Enterprise Income Verification (EIV) System for Multifamily Housing Programs

TRACS Industry Group Meeting,

October 23, 2008

New Policies & Procedures for Certifying & Re-certifying EIV Access

Requests for EIV Access: OLD WAY

- Prior to the June 26, 2007 7.0 EIV Release for MF, *ALL requests for access and the removal of such access had to be submitted in hardcopy*

Requests for EIV Access: NEW WAY

Type of Action	Submission
New & Expire	Hardcopy
Certification & Re-certification	Electronic

Type of Action: "New" & "Expire" — Hardcopy Submission

- **<u>New</u> access**
  - No prior access to EIV for any contract(s) and/or property(ies) in the user's portfolio in WASS
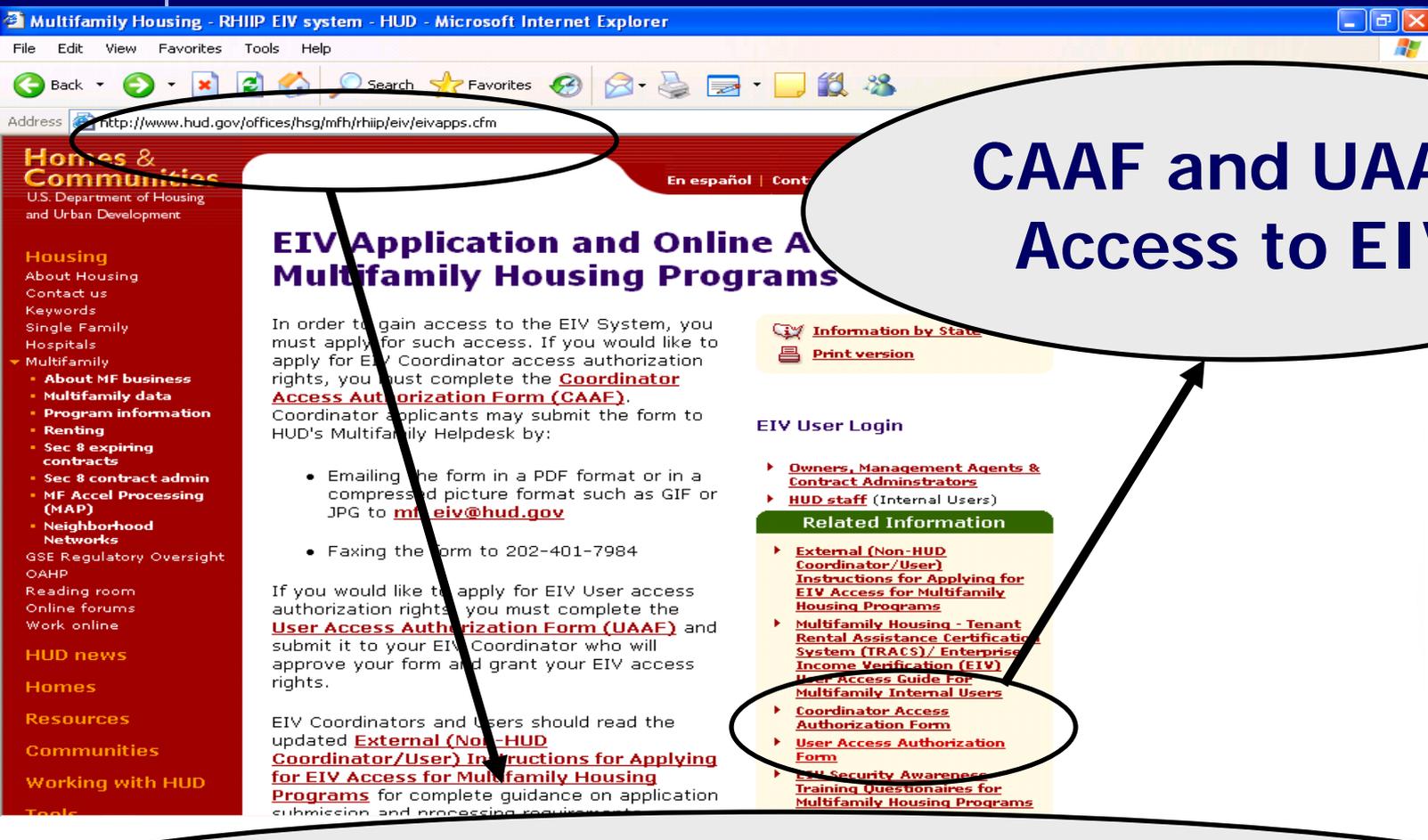
- **<u>Expire</u> access**
  - Expiration of EIV access from a user's contract(s) and/or property(ies) in EIV and removal of the EIV role from the user's contract(s) and/or property(ies) in WASS

