Unique IPA Identifier (UII) User Secure Systems
Registration Guide

U.S. Department of Housing and Urban Development

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The following outlines the steps necessary for a CPA to properly obtain and configure a Secure Systems ID in order to access the Unique IPA Identifier (UII) Registration system.

If you do <u>not</u> have a Secure Systems ID:

Step 1: Register for an Independent User ID
- Go to URL: <u>www.hud.gov/offices/reac</u>
- Click the online systems link.
- On the online systems page under the heading "Need to Access HUD Systems? Register below:", click the Online Registration button if you are engaged to perform an audit and/or agreed upon procedures engagement for a Multifamily Owner/Agent, Public Housing Authority, or Lender.
- The Need a User ID page is displayed with the following options: Multifamily Entity, Public Housing Authority, or Independent User.
- Click the Independent User link.
- The Independent User registration page is displayed.
- Fill out the form and click Send Application button when you are through.
- If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. If you have not been assigned a user ID yet, an ID will be assigned and mailed to you.

Step 2: Contact the PHA / MF entity / Lender Coordinator
Once your have received your Independent User ID, call the Coordinator to request the ability to do business for that PHA/ MF entity / lending institution.

Step 3: Coordinator assigns QASS role
PHA / MF entity coordinator:
- From the Secure Systems Main Menu click the User ID Maintenance link.
- On the System Administration screen enter in the user's ID and select the Maintain User Information option. Click Submit.
- On the Maintain User screen. Click the check box to the left of Assign Role(s).
- **If the CPA has registered under a Multifamily Entity:**
  - Single click FASSUB – CPA Certifier from the Assign Role(s) scroll down box.
- **If the CPA has registered under a PHA or Lender:**
  - Single click FASPHA – CPA Validation from the Assign Role(s) scroll down box.
- Click the Update button.
- A confirmation screen will be displayed.

Lender Coordinator:
- From the FHA Connection menu, Single Family FHA, or Multifamily FHA Menu click the ID Maintenance link.
- Click FHA Connection ID Administration. The FHA Connection ID Administration selection page appears.
- Enter only one selection criterion, select your desired sort criterion, and click Send button. The FHA Connection Maintenance list page appears.

- You may select one user ID at a time by clicking the adjacent radio button and then Send button. The FHA Connection ID Maintenance authorization page appears.
- Select Change in the Indicate Action on FHA Connection ID field.
- Grant the user ID the appropriate rights by clicking the corresponding check boxes and radio buttons for each right and click Send button (Attester role for CPA).
- A confirmation message appears.

Step 4: Register For a UII (Step 3 must be performed by the Coordinator prior to a CPA registering for a UII)
- Go to URL: http://www.hud.gov/offices/reac
- Click the online systems link.
- Click the Log In button.
- Enter your ID and Password.
- From the Secure Systems Main Menu click the Unique IPA Identifier (UII) Registration link.
- The QASS Main Menu is displayed. Follow the screen instructions to register for your UII.

 If you <u>do</u> have a Secure Systems M ID and you need to register for an Independent User ID to conduct work for a <u>lender</u>:

Step 1: Register for an Independent User ID (instructions above)
If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. Your M ID will still continue to be the same except the ID has an independent user status associated with it.

If you were a coordinator, you will lose your coordinator rights. I ID users are not allow to be an independent user and a coordinator. A new coordinator must be designated.

If you <u>do</u> have a Secure Systems M ID and you do <u>not</u> need to register for an Independent User ID to conduct work for a <u>lender</u>:

Your M ID will continue to be active and you will be able to access the UII Registration System to update or recall your UII number.