

**Enterprise Income Verification (EIV 9.9)**  
**External User Administration Manual**  
**For**  
**Multifamily Housing Programs**

U.S. Department of Housing and Urban Development

May 2015

Version	Date	Comments required
Version 1.0	09/29/2006	Initial Draft
Version 2.0	11/02/2006	Revision from MF
Version 3.0	12/11/2006	Include changes implemented in EIV Release 6.1
Version 4.0	08/27/2007	Include changes implemented in EIV Release 7.0
Version 5.0	10/30/2007	Changes implemented in EIV Release 8.0
Version 6.0	03/05/2008	Changes implemented in EIV Release 8.1
Version 6.1	05/09/2008	Revision from MF
Version 6.2	05/12/2009	Includes changes implemented in EIV Release 8.1.2
Version 7.0	07/30/2009	Includes changes implemented in EIV Release 9.0
Version 7.1	08/21/2009	Updated the document based on the comments from the review
Version 8.0	04/12/2010	Updated for EIV 9.1 Release
Version 9.0	04/08/2011	Updated for EIV 9.2 Release
Version 10.0	07/19/2011	Updated for EIV 9.2.1 Release
Version 11.0	03/14/2012	Updated for EIV 9.3 Release
Version 11.1	06/01/2012	Updated based on comments from MF Program area
Version 11.2	04/25/2013	Updated for EIV release 9.5
Version 12.0	11/22/2013	Updated for EIV 9.6 Release
Version 12.0	11/22/2013	Updated for EIV 9.6 Release
Version 13.0	05/19/2014	Updated for EIV 9.7 Release
Version 14.0	12/19/2014	Updated for EIV 9.8 Release
Version 15.0	05/27/2015	Updated for EIV 9.9 Release



## EIV User Administration Authorization Memorandum

I have carefully assessed the EIV External User Administration Manual for Multifamily 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.

\_\_\_\_\_  
Durga P. Anakala  
IT Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Danielle D. Garcia  
Branch Chief, Subsidy Oversight

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeffrey L. Avery  
Supervisory IT Program Manager, Office of Program  
Systems Management

\_\_\_\_\_  
Date

## Table of Contents

<b>1</b>	<b>PREFACE</b> .....	<b>6</b>
	1.1 Document Overview .....	6
	1.2 How This Manual is Organized.....	6
	1.3 Who Should Use This Manual?.....	6
	1.4 Related Documentation.....	8
	1.5 Abbreviations and Acronyms.....	8
<b>2</b>	<b>ASSIGNING EIV ACCESS</b> .....	<b>10</b>
	2.1 Accessing Secure Systems/WASS.....	10
	2.2 Perform EIV User Role (HSU or CAU) Assignments to Active Users in WASS.....	12
	2.3 Perform HSU or CAU Role Assignment to the User’s Property (ies) / Contract(s) in WASS .....	15
<b>3</b>	<b>USER ADMINISTRATION</b> .....	<b>22</b>
	3.1 Logging to EIV System from Secure System .....	22
	3.2 Coordinator Cert Report .....	26
	3.3 OA Cert Report .....	28
	3.4 User Requests/CAU Requests .....	30
	3.5 Automatic User Certification after the approval of UAAF (New in EIV 9.3) .....	41
	3.6 Certifying EIV Users .....	41
	3.7 User Certification Report for HSC roles/CAU Certification Report for CAC roles .....	47
<b>4</b>	<b>APPENDIX A – ABBREVIATIONS AND ACRONYMS</b> .....	<b>51</b>

# 1 Preface

## 1 Preface

### 1.1 Document Overview

The purpose of this manual is to provide instructions for HUD’s business partners responsible for user administration in the Enterprise Income Verification (EIV) application for multifamily housing programs. It details business operational procedures for successfully performing user administration tasks through the EIV user interface.

### 1.2 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, Assigning EIV Access Rights to Users – Provides step-by-step instructions on how to make EIV User Role (HSU or CAU) assignments to ‘Active’ users in WASS and how to make HSU or CAU role assignments to the active user’s contract(s) and/or property(ies) in WASS.
- Chapter 3, Multifamily Housing Program User Administration - Provides instructions on User Administration functions, including how to approve, deny, or put an HSU or CAU user’s user request on hold; how to certify, re-certify, and expire an HSU or CAU user’s EIV access for a contract(s) or property(ies) in EIV; how to view user certification reports for users under the Coordinator’s portfolio; and how to view Coordinator certification status and effective dates.
- Appendix A, Abbreviations and Acronyms – Provides a list of commonly used abbreviations and acronyms.

### 1.3 Who Should Use This Manual?

This manual is intended for the following users:

- MF Housing Program users with EIV Housing Coordinator (HSC) role defined in WASS, and
- MF Housing Program users with EIV Housing Contract Administrator Coordinator (CAC) role defined in WASS

Multifamily EIV Coordinators with the HSC or CAC role are responsible for:

- Determining who at the property, management agency, service bureau, or contract administrator (CA) should have User access rights to the EIV system, based on need for access;
- Receiving and approving their users’ User Access Authorization Form (UAAF) requests;
- Making EIV role assignments (for Non-HUD User (HSU) or Contract Administrator User (CAU)) to their User’s User ID and property(ies) or contract(s) assigned to the User in Web Access Secure Systems (WASS);

- Certifying, re-certifying, and expiring their Users’ access to EIV for contract(s) and/or property(ies) assigned to them in WASS; and
- Protecting EIV data from unauthorized users.

The table below lists Coordinator functions for which the owner of the property or authorized Contract Administration (CA) official at the agency has authorized the Coordinator to perform on behalf of the owner or CA.

User Type	User ID Types	EIV Role	Functionality
MF EIV Coordinator	M-ID	HSC/CAC	View benefit and wage-related information, as well as verification reports for the contracts and projects assigned in WASS.
			Approve their users’ online UAAF requests for certification, re-certification, and expiration of EIV access through the User Requests function in EIV.
			Perform EIV User role (HSU or CAU) role assignments to ‘Active’ users and un-assignments from ‘Terminated’ users in WASS.
			Perform HSU or CAU role assignments to and un-assignments from contracts/properties available to their users or former users in WASS.
			Perform the User Certification function for users under their jurisdiction.
			View Coordinator Certification Report for user status and recertification period for Coordinators.
			View User Certification Report for users under their jurisdiction.
MF EIV Coordinator	M-ID	CAC	O/A Certification Report- to provide the ability to view the EIV certification status of a contract / project for users with HSC / HSU user role.

This manual assumes that administrators have the following knowledge or expertise:

- Working knowledge of Microsoft Windows.
- Operational understanding of PCs.

- Operational understanding of Internet browsers.
- Understanding of basic network concepts.
- Understanding of HUD program terminology, policies, and procedures.

## 1.4 Related Documentation

This section provides a list of related documentation, including:

- *EIV System User Manual for Multifamily Housing Program Users* – This manual provides step-by-step instructions on how to gain EIV Coordinator and User access to the EIV system, read benefit and wage-related reports, and use menu options. This manual is located at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/usermanual.pdf>
- *WASS User's Manual* – For Coordinators, this manual provides step-by-step instructions on how to perform maintenance of user profiles including roles and property/contract and PHA assignment which is necessary before the user can access EIV functions. This manual is located at: [http://www.hud.gov/offices/react/products/wass/wass\\_user\\_manual.cfm](http://www.hud.gov/offices/react/products/wass/wass_user_manual.cfm)

## 1.5 Abbreviations and Acronyms

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



## **2 Assigning EIV ACCESS Rights to Users**

## 2 Assigning EIV Access

### 2.1 Accessing Secure Systems/WASS

#### Step 1: Go to Secure Systems Single Sign On

The link for External users is:

[https://hudapps.hud.gov/HUD\\_Systems](https://hudapps.hud.gov/HUD_Systems)

#### Step 2: Enter your M-ID (External User) and Password.

#### Step 3: Click on “Login”.

The screenshot shows the 'User Login' page. On the left is a blue sidebar with the text 'Secure Systems Single Sign On' and a house icon. The main content area has a blue header with 'User Login' and navigation links: 'housing | mail | help | search | home'. Below the header are two input fields: 'User ID' and 'Password', both with arrows pointing to a text box that says 'Enter User ID and Password and then click on “Login”'. Below the input fields are 'Login' and 'Cancel' buttons. A red oval highlights the input fields. Below the buttons is a red warning message: 'ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.' Below that is a note: 'NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out'. At the bottom left is a house icon and contact information for the U.S. Department of Housing and Urban Development. At the bottom right are links for 'Home | Privacy Statement'. The footer of the page contains the text 'Content updated August 26, 2005'.

This will bring you to the User Login screen that contains the Legal Warning, Warning Notice, and Message of the Day.

**Step 4.** After reading the warnings and Message of the Day, click on “Accept”



This will bring you to the Main Menu screen. Here, you will see only those WASS-based HUD systems to which you have been granted access.



Before starting the process of assigning the EIV user role to a user’s WASS ID and then the EIV user role to a contract(s) and/or property(ies) in WASS, the EIV Coordinator should make sure that the applicant has read and understands the EIV Rules of Behavior, which is part of the UAAF, and has also completed the online Federal ISS training program.

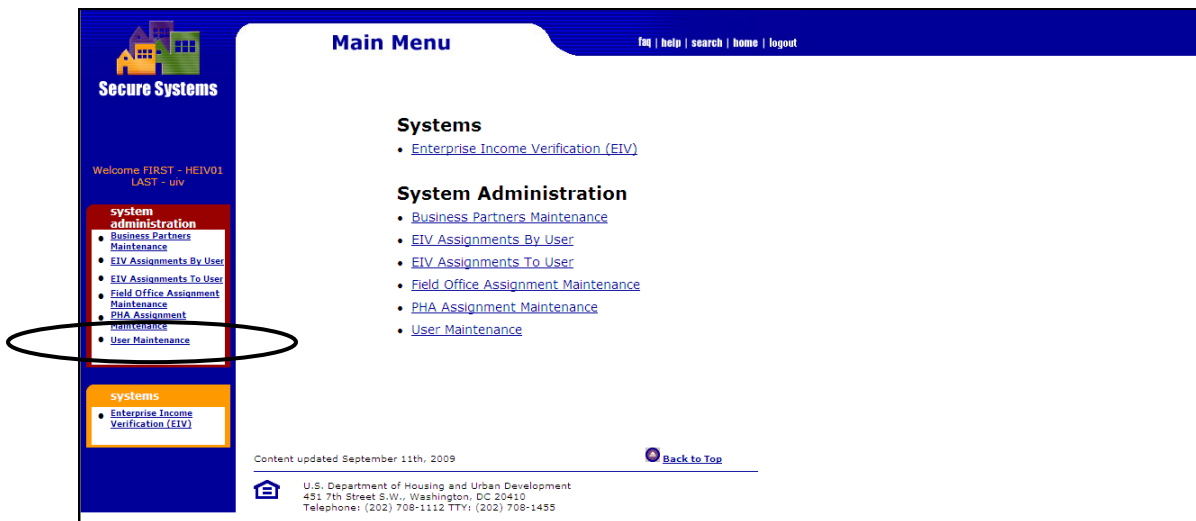
Assigning EIV access authorization rights to EIV applicants is a three-part process.

