



# eLOCCS

# Registration GUIDE

*Line of Credit Control System (LOCCS)*

**U.S. Department of Housing and Urban Development**

June 2014

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# 1 Introduction

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development's (HUD) primary grant and subsidy disbursement system that handles disbursement and cash management for the majority of HUD grant programs. Organizations and individuals have access to these grants through an internet version of LOCCS called eLOCCS, where Business Partners with appropriate authorization can access, manage, and drawdown against their HUD grant portfolios.

## 1.1 Purpose of Guide

Accessing eLOCCS requires;

- 1) Registration in **Secure Systems** which is the HUD Web Portal in which the eLOCCS application resides.
- 2) Submission of a **HUD-27054 LOCCS Access Authorization** form which will control what a user can see and do once they are in eLOCCS.

This guide focuses on Registration components and steps needed to gain access to eLOCCS through Secure Systems. A separate **eLOCCS Getting Started Guide** with screen samples will familiarize you with eLOCCS functionality and layout. A link to the **Getting Started Guide**, along with other useful links can be found in section **1.2 LOCCS URL Quick References**.

## 1.2 LOCCS URL Quick References

### LOCCS URL Quick References

#### 1) LOCCS Access Guidelines for Grantees

These are general LOCCS instructions for filling out the HUD-27054 LOCCS Access Authorization Form and SF1199A Direct Deposit form.

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cfo/loccs\\_guidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines)

Cut and paste URL or click [<here>](#)

#### 2) eLOCCS Getting Started Guide

This guide provides eLOCCS web page examples, familiarizing the user with how navigation works in eLOCCS and how to view, manage and drawdown HUD grant funds.

<http://portal.hud.gov/hudportal/documents/huddoc?id=elocccsguide.pdf>

Cut and paste URL or click [<here>](#)

#### 3) eLOCCS Registration Guide

Before accessing eLOCCS, a user must have a Secure Systems ID/password and a LOCCS ID/password. This document outlines the security and registration components needed to obtain those IDs.

Note: If you are converting from VRS to eLOCCS, you **already** have a LOCCS ID/password.

[http://portal.hud.gov/hudportal/documents/huddoc?id=eloccc\\_registration\\_guide.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=eloccc_registration_guide.pdf)

Cut and paste URL or click [<here>](#)

#### 4) HUD-27054 LOCCS Access Authorization form

Use this form to request specific LOCCS Organization and HUD Program Area access. The LOCCS Access Guidelines for Grantees (#1 above) has instructions on filling out this form.

<https://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>

Cut and paste URL or click [<here>](#)

#### 5) Secure Systems (this is how you access eLOCCS)

Secure Systems is a HUD Web Portal which has access to many HUD systems, of which eLOCCS is one of them.

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

Cut and paste URL or click [<here>](#)

## 1.3 Overview of eLOCCS Registration Components

eLOCCS is accessed through the HUD internet portal called **Secure Systems**. Secure Systems is sponsored by the Office of Public and Indian Housing (PIH) Real Estate Assessment Center (REAC) and sometimes referred to as 'REAC' or 'Online Systems'. Secure Systems supports many HUD applications, of which eLOCCS is one of them. In order to use eLOCCS, there are 4 registration components which must be completed prior to access.

- **Component 1 – Secure Systems Business Partner Registration**

In Secure Systems there are (2) types of users: "Coordinator" or "User", and each are associated with an organization or Business Partner. The Business Partner organization must be recognized by Secure Systems and this is accomplished thru the Business Partner Registration process.

**\*\*DO NOT SKIP THIS COMPONENT\*\***

- **Component 2 – Secure Systems "Coordinator" Registration**

The Secure Systems Coordinator serves as the Business Partner's system administrator, granting application (in this case eLOCCS) roles to users. Each Business Partner must have a minimal of 1 and up to 5 assigned Coordinators.

