



EIV 7.0 User Administrator Instructional Course

Sponsored by the Department of
Housing and Urban Development
Wednesday, June 27, 2007

Office of Housing (Housing), Housing
Assistance & Grant Administration (HAGA)

Discussion Topics

- **Getting Started: Accessing EIV**
- **EIV Housing Coordinator Role (HSC)**
- **EIV HSC Role Functionality**
- **Tools & Resources**

Section I. Getting Started

Office of Housing (Housing), Housing
Assistance & Grant Administration (HAGA)

Connect to the Internet via Internet Explorer



Shortcut to [Internet Explorer.Ink](#)

Logon to Web Access Secure Systems (WASS)

- **Enter website address for WASS:**
https://hudapps.hud.gov/HUD_Systems/
- **This will bring you to the Secure Systems Single Sign On page**

Secure Systems Single Sign On

Siteminder Login v1.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: https://hudapps.hud.gov/HUD_Systems/

Secure Systems Single Sign On

User Login

help; none

User ID

Password

Login Cancel

ATTENTION: This computer system, and all the systems associated with this system for User Authentication and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.

Content updated August 26, 2005

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Local intranet

start | Internet Explorer | EIV Presentation - MF... | 1:42 PM

Enter WASS
User ID
and
Password and
Click
“Login” or
“Cancel” to
exit out

WASS Login Option

The screenshot shows the 'User Login' page of the Secure Systems website. The page has a blue header with the 'Secure Systems' logo on the left and navigation links ('housing | mail | help | search | home | logout') on the right. The main content area is white and contains three sections: a 'Legal Warning' (circled in red), a 'Warning Notice', and a 'Message of the Day' (circled in red). At the bottom of the 'Message of the Day' section, there are two buttons: 'Accept' and 'Logout'. A blue callout box on the right side of the page contains the text: 'Click "Accept" to enter WASS or "Logout" to exit WASS.' Arrows point from this callout box to the 'Accept' and 'Logout' buttons. Another blue callout box on the right side of the page contains the text: 'Legal Warning' and an arrow points to the circled 'Legal Warning' text.

Secure Systems

User Login housing | mail | help | search | home | logout

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

Message of the Day

Welcome to the Message of the Day!

Accept Logout

Click "Accept" to enter WASS or "Logout" to exit WASS.

WASS Main Menu

The screenshot shows the WASS Main Menu website. The header includes navigation links: mail | help | search | home | logout. The main content area is titled "Main Menu" and contains two primary sections: "Systems" and "System Administration". The "Systems" section lists "Enterprise Income Verification (EIV)", which is circled and pointed to by a callout box. The "System Administration" section lists "Password Change". A left sidebar contains "Secure Systems" with a house icon, a welcome message "Welcome First - M00337", and two menu categories: "system administration" (with "Password Change") and "systems" (with "Enterprise Income Verification (EIV)"). The footer includes contact information for the U.S. Department of Housing and Urban Development, a "Back to Top" button, and links for "Home" and "Privacy Statement".

Secure Systems

Welcome First - M00337

system administration

- [Password Change](#)

systems

- [Enterprise Income Verification \(EIV\)](#)

Main Menu mail | help | search | home | logout

Systems

- [Enterprise Income Verification \(EIV\)](#)

System Administration

- [Password Change](#)

Content updated September 16, 2005

[Back to Top](#)

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

Click on the Enterprise Income Verification (EIV) link

Legal Warning Page for MF Housing Program Users

Enterprise Income Verification

[HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#) [Email](#)

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Notice of Your Responsibility for Security

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons in the conduct of official business may use private information contained in this system. Any individual responsible for unauthorized disclosure or misuse of private, personal information may be subject to fine of up to \$5,000 for each violation.

Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at public housing agencies, management agencies, service bureaus, and multifamily properties may not view private information without verifying that there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9887) in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

Owners and management agents (O/As) must have a valid form HUD-9887 that is signed by each household member who is at least 18 years of age, and each family head, spouse, and co-head regardless of age, in order to view the data contained in EIV. Service bureaus must verify with the Owner that they have a valid form HUD-9887 that is signed by each household member who is at least 18 years of age, and each family head, spouse, and co-head regardless of age, in order to view the data contained in EIV. Contract administrators (including HUD staff) overseeing O/A operations need not have a valid form HUD-9887 in order to view EIV data. However, they must affirm that they will verify that O/As have valid form HUD-9887s on file when performing monitoring reviews of O/A operations.

To view income data, check the affirmation checkbox to the left and then click on Continue.

Users must “Acknowledge” & “Affirm” compliance with EIV requirements before they can continue into EIV.

Click “Continue”

EIV Welcome Page – For EIV Housing Coordinators

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

Welcome SS0337 LAST - EIV

EIV Announcement EIV v7.0
Announcement Date: 05/23/2007

Development environment for June 15, 2007 release
EIV 7.0 Release

Timeout Notice!
Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

Notice of Browser Compatibility
The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software..

Attention !!
Next user recertification is due annually on the anniversary of the assignment or recertification of the EIV Role for each Subsidy Contract and/or Project Number in your portfolio.

