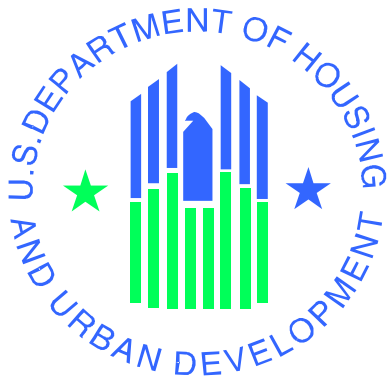


Operating Fund Web Portal

Public Housing Agency User Guide to Assigning WASS Roles for the OpFund Portal (For PHA users only)



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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Operating Fund (OpFund) Web Portal – PHA Reports

The OpFund Portal brings the Operating Subsidy process to a web-based platform. Public Housing Agencies (PHAs) can review current and historical Form 52723 and Form 52722 data. PHAs can download reports and print the final Form 52723 and Form 52722 forms. PHAs can review the status of New Project Tools.

Provide Access to the Operating Fund Web Portal

This Guide provides steps for the PHA's local Web Access Security Subsystem (WASS) security coordinator to provide PHA staff with access to the OpFund Portal. Page number 13 of this document provides quick steps. Find the OpFund Portal through Secure Systems URL

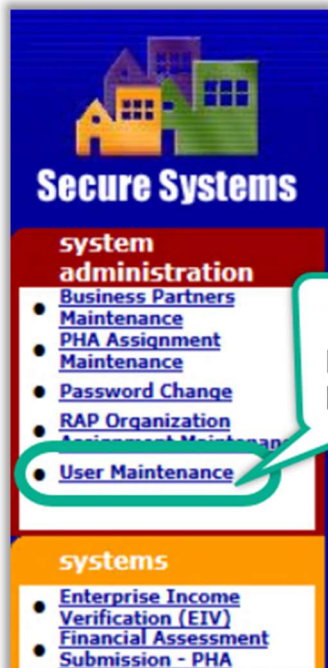
https://hudapps.hud.gov/HUD_Systems

Role Assignment

Any new role assignments take two (2) business days to be effective. Once the link "[PIH Operating Fund](#)" is made available in Secure System navigation menu, each user must create their user profile and validate their user profile in the OpFund Web Portal. Refer to the User Profile User Guide which is available here:
<https://www.hud.gov/sites/dfiles/PIH/documents/CY19-OpFund-FO-PHA-User-Profile-Guide.pdf>.

Steps for the PHA WASS Coordinator Role Assignment

The following are steps the PHA's WASS security coordinator takes to obtain coordinator role for the OpFund Portal. **The WASS coordinator needs to complete these steps only once.** Please note that it takes two (2) business days for the role to be effective.



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			or
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?	Search by User Name
First Name	<input type="text"/>		
Last Name	<input type="text"/>		
User Status	All	What's This?	
<input type="checkbox"/> Check here to limit search to Independent Users			
	Search (U)sers	Cancel	

Maintain User

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	

3.

Use
& c

3. Select "Maintain User Profile- Actions" & click Submit

Assign/Unassign Actions for User

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

Make sure User Status is Active

Please check/uncheck boxes to assign/unassign roles to the user

Disabled roles cannot be unassigned. Please refer to the appropriate Assignment Maintenance page for more information.

[FASPHA](#) | [FASSUB](#) | [FHSEC3](#) | [LOCAL](#) | [S.I](#)
[PIC](#) | [VMS](#) |

OFPIH - PIH Operating Fund	
<input type="checkbox"/>	ADM - Administration
<input checked="" type="checkbox"/>	COR - Coordinator

4. Assign Coordinator action to the local WASS security coordinators

Note: This selection is grayed out if the COR - Coordinator role was already selected.

Assign/Unassign Role Confirmation for User

Roles to Assign to User MPG608		
System Code	Role Code	Role Description
OFPIH	COR	Coordinator

No roles were selected to unassign.