- **Component 3 – Secure Systems "User" Registration**

Individual Users register in Secure Systems under a Business Partner, but the Coordinator grants the user specific application roles to allow Secure Systems application access. In the case of eLOCCS, the Coordinator would grant the eLOCCS roles "QRY" and "ADM".



The Coordinator can assign themselves eLOCCS "QRY" and "ADM" roles, and access eLOCCS too, as long as a HUD-27054 has been processed (Component 4).



eLOCCS can also be used by Approving Officials to certify their staff. Approving Officials must have a valid Secure Systems ID (either as a "Coordinator" or "User") to access eLOCCS just like everyone else.

- **Component 4 – HUD-27054 LOCCS Access Authorization Form**

LOCCS has its own security registration process requirement due to its sensitive financial nature. If you are already a LOCCS VRS user, then your existing VRS User ID/password will work in eLOCCS. If you are new to LOCCS, then a LOCCS Access Authorization Security Form HUD-27054 must be submitted.



The LOCCS HUD-27054 is independent of the Secure Systems components and therefore can be submitted concurrently with Secure Systems Components 1,2 and 3.

In summary, there are four (4) **registration components** which must be completed prior to eLOCCS access. Included in this document is a handy check list which will help you in determining where you are in the registration process. Following the checklist, are step by step instructions on how to complete each registration component. **\*\*PLEASE START WITH COMPONENT 1\*\***

## 1.4 Coordinators and Approving Officials

A Business Partner “**Coordinator**” is a Secure Systems administrator who manages the organizations “users” in Secure Systems. Responsibilities include assigning Secure Systems LOCCS roles to users. A Business Partner can have up to 5 Secure Systems Coordinators, who can manage any Secure Systems user in the organization.

A Business Partner “**Approving Official**” is a LOCCS administrator who manages “users” in LOCCS. Responsibilities include re-certifying the LOCCS user still requires access to LOCCS every 6 months. A LOCCS User is associated with an Approving Official on the **HUD-27054 LOCCS Access Authorization** form.

Approving Officials will also use eLOCCS to re-certify their staff every 6 months, therefore Approving Officials will also need to register for an ID in Secure Systems. They should be assigned the same **QRY** and **ADM** roles as all eLOCCS users.



A Secure Systems “Coordinator” can also be a LOCCS “Approving Official”

## 2 Registration Component Check list

### Component 1 – Secure Systems Business Partner Registration

- My organization (Business Partner) is recognized by Secure Systems  
*(Either as a Public Housing Authority or Multifamily Housing organization)*

### Component 2 – Secure Systems “Coordinator” Registration

- My organization has an assigned “Coordinator”

If not, identify within your Organization who will be the Secure Systems Coordinator.

- Register for Secure Systems Coordinator ID *(mailed to CEO)*
- Receive your Coordinator Secure Systems ID from CEO
- Assign the eLOCCS system by adding the Coordinator Role to your ‘M’ ID. Then add the ‘Query’ and ‘ADM’ roles to your ID (see Appendix A)

### Component 3 – Secure Systems “User” Registration

- If you are the Coordinator, check the box and go to Component 4

If not,

- Register for a Secure Systems User ID
- Contact your Secure System Coordinator to retrieve your user ‘M’ ID  
*(Wait until next business day)*
- Have your Secure Systems Coordinator assign the ‘Query’ and ‘ADM’ roles to your ‘M’ ID to establish the eLOCCS link within Secure Systems.

### Component 4 – HUD-27054 LOCCS Access Authorization Form

- LOCCS Registration Completed  
*(I already have, or have received my LOCCS ID and password)*  
*(If you are a VRS user converting to eLOCCS, you are already registered in LOCCS. Your eLOCCS ID/password is the same as your VRS LOCCS ID/password)*

Congratulations, you have completed all the necessary registration components to now successfully access eLOCCS! You can now proceed to the **Signing Into eLOCCS Section 4**.

If you have any questions regarding any registration component please call the **LOCCS Help Desk** at 571-766-2916 or email [eLOCCS@HUD.GOV](mailto:eLOCCS@HUD.GOV) with questions.

