

Approving Officials (AO) Recertification Guide



In order to access eLOCCS Approving Official (AO) functions, the AO must have a valid **REAC (Secure Systems) User ID/password** and appropriate Secure Systems LOCCS roles (QRY, ADM) assigned.

To access Secure Systems, cut and paste URL below or click [<here>](#) (Figure 4-52).

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online

The screenshot shows the HUD.GOV website interface. At the top, it displays the date 'TUESDAY, DECEMBER 16, 2014' and the HUD logo. The main header includes 'HUD.GOV U.S. Department of Housing and Urban Development Secretary Julián Castro'. A navigation menu lists various sections like HOME, PRESS ROOM, AUDIENCES, STATE INFO, PROGRAM OFFICES, TOPIC AREAS, ABOUT HUD, RESOURCES, and CONTACT US. Below this, there are links for 'PIH Home', 'About PIH', 'PIH One-Stop Tool', 'Public Housing', 'Operating Fund', 'CapFund', 'Choice Neighborhoods', 'HOPE VI', 'Online Systems', 'Housing Choice Vouchers', 'Indian Housing', 'Moving To Work', 'RHIP', 'Real Estate Assessment Center', 'Grants', and 'Library'. The breadcrumb trail reads 'HUD > Program Offices > Public and Indian Housing > Real Estate Assessment Center (REAC) > REAC'. The main heading is 'PIH-REAC Online Systems'. On the right, there are links for 'Print Friendly Version' and 'SHARE'. The 'System Login' section contains the following text: 'Existing users', 'Login here' (highlighted in a yellow oval), 'Need to access HUD systems?', 'Register online', 'Forgot Password?', 'Password Reset', and a note: 'Note: Password reset will require you to provide exact information from your original registration'. Below this is a 'Helpful Tools' section with links for 'Online Registration', 'Online Systems Directory', and 'Quick Tips for Registration'.

Figure Error! No text of specified style in document.-1. Secure Systems Launching Page

Select <Login here> for the Secure Systems Log in page (Figure 4-53).



Figure Error! No text of specified style in document.-2. Secure Systems User Log in

Enter your **Secure Systems** ID/Password.

Select <Login> for the Secure Systems Main Menu (Figure 4-54).

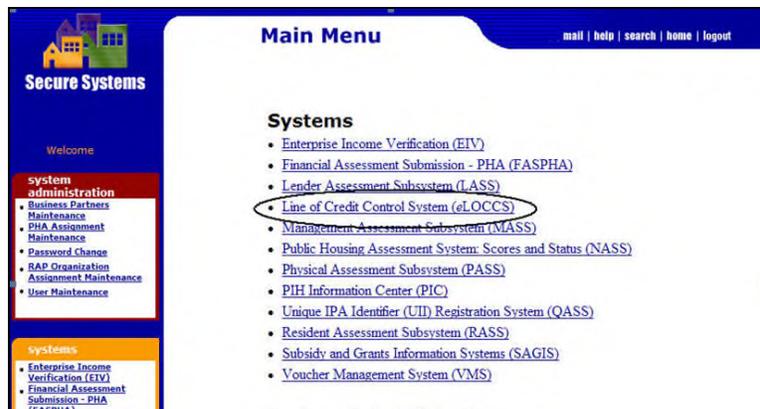


Figure Error! No text of specified style in document.-3. Secure Systems Main Menu

A list of HUD systems you are authorized for will display on the Main Menu. Select the <Line of Credit Control Systems (*eLOCCS*)> link and the *eLOCCS* Log-in page will appear (Figure 4-55).

Figure Error! No text of specified style in document.-4. eLOCCS Log In

For Approving Officials only, enter your LOCCS ID and leave Password blank. The LOCCS ID is printed on the recertification letter AOs receive every 6 months.

For dual users (LOCCS User and AO), enter your LOCCS User ID and password.

After clicking <Log In>, dual users will go straight to the LOCCS Authorization page (Figure 4-57). AOs only (who left password blank) will be presented with a screen to enter their SSN (Figure 4-56).

Figure Error! No text of specified style in document.-5. Enter AO Only SSN

After entering SSN and clicking <OK> the LOCCS Authorizations page (Figure 4-57) will display.

Line of Credit Control System (eLOCCS)
LOCCS Authorizations

LOCCS authorizations are based upon an approved HUD-27054 on file in the LOCCS Security Office, and/or for S8 Contract Administrators, contract assignments in Secure Systems. Under the Business Partner you are representing, select a program area link for an appropriate set of menu options.

Program Area	Program Area Name	Authorization
Approving Official Functions		

Figure Error! No text of specified style in document.-6. AO Authorizations

LOCCS dual users will have Business Partner(s) they are authorized for listed first, and an Approving Official Functions link listed last. Users who are just AOs, will only have the Approving Official Functions link listed.

