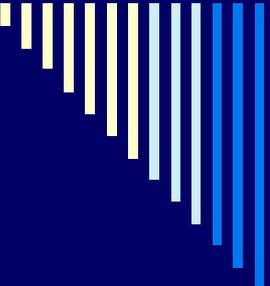




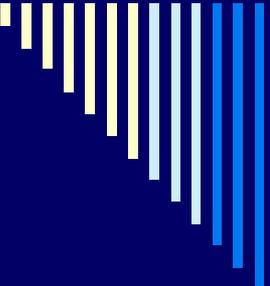
Office of Public and Indian Housing (PIH)
Rental Housing Integrity Improvement
Project (RHIP)

***EIV SYSTEM TRAINING FOR
PUBLIC HOUSING &
HOUSING CHOICE VOUCHER
PROGRAMS***



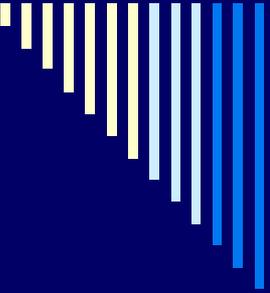
Agenda – Day 1

- Welcome
- Refinement of Income and Rent Rule
- Training Requirements for EIV Access & Use
- What's New in EIV
- Future Plans for EIV
- HUD Monitoring of EIV Access
 - OIG Audits
- Security Awareness



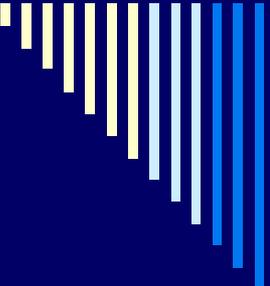
Agenda – Day 2

- Using the EIV System
- Obtaining Income Information
- EIV Household Income Report
- New Hires Report
- Deceased Tenants Report
- Existing Tenant Search
- Multiple Subsidy Report



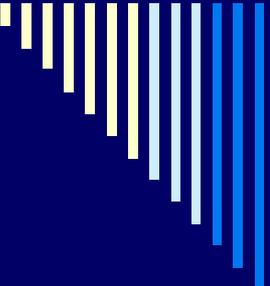
Agenda – Day 2 (continued)

- Income Discrepancy Report
- Income Discrepancy Resolution
- Retroactive Rents & Repayment Agreements
- Case Study



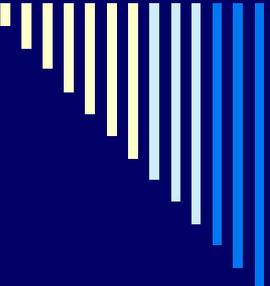
Refinement of Income & Rent Rule

- Published Tuesday, January 27, 2009 @ 74 FR 4832 (See handout)
- Summary of Regulatory Changes
 - Disclosure of SSNs by applicants & participants, regardless of age
 - PHAs must obtain verification of signed declaration of U.S. citizenship or nationality
 - Changed definition of annual income



Refinement of Income & Rent Rule - Continued

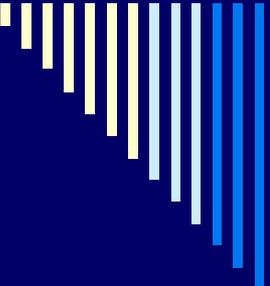
- Summary of Regulatory Changes
 - PHA must maintain form HUD-50058 during the term of each assisted lease & for at least 3 years thereafter
 - PHAs must use EIV
- New Federal Register Notice scheduled to be published 02/11/09 (see handout)
 - Clarification of SSN requirement
 - Consideration of 60-day rule delay



Disclosure of SSNs

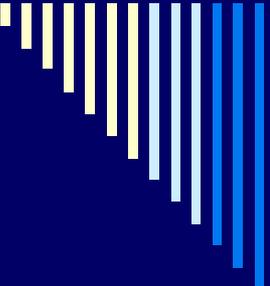
24 CFR 5.216

- All citizens and individuals claiming eligible immigration status, regardless of age, must disclose their SSN
- Individuals required to disclose a SSN, but have not been assigned a SSN, will be required to apply to SSA for a SSN using SSA form SS-5 (See handout)



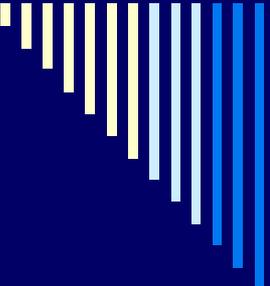
Disclosure of SSNs (continued)

- Applicants without SSNs may be admitted into the program upon execution of HUD-prescribed form declaring submission of application for SSN
- The SSN requirement does not impact mixed families eligible for prorated assistance
 - No evictions or terminations
 - No denial of admission



