Chapter 3: Accessing FASS-PH

To enter, view and submit PHA financial data via the Internet using the Financial Assessment Subsystem for PHAs (FASS-PH), a User must:

- Have a HUD user ID ("M" number)
- Be assigned a PHA Submitter role (FASS-PH Submitter)
- Be assigned to the PHA.

⚠️ NOTE: If you do not have a HUD user ID, refer to the Registering for a User ID appendix of this guide.

Starting at the REAC Web Site

Authorized users log in to FASS-PH from the home page of the real estate assessment center Web site. In addition to providing links to REAC online systems, this page presents the latest information about REAC activities, products, documents, legislation, and more. Users can bookmark this page for quick access.

Topic links on the home page of the real estate assessment center Web site include:

- **customers** – Information about REAC’s public housing, multi-family, and single family housing partners.
- **products** – Additional links to REAC product pages containing documentation (e.g., User Guide) and guidance, as well as news about REAC’s assessment functions, including the Public Housing Assessment System.
- **tools** – Information, instructions, schedules, technical support, and other handy tools most frequently requested by business partners.
- **online systems** – Instructions and links for registering for a HUD user ID and for logging into HUD’s secure systems.
- **contact us** – Links to the REAC Technical Assistance Center.
- **about reac** – Link back to the home page of the REAC Web site.
NOTE: The contents of this page are updated on a regular basis.
To access the home page of the **real estate assessment center** Web site:

1. From your desktop, double-click on your Internet browser icon. An Internet page displays.

2. Double-click in the *Location* field under the toolbar to highlight the current URL.

   ➩ **NOTE:** Highlighting the URL allows users to overwrite it with the desired URL. Or users can also use the Backspace or Delete key to delete the current URL.

3. Enter the following URL address: **www.hud.gov/offices/reac/index.cfm** in the *Location* field, and press the Enter key. The **real estate assessment center** page displays. Use the scroll bar to view the entire page.

**Finding Information on the FASS-PH Product Page**

The **financial assessment of public housing agencies** page has links to pages containing more information pertaining to financial assessment of PHAs and FASS-PH, including schedules, reports, guides, and legislation.
financial assessment of public housing agencies

3,300 Public Housing Agencies exist in the United States. In order to assess the financial condition of these agencies, REAC reviews each agency’s financial information annually.

WHAT’S NEW

Revised Documentation & Guidance
New documents, dealing with accounting issues, are now available. Major guides have been updated.

Public Housing Agencies Submit Financial Information
The September fiscal year end Public Housing Authorities have begun transmitting their financial information through the Financial Assessment Subsystem.

PHA Finance Tool Box

- Reading Room
- Find It

Hot Links to Other Sites

- GASB
- Find It

Documents and Guidance

- PHAs Notices & Rules
- GAAP Flyers & Briefs
- Meet the Team
To access the financial assessment of public housing agencies page:

2. Scroll down and click on the **FINANCIAL ASSESSMENT – PUBLIC HOUSING AGENCIES** link. The **financial assessment of public housing agencies** page displays.
3. At the bottom of the page, there are two drop-down menus of links to additional pages: *PHA Finance Tool Box* and *Hot Links to Other Sites*. Click on the Arrow on the right side of the field to view the list of options.

4. Click on an option to select it.
5. Click on the Find It button. The selected page displays. The technical support page was selected as an example.

When REAC was established in 1997, HUD set out to create an organization that would fully exploit technology in order to efficiently transform information into the useful knowledge necessary to perform our mission and communicate with our industry partners. HUD wanted and got an “e-REAC”. While the transition to paperless, electronic commerce has many benefits, it can be challenging for our valued business partners. We are here to help. At this technical support site you will find the answers to frequently asked technical questions as well as notices and information that impacts your ability to work online.

WHAT'S NEW

Important Notice for Macintosh users!

Upgrade your Internet Browser

Customer Survey Usage Tips

6. Click on the reac home link to return to the real estate assessment center page.
Logging In To FASS-PH

The **online systems** page has links to register for a HUD user ID and to log into HUD’s secure systems, including the Financial Assessment Subsystem for PHAs (FASS-PH).

**online systems**

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "User Name" field actually requires your user ID.

**IMPORTANT!!!**
FASS PH is experiencing technical difficulties with the "Notes and Findings" page when processing an Audit Submission. Example for resolving difficulties, Posted September 1, 2000

**NEED A USER ID?**
Complete registration instructions are available, or go directly to the appropriate secure connection registration form.

Multifamily Housing Entity

Public Housing Agency
To log in to the Financial Assessment Subsystem for PHAs (FASS-PH):

1. On the home page of the real estate assessment center Web site (www.hud.gov/offices/rea/index.cfm), click on the online systems link in the left column. The online systems page displays.
online systems

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "Username" field actually requires your user ID.

IMPORTANT!!
FASS PH is experiencing technical difficulties with the "Notes and Findings" page when processing an Audit Submission. Example for resolving difficulties. Posted September 1, 2000

NEED A USER ID?
Complete registration instructions are available, or go directly to the appropriate secure connection registration form.

Multifamily Housing Entity
Public Housing Agency

2. On the online systems page, click on the Log In button. The Username and Password Required window displays.

NOTE: If a Registration Certification box displays, click on the Continue button to close the box and continue to the Username and Password Required window.
3. Enter your HUD user ID in the User Name field. The user ID is case-sensitive; remember to
capitalize the letters in your user ID. Do not enter your name in the User Name field.

4. Using the Tab key on the keyboard, move to the Password field. Enter your password. The
password is also case-sensitive (uppercase/lowercase); enter the password exactly as you
requested it on the registration application.

5. Click on the OK button. A Legal Warning page displays.

6. Read the warning, and click on the Continue button. The Secure Systems
page displays. (System links display only if the PHA Coordinator has granted the User
access to that system. Please refer to Appendix D for more information about assigning
system roles and access.)
7. Under the Systems heading, click on the underlined Financial Assessment Submission-PHA (FASPHA) link to access FASS-PH.

8. On the next page, click on the CONTINUE link to continue. The Inbox page displays.
NOTE: The first time you access FASS-PH, the inbox page may be empty until submissions are created.
Exiting FASS-PH

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.

To exit FASS-PH:

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.

2. Click on the Close control icon in the top right corner of the page. The FASS-PH application closes and the desktop displays.