



Department of Housing and Urban Development (HUD)
Assessment of Fair Housing (AFH) User Interface
User Registration Guide

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity (FHEO)

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Section 1 - HUD AFH User Registration Process - Overview

Affirmatively Further Fair Housing (AFFH) User Interface (UI) tool for submission of the **Assessment of Fair Housing (AFH)** Report can be accessed through the HUD Secure Systems portal, also known as, Web Access Security System (WASS).

HUD Secure Systems supports many other HUD business applications such as FHEO SPEARS, HEMS, REAC NASS, PASS, FASS and Multifamily Housing's APPS, TRACS, and iREMS. Secure Systems registration process requires Social Security Numbers and other personal information from users to identify those who have been granted access. Secure Systems users are individuals who work with trusted partners, are HUD employees, or are contractors who work with HUD. Those who work with trusted partners are called Coordinators and External Users. HUD employees and contractors are individuals who help administer and provide support to the Coordinators and external users. These individuals may be System Administrators, Technical Assistance Center (TAC) Users, or other HUD program staff. Others are internal users who access the system through the HUD Intranet. For general information on Secure Systems, please see the WASS User Guide at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_24911.pdf.

HUD AFH User Registration Quick Reference

The following elements are required to access HUD AFH:

1. User's Organization needs to be recognized by HUD either as a Public Housing Authority (PHA) or as a Multifamily Housing Entity**
2. Active Secure Systems UserID with association with a PHA HA Code or Multifamily Organization Tax ID
3. **COR** action assignment in Secure Systems (for System Coordinators only)
4. **AF1** role assignment in Secure Systems by a System Coordinator

****Note:** All non-PHAs signing up for a WASS account to complete an AFH are referred to as Multifamily Housing Entity because of system limitations. This includes consolidated plan program participants, including local governments, States and Insular Areas. HUD expects to modify this system limitation in the future.

Section 2 – HUD AFH User Registration Process - Details

Step 1 – Business Partner Organization Registration

The Business Partner organization for which the user is trying to submit an AFH must be recognized by HUD Secure System. In HUD Secure Systems, there are 2 types of business partner organizations: (1) Public Housing Authority identified by PHA HA Code, and (2) Multifamily Housing Entity identified by Tax ID Number (TIN).

If user's organization is a Public Housing Authority (PHA) and has already been registered in the HUD PIH Inventory Management System (PIC), you may skip to the next **Step 2 – HUD Secure Systems Coordinator and User Registration**.

All other non-PHA and Multifamily Housing Entities must be registered via the HUD Multifamily Business Partner Registration System (APPS). To register your organization:

1. Go to https://hudapps2.hud.gov/apps/part_reg/apps040.cfm
2. Enter your organization's Tax Identification Number (TIN) and click **Submit**.

Business Partner Registration
HUD Multifamily

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

TIN: (no dashes)
or
SSN: (no dashes)
 Check if SSN is used as TIN for Sole Proprietor

3. If the following screen is displayed stating that the Participant (TIN) had been processed, the organization's TIN is already registered in SECURE SYSTEMS then you may proceed to **Step 2 – HUD Secure Systems Coordinator and User Registration**.

Business Partner Registration
HUD Multifamily

Participant (123456789) had been processed.

If you registered a participant in the past 24 hours or previously registered and you cannot find the participant in APPS or Business Partner Maintenance or Participant Assignment Maintenance on Secure System, contact PPSD staff.

4. If you receive a blank form, complete it and click **Save**.

Business Partner Registration
HUD Multifamily

All fields marked with an asterisk(*) are mandatory

* Company Name:

TIN:

* Legal Structure:

* Type of Ownership:

5. Business Partner Registrations are processed nightly so check the system on the following day by re-entering the organization's TIN as described above to ensure the business organization is successfully registered.

Step 2 – HUD Secure Systems Coordinator and User Registration

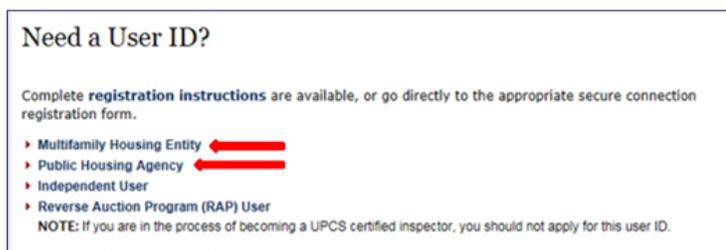
Users can be registered as a **System Coordinator** or a **User**. Coordinators and Users have different level of permissions. A System Coordinator will be required to grant access to AFH Users. See **Step 4 — AFH User Management by System Coordinator**.

