

Unique IPA Identifier (UII) Registration System

User Guide

U.S. Department of Housing and Urban Development

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Chapter 1: Introduction

Unique IPA Identifier (UII) Registration System

System Purpose

HUD's Uniform Financial Reporting Standards (UFRS) regulations, codified at 24 CFR part 5, subpart H (issued by final rule on September 1, 1998 at 63 FR 46582) require covered program participants to submit electronically to HUD, on an annual basis, audited financial information prepared in accordance with generally accepted accounting principles (GAAP). HUD's Real Estate Assessment Center (REAC), through its Financial Assessment Subsystems (FASS), is responsible for collecting and assessing submissions covered under the UFRS.

Firms and governmental organizations who perform audit and attestation engagements for clients covered by the UFRS are required to apply for and obtain from REAC – through the UII Registration System – an identification code called a Unique IPA¹ Identifier (UII). Firms with multiple office locations must separately register and obtain a UII for each of their offices that perform professional services for covered program participants. Sole practitioners and firms with a single office location also must apply for a UII.

The purpose of the UII Registration System is to provide HUD with a uniform listing – by office location – of the firms who provide audit and attestation services to clients covered by the UFRS. Upon successful completion, the system issues the registering firm's office a five-digit randomly generated number – the UII. Effective on and after the following dates, FASS will require your client(s) to include your UII with their annual audit submission:

- Public Housing Authorities covered by the UFRS and the Public Housing Assessment System (PHAS) regulations – February 2, 2001.
- Multifamily program participants covered by the UFRS – February 9, 2001.

Practitioners must be registered with HUD's Secure Connection system before they can register their office location in the UII Registration System.

System Environment

The UII Registration System is a secure Web-based system accessible on the Internet through the REAC's web site.

¹ HUD uses the term IPA to collectively describe the Certified Public Accountants (CPAs), Public Accountants (PAs) and other practitioners authorized by state law to perform audit and attestation engagements.

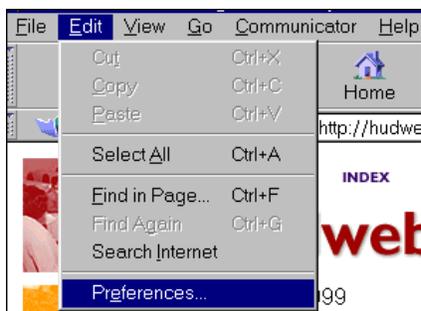
Chapter 2: Getting Started

Initial Browser Settings

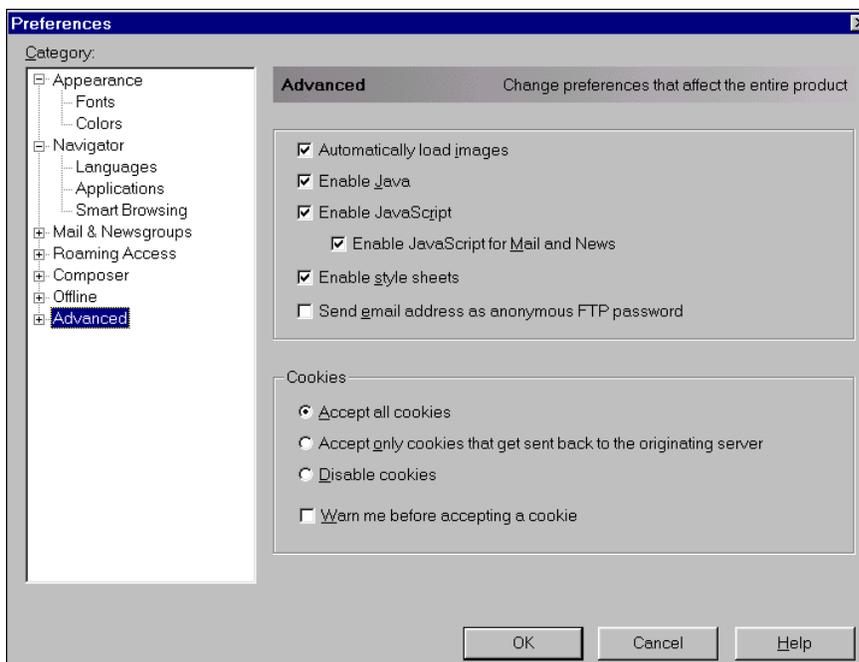
To use the UII Registration System, the user's Internet browser must be set to accept cookies. A "cookie" is a file automatically stored on the user's computer.