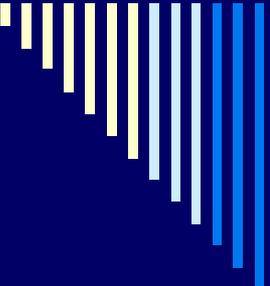
Required Documentation to Verify SSN

- A valid SSN card issued by SSA
- PHAs should view original SSN card
- Tips for identifying valid SSN cards
 - View SSA chart which identifies characteristics of valid SSN cards (see handout)
- Individuals who cannot provide the original SSN card to the PHA should request a replacement card from SSA



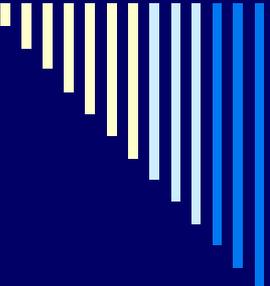
Information on SSNs

- Available at www.socialsecurity.gov or (800) 772-1213



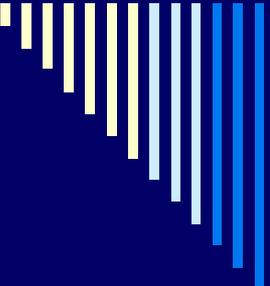
Verification of Citizenship & Immigration Status

- Modified 24 CFR 5.508(b)(1) & (b)(2)
- PHAs are now required to obtain verification of citizenship and immigration status declarations
- HUD is creating uniform declaration & verification form for PHAs to use



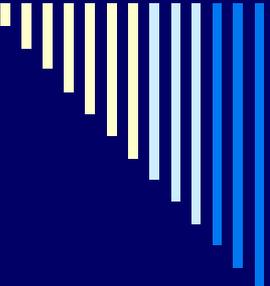
New Definition of Annual Income (24 CFR 5.609)

- Based on actual income being received (projected forward) at time of admission or reexamination for 12-month period; or
- Based on past actual income received or earned within the last 12 months of the determination date
 - For families reporting:
 - Annual income of \$0 - \$2,401; or
 - Seasonal or fluctuating income



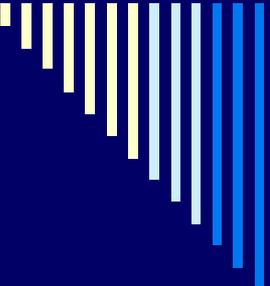
Annual Income Example 1 – Actual Income

- Ms. Davis reports and PHA verifies SSI income of \$500 per month.
- Annual income is calculated as:
 - $\$500 \times 12 \text{ months} = \$6,000$ annual income



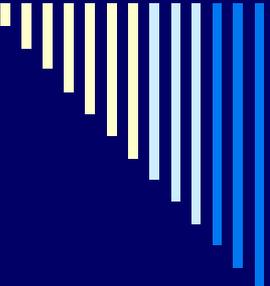
Annual Income Example 2 – Actual Income

- Mr. Jones reports and PHA verifies (via EIV) continued wage income from ABC Box Company
- PHA requests current (dated within 60 days) pay stubs from Mr. Jones
- Pay stubs supplement EIV information



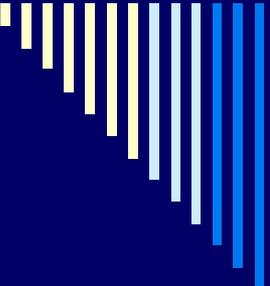
Annual Income Example 2 – Actual Income (continued)

- Mr. Jones provides two bi-weekly pay stubs:
 - Dated: 02/06/09; Gross wages: \$865.94; YTD earnings: \$1,711.90
 - Dated: 01/23/09; Gross wages: \$727.48; YTD earnings: \$2,439.38
- Annual income is calculated as:
 - $\$865.94 + \$727.48 = \$1,593.42/2 = \$796.71 \times 26 = 20,714.46$; or



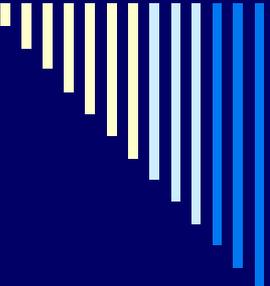
Annual Income Example 2 – Actual Income (continued)

- Current ytd earnings/times paid ytd = bi-weekly avg X 26 = annual income
- $\$2,439.38/3 = \813.13 bi-weekly avg X 26 = $\$21,141.38$ annual income
- PHA should use consistent methodology for calculating annual income



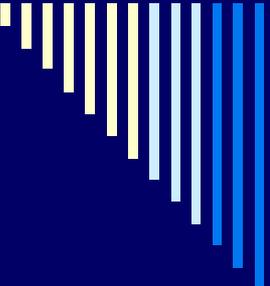
Retention of Form HUD-50058 (24 CFR 908.101)

- PHAs are required to retain the form HUD-50058:
 - During the term of each assisted lease;
and
 - For at least 3 years after end of participation (EOP)
- Electronic retention of 50058 is acceptable