Coordinator Registration

Coordinators must register in SECURE SYSTEMS and be associated with a PHA HA Code or a Business Partner Tax ID number (TIN) that is required to comply with AFH requirements. The Coordinator serves as the PHA or Business Partner's system administrator and grants AFH application access to their organization's designated users. Each Business Partner organization or PHA must have at least one Coordinator but may have up to eight.

New Coordinator Registration

1. Go to:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
2. Select **Public Housing Agency** if you are a PHA. All other business types should select **Multifamily Housing Entity** from the list of registration options. DO NOT select Independent User or Reverse Program (RAP) User.



3. Select **Coordinator** and enter the information as requested.

Application Type	<input checked="" type="radio"/> Coordinator	<input type="radio"/> User
First Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text"/>	
Social Security Number:	<input type="text"/>	

4. For **Multifamily Housing Entities**, complete the following fields:

Organization Information:	
<ul style="list-style-type: none"> • Provide the name of the HUD-registered Organization or Individual you represent • Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes. • Specify whether the HUD-registered entity you represent is an Organization or an Individual 	
Organization/Individual Name::	<input type="text"/>
TIN/SSN:	<input type="text"/>
Organization <input type="radio"/> Individual <input type="radio"/>	

- For **PHAs**, complete the following fields:

Organization Information:	
<ul style="list-style-type: none"> • Provide the name of the Public Housing Authority you represent • Provide the Number of the Public Housing Authority you represent 	
Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

- Complete the rest of the requested fields and Select **Submit Application**.
- A letter containing the Secure System Coordinator’s UserID will be mailed to the organization’s CEO/ED/Principal Officer within 7-10 business days. If you have not received your Secure Systems Coordinator’s credentials, contact REAC Technical Assistance to inquire about the status of your request at **1-888-245-4860**.
- Once the Secure Systems Coordinator has received their credentials, they must assign themselves the AFH ‘COR’ Action by proceeding to **Step 3 — AFH Coordinator Assignment by System Coordinator**.

Existing Coordinators Registration

If you are already identified as a **System Coordinator** in Secure Systems for a PHA or for a Multifamily Housing Entity, you will need to create an additional Business Partner relationship, referred to as a new “BPR relationship.” Additional BPR relationships are managed through the Secure Systems Business Partners Maintenance screens. Please refer to the [WASS User Manual – Section 4.3](#) for instructions on how to complete this process. Once this BPR Association process has been completed (which can take up to 7-10 business days for delivery of the Activation key by mail), you can proceed to **Step 3 — AFH Coordinator Assignment by System Coordinator**. Contact the REAC Technical Assistance Center (REAC-TAC) if you have questions about this process at **1-888-245-4860**.

User Registration

Users must register in SECURE SYSTEMS and be associated with a Business Partner (PHA or Multifamily Housing Entity) that is required to comply with AFH requirements.

- Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online/online_registration
- Select **Public Housing Agency** if you are a PHA. All other business types should select **Multifamily Housing Entity** from the list of registration options. DO NOT select Independent User or Reverse Program (RAP) User.



3. Select **User** and enter the information as requested.

Application Type: Coordinator **User**

First Name:

Middle Initial:

Last Name:

Social Security Number:

4. For **Multifamily Housing Entities**, complete the following fields:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

Organization Individual

5. For **PHAs**, complete the following fields:

Organization Information:

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:

Organization ID:

6. Complete the rest of the requested fields and Select **Submit Application**.

7. After submitting the form, **wait 24 hours**, then contact your organization’s Systems Coordinator to inform them you have requested access to Secure Systems and request they retrieve your UserID and assign the ‘AF1’ role to you. This will establish the AFH link on your individual Secure Systems menu.

For assistance with Secure Systems registration, you can view the (Secure Systems User's Manual at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/wass/wass_user_manual).

