input type="text"/>
* Country:	<input type="text" value="USA"/>		
If country not United States			
	Territory:	<input type="text"/>	
	* Postal Code:	<input type="text"/>	
* Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
* E-mail:	<input type="text"/>		
Cell Phone:	<input type="text"/>		



Note: Each entity/ organization must have a coordinator before a user within the organizational entity can apply for their HUD Secure Systems credentials.

3. Obtaining Access to HUD Secure Systems


Once an organization is set up in APPS, individuals within the organization may apply for access to HUD Secure Systems by obtaining an M-ID. Coordinators must do this as well.

A. Obtaining an M-ID: Individual Users

To apply for an M-ID, also known as a WASS ID, individuals must go to https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp and complete the electronic **Multifamily Coordinator and User Registration** form (see below). When completing this form, please note the following:

- In the “Application Type” row, select “User”
- In the section that asks for your name, please include your *personal* information and Social Security Number
- In the “Organizational Information” section of the form, enter your *entity’s* name and its TIN. Then select “Organization.” *Do not enter your personal information in this section of the form.*
- Enter your email address at the bottom of the form, where indicated.
- Choose a password). You will be asked to enter your mother’s maiden name as a security measure.
- Click on the “Send Application” button.
- After selecting “Send Application,” a “Confirm/Submit” button will appear (not shown). Click on the “Confirm/Submit” button to submit the form to HUD for processing.

Note: Coordinators follow the same steps to register for an M-ID except that next to Application Type, they select “Coordinator” instead of “User”



Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

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!!!

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!!!

And remember:
Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, U.S.C. section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, and disclosure of information residing on Federal Computers.

Application Type ☐ Coordinator ☐ **User**

First Name:
Middle Initial:
Last Name:
Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:
TIN/SSN:

☐ **Organization** ☐ Individual

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com**

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, Brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**


Password:
Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Content updated October 19, 2013

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Select "User"

Enter your *personal* information

Select "Organization"

Enter and re-enter your password

The user and organizational coordinator will receive an email each time a user registers for an M-ID. After the coordinator receives the information, it will retrieve and provide the user with their M-ID. Once users obtain their M-ID, they may log into HUD Secure Systems using the following screen.



**Secure Systems
Single Sign On**

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

User ID
Password

ATTENTION:

- Your User ID will be locked after three incorrect login attempts.
- Forgot your password? Click this [link](#) to access Reset Password and other useful information.
- There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.
- There is a session timeout of 4 hours. Once reached, you will need to re-authenticate after which you can resume work where you left off.
- 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.

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- It is important that you remember your password. A forgotten password must be reset by calling the Technical Assistance Center (TAC) at 1-888-245-4860 or by using the automated process via <https://hudapps.hud.gov/reac/wass/resetPwd.html> as shown below.



Secure Systems
HUD

RESET PASSWORD

*Please note that all of the following fields are required.

User ID
First Name
Last Name
Social Security Number - -
Mother's Maiden Name

Your New Password will be sent to your current email address in Secure Systems.