# Accessing eLOCCS through Secure Systems

Registration components that must be completed **1st**

- 1) Register your organization as a Secure Systems Business Partner
- 2) Select and register a Secure Systems "Coordinator" for you organization (you can have up to 5 coordinators)
- 3) Have each additional person needing access to eLOCCS, register as a Secure Systems "User"

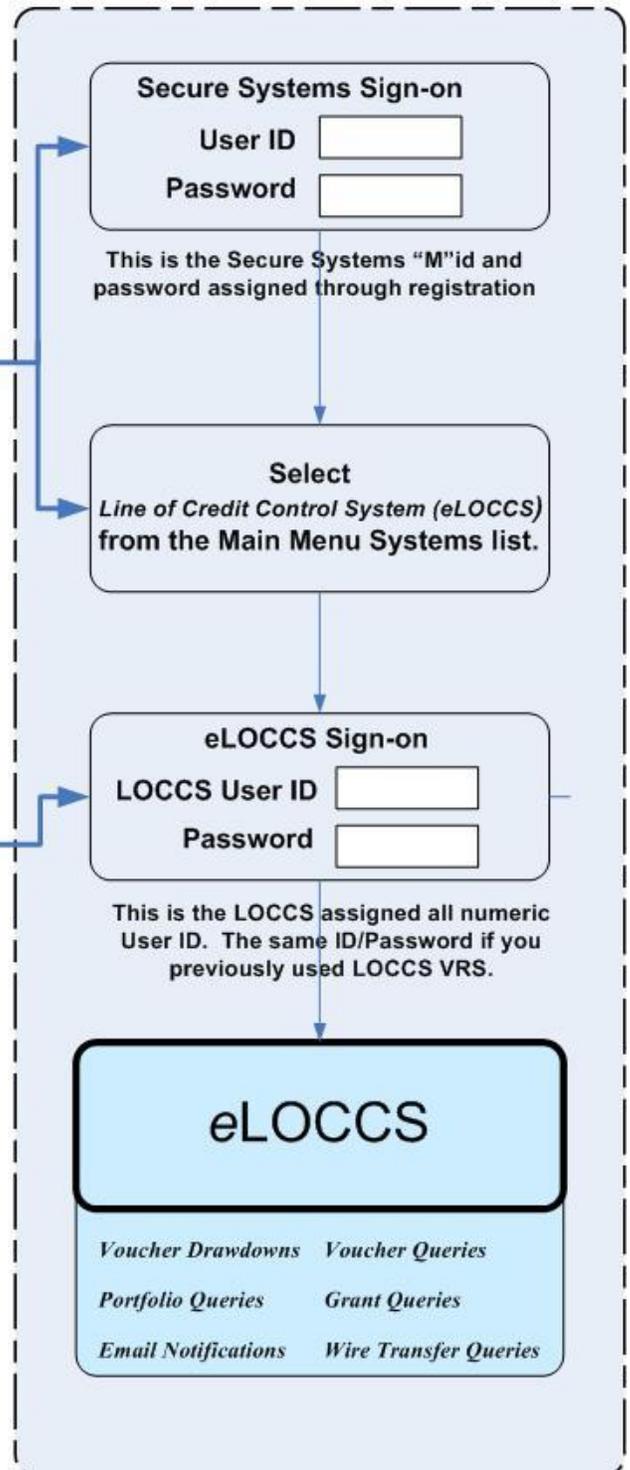
Then have the "Coordinator" assign the eLOCCS roles "QRY" and "ADM" to each eLOCCS User

- \* Coordinator can have eLOCCS roles too
- \* Coordinator can also be the LOCCS Approving Official

- 4) Submit HUD-27054 LOCCS Systems Access Authorization Form

(HUD-27054 and Secure Systems registration are independent of each other and can occur concurrently. However, ALL registration components must be completed for eLOCCS access )

## REAC-Secure Systems



### 3 Registration Components

#### 3.1 Component 1 – Secure Systems Business Partner Registration

#### Component 1 – Secure Systems Business Partner Registration Instructions



This step is to confirm if your organization is recognized in Secure Systems . Unless your organization is a Public Housing Authority, **\*\* DO NOT SKIP this step \*\***.