- First, the EIV Coordinator must assign the EIV user role (HSU or CAU) to the EIV applicant's WASS ID.
- Second, the EIV Coordinator must assign the HSU or CAU role to the user’s contract(s) and/or property(ies) in WASS.
- Third, the EIV User’s contract(s) and/or property(ies) must be certified in EIV.

## 2.2 Perform EIV User Role (HSU or CAU) Assignments to Active Users in WASS

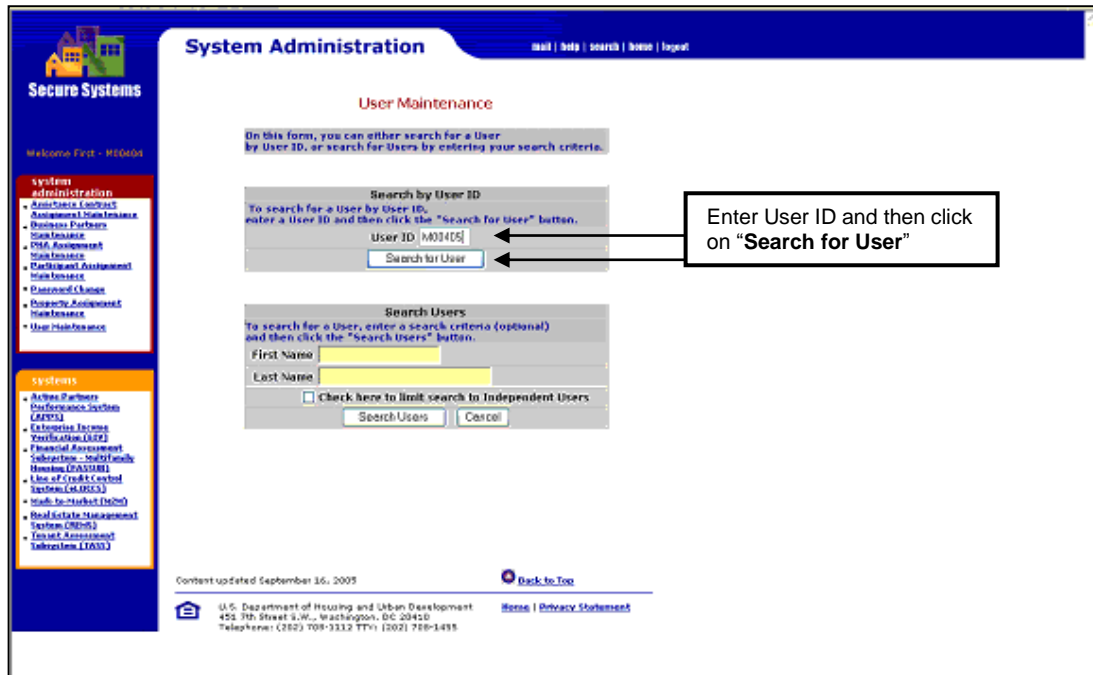
### 2.2.1 Assigning the EIV User Role “HSU” or “CAU” to the EIV User’s ID in WASS

**Step 1:** On the navigation panel to the left, under System Administration, click on “User Maintenance”.



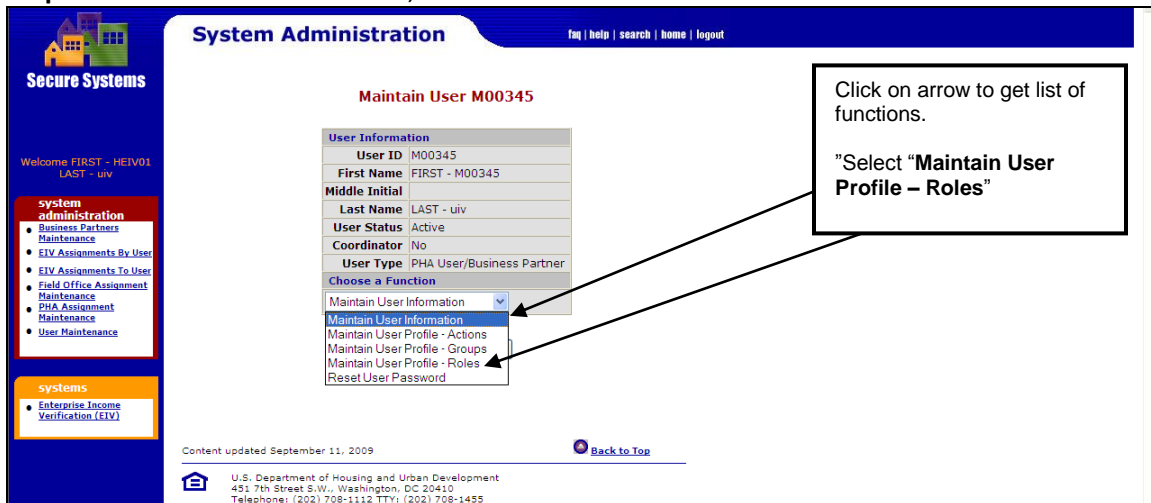
The result will bring you to the **User Maintenance** screen.

**Step 2:** Enter the User ID of the EIV User applicant to search for the EIV User applicant and click on “Search for User”.

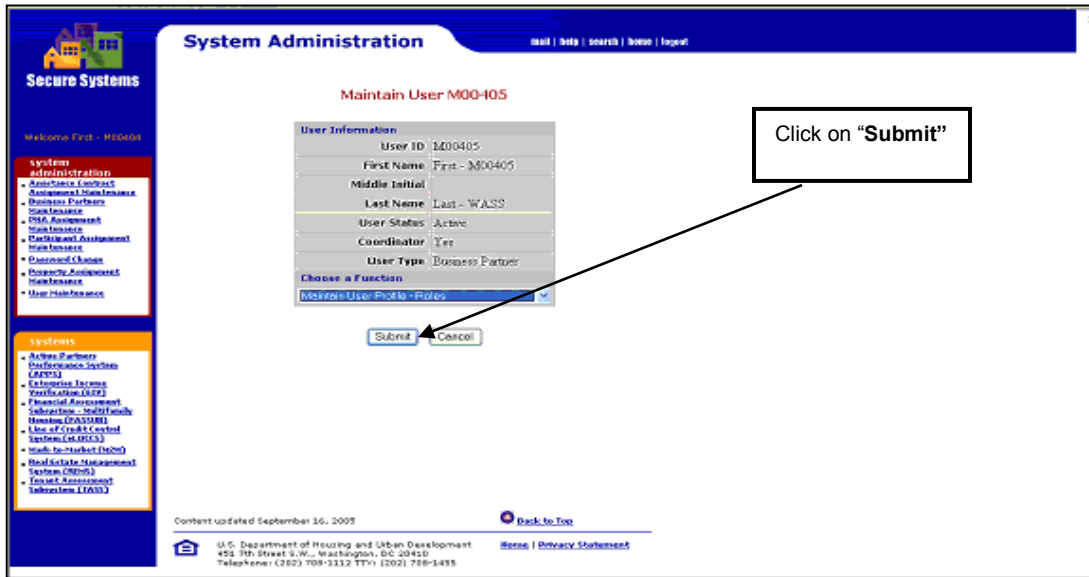


The result will bring you to the **Maintain User** screen.

**Step 3:** Under **Choose a Function**, select the “Maintain User Profile – Roles” function.

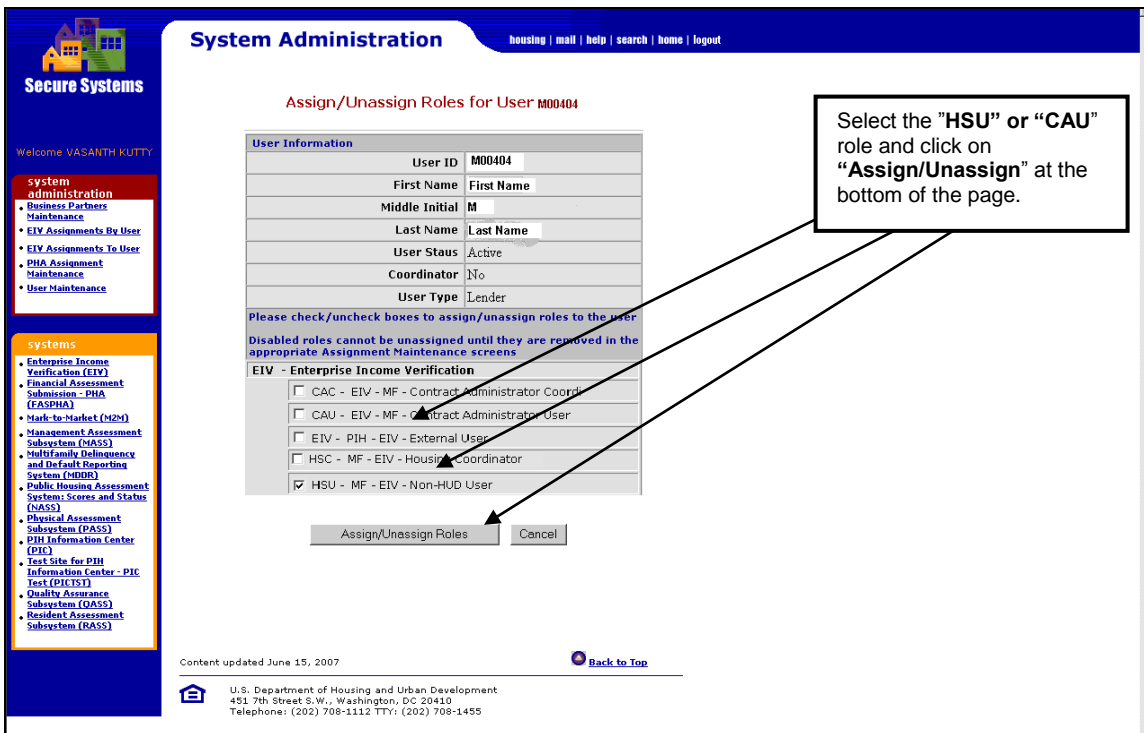


**Step 4:** Click on “Submit”



The result will bring you to the **Assign/Unassign Roles for User** screen.

**Step 5:** From the **Assign/Unassign Roles for User** screen, under **EIV – Enterprise Income Verification**, select the **“HSU – MF – EIV - Non-HUD User”** or **“CAU – EIV – MF – Contract Administrator User”** roles for the selected EIV User applicant and then click on **“Assign/Unassign Roles”**.



The result will bring you to the **Assign/Unassign Role Confirmation for User** screen.

**Step 6:** Click on “**Confirm**”

**System Administration** housing | mail | help | search | home | logout

Assign/Unassign Role Confirmation for User M00404

System Code	Role Code	Role Description
EIV	HSU	HSU - EIV - MF - Non HUD User

No roles were selected to unassign.

Confirm Cancel

Click on “Confirm”

Content updated September 22, 2006 [Back to Top](#)

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

The resulting screen will show successful assignment/unassignment of role(s) to User. Click **OK**.

**System Administration** housing | mail | help | search | home | logout

Successful Transaction

You have successfully assigned/unassigned role(s) to user M00404.

OK

Click on OK to complete process.

