3.0 ACCESSING FASS-PH
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3.1 Logging On

Because the Financial Assessment Subsystem (FASS-PH) is a secure, web-based system that contains sensitive financial and housing information, users must register for a secure HUD user ID.

An Internet user can access FASS-PH only after registering for a user ID, receiving that user ID, and having the appropriate system rights assigned. Further restrictions apply regarding system access for PHAs. A user must be assigned to a PHA by the PHA’s system coordinator before the system will allow data entry and submission.

There are two types of system users: Coordinators and Users. The Coordinator serves as the PHA’s representative to perform system administration functions, such as controlling system access and assigning roles. The User reviews and submits data to HUD.

The Coordinator controls which Users have access to prepare, review, or submit data on behalf of the PHA. A Coordinator is also responsible for forwarding all information that is received electronically from HUD to the PHA’s Executive Director.

A User also registers to do business on behalf of the PHA. The User, however, has no system access control. A User depends on the Coordinator for the necessary access to prepare, review, or submit data.

For details regarding obtaining and maintaining user IDs, please reference the WASS Secure Connection and Secure Systems User’s Manual. The document is posted to the PIH-REAC website at http://www.hud.gov/offices/reac/ind_usrgds.cfm
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Accessing the Financial Assessment Subsystem (External PHA/IPA Reviewer)

Note: FASS-PH has been tested on both Internet Explorer version 6.0 SP1 and Netscape version 4.79. Please use one of these browsers to access FASS-PH.

The following steps demonstrate how to access the Financial Assessment Subsystem:

**Step 1:** Launch the Internet browser on your computer.

**Step 2:** Enter the following address in the Location/Go to field of the browser: [http://www.hud.gov/offices/reac/](http://www.hud.gov/offices/reac/)

**Step 3:** Press the Enter key on your keyboard.

The following screen “Real Estate Assessment Center” appears:
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Step 4: Single click on the Online Systems link located to the left of the screen.

The “Online Systems” page displays:

- USER ALERT — Updated 5.1 Release — Important Information!!! More... (03/25/04)
- 03/17/2004 RASS UPDATE: (09/29/03)
  - RASS Survey scores are available for review for PHAs with FYE 2/23/2003
  - PHAs with FYE 3/31/2004 have until 5/3/2004 to complete their Implementation Plan Certification
  - PHAs with FYE 6/30/2004 have from 3/19/04 until 4/19/04 to update and certify their unit addresses via the Internet.
  - More details and deadlines are indicated in the Business Calendar
- ATTENTION ALL PHA!!! Effective Monday, March 15, 2004, the Department of Housing and Urban Development, Office of Public and Indian Housing – Real Estate Assessment Center (PIH-REAC) will be using your e-mail address in the Public and Indian Housing Information Center (PIHC) as the ONLY official source of this contact information. More... (03/25/04)
The online systems page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems. To enter the FASS-PH system, click on the LOG IN push button.

**Step 5:** If you have a user ID and password, continue onto step 6. Otherwise, click on the Online Registration push button and refer to the WASS User’s Manual for instructions on registering. To reset your password, click the PASSWORD RESET push button.

**Step 6:** After clicking on the LOG IN pushbutton, the following **Username and Password Required** pop-up box appears:
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**FINANCIAL ASSESSMENT – LOG IN POP-UP BOX**

![Login Pop-Up Box]

**Step 7:** Enter your user ID and password.

The user ID is six characters where the first character is either an “M” or an “I.” An example of a user ID would be as follows: **M12345**.

**Note**

**Step 8:** Single click pushbutton.

The Financial Assessment – Secure Systems Legal Warning screen is displayed:
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The link selections under the Systems Section will vary depending on the user ID. There will always be a FASPHA link if your User ID has FASS-PH access rights.

Step 9:

Single click the push button. The Secure Systems Menu screen appears.
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The following screen is displayed:

Step 10a:

FINANCIAL ASSESSMENT – SECURE SYSTEMS MENU PAGE (ALL DATA IS FICTITIOUS TEST DATA)

Single click on the Financial Assessment Subsystem – PHA (FASPHA) Link. This may take you to a second log on screen, where the user will need to re-enter their user ID and password. Otherwise the user will enter the FASS-PH introduction page.

The following screen displays the second log on screen.
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After entering your user ID and password, the user is directed again to the Main Menu.

Step 10b: Single click on the Financial Assessment Subsystem – PHA (FASPHA) Link. This will take you to the FASS-PH system.

3.2 Exit System

Users can exit and return to FASS-PH at any time. Because FASS-PH is a secure system containing sensitive public housing information, users should exit FASS-PH when leaving the computer.

Step 1: Save any changes on the current page using the appropriate Save button. If error messages display, data must be corrected and saved again. The page was successfully saved when no error messages display. Do not re-click the Save button while the system is processing.

Step 2: Click on the Close control icon in the top right corner of the page. The FASS-PH application closes and the desktop displays.
Hints for using the FASS-PH System:

▲ Only open one session at a time. Multiple browser sessions may cause data corruption with FASS-PH submissions.
▲ Do not mark any FASS-PH web pages as favorite. Access the application via the PIH-REAC Online Systems page.
▲ Use only recommended browsers.
▲ Do not use the browser Back or Forward buttons unless instructed.
▲ Do not re-click the Save button while the system is processing.