#### Register your Business Partner Tax ID number

##### Step 1a

Copy and paste URL or click [<here>](#) for the Business Partner Registration page.

[https://hudapps2.hud.gov/apps/part\\_reg/apps040.cfm](https://hudapps2.hud.gov/apps/part_reg/apps040.cfm)

Enter your organization’s Tax Identification Number (TIN) and Submit.

#### *Business Partner Registration HUD Multifamily*

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

|  |             |
|--|-------------|
| TIN: 123456789   | (no dashes) |
| or   |             |
| SSN: <input type="text"/>  | (no dashes) |
| <input type="checkbox"/> Check if SSN is used as TIN for Sole Proprietor |             |

Submit

**Step 1b**

**Did the Business Partner Registration HUD Multifamily return a 'Form to fill' OR Business Partner is 'already processed' below?**

**Form to fill in?**



**Form to fill?**

If the above blank form is returned, your organization does need to register. Complete the form and **save**.

**\* Wait until the next business day to continue to Component 2 - Secure Systems Registration.**

— {OR} —

**TIN Processed?**



**TIN has been processed message?**

**Business Partner Registration  
HUD Multifamily**

**Participant (123456789) had been processed.**

**If you registered a participant in the past 24 hours or previously registered and you cannot find the participant in APPS or Business Partner Maintenance or Participant Assignment Maintenance on Secure System, contact PPSD staff.**

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

If you received the above message, your organization Tax ID Number is already recognized in Secure Systems.

Continue to **Component 2 - Secure Systems Registration.**

## 3.2 Component 2 –Secure Systems “Coordinator” Registration

### Component 2 –Secure Systems “Coordinator” Registration Instructions



#### Understanding Secure Systems ID Registration Types

In Secure Systems there are two (2) ID types available to register: “Coordinator” or “User”.

Both ID types allow access to Secure Systems. However, only a **Secure Systems Coordinator** has the authority to assign the LOCCS Query and Admin roles to display the eLOCCS link for the eLOCCS user to sign in. Determine within your organization who should be the Secure Systems Coordinator(s). *There must be at least one Secure Systems Coordinator registered.*

**Coordinator ID:** The Secure Systems Coordinator serves as the system administrator to retrieve Secure Systems User IDs, establish the appropriate systems link (eLOCCS) and assign LOCCS Roles.

**User ID:** A Secure Systems User has the ability to access Secure Systems, but requires a **Secure Systems Coordinator** to initially add the LOCCS roles in order for the eLOCCS link to display on the Secure Systems Menu page.

#### Does your organization already have a Secure Systems Coordinator assigned?

**No**

If you just registered your organization in **Business Partner Registration HUD Multifamily**, the answer is ‘No’. Determine within your organization who should be the Secure Systems Coordinator(s).

*\*Every Business Partner must at least have one Secure Systems coordinator registered to establish the eLOCCS link in Secure Systems for the eLOCCS user to sign in.*

Continue to **Step 2a – Applying for a Secure Systems “Coordinator” ID.**

**Not Sure**

Contact REAC Technical Assistance at 1-888-245-4860 to inquire.