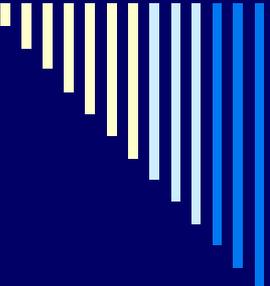
Mandated Use of the EIV System (24 CFR 5.233)

- New HUD regulation
- PHAs are required to use EIV during mandatory reexaminations:
 - Annuals
 - Interims
- Documentation of EIV Use:
 - Printed ICN page; or
 - EIV Income Report



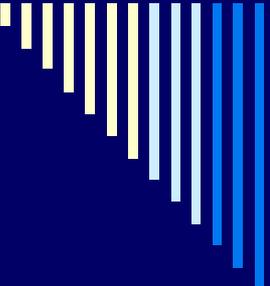
Training Requirements for EIV Access & Use

- EIV users must certify that they have participated in the following training:
 - Annual Security Awareness
 - EIV System
- Training provided by 3rd parties or the PHA is acceptable
- Certification is made when a user signs EIV Access Authorization form & each time the user logs onto EIV



Training Requirements for EIV Access & Use (continued)

- EIV users are expected to participate in Free HUD Headquarters-sponsored EIV training:
 - Initial EIV System training
 - Updated EIV System training
- Training information is available at:
 - <http://www.hud.gov/offices/pih/programs/ph/rhiip/training.cfm>; and
 - <http://www.hud.gov/webcasts/archives/iv.cfm>



What's New in EIV as of Dec'08

- Certification of EIV System and annual Security Awareness training
- Reminder to User Administrators
 - Training requirements for each user
 - EIV Access Authorization/Rules of Behavior form should be on file for each user
- Single member deceased households identified with a **red** asterisk (*)

New Note to User Admins

User Administration >> User Certification Selection

Select Region and Certification Criteria:

<input checked="" type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	TARC	All
<input type="radio"/>	PHA	All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

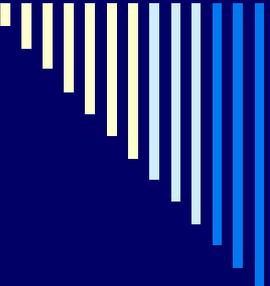
Select Certification Status: All

List Users

Note to User Admin

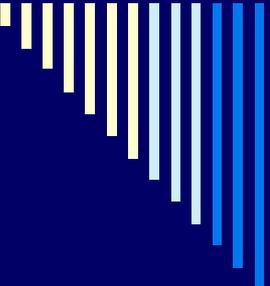
Note:

- Users are required to participate in annual Security Awareness training and HUD-sponsored initial and updated EIV System training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>
- *The User Administrator should not certify any user who has not obtained EIV System and/or Security Awareness training.*
- **The User Administrator certifies that the User Access Authorization Form & Rules of Behavior are on file for each user being certified.**



What's New in EIV as of Dec'08 (continued)

- User ID is masked on printed reports
- Income Discrepancy Report excludes any public housing household who has opted for a flat rent (Action type on HUD-50058 is 12)



What's Coming in May 2009

- Updated Existing Tenant Search
 - No match message will include last 4 digits of SSN inquired about
 - Printer-friendly version of tenant match results
- PHA/Tenant Certification page
- Tenant address provided on Income Discrepancy Report
- Improved Deceased Tenants Report

Updated Tenant Match Results

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> [Existing Tenant Search](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

PIH Tenant Match Results : 0 match found.

No match found in PIH programs for ***-**-3612

MF Tenant Match Results : 0 match found.

No match found in MF programs for ***-**-3612

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By - M00XXX FIRST - M00335 LAST - uiv

New Certification Page

[Printer-Friendly Version](#)

Summary Report

Certification Page

Income Report

Income Discrepancy Report

The following household member's EIV-reported income has been reviewed and validated by the PHA.

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2656	ZMXEGEKL	ABJSHME	XX/XX/1935	73	Head	Verified

By signing below, the PHA certifies that:

- Each member of the household who is at least 18 years of age has signed a consent form in accordance with HUD regulations.
- Any substantial disparities between tenant-reported and EIV-reported income have been verified in accordance with the Federal Privacy Act and HUD regulations.

PHA Staff - Printed Name

PHA Staff - Signature

Date

By signing below, the household member certifies that:

- The PHA has discussed the EIV-reported income information that pertains to him/her and

- Agrees with the EIV-reported information or
- Disputes the EIV-reported information for the following reason(s):

- Not employed by listed employer
- Stopped working for employer on _____
- Not receiving SS/SSI benefits
- Stopped receiving SS/SSI benefits on _____
- Not receiving unemployment compensation
- Stopped receiving unemployment compensation on _____
- Other: _____

Enhanced Income Discrepancy Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Discrepancy Report Summary

Income Discrepancy Report Summary

Participant Code: FLO01 Jacksonville
 Program Type: All PIH Programs
 Reexamination Month: May
 Households with Income Discrepancy: 13

