



Blueprint
HOUSING SOLUTIONS

Section PRA 811 Grantee Setup Guide to Secure Systems Access

**Trainer:
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- Teach State Agency Grantees participating in HUD's PRA 811 Program how to:
 - Submit the Direct Deposit Forms (HUD 1199a)
 - Document the execution of new Rental Assistance Contracts (RACs)
 - Secure a HUD Secure Systems ID/Password as a Coordinator
 - Secure roles and rights as the Contract Administrator for parent and child contracts

Parent & RAC Contract #s



- Following execution of the cooperative agreement between the grantee and HUD staff, HUD staff will forward an internal request to the HUD TRACS team to establish a parent level contract number for the grantee.
- The parent contract number should have the following nomenclature, or format: **XX##RDDYY01**

The **XX** will represent the state code

The **##** will be the two digit HUD Field Office Code

The **YY** will represent the FY of the award

- As subsequent RACS are executed, they will maintain this format, in sequence. For example, **XX##RDD1202**, **XX##RDD1203**, etc.

Setting Up Direct Deposit



- Next, HUD staff will submit the cooperative agreement information to HUD's CFO Office in Ft. Worth, Texas to obligate funds to the parent contract in a subsystem called eLOCCS.
- Once monthly vouchering begins, the grantee will transmit an electronic voucher to TRACS that will prompt payment of the monthly subsidy via direct deposit from eLOCCS.

Setting Up Direct Deposit



- Grantee is required to separately account for Grant funds under their Agreement.
- Grantee may use a pooled cash account with separate funds and general ledger accounts maintained by funding source.
- If the Grantee is not currently signed up to receive payments via direct deposit from HUD, then Grantee must submit a completed SF-1199A, Direct Deposit Sign-Up Form and to:
 - U.S. Dept. of Housing and Urban Development
CFO Accounting Center
801 Cherry Street, Unit 45, Suite 2500
Fort Worth, TX 76102
Attention: Director, Reports and Control Division

Which HUD Secure Systems Sub-systems Do Grantees Need Access to?



There are multiple sub-systems within HUD's Secure Systems. However, Grantees participating in the 811 PRA Program only need access to the following sub-systems:

- *iMAX*
- *TRACS*
- *EIV*
- *eLOCCS*
- *iREMS*

TRACS



Tenant Rental Assistance Certification System

This system is the final repository database that displays compliant tenant and voucher information (referred to as HUD 50059s and vouchers) transmitted by the owner to the grantee administering the contract, who in turn, transmits these files to HUD.

EIV



Enterprise Income verification System

This system provides owners with access to some types of income verifications (wages, unemployment, SSA benefits).

This information is reviewed as part of the AR and IR tenant certification process and just after MI.

This system also enables owners to verify household social security numbers, names, and dates of birth with the Social Security Administration.

eLOCCS



Electronic Line of Credit Control System

This is HUD's monetary disbursement system, handling disbursements for most HUD programs. This is the system that stores the direct deposit routing instructions for sending subsidy payments for the grantees to distribute to the owners participating in the PRA 811 Program.

iREMS



Integrated Real Estate Management System

This is HUD's data source for their Multifamily Housing's portfolio of insured and assisted properties.

This system is not viewable by owners.

This is the system wherein HUD PRA staff will enter in project actions for approved rent adjustments and contract renewals on behalf of grantees.

Registering Your Grantee Organization in Secure Systems



To register, go to the APPS homepage:

https://www.hud.gov/program_offices/housing/mfh/apps/apps_mfhm

▶ Secure Systems Login

▶ Business Partner Registration HUD Multifamily

▶ For registering your company if it is not listed in HUD's database.

▶ **When entering data in this system, do not use punctuation in the company name.**

▶ Multifamily Coordinator and User Registration

▶ For registering as a coordinator in HUD's systems for the first time.

Click on “**Business Partner Registration HUD Multifamily**”
Enter the grantee TIN. This is the tax identification number associated with the grantee entity, as displayed on the first page of the Cooperative Agreement signed by HUD, under Grantee Information. Click on the Submit button.

***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)**

**Confirm
TIN/SSN:** **(no dashes)**

☐ **Check if SSN is used as TIN for Sole Proprietor**

Submit

- If the grantee entity already has an address of record, a message will be displayed stating that the organization is already registered.
- If the grantee has not been registered and thus, does not have an address of record, a second **Business Partner Registration HUD Multifamily** page will be displayed.