Content updated September 22, 2006 [Back to Top](#)

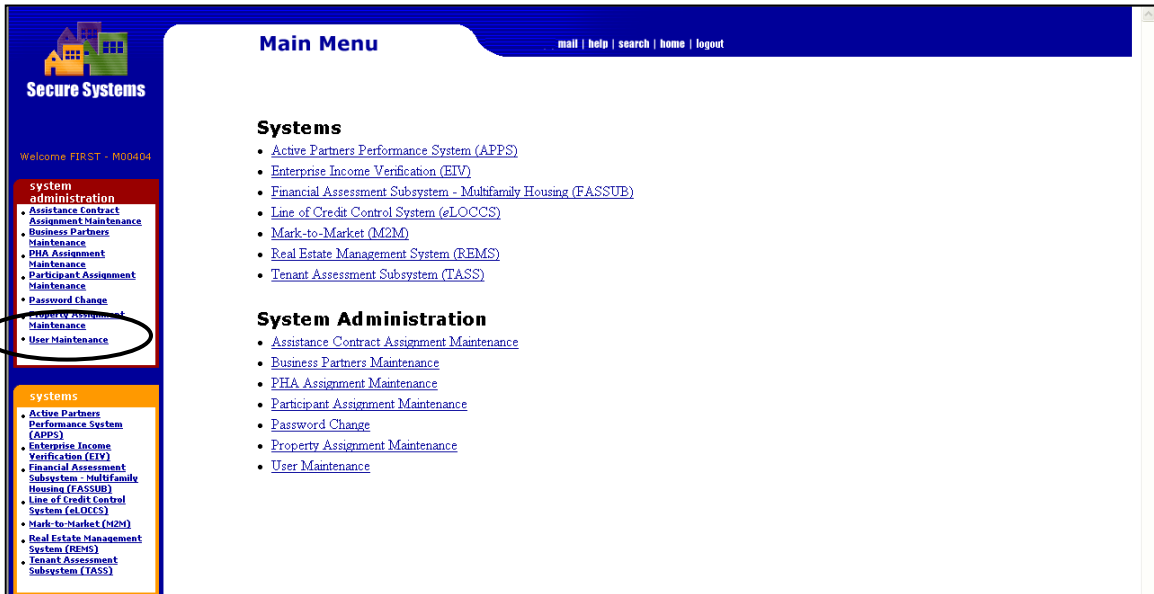
U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

## 2.3 Perform HSU or CAU Role Assignment to the User’s Property (ies) / Contract(s) in WASS

### 2.3.1 Property Owners, Management Agents, and Service Bureaus

- For an **owner, management agent, or service bureau**, the assignments must be made using the **Property Assignment Maintenance** function.

**Step 1:** On the navigation panel to the left, click on “Property Assignment Maintenance”



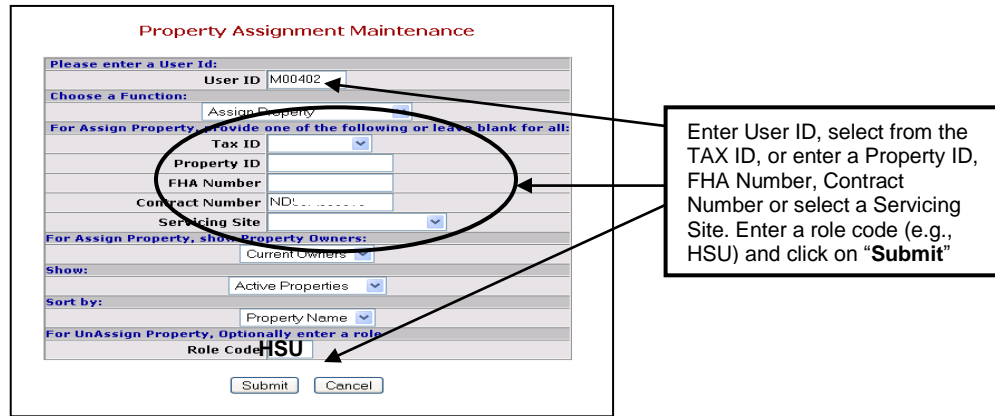
The result will bring you to the **Property Assignment Maintenance** screen.



**Step 2:** Enter the User ID, select from the Tax ID drop-down list, or enter a Property ID, FHA Number, Contract Number (or) select a Servicing Site for which the EIV User applicant needs to

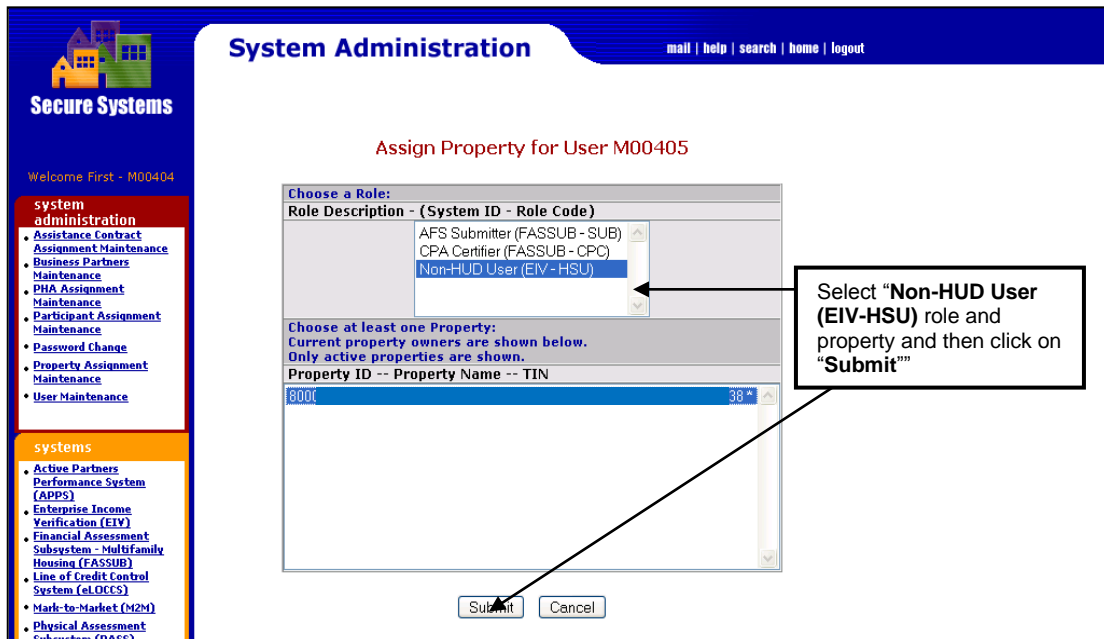


get the assignments from the drop-down list. Enter a **Role Code** (e.g., HSU) and click on **“Submit”** button.



**Step 3:** Under **Role Description - (System ID – Role Code)**, select **Non-HUD User (EIV – HSU)** that is assigned to the EIV User applicant and the **Property(ies)** from the list provided and click **“Submit”**. EIV Coordinators must assign to the applicant only those properties or contracts listed on the hardcopy UAAF, under **Part 1. Access Authorization, E. Portfolio**.

To assign all properties, highlight the first property and hold down the shift key while scrolling down to the bottom. To assign one or more properties in a list, hold down the CTRL key while clicking on each property.



The result will bring you to the **Assign Property Confirmation for User** screen, which displays the confirmation of the assignment, as shown below, and the property (ies) information to which the User with the specified role has been assigned in WASS for EIV.

**Step 4: Click “Confirm”**

**Assign Property Confirmation for User M00405**

User Information		
User ID	M00405	
First Name	FIRST - M00405	
Middle Initial		
Last Name	LAST - WASS	

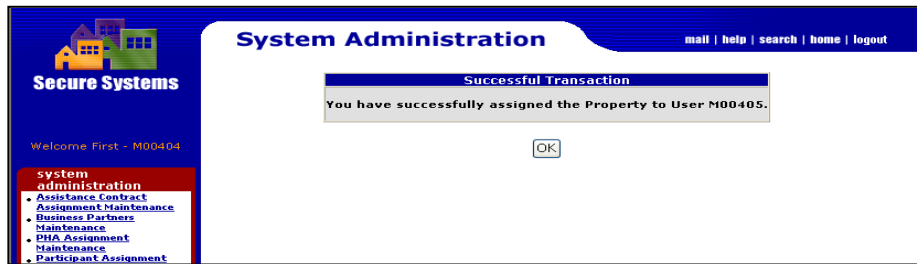
  

Properties to Assign to User M00405 for Role HSU.		
Property ID	Property Name	TIN
800	:IATES	45

Click on “Confirm”

Confirm Cancel

The resulting screen will show successful assignment of the property(ies) to user. Click OK.



**2.3.2 Contract Administrators Only**

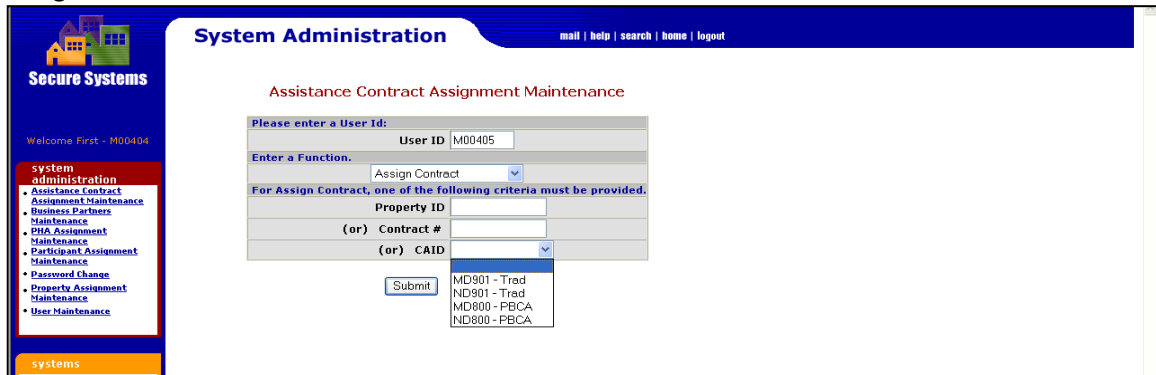
**Contract Administrators** make assignments using the **Assistance Contract Assignment Maintenance** function.

**Step 1: On the navigation panel to the left, click on “Assistance Contract Assignment Maintenance”**



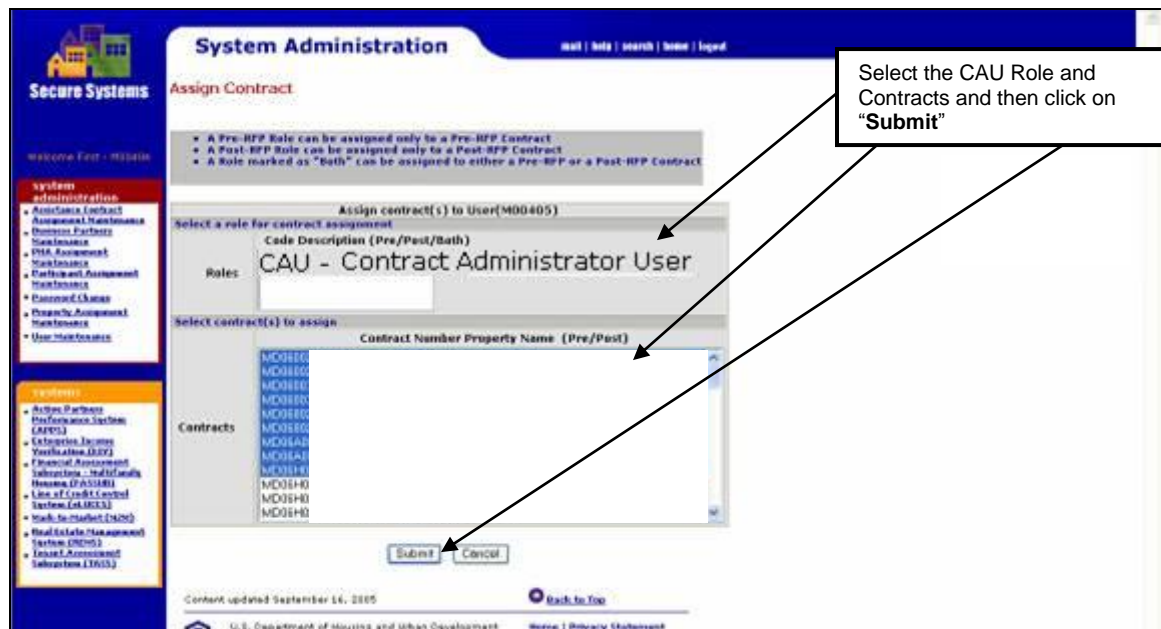
This will bring you to the **Assistance Contract Assignment Maintenance** screen.