[Download in Excel](#)

NEW

1 - 13 of 13 Households

Summary Reports

Detail Reports

HOH SSN	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized last quarter)	Threshold Percentage
73 DKZRFXR		0434 154tz Uj. 046015, Jacksonville FL 32210	FLO01000046 Colonial Village	(\$13,391.35)	(\$13,537.67)	(100%)
37 ZGVW		7006 MRTZXX FN 013001, JACKSONVILLE FL 32216	FLO01000013 SOUTHWIND VILLAS	(\$12,996.33)	\$9,154.04	(26.59%)

Improved Deceased Tenants Report

Verification Reports >> Deceased Tenants Report >> [Report Selection](#) >> PHA Statistics

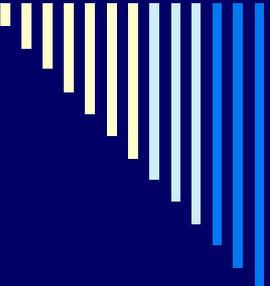
Deceased Tenants Report for AL057 SYLACAUGA for Program Type - ALL for Reexamination Month - ALL

PHA	Total Number Of Households Evaluated	Total Number Of Household Members Evaluated	Households With Deceased Members	% of Households With Deceased Members	# of Single Member Deceased Households	% of Single Member Deceased Households	Deceased Members	Members Deceased Less Than 1 Year		Members Deceased More Than 1 Year		Members Deceased With No Deceased Date	
								Count	%	Count	%	Count	%
AL057 SYLACAUGA	615	1,166	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%

There are no records for the selection criteria.

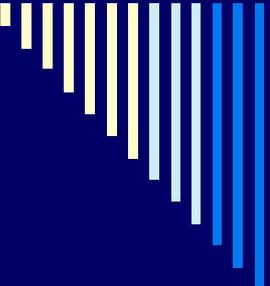
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By - HEIXXX FIRST - HEIV20 LAST - uiv



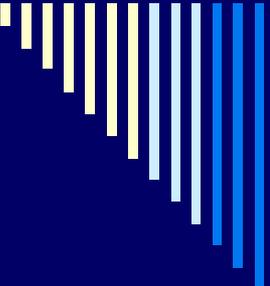
What's Coming in Spring 2010

- National repository of debts owed to PHAs
- National repository of tenant evictions and terminations
- Improved Identity Verification Report
- Need PHA input on EIV Integrated Project Team (IPT)
 - Interested? E-mail your contact information to PIH.RHIIP.TA@hud.gov



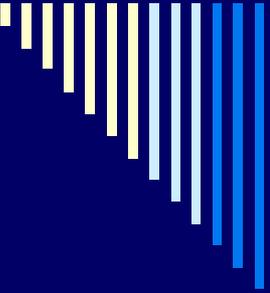
HUD Monitoring of PHA EIV Access & Usage

- PHAs will be monitored to confirm access to and use of EIV system
 - HUD will confirm PHA's implementation of effective safeguards to protect Privacy Act data
- HUD will monitor level of
 - Income Discrepancies
 - Deceased Tenants
 - Invalid/erroneous SSNs



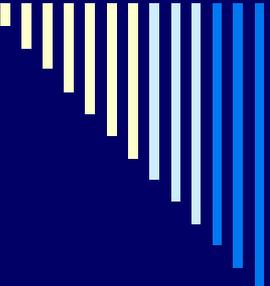
HUD Monitoring of PHA EIV Access & Usage

- HUD HQ sponsored training and technical assistance based on analysis of monitoring
 - Emails
 - Subscribe to PIH-RHIIP mailing list
 - PIH Notices
 - On-site visits to provide training & guidance



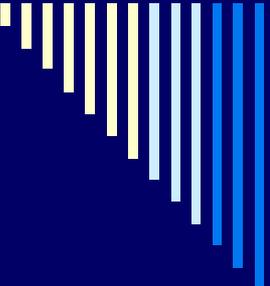
Security Awareness

- Staff who access sensitive and private information should participate in annual Security Awareness training
 - Offered by numerous 3rd parties
- PHAs should be aware of Privacy Act Requirements
- Overview of policies and controls for securing personal and private data



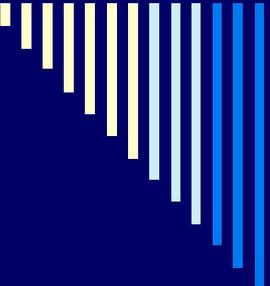
Privacy Act Requirements - 5 USC 552a, as amended

- When a PHA requests information about a applicant or participant, the PHA should ensure the following:
 - Information requested is only for the use of determining eligibility for participation in a rental assistance program and level of assistance
 - Information obtained should not be disclosed in any way that would violate the individual's privacy