User Administration

- Back to Secure Systems
- Program Office Selection
- Income Information**
- By Subsidy Contract
- By Project Number
- By Head of Household
- Verification Reports**
- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- User Administration**
- User Requests
- User Certification
- User Certification Report
- User Manual**

Microsoft Office... Internet Explorer EIV Presentation - ... EIV_7_0_User Manu... 10:16 AM

Housing Coordinator (HSC) Role has a User Administration Option

Section II. EIV Housing Coordinator Role

Office of Housing (Housing), Housing
Assistance & Grant Administration (HAGA)

HSC Role – Approve User Access Authorization Form (UAAF) Requests

- **Determines who at the property, management agency, service bureau, or contact administrator (CA) should have access rights to the EIV System, based on need for access.**
- **Receives and approves UAAF requests from users.**

HSC Role – Grant EIV Access

- **Assigns EIV access rights to users, by**
 - ❖ 1) Assigning the EIV User (HSU) role in WASS to the User Applicant's WASS User ID (M-ID)
 - ❖ 2) Assigning the HSU role to the contract(s)/project(s) assigned to the user in WASS

HSC Role – User Certification

- **Certifies or expires, within EIV, their users' contracts/projects assigned to the HSU role in WASS.**
- **A user's contracts/projects must be certified within EIV in order for the user to have access to EIV for those contracts/projects.**

HSC Role – Protect EIV data from unauthorized users

- **An EIV Coordinator MUST NOT approve a user's UAAF application for EIV or certify a user's contracts/projects within EIV if the user's M-ID cannot be validated: i.e., the M-ID and Name on the UAAF request MUST match the M-ID and Name in WASS.**

HSC Role – Protect EIV data from unauthorized users (cont.)

- **Users MUST NOT share WASS M-IDs or use M-IDs that belonged to a former employee at a property, management agency, service bureau, or CA.**

Section III. Housing Coordinator (HSC) Functionality in EIV

Office of Housing (Housing), Housing
Assistance & Grant Administration (HAGA)

User Administration Options

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

Welcome SSO337 LAST - EIV

EIV Announcement EIV v7.0
Announcement Date: 05/23/2007

Development environment for June 15 2007 release

EIV 7.0 Release

Timeout Notice!
Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

Notice of Browser Compatibility
The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software..

Attention !!
Next user recertification is due annually on the anniversary of the assignment or recertification of the EIV Role for each Subsidy Contract and/or Project Number in your portfolio.

User Administration

- User Requests
- User Certification
- User Certification Report

start 3 Microsoft Office... 4 Internet Explorer EIV Presentation - ... EIV_7_0_User Manu... 10:16 AM

EIV Functionality for HSC Role

- **User Requests**
- **User Certification**
- **User Certification Report**

User Requests

- User Requests: provides Coordinators the capability to view their users' online UAAF requests and to approve, deny, or put UAAF requests on hold until such time Coordinators are ready to act on UAAFs.

User Requests (cont.)

EIV - Welcome Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address Bar

Address <https://hwwauad069.hud.gov/eiv/legalnotice.jsp>

Enterprise Income Verification

HUD Home MF Ho

Welcome SSO337 LAST - EIV

EIV Announcement

Announcement Date: 05/23/2007

Development environment for June 15 2007 release

EIV 7.0 Release

Timeout Notice!

Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

Notice of Browser Compatibility

The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software..

Attention !!

Next user recertification is due annually on the anniversary of the assignment or recertification of the EIV Role for each Subsidy Contract and/or Project Number in your portfolio.

- Back to Secure Systems
- Program Office Selection
- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests**
 - User Certification
 - User Certification Report
- User Manual

start Windows Media Player 3 Internet Explorer 3 Microsoft Office P... 9:58 AM

On the left navigation panel, click the "User Requests"

User Requests: "Pending"

“Requested Selection” defaults to “Pending.” Note, in this example, there are no “Pending” UAAF requests for action.

User Requests: Change View

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Home MF Ho

User Access Request >> Current User Requests

Welcome \$S0337 LAST - EIV

- Back to Secure Systems
- Program Office Selection
- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests
 - User Certification
 - User Certification Report

User Manual

Get Acrobat Reader

Request Selection : Pending

User Access Authorization Requests

There are no U request Forms from the EIV Users.

Note:

- For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.
- To view the requests based on Status, please select from the Request Selection drop-down and click on 'Change View' button.

Disclaimers:

- If you APPROVE the user's User Access Authorization Form (UAAF) request for recertification, you must certify the user's property(ies) and contract(s) in User Certification, by the end of the quarter, to avoid interruption of the user's EIV access. Approval of recertification request UAAFs does not denote recertification of users in EIV.
- If you DENY the user's UAAF request for recertification, you must unassign the HSU EIV - MF - EIV Non-HUD User (HSU) role in Web Access Secure Systems (WASS) from the property(ies) and/or contract(s) for which the user was responsible.
- If you put the user's UAAF request on HOLD, you must act on the user's UAAF request, by the end of the quarter, to avoid a break in the user's EIV access.

Click the down arrow key for more request options. Click "Change View" to view selected request.

