

Active Partners Performance System (APPS) Quick Tips

For APPS users who want to submit e-2530, this document provides information on registration of participants, steps to become a coordinator, request access codes and other relevant information.

Step1. Registering Organization/Individual in APPS

All controlling participants, as defined by HUD Notice H 2016-15, should be registered before you proceed with other steps described below. Click on the "[Business Partner Registration HUD Multifamily](#)" link from the APPS Home Page at the following URL to register entities/individuals. https://www.hud.gov/program_offices/housing/mfh/apps/appsmfhm

Business Partner Registration HUD Multifamily

For Coordinator or User Registration go to the [Secure Systems Registration page](#).

TIN:	<input type="text" value="*****"/>	(no dashes)
	or	
SSN:	<input type="text"/>	(no dashes)
Confirm TIN/SSN:	<input type="text" value="77777666"/>	(no dashes)
	<input type="checkbox"/>	Check if SSN is used as TIN for Sole Proprietor or Revocable Trust

Submit

Business Partner Registration HUD Multifamily

All fields marked with an asterisk(*) are mandatory

* Company Name:	<input type="text" value="tes 77776666"/>
TIN:	<input type="text" value="77776666"/>
* Legal Structure:	<input type="text" value="Corporation"/>
* Type of Ownership:	<input type="text" value="Non-Profit"/>
Physical delivery address	
* Address:	<input type="text" value="1234 test"/>
* City:	<input type="text" value="Alexandria"/>
* State:	<input type="text" value="VIRGINIA"/>
* Zip Code:	<input type="text" value="22202"/> - <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" value="7034119111"/>
Fax:	<input type="text"/>
* E-mail:	<input type="text" value="test@yahoo.com"/>
Cell Phone:	<input type="text"/>

Save

Registration Search

Step 2. Coordinator registration

Next step is someone becoming a coordinator to use APPS. After registration, wait at least 24 hours before applying for your Coordinator ID. Coordinators can create baselines, make organization and property submissions in APPS. Coordinator registration link can be accessed from https://www.hud.gov/program_offices/housing/mfh/apps/appsmfhm. Coordinator ID will be mailed to the registered address, and you should receive it within 10 business days of

registration. If you do not get the ID within 10 business days, you may contact REAC_TAC@hud.gov or call technical assistance @ 888-245-4860.

Application Type	Coordinator <input checked="" type="radio"/>	User <input type="radio"/>
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First Name:	testdelme
Middle Initial:	t
Last Name:	testdelme
Social Security Number:	999888777
Organization Information:	
<ul style="list-style-type: none">• 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::	tes 777776666
TIN/SSN:	777776666
Organization <input checked="" type="radio"/> Individual <input type="radio"/>	

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:	test@yahoo.com
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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:

Step 3. Coordinator initial set-up

Once you receive a Coordinator ID, the next step is to assign rights to the company/individual on whose behalf you have become coordinator.

Log into secure system using the URL

https://www.hud.gov/program_offices/housing/mfh/apps/appsmfhm and click on [Secure Systems Login](#) Once in Secure Systems Main Menu page, select “Participant Assignment Maintenance”

Enter your Coordinator ID, select “Assign Participant” from the “Choose a Function” drop down menu.

- Click on Submit
- Select “AUP - APPS Update” from the Choose a Role section
- Select the company/individual you want to assign rights to from the Participant section
- Click “Submit”
- Verify company/individual you are assigning rights to
- Click “Confirm”
- Click “OK”

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Welcome FirstName11872
LastName27438

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Participant Assignment Maintenance

Please enter a User Id:

User ID	MAPPS1
---------	--------

Choose a Function:

Assign Participant	▼
--------------------	---

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Assign Participant for User MAPPS1[FirstName11872 LastName27438]

Choose a Role:

Role Description (System ID - Role Code)	
	APPS Update (APPS - AUP)

Choose at least one Participant:

Participant Name - TIN - Participant Type	
	Company 888888892 - 888888892 - Organization

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Once you become a coordinator, you can become coordinator for **any number of other companies and individuals** by requesting access key codes, activating the codes and completing participant assignment maintenance. **No further coordinator registration required.**

Step 4. Requesting access key codes

- From The “Secure Systems Main Menu”, (*you should be logged into secure system*) select “[Business Partners Maintenance](#).”
- Enter your Coordinator ID
- Select “Request New/Delete Existing Relationships” from the “Please Enter a Function” drop down menu
- Click on the Submit button
- Enter the Taxpayer Identification Number (TIN)/Social Security Number (SSN) for the companies/individuals you are requesting access codes for
- From the Participant Type column, select Organization or Individual as appropriate
- Click “Submit”
- Click “Confirm”
- Click “OK”



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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?](#)

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Request/ Delete Relationships

For FirstName11872 null LastName27438 (MAPPS1)

Select relationships to delete. You cannot delete ORIGINAL (Status is O or T) Business Partner Relationships.

Status	Tax ID	Name	Type
A: 000028109 - ****ey F.		Realty (Organization)	
O: 888888892 - Company 888888892		(Organization)	

Relationships to request

TIN/SSN/PHA ID/IPA ID	Business Partner Type
888888893	Participant (Organization) ▼
	Participant (Organization) ▼
	Participant (Organization) ▼
	Participant (Organization) ▼

Access codes will be mailed to the registered address, and you should receive them within 10 business days of registration. If you do not get the codes within 10 business days, you may contact REAC_TAC@hud.gov or call technical assistance @ 888-245-4860.

Step 5. Activating Access Key Codes

Once you get the access code, the next step is to activate your relationship using the Access Codes in the letter.

