

Enterprise Income Verification (EIV 9.1)
System User Administration Manual
for
Public and Indian Housing Program

U.S. Department of Housing and Urban Development

April 2010

Revision History

Note: This is an extract from the EIV Operations Manual, portions of which are restricted.

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Version 3.1	08/06/04	Build 3.1 Release Updates	
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Version 11.1	08/25/2009	Updated based on initial review	
Version 12	04/12/2010	Build 9.1 Release	



EIV PIH User Administration Authorization Memorandum

I have carefully assessed the EIV User Administration Manual for Public Housing Program. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

David Sandler
IT Project Manager

Date

Nicole Lawyer
PIH Program Manager

Date

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1 Preface

1 Preface

1.1 Document Overview

The purpose of this manual is to provide instructions for HUD personnel (Office of Public and Indian Housing and Office and Housing) and HUD business partner personnel responsible for user administration in the Enterprise Income Verification (EIV) application. It details business operational procedures for successfully performing user administration tasks through EIV user interface.

1.1.1 How This Manual is organized

Listed below are each of the chapters contained in this manual, along with a brief description of its content:

- **Chapter 1, Preface** – An overview of the document and who should use this manual.
- **Chapter 2, User Maintenance in WASS** – Provides instruction on the how to maintain the user profiles for the Office of Public and Indian Housing (PIH) before the user can access the EIV online functions.
- **Chapter 3, Public Housing Program User Administration** – Provides instruction on the functions available to Public Housing program User Administrators.
- **Appendix A, Abbreviations and Acronyms** – Provides a list of commonly used abbreviations and acronyms.

1.1.2 Who Should Use This Manual?

- This manual is intended for the following users:
 - EIV WASS Coordinator
 - Public Housing Program users with User Administration role
- Below are the basic responsibilities of these users:
 - **EIV WASS Coordinator:** responsible for performing user maintenance, which includes assignment of EIV roles and actions and PHA or contract/project associated to EIV using WASS online functions. The WASS functions available to EIV WASS Coordinator are described in Chapter 2 of this document.
 - **PIH User Administrator:** responsible for the assignment of Public Housing program user roles, maintenance of user role expiration date, certification of Public Housing program user roles and other user administration functions available in EIV online as described in Chapter 3 of this document.

If you have other roles or other action codes, you may need to access other documents in EIV library to learn more about them. For more information about the content of the EIV library, refer below to the [Related Documentation](#) section of this document.

This manual assumes the resources assigned to these roles have the following knowledge or expertise:

- Working knowledge of Microsoft Windows.
- Operational understanding of PC's.
- Operational understanding of Internet browsers.
- Understanding of basic network concepts.
- Understanding of HUD program terminology, policies, and procedures.

1.1.3 Related Documentation

This section provides a list of related documentation. The EIV library includes the following document:

- *EIV User Manual – For Public Housing Program Users* – For Public Housing program users of the EIV wage and income functionality, this manual provides step-by-step instructions. Users should be familiar with PCs, Microsoft Windows, and their browser software.
- *EIV Operations Manual – Security Administration* – For Public Housing program EIV Security Administrators and Office of Housing EIV Security Administrators, this manual provides step-by-step instructions on the security administration available in EIV.
- *WASS User's Manual* – For Coordinator, this manual provides step-by-step instructions on how to perform maintenance of user profile including roles and PHA assignment before the user can access EIV functions

1.1.4 Abbreviations and Acronyms

A glossary of abbreviations and acronyms is included as **Appendix A** of this document.

2 User Maintenance in WASS

2 User Maintenance in WASS

The **WASS User Maintenance** is the first step for an EIV WASS Coordinator in setting up the privileges for EIV users before they can access the EIV online functions.

2.1 User Maintenance in WASS for PIH External Users

There are two requirements before an EIV User Administrator can assign EIV roles to a PIH External user ID within the jurisdiction of his/her office via EIV online

The requirements are:

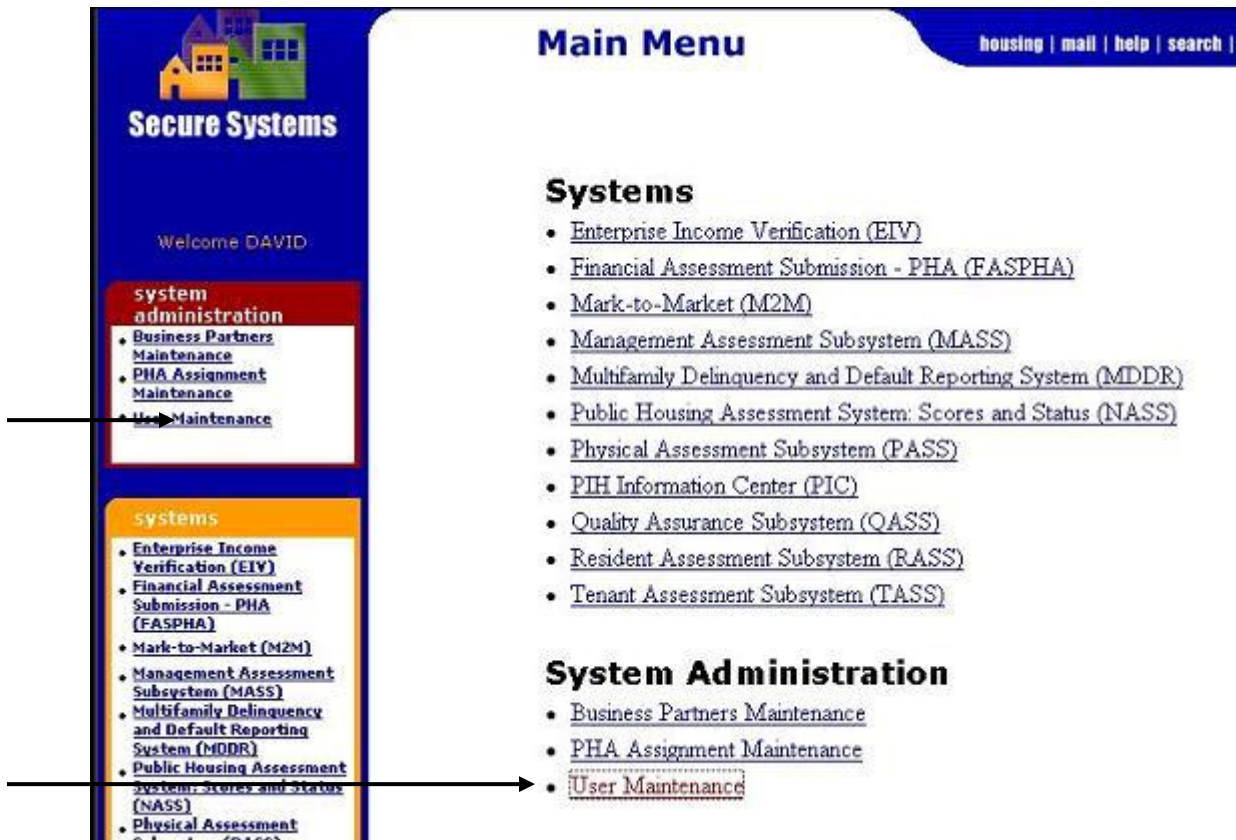
- EIV Public Housing program user ID's must be active in PIC User Administration. That means that a Public Housing program user will not be available in EIV User Administration if the WASS ID is not defined in PIC or the user is not currently active in PIC.
- PHA users are assigned the EIV role in WASS and at least one PHA is assigned to that user.

The steps to follow in WASS are

- *User Maintenance Search Option*
- *Maintain User Profiles-Roles*
- *Assign PHA*

2.1.1 User Maintenance Search option

1. From the WASS Main Menu, choose the User Maintenance link under System Administration as shown below. It also may be selected from the list on the left navigation panel.



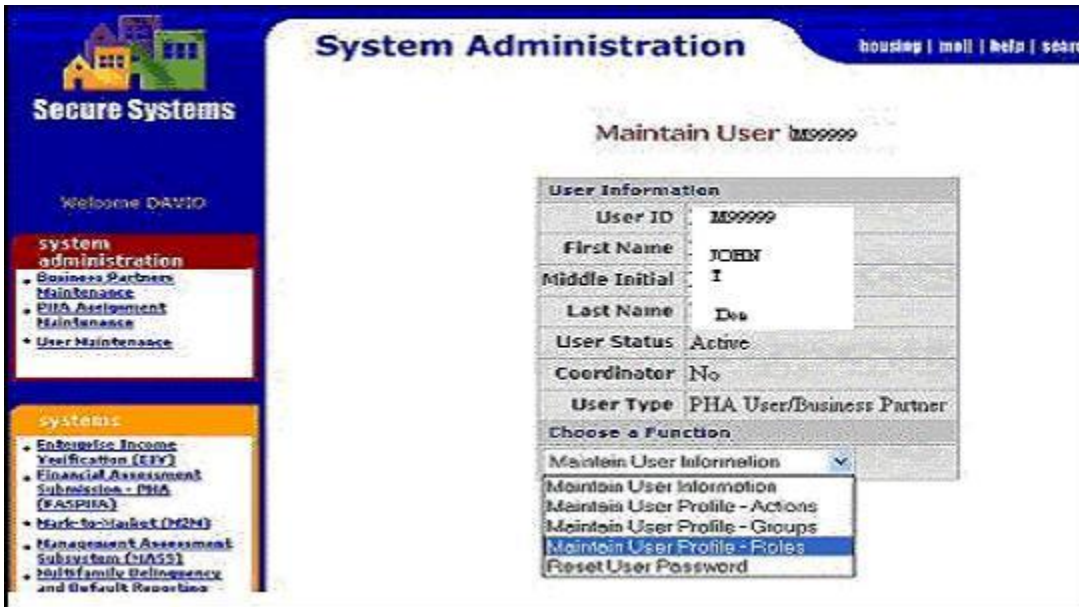
2. After selecting the *User Maintenance* link, the screen shown below allows the Coordinator to search for a User ID.



3. Enter the User ID in the text box and click on **Search for User**. The Maintain User Page is displayed.

2.1.2 Maintain User Profiles-Roles

1. Choose the function **Maintain User Profile-Roles** from the drop-down list as shown below.



2. When the Maintain User Profile-Roles function is selected, the **Assign/Unassign Role** page is displayed. Click in the **EIV – EIV Generic** checkbox to assign EIV role to the User ID as shown below.

The screenshot displays the 'System Administration' interface. On the left is a sidebar with 'Secure Systems' and 'system administration' menus. The main content area is titled 'Assign/Unassign Roles for User M99999'. It features a 'User Information' table and a list of roles with checkboxes.

User Information	
User ID	M99999
First Name	John
Middle Initial	I
Last Name	Doa
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

- EIV - Enterprise Income Verification**
 - EIV - EIV Generic
- PIC - PIC System**
 - PIC - PIC Generic
- TASS - Tenant Assessment Subsystem**
 - TCA - TASS Contract Administrator
 - TRK - Tenant Income Discrepancy Tracker
 - VIR - View Internet Report

3. Click the **Assign/Unassign Roles** button.

4. Once the EIV role is assigned to a user, go back to WASS Main Menu.

Note: For PHA Users, the assignment of the EIV action in WASS, is no longer a required. However, it is required for HUD (Internal) Public Housing program users.

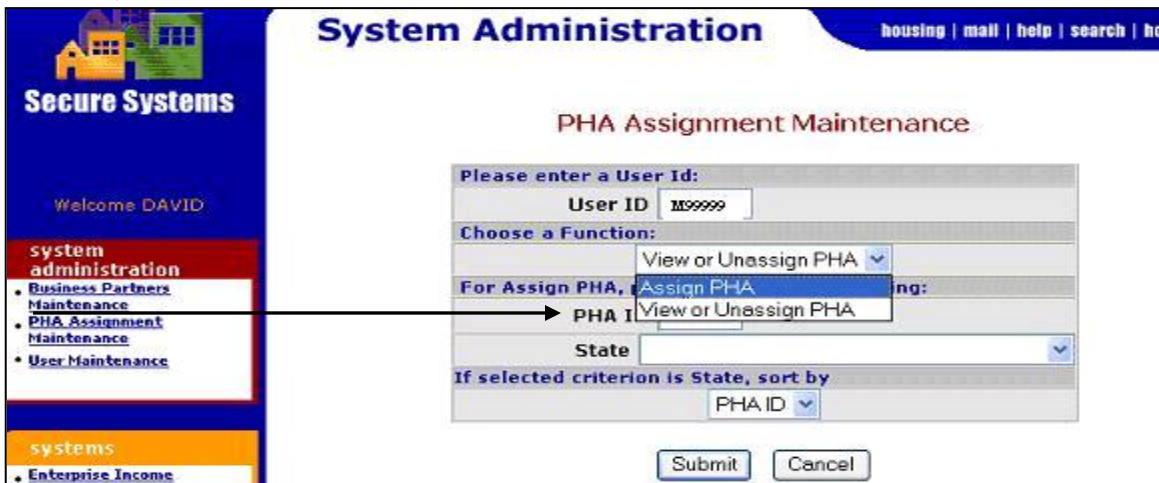
2.1.3 Assign PHA

The Coordinator assigns PHA's and applicable roles through the PHA Assignment function available in WASS. To assign PHA to a user, follow these steps:

1. Click on the [PHA Assignment Maintenance](#) link under System Administration as shown below. This is the mechanism that allows the assignment of PHA's to a PHA user. That will make possible the subsequent assignment in EIV User Administration of EIV roles to that WASS ID for the same PHA's.



2. Clicking the PHA Assignment Maintenance link calls up the PHA Assignment Maintenance page. As shown below, please enter the User ID and choose **Assign PHA** from the function drop-down list, and then click the **Submit** button.



3. Enter the PHA ID to be assigned to User ID as shown below and click the **Submit** button.

System Administration housing | mail | help | search | home

Secure Systems

Welcome DAVID

system administration

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

systems

- Enterprise Income

PHA Assignment Maintenance

Please enter a User ID:

User ID: M9999

Choose a Function:

Assign PHA

For Assign PHA, provide one of the following:

PHA ID: GA137

State: [dropdown]

If selected criterion is State, sort by:

PHA ID [dropdown]

Submit Cancel

4. When the **Submit** button is clicked; the **Assign PHA for User** page is displayed. Choose EIV Generic (EIV –EIV) from the list of roles, the PHA to be assigned to a User ID (e.g. GA137) from the list of PHA’s and click the **Submit** button as shown below.

System Administration housing | mail | help

Secure Systems

Welcome DAVID

system administration

- Business Partners Maintenance
- PHA Assignment Maintenance
- User Maintenance

systems

- Enterprise Income
- Verification (EIV)
- Financial Assessment
- Submission - PHA (EASPHA)
- Mark-to-Market (M2M)
- Management Assessment
- Subsystem (MASS)
- MultiFamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment

Assign PHA for User M9999

Choose a Role:

Role Description (System ID - Role Code)

- EIV Generic (EIV - EIV)
- PHA Certifier (PASS - PCR)
- PHA Coordinator (NASS - PHC)
- PHA Director (MASS - PHD)
- PHA Submitter (PASS - PSB)

Choose at least one PHA:

PHA ID - PHA Name

- GA137 - Housing Authority of the City of Hazelhurst

Submit Cancel

5. When the **Submit** button is clicked, a confirmation page is displayed as illustrated below. Click the **Confirm** button to confirm assignment of the PHA.

