

## **CHANGES TO DOWNLOADING OF ATTACHMENTS**

Effective September 19, 2005, all users must use UnZip Software to view file attachments for all financial submissions submitted **before** September 19, 2005. UnZip Software will enable you to open zip files. Some personal computers have an UnZip Software Utility pre-loaded. However, if your computer does not have UnZip Software, you can download free UnZip Software from the PKWARE website.

File attachments submitted **after** 09/19/2005, do not require the use of an UnZip Utility since the file attachments will open automatically.

The two tasks required in downloading attachments are as follows:

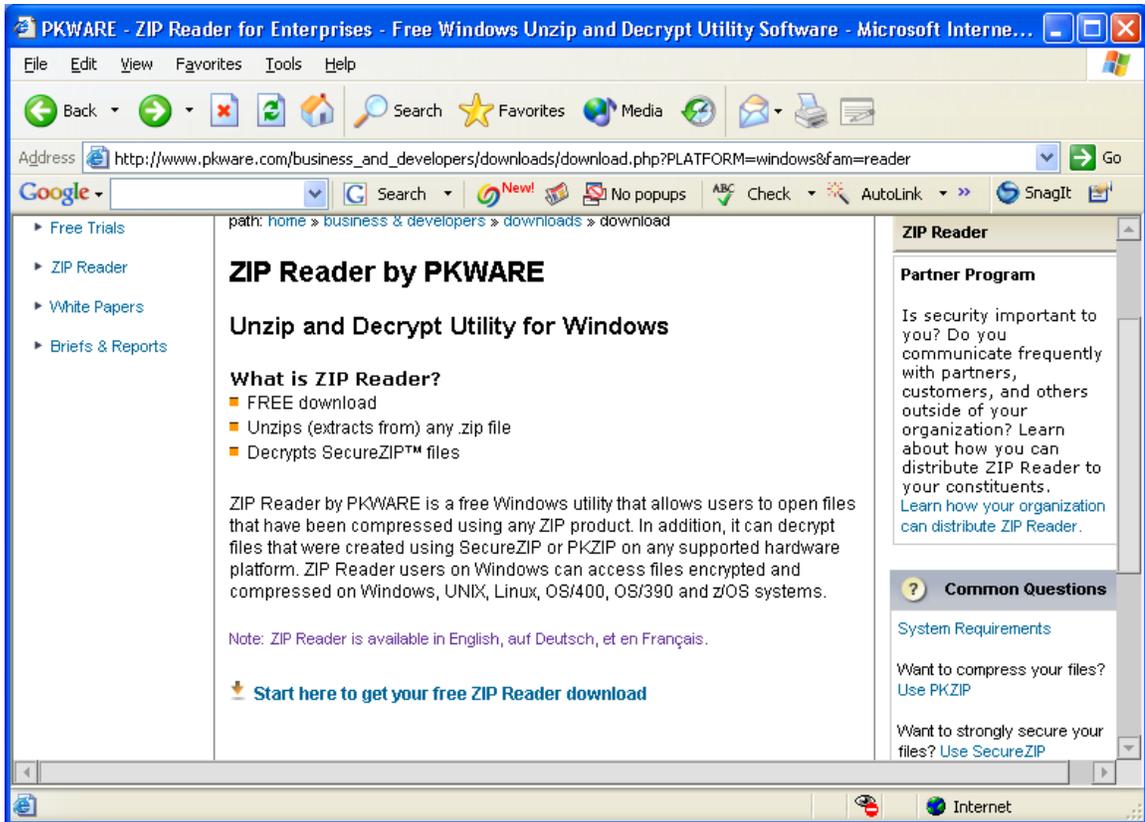
1. Downloading UnZip Software
2. Opening Attachments

### **1. DOWNLOADING UnZip Software FROM PKWARE Website**

Users should visit the PKWARE website. **Click on Link Below** to view following page:

[http://www.pkware.com/business\\_and\\_developers/downloads/download.php?PLATFORM=windows&fam=reader](http://www.pkware.com/business_and_developers/downloads/download.php?PLATFORM=windows&fam=reader)

Once the link is “clicked”, the following screen will appear.



