

3.0 ACCESSING FASS-PH



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3.1 Logging On

Because the Financial Assessment Subsystem (FASS-PH) is a secure, web-based system that contains sensitive financial and housing information, users must register for a secure HUD user ID.

An Internet user can access FASS-PH only after registering for a user ID, receiving that user ID, and having the appropriate system rights assigned. Further restrictions apply regarding system access for PHAs. A user **must** be assigned to a PHA by the PHA's system coordinator before the system will allow data entry and submission.

There are two types of system users: Coordinators and Users. The Coordinator serves as the PHA's representative to perform system administration functions, such as controlling system access and assigning roles. The User reviews and submits data to HUD.

The Coordinator controls which Users have access to prepare, review, or submit data on behalf of the PHA. A Coordinator is also responsible for forwarding all information that is received electronically from HUD to the PHA's Executive Director.

A User also registers to do business on behalf of the PHA. The User, however, has no system access control. A User depends on the Coordinator for the necessary access to prepare, review, or submit data.

For details regarding obtaining and maintaining user IDs, please reference the WASS Secure Connection and Secure Systems User's Manual. The document is posted to the PIH-REAC website at http://www.hud.gov/offices/reac/ind_usrgds.cfm



3.0 Accessing FASS-PH

Accessing the Financial Assessment Subsystem (External PHA/IPA Reviewer)



Note

FASS-PH has been tested on both Internet Explorer version 6.0 SP1 and Netscape version 4.79. Please use one of these browsers to access FASS-PH.

The following steps demonstrate how to access the **Financial Assessment Subsystem**:

Step 1: Launch the Internet browser on your computer.

Step 2: Enter the following address in the **Location/Go to** field of the browser:
<http://www.hud.gov/offices/react/>



Step 3: Press the **Enter** key on your keyboard.

The following screen “**Real Estate Assessment Center**” appears:



3.0 Accessing FASS-PH

FINANCIAL ASSESSMENT – HUD PIH-REAC MAIN PAGE

Homes & Communities
U.S. Department of Housing and Urban Development

Real Estate Assessment Center
About REAC
Business area products
Business partners
Online systems
Common questions
Calendar
Industry user guides
Library
Directory
Training
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Homes

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Tools
Let's talk
Webcasts
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Real Estate Assessment Center En español | Text only | Search/index

Real Estate Assessment Center (REAC)

- **USER ALERT – Updated 5.1 Release – Important Information!!!** [More...](#) (03/25/04)
- **03/17/2004 RASS UPDATE:** (03/23/03)
 - RASS Survey scores are available for review for PHAs with FYE 12/31/2003
 - PHAs with FYE 3/31/2004 have until 5/3/2004 to complete their Implementation Plan Certification
 - PHAs with FYE 6/30/2004 have from 3/19/04 until 4/19/04 to update and certify their unit addresses via the Internet.
 - More details and deadlines are indicated in the [Business Calendar](#)
- **ATTENTION ALL PHA!!!**
Effective Monday, March 15, 2004, the Department of Housing and Urban Development, Office of Public and Indian Housing – Real Estate Assessment Center (PIH-REAC) will be using your e-mail address in the Public and Indian Housing Information Center (PIC) as the ONLY official source of this contact information. [More...](#) (03/01/04)

What's Hot!

- ▶ Browser supporting 128 Bit encryption and SSL3 are required to access PIH-REAC applications. [More](#) (02/18/04)
- ▶ HUD settles proposed debarment of Texas CPA firm for deficient auditing procedures. [Enforcement Actions](#) (11/25/03)
- ▶ North Carolina State Board of CPA Examiners censures two audit firms for deficient auditing procedures based on the results of Quality Assurance Reviews performed by QASS. [Enforcement Actions](#) (11/25/03)
- ▶ PIH – REAC Begins New Reverse Auction Property Inspection Pilot Program. [More](#) (10/23/03)