System Administration housing | mail | help | search

Secure Systems

Welcome DAVID

system administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

Systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)

Assign PHA Confirmation for User MR8687

User Information	
User ID	MR8687
First Name	John
Middle Initial	J
Last Name	Doe

PHAs to Assign to User MR8687 for Role EIV.	
PHA ID	PHA Name
GA137	Housing Authority of the City of Hazelhurst

Confirm Cancel

2.2 WASS User Maintenance for HUD PIH (Internal) Users

There are 2 requirements before a User Administrator can assign EIV roles to a HUD employee ('H') or HUD contractor ('C') User ID within the jurisdiction of his/her office.

The requirements are:

- EIV User ID's must be active in PIC User Administration.
- The users are assigned the EIV role in WASS.

The steps to follow in WASS are

- *User Maintenance Search Option*
- *Maintain User Profiles-Roles*

2.2.1 User Maintenance Search option

To search users in WASS, follow these steps:

1. From the WASS Main Menu, choose the [User Maintenance](#) link under System Administration as shown below. It also may be selected from the list on the left navigation panel.

Secure Systems

Welcome DAVID

system administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)

Main Menu housing | mail | help | search |

Systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)

System Administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

2. After selecting the *User Maintenance* link, the screen shown below allows the Coordinator to search for a User ID.

Secure Systems

Welcome DAVID

system administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA](#)

System Administration housing | mail | help | search | home

User Maintenance

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

Add New User

To add a new User to Secure Systems, click the "Add New User" button.

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

3. Enter the User ID in the text box and click on **Search for User**. The Maintain User Page is displayed.



2.2.2 Maintain User Profiles-Roles

1. Choose the function Maintain User Profile-Roles from the drop-down list as shown below.



2. When the Maintain User Profile-Roles function is selected, the **Assign/Unassign** Role page is displayed. Click in the **IIV – EIV Access** checkbox to assign EIV role to the User ID as shown below.

Assign/Unassign Roles for User HEIV03

User Information	
User ID	HEIV03
First Name	First - HEIV03
Middle Initial	
Last Name	Last - EIV
User Status	Active
User Type	Internal Internet

Please check/uncheck boxes to assign/unassign roles to the user.

<input checked="" type="checkbox"/> EIV - Enterprise Income Verification
<input checked="" type="checkbox"/> IIV - Internal EIV Users Access

Assign/Unassign Roles Cancel

3. Click the **Assign/Unassign** Roles button.

3 Public Housing Program User Administration

3 Public Housing Program User Administration

This section covers the functions available for Public Housing program User Administrator.

3.1 Role Assignment in EIV User Administration

EIV uses a role-based authorization scheme to grant Public Housing program user access to EIV content and functionality. The system offers a variety of pre-defined roles at each security level.

To access the User Administration function in EIV, the user needs to have the User Administrator role assigned within the user's security level.

There are pre-defined set of functions and permissions associated with each role. In order to access EIV system content and functionality, each Public Housing program user must have at least one role assigned to his/her ID. The use of the **By Roles** option within the EIV User Administration module is one of two ways in which roles may be assigned to a user's WASS ID. The other is through the use of the **By Users** option.

3.2 Search for User Information

There are two methods for searching for user information in EIV:

The **By Roles** option allows you to first locate a particular role, and then add or remove users from the role. Access available roles by clicking the [By Roles](#) link appearing under the User Administration heading on the EIV (left-side) Navigation Panel

The **By Users** option enables the User Administrator to select a security level from which to pick individual user IDs for possible assignment or removal of one of more roles individually or for a group at the same security level. Access available users by clicking the [By Users](#) link appearing under the User Administration heading on the EIV (left-side) Navigation Panel

3.2.1 Search Methods

3.2.1.1 By Roles

Select the By Roles link on the EIV navigation panel available for Public Housing program users when you want to locate the users associated with a particular security level and role. When selected, this option opens the **Security Levels List** page. This page provides all the tools needed to help you quickly and easily select a security level, add, view/remove and download user list.

Enterprise Income Verification [HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

User Administration >> By Roles [Printer-Friendly Version](#)
[Download in Excel](#)

Security Level: HQ - HUD Headquarters		
Actions	Role	Users
	DCG	1
	HQ Field Operations	3
	HQ OIG	3
	HQ Occupancy	7
	HQ PIH DHAP	2
	HQ Security Admin	7
	HQ Senior Mgt	3
	HQ System Admin	4
	HQ User Admin	6




Security Level: HUB - Hub		
Actions	Role	Users
	Hub Occupancy Specialist	3
	Hub Security Admin	2
	Hub User Admin	3


Security Level: FO - Field Office		
Actions	Role	Users
	FO Occupancy Specialist	4
	FO Security Admin	3
	FO User Admin	5

Security Level: PHA - Public Housing Agency		
Actions	Role	Users
	PHA DHAP Assistance	9
	PHA Occupancy - Public Housing	45
	PHA Occupancy - Voucher	57
	PHA Occupancy Application Processor	38
	PHA Security Administrator	12
	PHA User Admin	36
	Program Administrator - Public Housing	16
	Program Administrator - Voucher	16

Security Level: TARC - TARC		
Actions	Role	Users
	TARC Occupancy Specialist	1
	TARC Security Admin	1
	TARC User Admin	1

Associated to each role record are the tools needed to manage user administration activities. The following tools accompany each record:

Icon	Description
	<p>Add User tool – Select this tool when you want to add a user to the specified role. When selected, this tool launches the By Roles page. This page allows you to construct a search query that will locate the user you want to add to the role. Once located, the user ID can be assigned the role.</p>
	<p>View/Remove Users tool – Select this tool when you want to view a list of the users associated with the specified role. When selected, this tool launches the User List page. This page allows you to view and update user role information and remove user IDs that are assigned a role.</p>
	<p>Download Excel Report tool – Select this tool when you want to download the list of users with any role into Microsoft Excel. When selected, this tool opens a 'File Download' dialog box, which allows the user to 'Open' or 'Save' the report containing the list of User IDs with the selected Role.</p>

Start the search process by first selecting the appropriate security level. Once you have made a selection, use the **View/Remove Users** tool (magnifying glass ) appearing adjacent to the role record for which you wish to view user profile information. Once the user clicks on the magnifying glass icon, the results appear on a search results page. Once the search criteria, the Search Result page is displayed. Refer to Section 3.2.2 for description of the **Search Result**.

To print the report, Click on the **Printer-Friendly** link on the By Roles page

3.2.1.2 By Users

Select the By Users link on the EIV navigation panel available for Public Housing program users when you want to locate a particular user or group of users. The **By Users** page as shown below provides different ways to quickly and easily locates user profile information.

On this page, you will find the following search components:

- Last Name/User ID Query
- Alphabetical List Query

The search is performed based on combination of the search components, i.e., Region Query and either Last Name/User ID Query or Alphabetical List Query. Described below are the different query options.

3.2.1.2.1 Last Name/User ID Query

Use this component when you want to construct a query that searches for user profile

information using either a **Last Name** or a **User ID** as shown on the screen below.

The first portion of the search is the **Query/View users by**. There is a radio button for each search option. By default, the **Last Name** option is active when the page is launched. Click the

radio button adjacent to a search option to select it. The selected search option works in combination with that defined by the Region Query portion of the page.

Once you have selected a search option, use the textbox adjacent to the **Search User** textbox to specify your search criteria. Enter a complete or partial last name/user ID, and then select one of the following wildcard search options:

- **Exact match** – Search results must match the specified text, exactly. Use this option when you want to target a specific name. By default, this option is active when the page is launched.
- **Begins with** – Search results include all the last names/user IDs beginning with the specified letters. Use this option when you want the search results to include a list of names/IDs beginning with certain characters.

The second portion of the search screen is the **Select Region**. Use this portion to construct a query that limits the search to a specific region of the HUD organization. You will find the option useful when you want to apply the same role changes to a group of users in one or all of the entities associated with a particular region. For example, change the role responsibilities for all the users in a particular PHA, or a group of users in all of the PHA's.

There is a radio button for each regional option. By default, the **HUD HQ** option is selected when the page is launched. Your search is limited to one region option at a time. Where applicable, a selection list accompanies a regional option. The selection list allows you to designate which entity (within the region) you wish to include in the search. You can select one, or all of the available entities. By default, the **All** option is selected when the page is launched.

Click the **Arrow** adjacent to the textbox associated with a region to view a list of entities in that region. Entity options are listed in order, according to name. Numeric names appear first, followed by those that are a combination of numbers and letters. Highlight an option to select it. Once selected, the entity name appears in the textbox adjacent to the region option.

Region selection works in combination with the search option specified in the Last Name/User ID Query portion of the page.

For users with **more than one PHA assignment**, select the Last Name or User ID radio button, enter the Last Name or User ID depending on the option selected and choose the PHA radio button with ALL option as indicated below.

The screenshot shows a web interface for searching users. It is divided into two main sections: "Query/View users by:" and "Select Region:".

Query/View users by:

- There are two radio buttons: "Last Name" (unselected) and "*User ID" (selected).
- Below the radio buttons is a "Search user" text box containing the letter "M".
- To the right of the text box is a dropdown menu currently set to "begins with".

Select Region:

<input type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	ALL
<input type="radio"/>	FO	ALL
<input type="radio"/>	TARC	ALL
<input checked="" type="radio"/>	PHA	ALL

At the bottom of the form is a "Search Users" button.

3.2.1.2.2 Alphabetical List Query

Use this component of the **Search Users by Region** page as shown on the screen below when you want to construct a query that limits the search to either the user's last name or ID for those that begin with a specific letter of the alphabet.



This component of the form may be used in combination with Select Region Query components to narrow your search. For example, search for those users whose user ID begins with (T), within a specified entity of a designated region.

You can view an alphabetical listing of either user names or user IDs by selecting the appropriate letter of the alphabet. Located at the bottom of the **Search Users by Region** page you will find the letters of the alphabet, represented as hypertext links. Click a letter to display a list of users whose last name or user ID begins with the selected letter.

You can view user information, by either a last name or user ID. At the top of the page, there is a radio button for each viewing option. By default, the **Last Name** option is active when the page is launched. Click the radio button adjacent to the desired search option.

Once the search criteria, the Search Result page is displayed. Refer to Section 3.2.2 for description of the **Search Result**.

3.2.2 Search Results

3.2.2.1 By Roles

The results of a search **By Role** appears on the **Users by Role List** page as shown below.

Enterprise Income Verification HUD Home PHH Home EIV Home Search

User Administration >> [By Roles](#) >> User List

Users Currently in PHA: PHA Occupancy - Public Housing

1 2 3 4
1 - 50 of 290 Users

Action	User ID	First Name	Last Name	PHA	Current Status
<input type="checkbox"/>	M00335	SSO335	LAST - EV	NY110 New York City Dept of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00335	SSO335	LAST - EV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00335	SSO335	LAST - EV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00335	SSO335	LAST - EV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00335	SSO335	LAST - EV	IL002 Chicago Housing Authority	Approved
<input type="checkbox"/>	M00335	SSO335	LAST - EV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	LAST - EV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SSO336	LAST - EV	NY110 New York City Dept of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00337	SSO337	LAST - EV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00338	SSO338	LAST - EV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00339	SSO339	LAST - EV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00340	SSO340	LAST - EV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M51130	Vicki	Bice	TX004 Fort Worth	Pending
<input type="checkbox"/>	M54016	Nancy	Nolker	MO073 LAWSON	Pending
<input type="checkbox"/>	M56314	Nancy	Walker	NC048 Martin Housing Authority	Pending
<input type="checkbox"/>	M57090	Robert	Morelli	CA025 EUREKA	Pending
<input type="checkbox"/>	M58292	Ronald	Paston	SC039 KINGSTREE	Pending
<input type="checkbox"/>	M58416	Sue	Bjorklund	MN008 FERGUS FALLS HRA	Pending
<input type="checkbox"/>	M58416	Sue	Bjorklund	MN177 OTTER TAIL COUNTY HRA	Pending
<input type="checkbox"/>	M59111	Susan	Ayers	AJ901 AHFC - SB	Pending
<input type="checkbox"/>	M59941	David	Manning	FL102 Baker County	Pending

The search results are also stored in a **User List** table. The table includes a record for the Security Level and role selected. The records displayed are initially sequenced by User ID.

For Public Housing program users with **Multi-PHA assignment**, the search results page appears as shown below.

2 user(s) successfully removed from PHA:PHA OCCUPANCY - PUBLIC HOUSING

Users Currently in PHA:PHA OCCUPANCY - PUBLIC HOUSING

1 2 3 4 5 6 7 8 9 10 Next Group

1 - 50 of 7725 Users Last Page

Remove

Action	User ID	First Name	Last Name	PHA	Current Status
<input type="checkbox"/>	M00331	SS0331	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00331	SS0331	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00333	SS0333	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00335	SS0335	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00335	SS0335	EIV	OH001 Columbus MHA	Approved
<input type="checkbox"/>	M00335	SS0335	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00335	SS0335	EIV	IL002 Chicago Housing Authority	Approved
<input type="checkbox"/>	M00335	SS0335	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SS0336	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00336	SS0336	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved
<input type="checkbox"/>	M00337	SS0337	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00337	SS0337	EIV	TX004 Fort Worth	Approved
<input type="checkbox"/>	M00338	SS0338	EIV	FL001 Jacksonville	Approved
<input type="checkbox"/>	M00338	SS0339	EIV	NY005 New York City HA	Approved
<input type="checkbox"/>	M00340	SS0340	EIV	TX004 Fort Worth	Approved

Search results are stored in a **User List** table. The table includes a record for each user

Matching your search criteria, records are sequenced based on the option selected in the Last Name/User ID Query portion of the search page. For example, if the **User ID** option is selected, records are sorted alphabetically, according to user ID.

3.2.2.2 By Users

The results of the search **By Users** (done through Last Name/User ID Query, Region Query or Alphabetical List Query) appears on the **Search Results** page as shown below.

The screenshot displays the 'Enterprise Income Verification' interface. At the top, there are navigation links for 'HUD Home', 'PH Home', 'ETV Home', and 'Sea'. Below the header, the breadcrumb trail reads 'User Administration >> By Users >> Search Results'. There are buttons for 'Select All', 'Deselect All', 'Next >>', and '<< Back'. A status bar indicates '1 - 19 of 19 Users'. The main content is a table titled 'User List' with the following columns: Action, Userid, First Name, Last Name, and Code. Each row represents a user with a checkbox in the Action column and a search icon in the Userid column.

Action	Userid	First Name	Last Name	Code
<input type="checkbox"/>	HERV01	SSOH01	LAST - EV	REACS
<input type="checkbox"/>	HERV02	SSOH02	LAST - EV	REACS
<input type="checkbox"/>	HERV03	SSOH03	LAST - EV	REACS
<input type="checkbox"/>	HERV04	SSOH04	LAST - EV	REACS
<input type="checkbox"/>	HERV05	SSOH05	LAST - EV	REACS
<input type="checkbox"/>	HERV06	SSOH06	LAST - EV	REACS
<input type="checkbox"/>	HERV07	SSOH07	LAST - EV	REACS
<input type="checkbox"/>	HERV08	SSOH08	LAST - EV	REACS
<input type="checkbox"/>	HERV17	SSOH17	LAST - EV	REACS
<input type="checkbox"/>	HERV18	SSOH18	LAST - EV	REACS
<input type="checkbox"/>	HTAS10	SSOH10	LAST - EV	REACS
<input type="checkbox"/>	HTAS11	SSOH11	LAST - EV	REACS
<input type="checkbox"/>	HTAS12	SSOH12	LAST - EV	REACS
<input type="checkbox"/>	HTAS13	SSOH13	LAST - EV	REACS
<input type="checkbox"/>	HTAS14	SSOH14	LAST - EV	REACS
<input type="checkbox"/>	HTAS15	SSOH15	LAST - EV	REACS
<input type="checkbox"/>	HTAS18	SSOH18	LAST - EV	REACS
<input type="checkbox"/>	HTAS19	SSOH19	LAST - EV	REACS
<input type="checkbox"/>	HTAS09	SSOH09	LAST - EV	REACS

3.2.2.3 Search Results Sort Capability

For both By Roles and By Users, sort capabilities are provided in the Search Result page by ascending or descending order of User ID, First Name, Last Name and Code (Division Code, HUB, Field Office, PHA). Use the **Sort Icons** (triangle) as shown on the screen appearing with the column to change the order in which information appears. Clicking the top triangle sorts the data so that it appears in ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

The sort applies to the entire search results table, instead of sorting just on the records displayed on the page.