To set the browser to accept cookies:

1. From the desktop, double click on your Internet browser icon. The initial page displays.
2. Single click on Edit on the menu bar, at the top of the tab page, to view the list of edits options.



3. Single click on the Preferences option to select it. The **Preferences** settings window displays.
4. Single click on Advanced in the *Category* list to select it. The **Advanced** preferences settings window displays.



5. Under the *Cookies* heading, single click on the “Accept all cookies” radio button to select it.
6. Single click on the OK  push button to continue.

Chapter 3: Accessing the UII Registration System

To create, recall or update an auditor office's contact information via the Internet using the UII Registration System, a User must:

- Be registered with HUD's Secure Connection and have a valid HUD user ID²
- Be assigned the appropriate FASS system role by your Coordinator as follows:
 - **IPA or State Auditor for PHA Entity:** Be assigned a Certified Public Accountant (CPA) Validator (CPV) role
 - **IPA or State Auditor for MF Entity:** Be assigned a Certified Public Accountant (CPA) Certifier (CPC) role

Logging Into the UII Registration System

1. Go to the **real estate assessment center** Web site. Type in the following address in the URL locator: www.hud.gov/offices/reac

The screenshot shows the homepage of the real estate assessment center (reac). The page has a red header with the text "real estate assessment center" and "translate | search/index". Below the header is a navigation menu with links: "homes and communities", "real estate assessment center", "customers", "products", "tools", "online systems", "contact us", "about reac", "hud news", "homes", "communities", "working with hud", "resources", "tools", "webcasts", "mailing lists", "federal clearinghouses", "contact us", and "help". The main content area is divided into several sections: "features" with a sub-section "REAC Receives honors from the Federal CID Council Excellence.Gov Award" and "Comparing HUD's Customer Survey Results"; "what's hot!" with two news items; "highlights" with several bullet points; and a footer with contact information for the U.S. Department of Housing and Urban Development.

2. On the home page of the **real estate assessment center** Web site (www.hud.gov/offices/reac), single click on the online systems link in the left column. The **online systems** page displays.

² Please refer to Appendix A: Secure System Registration Guide for step by step instructions.



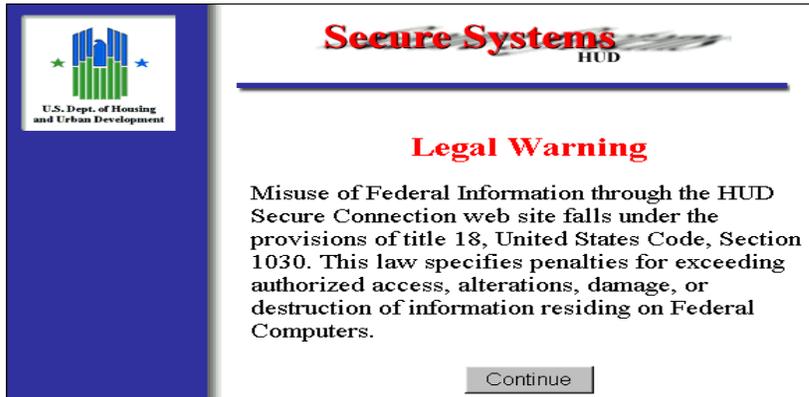
3. On the **online systems** page, single click on the Log In  push button. The **Username and Password Required** window displays.

— **NOTE:** If a **Registration Certification** box displays, single click on the **Continue**  push button to close the box and continue to the **Username and Password Required** window.