Clicking on the <Approving Official Functions> link, will display the Approving Official Menu (Figure 4-58).

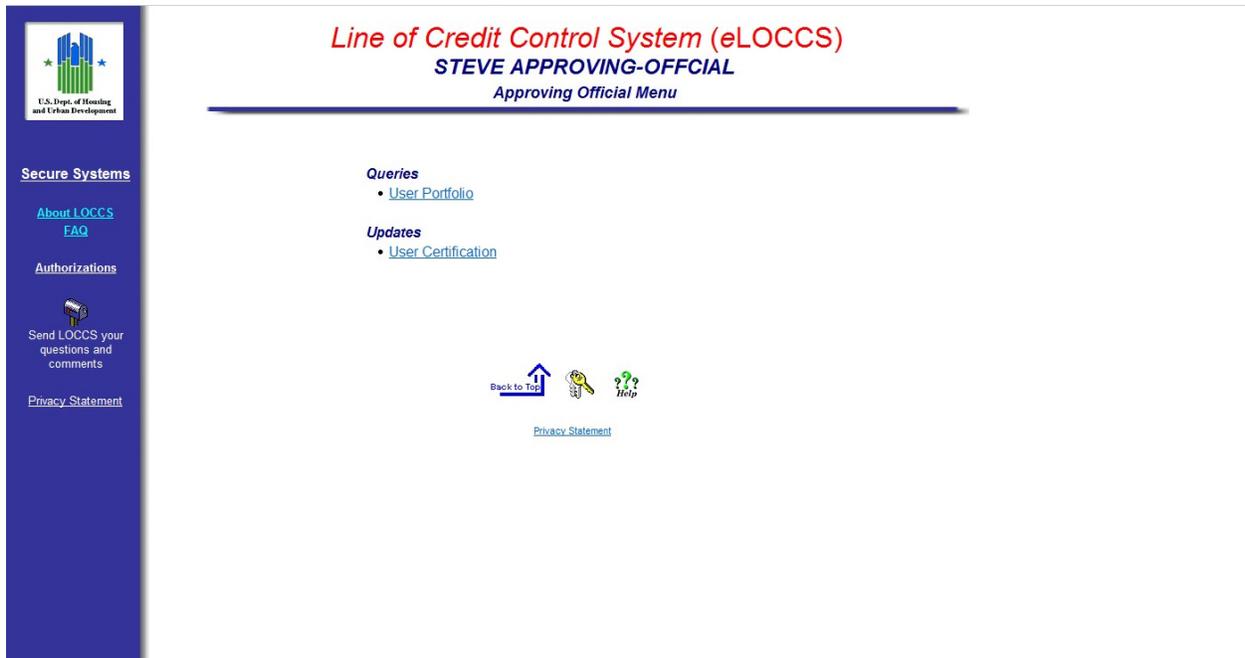


Figure Error! No text of specified style in document.-7. Approving Official Menu

The Approving Official Menu only has two menu options. Select <User Portfolio> to see the users who are assigned to you for recertification and their status (Figure 4-59).



Figure Error! No text of specified style in document.-8. AO User Portfolio

The AO User Portfolio will display the certification status, effective date and last accessed information for each person assigned to the AO. Users, who need to be recertified now, will have a clock icon next to their certification status. Users who do not need recertification, will have a green check next to their status along with the date their next recertification is due.

On the top of the page is a “Click [this link](#) . . “ link. Clicking <this link> will display general LOCCS Approving Official information (Figure 4-60).



Figure Error! No text of specified style in document.-9. AO Information

From the AO Menu, clicking the <User Certification> link will result 1 of the below responses;

- 1) If recertifications are not due for your staff, a message to that effect is displayed.
- 2) If you have received a LOCCS recertification letter that includes a recertification control number, the enter control number screen is displayed (Figure 4-61).

