Active Partners Performance System (APPS)
Quick Tips

COORDINATOR REGISTRATION AND ASSIGNMENT

Prior to registering for a Coordinator ID to access the HUD Secure Systems and APPS, you must first assure that your primary Organization is registered in HUD's database as a Business Partner.

Step 1 - Registering Organizations in APPS

- If the Organization has not conducted business with HUD that requires access to HUD's secure systems (TRACS, Inspection retrieval, Financial Reporting) the Organization (Company) must first register via Business Partners Registration. Click on the "Business Partner Registration HUD Multifamily" link on the APPS Home Page at the following URL to start the registration process. http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm

- After completing the registration process, wait at least 24 hours before applying for your Coordinator or User ID.

☺ ***Note: If the Organization is already registered, the following error message will display on the screen. You may proceed directly to Step 2***

Participant (xxxxxxxxx) has already been processed

Step 2 - Registering as a Coordinator for a Company

Coordinator: Controls access to the system and performs system administration functions such as retrieving IDs and assigning rights to users. For more information please refer to Chapter 3 of the APPS Industry User Guide available @ http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm

Coordinators Register @ http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm

Allow two weeks to receive the Coordinator ID (M ID), which will arrive via mail to the Organization under which you have registered. An Organization (Company) can have up to 2 coordinators.

NOTE: Most Coordinators will register on behalf of a primary Organization (as outlined above) and then request additional access to other Organizations and Individuals from within the HUD Secure System, after they receive their log-in ID. You may also request your initial Coordinator ID on behalf of an individual, instead of an Organization. Use the same steps above to register the individual and request your ID.

Step 3 - Coordinator initial set-up of Assignment and Rights

Once you receive a Coordinator ID, the next step is to assign rights to the company/individual on whose behalf you have requested the coordinatorship.

- From the Secure Systems Main Menu page, select "Participant Assignment Maintenance"
- Enter your Coordinator ID
- Select "Assign Participant" from the "Choose a Function" drop down menu

- Click on Submit
- Select "AUP - APPS Update" from the Choose a Role section
- Select the company/individual you want to assign rights to from the Participant section
- Click "Submit"
- Verify company/individual you are assigning rights to
- Click "Confirm"
- Click "OK"

Step 4 - Requesting access to Additional Organizations and Individuals (the Access Key Code step)

Prior to requesting access to additional Organizations and Individuals, you must first assure that each Organization and/or Individual is registered in HUD's database as a Business Partner.
Register them @: http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm

A Coordinator can gain access to multiple companies/individuals for data input and certification by requesting access codes, activating the codes and performing participant assignment maintenance.

- From The "Secure Systems Main Menu", select "Business Partners Maintenance"
- Enter your Coordinator ID
- Select "Request New/Delete Existing Relationships" from the "Please Enter a Function" drop down menu
- Click on the Submit button
- Enter the Taxpayer Identification Number (TIN)/Social Security Number (SSN) for the companies/individuals you are requesting access codes.
- From the Participant Type column, select Organization or Individual as appropriate.
- Click "Submit"
- Click "Confirm"
- Click "OK"

Access Key Code letters are mailed by HUD to the attention of the CEO of the Organization or Individual for which you requested access at the address that appeared on the confirmation screen. Please allow 10 business days for these letters to arrive, before calling the Help Desk (800-767-7588) to report a missing letter.

Step 5 - Activating Access Key Codes:

Once you get the access code, the next step is to activate your relationship using the Access Codes in the letter. ***(Please allow 10 business days to receive access code letters from the time they are requested).***

- From the Secure Systems Main Menu page, select "Business Partner Maintenance"
- Enter Coordinator ID
- Select "Activate Relationships" from the "Please Enter a Function" drop down menu and click "Submit".
- Enter Access Key Codes
- Click "Submit"
- Verify information

- Click “Confirm”
- Click “OK”

Step 6 – Coordinator Assigning Rights to Multiple Companies/Individuals

Once you activate the access codes, you should assign rights to all companies/individuals that you have activated the access codes for.

- From the Secure Systems Main Menu page, select “Participant Assignment Maintenance”
- Enter your Coordinator ID (M ID)
- Select “Assign Participant” from the “Choose a Function” drop down menu
- Click on Submit
- Select “AUP - APPS Update” from the Choose a Role section
- Select the companies/individuals you want to assign rights to from the Participant section (You can select multiple participants by using the Control key on your keyboard or you can select the first participant from the list, hold down the shift key and select the last participant to select the entire list)
- Click “Submit”
- Verify the list of companies/individuals you are requesting relationships for
- Click “Confirm”
- Click “OK”

USER REGISTRATION AND ASSIGNMENT

Step 1 –User Registration

Business Partner’s Coordinator assigns user rights to submit data on behalf of the Business Partner. For more information please refer to Chapter 3 of the APPS Industry User Guide available @ http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm

Register for User ID @ http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm

Step 2 – Retrieving a User ID and setting up User Profile Actions and Roles
A User registration is processed nightly and user ID can be retrieved by the Coordinator the next day

- From the Secure Systems Main Menu page, select “User Maintenance”
- Enter “First Name” and/or “Last Name” of the User
- Select “Search Users”
- Click on User ID
- Select “Maintain User Profile – Actions” from the “Choose a Function” drop down menu
- Click “Submit”
- Check “UPD- Update” checkbox
- Click “Assign/Unassign Actions”
- Select “Maintain User Profile – Roles” from the “Choose a Function” drop down menu
- Click “Submit”
- Check “AUP” (update) checkbox **or** “IRP” (this is for read only) checkbox
- Click on the Assign/Unassign Roles button
- The Assign/Unassign Role Confirmation for User XXXXX page will display
- Click on the Confirm button
- You will receive a successful transaction message displayed on the screen

- Click OK

Step 3 - Assigning User Rights to Companies/Individuals

- From the Secure Systems Main Menu page, select “Participant Assignment Maintenance”
- Enter User ID (M ID)
- Select “Assign Participant” from the “Choose a Function” drop down menu
- Click on Submit
- Select “AUP - APPS Update” from the Choose a Role section
- Select the companies/individuals you want to assign rights to from the Participant section (You can select multiple participants by using the Control key on your keyboard)
- Click “Submit”
- Verify the list of companies/individuals you are assigning rights for
- Click “Confirm”
- Click “OK”

Your User is now set to perform functions or view information for the selected Organizations and/or Individuals in APPS.