5. Click Confirm

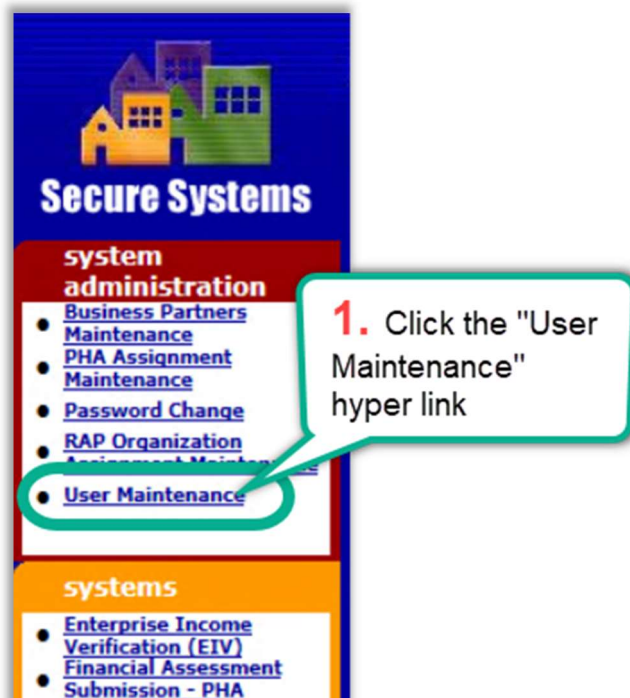
Confirm Cancel

For this role and any other new role assignments, please wait two (2) business days for the security role to be effective. Once the link "[PIH Operating Fund](#)" is made available in Secure System navigation menu, each user must create their user profile and validate their user profile in the OpFund Web Portal. Refer to the User Profile User Guide which is available here: <https://www.hud.gov/sites/dfiles/PIH/documents/CY19-OpFund-FO-PHA-User-Profile-Guide.pdf>.

PHAs need to assign the WASS coordinator role only one time. This assignment allows the WASS coordinator assign staff additional roles in the future. The WASS coordinator may continue to PHA user role assignment and PHA assignment explained below to provide user roles to other individuals

PHA User Role Assignment

The following are steps the PHA's WASS security coordinator to provide PHA staff with access to the OpFund Portal. Please wait two (2) business days for the security role to be effective.



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?](#)

(S)earch for User

2. Search by User ID

or

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

Search (U)sers Cancel

Search by User Name

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	

3. Select "Maintain User Profile - Roles" & click Submit

Assign/Unassign Roles for User

User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	Yes
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

[FASPHA](#) | [FASSUB](#) | [FHSEC3](#) | [LOCCS](#) | [MASS](#) | [NASS](#) | [OFF](#) | [PIC](#) | [VMS](#)

OFPIH - PIH Operating Fund	
<input type="checkbox"/>	OPD - PHA Executive Director
<input type="checkbox"/>	OPE - OFPIH System PHA User
<input checked="" type="checkbox"/>	OPI - OFPIH System PHA Read-Only User