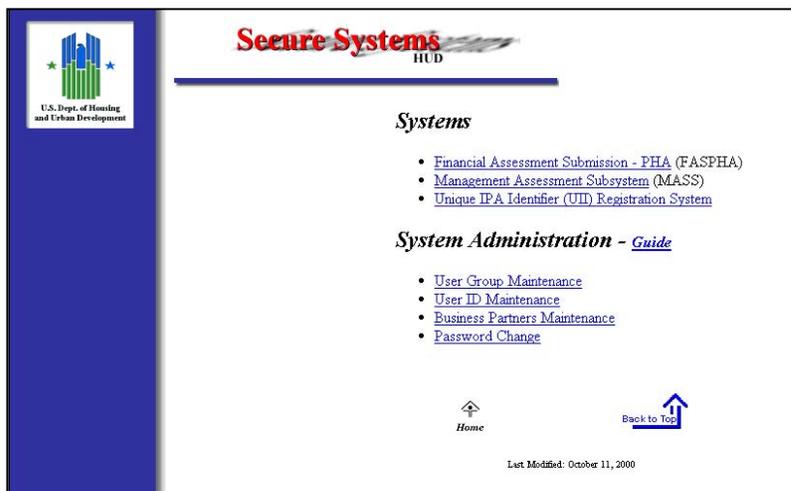


4. Enter your HUD user ID in the *User Name* field. The user ID is case-sensitive; remember to capitalize the letters in your user ID. **Do not enter your name in the User Name field.**
5. Using the Tab key on the keyboard, move to the *Password* field. Enter your password. The password is also case-sensitive (uppercase/lowercase); enter the password exactly as you requested it on the registration application.

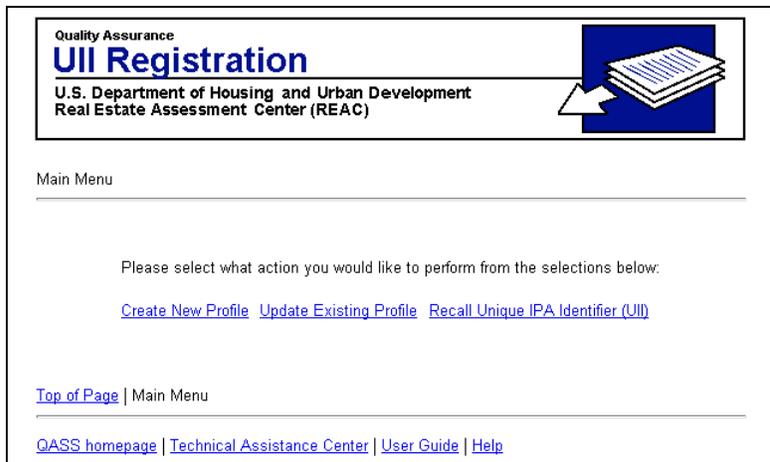
6. Single click on the OK  push button. A **Legal Warning** page displays.



7. Read the warning, and single click on the Continue  push button. The **Secure Systems** page displays.



8. Under the *Systems* heading, single click on the underlined Unique IPA Identifier (UII) Registration System link to access the system. The **Main Menu** page displays.



Exiting the UII Registration System

Users can exit the system anytime by single clicking on the Close  control icon in the top right corner of the page.

Contacting the Technical Assistance Center

If you have questions about using the UII Registration System, you can contact the REAC Technical Assistance Center by phone, or by email.

By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 8:30 p.m., Eastern Standard Time at **1-888-245-4860**.

By E-mail

You can send an email message to the REAC Technical Assistance Center to the following email address: REAC_TAC@hud.gov. Please provide a descriptive subject line to identify the request.

Chapter 4: Register for a UII

This chapter describes the process of registering for a UII. After the user successfully logs in and selects the Unique IPA Identifier (UII) Registration System link from the Secure System main page, the **Main Menu** page displays (see Chapter 3).