User Requests: "Pending" Recertification

In this example, there are several UAFs in "Pending" status awaiting Coordinator action.

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

User Access Request >> Current User Requests

Request Selection : Pending

User Access Authorization Requests

Date Requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Coordinator Action Date	Status	Actions
06/12/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019, AK06S011002	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/08/2007	M00343	First - M00343 Last - EIV	CAU	043646473	AK06S011002	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/08/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019, AK06S011002	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WV150010017	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>

start | Windows Media Player | 3 Internet Explorer | 2 Microsoft Office P... | 10:51 AM

UAAF Summary Data Fields

- **Date Requested (from most recent to oldest UAAF)**
- **WASS User ID (M-ID for external users)**
- **User Name**
- **User Role (HSU Role)**
- **Tax ID# or CAID**
- **Contract/Project#**

UAAF Summary Data Fields (cont.)

- **Type of Action Requested (Recertification or Termination)**
- **Coordinator Action Date**
- **Status (Pending, Approved, Denied, or On Hold)**
- **Actions**

UAAF "Actions"

Under "Actions,"
click the "Details"
button to
Approve, Deny,
or put the user's
request On Hold.

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Ho

User Access Request >> Current User Requests

Request Selection : Pending

Date requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Coordinator Action Date	Status	Actions
06/12/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019, AK06S011002	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/08/2007	M00343	First - M00343 Last - EIV	CAU	043646473	AK06S011002	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/08/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019, AK06S011002	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WV150010017	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>

Local intranet 10:57 AM

start Windows Media Player 3 Internet Explorer 2 Microsoft Office P...

Pending Re-certification UAAF for Action

EIV User's information is pre-populated.

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjFG=35&select=P

Enterprise Income Verification

HUD Home MF Home

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/12/2007
User ID:	M00345
User Role:	HSU
User Name:	First - M00345 Last - EIV
Contract / Project Numbers :	176EE019, AK06S011002
Tax ID#, or CAID:	043646473
Position Title:	sadsadasd
Type of Work:	asdasdas
Type Of Action Requested:	Re-Certification
Access Level:	dasdadasd
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Done Local intranet

start Windows Media Player 3 Internet Explorer 2 Microsoft Office P... 11:31 AM

UAAF Action Options

See options to Approve, Deny, or put the user's UAAF On Hold. The Coordinator may click the "Cancel" button to exit out.

Enterprise Income Verification HUD Home MF Ho

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/12/2007
User ID:	M00345
User Role:	HSU
User Name:	First - M00345 Last - EIV
Contract / Project Numbers :	176EE019, AK06S011002
Tax ID#, or CAID:	043646473
Position Title:	sadsadasd
Type of Work:	asdasdas
Type Of Action Requested:	Re-Certification
Access Level:	dasdadasd
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Approve Deny On-Hold Cancel

Recertification UAAF – Approve Action

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwvvaud069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjFG=358&select=P

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/12/2007
User ID:	M00345
User Role:	HSU
Access Level:	dasdasd
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Microsoft Internet Explorer

If you are going to APPROVE the user's User Access Authorization Form (UAAF) request, you must now certify the user's property(ies) and contract(s) in User Certification, by the end of the quarter, to avoid interruption of the user's EIV access. Approval of recertification request UAAFs does not denote recertification of users in EIV.

Recertification UAAF – Approve Action (cont.)

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwvaud069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjG=358&select=P

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/12/2007
User ID:	M00345
User Role:	
User Name:	
Contract / Project Number:	
Tax ID#, or CAID:	
Position Title:	
Type of Work:	
Type Of Action Requested:	Re-Certification
Access Level:	dasdasd
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Microsoft Internet Explorer

Confirmation:

Your action is successfully saved in EIV System. The screen will be refreshed now.

OK

Left sidebar menu items:

- Welcome SSD337 LAST - EIV
- Back to Secure Systems
- Program Office Selection
- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests
 - User Certification
 - User Certification Report
- User Manual

Windows taskbar: start, Windows Media Player, 3 Internet Explorer, 2 Microsoft Office P..., Local intranet, 11:44 AM

Recertification UAAF – from “Pending” to “Approved”

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

User Access Request >> Current User Requests

Request Selection: **Pending**

Date Requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Coordinator Action Date	Status
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WV150010017	Re-Certification	No action taken	Pend
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pend
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pend
05/30/2007	M00342	First - M00342 Last - EIV	HSU	910983185	WA160018001	Re-Certification	No action taken	Pend

Note:

- For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.
- To view the requests based on Status, please select from the Request Selection drop-down and click on

Notice the Re-certification UAAF request for WASS User ID M00345 for Contract# AK06S011002/ Project# 176EE019 is no longer in the list of UAAFs in “Pending” status.

User Requests: Change Request Selection

Change "Request Selection" to "Approved" to see listing of all "Approved" UAFs.

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Home MF Hou

User Access Request >> Current User Requests

Request Selection: Pending

Date Requested	User ID	User Name	User Role	Tax ID#, CAID	Project #	Type of Action Requested	Coordinator Action Date	Status	
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WA150010017	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
05/30/2007	M00342	First - M00342 Last - EIV	HSU	910983185	WA160018001	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>

Note:

- For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.
- To view the requests based on Status, please select from the Request Selection drop-down and click on 'Change View'

Done

Local intranet

User Requests: Change Request Selection (cont.)