**Yes**

Continue to **Component 3 – Apply for a Secure Systems “User” ID.**

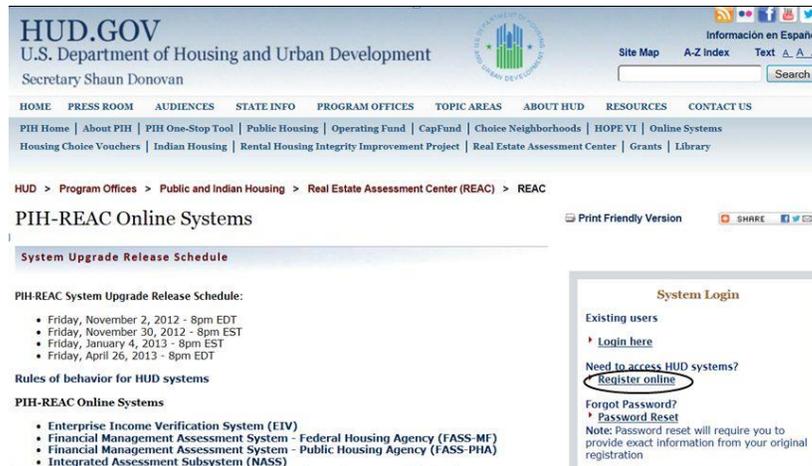
## Steps 2a – 2d: Applying for Secure Systems “Coordinator” ID

### Step 2a

Copy and paste URL or click [<here>](#) for Secure Systems

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/reac/online](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online)

Select the **<Register Online>** link.



### Step 2b

Choose your organization type to register in Secure Systems:



Select **<Multifamily Housing Entity>**.

Only select Public Housing Agency if a PHA, otherwise select **Multifamily Housing Entity**.

### Step 2c

**Multifamily Coordinator and User Registration Selection**

Select **<Coordinator>** as the 'Application Type' and complete form.



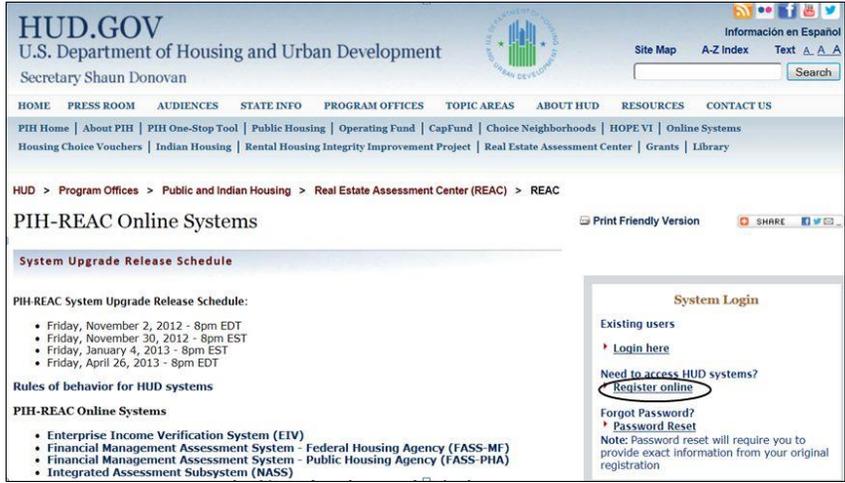
*The form is a 2 step process. 1) Fill out the form and click **<Send>**. 2) Review the information and then click **<Confirm/Submit>**.*



*A letter containing the Coordinator's 'M' ID will be mailed to the organization's CEO/ED Within 7-10 business days. If you have not received you Secure Systems Coordinator 'M' ID, Contact REAC Technical Assistance to inquire on status at 1-888-245-4860.*

|                       |  |
|-----------------------|--|
|                       | <div data-bbox="583 149 1203 682" data-label="Form"> <p><b>Secure Systems Registration</b></p> <p><b>MULTIFAMILY Coordinator and User Registration</b></p> <p>To apply for a <b>System Coordinator ID</b>, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!</p> <p>To apply for a regular <b>User ID</b>, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!</p> <p>And remember:</p> <p><i>Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.</i></p> <p>Application Type: <input checked="" type="radio"/> Coordinator <input type="radio"/> User</p> <p>First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Social Security Number: <input type="text"/></p> </div> |
| <p><b>Step 2d</b></p> | <p><b>Secure System Coordinator establishment of eLOCCS and LOCCS Role Assignment.</b></p> <ul style="list-style-type: none"> <li>• After the CEO has provided the Secure Systems Coordinator ‘M’ ID, sign-on to Secure System to establish the eLOCCS link <b>and</b> add LOCCS roles – <b>See Appendix A for steps.</b></li> </ul> <p>If the Coordinator is also the eLOCCS user, continue to <b>Component 4 – HUD-27054 LOCCS Access Authorization Form.</b></p> <p>If the Coordinator is not the eLOCCS user, have the user apply for their own Secure Systems User ID. See <b>Component 3 – Secure Systems “User” Registration.</b></p>   |