Step 1: Single click the Create New Profile link from the Main Menu

Select Audit Office Classification Page

The **Select Audit Office Classification** page displays. The user selects whether they are registering an Independent Public Accounting Office (e.g. CPAs and PAs) or a State Auditor Office (governmental audit organizations).



Step 2:

IPA user: Single click the Independent Public Accounting Office link
State Auditor user: Single click the State Auditor Office link

The **Create IPA Office Profile** displays. The EIN and Zip Code combination is used to identify an office.

Create IPA Office Profile Page³

³ For the purpose of illustration, this guide has included the IPA input screens. The State Auditor input screens are exactly the same only with a different title.

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Please enter your office EIN and Zip Code below
and then click the Go push button:

*EIN:

*Zip Code:

Line items denoted by an asterisk (*)
are required fields.

[Top of Page](#) | [Main Menu](#) | Create IPA Office Profile

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

Object	Description
EIN	The Employer Identification Number (EIN) is a required field and must be a nine-digit numeric value.
Zip Code	The zip code of the audit office location. Zip Code is a required field and must be a five-digit numeric value.

Step 3: Input values for EIN and Zip Code

In order to proceed, the user must enter values in the data entry fields. Use the tab key on the keyboard to move to the next field. Check to ensure the information in each field is correct before continuing.

Step 4: Single click the Go push button

There are two different scenarios which will result depending if there was a match found in the database for the entered EIN and Zip Code values. Each scenario is described below as well as the corresponding step-by-step instructions.

Scenario

Page

Scenario 1: No matching EIN and Zip Code

Page 4-3

Blank Registration Screen displays for the user to complete the office profile information fields.

Scenario 2: Matching EIN and Zip Code

Page 4-5

Registration Screen displays for the user to view or update the office profile information fields.

Scenario 1: No matching EIN and Zip Code

Blank Office Registration Screen displays with the office profile information

The **Blank Office Registration** page displays. The registration page collects contact information of the auditor office.

IPA Office Registration Page

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[Main Menu](#) | IPA Office Registration

Please enter your registration data below. Click the Go push button when completed.

*EIN:	<input type="text"/>
*Audit Office Name:	<input type="text"/>
*Audit Office Address 1:	<input type="text"/>
Audit Office Address 2:	<input type="text"/>
*Audit Office City:	<input type="text"/>
*Audit Office State:	<input type="text" value="AA"/>
*Audit Office Zip Code:	<input type="text"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Auditor Contact First Name:	<input type="text"/>
Auditor Contact Middle Name:	<input type="text"/>
*Auditor Contact Last Name:	<input type="text"/>
*Auditor Contact Title:	<input type="text"/>
*Auditor Contact Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Auditor Contact Email:	<input type="text"/>

By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.

Line items denoted by an asterisk (*) are required fields.

[Top of Page](#) | [Main Menu](#) | IPA Office Registration

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

Step 5: Complete office registration information

Ensure that all required data entry fields are completed. Required fields have an asterisk by the field name.

Object	Required?	Description
EIN	Y	The Employer Identification Number identifies each IPA and State Auditor Office. EIN is a required field and must be a nine-digit numeric value.

Object	Required?	Description
Audit Office Name	Y	The name of the IPA/State Auditor Office.
Audit Office Phone	Y	The main phone number of the IPA/State Auditor Office.
Audit Office Address 1	Y	The main address of the IPA/State Auditor Office.
Audit Office Address 2	N	The second line of the IPA/State Auditor Office address (e.g Suite #100).
Audit Office City	Y	The city of the IPA/State Auditor Office.
Audit Office State	Y	The state of the IPA/State Auditor Office.
Audit Office Zip Code	Y	The zip code of the IPA/State Auditor Office.
Audit Office Zip Code Extension	N	The zip code extension of the IPA/State Auditor Office.
Auditor Contact First Name	Y	The first name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Middle Name	N	The middle name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Last Name	Y	The last name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Title	Y	The title/position of the point of contact for the IPA/State Auditor Office.
Auditor Contact Phone	Y	The phone of the point of contact for the IPA/State Auditor Office.
Auditor Contact Phone Extension	N	The phone extension of the point of contact for the IPA/State Auditor Office.
Auditor Contact Fax	N	The contact fax number of the point of contact for the IPA/State Auditor Office.
Auditor Contact Email	Y	The email address of the point of contact for the IPA/State Auditor Office.
Go push button		Transfer the information to the verification page and ensures that all required fields are completed.
Reset push button		Resets all the fields to be blank.