Click "Change View."

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> Current User Requests

Request Selection : **Approved** [Change View](#)

User Access Authorization Requests									
Date Requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Coordinator Action Date	Status	Actions
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WV150010017	Re-Certification	No action taken	Pending	Details
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pending	Details
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pending	Details
05/30/2007	M00342	First - M00342 Last - EIV	HSU	910983185	WA160018001	Re-Certification	No action taken	Pending	Details

Note:

- For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.
- To view the requests based on Status, please select from the Request Selection drop-down and click on 'Change View'

Local intranet

Recertification UAAF – Approved

Click “Details” to view the Approved UAAF for this user (M00345)

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Home MF Hou

User Access Request >> Current User Requests

Request Selection: **Approved** [Change View](#)

Date Requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Date Approved	Status	Actions
06/08/2007	M00343	First - M00343 Last - EIV	CAU	043646473	AK06S011002	Re-Certification	06/12/2007	Approved	Details
06/08/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019, AK06S011002	Re-Certification	06/12/2007	Approved	Details
06/07/2007	M00343	First - M00343 Last - EIV	CAU	043646473	176EE019, AK06S011002	Re-Certification	06/07/2007	Approved	Details
05/31/2007	M00345	First - M00345 Last - EIV	HSU	043646473	AK06S011002	Re-Certification	05/31/2007	Approved	Details
05/15/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019, AK06S011002	Re-Certification	05/16/2007	Approved	Details
05/15/2007	M00345	First - M00345 Last - EIV	HSU	043646473	176EE019	Re-Certification	05/15/2007	Approved	Details

Done Local intranet

start Windows Media Player 5 Internet Explorer 2 Microsoft Office P... 2:43 PM

Recertification UAAF – View UAAF

Once the Coordinator has acted on the user's UAAF request, the Coordinator WILL NOT be able to reverse the action.

Enterprise Income Verification HUD Home

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization	
Date of Request:	06/08/2007
User ID:	M00345
User Role:	HSU
User Name:	First - M00345 Last - EIV
Contract / Project Numbers :	176EE019, AK06S011002
Tax ID#, or CAID:	043646473
Position Title:	sadasdas
Type of Work:	asdasdasd
Type Of Action Requested:	Re-Certification
Access Level:	asdasdasdasdasdsad
Coordinator Action:	Approved
Coordinator Action Date:	06/12/2007

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Cancel

UAAF Requests – “Pending”

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> Current User Requests

Request Selection : Pending

User Access Authorization Requests									
Date Requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Coordinator Action Date	Status	Actions
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WV150010017	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>
05/30/2007	M00342	First - M00342 Last - EIV	HSU	910983185	WA160018001	Re-Certification	No action taken	Pending	<input type="button" value="Details"/>

Note:

- For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.
- To view the requests based on Status, please select from the Request Selection drop-down and click on 'Change View'

http://www.hud.gov/assist/siteindex.cfm

Recertification UAAF – Deny Action

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/12/2007
User ID:	M00345
User Role:	HSU
Access Level:	dasdasdasd
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Approve **Deny** On-Hold Cancel

Microsoft Internet Explorer
If you are going to DENY the user's User Access Authorization Form (UAAF) request, you must now Unassign the HSU EIV - MF - EIV Non-HUD User (HSU) role in Web Access Secure Systems (WASS) from the property(ies) or contract(s) for which the user was responsible.
OK Cancel

Recertification UAAF – On Hold Action

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwwauad069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjFG=35&select=P

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/12/2007
User ID:	M00345
User Role:	HSU
Access Level:	dasdadasd
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Microsoft Internet Explorer

If you are going to put the user's UAAF request on HOLD, you must act on the user's UAAF request, by the end of the quarter, to avoid a break in the user's EIV access.

Done

Local intranet

start

Windows Media Player 3 Internet Explorer 2 Microsoft Office P...

11:41 AM

UAAF Requests: "Pending" Termination

Click "Details" to view the Approved UAAF for this user (M00345)

EIV - MF - List of Submitted UAAF - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/Cor_UserAccessRequests_OH.jsp

Enterprise Income Verification

HUD Home MF Housing

User Access Request >> Current User Requests

Request Selection : Pending

Date Requested	User ID	User Name	User Role	Tax ID#, or CAID	Contract/ Project #	Type of Action Requested	Coordinator Action Date	Status	Actions
06/14/2007	M00265	First - M00265 Last - EIV	HSU	201550917	12244518, CA16L000160, CA16M000260	Termination	No action taken	Pending	Details
06/14/2007	M00345	First - M00345 Last - EIV	HSU	311645473	176EH003, AK02T851001	Termination	No action taken	Pending	Details
06/14/2007	M00265	First - M00265 Last - EIV	HSU	542157528	12235452, CA160030085	Termination	No action taken	Pending	Details
06/08/2007	M00345	First - M00345 Last - EIV	HSU	550515944	WV150010017	Re-Certification	No action taken	Pending	Details
06/07/2007	M00345	First - M00345 Last - EIV	HSU	630985617	06235629, AL090015032	Re-Certification	No action taken	Pending	Details
06/07/2007	M00343	First - M00343 Last - EIV	CAU	910109284	176EH003, AK02T851001	Re-Certification	No action taken	Pending	Details