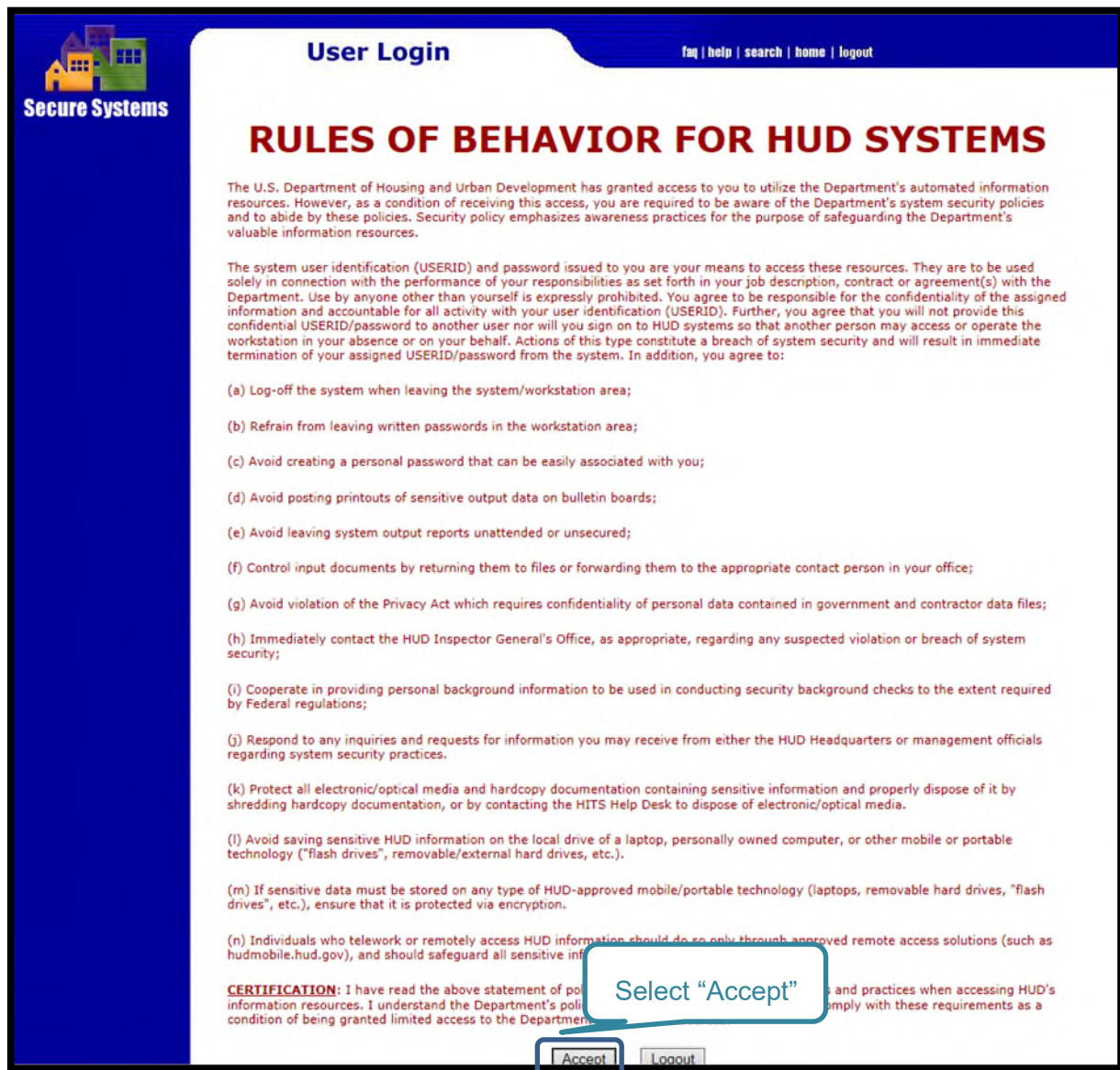
- In about 3 days your company will receive a letter or secure email from HUD containing your user ID.

- Once you have your User ID, log on to HUD Secure Systems via [Secure Systems External Login \(hud.gov\)](https://hud.gov).
- The **User Login** screen shown below will appear.



The screenshot shows the 'User Login' interface. On the left is a blue sidebar with the text 'Secure Systems Single Sign On' and a small house icon. The main content area has a blue header with 'User Login' and navigation links 'faq | help | search | home'. Below the header are input fields for 'User ID' and 'Password', followed by 'Login' and 'Cancel' buttons. A grey box contains an 'ATTENTION' section with red text detailing login rules: three incorrect attempts lock the User ID, a password reset link is provided, a 30-minute inactivity timeout exists, a 4-hour session timeout exists, and the system is monitored. At the bottom, it says 'Content updated January 6, 2018' and provides contact information for the U.S. Department of Housing and Urban Development, including the address, telephone numbers, and links to 'Home' and 'Privacy Statement'.

- Enter your user ID (also referred to as your M- ID) and password (initially the password you selected when you applied for an M- ID).
- On initial login, you will be asked to accept the Rules of Behavior for HUD Systems on the following screen.
 - Select “Accept” at the bottom of the screen.



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

Secure Systems

RULES OF BEHAVIOR FOR HUD SYSTEMS


The U.S. Department of Housing and Urban Development has granted access to you to utilize the Department's automated information resources. However, as a condition of receiving this access, you are required to be aware of the Department's system security policies and to abide by these policies. Security policy emphasizes awareness practices for the purpose of safeguarding the Department's valuable information resources.