**Step 2:** Enter the User ID of the EIV user applicant and enter Property ID (or) Contract # or select the CAID (Contract Assistance Identifier) for which the EIV User applicant needs to get assignments and click on the **“Submit”** button.



The result will bring you to the **Assign Contract** screen.

**Step 3:** Select the **“CAU”** role, the **Contracts** from the list provided and click **“Submit”**. EIV Coordinators must assign the EIV User role (CAU) **only** to those contracts listed on the UAAF, under **Part 1. Access Authorization, E. Portfolio**. To assign the entire list, highlight the first contract and hold down the shift key while scrolling down to the bottom. To assign some of the contracts in a list, hold down the Ctrl key while clicking on each contract.



The result will bring you to the **Assign Assistance Contract Confirmation for User** screen which displays the confirmation of the assignment, as shown in the next screen, and the Contracts

information to which the EIV User applicant with the specified role has been assigned in WASS for EIV.

**Step 4: Click on “Confirm”**

**System Administration** mail | help | search | home | logout

Assign Assistance Contract Confirmation for User M00405

**User Information**

User ID	M00405
First Name	First - M00405
Middle Initial	null
Last Name	Last - WASS

**Assistance Contract to Assign to User M00405 for Role HSU.**

Contract Number	Property Name	PRE/POST
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N
MDDr		N

Confirm Cancel

Click on “Confirm”

**System Administration** mail | help | search | home | logout

**Successful Transaction**

You have successfully assigned the Assistance Contract to User M00405.

OK

Content updated September 16, 2005

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

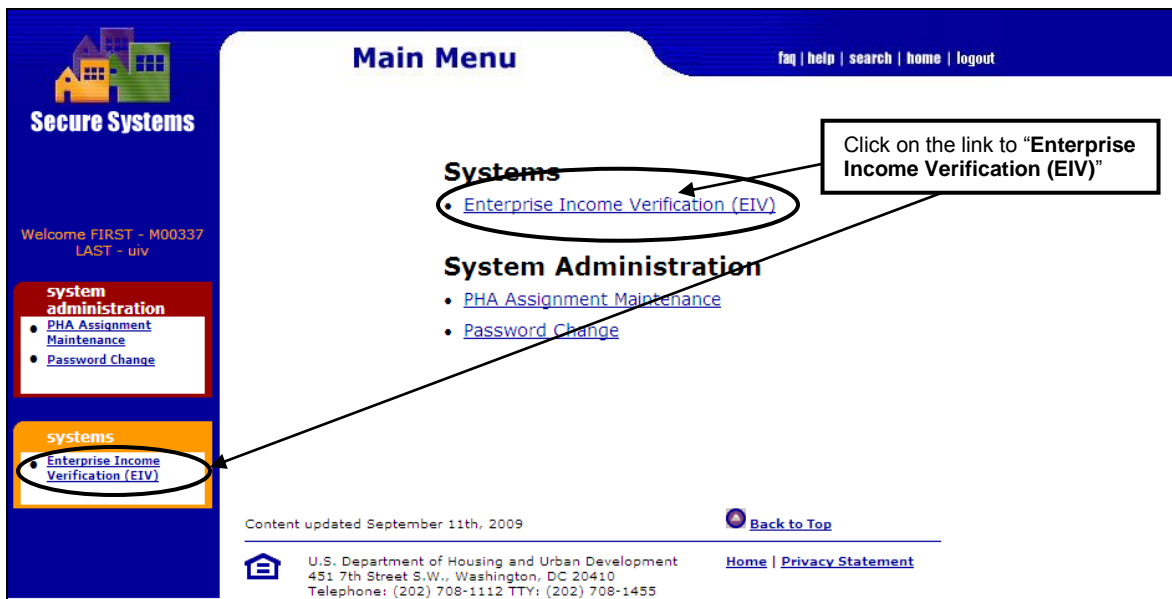
## **3 MF Housing Program - User Administration**

### 3 User Administration

This section covers the administration function available to MF Housing Program User Administrators in the EIV application.

#### 3.1 Logging to EIV System from Secure System

The Main Menu in Secure Systems will display the list of all the systems the user is authorized to access in WASS. WASS authenticates the user account and displays the Enterprise Income Verification (EIV) link to access the EIV application. The EIV option may be selected from either the Main Menu or the left panel on the same page. Click on the Enterprise Income Verification (EIV) link.



- All questions related to the MF Housing Program portion of the EIV application should be deferred to the MF Helpdesk at 1-800-767-7588 or by email at [mf\\_eiv@hud.gov](mailto:mf_eiv@hud.gov).

If the user has access to both Office of Housing (Housing) and Office of Public and Indian Housing (PIH) programs in EIV, the user will see a Select Program Office page as shown below. Select **Office of Housing (Multi-Family) – Access to Income Data by Subsidy Contract or Project Number** option from the selection and click on **Continue**.

If the user has multiple External EIV roles, a role selection page is displayed when the user clicks the EIV link or when the user selects the Office of Housing option in Program office Selection page.

Select a Coordinator Role (HSC role or CAC role) option from the selection and click on Continue.

#### Legal Warning Page for MF Housing Program Users

For External EIV MF Housing Program users, the Acknowledgement Page appears, as shown on the following.

Before EIV will allow users to enter the system, they must check the box to acknowledge that they will be viewing and safeguarding Privacy Act materials and the box to affirm that they have a valid form HUD-9887 on file for the family or will verify that users have valid form HUD-9887s on file, depending on whether the Coordinator is an O/A, service bureau, or CA.

Once these boxes are checked, users can navigate the system. There are separate legal warning pages for Property Owners, Management Agents, and Service Bureaus and contract administrators as shown on the next page.

Legal Warning page for Property Owners, Management Agents, and Service Bureaus:

Acknowledgement  
Checkbox

Affirmation  
Checkbox

**Enterprise Income Verification** HUD Home MF Housing EIV Home Search Email

**Legal Warning**

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

**Notice of Your Responsibility for Security**

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons in the conduct of official business may use private information contained in this system. Any individual responsible for unauthorized disclosure or misuse of private, personal information may be subject to fine of up to \$5,000 for each violation.

**Authorization for the Release of Information**

The data in the EIV system includes private and confidential information. Staff at public housing agencies, management agencies, service bureaus, and multifamily properties may not view private income information without verifying that there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9887) in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

Owners and management agents (O/As) must have a valid form HUD-9887 that is signed by each household member who is at least 18 years of age, and each family head, spouse, and co-head regardless of age, in order to view the income data contained in EIV. Service bureaus must verify with the Owner that they have a valid form HUD-9887 that is signed by each household member who is at least 18 years of age, and each family head, spouse, and co-head regardless of age, in order to view the income data contained in EIV. Contract administrators (including HUD staff) overseeing O/A operations need not have a valid form HUD-9887 in order to view EIV data. However, they must affirm that they will verify that O/As have valid form HUD-9887s on file when performing monitoring reviews of O/A operations.

To view income data, check the affirmation checkbox to the left and then click on Continue.

Legal Warning page for Contract Administrators:

Acknowledgement  
Checkbox

Affirmation  
Checkbox

**Enterprise Income Verification** Home

**Legal Warning**

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

**Notice of Your Responsibility for Security**

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons in the conduct of official business may use private information contained in this system. Any individual responsible for unauthorized disclosure or misuse of private, personal information may be subject to fine of up to \$5,000 for each violation.

**Authorization for the Release of Information**

The data in the EIV system includes private and confidential information. Staff at public housing agencies, management agencies, service bureaus, and multifamily properties may not view private income information without verifying that there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9887) in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

Contract administrators (including HUD staff) overseeing O/A operations need not have a valid form HUD-9887 in order to view EIV data. However, they must affirm that they will verify that O/As have valid form HUD-9887s on file when performing monitoring reviews of O/A operations.

To view income data, check the affirmation checkbox to the left and then click on Continue.



### Welcome Page for HSC user

The EIV Welcome Page displays after successful acknowledgement. This page shows the User’s Name, Timeout Notice, Legal Warning and Notice of Browser Compatibility.

### Welcome Page for CAC user

The EIV Welcome Page displays after successful acknowledgement. This page shows the User’s Name, Timeout Notice, Legal Warning and Notice of Browser Compatibility.

## 3.2 Coordinator Cert Report

The Coordinator Cert Report provides EIV Coordinators the capability to view the certification status and effective dates of contracts/projects in their portfolio.

**Step 1:** Click on the **Coordinator Cert Report** link in the left-hand navigation panel.



The resulting screen, displays the list of all the projects and contracts under the Coordinator’s jurisdiction with the following details:

- User ID
  - M-ID for External users
- User Name
- Certification Status (All, Pending, Certified, Expired, New)
  - The Certification status for the portfolio defaults to “All” as shown in the figure below. Click the down arrow key for more status options -- Pending, Certified, Expired and New. Click “Change View” to view the Projects/Contracts with the selected certification status.
- Recertification Check box
  - Provides user an option to create a CAAF for the selected Contract(s)/ Project(s)
- Project/Contract number
- Effective Date of Action
  - The date on which this contract was certified/re-certified
- Recertification Period
  - The period during which the re-certification should be done so that contract/project assignment will not expire
- Effective To Date

- o User Status
  - The date the contract/project certification expires
  - Current status of that contract
- o Approver User ID
  - User ID who has approved that project/contract re-certification
- o Role Assigned
  - The user’s role for that project/contract

**Enterprise Income Verification** HUD Home MF Housing EIV Home Search

User Administration >> View Coordinator Cert Report

User ID: M00366      User Name: FIRST - M00366 LAST - uiv  
 Certification Status: All      [Change View](#)

Next Group   
 1 - 50 of 57 User Records    [Last Page](#)

[Create CAAF](#)   [Select All](#)   [Unselect All](#)

Recertification	Project/Contract	Effective Date of Action	Recertification Period	Effective to Date	User Status	Approver User ID	Role Assigned
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	01/07/2014	(02/01/2015 - 02/28/2015)	02/28/2015	Certified	HEIV08	CAC
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	01/07/2014	(02/01/2015 - 02/28/2015)	02/28/2015	Certified	HEIV08	CAC
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	-	-	-	New	-	CAC
<input type="checkbox"/>	AR3	01/07/2014	(02/01/2015 - 02/28/2015)	02/28/2015	Certified	HEIV08	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	CA1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC
<input type="checkbox"/>	TX1	-	-	-	New	-	CAC

[Create CAAF](#)   [Select All](#)   [Unselect All](#)

To create a CAAF (Coordinator Access Authorization Form) request for certification, re-certification, or termination of a contract(s), select the Recertification check box for the contract(s) from the list for which you want to create a CAAF and click on **Create CAAF** button. A CAAF request form will appear with the selected contract(s)/project(s) populated in the Contract/Project number field of the CAAF, as shown in below screenshot:

EIV Coordinators will provide necessary field information on the CAAF and click on **“Submit Request”** to create a CAAF for the selected contract(s)/project(s).