4. Select "OPI - OFPIH System PHA Read-Only User"

Assign/Unassign Role Confirmation for User

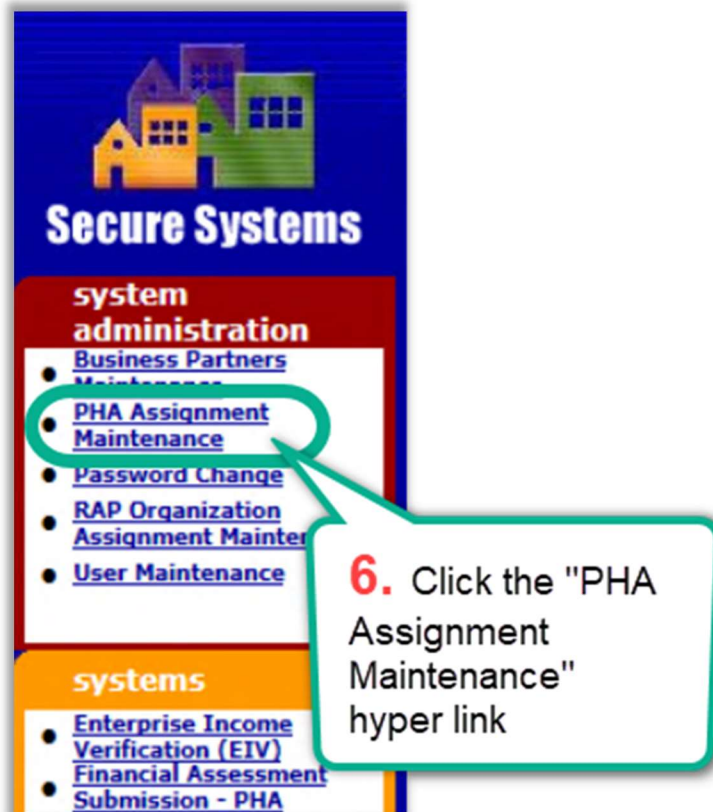
Roles to Assign to User MPG608		
System Code	Role Code	Role Description
OFPIH	OPI	OFPIH System PHA Read-Only User

No roles were selected to unassign.

5. Click Confirm

Confirm

Cancel



The image shows the "PHA Assignment Maintenance" form. At the top, it says "Please enter a User Id:". Below this is a "User ID" label next to a text input field, which is circled in green. A callout box with a green border points to this field, containing the text: "7. Enter the User ID for the PHA Staff to provide access and click submit". Below the "User ID" field is a "Choose a Function:" label and a dropdown menu showing "Assign". Below this is a section titled "For Assign PHA, provide one of the following:" with fields for "PHA ID" and "State". Below these fields is a note: "If selected criterion is State, sort by PHA". At the bottom of the form are "Submit" and "Cancel" buttons.

Assign PHA for User

Choose a Role:

Role Description (System ID - Role Code)
OFPIH System PHA Read-Only User (OFPIH - OPI)
PHA Submitter (CACPMA - SMT)
Query (LOCCS - QRY)
Utilization and Expense Data Submitter (VMS - UDE)

Choose at least one PHA:

PHA ID - PHA Name
PHA Code - PHA Name

10. Click Submit

Submit Cancel

8. Highlight "OFPIH Systems PHA Read-Only User (OFPIH - OPI)"

9. Highlight your PHA Code - PHA Name

Assign PHA Confirmation for User

User Information

User ID	
First Name	
Middle Initial	
Last Name	

PHAs to Assign to User MLL555 for Role OPI .

PHA ID	PHA Name
PHA Code	Public Housing Authority Name

11. Click Confirm

Confirm Cancel

Successful Transaction

You have successfully assigned the PHA to User [].

OK

12. Click OK

Note: If you are managing multiple PHAs as WASS coordinator; these steps need to be performed for all Roles assigned and PHAs.

Quick Guide: PHA WASS Coordinator & User Role Assignment

PHA WASS Coordinator Role Assignment Steps

I. Coordinator role assignment steps

1. Under “Maintain User Profile-Actions”, the Coordinator box under “OFPIH - PIH Operating Fund” should be checked
2. At the bottom of the screen, select “Assign/Unassign Actions”
3. Select “OK”
4. Under “Maintain User Profile-Roles”, check under “OFPIH - PIH Operating Fund”, the “OPI” box
5. At the bottom of the screen, select “Assign/Unassign Roles”
6. Select “Confirm” and Select “OK”

II. Select “PHA Assignment Maintenance” from the menu on the left of your screen

1. On the “PHA Assignment Maintenance” screen, your ID should be at the top.
2. Scroll to the bottom of the screen and select “Submit”
3. On the next screen, highlight the roles previously selected
4. Highlight the PHA on the bottom half
5. Select “Submit”
6. Select “Confirm” Select “OK”

Note: The WASS Coordinator only needs to be assigned once. Please wait two (2) business days for the security role to be effective.