Left sidebar menu:

- Welcome SSO337 LAST - EIV
- Back to Secure Systems
- Program Office Selection
- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests
 - **User Certification**
 - User Certification Report
- User Manual

Windows taskbar: start, 3 Internet Explorer, Windows Media Player, 2 Microsoft Office P..., 4:29 PM

Termination UAAF – Approve Action

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjfG=388&select=P

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form	
Date of Request:	06/14/2007
User ID:	M00345
User Role:	HSU
User Name:	First - M00345 Last - EIV
Contract / Project Numbers :	176EH003, AK02T851001
Tax ID#, or CAID:	311645473
Position Title:	MF Occupancy Specialist
Type of Work:	No longer perform family annual recerts
Type Of Action Requested:	Termination
Access Level:	ABC Management Company
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Approve **Deny** **On-Hold** **Cancel**

Local intranet 4:33 PM

Termination UAAF – Approve Action (cont.)

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjfG=388&select=P

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/14/2007
User ID:	M00345
User Role:	HSU
Access Level:	ABC Management Company
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Approve Deny On-Hold Cancel

Microsoft Internet Explorer

You should now unassign the HSU EIV – MF – EIV Non-HUD User (HSU) role in WASS from the property(ies) and/or contract(s) that are assigned to the user in WASS.

OK Cancel

start | 3 Internet Explorer | Windows Media Player | 2 Microsoft Office P... | Local intranet | 4:34 PM

Termination UAAF – Deny Action

EIV - MF - New UAAF - Action Page. - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/common/UserAccessRequest_Action_OH.jsp?XVAcXActrRGjFG=388&select=P

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/14/2007
User ID:	M00345
User Role:	HSU
Access Level:	ABC Management Company
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

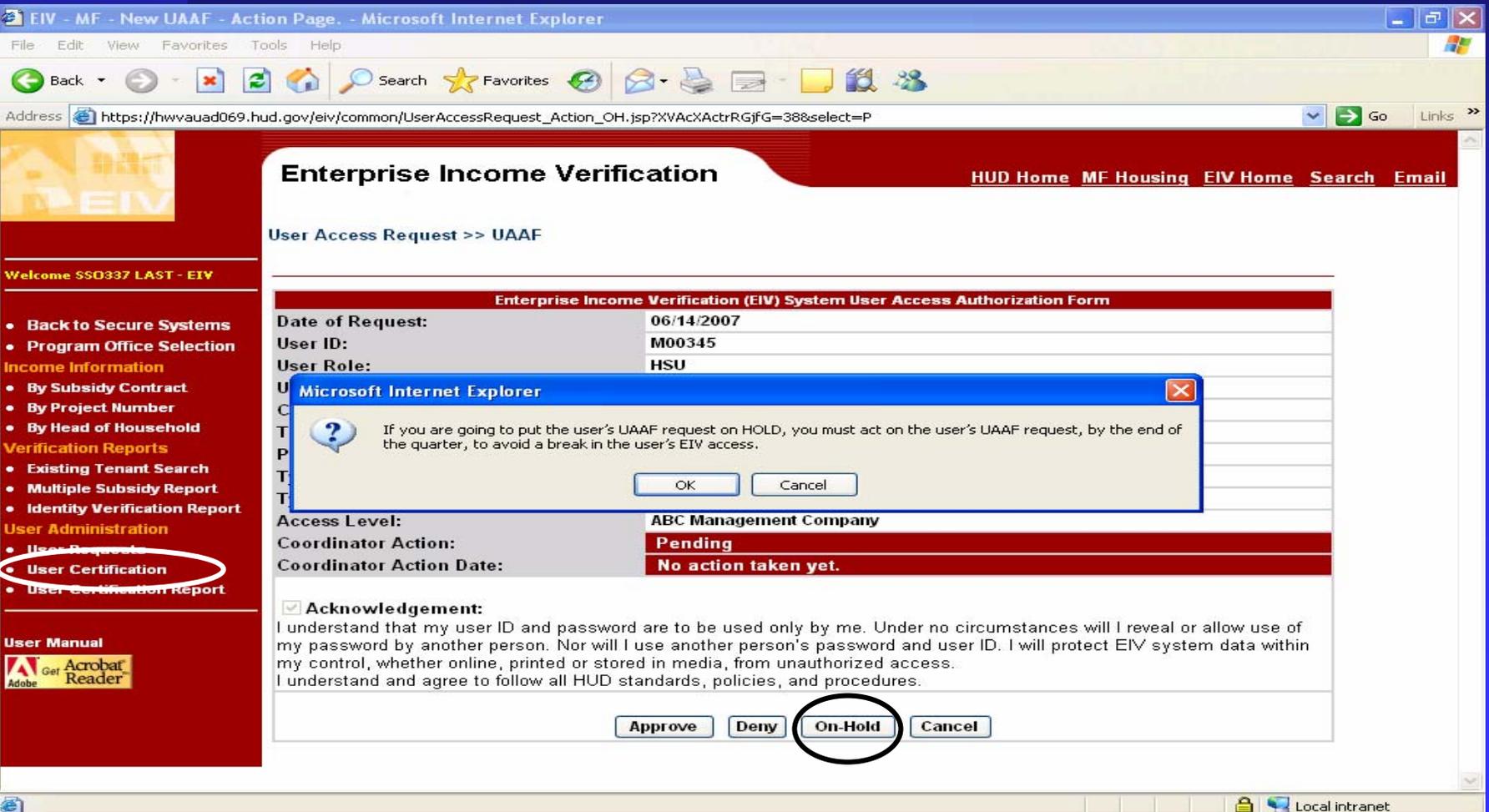
Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Microsoft Internet Explorer

