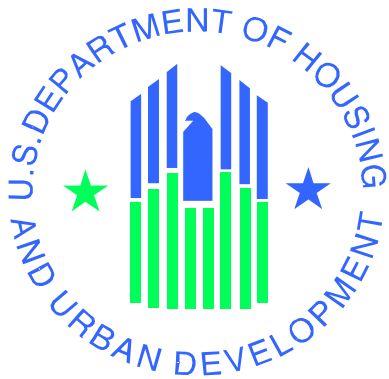# Operating Fund Web Portal

User Guide to
Create and Update OpFund Web Portal User Profile (PHA and HUD Users)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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INTRODUCTION

Operating Fund (OpFund) Web Portal

The OpFund Portal brings the Operating Subsidy process to a web-based platform. The Portal provides Public and Indian Housing (PIH) Field Offices (FO) and Public Housing Authority (PHA) with historical HUD 52723 and HUD 52722 forms and a growing list of reports. This document guides FO, PHA, and External users complete their User Profile.

Requesting Access to the Operating Fund Web Portal – HUD User only

PIH FO Directors may request access for staff by submitting a completed Excel OpFund Web Portal Access Request Form via email to REACOPSUB@hud.gov with the subject **"Encrypt: OpFund Portal Access Request"**. Outlook automatically encrypts emails containing "Encrypt:" in the start of subject line. The Access Request Forms requires the users' first and last names, H-ID, and whether the user is a FO Director, Division Director, or neither. FMD requires Access Request Forms to identify FO Directors and Division Directors so FMD may assign appropriate user roles. FMD completes access requests within 3 business days of receipt of the email. It is assumed that access to the Portal is requested for users who already have access to Secure System.

Requesting Access to the Operating Fund Web Portal – PHA and External User

PHA staff must request access to the OpFund Portal through their local Web Access Security Subsystem (WASS) security coordinator. WASS User Guide to provide access can be found through this link:
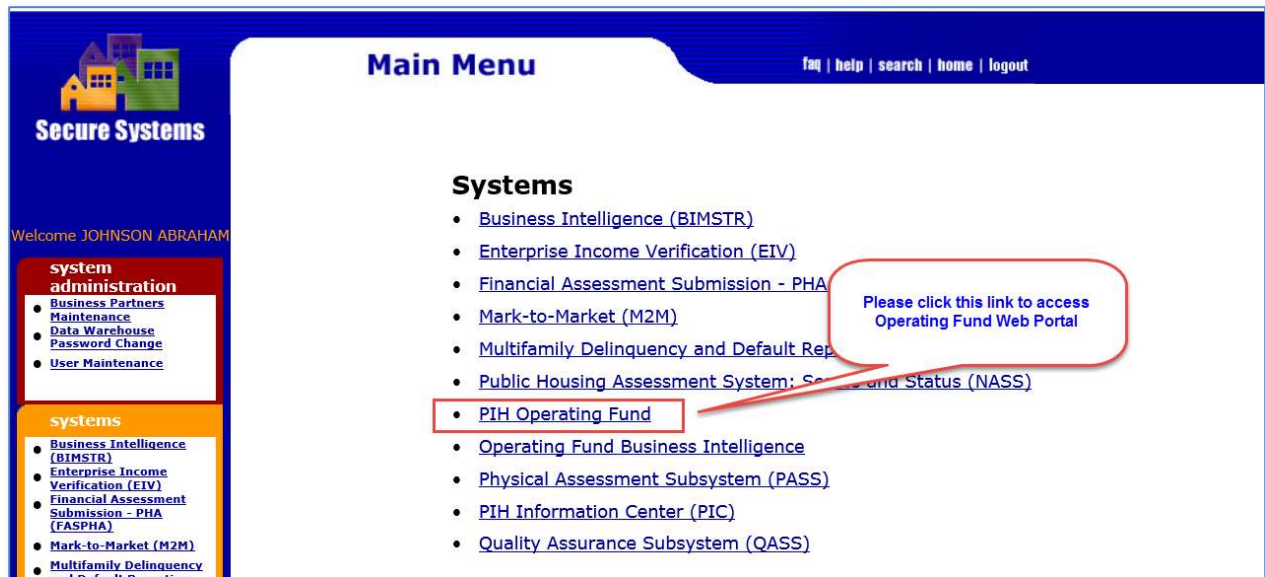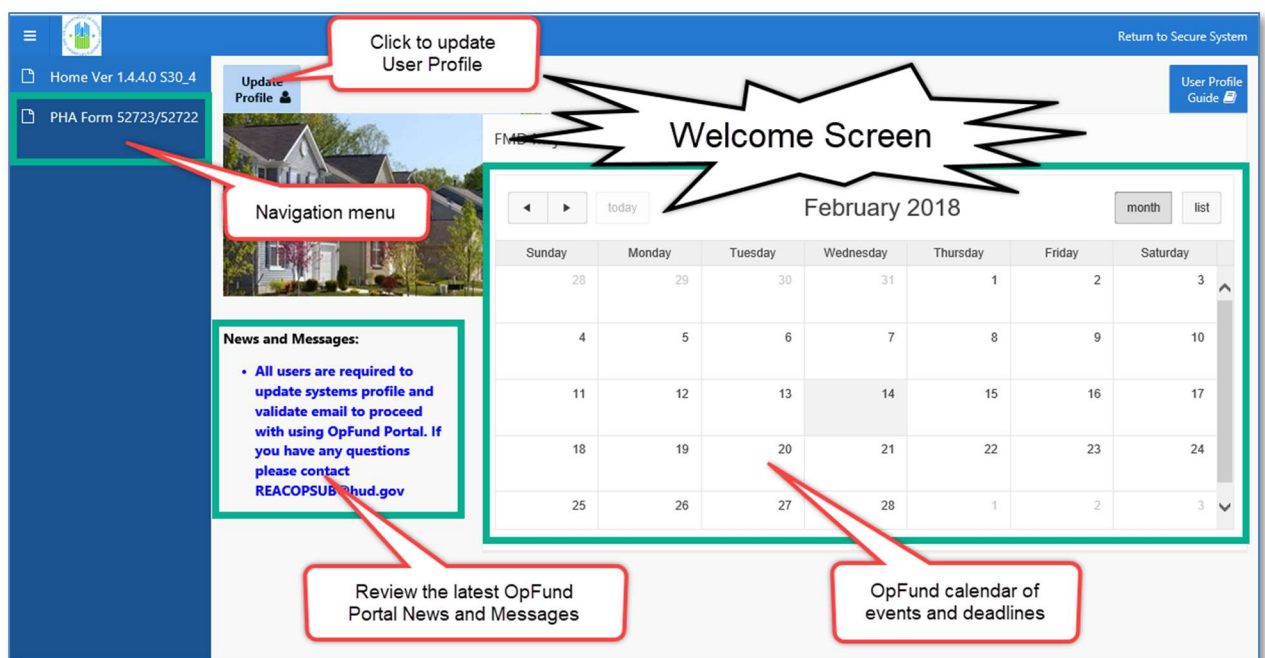
WASS PHA User guide