### 3.3 OA Cert Report

O/A Cert Report provides users the capability to view the EIV certification status of a contract(s) and/or project(s) that has at least one user with the HSC or HSU user roles assigned that O/A’s contract(s) and/or project(s).

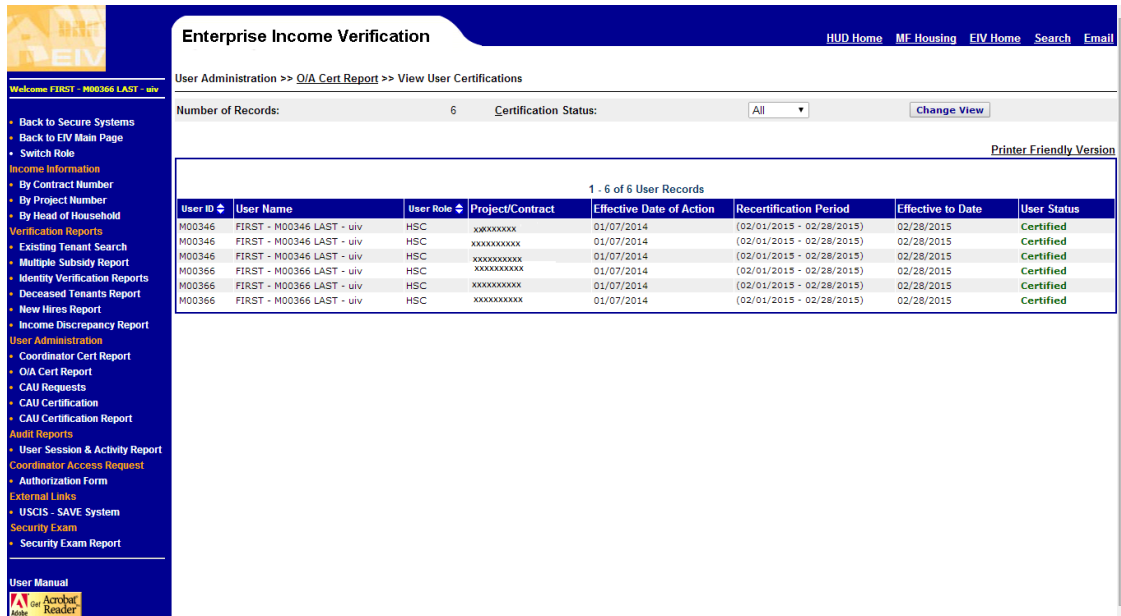
**Step 1:** Click on the **O/A Cert Report** link in the left-hand navigation panel.

The resulting screen displays, the Contract selection page to search for certification status.

**Step 1:** Select a contract or select 'All contracts' to get the certification status of the HSC/HSU user roles

**Step 2:** The search can be performed by entering the user ID of the user being searched.

The resulting page, displays the certification status of users with same portfolio.



The user can print the report by clicking the **Printer-Friendly Version** link on the page.

### 3.4 User Requests/CAU Requests

User Requests provide EIV Coordinators the capability to view their users’ online **User Access Authorization Form** (UAAF) requests and approve, deny, or put UAAF requests on hold until such time as EIV Coordinators are ready to act on UAAFs.

**Step 1:** Click on the **User Requests** link in the left-hand navigation panel. Click on **CAU Requests** for users with CAC user roles.

On the resulting screen, the **Requested Selection:** defaults to “Pending” as shown in the figure below. Click the down arrow key for more request options. Click **“Change View”** to view the selected requests. The request selection options are Pending, Approved, On-hold, and Denied.

The screenshot displays the 'Enterprise Income Verification' user administration interface. At the top, there are navigation links for 'HUD Home', 'MF Housing', 'EIV Home', and 'Search'. The main heading is 'Enterprise Income Verification'. Below this, the breadcrumb trail reads 'User Administration >> User Access Request >> Current User Requests'. A 'Request Selection' dropdown menu is set to 'Pending', with a 'Change View' button next to it. The table below shows 11 requests, with the first row highlighted. The table columns are: Date Requested, User ID, User Name, User Role, No of Contract/Project, Type of Action Requested, Status, and Actions. Each row has a 'Details' button in the Actions column.

Date Requested	User ID	User Name	User Role	No of Contract/Project	Type of Action Requested	Status	Actions
05/18/2009	M00266	FIRST - M00266 LAST - uiv	HSU	3	Certification	Pending	<a href="#">Details</a>
05/18/2009	M00266	FIRST - M00266 LAST - uiv	HSU	4	Re-Certification	Pending	<a href="#">Details</a>
05/18/2009	M00266	FIRST - M00266 LAST - uiv	HSU	3	Expiration	Pending	<a href="#">Details</a>
05/18/2009	M00266	FIRST - M00266 LAST - uiv	HSU	3	Certification	Pending	<a href="#">Details</a>
05/18/2009	M00266	FIRST - M00266 LAST - uiv	HSU	1	Expiration	Pending	<a href="#">Details</a>
05/18/2009	M00266	FIRST - M00266 LAST - uiv	HSU	2	Re-Certification	Pending	<a href="#">Details</a>
05/18/2009	M00364	FIRST - M00364 LAST - uiv	HSU	1	Certification	Pending	<a href="#">Details</a>
05/18/2009	M00364	FIRST - M00364 LAST - uiv	HSU	3	Re-Certification	Pending	<a href="#">Details</a>
05/18/2009	M00374	FIRST - M00374 LAST - uiv	HSU	8	Certification	Pending	<a href="#">Details</a>
05/18/2009	M00376	FIRST - M00376 LAST - uiv	HSU	2	Certification	Pending	<a href="#">Details</a>
05/18/2009	M00376	FIRST - M00376 LAST - uiv	HSU	1	Re-Certification	Pending	<a href="#">Details</a>

Below the table, there is a 'Note' section with two bullet points: 'For taking actions (Approve, Deny or On-hold), please click on the 'Details' button.' and 'To view the requests based on Status, please select from the Request Selection drop-down and click on 'Change View' button.' There is also a 'Disclaimers' section with three bullet points regarding UAAF requests for recertification, denial, and hold status.

The following UAAF summary data fields are displayed:

- Date Requested (from most recent to oldest UAAF)
- User ID (M-ID for external users)
- User Name
- User Role (HSU or CAU Role)
- No. of Contract/Project
- Type of Action Requested (Certification, Re-certification, or Expiration)
- Status (Pending, Approved, Denied, or On Hold)
- Actions

Under “Actions,” click the “Details” button to Approve, Deny, or put the User’s request On Hold, as shown below.

Click on the details tab to the corresponding UAAF that requires Re-Certification

The screenshot shows the 'Enterprise Income Verification' system interface. The breadcrumb trail reads 'User Administration >> CAU Requests >> Current CAU Requests'. A dropdown menu for 'Request Selection' is set to 'Pending'. Below this is a table titled 'User Access Authorization Requests' with columns: Date Requested, User ID, User Name, User Role, No of Contract/Project, Type of Action requested, Status, and Actions. Two rows are visible, both with a status of 'Pending'. The second row is circled in red, and its 'Details' button is also circled. A red arrow points from the circled 'Details' button to a text box that says 'Click on “Details”'. The left sidebar contains various navigation links such as 'Back to Secure Systems', 'Income Information', 'Verification Reports', 'User Administration', 'Audit Reports', 'Coordinator Access Request', 'External Links', 'Security Exam', and 'User Manual'.

Date Requested	User ID	User Name	User Role	No of Contract/Project	Type of Action requested	Status	Actions
05/16/2014	M00375	FIRST - M00375 LAST - uiv	CAU	83	Re-Certification	Pending	<a href="#">Details</a>
05/16/2014	M00375	FIRST - M00375 LAST - uiv	CAU	5	Certification	Pending	<a href="#">Details</a>

The resulting screen displayed below is the “Pending” Re-certification UAAF requiring action.

The screenshot shows the details of a 'Pending' User Access Authorization Form (UAAF). The breadcrumb trail is 'User Administration >> User Access Request >> UAAF'. The form title is 'Enterprise Income Verification (EIV) System User Access Authorization Form'. It contains fields for 'Date of Request' (05/16/2014), 'User ID' (M00375), 'User Role' (CAU), 'User Name' (FIRST - M00375 LAST - uiv), 'Phone Number' (sd), 'Fax Number' (sd), and 'Email Address' (a series of 'x' characters). Other fields include 'Contract / Project Numbers', 'Position Title' (cx), 'Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System' (x), 'Coordinator Affiliation' (Contract Administrator), 'Type Of Action Requested' (Re-Certification), 'Coordinator Action' (Pending), 'Coordinator Action Date' (No action taken yet.), and 'Coordinator User ID' (No action taken yet.). There is a 'Reason for Denial' dropdown menu and a 'Reason for Denial' text input field. At the bottom, four buttons are circled: 'Approve', 'Deny', 'On-Hold', and 'Cancel'. The left sidebar is identical to the previous screenshot.



The UAAF displays options to Approve, Deny, or put the User's UAAF On-Hold. The Coordinator may click the "Cancel" button to exit out or may take action by clicking the Approve, Deny or On-Hold button.

User submissions may be for Certification, Re-certification or Termination. The Coordinator can act on these requests by clicking the Approve, Deny or On-Hold button.

For each type of action, a corresponding confirmation message will be displayed. The next section shows screen shots for each type of action.

Once the EIV Coordinator has taken an action (i.e., Approved, Denied, or put the HSU or CAU User's request On Hold), disclaimer statements will be displayed on the resulting screen to indicate:

- 1) Approval of the user UAAF request is not tied to the user certification process (i.e., that a certification action still must take place except in the case of a new user);
- 2) If the action was a denial of a request for recertification, the Coordinator must Unassign the user's HSU/CAU role in WASS from those of the property(ies) and/or contract(s) for which the user was responsible for which recertification was denied; and
- 3) In order to avoid an interruption in the user's EIV access, the Coordinator must act on any UAAF that has been put on hold within the 30-day grace period that follows each semi-annual re-certification period.

Once the EIV Coordinator has acted on the request, a pop-up message will be displayed based on the action, as displayed in sections 3.2.1 to 3.2.5.

The following are the disclaimers that are displayed when performing any actions on the UAAF requests:

**Approved:** You must now certify the user's property(ies) and contract(s) in User Certification, by the end of the semi-annual period, to avoid interruption of the user's EIV access. Approval of recertification request UAAFs does not denote recertification of users in EIV.

**Denied:** You must now unassign the EIV Non-HUD User (HSU)/ MF EIV Contract Administrator User (CAU) role in Web Access Secure Systems (WASS) from the property(ies) or contract(s) for which the user was responsible.

**On Hold:** You must act on the user's UAAF request, by the end of the semi-annual period, to avoid a break in the user's EIV access.

