The **ABC**s of
How to Get Your User ID
and Log In as a ...

Multifamily Coordinator

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

1. Open your Web browser (e.g., Netscape   ).

2. In the *Location* field of your browser, 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. Scroll to the bottom of the page and click on the Multifamily Housing Entity link. The Multifamily 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. The confirmation page displays on your screen.

7. Make sure the Organization'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 Cancel Application button. If the mailing address is correct, click on the Confirm / Submit button.

B. How you get your user ID:

Coordinator's user ID

CEO of Organization

Coordinator

sends letter to CEO of Organization

(within 2 weeks)

Confirms Coordinator by providing user ID

You receive your user ID from CEO of Organization

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 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.

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 *Secure Connection User Guide* (**online systems** page) to:
   a. establish yourself as the Coordinator in the system, and
   b. provide Multifamily users with system access.

Username and Password Required

Enter username for Enterprise Server at www.hud.gov

Username _____

Password _____

OK   Cancel

Your user ID and password
are **case-sensitive**.
(uppercase/lowercase)

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