Business Partner Registration	
HUD Multifamily	
All fields marked with an asterisk(*) are mandatory	
* Company Name:	<input type="text"/>
TIN:	<input type="text"/>
* Legal Structure:	<input type="text"/>
* Type of Ownership:	<input type="text"/>
Physical delivery address	
* Address:	<input type="text"/>
	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip Code:	<input type="text"/> - <input type="text"/>
* Country:	<input type="text"/>
If country not United States	
	Territory: <input type="text"/>
* Postal Code:	<input type="text"/>
* Phone:	<input type="text"/>
Fax:	<input type="text"/>
* E-mail:	<input type="text"/>
Cell Phone:	<input type="text"/>
<input type="button" value="Save"/>	
<input type="button" value="Registration Search"/>	

- Fill out the required information on this page and click on the **Save** button.
- The **Confirm Participant** page will be displayed.
- To change the information that is displayed on the **Confirm Participant** page, click on the **Edit** button. The Participant Successfully Registered screen will be displayed.
- Wait at least overnight before taking the next steps.

Business Partner Registration

HUD Multifamily

All fields marked with an asterisk(*) are mandatory

* Company Name:	<input style="width: 90%;" type="text"/>		
TIN:	<input style="width: 80%;" type="text"/>		
* Legal Structure:	<input style="width: 90%;" type="text"/>		
* Type of Ownership:	<input style="width: 90%;" type="text"/>		
Physical delivery address			
* Address:	<input style="width: 90%;" type="text"/>		
	<input style="width: 90%;" type="text"/>		
* City:	<input style="width: 80%;" type="text"/>		
* State:	<input style="width: 90%;" type="text"/>		
* Zip Code:	<input style="width: 40%;" type="text"/>	-	<input style="width: 40%;" type="text"/>
* Country:	<input style="width: 90%;" type="text"/>		
If country not United States			
	Territory:	<input style="width: 80%;" type="text"/>	
	* Postal Code:	<input style="width: 80%;" type="text"/>	
* Phone:	<input style="width: 90%;" type="text"/>		
Fax:	<input style="width: 90%;" type="text"/>		
* E-mail:	<input style="width: 90%;" type="text"/>		
Cell Phone:	<input style="width: 90%;" type="text"/>		

Registering For and Logging In as a HUD Secure Systems Coordinator

Every grantee registered with HUD must have at least 1 Secure Systems Coordinator. The Coordinator's role is to ensure that users are properly assigned system privileges and are recertified in those systems, as required by HUD.

To apply for authorization as a Secure Systems Coordinator, go to:

https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp and complete the electronic Multifamily Coordinator and User Registration form.





Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

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

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:



- Select the Coordinator application type and then complete the electronic form, filling out all sections. During the process, you will enter your selected password.
- Click on the Send Application button, and then click on the Confirm/Submit button to submit the form to HUD for processing.

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, Brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:	
Re-enter Password for Verification:	

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	
-----------------------	--

Send Application
Clear Fields

Content updated October 19, 2013



U.S. Department of Housing and Urban Development
 451 7th Street S.W., Washington, DC 20410
 Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)



It is important that you remember your password. A forgotten password has to be reset by calling the Technical Assistance Center (TAC) at 1-888-245-4860 or by using the automated process via

<https://hudapps.hud.gov/reac/wass/resetPwd.html>

shown here:

Secure Systems
HUD

RESET PASSWORD

*Please note that all of the following fields are required.