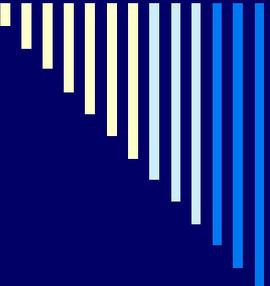
Privacy Act Requirements (continued)

- Upon request of individual, he/she is entitled to:
 - Access to records pertaining to him/her
 - Afforded the opportunity to dispute and have erroneous information corrected
 - Wage info corrected by employer
 - Unemployment info corrected by State Wage Agency
 - SS/SSI info corrected by SSA



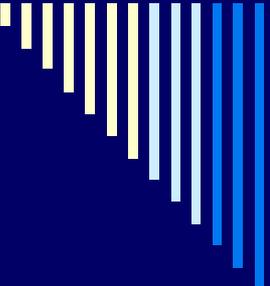
Privacy Act Requirements (continued)

- All EIV users are required to acknowledge their understanding of requirements imposed under the Privacy Act
- All EIV users are required to acknowledge that a valid form HUD-9886 or equivalent consent form is on file for each adult family member



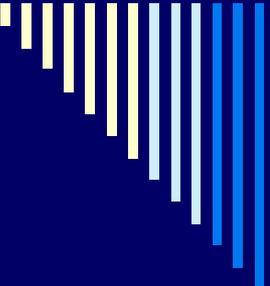
Violations of the Privacy Act

- An individual may take legal action against a PHA or HUD for the following actions:
 - Refusal to grant access to EIV record upon request
 - Improper or unauthorized disclosure of EIV information
 - Failure to ensure security and confidentiality of EIV information



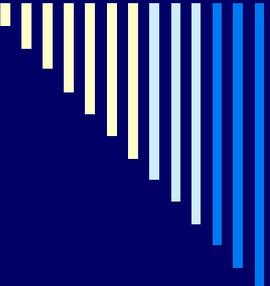
Civil Remedies for Violation of Privacy Act

- An individual may sue the PHA and/or HUD
- If found liable, the individual may receive an amount equal to the sum of
 - Actual damages, but no less than \$1,000; and
 - The costs of the action, including reasonable attorney fees, as determined by the court



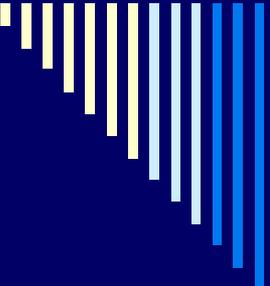
Permissible Disclosures of EIV Data

- HUD is authorized to provide data to:
 - PHAs
 - Only for the purpose of verifying employment and income of program participants
 - PHA must provide information to tenant upon request – BUT only to the individual to whom information pertains to; may provide minor information to HOH
 - HUD OIG
 - Attorney General



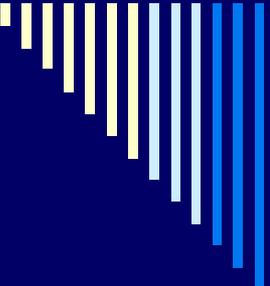
Tenant Notification

- The PHA should provide individuals with notification of:
 - PHA's authority and purpose for data collection
 - Uses of data collected
 - Consequence to the individual for failing to provide requested information



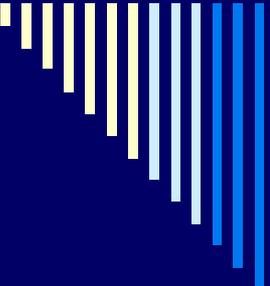
Administrative Security Requirements

- Access & disclosure of EIV data must be restricted to authorized personnel who need the data to perform their official duties
- Annual security awareness training is mandatory
- All security breaches must be reported to local HUD office & HUD HQ, **ASAP!**



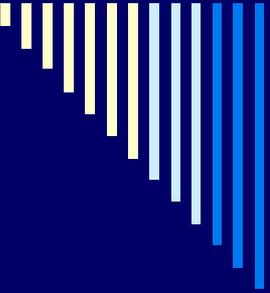
Technical Security Requirements

- ❑ EIV users must not share their user ID and passwords with others
- ❑ EIV users should only view data of families within their jurisdiction
- ❑ Copied EIV data must be encrypted



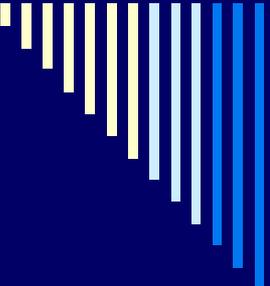
Physical Security Requirements

- PHAs must ensure that EIV data is stored in an area that is physically safe from access by unauthorized persons
- Printed EIV income reports containing wage and unemployment data must be destroyed **no later than 2 years after printed date.**
- PHAs must ensure that locks and other protective measures are used