The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with the performance of your responsibilities as set forth in your job description, contract or agreement(s) with the Department. Use by anyone other than yourself is expressly prohibited. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on to HUD systems so that another person may access or operate the workstation in your absence or on your behalf. Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system. In addition, you agree to:

- (a) Log-off the system when leaving the system/workstation area;
- (b) Refrain from leaving written passwords in the workstation area;
- (c) Avoid creating a personal password that can be easily associated with you;
- (d) Avoid posting printouts of sensitive output data on bulletin boards;
- (e) Avoid leaving system output reports unattended or unsecured;
- (f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
- (g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
- (h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
- (i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
- (j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.
- (k) Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation, or by contacting the HITS Help Desk to dispose of electronic/optical media.
- (l) Avoid saving sensitive HUD information on the local drive of a laptop, personally owned computer, or other mobile or portable technology ("flash drives", removable/external hard drives, etc.).
- (m) If sensitive data must be stored on any type of HUD-approved mobile/portable technology (laptops, removable hard drives, "flash drives", etc.), ensure that it is protected via encryption.
- (n) Individuals who telework or remotely access HUD information should do so only through approved remote access solutions (such as hudmobile.hud.gov), and should safeguard all sensitive information.

CERTIFICATION: I have read the above statement of policies and practices when accessing HUD's information resources. I understand the Department's policies and agree to comply with these requirements as a condition of being granted limited access to the Department's information resources.

Once you log in successfully to Secure Systems, you will be taken to the **Main Menu**, as shown below. From there, you will be able to access the sub-system you wish to enter by clicking on the applicable link.


Secure Systems

Main Menu
faq | help | search | home | logout

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Password Change
- User Maintenance

systems

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)
- Integrated Multifamily Access eXchange (iMAX)
- Line of Credit Control System (eLOCCS)
- Physical Assessment Subsystem (PASS)
- PIH Information Center (PIC)
- Integrated Real Estate Management System (IREMS)
- Tenant Rental Assistance Certification System (TRACS)
- Tenant Rental Assistance Certification System (TRACS1)


Systems


- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Integrated Multifamily Access eXchange \(iMAX\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Integrated Real Estate Management System \(IREMS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS1\)](#)

System Administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

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Note: The items you will see listed on the **Main Menu** screen shown above will vary depending upon the sub-systems to which you have access. To be able to transmit Certifications and Vouchers through TRACS, you will need access to the iMAX, and TRACS sub-systems.

B. Obtaining an M-ID: Coordinators

One registers to be a coordinator when applying for an M-ID. The steps for doing so are the same as when individuals apply for their M-IDs, as described above under section 3, except that in the “Application Type” row, you will select “Coordinator” rather than “User”



Note: You can have only one M- ID. If you will be both a coordinator and a regular user for the same or different business partners, register as a coordinator. If you apply to be a user and later need to be a coordinator, you will be given a new M-ID to replace your old M-ID and consequently will lose the rights to the systems to which you had access as a user.

4. HUD Secure Systems Coordinators

Every business registered with HUD must have at least one Secure Systems coordinator. The coordinator’s role is to ensure that users are properly assigned system privileges and are recertified in those systems, as required by HUD. A business partner should have at least two coordinators and never more than five. Organizational coordinators granting access to TRACS must grant users with M-IDs access to the sub-systems discussed above under section 1 of this document.

So that coordinators may confer roles and access to users within their organizations, they first must go through several steps:

