A. How to register for a user ID as a Coordinator:

1. Open your Web browser (e.g., Netscape).
2. In the Location field, type in the following URL address: www.hud.gov/reac. The REAC Web page displays on your screen.
3. Click on the online systems link on the left side of the page. Scroll to the bottom of the page and click on the Public Housing Authority link. The PHA Coordinator and User registration form displays.
4. Click on the Coordinator Application Type radio button.
5. Complete the form by filling out all of the fields. Remember the password you choose AND how you enter it (uppercase/lowercase)!
6. Click on the Send Application button. A confirmation page displays on your screen.
7. Make sure the PHA Executive Director’s mailing address is correct or you will not receive your user ID! If the mailing address is wrong, follow the instructions on the page to get it corrected, and click the button. If the mailing address is correct, click on the button.

B. How you get your user ID:

Coordinator sends letter to Executive Director (within 2 weeks)

- Coordinator’s user ID
- PHA Executive Director

Confirms Coordinator by providing user ID

You receive your user ID from the Executive Director

C. How to log in to HUD’s secure systems:

1. Open your Web browser (e.g., Netscape).
2. In the Location field, type in the URL address: www.hud.gov/reac. The REAC Web page displays on your screen.
3. Click the online systems link on the left side of the page.
4. Click on the LOG IN button. The “Username and Password Required” window pops up.
5. Type your user ID in the User Name field.
6. Tab to the Password field and type in your password.
7. Click on the OK button. The Legal Warning page displays.
8. Read the warning and then click on the Continue button. The Secure Systems page displays on your screen.
9. Follow the step-by-step system administration instructions in the REAC System Security User Guide for PHAs (online systems page) to:
   a. establish yourself as the Coordinator in the system, and
   b. provide PHA users with system access.

Need help? Click on the Contact Us link to contact the Technical Assistance Center.