# Capital Needs Assessment Electronic Tool (CNA e-Tool)
## Quick Guide for Needs Assessors

### Before you start: Are you a Needs Assessor?
- Needs Assessors are typically contracted by PHAs, Lenders, or Property Owners to conduct property assessments in CNA e-Tool.

### STEP 1: Is your organization registered in APPS?
- Your organization must be registered in [APPS](https://apps.gov) by the organization’s controlling manager (e.g., president, CEO) or a designee.
- An APPS account must be created using your organization’s TIN. Please see Appendix B of the [User Access Guide](https://userguide.gov).

### STEP 2: Register for your Multifamily Participant ID (M-ID)
- Each staff member of your organization must register on [Secure Systems](https://secure.gov) to receive their Multifamily Participant ID (M-ID).
- There are two types of registered users required for each organization:
  - “User”
  - “Coordinator” user with managerial privileges
    - **Note**: Your organization must appoint at least one “Coordinator” before adding users.
- You must use your organization’s TIN (used in Step 1) when registering. If you do not know the TIN, contact your management before applying for your M-ID.
- Your new M-ID will link you to the CNAs that belong to your organization.
- Please watch the following: [How to get your M-ID Video Tutorial](https://tutorial.gov).

### STEP 3: Coordinator provisions your M-ID
- Coordinators are responsible for granting themselves and other users access to CNA e-Tool through [Secure Systems User Maintenance Screen](https://secure.gov).
- Users are only able to access to the CNA e-Tool after the Coordinator assigns User Roles to your M-ID in the [Participant Assignment Maintenance Screen](https://participant.gov).
- Please watch the following: [Needs Assessor Coordinator Video Tutorial](https://coordinator.gov).

### Step 4: Add your organization to CNA e-Tool
- Now that you are set up to work, you must email the [CNA e-Tool Team](https://team.gov) and request your organization be added to CNA e-Tool. After that, your clients will be able to select your organization in the CNA e-Tool.