User ID

First Name

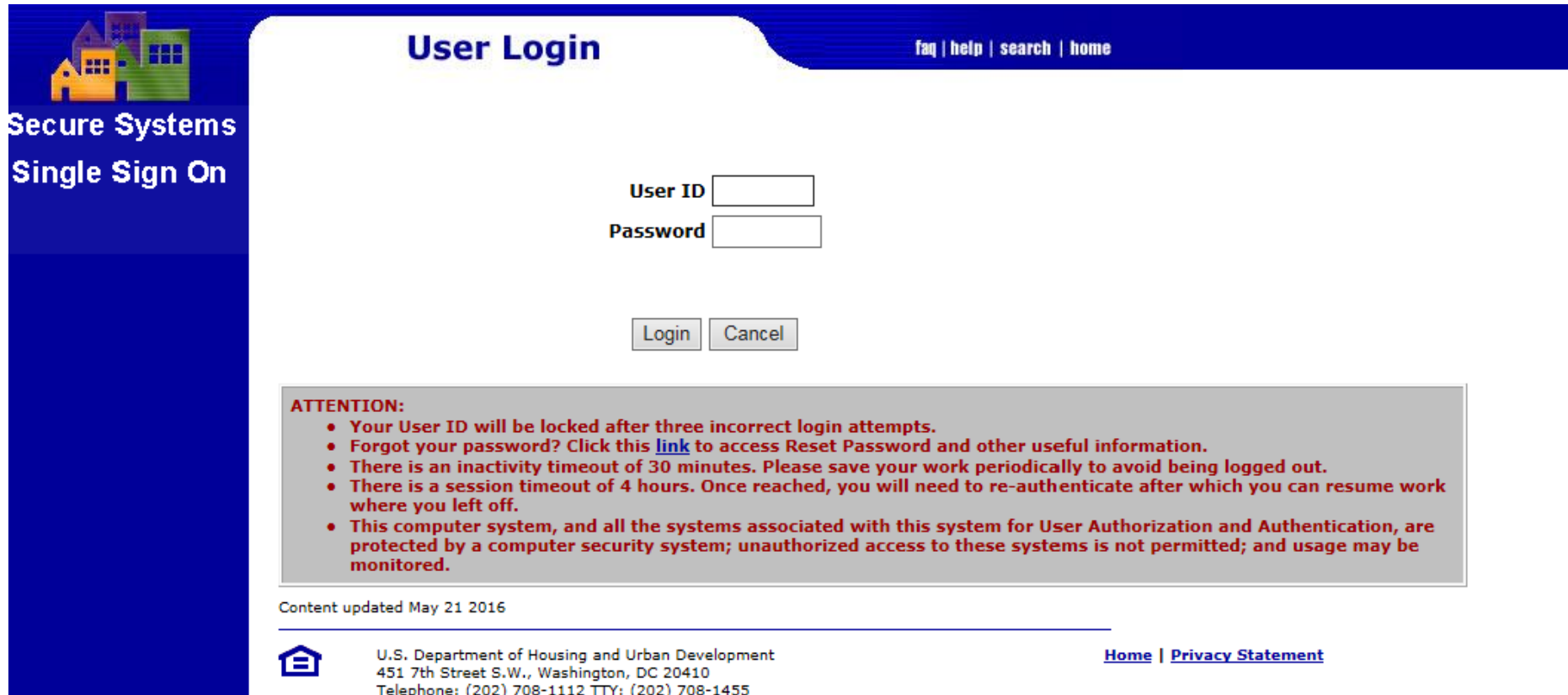
Last Name

Social Security Number - -

Mother's Maiden Name

Your New Password will be sent to your current email address in Secure Systems.

The following screen will appear:



The screenshot shows a web interface for 'Secure Systems Single Sign On'. On the left is a blue sidebar with a house icon and the text 'Secure Systems Single Sign On'. The main content area has a white background with a blue header. The header contains the title 'User Login' and navigation links 'faq | help | search | home'. Below the header, there are two input fields: 'User ID' and 'Password', each followed by a text box. Below these fields are two buttons: 'Login' and 'Cancel'. A gray box with red text contains an 'ATTENTION:' section with five bullet points. At the bottom, there is a footer with a house icon, contact information for the U.S. Department of Housing and Urban Development, and links for 'Home' and 'Privacy Statement'.

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


User ID

Password

ATTENTION:

- Your User ID will be locked after three incorrect login attempts.
- Forgot your password? Click this [link](#) to access Reset Password and other useful information.
- There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.
- There is a session timeout of 4 hours. Once reached, you will need to re-authenticate after which you can resume work where you left off.
- This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

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 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

- Enter your user ID (also referred to as your M- ID) and password (initially the password you selected when you applied for a user ID).
- On initial login, you will be asked to accept the Rules of Behavior for HUD Systems via the following screen.

RULES OF BEHAVIOR FOR HUD SYSTEMS

The U.S. Department of Housing and Urban Development has granted access to you to utilize the Department's automated information resources. However, as a condition of receiving this access, you are required to be aware of the Department's system security policies and to abide by these policies. Security policy emphasizes awareness practices for the purpose of safeguarding the Department's valuable information resources.

