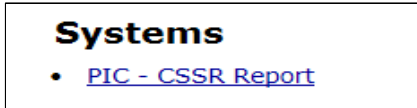## Instructions for PHA users to access PIC CSSR Reports

1. Login to Secure Systems (https://hudapps.hud.gov/HUD_Systems) with your User ID and password.

2. Click on the "**PIC - CSSR Report**" link available under "**Systems**"

3. The PHA user should see the screen like the sample screenshot below with their assigned PHA in the dropdown list. Click on the "**Get Report**" to view the CSSR Summary and Detail reports.
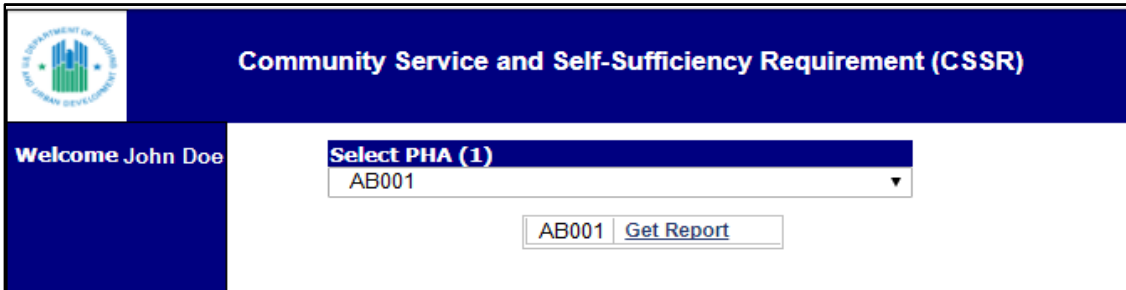
** User Access Information **

➢ Users should have a role assigned for the Form-50058 Viewer sub module to view 50058 form data.

➢ Users should have an active Business Partner relationship setup in Secure Systems for the PHA that they need to access the report for.

➢ For a Secure Systems Coordinator to assign the ability to view the CSSR Reports to other users at their PHA, they must first do a one-time setup step of their own user ID. They must:
   o Under User Maintenance bring up their user ID.
   o Go to Maintain User Profile – Actions and on the page that appears look for the IMS - Business Intelligence heading. Place a check next to the COR action and click on Assign/Unassign Actions button at the bottom of the page to save the change. Click the OK button to finish.
   o At this point that the Secure Systems Coordinator will be able to perform the steps below to assign the correct role to users at their PHA.

➢ If a user does not see the **(PIC - CSSR Report)** link in the Secure Systems Main Menu, the PHA's Secure Systems Coordinator (security administrator) must do the steps below after they have verified the first bullet above is satisfied inside of IMS-PIC.
   o Under User Maintenance bring up the user that needs access.
   o Under Maintain User Profile – Roles look for the IMS - Business Intelligence heading and check the **IPH** role and click on Assign/Unassign Roles button to confirm. You will be asked to confirm the role assignment, click the OK button complete the process. **Please reference the note below on when the user will be able to begin viewing the reports.**

➢ Users can contact their local PIC Coach in case of any 50058 issues or questions. CSSR Reports access questions should be referred to the REAC Technical Assistance Center (TAC) at 1-888-245-4860 or reac_tac@hud.gov.

** Role assignment timing ** **Please note that any new user role assignment for the CSSR reports by security coordinator will be effective on Monday of the following week. For example, if the security coordinator assigns the role to the user on Wednesday, the assignment will be effective Monday of the following week.**