

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
PO BOX 23774
WASHINGTON DC 20026-3774

*** TO BE OPENED BY ADDRESSEE ONLY ***

JOHN DOE

Rm 3114

TEST LETTER FOR AUDIT

451 7th St SW

Washington DC 20410-0001

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U.S. Dept. Housing And Urban Development
Line of Credit Control System (LOCCS)

Date: JULY 15, 2011

Re: LOCCS Voice Response System (VRS) Access Authorization

Dear Mr/Mrs/Ms: JOHN DOE

Your request for (LOCCS) Voice Response System access has been approved.

Your UserID is <513422>.

To activate your LOCCS access, you must call the HUD VRS at 1-877-705-7505 before AUGUST 29, 2011. You do not need to draw funds at this time, you will be asked to create a password. After creating a password, you may disconnect the call.

FAILURE TO ACTIVATE YOUR USER-ID AND ACCESS BEFORE THE DESIGNATED DATE WILL RESULT IN AUTOMATIC TERMINATION AND RE-APPLICATION WILL BE NECESSARY!

The attached sheet contains general information on the HUD LOCCS system. You should retain this information and have it readily accessible. More detailed instructions about the LOCCS system is contained in the Grantee program instructions provided by your program office.

To maintain your LOCCS access, you are required to adhere to the following Departmental Rules of Behavior. Access to the LOCCS is for official use only. The system user identification (User ID) issued to you is to be used solely in connection with the performance of grant program. As a condition of receiving access, you agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (User ID). Further, you agree that you will not provide this confidential User ID/ password to anyone. If userid is disclosed to anyone, you agree to forfeit all of your rights as a LOCCS user and your access will be terminated and will not be re-instated. Additionally, you are responsible for notifying the CFO Security Office upon leaving the employment of your existing organization.

Your userid will be terminated if not used within a given six-month period. To avoid being terminated, you are required to change your password every 60 days. If you do not change your password within the given period, you will be required to complete LOCCS form 27054 Line of Credit Control Access Authorization Form (HUD 27054) and send it to the address listed on the form. If access is terminated, you will need to have the same form notarized and mailed to the address listed on the form.

This access has been approved for the following Program Area(s), Recipient Tax ID's and function(s):

CFP Capital Fund Program
TIN: 123456789 SECTION 202 ADJ

Query, Drawdown.

SNAP Special Needs Assistance
TIN: 123456789 SECTION 202 ADJ

Query, Drawdown.

YB Youth Build
TIN: 123456789 SECTION 202 ADJ

Query, Drawdown.

If you have any questions concerning security matters, please call the
CFO Security Officer at (202) 708-0764 or 1-877-705-7504.

U.S. Department of Housing and Urban Development

The HUD Voice Response System can be reached at
1-877-705-7505.

- A. Use a touchtone phone to enter numeric values and selections per voice instructions.

- B. When entering fields of variable length such as a voucher amounts, remember to follow the amount with a "#". Decimal position is indicated by pressing "*" (example: \$103.14 is entered as 103*14). Whole-dollar drawdowns do not require the "*".

Anytime that input is requested, one of the following can be used:

- #8 Repeat the last thing spoken
- #9 Return to previous menu selection
- #0 Quit Immediately
- #1 Return to initial Voice Response Menu selection

For Budget Line Item Requests:

- 9999 Entry after final line item is entered
- 0000 To cancel last budget line item requested

NOTE: THIS SHEET SHOULD BE SAVED AND READILY ACCESSABLE FOR USE
WHEN CALLING THE VRS.

** Please be advised that it is a violation of security
** procedures to share LOCCS UserID's with anyone. If UserID's
** are discovered to be shared, LOCCS access will be terminated
** and future access denied.