The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with the performance of your responsibilities as set forth in your job description, contract or agreement(s) with the Department. Use by anyone other than yourself is expressly prohibited. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on to HUD systems so that another person may access or operate the workstation in your absence or on your behalf. Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system. In addition, you agree to:

- (a) Log-off the system when leaving the system/workstation area;
- (b) Refrain from leaving written passwords in the workstation area;
- (c) Avoid creating a personal password that can be easily associated with you;
- (d) Avoid posting printouts of sensitive output data on bulletin boards;
- (e) Avoid leaving system output reports unattended or unsecured;
- (f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
- (g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
- (h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
- (i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
- (j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices;
- (k) Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation, or by contacting the HITS Help Desk to dispose of electronic/optical media;
- (l) Avoid saving sensitive HUD information on the local drive of a laptop, personally owned computer, or other mobile or portable technology ("flash drives", removable/external hard drives, etc.);
- (m) If sensitive data must be stored on any type of HUD-approved mobile/portable technology (laptops, removable hard drives, "flash drives", etc.), ensure that it is protected via encryption;
- (n) Individuals who telework or remotely access HUD information should do so only through approved remote access solutions (such as hudmobile.hud.gov), and should safeguard all sensitive information accessed in this manner.

CERTIFICATION: I have read the above statement of policy regarding system security awareness and practices when accessing HUD's information resources. I understand the Department's policies as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the Department's computer resources.



A Legal Warning screen will then display. Hit the **Accept** button at the bottom of that screen.

After the system verifies your user ID and password, it will display the Secure Systems main menu.

Welcome,

system administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

systems

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Integrated Multifamily Access eXchange \(IMAX\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Integrated Real Estate Management System \(IREMS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS1\)](#)

Systems

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Integrated Multifamily Access eXchange \(IMAX\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
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- [Integrated Real Estate Management System \(IREMS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS1\)](#)

System Administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)



Do not be alarmed when your Main Menu does not show all of the links.

This is just being provided as a sample of the screen.

Establishing a Business Partner Relationship



- After logging in as a new Coordinator, you must establish a business partner relationship with the grantee entity you are associated with.
 - Click on **Business Partners Maintenance** from the Main Menu.
 - Enter your User ID.

Establishing a Business Partner Relationship



- Select Request New/Delete Existing Relationship from the drop-down menu and click on Submit.

Business Partners Maintenance

Please enter a User Id:

User ID

[What's This?](#)

Please enter a Function:

Request New/Delete Existing Relationships ▼

[What's This?](#)

Submit

Cancel

In the Relationship to Request section, enter the grantee entity's TIN. *This will need to be the same TIN entered on the executed cooperative agreement you signed with HUD. Keep the Business Partner Type as the default, Participant (Organization).*




Relationships to request	
TIN/SSN/PHA ID/IPA ID	Business Partner Type
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼
<input type="text"/>	Participant (Organization) ▼

Click on the **Submit** button.
When the confirmation screen is displayed, click **Confirm**.



Within 10 business days, HUD will send the grantee entity a letter with an activation key. This letter will be mailed to the address of record now displayed for the grantee entity in the APPS system.

Note: It will not be addressed to a specific individual name, so you may need to alert staff at this address to be on the lookout for this letter.

 Once the activation key code is received, you must activate the business partner relationship within 14 days by:

- Clicking on **Business Partners Maintenance** from the **Main Menu**.
- Entering your user ID (beginning with a capital M).
- Selecting **Activate/Deactivate Relationships** from the drop-down menu and clicking on the **Submit** button.



Activate Relationships

For
John L. Smith (MX####)

Activate relationships by entering corresponding activation key.

TIN/SSN/PHA ID/IPA ID - Name	Activation Key
123456789 Bird, Big	<input type="text"/>

Submit

Cancel

- Enter the activation key given to you in the letter and then click Submit.
- Note: The activation key codes are only good for 14 days. Failure to enter in the code within that 14-day timeframe will result in the key code expiring.



Assigning Yourself as a Coordinator to Specific Sub-Systems

There are additional, unique steps required if you want to be a Coordinator for the Enterprise Income Verification (EIV) system.

- You must complete an EIV Coordinator Access Authorization Form at <https://www.hud.gov/sites/documents/90011.PDF> and forward it to HUD's HQ.
- HUD's HQ will assign you the EIV coordinator role of HSC. You cannot assign it to yourself.