Hardcopy CAAF and UAAF Submission

- EIV Coordinators submit <u>hardcopy</u> CAAFs to HUD's MF Helpdesk via fax at: 202/401-7984 or via email at <u>Mf_eiv@hud.gov</u>

- EIV Users submit hardcopy UAAFs to their EIV Coordinators

MF EIV Application and Online Access Website

CAAF and UAAF Access to EIV

http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm

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Communities**
U.S. Department of Housing
and Urban Development

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  ▪ **Sec 8 contract admin**
  ▪ **MF Accel Processing (MAP)**
  ▪ **Neighborhood Networks**
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OAHP
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Homes

Resources

Communities

Working with HUD

Tools

En español | Cont

EIV Application and Online
Multifamily Housing Progra

In order to gain access to the EIV System, you must apply for such access. If you would like to apply for EIV Coordinator access authorization rights, you must complete the **Coordinator Access Authorization Form (CAAF)**. Coordinator applicants may submit the form to HUD's Multifamily Helpdesk by:

- Emailing the form in a PDF format or in a compressed picture format such as GIF or JPG to **mf_eiv@hud.gov**

- Faxing the form to 202-401-7984

If you would like to apply for EIV User access authorization rights, you must complete the **User Access Authorization Form (UAAF)** and submit it to your EIV Coordinator who will approve your form and grant your EIV access rights.

EIV Coordinators and Users should read the updated **External (Non-HUD Coordinator/User) Instructions for Applying for EIV Access for Multifamily Housing Programs** for complete guidance on application submission and processing requirements.

EIV Us

▶ **Owners, M** **Contract Adm**
▶ **HUD staff** (Intern

Related Informat

▶ **External (Non-HUD Coordinator/User) Instructions for Applying for EIV Access for Multifamily Housing Programs**
▶ **Multifamily Housing – Tenant Rental Assistance Certification System (TRACS)/ Enterprise Income Verification (EIV) User Access Guide For Multifamily Internal Users**
▶ **Coordinator Access Authorization Form**
▶ **User Access Authorization Form**
▶ **EIV Security Awareness Training Questionaires for Multifamily Housing Programs**

External (Non-HUD) Coordinator/User Instructions for Applying for EIV Access for Multifamily Housing Programs

External Instructions Explain…

- How to apply for access rights to the EIV system as an EIV Coordinator or an EIV User

- How to obtain a WASS User ID and/or WASS Coordinator Role

External Instructions Explain… (Cont.)

- How to assign the HSC or CAC role to an EIV Coordinator's contract(s) and/or property(ies) in WASS

- How to get certified in EIV to complete the process for gaining access

Type of Action: "Certification" — Electronic Submission

- ## <u>Certification</u>
  - Converts a contract(s) and/or property(ies) from "New" to "Certified" status in EIV.

  - It is the third and final step in the EIV application approval process.

Type of Action: "Certification" — Electronic Submission (Cont.)

- For a "New" contract(s) or property(ies) in EIV, an electronic CAAF or UAAF for "Certification" must be submitted for approval.

- If it is not, your contract(s) and/or property(ies) <u>WILL NOT</u> appear in User Certification in EIV for your User Administrator to certify.

Type of Action: "Re-Certification" — Electronic Submission

- ## **Re-certification**
  - Re-certifies a contract(s) and/or property(ies) in EIV that is in "Certified," "Pending," or "Expired" status

Type of Action: "Re-Certification" — Electronic Submission (Cont.)

- For a "Pending," "Expired," or "Certified" contract(s) or property(ies) in EIV, an electronic CAAF or UAAF for "Re-certification" must be submitted for approval.