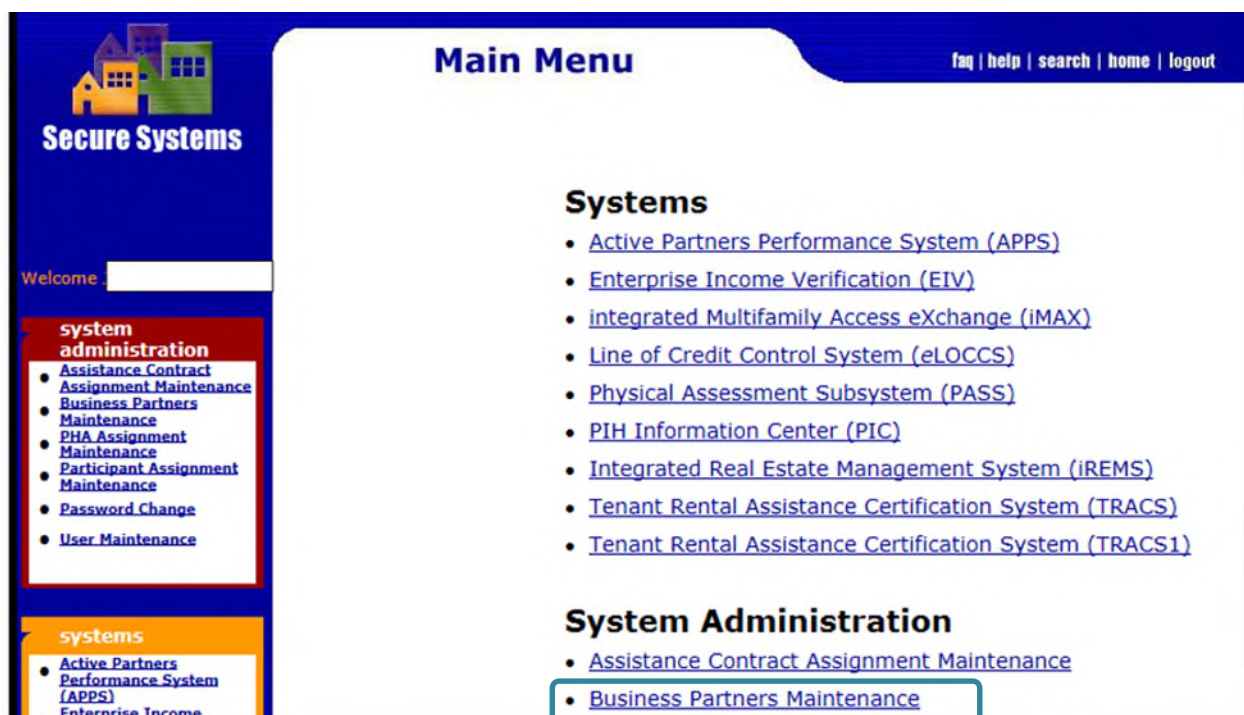
- Establishing Business Partner relationships.
- Becoming a coordinator for the requisite sub-systems and assign themselves roles and assign themselves to specific HAP Contracts.

Each of these steps is described below.

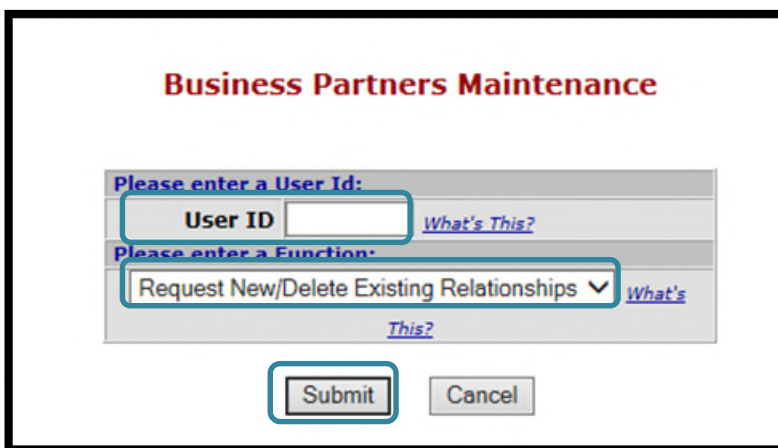
A. Establishing Business Partner Relationships

After logging in as a new coordinator, before you may grant roles to other users within your organization, you must establish a business partner relationship with your own organization and, if necessary, each of the ownership entities whose properties you are associated with.

- Click on **Business Partner Maintenance** from the Main Menu.



- Enter your M-ID as shown below.
- Select **Request New/Delete Existing Relationship** from the drop-down menu and click on “Submit.”