Sort Icons

Remove						
Action	User ID	First Name	Last Name	Phone	Current Status	
<input type="checkbox"/>	M00331	SSO331	EIV	TX004 Jacksonville	Approved	
<input type="checkbox"/>	M00331	SSO331	EIV	TX004 Fort Worth	Approved	
<input type="checkbox"/>	M00333	SSO333	EIV	FL001 Jacksonville	Approved	
<input type="checkbox"/>	M00335	SSO335	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved	
<input type="checkbox"/>	M00335	SSO335	EIV	OH001 Columbus MHA	Approved	
<input type="checkbox"/>	M00335	SSO335	EIV	TX004 Fort Worth	Approved	
<input type="checkbox"/>	M00335	SSO335	EIV	IL002 Chicago Housing Authority	Approved	
<input type="checkbox"/>	M00335	SSO335	EIV	NY005 New York City HA	Approved	
<input type="checkbox"/>	M00336	SSO336	EIV	NY005 New York City HA	Approved	
<input type="checkbox"/>	M00336	SSO336	EIV	NY110 New York City Department of Housing Preservation & Dev.	Approved	
<input type="checkbox"/>	M00337	SSO337	EIV	FL001 Jacksonville	Approved	
<input type="checkbox"/>	M00337	SSO337	EIV	TX004 Fort Worth	Approved	
<input type="checkbox"/>	M00338	SSO338	EIV	FL001 Jacksonville	Approved	
<input type="checkbox"/>	M00339	SSO339	EIV	NY005 New York City HA	Approved	

3.2.2.4 Search Results Pagination

The report has the Pagination capability. Results are displayed in the group of 50 records per page. If the search results fetch more than 50 records, links to Next Group of 50 records and Last Page are provided. Also the links to Previous Group and First Page are also provided.

Pagination

[Next Group](#)
 1 - 50 of 97 Users [Last Page](#)

User List				
Action	Userid	First Name	Last Name	Code
<input type="checkbox"/>	M00331	SSO331	LAST - EIV	CA014 San Mateo County
<input type="checkbox"/>	M00331	SSO331	LAST - EIV	NE002 LINCOLN
<input type="checkbox"/>	M00331	SSO331	LAST - EIV	OH001 Columbus MHA
<input type="checkbox"/>	M00331	SSO331	LAST - EIV	PA006 ALLEGHENY COUNTY HOUSING AUTHO
<input type="checkbox"/>	M00331	SSO331	LAST - EIV	TX004 Fort Worth
<input type="checkbox"/>	M00331	SSO331	LAST - EIV	TX006 San Antonio
<input type="checkbox"/>	M00332	M00332	LAST - EIV	PA006 ALLEGHENY COUNTY HOUSING AUTHO
<input type="checkbox"/>	M00332	M00332	LAST - EIV	TX004 Fort Worth

3.3 User Administration

Use the information in this section to help you carry out your user administration activities. It includes the following step-by-step instructions:

- Assign a role to a User
- Assign Development(s) to a User Profile
- Remove a Role from a User’s Profile

3.3.1 User Administration – Individual User

3.3.1.1 Assign a role to a User

When seeking to assign or remove a role to a user, you may search using either the **By Users** or **By Roles** as described in Section 3.2.1.

Search results By Users and By Roles are described in Section 3.2.2.

Sample search result pages are shown below:

Search Results – By Users



The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, and Search. Below this, the breadcrumb trail reads 'User Administration >> By Users >> Search Results'. There are buttons for 'Select All', 'Deselect All', 'Next >>', and '<< Back'. A 'Next Group' indicator shows '1 - 50 of 97 Users' with a 'Last Page' link. The main content is a table titled 'User List' with the following columns: Action, Userid, First Name, Last Name, and Code. The table contains 20 rows of user data.

Action	Userid	First Name	Last Name	Code
<input type="checkbox"/>	M00331	SS0331	LAST - EIV	CA014 San Mateo County
<input type="checkbox"/>	M00331	SS0331	LAST - EIV	NE002 LINCOLN
<input type="checkbox"/>	M00331	SS0331	LAST - EIV	OH001 Columbus MHA
<input type="checkbox"/>	M00331	SS0331	LAST - EIV	PA006 ALLEGHENY COUNTY HOUSING AUTHO
<input type="checkbox"/>	M00331	SS0331	LAST - EIV	TX004 Fort Worth
<input type="checkbox"/>	M00331	SS0331	LAST - EIV	TX006 San Antonio
<input type="checkbox"/>	M00332	M00332	LAST - EIV	PA006 ALLEGHENY COUNTY HOUSING AUTHO
<input type="checkbox"/>	M00332	M00332	LAST - EIV	TX004 Fort Worth
<input type="checkbox"/>	M00333	M00333	LAST - EIV	CA014 San Mateo County
<input type="checkbox"/>	M00333	M00333	LAST - EIV	FL001 Jacksonville
<input type="checkbox"/>	M00333	M00333	LAST - EIV	GA006 Atlanta HA
<input type="checkbox"/>	M00333	M00333	LAST - EIV	IL002 Chicago Housing Authority
<input type="checkbox"/>	M00333	M00333	LAST - EIV	NE002 LINCOLN
<input type="checkbox"/>	M00333	M00333	LAST - EIV	NY005 New York City HA
<input type="checkbox"/>	M00333	M00333	LAST - EIV	NY110 New York City Dept of Housing Preservation & Dev.
<input type="checkbox"/>	M00333	M00333	LAST - EIV	OH001 Columbus MHA
<input type="checkbox"/>	M00333	M00333	LAST - EIV	OH031 Portage MHA
<input type="checkbox"/>	M00333	M00333	LAST - EIV	TX004 Fort Worth
<input type="checkbox"/>	M00333	M00333	LAST - EIV	TX006 San Antonio

Search Results – By Roles

Remove						
Action	User ID	First Name	Last Name	PHA		Current Status
<input type="checkbox"/>  	M00331	SSO331	EV	FL001 Jacksonville		Approved
<input type="checkbox"/>  	M00331	SSO331	EV	TX004 Fort Worth		Approved
<input type="checkbox"/>  	M00333	SSO333	EV	FL001 Jacksonville		Approved
<input type="checkbox"/>  	M00335	SSO335	EV	NY110 New York City Department of Housing Preservation & Dev.		Approved
<input type="checkbox"/>  	M00335	SSO335	EV	OH001 Columbus MHA		Approved
<input type="checkbox"/>  	M00335	SSO335	EV	TX004 Fort Worth		Approved
<input type="checkbox"/>  	M00335	SSO335	EV	IL002 Chicago Housing Authority		Approved
<input type="checkbox"/>  	M00335	SSO335	EV	NY005 New York City HA		Approved
<input type="checkbox"/>  	M00336	SSO336	EV	NY005 New York City HA		Approved
<input type="checkbox"/>  	M00336	SSO336	EV	NY110 New York City Department of Housing Preservation & Dev.		Approved
<input type="checkbox"/>  	M00337	SSO337	EV	FL001 Jacksonville		Approved
<input type="checkbox"/>  	M00337	SSO337	EV	TX004 Fort Worth		Approved
<input type="checkbox"/>  	M00338	SSO338	EV	FL001 Jacksonville		Approved
<input type="checkbox"/>  	M00339	SSO339	EV	NY005 New York City HA		Approved
<input type="checkbox"/>  	M00340	SSO340	EV	TX004 Fort Worth		Approved

Each record in the list includes some, or all of the following components:

- **Action** – Use this column when you want to apply an action to the associated record. Available action options vary based on the search criteria, include the following:
 - **Checkbox** – The appearance of a checkbox in the Action column indicates that the record can be selected for inclusion in another action. It works in combination with another command on the page, e.g., Add, Continue, Next, etc.
 - Click the checkbox to select it. A check mark in the checkbox indicates it is selected. For example, click the checkbox and then click the **Add** button to add the selected user to the role.
 - **Update** () – The appearance of the magnifying glass tool in the Action column indicates that you can update user role information.
 - **Update Developments** () – The Pencil tool will appear only for the PHA Occupancy - Public Housing Role, as each Public Housing has a set of developments. The appearance of this tool indicates that you can update the user developments information.
- **User Id** – Identifies the user’s identification number as provided by the WASS system.
- **First Name** – Provides the user’s name as it appears in the WASS system.
- **Last Name** – Provides the user’s name as it appears in the WASS system.
- **Code/Division** – Identifies the Division/PHA code to which the user is assigned.
- **Current Status** – Displays the status of the user, as in Approved/Denied/Pending/Certified etc.

Click the Action checkbox adjacent to the user you wish to include in the role. A checkmark in the checkbox indicates that it is selected. You can add one, several, or all of the available users at the same time. When you have made your selections, click **Add** or **Request** (if you are a PHA-level user administrator) to submit your request. The system processes your request and responds as follows:

- If you are adding these users to any role through **By Roles** (except PHA Occupancy – Public Housing), a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.

Enterprise Income Verification

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

User Administration - By Roles

Security Levels List

2 users successfully added to HUB:Hub Occupancy Specialist

Security Level: HQ - HUD Headquarters		
Actions	Role	Users
	DCG	2
	HQ Field Operations	11
	HQ OIG	89
	HQ Occupancy	27
	HQ Security Admin	17
	HQ Senior Mgt	4

- If you are adding these users to any role through **By Roles** (except PHA Occupancy – Public Housing), a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.
- If you are adding these users to any role through **By Users** (except PHA Occupancy – Public Housing), the **User Profile Details** page is displayed as shown below.

Enterprise Income Verification

[HUD Home](#)
[PIH Home](#)

User Administration - By Roles/By Users

User Profile Details

Selected User	
User ID:	M00331
User Name:	SSO331 LAST - EIV
Office Code:	TX006
Participant Code:	TX006

List of Roles		
Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input type="checkbox"/>	PHA Occupancy Application Processor	
<input type="checkbox"/>	PHA Security Administrator	
<input type="checkbox"/>	PHA User Admin	
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input checked="" type="checkbox"/>	Program Administrator - Voucher	Approved

Use the **User Profile Details** page make changes to the user’s profile.

- ✓ Select the Action checkbox for the role or roles to be added to this user’s profile or
- ✓ Deselect the Action checkboxes for a role or roles to be **removed** from this user’s profile.
- ✓ Click **Update**.

The system restores the page, displaying a message indicating the change was successfully implemented.

3.3.1.2 Assign Development(s) to a User Profile

At the PHA security level, you can control access to tenant data at the role level. Limit the user’s access to income data by designating the development(s) that can be accessed. Because PHA Occupancy – Public Housing is a role, the best route to assign development(s) is by using the By Roles option. The PHA level has four possible roles: PHA Occupancy– Public Housing, PHA Occupancy – Voucher, and Security Administration. Developments may only be assigned to PHA Occupancy – Public Housing.

If you are adding a user(s) to the PHA Occupancy – Public Housing role through **By Roles or By Users**, the Assign Developments to User page is displayed as shown below. This has been created to facilitate the assignment of individual or groups of housing developments to staff members of large PHA’s where it is not possible for one staff member to cover them all. **Select All** and **Deselect** buttons are available in the User Administration - By Roles or By Users Assign Developments option, which is shown in the Assign Developments screen as shown below.

Select All
Deselect
All
Assign
buttons

Enterprise Income Verification HUD Home PIH Home EIV Home Search

User Administration - By Roles/By Users

Assign Developments to User

User Roles have been updated for user(s) - M00331.

<< Back

Selected User Information		
Userid	Name	Code
M00331	SSO331 LAST - EIV TX004	

Select All Deselect All Assign

List of Developments	
Action	Developments
<input type="checkbox"/>	TX004001 RIPLEY ARNOLD APARTMENTS
<input type="checkbox"/>	TX004002 BUTLER PLACE APARTMENTS
<input type="checkbox"/>	TX004003 CAVILE PLACE APARTMENTS
<input type="checkbox"/>	TX004004A RIPLEY ARNOLD ADDITION APARTMENTS
<input type="checkbox"/>	TX004004B BUTLER ADDITION APARTMENTS

- Check the development to be assigned to the user and click the **Assign** button. Once the button is clicked, a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.

User Administration - By Roles

Security Levels List

2 users successfully added to HUB:Hub Occupancy Specialist

Security Level: HQ - HUD Headquarters		
Actions	Role	Users
	DCG	2
	HQ Field Operations	11
	HQ_OIG	89

- If you are adding these users to any role through **By Roles** (except PHA Occupancy – Public Housing), a message confirms the number of users added to the role, and you are returned to the **Security Levels List** page as shown below.

To assign a development to an individual PHA user through **By User**, complete the following steps:

Click the **Update User Roles** tool (🔗) adjacent to the PHA user to whom you wish to assign a development. The **User Profile Details** page as shown below is displayed.

Enterprise Income Verification
HUD Home PIH Home

User Administration - By Roles/By Users

User Profile Details

Selected User	
User ID:	M00331
User Name:	SSO331 LAST - EIV
Office Code:	TX006
Participant Code:	TX006

List of Roles		
Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input type="checkbox"/>	PHA Occupancy Application Processor	
<input type="checkbox"/>	PHA Security Administrator	
<input type="checkbox"/>	PHA User Admin	
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input checked="" type="checkbox"/>	Program Administrator - Voucher	Approved

Click on the “View/Update User Developments” icon (🔗) against the **PHA Occupancy – Public Housing** Role for the user.

The **Assign Developments to User** page appears as shown below. Use this page to control the user’s access to tenant income data. You can select one, several, or all of the available developments, depending on your requirements. You must select at least one development; otherwise the user will not have access to any tenant income data.


Click the checkbox next to the desired development or developments, and then click **Update**. The system processes your request and returns you to the **User Profile Details** page.

Selected User Information		
Userid	Name	Code
M00331	SSO331 LAST - EIV	TX006

List of Developments	
Action	Developments
<input checked="" type="checkbox"/>	TX006000001 GNVAFM
<input checked="" type="checkbox"/>	TX006000002 DGOBNERK YPEFCG
<input checked="" type="checkbox"/>	TX006000003 IVJQED OPJTHCG LNCWXQ

3.3.2 Remove a Role from a User's Profile

Complete the following steps to remove a role from a user's profile:

- Click the [By Users](#) link on the left-side navigation panel.
- Perform user search as described in Section 3.2.1
- Choose a user from the Search Result
- Click the View/Remove Users icon () on the selected user and the user profile is displayed.
- To remove a role, uncheck the role and then click update. If you want to remove all roles, click Revoke All.

