



# Performing a Search in the Form-50058 Viewer Sub Module

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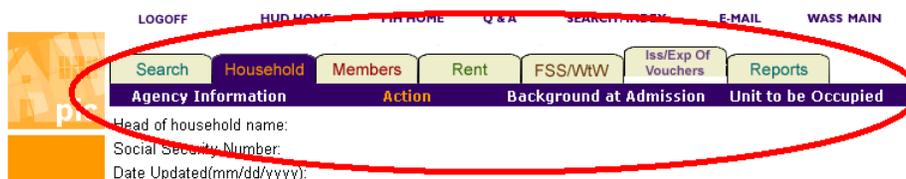
All PHAs, whether they submit their own Form-50058s or have a contractor do it for them, should know how to go into IMS-PIC to make sure the tenant information stored in IMS-PIC is correct. One of the ways you can do this is by viewing a 50058 form (tenant record) in the Form-50058 Viewer sub module. When you view a 50058, you will be able to see all sections and lines of the 50058 form as exactly as they were submitted to IMS-PIC.

Instructions for how to search for a 50058 in Viewer:

1. Log into Secure Systems as you normally would and single click on the PIH Information Center (PIC) link in the Main Menu.
2. When the PIC Main page loads, single click on the Viewer sub module under Form-50058. You may or may not need to consent to the Privacy Act statement depending on if you have already done so in this IMS-PIC session.
3. In the Search screen, enter some data (last name or SSN) for the tenant you want to search for and click the "Search" button to bring up the tenant(s).
4. The system will list the tenant(s) in your PHA that match the search data you entered on the previous screen. Look for an exact match for the tenant you want to view the record of.
  - If no results are found, try looking by different criteria. For instance, if you searched by SSN try searching by last name. If you search by last name, try just the first letter of the last name. If no records are still found this person may not be in IMS-PIC. If the tenant lives in Public Housing, check the unit information in the Development sub module to see who is in that unit. Contact your PIC Coach if you need additional assistance.
5. If you find a match for the person you want to look at, single click on the tenant's SSN. *If you have access in IMS-PIC that allows you to see the Online EOP link on the right side of the screen do NOT click on this link to view a tenant's information. This will cause an End of Participation to be generated in the system.*
  - If you would like to view/print the entire 50058 in Viewer you can click on the View link in the last column. You do not need to continue onto step 6.

Housing Authorities Search Filters									
Search Results 1-11 of 11									
SSN	First Name	Last Name	Middle Initial	Relation	Date Of Birth	Sex	Update date	Online EOP	Entire 50058
	C	S	I	H		F	07/31/2007	<a href="#">Online EOP</a>	<a href="#">View</a>

6. You will be taken to the Action section of the 50058 form (Section 2). If you want to see other sections/lines of the 50058 form, you can navigate through the entire form by using the tabs and sub tabs at the top of the screen (see screen print below).



7. When you are finished looking at the tenant record, you can either search for another tenant, go somewhere else in IMS-PIC, or logoff. To search for another tenant, single click on the Search tab at the top of the page. To go somewhere else in IMS-PIC, single click on the PIC Main link on the left side of the page. To logoff, single click the Logoff link on the left side of the page.