
How to Assign Role to IPA

Prior to assigning roles to the IPA, all lenders must have at least one Application Coordinator and the auditor should have a User ID.

Independent Public Accountant (Auditors Only):

This role allows an Independent Public Accountant (IPA) to view, verify and attest to the electronic submission within LEAP in read-only format. This is the only role that can register for a Ull number.

An auditor cannot be assigned the IPA role until he has registered for a User ID.

The auditor assigned the IPA role may **ONLY** attest to the lender's submission and **MAY NOT** enter in the financial information into LEAP on behalf of the client.

How to Assign Role Code

Only the lender with an Application Coordinator ID may assign or un-assign roles.

Step 1: Login to FHA Connection using <https://entp.hud.gov/clas/>

Step 2: Click on the 'Sign On' icon from the main page and enter a valid user name and password. See below:

Click here

FHA Connection

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Welcome

The FHA Connection provides FHA-approved lenders and business partners with direct, secure, online access to computer systems of the U.S. Department of Housing and Urban Development (HUD).

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Sign on

Getting Started

- About This Site
- Registering a New User
- Hours of Operation
- Contact Us

References

- Frequently Asked Questions
- FHA Connection Guide
- Mortgagee Packet

Step 3: Click on the ID Maintenance link at the top of the page.

Click here

FHA Connection

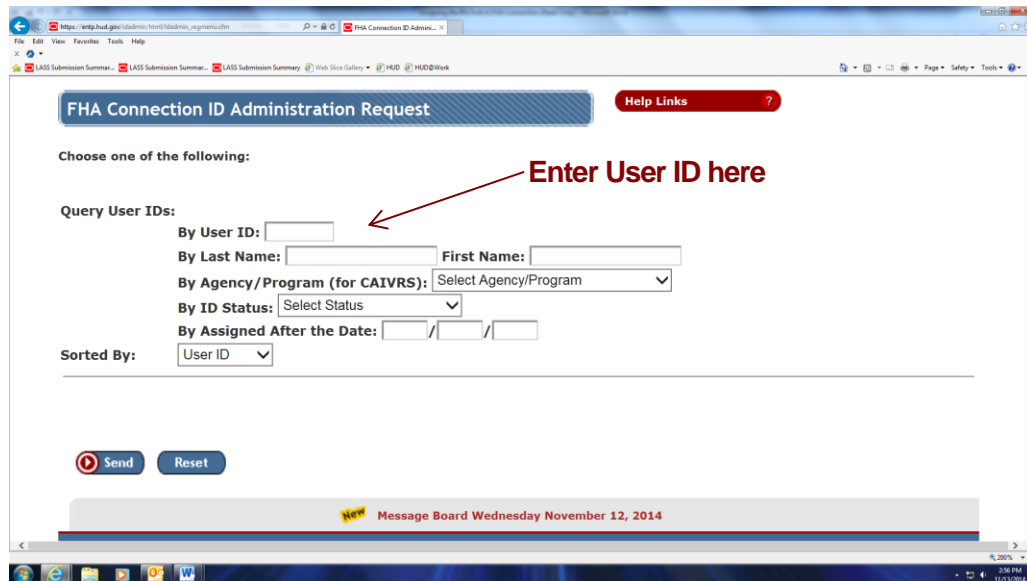
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▶ Single Family FHA	Provides access to the online business areas used to originate, process, insure and service FHA loans.	▶ MORE
▶ Multifamily FHA	Provides access to MDDR, PASS, and the Web-based eLOCCS system.	▶ MORE
▶ Lender Approval	Provides access to information on record for HUD/FHA-approved lending institutions.	▶ MORE

Step 4: From the ID Maintenance Menu, click on 'FHA Connection ID Administration'. See below.



Step 5: FHA Connection ID Administration page is displayed with a number of search boxes. The first box is titled 'By USER ID'. In this search box, enter the Standard User's ID and hit 'Send'. See below:



Step 6: Click 'Send' at the bottom.

Step 7: Contact your auditor and let him know that you have assigned him the appropriate role.

Note: *If you assigned the 'IPA' role, let the auditor know that he must now apply for the Ull number. For detailed instructions on how to apply for the Ull number, see Auditor Registration and Assignment Instructions on LEAP information website*