Business Partners Maintenance

Please enter a User Id:

User ID [What's This?](#)

Please enter a Function:

Request New/Delete Existing Relationships [What's This?](#)



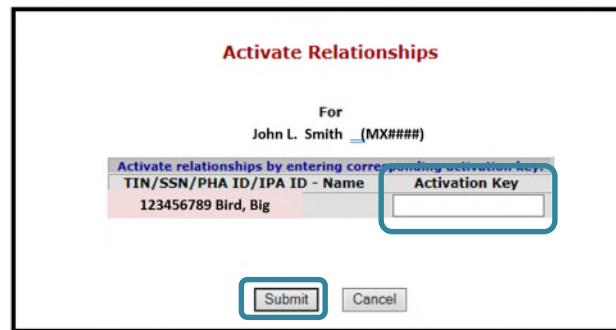
- In the Relationship to Request section, enter the entity's TIN. This will need to be the same TIN entered on the executed HAP contract. Keep the Business Partner Type as the default, "Participant (Organization)."
- Click on the "Submit" button.

Relationships to request	
TIN/SSN/PHA ID/IPA ID	Business Partner Type
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼

Within 10 business days, HUD will send the ownership entity a letter with an activation key. This letter will be mailed to the address of record now displayed for the ownership entity in the APPS system.

Note: The letter will not be addressed to a specific individual's name, so you may need to alert staff at this address to be on the lookout for this letter.

- Once the activation key code is received, you must activate the business partner relationship by:
 - Clicking on "Business Partners Maintenance" on the Main Menu.
 - Entering your M-ID.
 - Selecting "Activate/Deactivate Relationships" from the drop-down menu and click "Submit."
- Enter the activation key given you by your business partner and then click "Submit." This should be done very soon after receipt because the code will expire within 30 days.



B. Assigning Yourself as a Coordinator to Specific Sub-Systems and Roles

To be able to give access to others within your organization to sub-systems, you must assign yourself as coordinator to specific systems and roles by following these steps:

- Click on “User Maintenance” from the **Main Menu**.



Click on “User Maintenance”

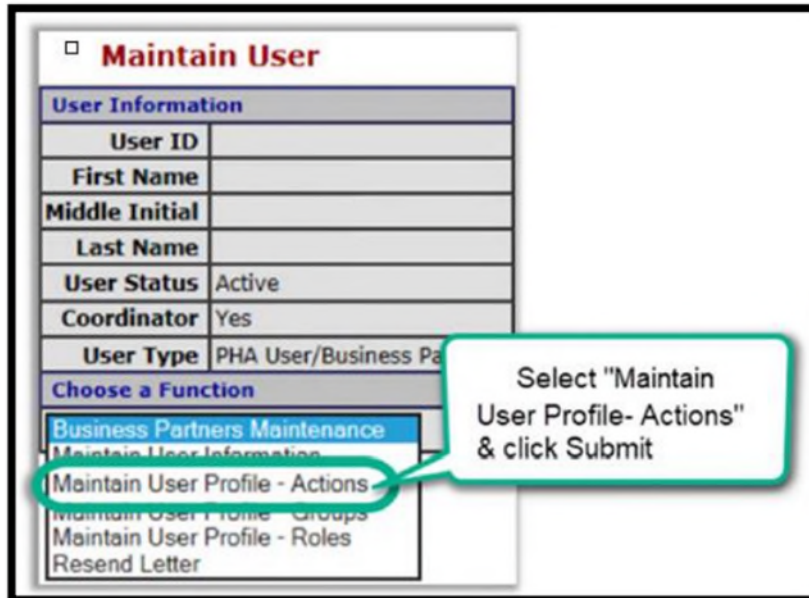
- In the “Search by User ID” section on the screen shown below, enter your M-ID and click on the “Search for User” button.



User Maintenance	
On this form, you can either search for a User by User ID, or search for Users by entering your search criteria.	
Search by User ID	
To search for a User by User ID, enter a User ID and then click the "Search for User" button.	
User ID	<input type="text"/> What's This?
(S)earch for User	
Search Users	
To search for a User, enter a search criteria (optional) and then click the "Search Users" button.	
Business Partner - TIN/SSN/PHA ID/IPA ID	<input type="text"/> What's This?
First Name	<input type="text"/>
Last Name	<input type="text"/>
User Status	All <input type="button" value="v"/> What's This?
<input type="checkbox"/> Check here to limit search to Independent Users	
Search (U)sers	Cancel

Note: You can search by the user's name rather than M-ID, but this is not as effective a search method as searching by M-ID.

- Click on the blue hyperlink displaying your M-ID.
- The **User Information** section will appear (see below). Select "Maintain User Profile – Actions" from the drop-down menu and click "Submit."