New Link

OpFund External Site

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal

Secure Systems

Log on to the OpFund Portal through Secure Systems URL https://hudapps.hud.gov/ssmaster and select the hyperlink for "PIH Operating Fund."

Selecting "PIH Operating Fund" lead users to the OpFund Portal landing page.

From the landing page, FO and PHA staff can review upcoming Operating Subsidy Processing dates, review the latest OpFund Portal News and Messages, and navigate to the OpFund Portal. Users can also click the "Update Profile" button their user profile to create or update the user profile.

User Profile

The OpFund Portal requires all users to have a user profile. Users can not navigate the Portal and access OpFund Web Portal resources until they create their user profile.

Creating your User Profile

If the user has not created a User Profile, the landing page displays the following message: User profile is missing, please update user profile to continue.
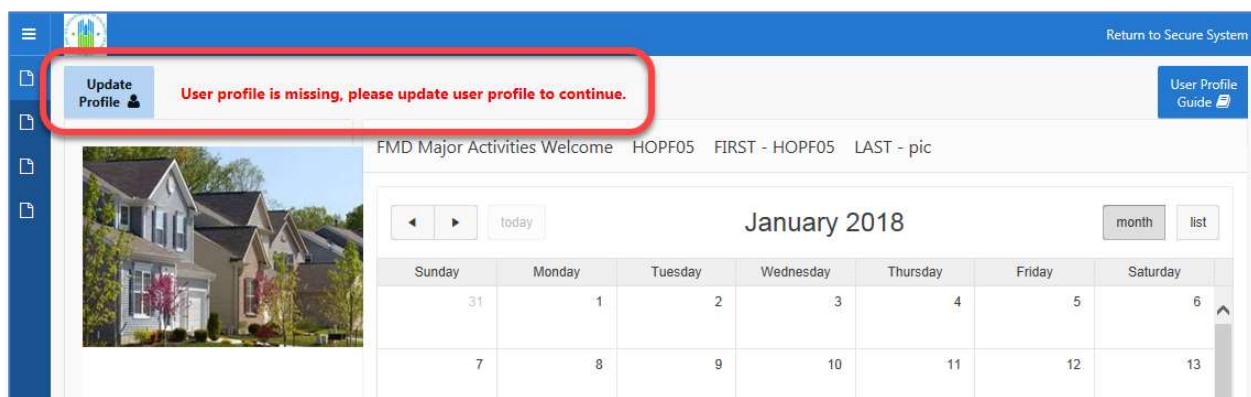
To create your user profile, follow these steps:

Step 1: Click the "Update Profile" button to open the "Update User Preference" form.
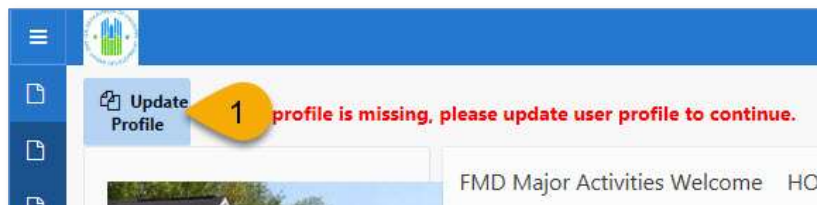
A popup window appears containing the form.

Step 2: Select preferred Field Office Code (**For HUD Users only**)

Step 3: Select preferred PHA Code (**For HUD Users only**)

The user's selections will be incorporable into future updates such as OpFund reports with automatic filtering by the user's preferred Field Office Code and PHA Code. The user can change the preferred Field Office Code and PHA Code at any time.

Step 4: Select salutations

Step 5: Type in First name (required field)

Step 6: Type in Last name (required field)

Step 7: Type in email address (required field)

Step 8: Type in preferred phone number (required field)

Step 9: If applicable, include your extension

OPTIONAL: Cell Phone Steps 10 through 12. Future development to OpFund Portal includes text message alerts. User do not need to provide his or her cell phone number and can skip Steps 10 through 12 and Steps 18 through 21 below.

Step 10: Type cell phone number

Step 11: Select your cell phone carrier
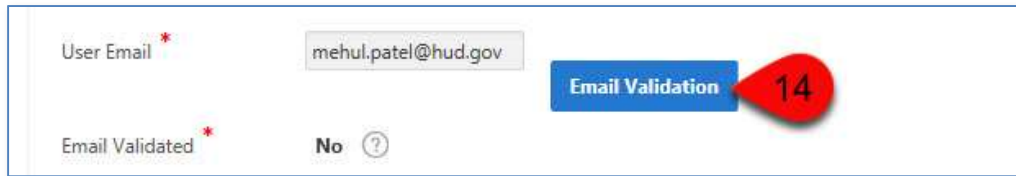
Step 12: Select "Yes" if you cell phone accepts text message or "No" if it cannot.

Step 13: Click the "Create" button to create your profile. You must validate your email address and, if entered, your cell phone number.

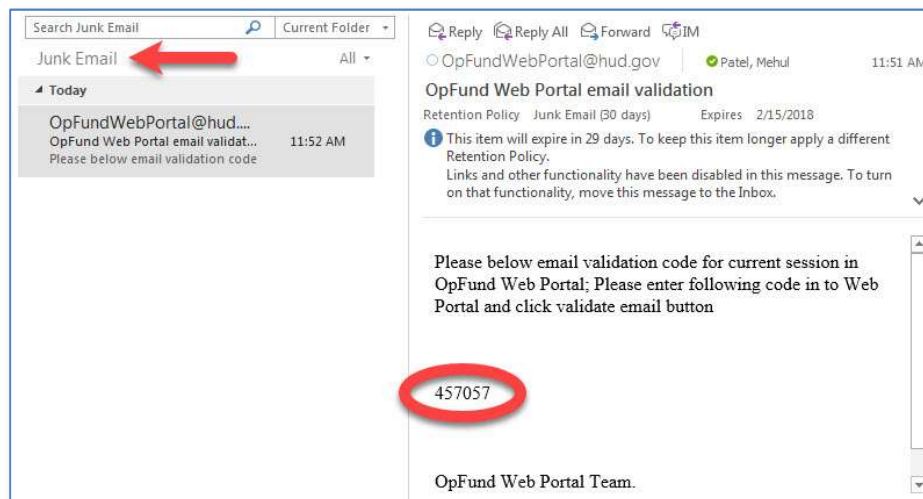## Email Validation
Users must validate his or her email address.

Step 14: Next to the User Email text box, click "Email Validation" button to validate your email address (required step).

Note: if you change and edit the User Email, you must click the "Create" button (Step 13) before validating the updated User Email.

The system sends an email from OpFundWebPortal@hud.gov containing a six-digit email validation code. The email may be in your Junk Email folder.

Copy or note the six-digit email validation code.

Step 15: Type (or paste) the six-digit code from the email.

Step 16: Click the "Validate Email" button and if successful a green Email Validated banner will appear.