Step 4: Single click on the [Online Systems](#) link located to the left of the screen.
The “Online Systems” page displays:



3.0 Accessing FASS-PH

FINANCIAL ASSESSMENT – ONLINE SYSTEMS PAGE

Homes & Communities
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 About REAC
 Business area products
 Business partners
 Online systems
 Common questions
 Calendar
 Industry user guides
 Library
 Directory
 Training
 Technical support
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HUD news

Homes

Communities

Working with HUD

Resources

Tools
 Let's talk
 Webcasts
 Mailing lists
 Contact us
 Help

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Real Estate Assessment Center
 En español | Text only | Search/index

Online Systems

- IMPORTANT!!!**
 The Voucher Management System (VMS) is experiencing technical difficulties. The problem is currently being addressed. Please contact the Technical Assistance Center at 1-888-245-4860 for assistance. (03/01/04)
- INCREASED SECURITY!!!**
 Effective 8:00 PM on August 13, 2004 online security measure will be increased. PIH-REAC applications will only be accessible using a browser supporting 128 Bit encryption and SSL3. [More...](#) (02/18/04)
- ATTENTION – FOR THE LATEST GUIDANCE ON THE WAIVER PROCESS**
 (02/09/04)
- ATTENTION – FOR THE LATEST GUIDANCE ON THE APPEALS PROCESS**
 (02/09/04)
- Voucher Management System (VMS)**
 next collection cycle begins on 2/16/04 and runs through COB 2/29/04 (01/29/04)
- ATTENTION ALL PIH-REAC USER!**
 Release Schedule: (01/20/04)
 o Friday April 30, 2004 – 8pm*

Local information
 Print version
 Email this to a friend

Existing users log in below
LOG IN

Need to access HUD systems? Register below:
Online Registration
PASSWORD RESET

Note: Password reset will require you to provide exact information from your original registration.

Helpful Tools

- On-line Registration
- Quick Tips for Registration
- Technical FAQs
- Password Instructions
 Effective April 8, 2000 Secure Systems Passwords must be reset every 21 days. [More password details](#)
- System Requirements
- PHA System Security Guide

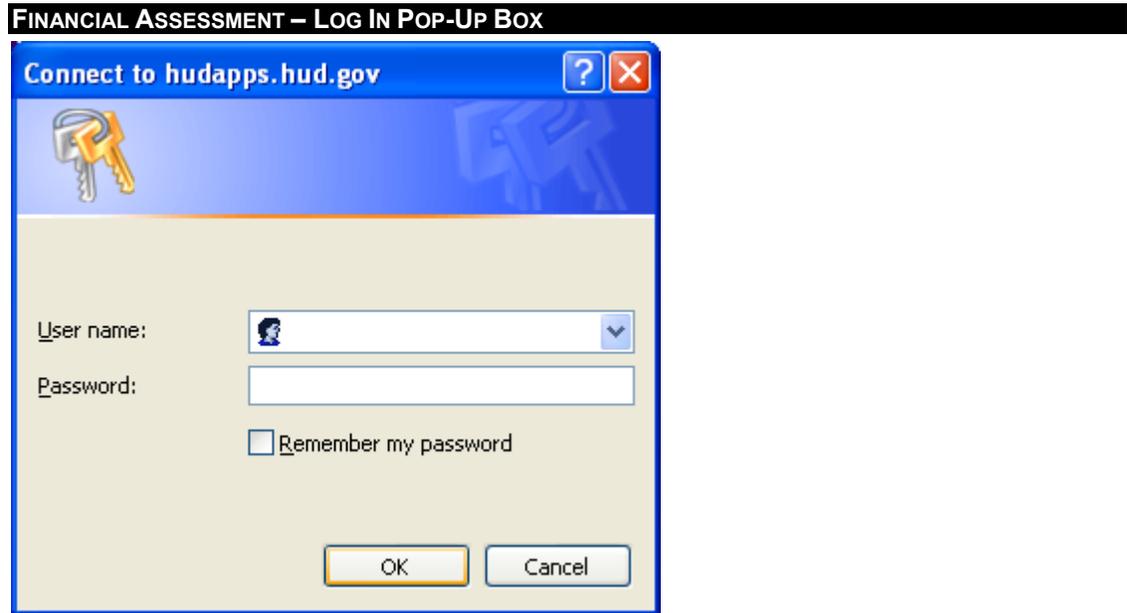
The online systems page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems. To enter the FASS-PH system, click on the LOG IN push button.