User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	Yes
User Type	PHA User/Business Pa

Choose a Function	
Business Partners Maintenance	
Maintain User Information	
Maintain User Profile - Actions	
Maintain User Profile - Groups	
Maintain User Profile - Roles	
Resend Letter	

Select "Maintain User Profile- Actions" & click Submit

- Assign yourself as coordinator for the following sub-systems by clicking on the checkbox next to the entry for "COR-Coordinator."
 - iMAX – Integrated Multifamily Access Exchange.
 - TRACS – Tenant Rental Assistance Certification System.
 - APPS – Active Partners Performance System.

Note: By default, as the coordinator, you will already have been assigned the roles for APPS.

- Click on the "Assign/Unassign Actions" button.



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 EIV FASPHA FASSUB IMAX LOCCS PASS TRACS	
APPS - Active Partners Performance System	
<input type="checkbox"/>	IRO - Industry Read Only
<input type="checkbox"/>	AUP - APPS Update
EIV - Enterprise Income Verification	
<input type="checkbox"/>	EIV - PIH - EIV - External User
<input checked="" type="checkbox"/>	CAC - EIV - MF - Contract Administrator Coordi
<input type="checkbox"/>	CAU - EIV - MF - Contract Administrator User
<input type="checkbox"/>	DWE - EIV Data Warehouse
<input type="checkbox"/>	DWD - EIV_STAGING Data Warehouse
<input checked="" type="checkbox"/>	HSC - MF - EIV - Housing Coordinator
<input type="checkbox"/>	HSU - MF - EIV - Non-HUD User
FASPHA - Financial assessment Subsystem - PHA	
<input type="checkbox"/>	PID - PHA Director
<input type="checkbox"/>	CPV - CPA Verification
<input type="checkbox"/>	SMT - PHA Submitter
<input type="checkbox"/>	FIA - PHA Analyst
FASSUB - Financial Assessment Subsystem Submission	
<input type="checkbox"/>	SUB - AFS Submitter
<input type="checkbox"/>	CPC - CPA Certifier
IMAX - Integrated Multifamily Access Exchange	
<input checked="" type="checkbox"/>	IME - IMAX (TRACSMail replacement) for externa
LOCCS - Line of Credit Control System	
<input checked="" type="checkbox"/>	YES - Year End Settlement
<input type="checkbox"/>	QRY - Query
<input type="checkbox"/>	REQ - Requisition
<input type="checkbox"/>	ADM - Administration

Assign/Unassign Roles

Cancel

*Note: There are unique steps require if you want to be a coordinator for the EIV system. One, you must complete an **EIV Coordinator Access Authorization Form** at <https://www.hud.gov/sites/documents/90011.PDF> and forward it to HUD Headquarters. Two, HUD's HQ will assign you the EIV coordinator role of your organization. You cannot assign it to yourself.*

C. Assigning Yourself to Specific HAP Contracts

The final step to completing coordinator set-up is to assign yourself to specific HAP contracts to which you need to be associated.



- Return to **Property Assignment Maintenance** (see screen shot below).
- Enter your M-ID.
- Select “Assign Property” from the **Choose a Function** dropdown menu.
- Select the TIN number from the dropdown menu and click on the Submit button.
- Next, select all the available role descriptions and all the Property IDs within the box by clicking on the role while holding down the control key.
- Click “Submit” followed by “Confirm.”

Property Assignment Maintenance

Please enter a User ID:	
User ID	<input type="text"/>
Choose a Function:	
	Assign Property ▼
For Assign Property, provide one of the following or leave blank for all:	
Tax ID	<input type="text"/>
Property ID	<input type="text"/>
FHA Number	<input type="text"/>
Contract Number	<input type="text"/>
Servicing Site	<input type="text"/>
For Assign Property, show Property Owners:	
	Current Owners ▼
Show:	
	Active Properties ▼
Sort by:	
	Property Name ▼
For UnAssign Property, Optionally enter a role	
Role Code	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

D. What You Should See as the Coordinator

Having completed the above steps, including submitting the external EIV Coordinator Authorization Access Form, you should now have access to information associated with your HAP contract in EIV and TRACS.

This access will enable you to:

- Review household income information stored in EIV during the certification process.
- Verify tenant certifications are processed into the TRACS database to support monthly subsidy payments.