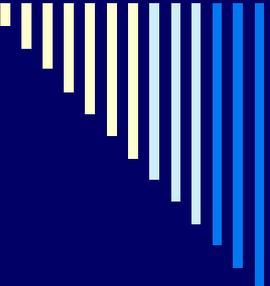
EIV Access

- PHA Executive Director (ED) or authorizing official identifies and authorizes all EIV users
- PHA ED or authorizing official and user signs EIV Access Authorization/Rules of Behavior forms



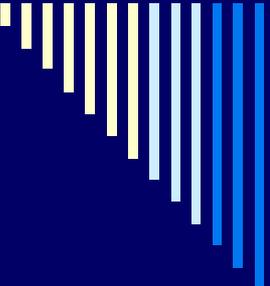
EIV Access (continued)

- PHA Submits EIV Access Authorization/
Rules of Behavior forms to HUD Field
Office
 - Fax
 - E-mail
 - Mail
- HUD Field Office approves and grants
PHA staff access to EIV
- ** All EIV users must have a WASS ID with
active PIC & EIV access rights



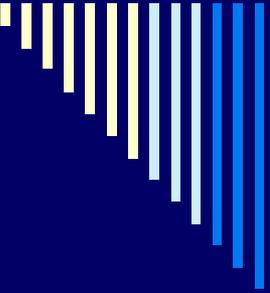
EIV Access (continued)

- Once HUD FO has approved the PHA User Administrator(s) within EIV:
 - PHA User Administer can create access requests for additional and future PHA staff in EIV by:
 - Selecting users from list displayed under User Administration - By Users (link on left)
 - Checking the applicable check boxes next to the desired roles
 - Don't forget to assign PH developments to PHA Occupancy – Public Housing users



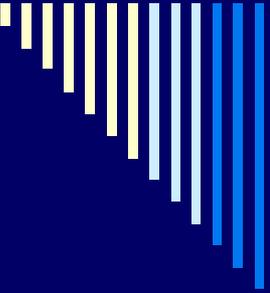
EIV Access (continued)

- HUD FO will approve PHA access requests for those users who have submitted the EIV Access Authorization/Rules of Behavior forms
- The PHA should call or email the HUD Field office to follow-up on submitted requests



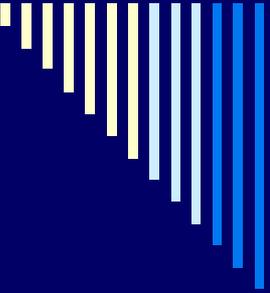
EIV User Roles

- **PHA Occupancy – Applications Processor:** ability to only use Existing Tenant Search function
- **PHA Occupancy-Public Housing:** ability to view income data of only Public Housing tenants within assigned developments
- **PHA Occupancy-Voucher:** ability to view income data of only Section 8 tenants



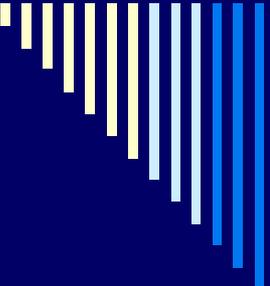
EIV Users Roles (continued)

- **User Administrator:** ability to request access for staff, assign roles and developments to users(PH only), modify user roles and assignments, certify users for continued system access every calendar quarter, and remove assigned roles
- **Security Administrator:** ability to monitor staff access to system



EIV Users Roles (continued)

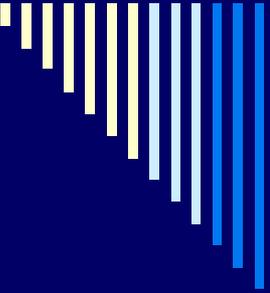
- ❑ A user may be assigned multiple roles
- ❑ PHAs should have at least one occupancy user for each program it administers.
- ❑ Occupancy user roles should only be assigned to staff who need to have access to income data (need-to-know basis)



EIV Users Roles (continued)

- ❑ The User Administrator should not be the Security Administrator*
- ❑ The Security Administrator should not be the User Administrator*
- ❑ PHA should have at least 2 User Administrators*
- ❑ PHA should have at least 2 Security Administrators*

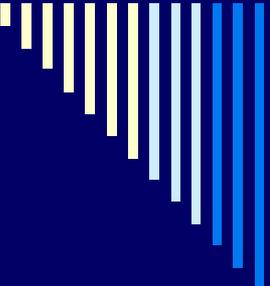
*Except within small PHAs



EIV Users Roles (continued)

- The PHA Occupancy-Public Housing & Voucher roles will have access to:
 - Income Discrepancy Report
 - Income Information
 - Verification Reports

- The PHA Occupancy-Applications Process role will have access to:
 - Only Existing Tenant Search



EIV Users Roles (continued)

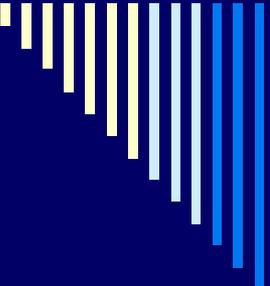
Occupancy PH/HCV Users

- **Back to Secure Systems**
- Income Discrepancy Report**
- **Income Discrepancy Report**
- Income Information**
- **By Head of Household**
- **By Reexamination Month**
- **New Hires Report**
- Verification Reports**
- **Existing Tenant Search**
- **Multiple Subsidy Report**
- **Identity Verification Report**
- **Deceased Tenants Report**