Scenario 2: Matching EIN and Zip Code

Office Registration Screen displays

The **Office Registration** page displays with the data stored in the system.

IPA Office Registration Page

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[Main Menu](#) | IPA Office Registration

Please update your registration data below. Click the Go push button when completed.

UII:	20470
*EIN:	<input type="text" value="123456789"/>
*Audit Office Name:	<input type="text" value="Audit Office A"/>
*Audit Office Address 1:	<input type="text" value="123 Main Street"/>
Audit Office Address 2:	<input type="text"/>
*Audit Office City:	<input type="text" value="Fallston"/>
*Audit Office State:	<input type="text" value="WA"/>
*Audit Office Zip Code:	<input type="text" value="23343"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	<input type="text" value="(111) 111 - 1111"/>
*Auditor Contact First Name:	<input type="text" value="Mary"/>
Auditor Contact Middle Name:	<input type="text" value="J"/>
*Auditor Contact Last Name:	<input type="text" value="Doe"/>
*Auditor Contact Title:	<input type="text" value="Partner"/>
*Auditor Contact Phone:	<input type="text" value="(333) 222 - 2342"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	<input style="width: 100%;" type="text" value="() - "/>
*Auditor Contact Email:	<input type="text" value="mjoe@audit.com"/>

By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.

Line items denoted by an asterisk (*) are required fields.

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Step 6: Single click the Go push button

The **Office Registration Verification** page displays requesting the user to review and verify the information listed is correct prior to submission.

IPA Office Registration Verification Page

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[Main Menu](#) | IPA Office Registration Verification

Please verify the information below. If any information is incorrect, please click the Back push button below to return to the registration screen. If the information is correct, click the Submit push button to register your office.

EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address 1:	123 Main Street
Audit Office Address 2:	
Audit Office City:	Fallston
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact First Name:	Mary
Auditor Contact Middle Name:	J
Auditor Contact Last Name:	Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

[Top of Page](#) | [Main Menu](#) | IPA Office Registration Verification

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

Step 7: Verify Information

Verify that the information is correct. If there is any information that needs to be updated, single click the Back push button to modify any profile information or else single click the Submit push button to complete the registration process.

Step 8: Single click the Submit push button

The **Office Registration Confirmation** page displays with the UII number assigned to the user.

IPA Office Registration Confirmation Page

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[Main Menu](#) | IPA Office Registration Confirmation

Your **UII is 20470**. The registration process is complete and your office has successfully registered.

UII:	20470
EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address:	123 Main Street Fallston, WA 23343
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact Name:	Mary J Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

[Top of Page](#) | [Main Menu](#) | IPA Office Registration Confirmation

[GASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

Chapter 5: Update a Profile

This chapter describes to the process of updating an Office Profile in the UII Registration System. In order to gain access to an office's registration profile, the user must enter their office's UII number. If you have forgotten your UII, please refer to Chapter 6 for instructions on how to retrieve your UII number.

After logging in and selecting the Unique IPA Identifier (UII) Registration System link from the Secure System main page, the UII Registration System Main Menu page displays (see Chapter 3).

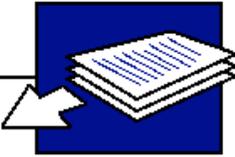
The Main Menu page provides the user with the option to either Create a New Profile, Update Existing Profile, or Recall Unique IPA Identifier (UII).