Step 3 — AFH Coordinator Assignment by System Coordinator

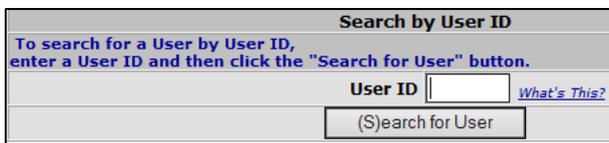
The Coordinator must assign themselves the AFH ‘COR’ Action in Secure Systems to serve in a user accounts management capacity for their organization for the AFH application.

1. Go to https://hudapps.hud.gov/HUD_Systems

2. Log in with your Secure Systems Coordinator credentials, click **Accept** on the **Legal Warnings** page to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.



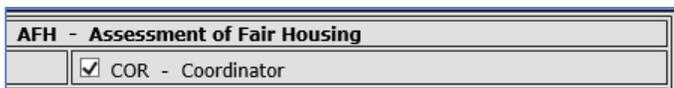
4. Enter your Secure Systems Coordinator UserID in the **Search by User ID** field and click **(S)earch for User**.



5. On the Maintain User Profile select **Maintain User Profile – Actions** for Choose a Function and click Submit.



6. From the **Assign/Unassign Actions** page under **AFH – Assessment of Fair Housing**, check the **COR – Coordinator** checkbox and click **Assign/Unassign Actions**.



Step 4 — AFH User Management by System Coordinator

System Coordinators can grant access to their organization’s Users for the AFH system by assignment of the ‘AF1’ role. If the Secure Systems Coordinator will be a User for AFH system, then the Coordination will also need to be assigned the ‘AF1’ role.

1. Go to https://hudapps.hud.gov/HUD_Systems
2. Log in with your Secure Systems Coordinator credentials, read the **Legal Warnings** page to and click **Accept** to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.

- System Administration**
- [Business Partners Maintenance](#)
 - [PHA Assignment Maintenance](#)
 - [Participant Assignment Maintenance](#)
 - [Password Change](#)
 - [Property Assignment Maintenance](#)
 - [RAP Organization Assignment Maintenance](#)
 - [User Maintenance](#)

4. Enter the UserID you wish to grant AFH access to in the **Search by UserID** field and click **Search for User**.

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID [What's This?](#)

(S)earch for User

5. On the Maintain User Profile page, select Maintain User Profile – Roles for Choose a Function and click Submit.

Choose a Function

Maintain User Profile - Roles ▼

6. From the Assign/Unassign Roles page select the **AF1 - Participant** checkbox and click Assign/Unassign Roles.

AFH - Assessment of Fair Housing

AF1 - Participant

7. After the Secure Systems Coordinator grants access to their organization user, the user will see the link to enter the **Assessment of Fair Housing (AFH)** application on their Main Menu the next time they log in to Secure Systems.

Main Menu faq | help | search | home | logout

Systems

- [Assessment of Fair Housing \(AFH\)](#)

Section 3 - User Registration Assistance and Support

The **REAC Technical Assistance Center** (REAC_TAC@hud.gov) at **(888) 245-4860** can provide assistance for the following questions or issues:

- I am having troubling logging into Secure Systems.
- I do not see the AFH in my list of Systems when I log into Secure Systems.
- I am currently registered in Secure Systems as a User but want to now be a System Coordinator.
- I have registered for System Coordinator credentials and have not received them.
- I mistakenly registered for User credentials instead of System Coordinator credentials.
- I may have registered for Secure Systems credentials in the past, but I'm not sure and/or do not know my UserID.
- I have registered previously in Secure Systems but do not know my password.
- I don't know who the System Coordinator(s) are for my organization.
- I am a System Coordinator and need assistance in assigning Roles to Users.
- I am a System Coordinator and need assistance with the Secure Systems Business Partner Maintenance process.
- I am a System Coordinator and when trying to assign the AFH role for a user, I do not see the system.
- I am a System Coordinator and trying to assign myself an additional Business Partner Relationship but I do not see the menu option to do so.

Please contact your System Coordinator for the following issues:

- I have registered for a UserID and have not received it.
- I do not see the **Assessment of Fair Housing (AFH)** in my list of Systems when I log in to Secure Systems.