### 3.3 Component 3 –Secure Systems “User” Registration

| Component 3 –Secure Systems “User” Registration Instructions |  |
|--|--|
| Steps 3a – 3d: Applying for Secure Systems “User” ID         |  |
| <p><b>Step 3a</b></p>  | <p>Copy and paste URL or click <a href="#">&lt;here&gt;</a> for Secure Systems</p> <p><a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online</a></p> <p>Select the <b>&lt;Register Online&gt;</b> link.</p>  |
| <p><b>Step 3b</b></p>  | <p>Choose your organization type:</p> <p>Select <b>&lt;Multifamily Housing Entity&gt;</b>.</p> <p><u>Only</u> select Public Housing Agency if a PHA, otherwise select <b>Multifamily Housing Entity</b>.</p>   |
| <p><b>Step 3c</b></p>  | <p>Select <b>&lt;User&gt;</b> as the ‘Application Type’ and fill out the remaining form.</p>   |

|                       |  |
|-----------------------|--|
|                       | <div data-bbox="581 71 1230 642" data-label="Form"> <p><b>Secure Systems Registration</b></p> <p><b>MULTIFAMILY Coordinator and User Registration</b></p> <p>To apply for a <b>System Coordinator ID</b>, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!</p> <p>To apply for a regular <b>User ID</b>, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!</p> <p>And remember:</p> <p><i>Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.</i></p> <p>Application Type: <input type="radio"/> Coordinator <input checked="" type="radio"/> User</p> <p>First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Social Security Number: <input type="text"/></p> </div> <p>After submitting the form, <b>wait 24 business hours</b>, then contact your organization’s <b>Secure Systems Coordinator</b> to inform you have requested access to Secure Systems. Request the Coordinator retrieve your User ID in Secure System <u>and</u> assign the ‘<b>Query</b>’ and ‘<b>ADM</b>’ LOCCS roles to <u>establish</u> the eLOCCS link. <b>See Appendix A for the Secure System’s Coordinator to assign LOCCS System and roles.</b></p> |
| <p><b>Step 3d</b></p> | <p>Continue to <b>Component 4 – HUD-27054 LOCCS Access Authorization Form Instructions</b></p>   |

### 3.4 Component 4 – HUD-27054 LOCCS Access Authorization Form

#### Component 4 – HUD-27054 LOCCS Access Authorization Form Instructions

| <b>Do you already have a LOCCS User ID and Password?</b> |  |
|--|--|
| <b>Yes</b>   | <p>Continue to – <b>Signing into eLOCCS Instructions</b></p> <p>*If you are an existing LOCCS Voice Response System (VRS) User (using phone to draw funds), then the answer is yes.</p>  |
| <b>No</b>  | <p>Complete the LOCCS HUD-27054 form, have it notarized and forwarded to the appropriate HUD staff for review. Instructions are on the form.</p> <p>HUD-27054 – LOCCS Access Authorization Form:<br/>Copy and paste URL or click <a href="#">&lt;here&gt;</a> for form.</p> <p><a href="http://www.hud.gov/offices/adm/hudclips/forms/hud2.cfm">http://www.hud.gov/offices/adm/hudclips/forms/hud2.cfm</a></p> <p>After receiving your LOCCS User ID, and completing registration components 1-3, Continue to – <b>Signing into eLOCCS</b></p> <p><b>Note:</b> The <b>Business Partner Registration</b> and <b>Secure Systems Registrations</b> are independent of <b>LOCCS registration</b> and can be done concurrently. However, all security components must be completed prior to accessing eLOCCS.</p> |
| <b>Not Sure</b>  | <p>Contact the LOCCS Security Office to verify at 877-705-7504.</p>  |