3.3.3 User Administration – Group of Users

Many of the user administration features available for individual users are also available for groups of multiple users, including the following:

- Search for a Group of Users
- Modify Roles Assigned to a Group of Users

3.3.3.1 Search for a Group of Users

It is important to understand that in order to administer a set of users as a group, they must all be at the same security level. This section describes the process of conducting a search to return a list of users.

To search for and select a group of users in order to add a role or roles, remove a role or roles, or revoke system privileges, complete the following steps:

Click [By Users](#) in the left-side navigation panel.

The **Search Users by Region** page appears as described in 3.2.1.2.

3.3.3.2 Modify Roles Assigned to a Group of Users

Use the **Search Users by Region** page to help you locate the user you want to add to the selected role. The page offers you several ways to do that, construct a search query, or view an alphabetized list of users. Your search will be limited to those users your role allows you to view. If you need assistance constructing a search query, refer to Section 3.2.1.

Once you have defined your search criteria, click **Search Users**.

The results display on the **Search Results – Users by Region** page as described in Section 3.2.2.

Use the **Search Results – Users by Region** page to help you carry out your user administration activities, at a group level. The **User List** table can be sorted on User ID, Name, and Code/Division.

Click the Action checkbox for one or more users to whom you want to assign the same role or roles.

If you want to assign the same role or roles to all users in the search results, click **Select All**. If you have selected some or all users in the list and want to deselect all selections, click **Deselect All** and make your selections again. Once your selections are made, click **Next >>**.

The **User Profile Details** page appears, identifying the selected users.


Confirm the **List of Selected Users**. If you made an error in selection, click **<<Back** to return to the previous page and correct your selections.

Continue to the next section to add or remove roles for the selected group, or revoke all system rights for the selected group.

3.3.4 Download Excel Report

User Administrators have the ability to download a Microsoft Excel report that gives statistics related to the number of Users having a selected Security Level role. This is available through the Download Excel Report feature.

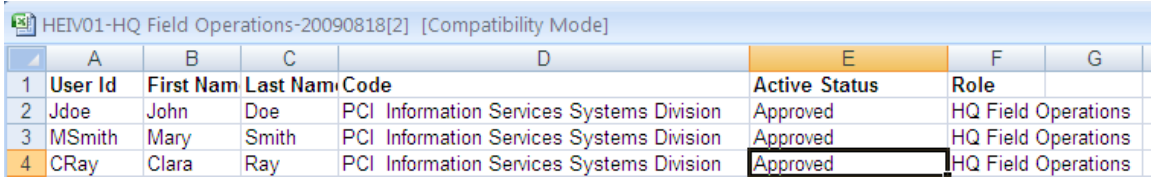
To download the report, follow these steps:

- ✓ Click By Roles in the left-side navigation panel available to Public Housing program users
- ✓ Click the Download Excel Report icon () appearing adjacent to the role record for which you wish to generate the Microsoft Excel Report.
- ✓ The system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.



The user can choose to directly open the report or save it.

If the **Open** button is clicked, the Microsoft Excel is invoked, the Microsoft Excel spreadsheet with the list of users are displayed as shown below.



	A	B	C	D	E	F	G
1	User Id	First Nam	Last Nam	Code	Active Status	Role	
2	Jdoe	John	Doe	PCI Information Services Systems Division	Approved	HQ Field Operations	
3	MSmith	Mary	Smith	PCI Information Services Systems Division	Approved	HQ Field Operations	
4	CRay	Clara	Ray	PCI Information Services Systems Division	Approved	HQ Field Operations	

3.4 PHA Access Requests

3.4.1 Administer PHA Access Requests

User Administrators above the PHA level (i.e., HQ, HUB, FO) have the ability to approve the requests for user role assignments submitted by PHA User Administrators through the [PHA Access Requests](#) feature.

To administer PHA access request, follow these steps:

Click the [PHA Access Requests](#) link in the left-hand navigation panel

The system displays the PHA Selection page as shown below. The user can choose to view access requests for All PHA's (default selection) or for a single PHA.



The screenshot shows a web application interface for "Enterprise Income Verification". At the top, there is a navigation bar with links for "HUD Home", "PIH Home", "EIV Home", "Search", and "Email". Below this, the breadcrumb "User Administration >> PHA Access Requests" is visible. The main content area features a section titled "Select a PHA:" with a dropdown menu labeled "PHA:" currently set to "ALL". Below the dropdown is a button labeled "View Access Requests".

When the **View Access Requests** button is clicked, the system displays the **PHA User Request List** page as shown below for the PHA selected, or for All PHA's.

Enterprise Income Verification HUD Home PH Home EV Home Search Email

User Administration >> PHA Access Requests >> PHA User Request List

The following Users are currently waiting for approval in the EIV System:

PHA AS PHA's Number of Requests 57

The User Administrator should not approve any access request for any individual who has not submitted a signed User Access Authorization & Rules of Behavior form. These forms are to be maintained by the HUD office and may be subject to audit at any time.

Download to Excel
Printer Friendly Page

Next Group
1 - 50 of 57 Requests Last Page

Actions	Role	User ID	First Name	Last Name	Participant Code	Request ID	Request Date
A D O I N	PHA Occupancy Application Processor	M00331	SSO331	LAST - EV	CA014	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00331	SSO331	LAST - EV	NE002	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00333	M00333	LAST - EV	NE002	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00335	SSO335	LAST - EV	NE002	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00340	SSO340	LAST - EV	NE002	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00341	SSO341	LAST - EV	NE902	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00345	M00345	LAST - EV	NE002	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00331	SSO331	LAST - EV	DH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00333	M00333	LAST - EV	CH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00334	SSO334	LAST - EV	DH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00335	SSO335	LAST - EV	DH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00340	SSO340	LAST - EV	DH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00341	SSO341	LAST - EV	CH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00345	M00345	LAST - EV	DH001	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00333	M00333	LAST - EV	CH031	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00335	SSO335	LAST - EV	CH031	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00331	SSO331	LAST - EV	PA006	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00332	M00332	LAST - EV	PA006	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00336	SSO336	LAST - EV	PA006	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00340	SSO340	LAST - EV	PA006	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00341	SSO341	LAST - EV	PA006	M00337	2009-08-10
A D O I N	PHA Occupancy Application Processor	M00345	M00345	LAST - EV	PA006	M00337	2009-08-10
A D O I N	Program Administrator - Public Housing	M00331	M00331	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Public Housing	M00335	SSO335	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Public Housing	M00336	SSO336	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Public Housing	M00340	SSO340	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Public Housing	M00341	SSO341	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Public Housing	M00345	M00345	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00331	SSO331	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00332	M00332	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00335	SSO335	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00339	SSO339	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00340	SSO340	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00341	SSO341	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Security Administrator	M00345	M00345	LAST - EV	T0004	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00331	SSO331	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00333	M00333	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00335	SSO335	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00336	SSO336	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00340	SSO340	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00341	SSO341	LAST - EV	T0006	M00337	2009-08-10
A D O I N	PHA Occupancy - Voucher	M00345	M00345	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00336	SSO336	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00340	SSO340	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00335	SSO335	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00333	M00333	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00331	SSO331	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00341	SSO341	LAST - EV	T0006	M00337	2009-08-10
A D O I N	Program Administrator - Voucher	M00345	M00345	LAST - EV	T0006	M00337	2009-08-10

Update Action

Next Group
1 - 50 of 57 Requests Last Page
*A=Approve *D=Deny *I=Info Action

Update Action button

The report has the Pagination capability. Results are displayed in the group of 50 records per page. If the search results fetch more than 50 records, links to Next Group of 50 records and Last Page are provided. Also the links to Previous Group and First Page are also provided.

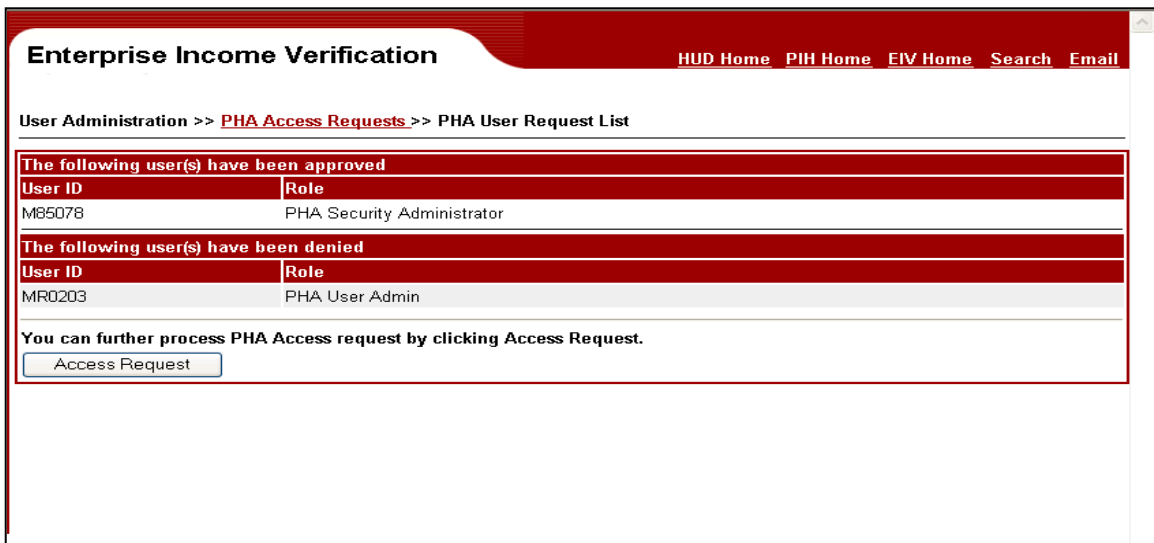
Sort capability is available for Role, User ID, First Name, Last Name, Participant Code, Request Id and Request Date fields. Use the **Sort Icons** (triangle) as illustrated above. Clicking the top triangle sorts the data so that it appears in ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

To administer PHA access request:

Select ***A** (to **Approve** the request) radio button, ****D** (to **Deny** the request) request or *****N** (for **No** action) under the Actions column for each user under request in the table. The *****N** radio button is defaulted for all users when the page is displayed.

Click the **Update Action** button

The system displays the **PHA User Request List Results** page showing a summary of the requests that were approved or denied.



To access requests that have not been processed (approved or denied) on the previous **PHA User Request List** page, click the **Access Request** button and the system will re-display the **PHA User Request List** page.

3.4.2 System Cancels Old PHA Access Requests

Nightly, a batch job runs and cancels all outstanding PHA access requests that are more than 90 days old.

3.4.3 PHA Access Requests Report

The PHA Access Requests Report provides the user administrators with statistics on PHA user access requested and acted upon for the current calendar quarter. This report can be accessed by clicking the 'PHA Access Requests Report' under 'User Administration' from the left side navigation panel.

- ✓ The PHA Access Requests Report may be viewed at the HUD HQ, State, HUB, FO, TARC or PHA level by selecting the appropriate **Region** button, then selecting the required **Area** within the selected region and finally clicking the **Get Report** button.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PH Home, EIV Home, Search, and Email. Below this is the breadcrumb 'User Administration >> PHA Access Requests Report'. The main area is titled 'Select Region:' and contains a list of radio buttons for different regions: HUD HQ, State, HUB, FO, TARC, and PHA. Each region has a corresponding dropdown menu for selecting an area. For example, 'State' is set to 'Alaska', 'HUB' to '10HSEA Seattle Hub', 'FO' to 'DAPH SEATTLE HUB OFFICE', 'TARC' to 'PB1 Cleveland TARC', and 'PHA' to 'AK001 AHFC'. A 'Get Report' button is located at the bottom left of the selection area. Callout boxes with arrows point to the 'Region Button' (the radio buttons), the 'Area' (the dropdown menus), and the 'Get Report Button'.

- ✓ A printer-friendly version of the HUD HQ, State, HUB, FO, TARC or PHA Level **PHA Access Requests Report** can be obtained by clicking the **Printer-friendly version** link on the report page.

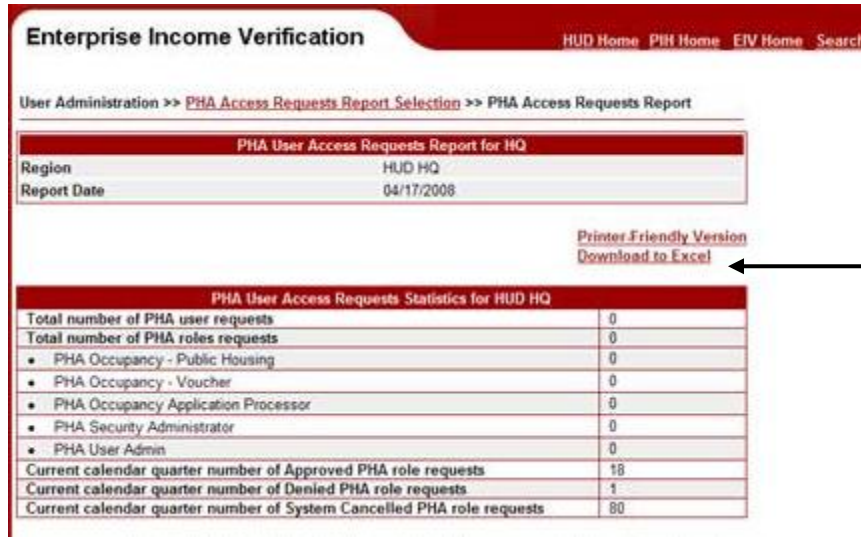
The screenshot shows the 'Enterprise Income Verification' interface displaying the PHA Access Requests Report. The breadcrumb is 'User Administration >> PHA Access Requests Report Selection >> PHA Access Requests Report'. The report title is 'PHA User Access Requests Report for HQ'. Below the title, there is a table with the following data:

Region	HUD HQ
Report Date	04/17/2008

Below this table, there are two links: 'Printer-Friendly Version' and 'Download to Excel'. A callout box with an arrow points to the 'Printer-Friendly Version' link. Below the links is another table titled 'PHA User Access Requests Statistics for HUD HQ':

Total number of PHA user requests	0
Total number of PHA roles requests	0
• PHA Occupancy - Public Housing	0
• PHA Occupancy - Voucher	0
• PHA Occupancy Application Processor	0
• PHA Security Administrator	0
• PHA User Admin	0
Current calendar quarter number of Approved PHA role requests	18
Current calendar quarter number of Denied PHA role requests	1
Current calendar quarter number of System Cancelled PHA role requests	80

- ✓ User Administrators also have the ability to download the report by clicking on the **Download to Excel** link on the report page of the HUB HQ, State, HUB, FO, TARC or PHA Levels.