EIV Coordinators must click the "OK" button in the pop-up box to indicate that they understand the next action required.

### 3.4.1 Certification UAAF – Approve Action

The screenshot shows a web form for UAAF approval. The form fields include:

- User Role: CAU
- User Name: FIRST - M00375 LAST - uiv
- Phone Number: sd
- Fax Number: sd
- Email Address: (redacted with XXXXXXXXXXXX)
- Contract / Project Numbers : (redacted)
- Position Title: (redacted)
- Type of Work Which Involves the UI (redacted)
- Income Verification (UIV) Data that (redacted)
- EIV System: (redacted)
- Coordinator Affiliation: (redacted)
- Type Of Action Requested: (redacted)
- Coordinator Action: (redacted)
- Coordinator Action Date: (redacted)
- Coordinator User ID: (redacted)
- Coordinator User Name: (redacted)

A confirmation dialog box titled "Message from webpage" is overlaid on the form. The message reads: "You are going to APPROVE the user's User Access (UAAF) request. The user will be certified for the contracts/projects to which access is requested." The dialog has "OK" and "Cancel" buttons.

Below the dialog, the form contains an "Acknowledgement" section with a checked checkbox and a text area for "Reason for Denial". At the bottom of the form, there are four buttons: "Approve", "Deny", "On-Hold", and "Cancel". The "Approve" button is circled in red.

Click on OK in the pop-up box and then click on the Approve button to perform this action. The resulting page will display the Pending requests with one less request, which is the one just performed.

**Note: Once the Coordinator has acted on the User’s UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User’s UAAF request by mistake, the User will have to submit a new online request to the Coordinator for action.**

**Note: Any approval action will result in automatic user certification of contract and project access requested by the user. The user will be certified for 6 months.**

### 3.4.2 Certification of UAAF – Deny Action

To perform the Deny action of a Recertification type of request, click on the Deny button from the UAAF details page as shown below.

Enterprise Income Verification (EIV) System User Access Authorization Form	
Date of Request:	05/16/2014
User ID:	M00375
User Role:	CAU
User Name:	FIRST - M00375 LAST - uv
Phone Number:	sd
Fax Number:	sd
Email Address:	
Contract / Project Numbers :	
Position Title:	cx
Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System:	x
Coordinator Affiliation:	Contract Administrator
Type Of Action Requested:	Re-Certification
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.
Coordinator User ID:	No action taken yet.
Coordinator User Name:	No action taken yet.
<input checked="checked" type="checkbox"/> Acknowledgement:	<input type="checkbox"/>
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access. I understand and agree to follow all HUD standards, policies, and procedures.	
Reason for Denial: (Required for denial requests.)	<input type="text"/>
<small>Note: If you are going to deny this request, please state the reason for DENIAL. You won't be able to complete the denial process with out a reason for denial. For all other actions, leave this field as blank.</small>	
<b>Required: Please state the reason for denial of this request.</b>	
<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="On-Hold"/> <input type="button" value="Cancel"/>	

Click on the Deny button to perform this action. The resulting page will display the pending requests with one less request, which is the one just performed.

**Note: Once the Coordinator has acted on the User's UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User's UAAF request by mistake, the User will have to submit a new online request to the Coordinator for action.**

### 3.4.3 Certification of UAAF – On-Hold Action

The screenshot shows the EIV System User Access Authorization Form for user M00375. A modal dialog box is open with a question mark icon and the following text: "If you are going to put the user's UAAF request on HOLD, you must act on the user's UAAF request, by the end of the quarter, to avoid a break in the user's EIV access." Below the dialog, the 'On-Hold' button in the action bar is circled in red.

Click on OK in the pop-up box and then click on the On-Hold button to perform this action. The resulting page will display the pending requests with one less request, which is the one just performed.

### 3.4.4 Recertification of UAAF – Approve Action

The screenshot shows the EIV System User Access Authorization Form for user M00375. A modal dialog box is open with a question mark icon and the following text: "You are going to APPROVE the user's User Access Authorization Form (UAAF) request. The user will be certified for the contracts/projects to which access is requested." Below the dialog, the 'Approve' button in the action bar is circled in red.

Click on OK in the pop-up box and then click the Approve button to perform this action. The resulting page will display the Pending requests with one less request, which is the one just performed.

**Note: Once the Coordinator has acted on the User’s UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User’s UAAF request by mistake, the User will have to submit a new request to the Coordinator for action.**

**Note: Any approval action will result in automatic user certification of contract and project access requested by the user. The user will be certified for 6 months.**

### 3.4.5 Recertification of UAAF – Deny Action

To perform the Deny action of a Recertification type of request, click on the Deny button from the UAAF details page as shown below.

The screenshot shows the 'Enterprise Income Verification (EIV) System User Access Authorization Form'. The form contains the following fields and values:

- Date of Request: 05/16/2014
- User ID: M00375
- User Role: CAU
- User Name: FIRST - M00375 LAST - tiv
- Phone Number: sd
- Fax Number: sd
- Email Address: (Redacted with asterisks)
- Contract / Project Numbers : (Empty)
- Position Title: cx
- Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System: x
- Coordinator Affiliation: Contract Administrator
- Type Of Action Requested: Re-Certification
- Coordinator Action: Pending
- Coordinator Action Date: No action taken yet.
- Coordinator User ID: No action taken yet.
- Coordinator User Name: (Empty)

At the bottom of the form, there is an 'Acknowledgement' section with a checked box and a text area for 'Reason for Denial'. A red message states: 'Required: Please state the reason for denial of this request.' Below this, there are four buttons: 'Approve', 'Deny', 'On-Hold', and 'Cancel'. The 'Deny' button is circled in red.

Click on OK in the pop-up box and then click on the Deny button to perform this action. The resulting page will display the pending requests with one less request, which is the one just performed.

**Note: Once the Coordinator has acted on the User’s UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User’s UAAF request by**

mistake, the User will have to submit a new online request to the Coordinator for action.

### 3.4.6 Recertification of UAAF – On-Hold Action

The screenshot displays a web-based interface for user administration. On the left is a blue navigation menu with categories like 'Income Discrepancy Report', 'User Administration', 'Coordinator Cert Report', 'Audit Reports', 'Coordinator Access Request', 'External Links', and 'Security Exam'. The main content area shows a form for 'Recertification of UAAF'. A pop-up message box titled 'Message from webpage' is overlaid on the form, containing the text: 'If you are going to put the user's UAAF request on HOLD, you must act on the user's UAAF request, by the end of the quarter, to avoid a break in the user's EIV access.' The form fields include 'Position Title', 'Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System', 'Coordinator Affiliation', 'Type Of Action Requested', 'Coordinator Action', 'Coordinator Action Date', 'Coordinator User ID', and 'Coordinator User Name'. The 'Type Of Action Requested' dropdown is set to 'Re-Certification', and the 'Coordinator Action' dropdown is set to 'Pending'. Below the form, there is an 'Acknowledgement' section with a checked checkbox and a text area for 'Reason for Denial'. At the bottom of the form, there are four buttons: 'Approve', 'Deny', 'On-Hold', and 'Cancel'. The 'On-Hold' button is circled in red.

Click on OK in the pop-up box and then click on the On-Hold button to perform this action. The resulting page will display the pending requests with one less request, which is the one just performed.

Note: Once the Coordinator has acted on the User’s UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User’s UAAF request by mistake, the User will have to submit a new request to the Coordinator for action.

### 3.4.7 Expiration of UAAF – Approve Action

The screenshot displays a web application interface for user administration. On the left is a blue navigation menu with categories like 'Income Information', 'Verification Reports', 'User Administration', 'Audit Reports', 'Coordinator Access Request', 'External Links', and 'Security Exam'. The main content area shows a user profile for 'CAU' with fields for 'User Name', 'Phone Number', 'Fax Number', 'Email Address', 'Contract / Project Numbers', 'Position Title', 'Type of Work Which Involves the Upfront Income Verification (UIV) Data that is Contained in the EIV System', 'Coordinator Affiliation', 'Type Of Action Requested', 'Coordinator Action', 'Coordinator Action Date', 'Coordinator User ID', and 'Coordinator User Name'. A pop-up message box titled 'Message from webpage' is overlaid on the profile, containing a question mark icon and the text: 'You should now unassign the user role in WASS from the property(ies) and/or contract(s) that are assigned to the user in Web Access Secure Systems (WASS)'. Below the profile, there is a section for 'Acknowledgement' with a checked checkbox and a text area for 'Reason for Denial'. At the bottom of the form, there are four buttons: 'Approve', 'Deny', 'On-Hold', and 'Cancel'. The 'Approve' button is circled in red.

Click on OK in the pop-up box and then click on the Approve button to perform this action. The resulting page will display the pending requests with one less request, which is the one just performed.

**Once the Coordinator has acted on the User’s UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User’s UAAF request by mistake, the User will have to submit a new online request to the Coordinator for action.**

### 3.4.8 Expiration of UAAF – Deny Action

The screenshot shows the 'Enterprise Income Verification (EIV) System User Access Authorization Form'. The form is titled 'Enterprise Income Verification' and includes navigation links for HUD Home, MF Housing, EIV Home, Search, and Email. The breadcrumb trail is 'User Administration >> User Access Request >> UAAF'. The form contains the following fields:

Date of Request:	05/18/2014
User ID:	M00375
User Role:	CAU
User Name:	FIRST- M00375 LAST- uiv
Phone Number:	d
Fax Number:	s
Email Address:	
Contract / Project Numbers:	xxxxxxxxxx
Position Title:	sd
Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System:	sd
Coordinator Affiliation:	Contract Administrator
Type Of Action Requested:	Expiration
Coordinator Action:	Pending
Coordinator Action Date:	No action taken yet.
Coordinator User ID:	No action taken yet.
Coordinator User Name:	

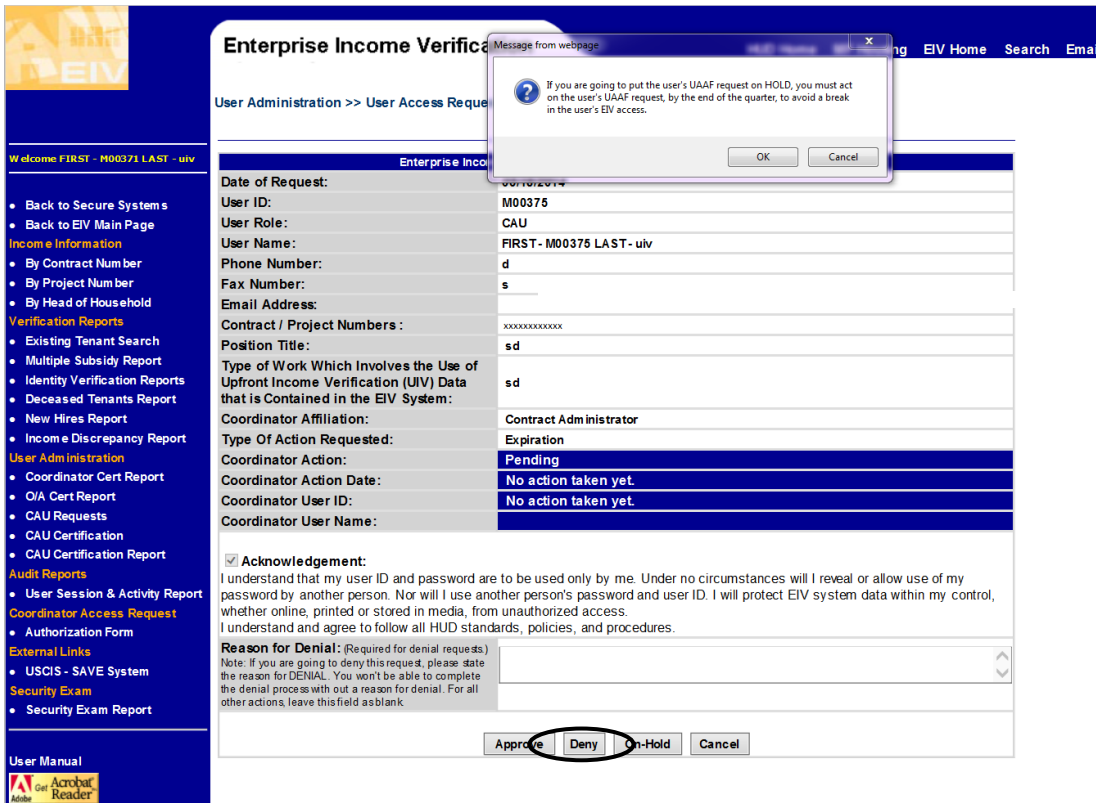
Below the form, there is an 'Acknowledgement' section with a checked box and a text area for 'Reason for Denial'. A red message states: 'Required: Please state the reason for denial of this request.' At the bottom of the form, there are four buttons: 'Approve', 'Deny', 'On Hold', and 'Cancel'. The 'Deny' button is circled in red.

