

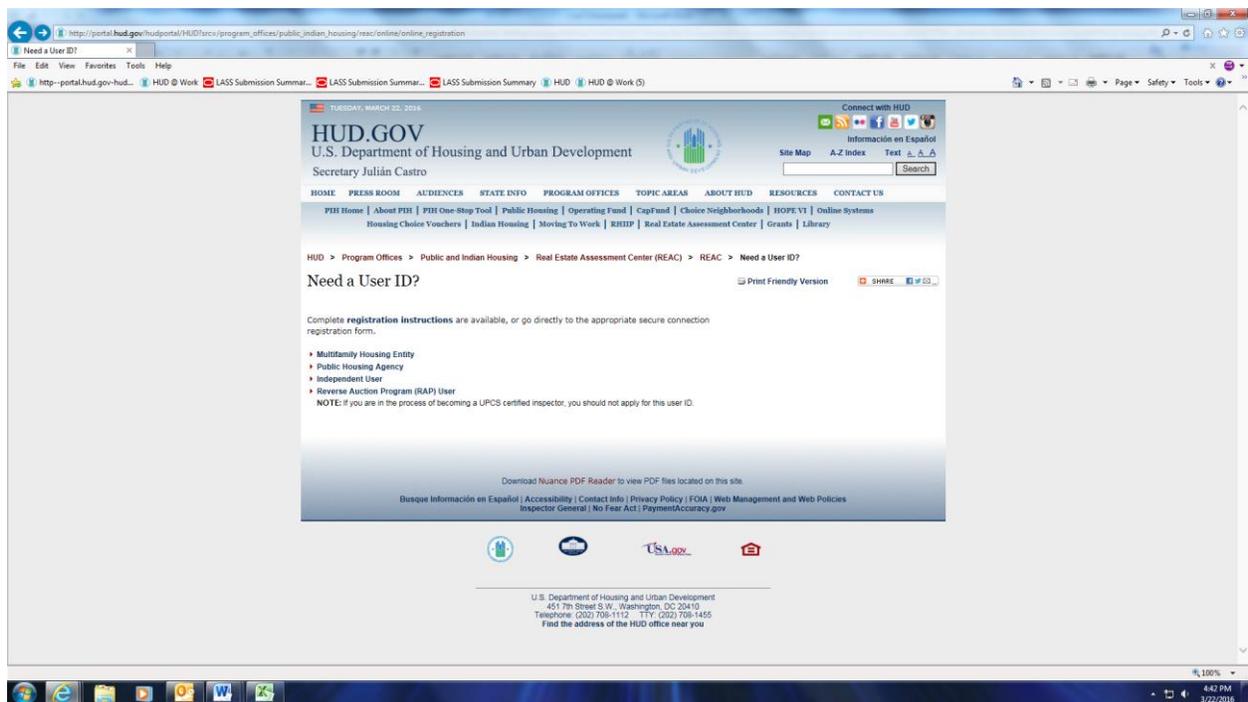
# Auditor User ID and UII Registration

## Independent Public Accountant (IPA) Registration

Unlike a lender, auditors **DO NOT** access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LEAP.

**Step 1:** Access Secure Systems by navigating to the following website:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/react/online/online\\_registration](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online/online_registration)

**Step 2:** From the main menu, select 'Independent User' from the list. (See Below)



**Step 3:** Fill out the registration form in its entirety and hit 'Send Application' at the bottom. The User ID (starting with 'I') will be sent to the auditor via email within 24 hours. The password will not be included in the package so the applicant must ensure that he/she remembers it from the application form.

**Note:** The auditor **IS NOT** registered for a **Unique IPA Identifier (UII)** at this time. To apply for a UII number, reference UII Registration in the next section.

## Unique IPA Identifier- UII Registration

*Only one UII number is generated per auditing firm. If the auditor already has a UII number, there is no need to apply for another.*

**Step 1:** Once the applicant has received a User ID via email, he/she must contact the Application Coordinator at his/her client's office and provide the FHA Connection Application Coordinator the User ID that was emailed to him/her.

**Step 2:** The lender will use the ID to assign the auditor the role of IPA. This role allows the auditor to attest to the lender's financial report.

**Note:** *The auditor will not have the necessary access to apply for the UII number until the lender assigns the IPA role.*

**Step 3:** After the FHA Connection Application Coordinator has assigned the auditor the 'IPA' role, the auditor must login to Secure Systems at <http://www.hud.gov/offices/react/online/reasyst.cfm> using the User ID and password received via the process described above.



The screenshot displays the HUD.GOV website interface. The main content area is titled "PIH-REAC Online Systems" and includes a "System Upgrade Release Schedule" section with dates for February 5, 2016, and April 29, 2016. Below this is a "Rules of behavior for HUD systems" section listing various systems like EIV, FASS-MF, and PASS. A "System Login" box on the right contains links for "Login here" and "Register online", along with a "Forgot Password?" section. A "Helpful Tools" section at the bottom right lists links for "Online Registration", "Online Systems Directory", "Quick Tips for Registration", "Technical FAQs", "Password Instructions", and "PHA System Security Guide". The page also features a navigation menu at the top and a search bar.

**User Login** [faq](#) | [help](#) | [search](#) | [home](#)

**Secure Systems  
Single Sign On**

User ID   
Password

[Forgot your password?](#) Click the link to reset your password and for other useful information.

**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, is 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. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.

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**Step 4:** From the Main Menu, click on the Unique IPA Identifier (UII) Registration link. (See below)

**Step 5:** Re-enter your user ID and password at the login screen and click 'OK'. (This will be the same user ID and password the user entered in Step 3 above.)

**Step 6:** Click on the 'Create New Profile' link.

Quality Assurance  
**UII Registration**

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U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Main Menu

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Please select what action you would like to perform from the selections below:

[Create New Profile](#) [Update Existing Profile](#) [Recall Unique IPA Identifier \(UII\)](#)

**Step 7:** Click on 'Independent Public Accounting Office' – (See below)

<p>Quality Assurance</p> <h2><u>UII Registration</u></h2> <p><b>U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</b></p>	
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[QASS Header Image](#) [Audit Office Classification](#)

Please select whether you are registering for an independent public accounting office or for a state auditor office:

[Independent Public Accounting Office](#)

[State Auditor Office](#)

**Step 8:** Enter the EIN and zip code of the IPA firm and click 'Go'.

<p>Quality Assurance</p> <h2><u>UII Registration</u></h2> <p><b>U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</b></p>	
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[Main Menu](#) | [Create IPA Office Profile](#)

Please enter your office EIN and Zip Code below and then click the Go push button:

\*EIN:

\*Zip Code:

**Step 9:** Fill out the UII Application form completely and hit 'Go'. (See below)

*Audit Office State:	AA ▾
*Audit Office Zip Code:	<input type="text"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
*Auditor Contact First Name:	<input type="text"/>
Auditor Contact Middle Name:	<input type="text"/>
*Auditor Contact Last Name:	<input type="text"/>
*Auditor Contact Title:	<input type="text"/>
*Auditor Contact Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
*Auditor Contact Email:	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Reset"/>	
By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.	
Line items denoted by an asterisk (*) are required fields.	

**Step 10:** After the application is processed (should take only a few seconds) a 5-digit number is generated. This number is the UII number.

**Step 11:** The UII number must be given to whomever is filling out the financial submission within LEAP. There is one line item within the submission that requires the UII number.