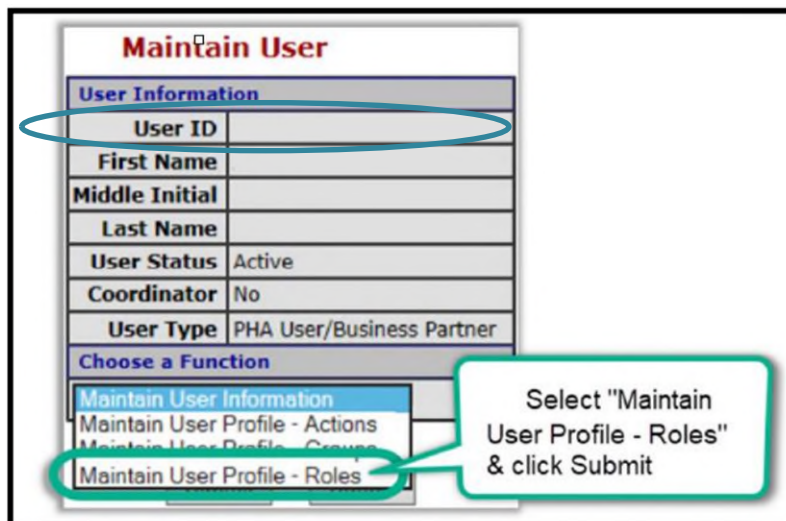
5. Functioning as a Coordinator

As a coordinator, once you have a coordinator M-ID, establish your business partner relationships, give yourself access as a coordinator to various sub-systems, assign yourself your roles, and assign yourself to the HAP contracts for the properties to which you need to be associated, you are now ready to assign roles to users within your entity/organization.

Section 4 discusses how coordinators assign themselves roles and associate themselves with specific HAP contracts. Once users within the organization obtain M-IDs, coordinators can assign roles to users and associate them with HAP contracts.

The steps for doing so are identical to the processes explained above in sections 4.C and 4.D. The exceptions are as follows:

- To assign roles to a user, on the **User Maintenance** screen, under **Maintain User**, enter the user's M-ID, rather than your own, and follow the other steps described in section 4.C.



Maintain User

User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner
Choose a Function	
Maintain User Information	
Maintain User Profile - Actions	
Maintain User Profile - Groups	
Maintain User Profile - Roles	

Select "Maintain User Profile - Roles" & click Submit

- To associate a user with specific HAP contracts, at the Property Assignment Maintenance, enter the user's M-ID instead of your own, and follow the other steps described in section 4.D.



Property Assignment Maintenance

Please enter a User Id:

User ID

Choose a Function:

Assign Property ▼

For Assign Property, provide one of the following or leave blank for all:

Tax ID ▼

Property ID

FHA Number

Contract Number

Servicing Site ▼

For Assign Property, show Property Owners:

Current Owners ▼

Show:

Active Properties ▼

Sort by:

Property Name ▼

For UnAssign Property, Optionally enter a role

Role Code

Helpful Links and Resources

- HUD's Secure System Login :
https://hudapps.hud.gov/login/login_wass_external.fcc?TYPE=33554433&REALMOID=06-000b8156-84c9-10a7-bfb1-4735ac151036&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-wsw8WHmFQeXOu5VlxUf0J5klB6TImggqyO%2fLNQGQouwUpkHNE0Un6AQkea9Qw66Z&TARGET=-SM-https%3a%2f%2fhudapps%2ehud%2egov%2fHUD_Systems%2findex%2ecfm.
 - HUD's Industry User Guide for TRACS Internet Applications:
https://www.hud.gov/program_offices/housing/mfh/trx/trxsum/trxusrguide.
 - TRACS Recertification Guidelines: <https://www.hud.gov/sites/documents/TRACSRECERTGUIDE.PDF>.
 - HUD's Enterprise Income Verification (EIV) System for Multifamily Housing Program Users webpage:
https://www.hud.gov/program_offices/housing/mfh/rhiip/eiv/eivhome.
- HUD's Multifamily Online Systems Main Page to include quick summaries, hyperlinks to subsystem guides, and technical assistance phone numbers: https://www.hud.gov/program_offices/housing/mfh/fhaosmf.
- HUD's iMAX User's Manual: <https://www.hud.gov/sites/documents/IMAXUSERGUIDE.PDF>