Occupancy Applications Processor Users

Verification Reports

- **Existing Tenant Search**



EIV Users Roles (continued)

- User
Administrators will have access to:
 - User administration

- Security
Administrators will have access to:
 - Audit Reports

User Administration

- By Roles
- By Users
- PHA Access Requests Requests Report
- Administer HUB Users
- User Maintenance
- User Termination Report
- User Certification
- User Certification Report
- User Role History Report
- By User
- By User Administrator

Audit Reports

- User Session and Activity
- Tenant Data Access
- PHA Usage Report
- HUD Usage Report

User Administration By Users

Double click here



- ❑ To request access or modify access
- ❑ Click on **By Users**

User Administration By Users (continued)

User Administration >> By Users

Query/View users by:

Last Name *User ID

Search user

Select Region:

PHA ALL

View users by first letter of last name/User ID

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

*All User Id's begin with C, I, H or M

- Query by last name or User ID
 - Exact Match; or
 - Begins With
- Click on **Select Users** to display user names

User Administration By Users (continued)

Enterprise Income Verification [Home](#) [PIH HomeEIV Home](#) [Search](#)

User Administration >> **By Users** >> Search Results

1 2
1 - 50 of 52 Users

User List

Action	Userid	First Name	Last Name	Code	
<input type="checkbox"/>	MD9	Paula		M 02	City Housing Authority
<input type="checkbox"/>	MK7	Constance		M 02	City Housing Authority
<input type="checkbox"/>	ML2	Hazel		M 02	City Housing Authority
<input type="checkbox"/>	ML5	Brenda		M 02	City Housing Authority
<input type="checkbox"/>	ML7	Juanita		M 02	City Housing Authority
<input type="checkbox"/>	ML7	Hazel		M 02	City Housing Authority

Click in check box to select user(s). Then Click "Next" button

User Administration By Users (continued)

User Administration - By Users

Users Profile Details

List of Selected User(s)

<< Back

User ID	First Name	Last Name	Code
ME6	LuAnn		WY004

Revoke All

List of Roles

Action	Role
<input type="checkbox"/>	PHA Occupancy - Public Housing
<input type="checkbox"/>	PHA Occupancy - Voucher
<input type="checkbox"/>	PHA Occupancy Application Processor
<input type="checkbox"/>	PHA Security Administrator
<input type="checkbox"/>	PHA User Admin

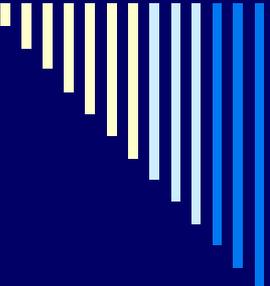
Add

Remove

<< Back

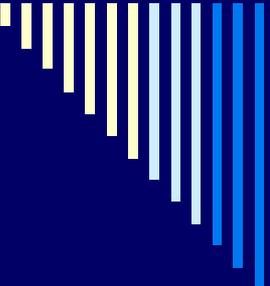
Click on "Revoke All"
to remove all assigned roles

Click check box
next to role(s). Click add
or remove



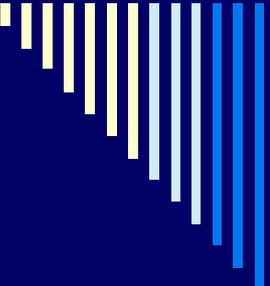
EIV User Certification Process

- Users must be certified every calendar quarter to continue accessing EIV
- EIV will terminate user access and assigned roles if user is not certified by deadline (See slide 60)
- Users who are no longer with the agency or whose duties no longer require access should not be certified
 - PHA should terminate EIV access



EIV User Certification Process (continued)

- If access is terminated, PHA User Administrator will need to be reinstated by HUD FO and generate access requests for all other users whose access is terminated



EIV User Certification Process (continued)

QTR	Quarter Dates (Certification begins 1 st day after QTR end date)	Certify By	Access Terminated 12:00A.M., EST
1	Jan. 1 – Mar. 31	April 29	April 30
2	Apr. 1 – June 30	July 30	July 31
3	July 1 – Sept. 30	Oct. 30	Oct. 31
4	Oct. 1 – Dec 31	Jan. 30	Jan. 31

EIV User Certification

Certifying EIV Users

Enterprise Income Verification [Home](#) [PIH Home](#)[EIV Home](#) [Search](#) [Email](#)

User Administration >> User Certification Selection

Select Region and Certification Criteria:

<input type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	TARC	All
<input checked="" type="radio"/>	PHA	All

Select Certification Status: All

List Users

- All
- Pending Certification
- Certified Only

EIV User Certification

Certifying EIV Users (continued)

User Administration >> User Certification Selection

Select Region and Certification Criteria:

<input checked="" type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	
<input type="radio"/>	FO	
<input type="radio"/>	TARC	
<input type="radio"/>	PHA	All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

Select "Pending Certification" Status and Click "List Users"

Note:

- Users are required to participate in annual Security Awareness training and HUD-sponsored initial and updated EIV System training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>
- The User Administrator should not certify any user who has not obtained EIV System and/or Security Awareness training.
- The User Administrator certifies that the User Access Authorization Form & Rules of Behavior are on file for each user being certified.