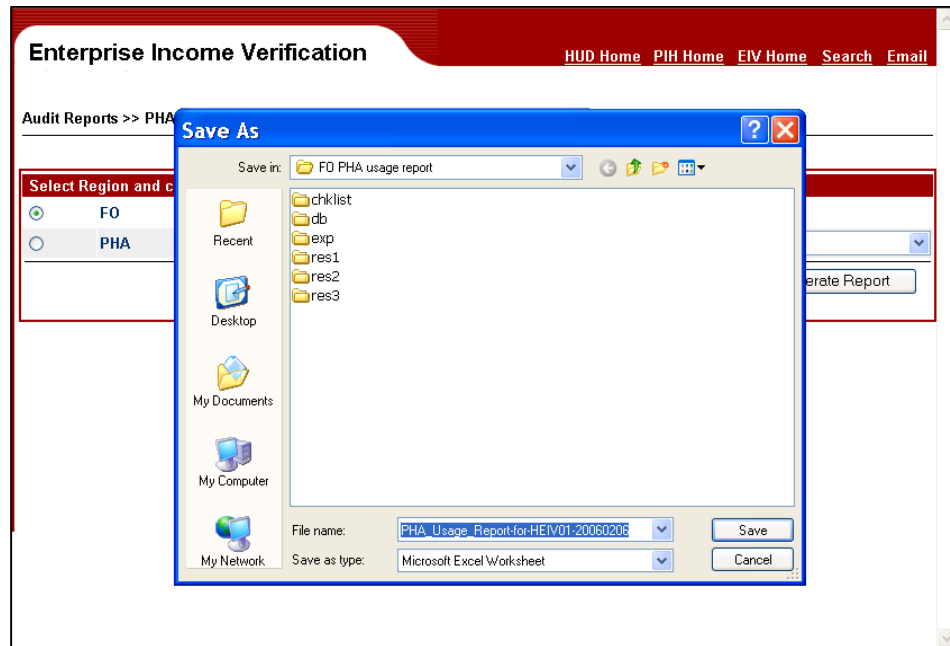


Download to Excel link

- ✓ When the link is clicked, the system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.

If the **Open** button is clicked, the program is invoked to produce a spreadsheet in Microsoft Excel format displaying PHA Access Requests Report.

If the **Save** button is clicked, a **Save As** dialog box that would allow you to enter the filename and save the spreadsheet in your local drive.



3.5 Administer HUB Users

EIV uses organizational information from PIC. However, EIV allows users to be assigned to the HUB level whereas PIC does not. That necessitates a special process to administer EIV HUD users.

This functionality is only available to HQ Users.

To administer HUB users, follow these steps:

1. Click the link [Administer HUB Users](#) in the left-hand navigation panel for Public Housing program users

The system displays the **HUB List** page as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below that, the breadcrumb path is 'User Administration >> Administer HUB Users'. A message states: 'The following HUBS are currently in the EIV System:'. Below this is a table titled 'HUB List' with the following data:

Actions	HUB Number	HUB Name	User Count
	1000	1HBOS Boston Hub	27
	11000	4HJAC Jacksonville Hub	21
	15000	5HCHI Chicago Hub	1
	16000	5HCLV Cleveland Hub	28
	18000	5HDET Detroit Hub	23
	2000	2HNYC New York City Hub	1
	20000	6HFTW Fort Worth Hub	10
	26000	9HLSA Los Angeles Hub	2
	29000	4HMEM Memphis Hub	4
	3000	2HBUF Buffalo Hub	2
	4000	2HNEWK Newark Hub	4
	5000	3HBLT Baltimore Hub	31

The **Administer HUB Users** page contains HUB Number, HUB Name, and User Count, which refer to the number of users assigned to the HUB.

This page provides sort capability on the HUB Number, HUB Name and User Count fields. Use the **Sort Icons** (triangle) as illustrated above to change the sort order of the users. Clicking the top triangle sorts the data so that it appears in ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

The Action column includes the following tools:

	Add Users to HUB icon: Used to add users to HUB security level
	List/Remove Users from HUB tool: Used to remove users from the HUB security level

To add a user to a HUB, click the **Add Users to HUB** tool next to the HUB to which you want to add a user and the system will display the **HUB Users List** page with the list of available users to be added to the selected HUB. An example follows:

The following Users can be added to HUB: 4HJAC Jacksonville Hub:

Add

Action	Organization Name	User ID	User First Name	User Last Name
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User1	User1 First	User1 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User2	User2 First	User2 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User3	User3 First	User3 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User4	User4 First	User4 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User5	User5 First	User5 Last
<input type="checkbox"/>	4HPH JACKSONVILLE HUB OFFICE	User6	User6 First	User6 Last

Add

The **HUB User List** table includes record for each user in the selected HUB. The record detail includes the HUB’s Organizational Name, User ID, and User Name.

This page provides sort capability on the Organization Name, User ID, User First Name and User Last Name fields. Use the **Sort Icons** (triangle) as illustrated above to change the sort order of the users. Clicking the top triangle sorts the data so that it appears in ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

Click the checkbox for one or more user/HUB Organization combinations you want to assign and then click **Add**. The **HUB User List** page displays a confirmation message indicating that the users were successfully added to the HUB. The HUB User Count is updated to reflect the additions.

To remove a user from a HUB:

- ✓ Click the link [Administer HUB Users](#) in the left-hand navigation panel.
- ✓ The system displays the **HUB List** page.
- ✓ The **HUB List** table includes a record for each HUB. Records appear in ascending order according to their HUB Number value. Each record contains the HUB Number, HUB Name, and User Count (refers to the number of users assigned to the HUB).

The Action column includes the following tools:

Icon	Description
	Add Users to HUB icon: Used to add users to HUB security level
	List/Remove Users from HUB icon: Used to remove users from HUB security level

Click the **List/Remove Users from HUB** tool (🔍).

The system displays the **HUB Users** page as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search

User Administration >> [Administer HUB Users](#) >> HUB User List

The following Users are currently in HUB: 4HMEM Memphis Hub:

HUB User List				
Action	Organization Name	User ID	User First Name	User Last Name
<input type="checkbox"/>	4LPH NASHVILLE PROGRAM CENTER	User1	User1 First	User1 Last
<input type="checkbox"/>	4KPH MEMPHIS HUB OFFICE	User2	User2 First	User2 Last
<input type="checkbox"/>	4KPH MEMPHIS HUB OFFICE	User3	User3 First	User3 Last
<input type="checkbox"/>	4KPH MEMPHIS HUB OFFICE	User4	User4 First	User4 Last

On the HUB User List:

- ✓ Click the checkbox that corresponds to each user you want to remove from the HUB
- ✓ Click the **Remove** button
- ✓ The **HUB List** page displays a confirmation message indicating that the users were successfully removed from the HUB. The HUB User Count is updated to reflect the change.

3.6 User Maintenance

User Administrators can update the **Expiration date** of EIV Public Housing program users through the User Maintenance feature. The default value is 30 days after the start of the quarter.

To certify users, follow these steps:

Click the User Maintenance link in the left-hand navigation panel available for Public Housing program users.

The system displays the **User Administration - User Maintenance** page as shown below with the **Search User by User ID** section.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Maintenance

Query/View users by User ID:

Search user

- ✓ Enter the User ID and click the **Get User Information** button
- ✓ The **User Details** page is displayed with a textbox to update the **Expiration Date**
- ✓ The **User Details** page is displayed with User Expiration History report, which will display the history of the specified user's expiration history.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> [User Maintenance](#) >> User Details

Enter a valid Expiration Date and click Update:

User ID	M00341
First Name	SSO341
Last Name	LAST - EIV
Code	NE002, OH001, PA006, TX004
Expiration Date in the format (mm/dd/yyyy) :	<input type="text"/>
Reason for User Expiration	Select one..
<input type="button" value="Update"/>	

User Expiration History

There is no User Expiration History for this user.

- ✓ Enter a valid date in the **Expiration Date in the format (mm/dd/yyyy)**: textbox. The date should be within the current quarter plus 1 month (e.g., If today's date is 10/15/2009, the Expiration date cannot be a date after 01/31/2010 since 12/31/2009 is the current quarter end date)

- ✓ Select a **Reason for User Expiration** from the provided list of reasons. The provided list of reasons are:
 - Change of duties; access no longer required
 - Terminated Employee
 - Noncompliant with security requirements
- ✓ Click the **Update** button.
- ✓ The system updates the User Expiration Date and refreshes the User Details page with the message **User Expiration successfully updated** on the top.
- ✓ The system updates the User Expiration History section for the user at the second half of the page as shown in the screen shot below.

Enterprise Income Verification

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

User Administration >> [User Maintenance](#) >> User Details

User Expiration Date Successfully updated

Enter a valid Expiration Date and click Update:

User ID	M00341
First Name	SS0341
Last Name	LAST - EIV
Code	NE002, OH001, PA006, TX004
Expiration Date in the format (mm/dd/yyyy) :	<input type="text" value="11/02/2007"/>
Reason for User Expiration	<div style="border: 1px solid #ccc; padding: 2px;"> Select one.. <div style="text-align: right; font-size: small;">▼</div> </div>
<input type="button" value="Update"/>	

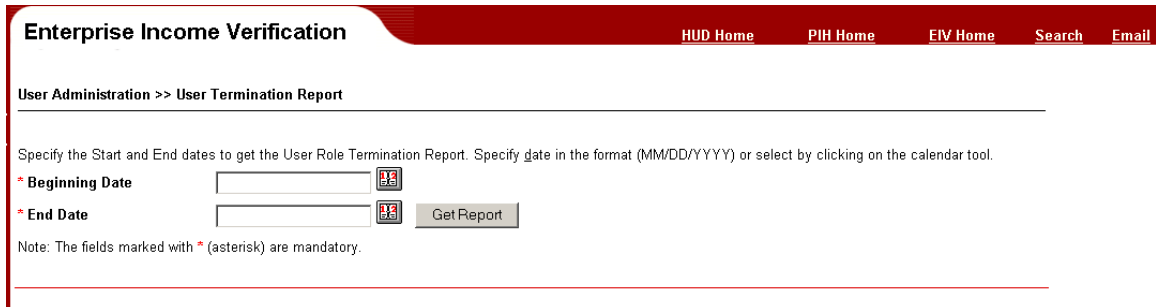
User Expiration History							
User ID	User Name	Expiration Date	Expired By (UserID)	Expired By (User Name)	Update Date	Reason for expiration	User Level
M00341	SS0341	LAST - EIV 11/02/2007	HEIV08	SSOH08	LAST - EIV 10/30/2007	Change of duties; access no longer required	NE002,OH001,PA006,TX004

3.7 User Termination Report

To view the User Termination Report (Only for HQ User Administrators), follow these steps:

- Click the User Termination Report under the *User Administration* in the left-hand navigation panel available for HQ User Administrators.


The system displays the **User Termination Report** as shown below.




Enterprise Income Verification [HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)


User Administration >> User Termination Report

Specify the Start and End dates to get the User Role Termination Report. Specify date in the format (MM/DD/YYYY) or select by clicking on the calendar tool.

* Beginning Date 

* End Date 

Note: The fields marked with * (asterisk) are mandatory.



Type in a date or click the **Calendar link** () and enter a date in the **Start Date** and **End Date** textboxes. Click the **Get Report** button.

The system displays the **User Termination Report** page with the Users' who has expiration date set within the specified **Start Date** and **End Date**.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Termination Report

Specify the Start and End dates to get the User Role Termination Report. Specify date in the format (MM/DD/YYYY) or select by clicking on the calendar tool.

* Beginning Date 
 * End Date 

Note: The fields marked with * (asterisk) are mandatory.

Reason for Termination	Number of Users
Change of duties; access no longer required	2
Terminated employee	0
Noncompliant with security requirements	0

1 - 2 of 2 Users

User ID	User First Name	User Last Name	Termination Date	Terminated by	Update Date	User Level	Reason Code
M00341	SS0341	LAST - EIV	11/02/2007	HEIM08	10/30/2007	NE002, OH001, PA006, TX004	Change of duties; access no longer required
HEIM01	SSOH01	LAST - EIV	11/05/2007	HEIM01	10/04/2007	PCI Information Services Systems Division	Change of duties; access no longer required

1 - 2 of 2 Users

Sort Icons

The report provides sort capability on the **User ID**, **User First Name**, **User Last Name**, **Termination Date (Expiration Date)** and Reason Code fields. Use the **Sort Icons** (triangle) as illustrated above. Clicking the top triangle sorts the data so that it appears in ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

3.8 User Certification

User Administrators can certify EIV users following these certification rules:

- User Administrators cannot certify themselves except for HQ User Administrators. HQ User Administrators are asked to certify each other.
- A HQ User Administrator can certify any user below his/her organizational level (e.g., HQ UA can certify HUB, FO and PHA).
- Non-HQ User Administrators can only certify User Administrators at or below his/her organizational level (e.g., HUB UA's can only certify HUB UA's, FO UA's and PHA UA's).

3.8.1 HQ, HUB and FO Users

As HQ, HUB or FO user administrator, follow these steps to perform the user certification process:

- ✓ Click the [User Certification](#) link in the left-hand navigation panel available for Public Housing program users

- ✓ The system displays the **User Certification Selection** page as shown below. Depending on the security level assigned, the user administrator can select region from the region selection, The User Administrator can select users (all users, users pending certification or certified users) from the respective security level only. Please note that the Program Type selection does not apply to HQ, HUB or FO users.

HQ User page

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

Select Region and Certification Criteria:

HUD HQ

HUB All

FO All

TARC All

PHA All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

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

- Access Authorization Form
- User Agreement
- Rules of Behaviour

HUB User page

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

Select Region and Certification Criteria:

HUB All

FO All

PHA All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

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

- Access Authorization Form
- User Agreement
- Rules of Behaviour

FO User page

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

Select Region and Certification Criteria:

FO All

PHA All

Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

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

- Access Authorization Form
- User Agreement
- Rules of Behaviour

You can select any value (All, Pending Certification, or Certified Only) from the Select Certification Status dropdown and click the **List Users** button.

The system displays the **User Administration Selection - User Certification** page as shown below, with the **List of Users and their Roles** section showing the User Name, User ID, Last Certification Date and Certify User (button) or Certified User (status) for each user meeting the selection criteria.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

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

Field Office: 2APH NEW YORK CITY HUB OFFICE Number of Users: 24 Certification Status: All Change View

1 - 24 of 24 Users

List of Users and their Roles

User Name: John Doe	User ID: jdoe	Last Certification Date: N/A	Certify User
FO Occupancy Specialist	FO Security Admin		
User Name: Maria Salve	User ID: msalve	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist			
User Name: joseph po	User ID: jpo	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist			
User Name: Rose Mary	User ID: rmary	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist	FO Security Admin	FO User Admin	
User Name: Lily Flour	User ID: lfour	Last Certification Date: 01/26/2006	Certified User
FO Occupancy Specialist	FO User Admin		
User Name: mini fornes	User ID: mfornes	Last Certification Date: 01/26/2006	Certified User

Local intranet

Results are displayed in the group of 50 records per page. If the search results fetch more than 50 records, links to Next Group of 50 records and Last Page are provided. Links to Previous Group and First Page are also provided.

For users that are pending certification, a **Certify User** button is displayed. Select a user and click on the **Certify User** button against the selected user (e.g., User ID: jdoe) to **Certify** the User.

When the **Certify User** button is clicked, the system refreshes the **User Administration - User Certification** page as shown below, with the List of Users and their Roles section. The selected user now shows as a **Certified User**.

