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 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.
Accessing the Financial Assessment Subsystem (External PHA/IPA Reviewer)

Note

FASS-PH has been tested on both Netscape version 4.76 and Internet Explorer version 5.0. 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/reak/

Step 3: Press the Enter key on your keyboard.

The following screen “Real Estate Assessment Center” appears:
Step 4: Single click on the **Online Systems** link located to the left of the screen. The “Online Systems” page displays:
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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 On-line Registration link under the NEED A USER ID heading and refer to the WASS User’s Manual for instructions on registering. To reset your password, click the PASSWORD RESET push button.

If you already have a User ID, but have forgotten your password, click on the "Password Reset" button. Note that you will be required to provide some of your original registration data to have your password reset.

Need a user ID - Try our On-line Registration

**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**

Enter your user ID and password.

Note

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.

Step 8:

Single click pushbutton.

The Financial Assessment – Secure Systems Legal Warning screen is displayed:

**FINANCIAL ASSESSMENT – SECURE SYSTEMS**
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The following screen is displayed:

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

The link selections under the Section Systems will vary depending on the user ID. There will always be a FASPHA link if your User ID is used for FASS-PH Business.

Step 10: Single click on the Financial Assessment Subsystem (FASPHA) Link. This will take you to your Inbox.

3.2 Exit System

Users can exit and return to FASS-PH at any time. Because FASS-PHA 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.
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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 bookmark FASS-PH web pages. Access the application via the 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.