PHA WASS PHA User Role Assignment Steps

I. Coordinator role assignment steps

1. Login as a WASS coordinator and select the PHA user ID
2. Under “Maintain User Profile-Roles”, check under “OFPIH - PIH Operating Fund”, the “OPI” box
3. At the bottom of the screen, select “Assign/Unassign Roles”
4. Select “Confirm” and Select “OK”

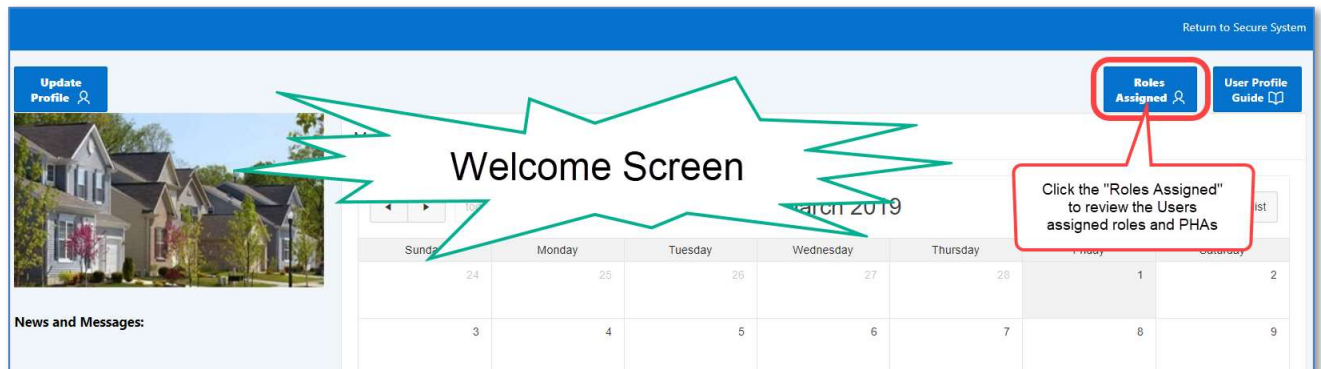
II. Select “PHA Assignment Maintenance” from the menu on the left of your screen.

1. On the “PHA Assignment Maintenance” screen, the PHA User ID should be at the top
2. Scroll to the bottom of the screen and select “Submit”
3. On the next screen, highlight the roles previously selected
4. Highlight the PHA on the bottom half
5. Select “Submit”
6. Select “Confirm” and Select “OK”

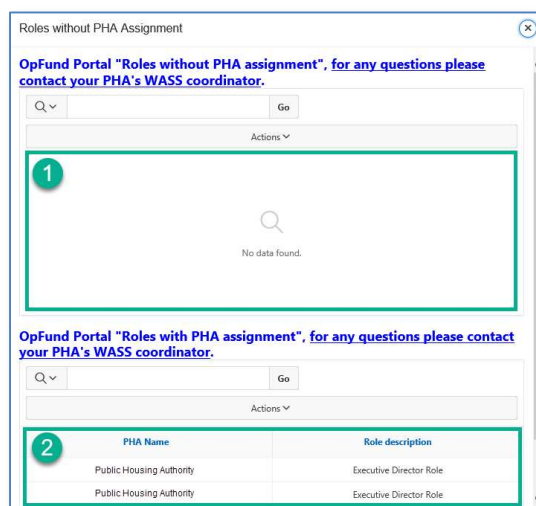
Note: Please wait two (2) business days for the security role to be effective.

Verifying PHA User Role Assignment

Users may review their Role and PHA assignments from the OpFund Portal. From the Welcome Page, click the “Role Assignment” button on the top right corner of the page.