Step 1: Single click the Update Profile link from Main Menu

The **Update Office Profile** page displays. The user must enter their UII number in order to update any contact information.

Update Office Profile Page

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[Main Menu](#) | Update Office Profile

Please enter your office five digit UII below
and then click the Go push button:

*UII:

Line items denoted by an asterisk (*)
are required fields.

[Top of Page](#) | [Main Menu](#) | Update Office Profile

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

Step 2: Enter UII Number

The office's existing UII number must be entered in order to update an auditor office's profile information.

Step 3: Single click the Go push button

The **IPA Office Registration** page displays. The registration page collects contact information about the auditor office.

IPA Office Registration Page

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[Main Menu](#) | IPA Office Registration

Please update your registration data below. Click the Go push button when completed.

UII:	<input type="text" value="20470"/>
*EIN:	<input type="text" value="123456789"/>
*Audit Office Name:	<input type="text" value="Audit Office A"/>
*Audit Office Address 1:	<input type="text" value="123 Main Street"/>
Audit Office Address 2:	<input type="text"/>
*Audit Office City:	<input type="text" value="Fallston"/>
*Audit Office State:	<input type="text" value="WA"/>
*Audit Office Zip Code:	<input type="text" value="23343"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	<input type="text" value="(111) 111 - 1111"/>
*Auditor Contact First Name:	<input type="text" value="Mary"/>
Auditor Contact Middle Name:	<input type="text" value="J"/>
*Auditor Contact Last Name:	<input type="text" value="Doe"/>
*Auditor Contact Title:	<input type="text" value="Partner"/>
*Auditor Contact Phone:	<input type="text" value="(333) 222 - 2342"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	<input type="text" value="() -"/>
*Auditor Contact Email:	<input type="text" value="mjoe@audit.com"/>

By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.

Line items denoted by an asterisk (*) are required fields.

[Top of Page](#) | [Main Menu](#) | IPA Office Registration

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

Update the office profile from this screen.

Step 4: Update Profile Information

Review the office profile information and make any necessary changes.

Step 5: Click the Go push button

The **Office Registration Verification** page displays. The verification page provides a read-only display of the auditor office contact information.

IPA Office Registration Verification Page

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[Main Menu](#) | IPA Office Registration Verification

Please verify the information below. If any information is incorrect, please click the Back push button below to return to the registration screen. If the information is correct, click the Submit push button to register your office.

EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address 1:	123 Main Street
Audit Office Address 2:	
Audit Office City:	Fallston
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact First Name:	Mary
Auditor Contact Middle Name:	J
Auditor Contact Last Name:	Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

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Step 6: Verify Information

Verify that the information is correct. If there is any information that needs to be updated, single click the Back push button to modify any profile information or else single click the Submit push button to complete the update process.

Step 7: Single Click the Submit push button

The **Office Registration Confirmation** page displays. The confirmation page provides a read-only display of the updated auditor office contact information.

IPA Office Registration Confirmation Page

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[Main Menu](#) | [IPA Office Registration Confirmation](#)

Your **UII is 20470**. The registration process is complete and your office has successfully registered.

UII:	20470
EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address:	123 Main Street Fallston, WA 23343
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact Name:	Mary J Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

