IDIS OnLine Access Request Instructions
U.S. Department of Housing and Urban Development
Office of Community Planning and Development

GRANTEE & REQUESTOR INFORMATION
This section of the form is to be completed by the requestor or grantee’s Chief Executive Officer or Designee. Complete all information accurately and in its entirety to prevent delay in processing, such as Grantee Name in IDIS and Requestor’s E-mail Address.

NOTE: If no functions or programs are requested, a new requestor will be given rights to view activities and generate reports. Requestors cannot authorize themselves, only the Chief Executive Officer or Designee can authorize.

GRANTEE APPROVING OFFICIAL
The Approving Official’s signature must be notarized. Once completed, send the notarized form to your local HUD CPD Field Office.

HUD FIELD OFFICES ONLY
Verify that all information has been completed accurately and sign.

NOTE: Forms will not be processed without the Field Office Approval (CPD Director or Designee) signature.

Once approved, scan and email the notarized form to IDISUseridRequests@hud.gov. Subject of email should include the Grantee Name in IDIS and the Requestor’s Name.

For more detailed information on how to obtain an IDIS OnLine account, technical assistance and password reset, go to https://www.hudexchange.info/IDIS

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)