Enterprise Income Verification			
User Administration >> User Certification Selection >> User Certification		HUD Home PIH Home EIV Home Search Email	
Field Office:	2APH NEW YORK CITY HUB OFFICE	Number of Users:	24 Certification Status: All <input type="button" value="Change View"/>
1 - 24 of 24 Users			
List of Users and their Roles			
User Name:	John Doe	User ID:	jdoe Last Certification Date: 01/24/2005 Certified User
FO Occupancy Specialist FO Security Admin			
User Name:	Maria Salvo	User ID:	msalvo Last Certification Date: 01/26/2006 Certified User
FO Occupancy Specialist			
User Name:	Jessica...	User ID:	jdoe Last Certification Date: 01/26/2006 Certified User
FO Occupancy Specialist			
User Name:	Rose Mary	User ID:	rmary Last Certification Date: 01/26/2006 Certified User
FO Occupancy Specialist FO Security Admin FO User Admin			
User Name:	Lilly Fleer	User ID:	lfleer Last Certification Date: 01/26/2006 Certified User
FO Occupancy Specialist FO User Admin			
User Name:	randi fomer	User ID:	rdomer Last Certification Date: 01/26/2006 Certified User
Local Support			

3.8.2 PHA User

As PHA user, follow these steps to perform the user certification process:

- ✓ Click the [User Certification](#) link in the left-hand navigation panel available for Public Housing program users
- ✓ The system displays the **User Certification Selection** page as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Selection

Select Region and Certification Criteria:

PHA

* Select Program Type:

* Note: Only applicable to PHA

Select Certification Status:

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

- Access Authorization Form
- User Agreement
- Rules of Behaviour

- ✓ From the User Certification Selection page:

- ✓ Select a value from the PHA drop-down list
- ✓ Select a value from the Program Type drop-down list. The PHA user administrator is given the option to choose Program Type (i.e., All PIH Programs, Public Housing, Section) when doing the user certification. When **All PIH Programs** is selected from the Program Type drop-down list, it will list all the users within the PHA regardless of the role assigned. When **Public Housing** is selected from the Program Type drop-down list, it will list all the users with PHA Occupancy Specialist – Public Housing role. When **Section 8** is selected from the Program Type drop-down list, it will list all the users with PHA Occupancy Specialist – Voucher role.

Select any value (All, Pending Certification, or Certified Only) from the Select Certification Status dropdown and click the **List Users** button.

The system displays the **User Certification Selection - User Certification** page as shown below, with the **List of Users and their Roles** section, with the User Name, User ID, Last Certification Date and Certify User (button) or Certified User (status) for the selected criteria.

The screenshot shows the 'Enterprise Income Verification' system interface. At the top, there are navigation links for HUD Home, PIH Home, EIV Home, Search, and Email. Below this is the breadcrumb 'User Administration >> User Certification Selection >> User Certification'. A filter bar shows 'PHA: All', 'Number of Users: 58', 'Program Type: All PIH Programs', and 'Certification Status: All'. A 'Change View' button is also present.

The main content area is titled 'List of Users and their Roles' and displays a table of users. The table has columns for User Name, User ID, CA005 Sacramento City, Last Certification Date, and Certified User. A callout box labeled 'Certify User Button' points to the 'Certify User' button next to the user 'Mary Smith', whose 'Last Certification Date' is 'N/A'.

User Name	User ID	CA005 Sacramento City	Last Certification Date	Certified User
John Doe	JDoe	CA005 Sacramento City	08/18/2009	Certified User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
Mary Smith	MSmith	CA005 Sacramento City	N/A	Certify User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
Mimi Flour	MFlour	CA005 Sacramento City	N/A	Certify User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
Mary Jane	MJane	CA005 Sacramento City	N/A	Certify User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
Ken Doe	KLDoe	CA005 Sacramento City	N/A	Certify User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
Maria Sabre	MSabre	CA005 Sacramento City	08/05/2009	Certified User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				

Results are displayed in the group of 50 records per page. If the search results fetch more than 50 records, links to Next Group of 50 records and Last Page are provided. Also the links to Previous Group and First Page are also provided.

For users that are pending certification, a **Certify User** button is displayed. Select a user and click on the **Certify User** button against the selected user (e.g., User ID: SS00333) to **Certify** the User.

When the **Certify User** button is clicked, the system refreshes the **User Administration - User Certification** page as shown below, with the List of Users and their Roles section. The selected user now shows as a Certified User.

The system refreshes the **User Certification Selection - User Certification** page as shown below, with the List of Users and their Roles section. The selected user now shows as a **Certified User**.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

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

PHA: All Number of Users: 58 Program Type: All PIH Programs Certification Status: All Change View

Next Group +
1 - 50 of 58 Users [Last Page](#)

List of Users and their Roles

User Name: John Doe	User ID: JDoe	CA005 Sacramento City	Last Certification Date: 08/18/2009	Certified User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
User Name: Mary Smith	User ID: MSmith	CA005 Sacramento City	Last Certification Date: 08/18/2009	Certified User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
User Name: Mimi Flour	User ID: MFlour	CA005 Sacramento City	Last Certification Date: N/A	<input type="button" value="Certify User"/>
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
User Name: Mary Jane	User ID: MJane	CA005 Sacramento City	Last Certification Date: N/A	<input type="button" value="Certify User"/>
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
User Name: Ken Doe	User ID: KDoe	CA005 Sacramento City	Last Certification Date: N/A	<input type="button" value="Certify User"/>
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				
User Name: Maria Sabre	User ID: MSabre	CA005 Sacramento City	Last Certification Date: 08/05/2009	Certified User
PHA User Admin	PHA Occupancy - Voucher	PHA Occupancy - Public Housing	PHA User Admin	PHA Occupancy - Voucher
PHA Occupancy - Public Housing				

3.9 User Certification Report

User Administrators can view a list of **All** users, **Certified Only** users, Users with **Pending Certification** and Users with **Expired** roles using the [User Certification Report](#). The user can view Users at their Security Level and lower. e.g., **HUB** Users can view Certified Users and Users Pending Certification from **HUB**, **FO** and **PHA** Security levels but not **HQ** users.

3.9.1 HQ, HUB and FO User

As HQ, HUB or FO user, follow these steps to generate the [User Certification Report](#),

- ✓ Click the [User Certification Report](#) link in the left-hand navigation panel.

- ✓ The system displays the **User Certification Report Selection** page as shown below. The user can select Users Pending Certification from the respective Security Level only.
- ✓ The User Certification Selection page for a HUB HQ User appears as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Report Selection

Select Region and Certification Criteria:

<input checked="" type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	TARC	All
<input type="radio"/>	PHA	All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

- ✓ The User Certification Selection page for a HUB User appears as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Report Selection

Select Region and Certification Criteria:

<input checked="" type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	PHA	All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

- ✓ The User Certification Selection page for a FO User appears as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

User Administration >> User Certification Report Selection

Select Region and Certification Criteria:

FO All

PHA All

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

- ✓ From the User Certification Report Selection page:
- ✓ Select a region (FO or PHA) and a value from the corresponding drop-down list. Please note that the Program Type selection is only applicable to PHA region.

Select any value (All, Pending Certification, or Certified Only) from the Select Certification Status dropdown and click the **List Users** button.

- ✓ After you make a selection, click the **List Users** button

The system displays the **User Certification Report Selection - User Certification** page as shown below, with the **List of Users and their Roles** section, with the User Name, User ID, Expiry Date, Last Certification Date and Certify User (button) or Certified User (status) for the selected criteria.

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

HUD HQ Number of Users: 122

Certification Status: All Change View

[Printer-Friendly Version](#)
[Download in Excel](#)

1 2 3
1 - 50 of 122 Users

List of Users and their Roles

User Name	User ID	Expiry Date	Last Certification Date	Certified User
Nvatgouk Amjnw HQ OIG	H09711	N/A	07/06/2006	Certified User
Mgoih Amlwvsd HQ OIG	H18590	N/A	07/06/2006	Certified User
Kwwbb Bbjpfdks HQ OIG	H15427	N/A	07/06/2006	Certified User
Bzfbn Bbnql HQ OIG	H04844	N/A	07/06/2006	Certified User
Nkmcgoksd Bbxqfg HQ OIG	H04751	N/A	07/06/2006	Certified User

Printer-Friendly Version link

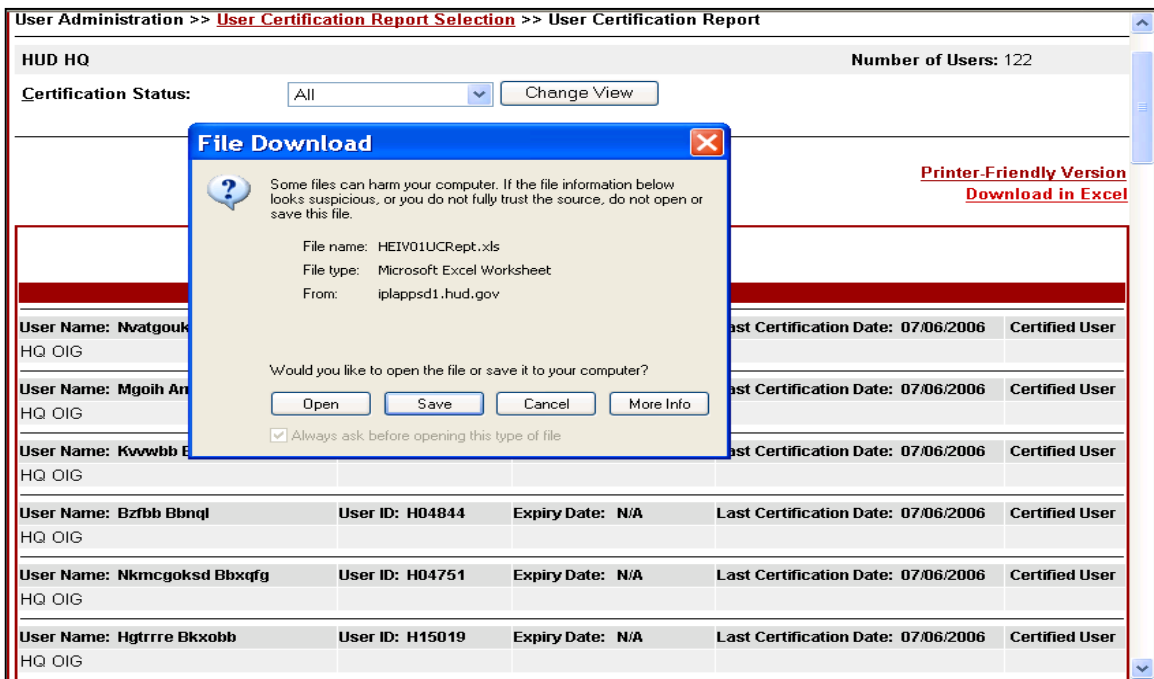
Download in Excel link

Results are displayed in the group of 50 records per page. If the search results fetch more than 50 records, links to Next Group of 50 records and Last Page are provided. Also the links to Previous Group and First Page are also provided.

A printer-friendly version of the **User Certification Report** can be obtained by clicking the **Printer-friendly version** link on this report.

User Administrators also have the ability to download the User Certification Report by clicking on the **Download in Excel** link as illustrated above.

When the link is clicked, the system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.



- ✓ The user can choose to directly open the report or save it.

- ✓ If the **Open** button is clicked, the Microsoft Excel is invoked, the Microsoft Excel spreadsheet with the list of users with the certification information are displayed as shown below.

1	HUD HQ											
2	Program Type	All PIH Programs										
3	Number of Users	122										
4	Certification Status	All										
5												
6	User Name	User ID	Expiry Da	Last Certi	Status	Roles						
7	Nvatgouk Amjnw	H09711	N/A	07/06/2006	Certified User	HQ OIG						
8						HQ OIG						
9	Mgoih Amlwwsd	H18590	N/A	07/06/2006	Certified User	HQ OIG						
10						HQ OIG						
11	Kwwbb Bbjpfdks	H15427	N/A	07/06/2006	Certified User	HQ OIG						
12						HQ OIG						
13	Bzfbn Bbnql	H04844	N/A	07/06/2006	Certified User	HQ OIG						
14						HQ OIG						
15	Nkmcgoksd Bbxqfg	H04751	N/A	07/06/2006	Certified User	HQ OIG						
16						HQ OIG						
17	Hgtrrre Bkxobb	H15019	N/A	07/06/2006	Certified User	HQ OIG						
18						HQ OIG						
19	Kkjws Bkxtfq-Duemv	H19810	N/A	07/06/2006	Certified User	HQ OIG						
20						HQ OIG						
21	Zkxdwfp Bkxwgf	H19894	N/A	07/06/2006	Certified User	HQ OIG						
22						HQ OIG						
23	Dvzrhzz Bmbugwv	H12900	N/A	07/06/2006	Certified User							

- ✓ If the **Save** button is clicked, the Save As pop-up screen as shown is displayed that will allow you to save the excel spreadsheet to your local machine.

The screenshot shows the 'Enterprise Income Verification' web application interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. The main content area displays 'User Administration >> User Certification Report Selection >> User Certification Report'. A 'File Download' window is open, showing a 'Save As' dialog. The dialog is set to save the file 'HEIV01UCRept.xls' to the Desktop. The file type is 'Microsoft Excel Worksheet'. The background shows a table of user certification information with columns for User Name, User ID, Expiry Date, Last Certification Date, and Status. The status for all users shown is 'Certified User'.

3.9.2 PHA User

As a PHA user, please follow these steps to perform generate the User Certification Report:

Click the [User Certification Report](#) link in the left-hand navigation panel available for Public Housing program users

The system displays the **User Certification Report Selection** page as shown below.

From the User Certification Report Selection page:

- ✓ Select a value from the PHA drop-down list
- ✓ Select a value from the Program Type drop-down list. The PHA user administrator is given the option to choose Program Type (i.e., All PIH Programs, Public Housing, or Section 8) when doing the user certification. When All PIH Programs is selected from the Program Type drop-down list, it will list all the users within the PHA regardless of the role assigned. When Public Housing is selected from the Program Type drop-down list, it will list all the users with PHA Occupancy Specialist – Public Housing role. When Section 8 is selected from the Program Type drop-down list, it will list all the users with PHA Occupancy Specialist – Voucher role.
- ✓ Select any value (All, Pending Certification, Certified Only, or Expired Only) from the Select Certification Status dropdown.
- ✓ After making the selection, click the **List Users** button.
- ✓ The system displays the User Certification Report Selection - User Certification Report page as shown below, with the List of Users and their Roles section, with the User Name, User ID, Expiry Date, Last Certification Date and Certify User (button) or Certified User (status) for the selected criteria.

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

PHA: TX004 Fort Worth Number of Users: 7 Program Type: All PIH Programs

Certification Status: All [Change View](#)

[Printer-Friendly Version](#)
[Download in Excel](#)

1 - 7 of 7 Users

List of Users and their Roles

User Name: Nlxv Amtn	User ID: MA8346	Expiry Date: N/A	Last Certification Date: 07/06/2006	Certified User
PHA Occupancy - Public Housing	PHA Occupancy - Voucher	PHA User Admin		
User Name: SSO331 LAST - EV	User ID: M00331	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA User Admin				
User Name: SSO332 LAST - EV	User ID: M00332	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA User Admin				
User Name: SSO333 LAST - EV	User ID: M00333	Expiry Date: N/A	Last Certification Date: 08/15/2006	Certified User
PHA Occupancy - Voucher				
User Name: SSO335 LAST - EV	User ID: M00335	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA Occupancy - Public Housing				
User Name: SSO337 LAST - EV	User ID: M00337	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA Occupancy - Voucher	PHA User Admin			

Printer-Friendly Version Link

Download In Excel Link

Results are displayed in the group of 50 records per page. If the search results fetch more than 50 records, links to Next Group of 50 records and Last Page are provided. Also the links to Previous Group and First Page are also provided.

A printer-friendly version of the **User Certification Report** can be obtained by clicking the **Printer-friendly version** link on this page.

User Administrators also have the ability to download the User Certification Report by clicking on the **Download in Excel** link as illustrated above.

When the link is clicked, the system opens a **File Download** dialog box with **Open**, **Save**, **Cancel** or **More Info** buttons. You can either click the **Open** or **Save** button.