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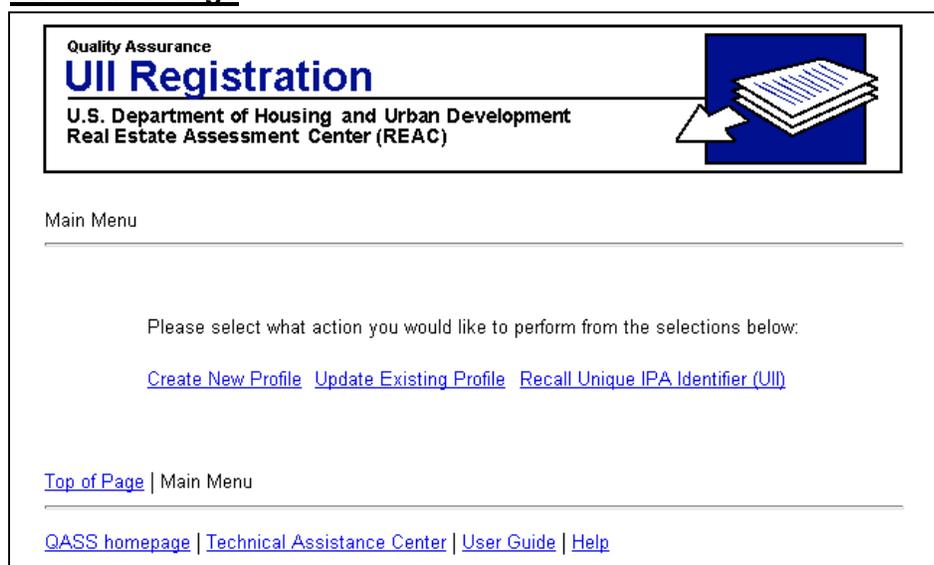
Chapter 6: Recall a UII

This chapter describes the process of recalling a UII in case the user forgets the UII number. In order to recall a UII, the user must have the office's EIN and Zip Code.

After logging in and selecting the Unique IPA Identifier (UII) Registration System link from the Secure System main page, the UII Registration System Main Menu page displays (see Chapter 3).

The Main Menu page provides the user with the option to either Create a New Profile, Update Existing Profile, or Recall Unique IPA Identifier (UII).

Main Menu Page



Step 1: Single click the Recall Unique IPA Identifier (UII) link from Main Menu

The **Select Audit Office Classification** page displays. The user can select whether he/she is representing an Independent Public Accounting Office or a State Auditor Office.

Select Audit Office Classification Page

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[Main Menu](#) | Select Audit Office Classification

Please select whether you are registering for an independent public accounting office or for a state auditor office:

[Independent Public Accounting Office](#)
[State Auditor Office](#)

[Top of Page](#) | [Main Menu](#) | Select Audit Office Classification

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Step 2:

IPA User: Single click the **Independent Public Accounting Office** link
State Auditor User: Single click the **State Auditor Office** link

The **Recall IPA Office Profile** or **Recall State Auditor Office Profile** page displays. The EIN and Zip Code combination is used to identify an IPA office.

Step 3: Input values for EIN and Zip Code

In order to proceed, the user must enter values in the data entry fields. Use the tab key on the keyboard to move to the next field. Check to ensure the information in each field is correct before continuing.

Step 4: Single click the Go push button

There are two different scenarios which will result depending if there was a match found in the database for the entered EIN and Zip Code values. Each scenario is described below as well as the corresponding step-by-step instructions.

Scenario

Scenario 1:
Confirmation Screen displays with the office profile information

Page

Page 6-3

Scenario 2:
Recall Office Profile displays with error message

Page 6-4

**Scenario 1:
IPA Office Registration Confirmation Screen displays with the office profile information**

The **IPA Office Registration Confirmation** page displays. This page is displayed only when there is an existing record with the same matching EIN and Zip Code in the database.

IPA Office Registration Confirmation Page

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[Main Menu](#) | [IPA Office Registration Confirmation](#)

Your **UII is 20470**. The registration process is complete and your office has successfully registered.

UII:	20470
EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address:	123 Main Street Fallston, WA 23343
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact Name:	Mary J Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

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Step 5: View UII number and Contact Information

Note the UII number and verify that the information is correct. To change any information, please single click the Main Menu link to return to the Main Menu then select the Update Profile link.

**Scenario 2:
Recall Office Profile displays with error message**

The **Recall Office Profile** page displays with an error message displayed in red to the user indicating that there was not a match found.

Recall IPA Office Profile Page

Quality Assurance
UII Registration
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



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Error: There was no matching record found.

