



PIH.RHIIP.TA Message # 2011-17 Distributed on April 1, 2011

***** This information is not applicable to Multifamily Housing Programs *****

Please read this important message in its entirety. Contact your EIV Coordinator at your local HUD office if you need assistance.

Attention PHA & HUD Field Office EIV User Administrators! EIV user certification is due by 04/29/2011. Failure to certify users by 11:59PM, DST on 04/29/2011, will result in termination of EIV access at 12:00AM, DST on 04/30/2011. Certifying users is as easy as 1-2-3! See steps below.

Note to PHAs: PHA User Administrators will be certified by their respective local HUD office.

PHA User Administrators – you are required to certify all EIV users at your PHA (**excluding** those users who are assigned the role of PHA User Administrator). **PLEASE MAKE SURE THAT THERE IS AT LEAST TWO PEOPLE (UNLESS YOU ARE A SMALL PHA) AT YOUR AGENCY WHO HAS BEEN ASSIGNED THE PHA USER ADMINISTRATOR ROLE!**

Note to HUD FO Staff: HUB/FO/TARC User Administrators will be certified by the HHQ User Administrator.

HUB/Field Office/TARC User Administrators are required to certify all HUD EIV users within their jurisdiction (**excluding** those HUD users who are assigned the role of HUB/FO/TARC User Administrator) **AND** all PHA User Administrators within your jurisdiction. If a PHA does not have anyone with the assigned PHA User Administrator role, you **MUST** certify these users or the user's access will automatically be terminated at 12:00AM, DST on 04/30/2011. Follow up with these PHAs to ensure completion and submission of an updated form HUD-52676 to designate the PHA User Administrator role to their user ID.

Instructions for Certifying a User

Step 1: Double click on the **User Certification** link [located on the left navigation panel, under **User Administration**]





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Step 2: Your PHA is listed in the PHA selection box. (If there are multiple PHAs assigned to your User ID, you may select the applicable PHA or simply select All). You have the option to select the program type (All, Public Housing or Voucher) and certification status (All, Pending Certification, or Certified Only). After making your selections, double click on the **List Users** button. A list of all users will be displayed.

Enterprise Income Verification

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

User Administration >> User Certification Selection

Select Region and Certification Criteria:

	PHA	Select a PHA
*	Select Program Type:	All PIH Programs
* Note: Only applicable to PHA		
	Select Certification Status:	All

Note: User Administrator certifies that the following documents are on file for each user being certified.

- Access Authorization Form
- User Agreement
- Rules of Behaviour



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

PHA: WY00 Number of Users: 2 Program Type: All PIH Programs Certification Status: All

1 - 2 of 2 Users

List of Users and their Roles

User Name: Gwen	User ID: M	Last Certification Date: 10/22/2010	<input type="button" value="Certify User"/>
PHA Occupancy - Public Housing	PHA Occupancy - Voucher	PHA Security Administrator	PHA User Administrator
Program Administrator - Public Housing			
Program Administrator - Voucher			
<hr/>			
User Name: Michael	User ID: M	Last Certification Date: 10/22/2010	<input type="button" value="Certify User"/>
PHA Occupancy - Public Housing	PHA Occupancy - Voucher	PHA Security Administrator	PHA User Administrator
Program Administrator - Public Housing			
Program Administrator - Voucher			

1 - 2 of 2 Users

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

Step 3: Click on the **Certify User** button for any individual who still requires EIV access. Do not certify any user who:

1. No longer requires EIV access
2. Does not have an EIV Access Authorization form on file
3. Has not completed annual Security Awareness training; and
4. Has not completed initial EIV System training
5. Has not completed updated EIV System training

Once you click on the **Certify User** button, the user will disappear from the list and the count of users will decrease.

Note: Users self-certify (when the user logs onto EIV) that the training has been completed. An EIV training Certificate of Completion from HUD is not required.

If you need assistance, contact your designated EIV Coordinator your local HUD office.

Direct all questions regarding the content of this message to PIH.RHIIP.TA@HUD.GOV.