Please click “Start here to get your free Zip Reader download” and follow the download instructions. You are now ready to open FASS-PH file attachments.

## **2. OPENING FASS- PH FILE ATTACHMENTS**

**NOTE: The following procedures apply only to financial submission attachments submitted before 09/19/2005.**

Primary steps for downloading attachments are listed below:

a. Click on Open File Link.

Financial Assessment Subsystem - PIH - Microsoft Internet Explorer

Address: [https://webt.hud.gov/ssmaster/faspha/f\\_notes\\_findings.cfm?form\\_ref=2090](https://webt.hud.gov/ssmaster/faspha/f_notes_findings.cfm?form_ref=2090)

Navigation: MD&A, Financial Statements, Notes, **Audit Information**, Audit Findings, Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5100-010	Opinion on Supplemental Information	Unqualified Opinion	---
G5100-020	Auditor Opinions and Schedule of Expenditure of Federal Awards	---	<a href="#">Open File</a>

[Top of Page](#)

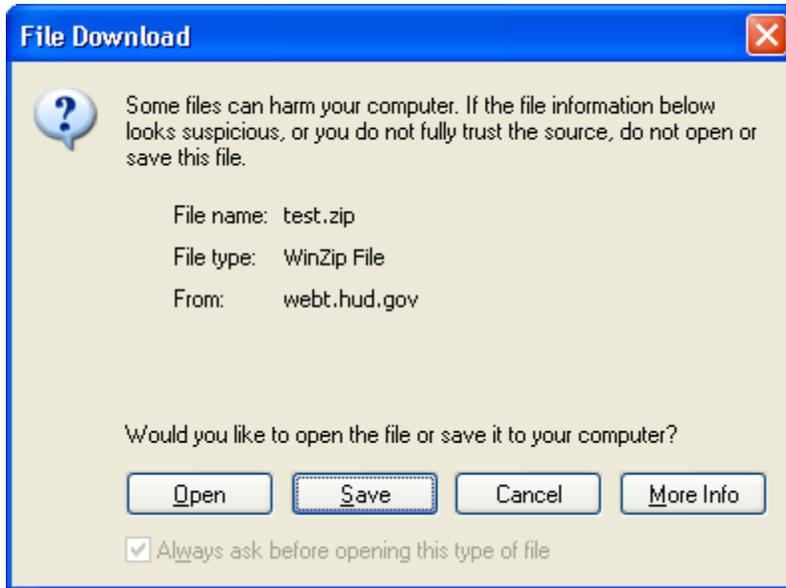
| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

| Notes & Findings | [Comments](#) | [Submit](#) | [Review Submission](#) | [Printing Functions](#) |