EIV User Certification

Certifying EIV Users (continued)

Enterprise Income Verification [Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

User Administration >> [User Certification Selection](#) >> User Certification

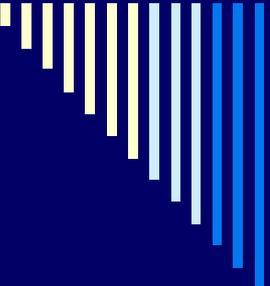
PHA: NJ00 City Housing Authority Number of Users: 10 Certification Status: Pending Certification [Change View](#)

1 - 10 of 10 Users

List of Users and their Roles

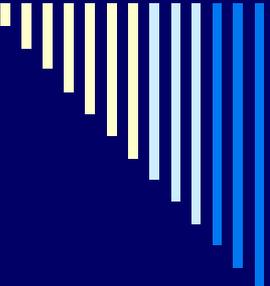
User Name: Bibi	User ID: ME0	Last Certification Date: N/A	Certify User
PHA User Admin			
User Name: James	User ID: MS7	Last Certification Date: N/A	Certify User
PHA Security Administrator			
User Name: Marc	User ID: MD6	Last Certification Date: N/A	Certify User
PHA Occupancy - Voucher			

Click on "Certify User" button to certify user



Terminating EIV Access

- EIV access may be terminated in several ways:
 - Terminate WASS access
 - Remove EIV action in WASS
 - Terminate PIC access
 - Revoke EIV roles assigned to user
 - Failure to certify users in EIV
 - Failure to access HUD secure systems within 90 days
 - Termination via User Maintenance



Terminating EIV Access (continued)

- HUD will terminate a PHA's EIV access if:
 - Non-compliant with security requirements
- PHA staff's EIV access should be terminated if:
 - Employee leaves agency
 - Employee's duties no longer require access
 - Employee violates security requirements

Termination-User Maintenance

User Administration

- By Roles
- By Users
- PHA Access
 - Requests
 - Requests Report
- Administer HUB Users
- **User Maintenance**
- User Termination Report
- User Certification
- User Certification Report
- User Role History Report
 - By User
 - By User Administrator

Enterprise Income Verification

[HUD](#)

[Home](#)

[PIH HomeEIV Home](#)

[Search](#)

[Email](#)

User Administration >> User Maintenance

Query/View users by User ID:

Search user

Enter User ID and
click on "Get User
Information"

Termination-User Maintenance (continued)

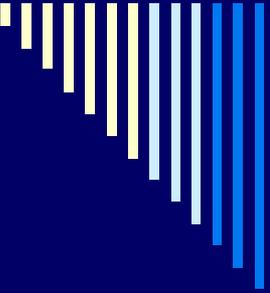
Enterprise Income Verification [HUD](#)
[Home](#) [PIH HomeEIV Home](#) [Search](#) [Email](#)

User Administration >> [User Maintenance](#) >> User Details

Enter a valid Expiration Date and click Update:

User ID	H1
First Name	Nicole
Last Name	Lawyer
Code	P Assistant Secretary for Public & Indian Housi
Expiration Date in the format (mm/dd/yyyy) :	<input type="text"/>
	<input type="button" value="Update"/>

Enter date to terminate user access

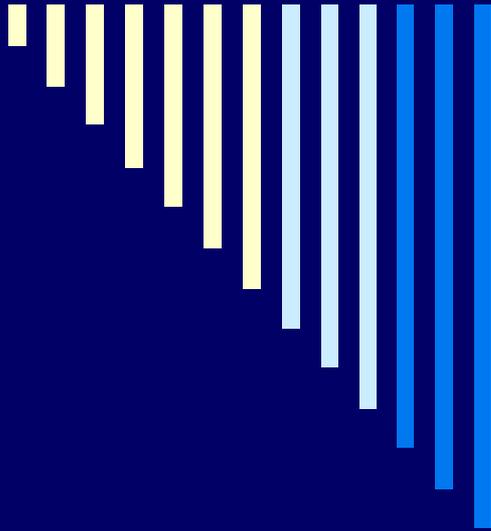


For Help with the EIV System

Contact Your local HUD Office

**Additional Assistance is available
after contacting your
local HUD Office at:**

Email: PIH.RHIIP.TA@HUD.GOV



Tune in tomorrow for

How to use the EIV System