



PIH.RHIIP.TA Message # 2012-12 Distributed on April 2, 2012

***** This information is not applicable to Multifamily Housing Programs *****

Please read this important message in its entirety. Contact your EIV Coordinator at your local HUD office if you need assistance with PIH EIV user certification.

Attention PHA & HUD EIV User Administrators! EIV user certification is **due by 04/26/2012**. Failure to certify users by 11:59PM, EDT on 04/26/2011, will result in termination of EIV access at 12:00AM, EDT on 04/27/2011. Normally, user certification is due by 04/29/2012. However, new system code for the EIV 9.3 release will be deployed on Friday, April 27, 2012, which is why all system users must certify users prior to the deployment of the new system code. Certifying users is as easy as 1-2-3! See steps below.

Note to PHAs: PHA User Administrators will be certified by their respective local HUD office.

PHA User Administrators – you are required to certify all EIV users at your PHA (**excluding** those users who are assigned the role of PHA User Administrator). **PLEASE MAKE SURE THAT THERE IS AT LEAST TWO PEOPLE (UNLESS YOU ARE A SMALL PHA) AT YOUR AGENCY WHO HAS BEEN ASSIGNED THE PHA USER ADMINISTRATOR ROLE!**

Note to HUD FO Staff: HUB/Field Office User Administrators will be certified by the HHQ User Administrator.

HUB/Field Office User Administrators are required to certify all HUD EIV users within their jurisdiction (**excluding** those HUD users who are assigned the role of HUB/FO User Administrator) **AND** all PHA User Administrators within your jurisdiction. If a PHA does not have anyone with the assigned PHA User Administrator role, you **MUST** certify these users or the system will automatically terminate the user's access at 12:00AM, EDT on 04/27/2011. Follow up with these PHAs to ensure they designate an individual to have the PHA User Administrator role assigned to their user ID.

Effective April 30, 2012, EIV access requests and approval will be totally automated – NO MORE PAPER FORMS! All PIH EIV system users are reminded that effective April 30, 2012, completion and submission of the form HUD-52676 is **no longer required**. Retain previously completed forms for a period of three (3) from the date the form was signed. PHA User Administrators are responsible for assigning EIV roles within EIV's User Administration for approval by the EIV Coordinator in the local HUD office.



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Instructions for Certifying a User

Step 1: Double click on the **User Certification** link [located on the left navigation panel, under **User Administration**]



Step 2: Your PHA is listed in the PHA selection box. (If there are multiple PHAs assigned to your User ID, you may select the applicable PHA or simply select **All**). You have the option to select the program type (All, Public Housing or Voucher) and certification status (All, Pending Certification, or Certified Only). HUD recommends selecting the **Pending Certification** status. After making your selections, double click on the **List Users** button. A list of all users will be displayed.

User Administration >> User Certification Selection

Select Region and Certification Criteria:

PHA: WV042 Boone County Housing Authority

* Select Program Type: All PIH Programs

* Note: Only applicable to PHA

Select Certification Status: All

List Users

User Administration >> User Certification Selection >> User Certification

PHA: WV042 Boone County Housing Authority Number of Users: 4 Program Type: All PIH Programs Certification Status: Pending Certification Change View

1 - 4 of 4 Users

List of Users and their Roles

User Name	User ID	Last Certification Date	Action
Gina	M	10/20/2011	Certify User
PHA Occupancy - Voucher			
Pamela	M	10/20/2011	Certify User
PHA Occupancy - Public Housing			
Michele	M	10/04/2011	Certify User
PHA Occupancy - Application Processor			
PHA User Administrator			
Program Administrator - Public Housing			
Program Administrator - Voucher			
Kathy	M	10/04/2011	Certify User
PHA Occupancy - Application Processor			
PHA Occupancy - Public Housing			
PHA Occupancy - Voucher			
PHA Security Administrator			



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Step 3: Click on the **Certify User** button for any individual who still requires EIV access. Do not certify any user who:

1. No longer requires EIV access
2. Does not have an EIV Access Authorization form on file
3. Has not completed annual Security Awareness training; and
4. Has not completed initial EIV System training (October 27-28, 2011, or prior initial EIV system training session)
5. Has not completed updated EIV System training (October 27, 2011)


Once you click on the **Certify User** button, the user will disappear from the list and the count of users will decrease.

Note: If there is no “Certify User” button to click on, the user is already certified as evidenced by the status of “Certified User” as displayed in below screenshot.


Users self-certify (when the user logs onto EIV) that the training has been completed. An EIV training Certificate of Completion from HUD is not required as a condition for continued EIV access.

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

HUD HQ Number of Users: 228 Certification Status: All

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List of Users and their Roles

User Name: Jason HQ OIG	User ID: <input type="text"/>	Last Certification Date: 04/02/2012	Certified User 
User Name: Angelica HQ OIG	User ID: <input type="text"/>	Last Certification Date: 04/02/2012	Certified User

If you need assistance, contact your designated EIV Coordinator in your local HUD office.

If your EIV Coordinator is unable to resolve your EIV system technical issue, please direct your inquiry to EIV_HELP@HUD.GOV (with a copy to your EIV Coordinator), and include your PHA Code, User ID, description of EIV issue, and a screenshot of your EIV issue.