

User's Quick Reference Manual



User Login

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Registration

Assignment of Roles and Actions

Registration and Login

1. **Open** a web browser (Internet Explorer 7.0 or above). Other browsers may not be compatible with this software. Before you proceed, you should have read the *Who Am I?* Section 0.1.1 in the User's Manual. Understanding this information will be essential for the registration process and using WASS.
2. **Enter** the following URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select** "Register Online" to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, Independent User, or Reverse Auction Program (RAP) User* for the next step in the registration process.
5. **Select User** for the Application Type and complete the remainder of the form. All information is required.
6. **E-mail** – Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to login to WASS Secure Connection. The password should be a "strong password" containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other "secret" word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online "Reset Password" request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** – Your User ID for login is established the evening of the day you register as a User. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Contact** your coordinator for your User ID.
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu, select the link to the system you need to use.

At the time of registration, Users will have access to a set number of systems, roles, and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available for your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external Users at registration are shown in Table 1, below. For example, if your Coordinator entered a Tax Identification Number (TIN) for your Business Partner, then the systems available for assignment of a property are APPS, LASS, PASS, VMS, LOCCS, TRACS, FASSUB, M2M, QASS, and REMS.

Table 1 Systems Available to Users

<i>Property Assignment of Systems (TIN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of Systems (PHAID)</i>		PASS	QASS
VMS	REMS			VMS	REMS
LOCCS		LOCCS	REMS	LOCCS	FASPHA
TRACS		TRACS	FASPHA	TRACS	NASS
		MASS	NASS	MASS	
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The current list of roles and actions is documented in Appendix B. The first stop for information about access to WASS is your Coordinator. If your Coordinator cannot assist you, telephone or E-mail the Help Desk that services the system you are using or want to use. The appropriate contact information is given in the table below. Individuals at the help desk will answer your questions or refer you to a System Administrator about issues related to the applicable system.

Table 2 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, VMS, (LOCCS)	(888) 245-4860. E-mail: Select "Contact Us" on the REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real Estate MGMT@HUD.GOV
FHA Connections	LASS	Contact FHA Connection