Click on OK in the pop-up box and then click on the Deny button to perform this action. The resulting page will display the Pending requests with one less request, which is the one just performed.

**Once the Coordinator has acted on the User’s UAAF request, the Coordinator WILL NOT be able to reverse the action. If a Coordinator acts on a User’s UAAF request by mistake, the User will have to submit a new online request to the Coordinator for action.**



### 3.4.9 Expiration of UAAF – On-Hold Action



Click on OK in the pop-up box and then click on the On-Hold button to perform this action. The resulting page will display the pending requests with one less request, which is the one just performed.

## 3.5 Automatic User Certification after the approval of UAAF (New in EIV 9.3)

**Note:** Any approval conducted in Section 3.4 will result in automatic user certification of contract and project access requested by the user. The user will be certified for 6 months.

**Note:** New users do not have to go through a CAAF or UAAF certification process until 6 months later when they should be considered for re-certification.

## 3.6 Certifying EIV Users

### 3.6.1 Certifying/Re-certifying/Expiring EIV Users Assigned “HSU” or “CAU” Role

MF EIV Coordinators assigned the EIV HSC or CAC role can only certify EIV Users assigned the HSU or CAU role, respectively.

**Note:** The User Certification process is linked to the User Access Requests function. Only contracts and projects assigned to new users and those that are listed in UAFs that have been “Approved” will appear on the User Certification page.

The User Certification process is as follows:

- Users will create and submit online UAFs requesting their new or additional contract(s) and/or property(ies) be certified in EIV or recertified in EIV in order to continue their access to EIV.
- EIV Coordinators will process online UAFs by approving, denying, or putting them on hold. An EIV Coordinator should not approve a UAAF, if he or she is not the Coordinator for all of the contracts and properties listed in the UAAF.
- EIV Coordinators will then go into User Certification and certify contracts and/or properties for User applicants. As aforementioned, only those contracts and properties listed in an “Approved” UAAF will appear on the User Certification page.

**To certify/re-certify “HSU” or “CAU” users:**

**Step 1:** Click the **User Certification** link in the left-hand navigation panel. Click on **CAU Certification** for users with CAC user roles.

**Step 2:** From the **User Certification** page/**CAU Certification** Page, select from the **Contracts** or **Projects** option, choose a value from the **Select Certification Status** drop-down list, and click on the **“Get Users”** button.

The screenshot shows the 'Enterprise Income Verification' interface. At the top right, there are navigation links: 'HUD Home', 'MF Housing', 'EIV Home', 'Search', and 'E'. Below the header, the breadcrumb 'User Administration >> CAU Certification' is visible. The main content area is titled 'Select the Contract(s) or Project(s) to Certify the User(s)'. It contains three radio button options: 'Contracts' (selected), 'Projects', and 'Enter a User Id:'. Each radio button is followed by a dropdown menu. The 'Contracts' dropdown is set to 'All Contracts', and the 'Projects' dropdown is set to 'All Projects'. Below these options, there is a 'Select Certification Status:' label followed by a dropdown menu set to 'All'. At the bottom of this section is a 'Get Users' button.

When the **Contracts** option is selected and a contract is selected, a list of **HSU** or **CAU** Users for the selected contract will be displayed as shown below.

The screenshot shows the 'Enterprise Income Verification' application interface. At the top, there's a navigation bar with 'HUD Home', 'MF Housing', 'EIV Home', 'Search', and 'Email'. Below that, the page title is 'Enterprise Income Verification' and the breadcrumb is 'User Administration >> CAU Certification >> User Certification by Projects/Contracts'. The page shows 53 records with a 'Certification Status' dropdown set to 'All'. A 'Change View' button is present. A note provides instructions on certifying and expiring assignments. A 'Next Group' button is visible above the table. The table contains 53 rows, each representing a user with a checkbox in the 'Action' column, a User ID (e.g., M00370), a User Name, a Contract ID, an Effective Date of Action, an Effective To Date, a User Status (all are 'Certified'), and an Approver UserID. At the bottom of the table are buttons for 'Certify', 'Expire', and 'Select/Deselect All'.

The list of users for the selected contract or project is displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into 10 pages with each page containing 50 users. The links to the 10 pages, 'Next group' and 'Last page' are provided on this page to navigate to different pages, to the next group of 10 pages or to the last page.

An **Action** checkbox is provided to certify or to expire a User’s contract/project. To certify a contract, under **Action**, click on the box next to the user’s User ID (e.g., next to **M00370**) and then click on the **Certify** button. All requests can be certified at one time by clicking on the ‘**Select All/ Deselect All**’ button, which will select all the non-certified users. Individual contracts may be unselected by clicking on the selection box.

<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	MA	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	MS	05/16/2014	10/31/2014	Certified	M00371
<input checked="" type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	NH	04/24/2014	10/31/2014	New	M00371
<input checked="" type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	NH	05/16/2014	10/31/2014	New	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	NY	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	OR	04/24/2014	10/31/2014		
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	OR	04/24/2014	10/31/2014		
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX	04/24/2014	10/31/2014		
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX	04/24/2014	10/31/2014		
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX	04/24/2014	10/31/2014		
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX	04/24/2014	10/31/2014		
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	UT	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	UT	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	UT	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	VA	04/24/2014	10/31/2014	Certified	M00371

Under Action, click on the box next to the user's ID (e.g., M00374) and click Certify.

When the Certify button is clicked, the system refreshes and updates the User Certification page. The page shows the current status of the certifications. When using the Filter for the certified contracts, the screen is displayed as following.

<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	MS2	05/16/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	NH3	05/18/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	NH3	05/18/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	NY0	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	OR1	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	OR1	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX1	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX2	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX2	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	TX2	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	UT3	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	UT3	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	UT9	04/24/2014	10/31/2014	Certified	M00371
<input type="checkbox"/>	M00375	FIRST - M00375 LAST - uiv	VA3	04/24/2014	10/31/2014	Certified	M00371

From the User Certification by Projects/ Contracts page, you can also filter the result by certification status by choosing a desired value from the Certification Status drop-down list.

When “All” is selected from the Certification Status, all contracts and projects tied to the user regardless of the status will be displayed. When Pending, Certified, Expired, or New is selected from the Certification Status, only the users for the selected status will be displayed.

**To Expire “HSU” or “CAU” users:**

**Step 1:** Click the **User Certification** link in the left-hand navigation panel.

**Step 2:** From the **User Certification** page, select from the **Contracts** or **Projects** option, choose a value from the **Select Certification Status** drop-down list, and click on the **“Get Users”** button.

When the **Contracts** option is selected and a contract is selected, a list of **HSU** or **CAU** Users for the selected contract will be displayed. Below figure display when user queried for all the Contracts.

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Approver UserID
<input type="checkbox"/>	M00401	FIRST - M00401 LAST - uiv	VT3	04/10/2014	10/31/2014	Certified	M00400
<input type="checkbox"/>	M00401	FIRST - M00401 LAST - uiv	VT3	04/10/2014	10/31/2014	Certified	M00400
<input type="checkbox"/>	M00403	FIRST - M00403 LAST - uiv	VT3	04/23/2014	-	Expired	M00400
<input type="checkbox"/>	M00403	FIRST - M00403 LAST - uiv	VT3	04/23/2014	-	Expired	M00400

The list of users for the selected contract or project is displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into a group of 10 pages with each page containing 50 users. The links to the 10 pages, 'Next group' and 'Last page' are provided on this page to navigate to different pages to the next group of 10 pages or the last page.

To expire a user’s contract/ project, under **Action** check the box next to the user’s User ID and Contract(s) combination (e.g. **M00265/ XX000000000**) and click the **Expire** button at the bottom of the page. A Coordinator can expire all contracts/projects at one time by clicking the **Select/Deselect All** button, which is also at the bottom of the page.

**Enterprise Income Verification** HUD Home MF Housing EIV Home Search Email

User Administration >> User Certification >> User Certification by Projects/Contracts

Number of Records: 4 Certification Status: All Change View

**Note:**

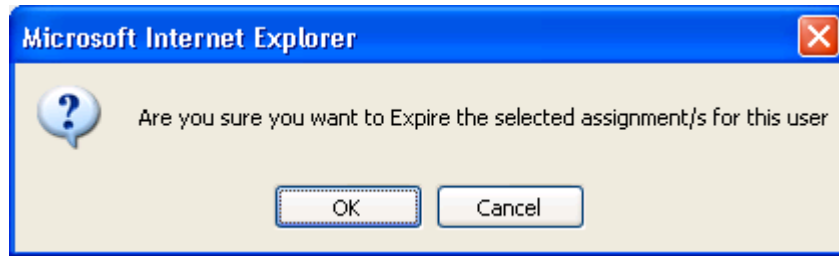
- To certify assignment(s), please select the assignment(s) and click 'Certify' button.
- To expire assignment(s), please select the assignment and click 'Expire' button.
- Click on 'Select/Deselect All' button to Select all and deselect all assignments

1 - 4 of 4 User Records

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Approver UserID
<input checked="" type="checkbox"/>	M00401	FIRST - M00401 LAST - uiv	VT3	04/10/2014	10/31/2014	Certified	M00400
<input type="checkbox"/>	M00401	FIRST - M00401 LAST - uiv	VT3	04/10/2014	10/31/2014	Certified	M00400
<input type="checkbox"/>	M00403	FIRST - M00403 LAST - uiv	VT3	04/23/2014	-	Expired	M00400
<input type="checkbox"/>	M00403	FIRST - M00403 LAST - uiv	VT3	04/23/2014	-	Expired	M00400

Certify Expire Select/Deselect All

When the **Expire** button is clicked, the system requires a confirmation from the Coordinator, as shown below.



When OK is clicked, the screen refreshes and the status of the **Expired** contacts or projects is displayed as **Expired** as is shown below.