If you are going to DENY the user's User Access Authorization Form (UAAF) request, you must remember to certify the user's property(ies) and/or contract(s) in User Certification, by the end of the quarter, to avoid interruption of the user's EIV access.

start | 3 Internet Explorer | Windows Media Player | 2 Microsoft Office P... | Local intranet | 4:35 PM

Termination UAAF – On Hold Action



Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/14/2007
User ID:	M00345
User Role:	HSU
Access Level:	ABC Management Company
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Approve Deny **On-Hold** Cancel

Microsoft Internet Explorer
If you are going to put the user's UAAF request on HOLD, you must act on the user's UAAF request, by the end of the quarter, to avoid a break in the user's EIV access.
OK Cancel

UAAF Approve, Deny, or On-Hold Actions Confirmation

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

User Access Request >> UAAF

Welcome SSO337 LAST - EIV

- Back to Secure Systems
- Program Office Selection
- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests
 - User Certification
 - User Certification Report
- User Manual

Enterprise Income Verification (EIV) System User Access Authorization Form

Date of Request:	06/14/2007
User ID:	M00345
User Role:	HSU
User Name:	Microsoft Internet Explorer
Contract / Project:	
Tax ID#, or CA:	
Position Title:	
Type of Work:	
Type Of Action:	
Access Level:	ABC Management Company
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.

Acknowledgement:
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.
I understand and agree to follow all HUD standards, policies, and procedures.

Approve Deny On-Hold Cancel

User Certification

- **User Certification**: capability to certify a user's EIV access on a contract(s)/project(s) that is in "New," "Pending," or "Expired" status, or "Expire" a user's EIV access on a contract(s)/project(s) that is currently certified.

Certification Status Descriptions

- **All**: Complete listing of user contracts in New, Pending, Certified, or Expired status.
- **New**: Users with contracts/projects that have not been certified within EIV.

Certification Status Descriptions (cont.)

- **Pending**: User contracts/projects that are currently certified, but are awaiting certification for the next quarter. Contracts will be in pending status during the 30-day grace period following the end of the current quarter.

Certification Status Descriptions (cont.)

- **Certified: User contracts/projects where EIV data are available for viewing. User contracts/projects are certified for a three month period. Coordinator contracts/projects are certified for a one-year period.**

Certification Status Descriptions (cont.)

- **Expired**: User contracts/projects were previously certified, but were not re-certified by the end of the certification period to maintain ELV access.

View User Certification Status

EIV MF User Certification - External Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hwvauad069.hud.gov/eiv/useradmin/UserCertificationSelection_CD_OH.jsp

Enterprise Income Verification

HUD Home MF

User Administration >> User Certification

Select the contract(s) or Projects to certify the users.

Contracts

OR

Projects

Select Certification Status:

- All
- Pending
- Certified
- Expired
- New

Back to Secure Systems

Program Office Selection

Income Information

- By Subsidy Contract
- By Project Number
- By Head of Household

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report

User Administration

- User Requests
- User Certification**
- User Certification Report

User Manual

Get Acrobat Reader

Select
“Contracts” or
“Projects” to
view users on
“All Contracts” or
“All Projects” and
select
“Certification
Status” to view
All, Pending,
Certified,
Expired, or New
users

View User Certification Status: All

EIV MF User Certification - External Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hwvauad069.hud.gov/eiv/useradmin/UserCertificationSelection_CD_OH.jsp

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

User Administration >> User Certification

Select the contract(s) or Projects to certify the users.

Contracts All Contracts

OR

Projects All Projects

Select Certification Status: All

Get Users

Click "Get Users"

- Welcome SSO337 LAST - EIV
- Back to Secure Systems
- Program Office Selection
- Income Information
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 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
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start Windows Media Player 5 Internet Explorer 2 Microsoft Office P... 3:08 PM

View User Certification Status: All (cont.)