From the Secure Systems Main Menu page, select “Business Partner Maintenance”

- Enter Coordinator ID
- Select “Activate Relationships” from the “Please Enter a Function” drop down menu and click “Submit”.
- Enter Access Key Codes
- Click “Submit”
- Verify information
- Click “Confirm”
- Click OK

The screenshot shows the 'System Administration' page of the 'Secure Systems' application. The page has a blue header with the title 'System Administration' and navigation links for 'faq', 'help', 'search', 'home', and 'logout'. On the left, there is a sidebar with the 'Secure Systems' logo and a navigation menu. The main content area is titled 'Business Partners Maintenance' and contains a form with the following fields:

- Please enter a User Id:** A text input field containing 'MAPPS1' and a link for 'What's This?'.
- Please enter a Function:** A dropdown menu with 'Activate Relationships' selected and a link for 'What's This?'.

Below the form are two buttons: 'Submit' and 'Cancel'. At the bottom of the page, there is a footer with the text 'Content updated January 6, 2018' and a 'Back to Top' link.

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Activate Relationships

For
FirstName11872 null LastName27438 (MAPPS1)

Activate relationships by entering corresponding activation key.

TIN/SSN/PHA ID/IPA ID - Name	Activation Key
000028109 - *****ey F. incoeur Realty	Y22XZFSBTCB1ZADY532

Step 6. Coordinator Assigning Rights to Multiple Companies/Individuals

Once you activate the access codes, you should assign rights to all companies/individuals that you have activated the access codes for.

- From the Secure Systems Main Menu page, select “Participant Assignment Maintenance”
- Enter your Coordinator ID (M ID)
- Select “Assign Participant” from the “Choose a Function” drop down menu
- Click on Submit
- Select “AUP - APPS Update” from the Choose a Role section
- Select the companies/individuals you want to assign rights to from the Participant section
- (You can select multiple participants by using the Control key on your keyboard or you can
- select the first participant from the list, hold down the shift key and select the last participant to
- select the entire list)
- Click “Submit”
- Verify the list of companies/individuals you are requesting relationships for
- Click “Confirm”
- Click “OK”

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Participant Assignment Maintenance

Please enter a User Id:

User ID	MAPPS1
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Choose a Function:

Assign Participant

Submit Cancel

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Assign Participant for User MAPPS1 [FirstName11872 LastName27438]

Choose a Role:

Role Description (System ID - Role Code)	APPS Update (APPS - AUP)
--	--------------------------

Choose at least one Participant:

Participant Name - TIN - Participant Type	*****y F. Francoeur, Jr./DBA Francoeur Realty - 000028109 - Organization Company 888888892 - 888888892 - Organization
---	--

Submit Cancel

Every time you request a new access code for an entity/individual, you should repeat step # 6.

Optional-Optional-Optional-Optional

User Registration and assignment

Coordinator can assign user rights to other individuals to make 2530 submissions. The user will be only able to submit 2530 for those companies where coordinator assigns rights. For user registration follow Step 2 above.

A User registration is processed nightly and the coordinator can retrieve user ID the following day.

Retrieving a User ID and setting up User Profile Actions and Roles

From the Secure Systems Main Menu page, select "User Maintenance"

- Enter User TIN or "First Name" and "Last Name" of the User **or "User ID"**
- Select "Search Users" Or
- Click on User ID
- Select "Maintain User Profile – Actions" from the "Choose a Function" drop down menu - Click "Submit"
- Check "UPD- Update" checkbox
- Click "Assign/Unassign Actions"
- Select "Maintain User Profile – Roles" from the "Choose a Function" drop down menu - Click "Submit"
- Check "AUP" (update) checkbox **or** "IRO" (this is for read only) checkbox
- Click on the Assign/Unassign Roles button
- The Assign/Unassign Role Confirmation for User XXXXX page will display
- Click on the Confirm button
- You will receive a successful transaction message displayed on the screen
- Click OK



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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 [What's This?](#)

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 [What's This?](#)

First Name

Last Name

User Status All [What's This?](#)

Check here to limit search to Independent Users

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Assign/Unassign Roles for User **MAPPS2**

User Information	
User ID	MAPPS2
First Name	test1 first
Middle Initial	
Last Name	last
User Status	Active
Coordinator	No
User Type	PHA User/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

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<input checked="" type="checkbox"/>	AUP - APPS Update
<input type="checkbox"/>	IRO - Industry Read Only

Assigning User Rights to Companies/Individuals

- From the Secure Systems Main Menu page, select “Participant Assignment Maintenance”
- Enter User ID (M ID) **(not coordinator ID)**
- Select “Assign Participant” from the “Choose a Function” drop down menu - Click on Submit
- Select “APPS Update (APPS-AUP)” from the Choose a Role section
- Select the companies/individuals you want to assign rights to from the Participant section
- (You can select multiple participants by using the Control key on your keyboard)
- Click “Submit”
- Verify the list of companies/individuals you are assigning rights for
- Click “Confirm”
- Click “OK”



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Participant Assignment Maintenance

Please enter a User Id:

User ID	MAPPS2
---------	--------

Choose a Function:

Assign Participant	▼
Assign Participant	
View or Unassign Participant	



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Assign Participant for User MAPPS2[test1 first last]

Choose a Role:

Role Description (System ID - Role Code)
APPS Update (APPS - AUP) ▲

Choose at least one Participant:

Participant Name - TIN - Participant Type
****ey f A Francoeur Realty - 000028109 - Organization ▲
Company 888888892 - 888888892 - Organization

Submit Cancel

Your User is now set to use APPS to create 2530 submissions and view information for the selected organizations and/or Individuals in APPS for which the coordinator has assigned user rights.