Assigning Yourself as a Coordinator to Specific Sub-Systems

- Click on **User Maintenance** from the Main Menu.
- In the Search by User ID section, enter your user ID and click **Search for User** button.
- Click on the blue hyperlink displaying your ID.
- Select **Maintain User Profile** - Actions from the drop-down menu, and click Submit.
- Assign yourself as Coordinator for the following Sub-Systems by clicking on the checkbox next to the entry for “COR-Coordinator”.

iMAX - Integrated Multifamily Access Exchange

TRACS - Tenant Rental Assistance Certification System

iREMS- Integrated Real Estate Maintenance System

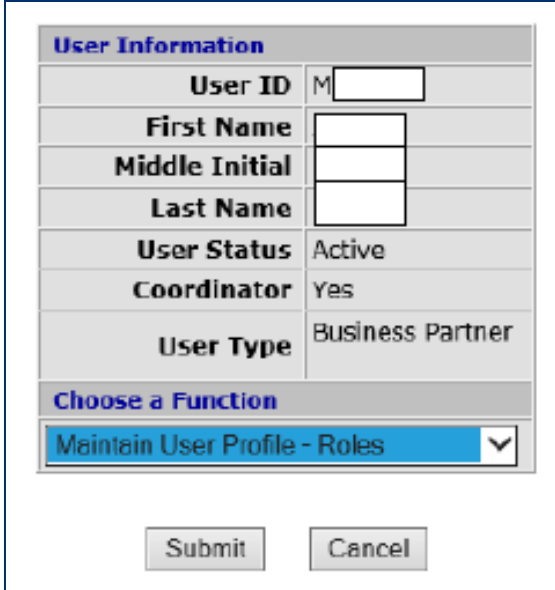
eLOCCS- Electronic Line of Credit Control System



- Hit the “**Assign/Unassign Actions**” button.

Assigning Your Coordinator Roles

- Return to the User Maintenance screen from the Main Menu.
- In the Search by User ID section, enter your user ID (beginning with a capital M) and click on the Search for User button.
- Click on the blue hyperlink displaying your ID.
- Select Maintain User Profile-Roles from the drop-down menu, and click Submit.



The screenshot shows a 'User Information' form with the following fields and values:

User Information	
User ID	M []
First Name	[]
Middle Initial	[]
Last Name	[]
User Status	Active
Coordinator	Yes
User Type	Business Partner
Choose a Function	
Maintain User Profile - Roles ▼	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Toggle the following roles in the box on the left:

IMAX- IME- iMAX (TRACSMail Replacement) for external TRACS- TCC, TCR, TTQ, and TVQ roles

iREMS – SCA- iREMS Supervisory Contract Administrator eLOCCS - Query (QRY) role

Hit the **Assign/Un-assign Roles Button** and **Confirm these changes.**

Assigning Yourself to Specific RAC Contracts

- To assign access to specific RAC Contracts, select Property Assignment Maintenance link on the sidebar or from the Main Menu.
- The Property Assignment Maintenance page will be displayed.

Property Assignment Maintenance

Please enter a User Id:

User ID

Choose a Function:

▼

For Assign Property, provide one of the following or leave blank for all:

Tax ID

Property ID

FHA Number

Contract Number

Servicing Site

For Assign Property, show Property Owners:

▼

Show:

▼

Sort by:

▼

For UnAssign Property, Optionally enter a role

Role Code



- Enter your M-ID.
- Select Assign Property from the Choose a Function drop- down menu.
- Select the TIN number from the drop down menu and click on the **Submit** button.
- Next, select all the available role descriptions and all the Property IDs within the box by clicking on the role while holding down the control key.
- Click **Submit** followed by **Confirm**.

Property Assignment Maintenance

Please enter a User Id:	
User ID	<input type="text"/>
Choose a Function:	
	Assign Property ▼
For Assign Property, provide one of the following or leave blank for all:	
Tax ID	▼
Property ID	<input type="text"/>
FHA Number	<input type="text"/>
Contract Number	<input type="text"/>
Servicing Site	▼
For Assign Property, show Property Owners:	
	Current Owners ▼
Show:	
	Active Properties ▼
Sort by:	
	Property Name ▼
For UnAssign Property, Optionally enter a role	
Role Code	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



What Should You Now See as the Coordinator?

Having completed the above steps, to include the external EIV Coordinator Authorization Access Form, you should now have access to information associated with each of your executed RACs in EIV, iREMS, and TRACS.