Please enter your office EIN and Zip Code below
and then click the Go push button:

*EIN:

*Zip Code:

Line items denoted by an asterisk (*)
are required fields.

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At this point, the user has the following options:

1. Make sure the correct EIN and Zip Code was entered.
OR
2. Single click the Main Menu link and select the option to Create New Profile. Please refer to Chapter 5 – Register For A UII for step by step instructions.

Appendix A: Secure Systems Registration Guide

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 already have a Secure Systems ID, go directly to Step 3 of the registration process.

Step 1: Obtain a Secure Systems ID

If you do not have a Secure Systems ID:

- Contact an entity for whom you are engaged to perform an audit and/or agreed upon procedures engagement. Indicate to their Secure Systems Coordinator that you need to register for an ID under the entity. Obtain the entity name and TIN/SSN (employer identification number) if they are a Multifamily Owner/Agent or entity name and organization ID if they are a Public Housing Authority (i.e. NY123 for a New York PHA).
- Go to URL: www.hud.gov/offices/reac
- Click the **online systems** link.
- On the online systems page under the heading “Need a User ID?”, click the **Multifamily Housing Entity link** if you are engaged to perform an audit and/or agreed upon procedures engagement for a Multifamily Owner/Agent **or** click the **Public Housing Authority link** if you are engaged perform an audit and/or agreed upon procedures engagement for a Public Housing Authority.
- On the Secure System Registration screen complete the registration form. Ensure you select that you are registering as a **User**, not a coordinator.
Note: If you are registering under a Multifamily Owner/Agent the **Organization/Individual Information** refers to the HUD-registered organization you will be doing business with. Therefore the Organization/Individual Name and TIN/SSN (employer identification number) you enter in this section must be that of the Multifamily Project Owner/Agent.
- Click Send Application.

Step 2: Retrieve Your Secure Systems ID

- Wait 24 hours after you have registered and then ask your Public Housing Authority or Multi Family Project Coordinator to retrieve your user ID (instructions are available on the **online systems** page).

Step 3: Assign QASS Coordinator Action to the PHA / MF entity Coordinator’s ID (This step must be performed by the PHA / MF entity Coordinator.)

- Go to URL: www.hud.gov/offices/reac
- Click the **online systems** link.
- Click the **Log In** button.
- Enter the PHA / MF entity Coordinator ID and Password.
- From the Secure Systems Main Menu click the **User ID Maintenance** link.

- On the System Administration screen enter in the Coordinator ID and select the **Maintain User Profile** option. Click Submit.
- On the Maintain User Profile screen scroll down to the **QASS** system. Click the check boxes to the left of QASS and to the left of Action(s).
- Highlight **Coordinator** from the left hand (Add to) text area.
- Scroll to the bottom of the page and click **Update**.
- A confirmation screen will be displayed.

Step 4: Categorize User as a QASS User (This step must be performed by the PHA / MF entity Coordinator.)

Assign Submit QASS Profile Action to the User's ID:

- Go to URL: www.hud.gov/offices/rea
- Click the **online systems** link.
- Click the **Log In** button.
- Enter the PHA / MF entity Coordinator ID and Password.
- 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 Profile** option. Click Submit.
- On the Maintain User Profile screen scroll down to the **QASS** system. Click the check boxes to the left of QASS and to the left of Action(s).
- Single click the **Submit QASS Profile** from the left hand (Add to) text area.
- Scroll to the bottom of the page and click **Update**.
- A confirmation screen will be displayed.

If the CPA has registered under a Multifamily Entity:

- 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).
- Single click **FASSUB – CPA Certification** from the Assign Role(s) scroll down box.
- Click the **Update** button.
- A confirmation screen will be displayed.

If the CPA has registered under a Public Housing Authority:

- 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).
- Single click **FASPHA – CPA Validation** from the Assign Role(s) scroll down box.
- Click the **Update** button.
- A confirmation screen will be displayed.

After completing the Secure Systems User ID Registration process, please return to Chapter 3 through 6 for instructions on how to register for a UII.