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

PHA: TX004 Fort Worth Number of Users: 7 Program Type: All PIH Programs

Certification Status: All [Change View](#)

[Printer-Friendly Version](#)
[Download in Excel](#)

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: M00332UCRept.xls
File type: Microsoft Excel Worksheet
From: iplapps01.hud.gov

Would you like to open the file or save it to your computer?

Always ask before opening this type of file

User Name: Nlxv Amtn	User ID: MA8346	Expiry Date: N/A	Last Certification Date: 07/06/2006	Certified User
PHA Occupancy - Public Housing	PHA Occupancy - Voucher	PHA User Admin		
User Name: SSO331 LAST - EV	User ID: M00331	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA User Admin				
User Name: SSO332 LAST - EV	User ID: M00332	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA User Admin				
User Name: SSO333 LAST - EV	User ID: M00333	Expiry Date: N/A	Last Certification Date: 08/15/2006	Certified User
PHA Occupancy - Voucher				
User Name: SSO335 LAST - EV	User ID: M00335	Expiry Date: N/A	Last Certification Date: N/A	Pending Certification
PHA Occupancy - Public Housing				

If the **Open** button is clicked, the Microsoft Excel is invoked, the Microsoft Excel spreadsheet with the list of users with the certification information is displayed as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PHA:	TX004 Fort Worth											
2	Program Type	All PIH Programs											
3	Number of Users	7											
4	Certification Status	All											
5													
6	User Name	User ID	Expiry Da	Last Certi Status	Roles								
7	Nlxv Amtn	MA8346	N/A	07/06/2006	Certified User								
8													
9													
10													
11	SSO331 LAST - EIV	M00331	N/A	N/A	Pending Certification								
12													
13	SSO332 LAST - EIV	M00332	N/A	N/A	Pending Certification								
14													
15	SSO333 LAST - EIV	M00333	N/A	08/15/2006	Certified User								
16													
17	SSO335 LAST - EIV	M00335	N/A	N/A	Pending Certification								
18													
19	SSO337 LAST - EIV	M00337	N/A	N/A	Pending Certification								
20													
21													
22	IKRMRRRH ZGONAF	MK2946	N/A	07/06/2006	Certified User								
23													
24													

The screenshot shows the 'User Administration >> User Certification Report Selection >> User Certification Report' window. The main window displays filters for 'PHA: TX004 Fort Worth', 'Number of Users: 7', and 'Program Type: All PIH Programs'. A 'Save As' dialog box is open, showing the file 'M00332UCRept.xls' being saved to the Desktop as a Microsoft Excel Worksheet. The background window shows a list of users with their certification status, including 'Certified User', 'Pending Certification', and 'Certified User'.

3.10 User Role History Report

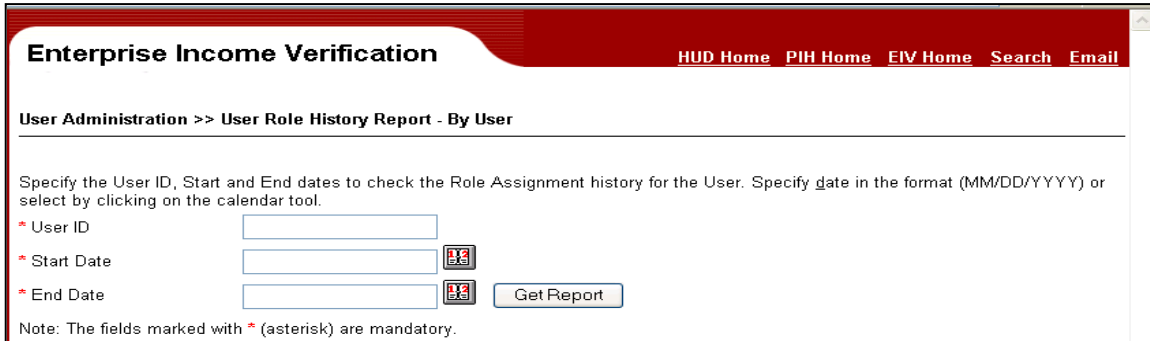
The User Role History Report provides two options:


- **By User** – allows viewing of the role assignment history for any user.
- **By User Administrator** – allows the viewing of role assignment activities performed by the user administrator. User Role History Report - By User.

To view the User Role History Report – By User, follow these steps:

- Click the *By User* link under the *User Role History Report* in the left-hand navigation panel available for Public Housing User Administrators and Security Administrators.

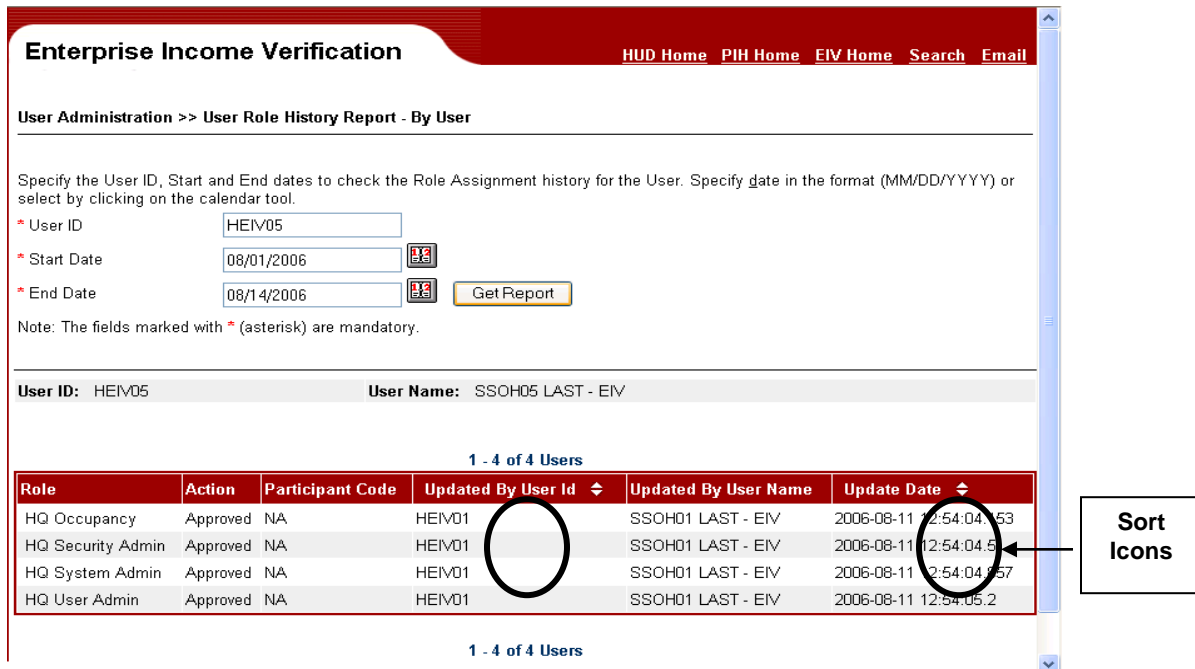
The system displays the **User Role History Report – By User** page as shown below.



Enter the **User ID**. Type in a date or click the **Calendar link** () and enter a date in the **Start Date and End Date** textboxes. Click the **Get Report** button.

Note: The Start Date must be within 30 days from the End Date.

The system displays the **User Role History Report – By User** page with the selected Users' Role History within the specified **Start Date and End Date**.



The report provides sort capability on the **Updated By User ID** and **Update Date** fields. Use the **Sort Icons** (triangle) as illustrated above. Clicking the top triangle sorts the data so that it appears in ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

3.10.1 User Role History Report - By User Administrator

To view the User Role History Report – By User Administrator, follow these steps:

Click the *By User Administrator* link under the *User Role History Report* in the left-hand navigation panel available for Public Housing User Administrators and Security Administrators.

- Enter the **User ID** of a **User Administrator**. Type in a date or click the **Calendar link**  and enter a date in the **Start Date** and **End Date** textboxes. Click the **Get Report** button.

Note: The Start Date must be within 30 days from the End Date.

The system displays the **User Administration History Report – By User Administrator** page with the roles update performed by the selected User Administrator within the specified **Start Date** and **End Date**.

Role	Action	Participant Code	Updated User ID	Updated User Name	Update Date
HQ Occupancy	Approved	NA	HEIV01	SSOH01 LAST - EIV	2006-08-11 13:27:26.79
HQ Security Admin	Approved	NA	HEIV01	SSOH01 LAST - EIV	2006-08-11 13:27:26.84
HQ System Admin	Approved	NA	HEIV01	SSOH01 LAST - EIV	2006-08-11 13:27:27.107
HQ Occupancy	Approved	NA	HEIV05	SSOH05 LAST - EIV	2006-08-11 12:54:04.153
HQ Security Admin	Approved	NA	HEIV05	SSOH05 LAST - EIV	2006-08-11 12:54:04.5
HQ System Admin	Approved	NA	HEIV05	SSOH05 LAST - EIV	2006-08-11 12:54:04.857
HQ User Admin	Approved	NA	HEIV05	SSOH05 LAST - EIV	2006-08-11 12:54:05.2

The report provides sort capability on the Updated User ID and Update Date fields. Use the Sort Icons (triangle) as illustrated above. Clicking the top triangle sorts the data so that it appears in

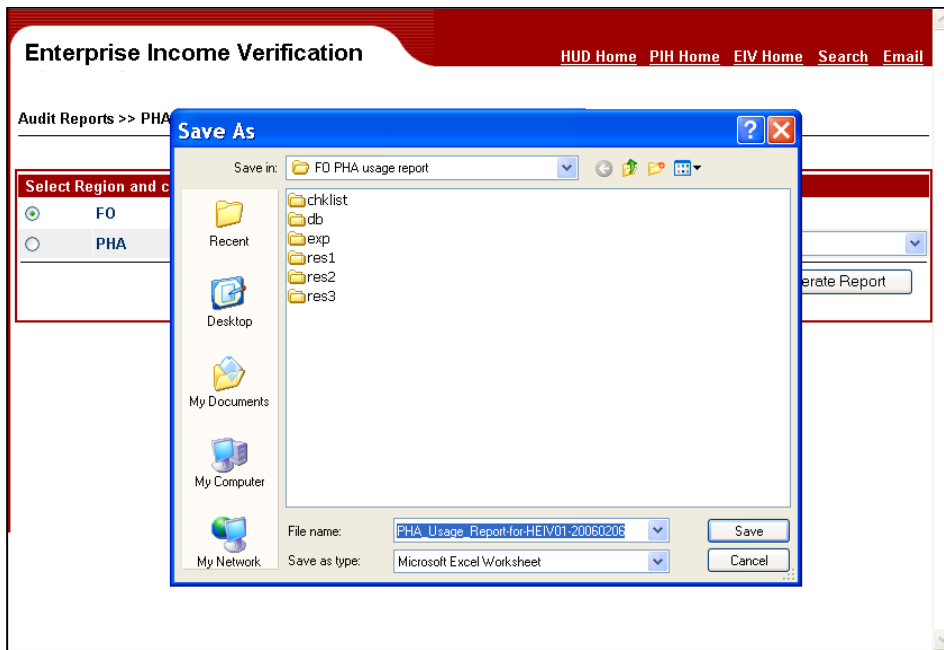
ascending order (A to Z), while clicking the bottom triangle sorts the data so that it appears in descending order (Z to A).

3.11 PHA Usage Report

- ✓ The PHA Usage Report provides a list of PHA usage status (Yes, No) indicating that any user from the selected PHA has accessed EIV system within the last 30 days or within the last 180 days of the reporting date.
- ✓ A printer-friendly version of the HQ, HUB, FO, TARC and State Level **PHA Usage Reports** can be obtained by clicking the **Printer-friendly version** link on the report page.
- ✓ User Administrators also have the ability to download the report by clicking on the **Download in Excel** link on the report page for the HQ, HUB, FO, TARC and State Levels.
- ✓ When the link is clicked, the system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.

If the **Open** button is clicked, the program is invoked to produce a spreadsheet in Microsoft Excel format displaying PHA usage data as shown below.

If the **Save** button is clicked, a **Save As** dialog box that would allow you to enter the filename and save the spreadsheet in your local drive.



To view the PHA Usage Report, complete the following steps:

- ✓ Click the [PHA Usage Report](#) link available for Public Housing program User Administrators.

The system displays the **PHA Usage Selection** page as shown below.

The following report options are available:

- HUD HQ
- State
- HUB
- FO
- TARC
- PHA

3.11.1 HUD HQ Option

When HUD HQ radio button is selected, the HUD HQ PHA Usage Report is displayed as shown below.

HUB Name	Number of PHAs with No User	Number of PHAs with At least 1 User	Number of PHAs with EIV access in the last 30 days	Number of PHAs with EIV access in the last 180 days	Total Number of PHAs	% of PHAs with at least 1 User	% of PHAs with EIV access in last 30 days	% of PHAs with EIV access in last 180 days
1HR0S Boston Hub	274	0	0	0	274	0.00%	0.00%	0.00%
4HMSA Miami Hub	60	0	0	0	60	0.00%	0.00%	0.00%
4HJAC Jacksonville Hub	53	2	1	1	55	3.64%	1.82%	1.82%
4HLOU Louisville Hub	131	0	0	0	131	0.00%	0.00%	0.00%
4HGRN Greensboro Hub	171	0	0	0	171	0.00%	0.00%	0.00%
4HATL Atlanta Hub	197	0	0	1	197	0.00%	0.00%	0.51%
5HCHI Chicago Hub	110	1	1	1	111	0.90%	0.90%	0.90%
5HCLV Cleveland Hub	143	1	1	1	144	0.69%	0.69%	0.69%
5HMIN Minneapolis Hub	269	0	0	0	269	0.00%	0.00%	0.00%
5HDET Detroit Hub	132	0	0	0	132	0.00%	0.00%	0.00%
6HRRK Little Rock Hub	146	0	0	0	146	0.00%	0.00%	0.00%
2HNYC New York City Hub	78	2	1	2	80	2.50%	1.25%	2.50%
6HFW Fort Worth Hub	472	1	1	1	473	0.21%	0.21%	0.21%
6HSNA San Antonio Hub	103	0	0	0	103	0.00%	0.00%	0.00%

Printer-Friendly Version link

Download In Excel link

3.11.2 State Option

When State radio button is selected, the HUD HQ PHA Usage Report is displayed as shown below.