By clicking the button, a popup window reports the users OpFund Portal Roles and associated PHAs:

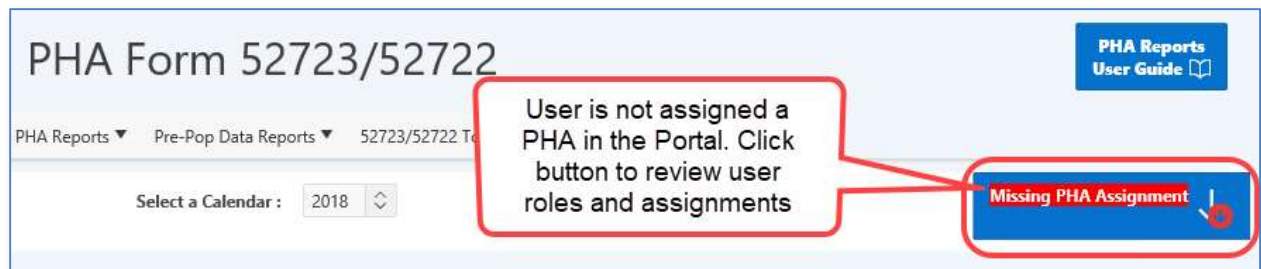


Area 1: Provides OpFund Portal roles assigned to the user **WITHOUT** an associated PHA. The user should contact the PHA’s WASS Security Coordinator to assign their PHA. Changes to the user’s roles and assignments may take two business days to be effective

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

Users must contact their WASS Security administrator to correct and update their roles and assignment.

In the OpFund portal, 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 open the popup window reporting the users OpFund Portal Roles and associated PHAs: Users must contact their WASS Security administrator to correct and update their roles and assignment.

OpFund Web Portal Web Page

Refer to the OpFund Web Page for the latest updates and a link the User Profile User Guide:

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

HUD.GOV U.S. Department of Housing and Urban Development Secretary Ben Carson

PIH HOME ABOUT PIH PIH ONE-STOP TOOL PUBLIC HOUSING OPERATING FUND CAPFUND INDIAN HOUSING MORE HUD HOME

Home / Program Offices / Public and Indian Housing / PIH / Public Housing / Asset Management / Operating Fund Web Portal

Operating Fund Web Portal

The Operating Fund (OpFund) Web Portal brings OpFund processing to a web-based platform. Public and Indian Housing (PIH) Field Offices, and now Public Housing Agencies (PHAs) participate in OpFund processing by their web browser. PIH Field Offices submit and certify the FO version of the HUD 52723 and Form HUD 52722 through the OpFund Portal. Field Offices resolve Quality Control findings and submit Revisions to the HUD 52723 and HUD 52722 through the Portal. The Portal provides PHAs and Field Offices with historical HUD 52723s and HUD 52722s and various reports.

The OpFund program delivers \$4.5 Billion annually to 3,000 PHAs, approximately 7,000 public housing developments, and assistance to over 1.1 Million low-income families. The OpFund Web Portal is a resource for Field Offices to navigate through the nearly 14,000 OpFund requests submitted by PHAs and the 25 million data elements used to calculate OpFund eligibility. For questions or comments please contact REAC - Technical Assistance Center (TAC) by calling 1-888-245-4860 Option #4, Or send us email enquiry to REAC_TAC@hud.gov.

System Login
Existing user? [Login here](#)
Need a new ID? [Public Housing Agency User](#)

Sample View of data available to PHA's

First 10 AMPs for the PHA's eligibility - EL

First 10 AMPs for the PHA's Eligible Unit Months (ELUM) - E25

Click to E

Link for User Profile User Guide

Highlights

- All current and first-time users to the OpFund Web Portal are required to complete their User Profile and validate their email address before using the OpFund Web Portal. Users need only complete their User Profile one time. The user guide below provides further instructions to complete a User Profile.
- OpFund User Profile User Guide (Updated 1/23/2018 - PDF)
- Operating Fund released the New Project Request module to OpFund Web Portal. Now Field Offices submit New Project Requests for Operating Fund using this module. The module also provides Field Offices with status of their New Project Request. The New Project Request module replaces the New Project Request Excel spreadsheet.

TAC Support

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 or to your local field office contact.

OpFund Feedback

Please provide your feedback on the OpFund Web Portal by email to OpFundWebPortal@hud.gov.