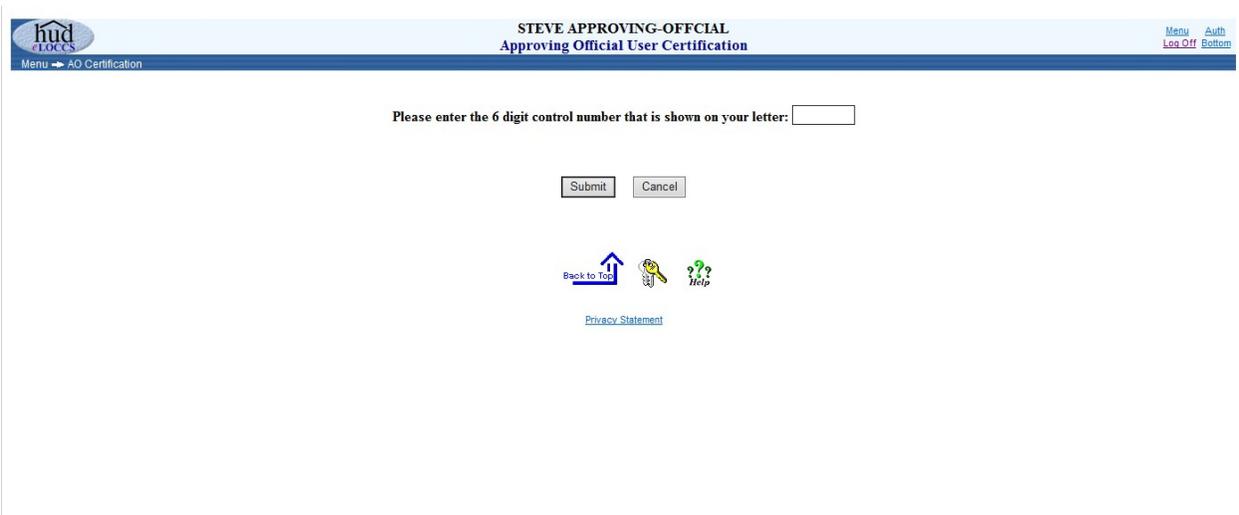


Figure Error! No text of specified style in document.-10. Enter Recertification Control No.

After entering in the recertification control number and selecting <Submit> the user recertification page is displayed (Figure 4-62).

For each user, select the correct radio button to individually Approve ✓, Terminate ✗, or Wait ⌚ for later certification. To approve all users click the Approve All ✓ button in the legend. After clicking the submit button, approved users will immediately be processed. Terminated users will require a second "Are you sure?" verification.

	User	Effective Date	Times Accessed	Last Accessed
<input checked="" type="checkbox"/> Approve All				
<input type="checkbox"/> ✓ <input type="checkbox"/> ✗ <input type="radio"/> ⌚	DOE1, JOHN	05-15-2001	1862	12-09-2014
<input type="checkbox"/> ✓ <input type="checkbox"/> ✗ <input type="radio"/> ⌚	DOE2, JANE	08-14-2008	75	12-04-2014

Submit Reset Cancel

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Figure Error! No text of specified style in document.-11. User Recertification

All users who need recertification are displayed. The AO has the option of Approving, Terminating or doing nothing with each user. A convenient Approve All check button is above the user list to quickly mark all users as approved. If a terminate user radio button is selected, LOCCS will prompt an “Are you sure” box to confirm each terminated user.

After making recertification selections, select the <Submit> button. LOCCS will prompt for any terminate user selections and then display the User Portfolio screen which will show the results of your recertification actions (Figure 4-63).

Click [this link](#) for additional information on the LOCCS certification process.

✓ Current (Next Certification)						
	User	Certification Status	Effective Date	Times Accessed	Last Accessed	
1)	DOE1, JOHN	✓	(May-2015)	05-15-2001	1862	12-09-2014
2)	DOE2, JANE	✓	(May-2015)	08-14-2008	75	12-04-2014



[Privacy Statement](#)

Figure Error! No text of specified style in document.-12. User Portfolio

Frequently Asked AO Questions

- **Can I add users during the recertification process?**

No, this process can only be used to perform recertification actions which will allow you to approve existing users for continued access in the eLOCCS system or terminate an existing user from the eLOCCS system. If you need to add a new users, please refer to the instructions found here:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines

- **I want to log in to eLOCCS but I don't know my LOCCS ID.**

You are notified of your LOCCS ID in the letter informing you it's time to recertify your LOCCS users. If you have not received your 1st letter yet, or have thrown away your previous recertification letter, contact **Jacqueline.D.Roots@hud.gov**

- **I need to change my Approving Official.**

Contact the LOCCS Security Office for Approving Official update instructions at (877) 705-7504.

Please note that the new approving official should be the CEO; BOARD OFFICER and/or of higher authority than the LOCCS user.

- **I have not received my Approving Official letter to recertify users.**

Please contact the LOCCS Security Office to verify your address, including to request another recertification letter be sent.

- **How do I terminate an existing eLOCCS user.**

At the time of recertification, which occurs on 6 month cycles, you have the option of not recertifying the user in eLOCCS. Also, termination of user can be processed through the LOCCS Access Authorization form (27054): <https://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>

- **Can I become an Approving Official for more than one organization.**

Contact the LOCCS Security Office at (877) 705-7504.

- **My Secure Systems ID is not working.**

To prevent your Secure Systems ID from being deactivated, you must log in every 90 days. Contact the REAC Technical Assistance at 1 (888) 245-4860 on status.