Step 17: Click "Return to Profile Page" button. The User Profile status now reads: "The user validated email ID only". If you did not include your cell phone number in the User Profile form, then skip to Step 22.

Cell Phone Validation

This section is optional. If you provided your cell phone number, you must validate that number.

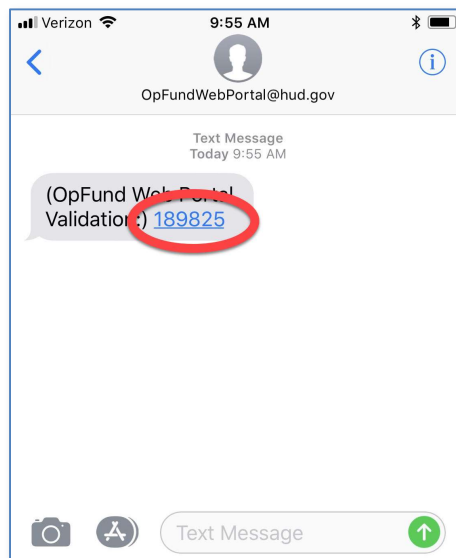Step 18: Next to the Cell No text box, click "Validate Cell No." button to validate your cell phone number

Note: if you change and edit the User Email, you must click the "Create" button (Step 13) before validating the updated User Email.

The system sends text message to your phone containing a six-digit cell no validation code.

Note the six-digit text validation code

Step 19: Enter the six-digit cell no validation code in to the text box.

Step 20: Click the "Validate Cell No" button and if successful a green Email Validated banner will appear.

Step 21: Click "Return to Profile Page" button. The User Profile status now reads: "Email ID and Cell Number Validated".

With the User Profile complete, the user can freely navigate the Portal.

Step 22: Click "Return to Home Page" to return the Landing Page.

Updating your User Profile

Users can update his or her profile by first clicking the "Update Profile" button on the Welcome Page.

The user may update any fields in the Steps above.
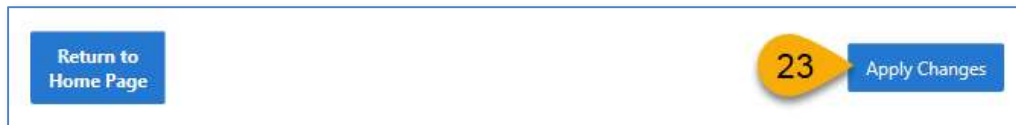
Step 23: Click "Apply Changes" button to save updates.

Updating User Email or Cell Phone

When updating the User Email or Cell No, the user must validate the new Email by following Steps 13 through 17 and the new Cell No by following Steps 18 through 21.

Missing PHA Assignment Warning – PHA and External User

Users that receive a Missing PHA Assignment Warning and Button means that the user role was not assigned to a PHA when the WASS Security Coordinator provided the user with access.
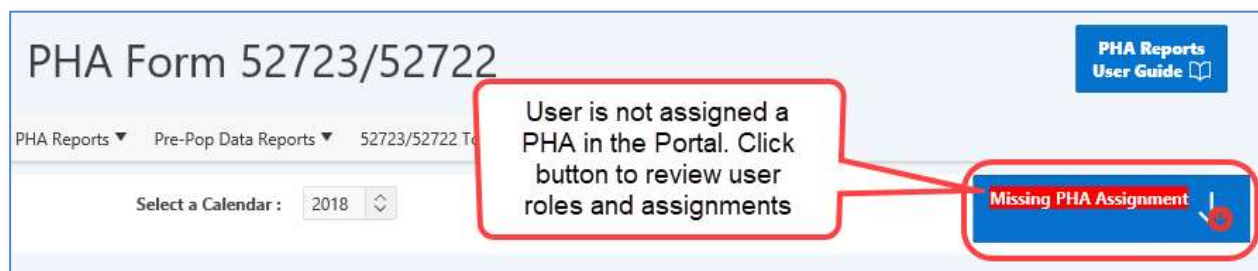
Click the Missing PHA Assignment button to review the user's roles and assignments. Contact the user's WASS Security administrator to update the user's roles and assignment.

The pop window reports the users OpFund Portal Roles and associated PHAs.

Area 1: Provides OpFund Portal roles assigned to the user **WITHOUT** an associated PHA. The user should contact the PHA's WASS Security Coordinator to assign their PHA. Changes to the user's roles and assignments may take two business days to be effective

Area 2: Reports OpFund Portal roles and the associated PHA assigned to the user.

Questions
For questions or comments please contact REAC - Technical Assistance Center (TAC) by calling 1-888-245-4860 Option #4 or send an email to REAC_TAC@hud.gov. PHAs may also contact their local Field Office.