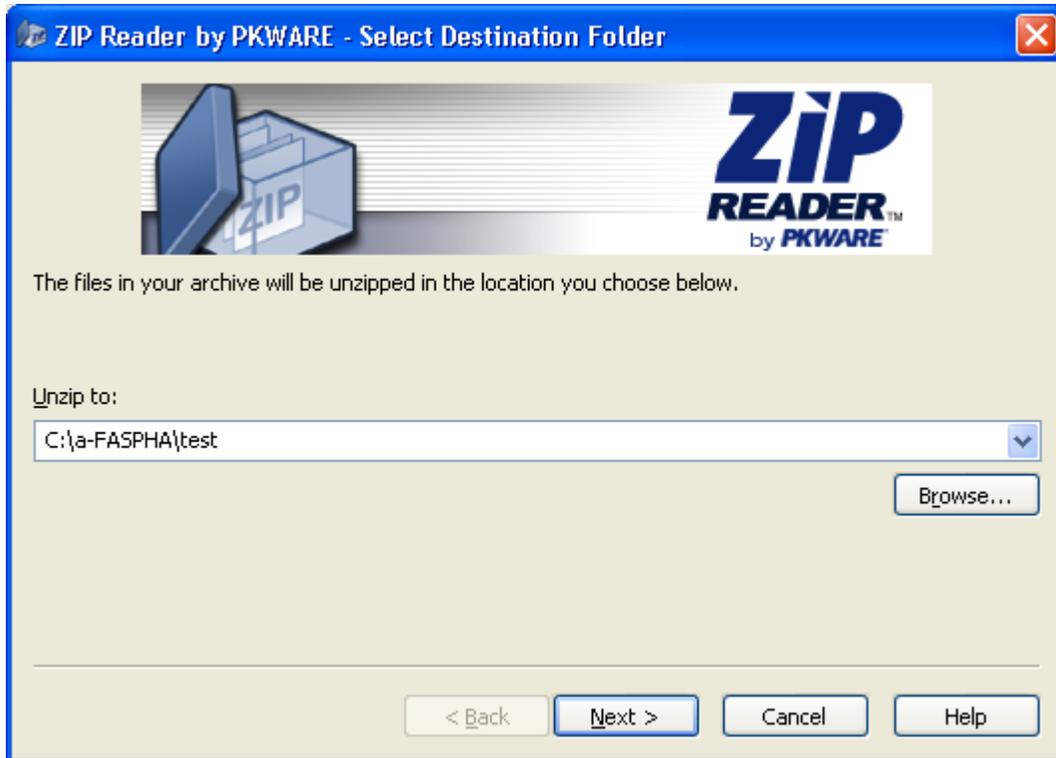
| [NASS Assessment Status Report](#) |

Local intranet

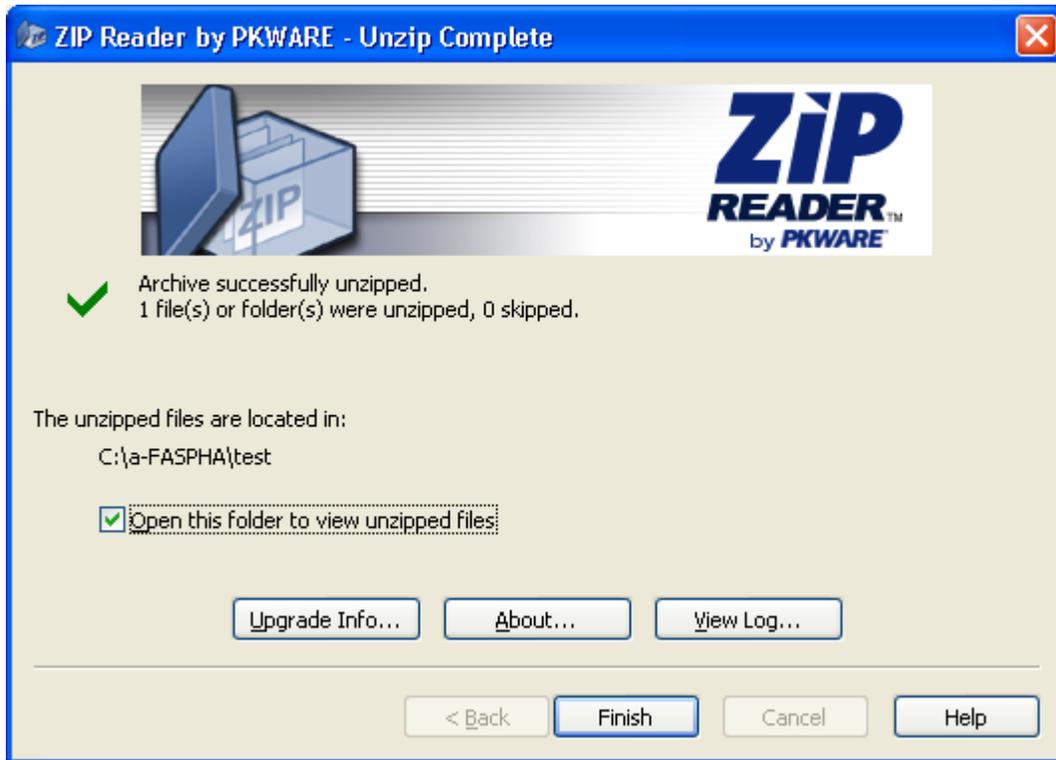
b. Click on Open from **File Download** Window.



