



# Generating a HA Contact List Report

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The HA Contact List Report will show you the information for the active HA Contacts that are in IMS-PIC on one report. Information can be viewed for one PHA or HUD users can view information for all PHAs under one field office.

1. Login to REAC (Secure Systems) and single click on the PIH Information Center (PIC) link on your Main Menu page.
2. When the PIC Main page loads, single click on the Housing Agency sub module under Housing Inventory.
3. Once you are in the Housing Agency sub module, single click on the Reports tab at the top of the page.



4. On the Housing Authority Reports—HA Report page single click on the HA Contact List link underneath the tabs at the top of the page.



5. On the Housing Authority Reports—HA Contact List Report page you will need to select the entity you want to view information for:
  - If you are a PHA and only have access to one PHA go to the next step.
  - If you are a PHA user that has access to multiple PHAs navigate to the entity you want to view information for – remember to use the Select button as needed!
  - If you are a HUD user navigate to the field office or PHA you want to view information for – remember to use the Select button as needed! HUD users can view this report at the field office level, if this option is going to be used you only need to make sure you have selected the correct field office.
6. Under the Housing Contact Report Filters at a minimum select **Active** from the Contact Status drop down box. If you are a HUD user and want to view the report for your entire field office single click on the By Field Office checkbox. You may also select one specific role you want to view information for. Using the name filters is not recommended.
7. Single click on the Generate Report button at the bottom of the page. A new window will open and display the report. Note that some contacts may have more than one role associated with them and therefore will be displayed more than once. This may or may not be acceptable depending on the situation. If any data is incorrect the PHA should use the proper procedures to correct it. If there are any questions about how to correct the data, contact your local PIC Coach.

Note: The report can be downloaded to Excel using the  Download In Excel icon in the upper right hand corner of the report.

**Housing Contact Report Filters**

Role:  ▼

Last Name:

First Name:

Contact Status:  ▼

By Field Office  ← HUD users only