EIV User Certification Page - Office of Housing - Microsoft Internet Explorer

Address: https://hwvaud069.hud.gov/eiv/useradmin/UserCertificationPage_CD_OH.jsp

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

User Administration >> **User Certification** >> User Certification by Projects/Contracts

Number of Records: 200 Certification Status: All Change View

1 2 3 4
1 - 50 of 200 Users

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Update Status
	M00265	First - M00265 last_name	CA16L000133	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA30M000854	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AL09M000021	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AL09T791004	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AL090021106	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AR37M000036	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16M000209	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000133	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AR37H252009	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16M000284	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000373	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA30L000015	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000182	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA300006003	05/10/2007	07/31/2007	Certified	Expire

Local intranet

Certifying a User's "New" or "Pending" Contract

Under "Action," check the box next to the User's M-ID and click "Certify."

User Administration >> [User Certification](#) >> User Certification by Projects/Contracts

Number of Records: 1

Certification Status:

New

Cha

1 - 1 of 1 Users

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Update Status
<input checked="" type="checkbox"/>	M00265	First - M00265 last_name	AK020002001	-	-	New	

Certifying a User's "New" or "Pending" Contract (cont.)

User Administration >> [User Certification](#) >> User Certification by Projects/Contracts

Number of Records: 9 Certification Status: [Change View](#)

1 - 9 of 9 Users

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Update Status
	M00265	First - M00265 last_name	AK020002001	06/14/2007	07/31/2007	Certified	Expire
	M00342	First - M00342 last_name	WA16T881002	05/10/2007	07/31/2007	Certified	Expire
	M00342	First - M00342 last_name	WA160001002	05/10/2007	07/31/2007	Certified	Expire
	M00345	First - M00345 last_name	WA160018001	05/10/2007	07/31/2007	Certified	Expire
	M00345	First - M00345 last_name	WA160018002	05/10/2007	07/31/2007	Certified	Expire
	M00345	First - M00345 last_name	WA16T881001	05/10/2007	07/31/2007	Certified	Expire
	M00345	First - M00345 last_name	WA160001002	05/10/2007	07/31/2007	Certified	Expire

The user's contract is now "Certified." Coordinators have the option to "Expire" the user's contract.

Certifying a User's "Expired" Contract

Under "Action," check the box next to the WASS User ID and click "Certify" to certify this user's contract in EIV.

EIV User Certification Page - Office of Housing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hwvauad069.hud.gov/eiv/useradmin/UserCertificationPage_CD_OH.jsp

- Program Office Selection
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 - By Head of Household
- Verification Reports
 - Existing Tenant Search
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 - Identity Verification Report
- User Administration
 - User Requests
 - User Certification**
 - User Certification Report

User Manual

Adobe Get Acrobat Reader

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status
<input type="checkbox"/>	M00265	First - M00265 last_name	WA19M000052	05/10/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	CA160006005	05/10/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	CA16M000409	05/10/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018002	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA19T811014	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018002	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	AK020003001	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA16T881002	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA19T811014	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018001	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA16T881002	06/04/2007	-	Expired
<input checked="" type="checkbox"/>	M00265	First - M00265 last_name	AK020002001	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160001002	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	AK020002001	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160001002	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	CA16L000133	06/12/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	CA16L000133	06/12/2007	-	Expired
<input type="checkbox"/>	M00342	First - M00342 last_name	WA160018002	06/04/2007	-	Expired
<input type="checkbox"/>	M00342	First - M00342 last_name	WA19T811014	06/04/2007	-	Expired
<input type="checkbox"/>	M00342	First - M00342 last_name	WA160018001	06/04/2007	-	Expired

Certifying a User's "Expired" Contract (cont.)

EIV User Certification Page - Office of Housing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hvwauad069.hud.gov/eiv/useradmin/UserCertificationPage_CD_OH.jsp

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Administration >> **User Certification** >> User Certification by Projects/Contracts

Number of Records: 181 Certification Status: Certified Change View

1 2 3 4
151 - 181 of 181 Users

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Update Status
	M00265	First - M00265 last_name	CA16L000096	06/04/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000003	06/04/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA160501201	06/04/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16T791021	06/04/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16T791021	06/04/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AK020002001	06/12/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AK020002001	06/12/2007	07/31/2007	Certified	Expire
	M00342	First - M00342 last_name	WA16T881002	05/10/2007	07/31/2007	Certified	Expire
	M00342	First - M00342 last_name	WA160001002	05/10/2007	07/31/2007	Certified	Expire

The user's contract is now "Certified." Coordinators have the option to "Expire" the user's contract.

Expiring a User's "Certified" Contract

The user's contract is currently "Certified." To expire, click "Expire"

EIV User Certification Page - Office of Housing - Microsoft Internet Explorer

Address: https://hwvauad069.hud.gov/eiv/useradmin/UserCertificationPage_CD_OH.jsp

Enterprise Income Verification

HUD Home MF Housing E

User Administration >> User Certification >> User Certification by Projects/Contracts

Number of Records: 200 Certification Status: All Change

1 2 3 4
1 - 50 of 200 Users

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Update Status
	M00265	First - M00265 last_name	CA16L000133	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA30M000054	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AL09M000021	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AL09T791004	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AL090021106	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AR37M000036	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16M000209	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000133	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	AR37H252009	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16M000284	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000373	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA30L000015	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA16L000182	05/10/2007	07/31/2007	Certified	Expire
	M00265	First - M00265 last_name	CA300006003	05/10/2007	07/31/2007	Certified	Expire

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Expiring a User's "Certified" Contract (cont.)