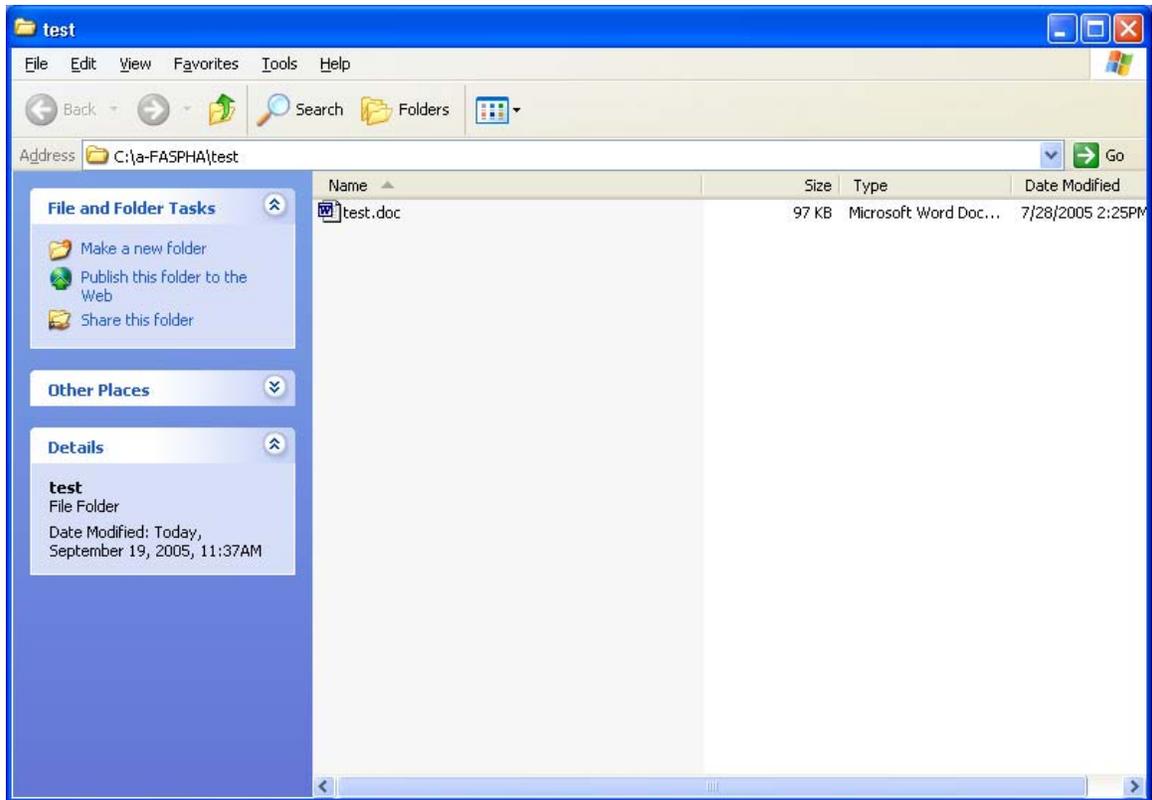
c. Choose location to Store UnZip File.



d. **Check** the checkbox for open this folder to view unzipped files and **Click** on Finish button.



e. **Double click** on your file name to open file.



Opening of files is now complete.