## 4 Signing Into eLOCCS

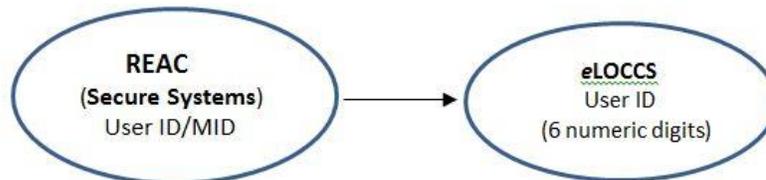
### Signing Into eLOCCS Instructions

#### Step 1 – 4: Signing into eLOCCS



All the previous registration components must be completed prior to accessing eLOCCS. Use the Registration checklist in Section 2 to verify.

You must have a valid Secure Systems 'M' ID/password and LOCCS User ID/password. The Coordinator must have established the eLOCCS link in Secure Systems and LOCCS roles for the eLOCCS User to sign in.



#### Step 1

Copy and paste URL or click [<here>](#) for Secure Systems

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

Select the **<Login here>** link.

The screenshot shows the HUD.gov website with the following content:

- HUD > Program Offices > Public and Indian Housing > Real Estate Assessment Center (REAC) > REAC
- PIH-REAC Online Systems
- System Upgrade Release Schedule
- PIH-REAC System Upgrade Release Schedule:
  - Friday, November 2, 2012 - 8pm EDT
  - Friday, November 30, 2012 - 8pm EST
  - Friday, January 4, 2013 - 8pm EST
  - Friday, April 26, 2013 - 8pm EDT
- Rules of behavior for HUD systems
- PIH-REAC Online Systems
  - Enterprise Income Verification System (EIV)
  - Financial Management Assessment System - Federal Housing Agency (FASS-MF)
  - Financial Management Assessment System - Public Housing Agency (FASS-PHA)
  - Integrated Assessment Subsystem (MASS)
- System Login
  - Existing users
    - Login here** (circled)
  - Need to access HUD systems?
    - Register online
  - Forgot Password?
    - Password Reset
    - Note: Password reset will require you to provide exact information from your original registration.

#### Step 2

Enter your Secure Systems User 'M' ID and Password.



**Step 3**

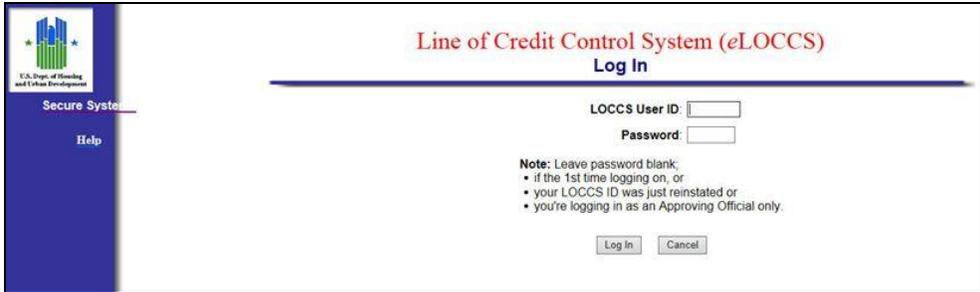
Select the <Line of Credit Control Systems (eLOCCS) > link.



**Step 4**

Enter your LOCCS User ID (numeric digits) and password. If you have been using LOCCS VRS, the User ID and password are the same to sign into eLOCCS.