- Again, if it is not, your contract(s) and/or property(ies) <u>WILL NOT</u> appear in User Certification in EIV for your User Administrator to certify.

Accessing Electronic CAAFs and UAAFs

- Electronic CAAF and UAAF requests for "Certification" or "Re-certification" are accessed online via the Internet through EIV.

Welcome Page: HSC/CAC Roles

Enterprise Income Verification

Welcome First - M00337 Last - uiv

Welcome First - M00337 Last - uiv

- Back to Secure Systems
- Program Office Selection
- Switch Role

Income Information
- By Subsidy Contract
- By Project Number
- By Head of Household

Verification Reports
- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Deceased Tenants Report

User Administration
- Coordinator Cert Report
- User Requests
- User Certification
- User Certification Report

Coordinator Access Request
- Authorization Form

User Manual

EIV Announcement

Announcement Date: 01/14/2008

January 14, 2008. The loading of SSA data that includes the latest cost of living adjustment has been completed.

...e out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

Notice of Browser Compatibility

The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software..

Attention !!
Next User re-certification is due annually on the anniversary of the assignment or recertification of the EIV Role for each Subsidy Contract and/or Project Number in your portfolio.

Authorization Form

Welcome Page: HSU or CAU Roles

User Administration: EIV Coordinators Only

- **User Requests**
- **User Certification**
- User Certification Report
- User Expiration Report
- Coordinator Cert Report

User Requests Description

- **<u>User Requests</u>**
  - View User online UAAF requests.
  - Approve, deny, or put UAAF requests on hold until ready to act on them.

User Requests Function

Current User (UAAF) Requests

Enterprise Income Verification

User Administration >> User Access Request >> Current User Requests

Request Selection : [Pending ▼]   [Change View]

1 **2**
1 10 of 17 Requests

User Access Authorization Requests

Date Requested	User ID	User Name	User Role	No of Contract/Project	Type of Action Requested	Status	Actions
04/21/2008	M00342	First - M00342 Last - uiv	HSU	2	Certification	Pending	[Details]
04/21/2008	M00342	First - M00342 Last - uiv	HSU	1	Re-Certification	Pending	[Details]
04/21/2008	M00342	First - M00342 Last - uiv	HSU	1	Termination	Pending	[Details]
04/21/2008	M00345	First - M00345 Last - uiv	HSU	10	Certification	Pending	[Details]
04/21/2008	M00345	First - M00345 Last - uiv	HSU	1	Termination	Pending	[Details]

User's Completed UAAF Form for Action

Enterprise Income Verification

User Administration >> User Access Request >> UAAF

Welcome First - M00337 Last - uiv

- **Back to Secure Systems**
- **Program Office Selection**
- **Switch Role**

Income Information
- **By Subsidy Contract**
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Verification Reports
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User Administration
- **Coordinator Cert Report**
- **User Requests**
- **User Certification**
- **User Certification Report**

Coordinator Access Request
- **Authorization Form**

User Manual

Get Acrobat Reader

Enterprise Income Verification (EIV) System User Access Authorization Form	
Date of Request:	04/21/2008
User ID:	M00342
User Role:	HSU
User Name:	First - M00342 Last - uiv
Phone Number:	testert
Fax Number:	rtryrtyrtytr
Email Address:	
Contract / Project Numbers :	WA160018001
Position Title:	ertrtytr
Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System:	retryrty
Coordinator Affiliation:	Property Owner
Type Of Action Requested:	Certification
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.
Coordinator User ID:	No action taken yet.
Coordinator User Name:	

☑ Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

☑ Certification of Completion-Security Awareness Training Questionnaire:
I certify that prior to the submission of this online access authorization request for recertification that I have downloaded and completed the EIV Security Awareness Training Questionnaire available on HUDs Enterprise Income Verification System (EIV) System for Multifamily Housing Program website at:
http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm

Reason for Denial: (Required for denial requests.)
Note: If you are going to deny this request, please state the reason for DENIAL. You won't be able to complete the denial process with out a reason for denial. For all other actions, leave this field as blank.

[Approve] [Deny] [On-Hold] [Cancel]

UAAF Action Options

User Certification Function