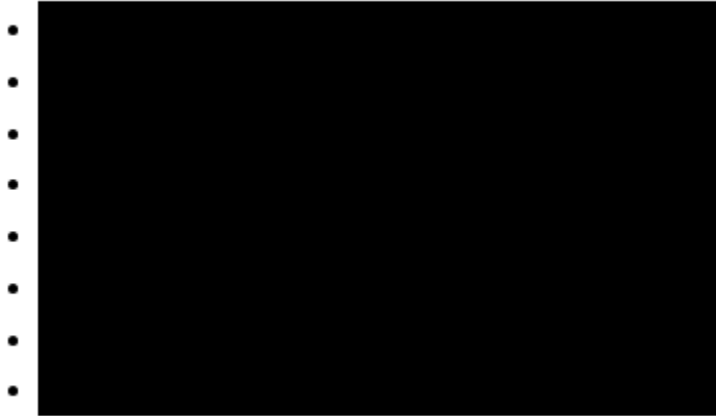


## Assigning eVMS Permissions in Secure Systems

- 1) Assign Permissions to the PHA Secure Systems Coordinator(s)
  - I. Secure Systems Coordinator signs into HUD Secure Systems
  - II. Click on “User Maintenance”

### System Administration



- III.
  - [User Maintenance](#)

- IV. Enter your M number and click “Search for User”

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"/> <a href="#">What's This?</a>
<input type="button" value="(S)earch for User"/>	

V.

- VI. Click the drop down and select “Maintain User Profile – Actions” and “Submit”

User Status	Active
User Type	Internal Internet
Choose a Function	
<div>Maintain User Information ▼</div> <div><div>Maintain User Information</div><div>Maintain User Profile - Actions</div><div>Maintain User Profile - Groups</div><div>Maintain User Profile - Roles</div><div>Participant Assignment Maintenance</div><div>Reset User Password</div></div>	

VII.

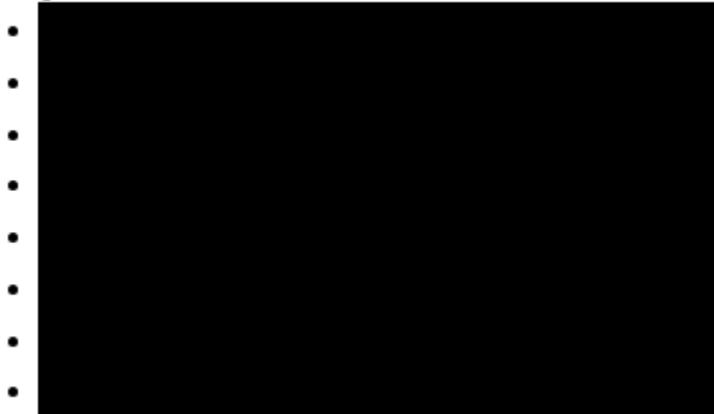
- VIII. Scroll down to the “EVMS” section and select “COR - Coordinator”. Click “Assign/Unassign Actions” at the bottom.

EVMS - Electronic Voucher Management System	
<input type="checkbox"/>	<div></div>
<input checked="" type="checkbox"/>	COR - Coordinator

2) Assign Permissions to the User(s) who need access to a **single or multiple PHAs**

- I. The PHA Secure System Coordinator signs into HUD Secure Systems
- II. Click on “User Maintenance”

## System Administration



- III. [User Maintenance](#)

- IV. Enter the M number of the User needing PHA access, and clicks “Search for User”

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"/>
<a href="#">What's This?</a>	
<input type="button" value="(S)earch for User"/>	

- VI. Click the drop down and select “Maintain User Profile – Roles” and “Submit”

Choose a Function
<input type="button" value="Business Partners Maintenance"/>
<input type="button" value="Maintain User Information"/>
<input type="button" value="Maintain User Profile - Actions"/>
<input type="button" value="Maintain User Profile - Groups"/>
<input type="button" value="Maintain User Profile - Roles"/>
<input type="button" value="Participant Assignment Maintenance"/>
<input type="button" value="Resend Letter"/>
<input type="button" value="Reset User Password"/>

- VII. Scroll down to the “EVMS” section and select “EPU – eVMS Portfolio User”

<input type="checkbox"/>	EPU - eVMS Portfolio User
--------------------------	---------------------------

- VIII. Scroll to the bottom and select “Assign/Unassign Roles.” Then click “Confirm.”

- IX. Click “PHA Assignment Maintenance”



- X. Enter the same M number and the PHA ID code (e.g. CT001). Click “Submit.”

## PHA Assignment Maintenance

Please enter a User Id:	
User ID	<input type="text"/>
Choose a Function:	
	Assign PHA ▼
For Assign PHA, provide one of the following:	
PHA ID	<input type="text"/>
State	▼
If selected criterion is State, sort by	
	PHA ID ▼

- XI. Click “eVMS Portfolio User (EVMS – EPU)” and also click the corresponding PHA ID(s). Once both are selected, click “Submit.”
- XII. This step will need to be repeated for each PHA code the user needs access to.

Choose a Role:	
Role Description (System ID - Role Code)	
	PIH ObSub PHA User (OPFBI - OSP) Physical Inspection Viewer (PASS - PIV) Utilization and Expense Data Submitter (VMS - UDE) eVMS Access for PHA Users (EVMS - EPH) eVMS Portfolio User (EVMS - EPU) ▼
Choose at least one PHA:	
PHA ID - PHA Name	
	CT001 - Housing Authority of the City of Bridgeport ▼

- XIII. Lastly, click “Confirm.” eVMS will now be on the main page of HUD Secure Systems.