This access will enable you to:

- Review household income information stored in EIV during the certification process; and
- Verify tenant certifications are processed into the TRACS database to support monthly subsidy payments.
- View contract details in the iREMS system, to include any rent adjustments or renewals entered by PRA staff.



Additional Setup Instructions for eLOCCS

The Coordinator for the grantee entity will need to complete some additional setup tasks to gain access to eLOCCS.

Obtaining access to eLOCCS for rental assistance funds is a separate process than accessing eLOCCS for admin funds.

For info on accessing eLOCCS for rental assistance, review the eLOCCS Section 8 Contract Administrator User Guide:
<https://www.hud.gov/sites/documents/LOCCSGUIDE.PDF>



Additional Setup Instructions for eLOCCS

To access **Admin funds**, the coordinator must complete a [HUD Form 27054](#) “eLOCCS Access Authorization Form” and submit the completed form with original signature to:

Katina Washington
Program Analyst

U.S. Department of Housing and Urban Development
451 7th ST SW, Room 6156
Washington D.C. 20410



Additional Setup Instructions for eLOCCS

When completing the form:

- If an user has previous eLOCCS access, the Grantee submits a eLOCCS Access Authorization Form (Form 27054) and selects “Add New Program Area...” to add ‘811A’ LOCCS Program Area. Program Area ‘811A’ is for payment of the Administrative Costs. The Grantee submits the form with **original signature**, via express mail (e.g. FedEx), to Katina Washington for approval.
- If an user does not have previous LOCCS access, the Grantee must fill out the LOCCS Access Authorization Form (Form 27054) in its entirety, select “New User” and submit the form **with original signature** to Katina Washington at the above address via express mail (e.g. FedEx).



When access has been successfully granted, the Coordinator should see this screen when they click eLOCCS from the Main Menu of Secure Systems:

Line of Credit Control System (eLOCCS)

Log In

LOCCS User ID:

* Password:

* Please Note: *Leave password blank if*

- You are a **New** LOCCS user and this is your 1st time logging on, or
- Your LOCCS ID was just **Reinstated**, or
- You are logging in as an **Approving Official** only

Log In

Cancel

S8 Contract Administrators click here → [S8CA Only](#)



- To access information on the grantee parent contract, the coordinator should not enter a LOCCS User ID and Password on the top of the screen. Instead, they should click on the “**S8CA Only**” button on the bottom of the screen.
- Next, they should see a hyperlink titled S8CA that is associated with their CA-ID of XX802 (XX being the state abbreviation).

This should list the Grantee Entity and the associated Tax-ID	
S8CA	Section 8 Contract Administrators XX802




Click on the S8CA hyperlink. The following screen should appear:

Queries

- [Contract Portfolio](#)
- [Administrative Fee Contract](#)
- [Wire Payments](#)
- [Missed Payments](#)
- [Contract Detail](#)
- [Outstanding Documents](#)
- [Recent Funding Changes](#)

Data Entry

- [Cutover Date](#)

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Miscellaneous

- [Maintain Email Addresses](#)
- [Maintain Email Assignments](#)



- Once the Coordinator has been granted access to the eLOCCS system, he/she must enter in a "Cutover Date".
- The Cutover Date is the date that the Grantee will assume responsibility for making payment to the first RAC/child contract(s), i.e., the month the Grantee is transmitting the first parent voucher.
- The Cutover Date is only entered once for each parent contract. The Grantee must manually enter a cutover date in 'MM/YYYY' format, via the above Contract Detail Screen in eLOCCS.
- Once entered, this cutover date will be approved by PRA HUD, within the system, before the entry becomes effective.



Additional Setup Instructions for iMAX

- Each Grantee must obtain an iMAX Identification Number. To request an iMAX ID, the grantee must complete a [TRACSMail ID Request and Registration Form](#).
- The format, or nomenclature, for this ID is TRACMXXXXX (with the Xs being numeric numbers). Each iMAX ID will have a unique password associated with it.
- The iMAX ID is basically the equivalent of a secure email address that owners with RAC contracts will transmit certifications and HAP requests to in order for the grantee to review them via their CA software.
- The grantee will, in turn, use this iMAX ID to upload and transmit approved tenant and voucher electronic files from their CA TRACS Compliance Software to TRACS.





Questions?

www.blueprinthousing.org
www.facebook.com/blueprinthousing



Blueprint
HOUSING SOLUTIONS

Thanks for participating!



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