Step 5: If you have a user ID and password, continue onto step 6. Otherwise, click on the Online Registration push button and refer to the WASS User's Manual for instructions on registering. To reset your password, click the PASSWORD RESET push button.

Step 6: After clicking on the LOG IN pushbutton, the following **Username and Password Required** pop-up box appears:



3.0 Accessing FASS-PH



Step 7: Enter your user ID and password.



Note

The user ID is six characters where the first character is either an “M” or an “I.” An example of a user ID would be as follows: **M12345**.

Step 8: Single click  pushbutton.

The Financial Assessment – Secure Systems Legal Warning screen is displayed:



3.0 Accessing FASS-PH

The link selections under the Systems Section will vary depending on the user ID. There will always be a FASPFA link if your User ID has FASS-PH access rights.

Step 9:

Single click the  push button. The Secure Systems Menu screen appears.



3.0 Accessing FASS-PH

The following screen is displayed:

Step 10a:

FINANCIAL ASSESSMENT – SECURE SYSTEMS MENU PAGE (ALL DATA IS FICTITIOUS TEST DATA)

Secure Systems

mail | help | search | home

Main Menu

Systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)

System Administration

- [Password Change](#)

Welcome Tester - MD0202

system administration

- [Password Change](#)

systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)

Content updated April 19, 2002

[Back to Top](#)

Single click on the [Financial Assessment Subsystem – PHA \(FASPHA\)](#) Link. This may take you to a second log on screen, where the user will need to re-enter their user ID and password. Otherwise the user will enter the FASS-PH introduction page.

The following screen displays the second log on screen.

Secure Systems

mail | help | search | home

User Login

User ID

Password

NOTE: There is an inactivity timeout of 60 minutes. Please save your work periodically to avoid being logged out

Content updated March 5, 2004

[Back to Top](#)

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3.0 Accessing FASS-PH

After entering your user ID and password, the user is directed again to the Main Menu.

FINANCIAL ASSESSMENT – SECURE SYSTEMS MENU PAGE (ALL DATA IS FICTITIOUS TEST DATA)

Main Menu mail | help | search | home

Secure Systems

Welcome Tester - M00202

system administration

- [Password Change](#)

systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)

System Administration

- [Password Change](#)

Content updated April 19, 2002 [Back to Top](#)

Step 10b: Single click on the [Financial Assessment Subsystem – PHA \(FASPHA\)](#) Link. This will take you to the FASS-PH system.

3.2 Exit System

Users can exit and return to FASS-PH at any time. Because FASS-PH is a secure system containing sensitive public housing information, users should exit FASS-PH when leaving the computer.

Step 1: Save any changes on the current page using the appropriate Save button. If error messages display, data must be corrected and saved again. The page was successfully saved when no error messages display. Do not re-click the Save button while the system is processing.

Step 2: Click on the Close control icon in the top right corner of the page. The FASS-PH application closes and the desktop displays.



3.0 Accessing FASS-PH

Hints for using the FASS-PH System:

- ▲ Only open one session at a time. Multiple browser sessions may cause data corruption with FASS-PH submissions.
- ▲ Do not mark any FASS-PH web pages as favorite. Access the application via the PIH-REAC Online Systems page.
- ▲ Use only recommended browsers.
- ▲ Do not use the browser Back or Forward buttons unless instructed.
- ▲ Do not re-click the Save button while the system is processing.