**Enterprise Income Verification** HUD Home MF Housing EIV Home Search Email

User Administration >> User Certification >> User Certification by Projects/Contracts

Number of Records: 4 Certification Status: All Change View

**Note:**

- To certify assignment(s), please select the assignment(s) and click 'Certify' button.
- To expire assignment(s), please select the assignment and click 'Expire' button.
- Click on 'Select/Deselect All' button to Select all and deselect all assignments

1 - 4 of 4 User Records

Action	User ID	User Name	Contract	Effective Date of Action	Effective To Date	User Status	Approver UserID
<input type="checkbox"/>	M00401	FIRST - M00401 LAST - uiv	VT3	05/16/2014	-	Expired	M00400
<input type="checkbox"/>	M00401	FIRST - M00401 LAST - uiv	VT3	04/10/2014	10/31/2014	Certified	M00400
<input type="checkbox"/>	M00403	FIRST - M00403 LAST - uiv	VT3	04/23/2014	-	Expired	M00400
<input type="checkbox"/>	M00403	FIRST - M00403 LAST - uiv	VT3	04/23/2014	-	Expired	M00400

Certify Expire Select/Deselect All

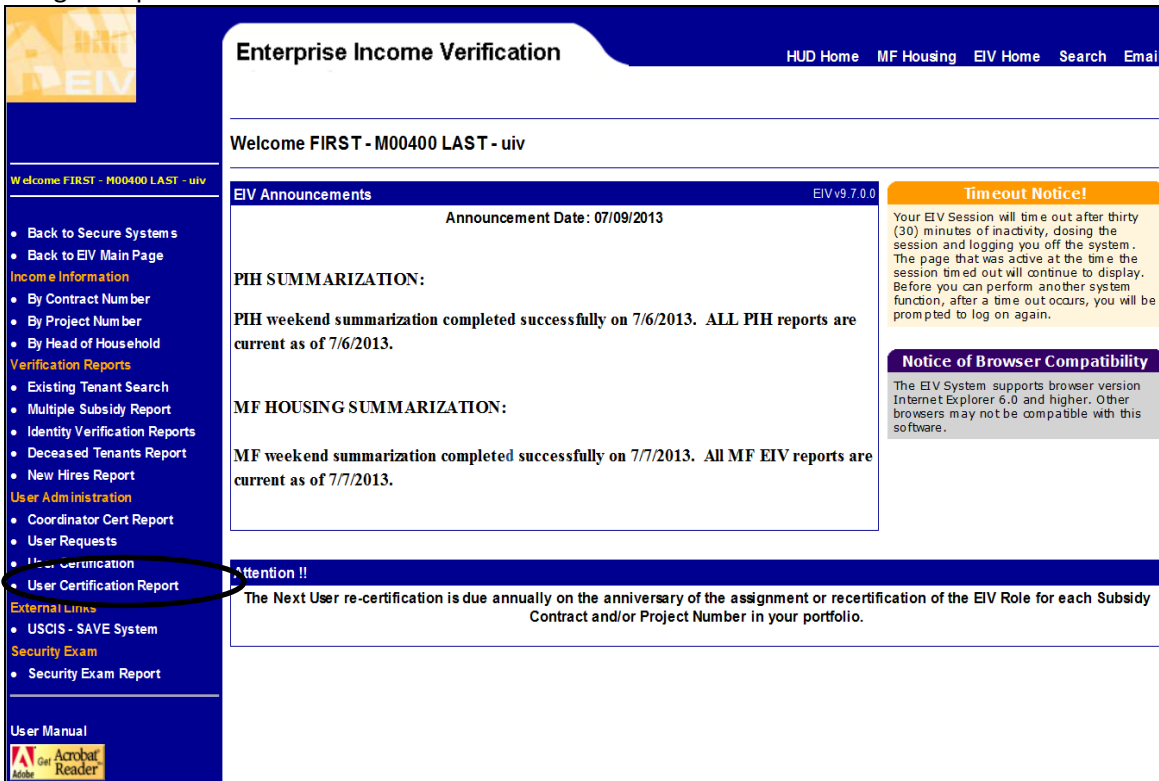
From the Certify Users page, you can also filter the result according to certification status by choosing a desired value from the Certification Status drop-down list.

When “All” is selected from the Certification Status, all contracts and projects associated with the user regardless of the status will be displayed. When Pending, Certified, Expired, or New is selected from the Certification Status, only the users for the selected status will be displayed.

### 3.7 User Certification Report for HSC roles/CAU Certification Report for CAC roles

To generate the **User Certification Report/CAU Certification Report**, complete the following steps.

**Step 1:** Click on the **User Certification Report/CAU Certification Report** link in the left-hand navigation panel.



See resulting screen below:

The screenshot shows the 'Enterprise Income Verification' application interface. At the top, there is a blue navigation bar with the title 'Enterprise Income Verification' on the left and links for 'HUD Home', 'MF Housing', 'EIV Home', 'Search', and 'Email' on the right. Below the navigation bar, the breadcrumb path 'User Administration >> User Certification Report' is displayed. The main content area contains a form with the following elements: a radio button labeled 'Contracts' (which is selected), a drop-down menu currently showing 'All Contracts', a label 'Select Certification Status:' followed by a drop-down menu currently showing 'All', and a 'Get Report' button.

**Step 2:** From the **User Certification Report** screen, the HSC or CAC user is required to select **Contracts** or **Projects** from the drop-down lists of contracts and projects and **select Certification Status** (i.e., All, Pending, Certified, Expired, New) from the **Select Certification Status** drop-down list.

**Step 3:** Once the selection is made, the system displays the **User Certification Report** for all HSU or CAU users under the Coordinator's (HSC or CAC) jurisdiction. Data fields include:

- User ID
- User Name
- Contract
- Effective Date of Action
- Effective to Date
- User Status



**Enterprise Income Verification** HUD Home MF Housing EIV Home Search Email

User Administration >> User Certification Report >> User Certification Report by Projects/Contracts

Welcome FIRST - M00400 LAST - uiv

Number of Records: 220 Certification Status: All

Next Group 1 - 50 of 220 Users Last Page

Contract	Contract Name	Effective Date of Action	Effective To Date	User Status
M00401 FIRST - M00401 LAST - uiv VT3	ents	05/16/2014	-	Expired
M00402 FIRST - M00402 LAST - uiv VT3	ents	04/10/2014	10/31/2014	Certified
M00402 FIRST - M00402 LAST - uiv VT3	-	-	-	New
M00403 FIRST - M00403 LAST - uiv VT3	ents	-	-	New
M00403 FIRST - M00403 LAST - uiv VT3	ents	04/23/2014	-	Expired
M00403 FIRST - M00403 LAST - uiv VT3	ents	04/23/2014	-	Expired
M00404 FIRST - M00404 LAST - uiv VT3	ents	-	-	New
M00404 FIRST - M00404 LAST - uiv VT3	-	-	-	New
M00405 FIRST - M00405 LAST - uiv VT3	ents	-	-	New
M00405 FIRST - M00405 LAST - uiv VT3	ents	-	-	New
M00405 FIRST - M00405 LAST - uiv VT3	-	-	-	New
M00406 FIRST - M00406 LAST - uiv VT3	ents	-	-	New
M00406 FIRST - M00406 LAST - uiv VT3	-	-	-	New
M00407 FIRST - M00407 LAST - uiv VT3	ents	-	-	New
M00407 FIRST - M00407 LAST - uiv VT3	-	-	-	New
M00408 FIRST - M00408 LAST - uiv VT3	ents	-	-	New
M00408 FIRST - M00408 LAST - uiv VT3	-	-	-	New
M00409 FIRST - M00409 LAST - uiv VT3	ents	-	-	New
M00409 FIRST - M00409 LAST - uiv VT3	-	-	-	New
M00410 FIRST - M00410 LAST - uiv VT3	ents	-	-	New
M00410 FIRST - M00410 LAST - uiv VT3	-	-	-	New
M00411 FIRST - M00411 LAST - uiv VT3	ents	-	-	New
M00411 FIRST - M00411 LAST - uiv VT3	-	-	-	New
M00412 FIRST - M00412 LAST - uiv VT3	ents	-	-	New
M00412 FIRST - M00412 LAST - uiv VT3	-	-	-	New
M00413 FIRST - M00413 LAST - uiv VT3	ents	-	-	New
M00413 FIRST - M00413 LAST - uiv VT3	-	-	-	New
M00414 FIRST - M00414 LAST - uiv VT3	ents	-	-	New
M00414 FIRST - M00414 LAST - uiv VT3	-	-	-	New
M00415 FIRST - M00415 LAST - uiv VT3	ents	-	-	New
M00415 FIRST - M00415 LAST - uiv VT3	-	-	-	New
M00416 FIRST - M00416 LAST - uiv VT3	nts	-	-	New
M00416 FIRST - M00416 LAST - uiv VT3	-	-	-	New
M00417 FIRST - M00417 LAST - uiv VT3	nts	-	-	New
M00417 FIRST - M00417 LAST - uiv VT3	-	-	-	New
M00418 FIRST - M00418 LAST - uiv VT3	nts	-	-	New
M00418 FIRST - M00418 LAST - uiv VT3	-	-	-	New
M00419 FIRST - M00419 LAST - uiv VT3	nts	-	-	New
M00419 FIRST - M00419 LAST - uiv VT3	-	-	-	New
M00420 FIRST - M00420 LAST - uiv VT3	nts	-	-	New
M00420 FIRST - M00420 LAST - uiv VT3	-	-	-	New
M00421 FIRST - M00421 LAST - uiv VT3	nts	-	-	New
M00421 FIRST - M00421 LAST - uiv VT3	-	-	-	New
M00422 FIRST - M00422 LAST - uiv VT3	nts	-	-	New
M00422 FIRST - M00422 LAST - uiv VT3	-	-	-	New
M00423 FIRST - M00423 LAST - uiv VT3	nts	-	-	New
M00423 FIRST - M00423 LAST - uiv VT3	-	-	-	New
M00424 FIRST - M00424 LAST - uiv VT3	nts	-	-	New
M00424 FIRST - M00424 LAST - uiv VT3	-	-	-	New
M00425 FIRST - M00425 LAST - uiv VT3	nts	-	-	New
M00425 FIRST - M00425 LAST - uiv VT3	-	-	-	New

The list of users for the selected contracts or projects is displayed in groups of 50. If the search retrieves more than 50 users, the search results are divided into groups of 10 pages with each page containing 50 users. The links to the 10 pages, 'Next group' and 'Last page' are provided on this screen to assist the user in navigating to different pages to the next group of 10 pages or the last page.

From the User Certification Report by Projects/Contracts page, you can also filter the result by certification status by choosing one of the options (other than 'All') from the Certification Status drop-down list. When "All" is selected from the Certification Status, all contracts and projects associated to the user regardless of the status will be displayed. When Pending, Certified, Expired or New is selected from the Certification Status, only the users for the selected status will be displayed.

## **Appendix A – Abbreviations and Acronyms**

## 4 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
CAI	Contract Assistance Identifier
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-50059	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 other offices or program centers report to it.
HUD	US Department of Housing and Urban Development
ICN	Income Control Number
IMS	Inventory Management System (formerly PIC)
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

Acronym	Definition
PI	Period of Income
PIA	Privacy Act Assessment
PIC	Public & Indian Housing Information Center (now IMS)
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 that is used to collect New Hires data
WASS	Web Access Security Subsystem