Enterprise Income Verification HUD Home PH Home EIV Home Search Email

Audit Reports >> PHA Usage Report Selection >> State Level PHA Usage Report

Usage Report Summary as of 05/29/2007

State	Florida
Total PHAs	115

[Printer-Friendly Version](#)

[Download in Excel](#)

State Level PHA Usage Report as of 05/29/2007

PHA Name	Total PHA Occupancy - Public Housing Users	Total PHA Occupancy - Voucher Users	Total Unique PHA Occupancy (PH + Voucher) Users	Accessed EIV in last 30 days	Accessed EIV in last 180 days
FL001 Jacksonville	3	5	5	Y	Y
FL002 ST. PETERSBURG	0	0	0	N	N
FL003 TAMPA	0	0	0	N	N
FL004 Orlando	0	0	0	N	N
FL005 MIAMI DADE	0	0	0	N	N
FL006 Pensacola (AHC)	0	0	0	N	N
FL007 Daytona Beach	0	0	0	N	N
FL008 SARASOTA	0	0	0	N	N
FL009 WEST PALM BEACH	0	0	0	N	N

Printer-Friendly Version link

Download In Excel Link

3.11.3 HUB Option

Enterprise Income Verification HUD Home PH Home EIV Home Search Email

Audit Reports >> PHA Usage Report Selection >> HUB Level PHA Usage Report

PHA Usage Report Summary as of 05/29/2007

HUB	4HJAC Jacksonville Hub
Total Number of PHAs	55

[Printer-Friendly Version](#)

[Download in Excel](#)

HUB Level PHA Usage Report as of 05/29/2007

Field Office Name	Number of PHAs with No User	Number of PHAs with At least 1 User	Number of PHAs with EIV access in the last 30 days	Number of PHAs with EIV access in the last 180 days	Total Number of PHAs	% of PHAs with at least 1 User	% of PHAs with EIV access in last 30 days	% of PHAs with EIV access in last 180 days
4HJAC JACKSONVILLE HUB OFFICE	53	2	1	1	55	3.64%	1.82%	1.82%
Totals:	53	2	1	1	55	3.64%	1.82%	1.82%

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3.11.4 TARC Option

Audit Reports >> [PHA Usage Report Selection](#) >> TARC Level PHA Usage Report

Usage Report Summary as of 06/06/2007

Tarc	PB1 Cleveland TARC
Total PHAs	12

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TARC Level PHA Usage Report as of 06/06/2007					
PHA Name	Total PHA Occupancy - Public Housing Users	Total PHA Occupancy - Voucher Users	Total Unique PHA Occupancy (PH + Voucher) Users	Accessed EIV In Last 30 days	Accessed EIV In Last 180 days
CT022 New London Housing Authority	0	0	0	N	N
IL100 Coles County Housing Authority	0	0	0	N	N
LA038 MORGAN CITY HOUSING AUTHORITY	0	0	0	N	N
LA077 LOGANSPOUT HOUSING AUTHORITY	0	0	0	N	N
LA084 PARKS HOUSING AUTHORITY	0	0	0	N	N
LA098 Haynesville HA	0	0	0	N	N
LA103 SLIDELL HOUSING AUTHORITY	0	0	0	N	N
LA187 ST. BERNARD PARISH GOVERNMENT	0	0	0	N	N
LA242 TALLULAH HA	0	0	0	N	N
LA254 PEARL RIVER HOUSING AUTHORITY	0	0	0	N	N
MO138 Wellston HA	0	0	0	N	N
NA002 Newark HA	0	0	0	N	N
Totals:	0	0	0	0.00%	0.00%

3.11.5 FO Option

Audit Reports >> PHA Usage Report Selection >> FO Level PHA Usage Report

PHA Usage Report Summary as of 06/06/2007	
HUB	10HSEA Seattle Hub
Field Office	0APH SEATTLE HUB OFFICE
Total Number of PHAs	51

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Field Office Level PHA Usage Report as of 06/06/2007					
PHA Name	Total PHA Occupancy - Public Housing Users	Total PHA Occupancy - Voucher Users	Total Unique PHA Occupancy (PH + Voucher) Users	Accessed EIV in last 30 days	Accessed EIV in last 180 days
AK001 AHFC	2	0	2	N	N
AK899 test	0	0	0	N	N
AK901 AHFC - S8	0	0	0	N	N
ID001 Twin Falls	0	0	0	N	N
ID002 Nampa	0	0	0	N	N
ID005 Pocatello	0	0	0	N	N
ID010 Buhl	0	0	0	N	N
ID011 Jerome	0	0	0	N	N
ID012 American Falls	0	0	0	N	N
ID013 Boise City	0	0	0	N	N
ID016 SICHA	0	0	0	N	N
ID020 IHFA	0	0	0	N	N
ID021 Ada County	0	0	0	N	N
ID901 IHFA - Sec 8	0	0	0	N	N
WA001 Seattle	0	0	0	N	N
WA002 King Co	0	0	0	N	N
WA003 Bremerton	0	0	0	N	N
WA004 Clallam Co	0	0	0	N	N
WA005 Tacoma	0	0	0	N	N
WA006 Everett	0	0	0	N	N
WA007 Longview	0	0	0	N	N
WA009 Kittitas	0	0	0	N	N
WA010 Anacortes	0	0	0	N	N
WA011 Renton	0	0	0	N	N
WA012 Kennewick	0	0	0	N	N
WA014 Grant Co	0	0	0	N	N
WA017 Asotin Co	0	0	0	N	N
WA018 Grays Harbor	0	0	0	N	N
WA019 Kalama	0	0	0	N	N
WA020 Kelso	0	0	0	N	N
WA021 HACPFC	0	0	0	N	N
WA024 Island Co	0	0	0	N	N
WA025 Bellingham	0	0	0	N	N
WA026 Othello	0	0	0	N	N
WA030 Sedro Woolley	0	0	0	N	N
WA035 Sunnyside	0	0	0	N	N
WA036 KCCCHA	0	0	0	N	N
WA039 Snohomish Co	0	0	0	N	N
WA041 Whatcom Co	0	0	0	N	N
WA042 Yakima	0	0	0	N	N
WA049 Thurston Co	0	0	0	N	N
WA054 Pierce Co	0	0	0	N	N
WA055 Spokane	0	0	0	N	N
WA057 Walla Walla	0	0	0	N	N
WA059 Mason Co	0	0	0	N	N
WA061 Skagit Co	0	0	0	N	N
WA064 Wenatchee	0	0	0	N	N
WA065 Richland	0	0	0	N	N
WA068 Jefferson Co	0	0	0	N	N
WA069 Ferry Co	0	0	0	N	N
WA071 Okanogan Co	0	0	0	N	N
Totals:	2	0	2	0.00%	0.00%

3.11.6 PHA Option

Audit Reports >> [PHA Usage Report Selection](#) >> PHA Usage Report

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Usage Report Summary as of 06/06/2007

Field Office	4HPH JACKSONVILLE HUB OFFICE
PHA Name	FL001 Jacksonville
Total PHA Occupancy - Public Housing Users	4
Total PHA Occupancy - Voucher Users	5
Total Unique PHA Occupancy (PH or Voucher) Users	5
Accessed EIV in Last 30 days	N
Accessed EIV in Last 180 days	Y

3.12 HUD Usage Report

The HUD Usage Report provides a list of HUD Users' EIV usage status (Yes, No) indicating whether the user accessed EIV system within the last 30 days or within the last 180 days of the reporting date. For users with the Occupancy role, this report would indicate whether they have accessed the Income Discrepancy Report within the last 30 days or within the last 180 days of the reporting date.

- ✓ A printer-friendly version of **HUD Usage Reports** at all levels can be obtained by clicking the **Printer-friendly version** link on the report page.
- ✓ User Administrators also have the ability to download the report by clicking on the **Download in Excel** link on the report page for the HQ, HUB, FO and TARC Levels.
- ✓ A capability to download the report into Microsoft Excel format is provided if **ALL** option is selected for the HUB, TARC and FO levels.
- ✓ When the link is clicked, the system opens a **File Download** dialog box with **Open** and **Save** buttons. You can either click the **Open** or **Save** button.

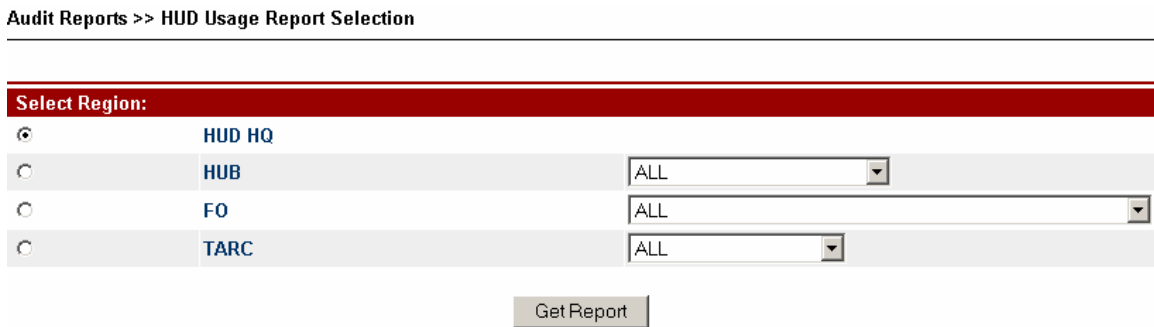
If the **Open** button is clicked, the program is invoked to produce a spreadsheet in Microsoft Excel format displaying HUD usage data as shown below.

If the **Save** button is clicked, a **Save As** dialog box that would allow you to enter the filename and save the spreadsheet in your local drive.



To view the HUD Usage Report, click the [HUD Usage Report](#) link available for Public Housing program User Administrators.

The system displays the **HUD Usage Selection** page as shown below.



The following report options are available:

- HUD HQ
- HUB
- FO
- TARC

3.12.1 HUD HQ Option

When HUD HQ radio button is selected, the HUD HQ Usage Report is displayed as shown below.

Audit Reports >> [HUD HQ Usage Report](#) >> HQ Usage Report

HUD Usage Report Summary as of 06/06/2007	
HQ	HQ
Total Number of Users	23

1 - 23 of 23 Users

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HUD Usage Report for HQ as of 06/06/2007				
User Id	First Name	Last Name	Accessed EIV in Last 30 days	Accessed EIV in Last 180 days
aamussin	GZZNQR	YLNFMHLHUE	N	N
acgreen	GNFQG	JZONB	N	N
acmiles	GNOGHZ	LVZRGOS	N	N
ajbennet	GNEIGRJL	BBJWGGC	N	N
apbaylor	GDXDGMDF	BKTRQO	N	N
dcjohnso	KBVWIOP	AMLVWSD	N	N
H00041	Akfug	Akcwrv	N	N
H00043	Vmincqp	Tdrvcsz	N	N
H07417	Kbjwhf	Fmuwgf	N	N
HEIV01	SSOH01	LAST - EIV	Y	Y
HEIV02	SSOH02	LAST - EIV	N	Y
HEIV03	SSOH03	LAST - EIV	Y	Y
HEIV04	SSOH04	LAST - EIV	N	N
HEIV05	SSOH05	LAST - EIV	Y	Y
HEIV06	SSOH06	LAST - EIV	N	N
HEIV07	SSOH07	LAST - EIV	Y	Y
HEIV08	SSOH08	LAST - EIV	Y	Y
HEIV18	SSOH18	LAST - EIV	N	N
HPIC07	HPIC07	HPIC07	N	N
HPIC08	HPIC08	HPIC08	N	N
HVASS0	SSOH01	LAST - EIV	Y	Y
ibhutchi	UZOEHZ	SLMQLRDNUE	N	N
sbvwheele	MGORYZ	DGONRBB	N	N

1 - 23 of 23 Users

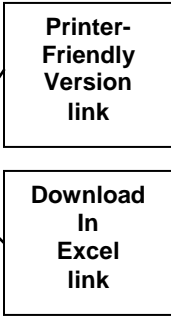
3.12.2 HUB Option

Audit Reports >> [HUB Usage Report](#) >> HUB Usage Report

HUD Usage Report for HUB as of 06/06/2007	
Hub Name	2HNYC New York City Hub
Total Number of Users	1

1 - 1 of 1 Users

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HUD Usage Report for HUB: 06/06/2007				
User Id	First Name	Last Name	Accessed EIV in Last 30 days	Accessed EIV in Last 180 days
HEIV11	SSOH11	LAST - EIV	N	N

1 - 1 of 1 Users

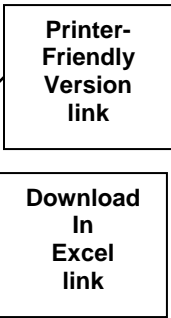
3.12.3 TARC Option

Audit Reports >> [HUD TARC Usage Report](#) >> TARC Usage Report

HUD Usage Report Summary as of 06/08/2007	
TARC Name	PB1 Cleveland TARC
Total Number of Users	1

1 - 1 of 1 Users

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HUD Usage Report for TARC 06/08/2007				
User Id	First Name	Last Name	Accessed EIV in Last 30 days	Accessed EIV in Last 180 days
HEIV37	SSOH37	LAST - EIV	N	N

1 - 1 of 1 Users

3.12.4 FO Option

Audit Reports >> [HUD FO Usage Report](#) >> FO Usage Report

HUD Usage Report Summary as of 06/06/2007	
FO Name	2APH NEW YORK CITY HUB OFFICE
HUB	2HNYC New York City Hub
Total Number of Users	1

1 - 1 of 1 Users

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HUD Usage Report for FO 06/06/2007				
User Id	First Name	Last Name	Accessed EIV in Last 30 days	Accessed EIV in Last 180 days
HEIV15	SSOH15	LAST - EIV	N	N

1 - 1 of 1 Users

Appendix A – Abbreviations and Acronyms

The following terms, abbreviations, and acronyms may or may not appear in this document. They are provided for reference and clarity.

Acronym	Definition
C&A	Certification and Accreditation
CAN	Claim Account Number
CCB	Change Control Board
CCMB	Configuration Change Management Board
CM	Configuration Management
CMRB	Contract Management Review Board
COTR	Contracting Officer's Technical Representative
DCG	Development Coordination Group
DRP	Disaster Recovery Plan
DTS	Data Transmission Services
EDI	Electronic Data Interchange
EIV	Enterprise Income Verification
FEIN	Federal Employer Identification Number
FIPS	Federal Information Processing Standards
FISCAM	Federal Information System Controls Audit Manual
FISMA	Federal Information Security Management Act
FO	Field Office
FOIA	Freedom of Information Act
Form HUD-50058	Form used to submit resident characteristics and tenant income data to HUD
FOUO	For Official Use Only
FTP	File Transfer Protocol
GTM	Government Technical Monitor
GTR	Government Technical Representative
HHS	U.S. Department of Health and Human Services
HOH	Head of Household
HOUSING	Office of Housing - FHA
HUB	Not an acronym. FO's are classified into two categories -- HUB and Program Center. A HUB can be a stand-alone FO or have another offices or program centers report to it.
HUD	US Department of Housing and Urban Development
ICN	Income Control Number
MF Housing	Multifamily Housing
MOA/U	Memorandum of Agreement / Understanding
MTW	Moving To Work
NDNH	National Directory of New Hires
NIST	National Institute of Standards and Technology
OIG	Office of Inspector General
OMB	Office of Management and Budget
OPC	Office of Procurement & Contracts
PD&R	HUD's Office of Policy, Development and Research
PHA	Public Housing Agencies
PI	Period of Income
PIA	Privacy Act Assessment

Acronym	Definition
PIC	Public & Indian Housing Information Center
PIH	HUD's Office of Public & Indian Housing
POA&M	Plan of Action and Milestones
PVCS	Project Version Control System
PWS	Performance Work Statement
QA	Quality Assurance
QU	Quarterly Update
QW	Quarterly Wage
RHIP	Rental Housing Integrity Improvement Project
RIM	Rental Integrity Monitoring
SEIN	State Employment Identification Number
SPH	HUD's Security Program Handbook
SPP	Security Program Policy
SS	Social Security
SSA	Social Security Administration
SSAA	System Security Authorization Agreement
SSI	Supplemental Security Income
SSO	Single Sign On (used in WASS)
SSP	System Security Plan
TARC	Troubled Agency Recovery Center
TASS	Tenant Assessment Subsystem
TRACS	Tenant Rental Assistance Certification System
TTP	Total Tenant Payment
V V&T	Verification, Validation, & Test
W-4	Federal form used to collect New Hires data
WASS	Web Access Security Subsystem