EIV User Certification Page - Office of Housing - Microsoft Internet Explorer

Address: https://hwvaquad069.hud.gov/eiv/useradmin/UserCertificationPage_CD_OH.jsp

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Administration >> User Certification >> User Certification by Projects/Contracts

Number of Records: 200 Certification Status: All

1 2 3 4
1 - 50 of 200 Users

Action	User ID	User Name	Contract	Effective Date of	Effective To Date	User Status	Update Status
	M00265	First			07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First			07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First			07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First			07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	AL090021106	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	AR37M000036	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA16M000209	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA16L000133	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	AR37H252009	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA16M000284	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA16L000373	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA30L000015	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA16L000182	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>
	M00265	First - M00265 last_name	CA300006003	05/10/2007	07/31/2007	Certified	<input type="button" value="Expire"/>

Microsoft Internet Explorer

Are you sure you want to Expire the assignment for this user?

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start Windows Media Player 5 Internet Explorer 2 Microsoft Office P... 3:17 PM

Expiring a User's "Certified" Contract (cont.)

The user's contract is now "Expired." Coordinators have the option to re-certify the user's contract.

Address: https://hwvauad069.hud.gov/eiv/useradmin/UserCertificationPage_CD_OH.jsp

Program Office Selection

- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests
 - User Certification**
 - User Certification Report

User Manual

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	Use
<input type="checkbox"/>	M00265	First - M00265 last_name	WA19M000052	05/10/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	CA160006005	05/10/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	CA16M000409	05/10/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018002	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA19T811014	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018002	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	AK020003001	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA16T881002	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA19T811014	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018001	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA16T881002	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160018001	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	AK020002001	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160001002	06/04/2007	-	Ex
<input type="checkbox"/>	M00265	First - M00265 last_name	AK020002001	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	WA160001002	06/04/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	CA16L000133	06/12/2007	-	Expired
<input type="checkbox"/>	M00265	First - M00265 last_name	CA16L000133	06/12/2007	-	Expired
<input type="checkbox"/>	M00342	First - M00342 last_name	WA160018002	06/04/2007	-	Expired
<input type="checkbox"/>	M00342	First - M00342 last_name	WA19T811014	06/04/2007	-	Expired
<input type="checkbox"/>	M00342	First - M00342 last_name	WA160018001	06/04/2007	-	Expired

User Certification Report

- **User Certification Report**: provides an online listing of EIV Users, based on certification status—All, Certified Only, Pending Certification, and Expired.

View User Certification Status

EIV MF User Certification Report Page - External Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hwvauad069.hud.gov/eiv/useradmin/UserCertReportSelection_CD_OH.jsp

Enterprise Income Verification

HUD Home MF Home

User Administration >> User Certification Report

Select the Contract(s) or Projects to view the certification report.

Contracts All Contracts

OR

Projects All Projects

Select Certification Status:

All Pending Certified Expired New Report

- Back to Secure Systems
- Program Office Selection
- Income Information
 - By Subsidy Contract
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
- User Administration
 - User Requests
 - User Certification
 - User Certification Report
- User Manual

Get Acrobat Reader

start Windows Media Player 5 Internet Explorer 2 Microsoft Office P... 3:39 PM

Select
“Contracts” or
“Projects” to
view users on
“All Contracts” or
“All Projects” and
select
“Certification
Status” to view
All, Pending,
Certified,
Expired, or New
users

View User Certification Status (cont.)

EIV User Certification Report Page - Office of Housing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://hwvauad069.hud.gov/eiv/useradmin/UserCertiReport_Page_CD_OH.jsp Go Links >>

Enterprise Income Verification

HUD Home MF Housing EIV Home Search Email

User Administration >> [User Certification Report](#) >> User Certification Report by Projects/Contracts

Number of Records: 200 Certification Status:

1 2 3 4
1 - 50 of 200 Users

User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status
M00265	First - M00265 last_name	CA30M000854	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	AL09M000021	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	AL09T791004	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	AL090021106	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	AR37M000036	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA16M000209	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	AR37H252009	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA16M000284	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA16L000373	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA30L000015	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA16L000182	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA300006003	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA16T791004	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA30L000003	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA30R000006	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	CA16T851003	05/10/2007	07/31/2007	Certified
M00265	First - M00265 last_name	AL090016033	05/10/2007	07/31/2007	Certified

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Section IV. Tools & Resources

Office of Housing (Housing), Housing
Assistance & Grant Administration (HAGA)

Tools & Resources

- **Enterprise Income Verification (EIV 7.0) System User Administration Manual for Multifamily Housing Programs, June 2007**
- **HUD's Multifamily Help Desk at: 800-767-7588 or MF_Eiv@hud.gov**

Tools & Resources (cont.)

- **EIV System for Multifamily Housing Program Users website at:**
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
- **Multifamily RHIIP Tips Listserv:**
<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>

Questions?



Office of Housing (Housing), Housing Assistance &
Grant Administration (HAGA)