**Note:** If you do not see the eLOCCS link on the REAC main menu page, contact your Secure Systems Coordinator to assign the eLOCCS link. **(See Step 2d)**



## 5 Frequently Asked Questions or Issues

- **Contact the REAC Technical Assistance Center at 1-(888) 245-4860 for the following questions or issues;**
  - 1) **I have registered for a Secure Systems Coordinator ID and have not received it.**  
Ask them to confirm your registration, your organizations address and status of your Secure Systems ID.
  - 2) **I mistakenly registered for a Secure Systems User ID instead of a Coordinator ID.**  
Contact the REAC Technical Assistance Center on how to resolve.
  - 3) **I may have registered for a Secure Systems ID in the past, but I'm not sure.**  
The REAC Technical Assistance Center will be able to research that.
  - 4) **I don't know who the Secure Systems Coordinators are for my organization.**  
The REAC Technical Assistance Center will be able to help you with that.
- **Contact your organizations Secure Systems Coordinator for the following questions or issues;**
  - 1) **I have registered for a Secure Systems User ID and have not received it.**  
Ask your Coordinator to retrieve your User ID and establish the eLOCCS link/roles. If you do not know your System Coordinator, contact REAC Technical Assistance Center.
  - 2) **I am a Secure Systems User and do not see the eLOCCS link after I sign in.**  
The Coordinator has not assigned the LOCCS – Query and ADM Roles. Contact your Coordinator to assign these roles. Refer them to **Appendix A** if necessary.
  - 3) **I click on a program area in eLOCCS, and the main menu is blank.**  
Verify with your Coordinator that LOCCS – Query and Administration roles are assigned. Refer them to **Appendix A** if necessary.
- **I use the HUD telephone Voice Response System (VRS) to draw funds, do I need to register for an eLOCCS ID?**  
No - Your log in credentials used on the HUD VRS, telephone system will be the same used to signing into eLOCCS.
- **If you are a Secure Systems Coordinator;**  
And need help in either retrieving a User ID to assign LOCCS roles, or actually assigning those roles, refer to **Appendix A**.
- **Anything Else?**  
Call the **LOCCS Help Desk** at 571-766-2916 or email [eLOCCS@HUD.GOV](mailto:eLOCCS@HUD.GOV) with your question.

# Appendix A - eLOCCS and Role Assignment Steps for Coordinator

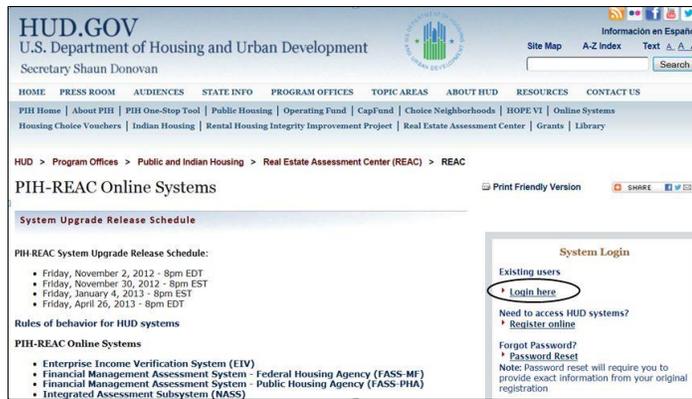
A **Secure System Coordinator** has the system administrative responsibility of first assigning the LOCCS **COR** (Coordinator) - <Action>, and then the **QRY** (Query) and **ADM** (Administrator)- <Roles> to themselves before assigning QRY and ADM roles to users.

## Step I. Secure Systems Coordinator assignment of LOCCS System:

Copy and paste URL or click [<here>](#) for Secure Systems

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

Select the **<Login here>** link, sign in with your Secure System Coordinator 'M' ID and proceed to the Secure Systems Main Menu.



### Secure System Login

- A. From the **Secure Systems Coordinator Main Menu**,  
Select **User Maintenance**. (Figure 1).



Figure 1 - Secure Systems Main Menu

- B. Enter your Secure Systems Coordinators 'M' ID in the **Search by User ID** section and click **<(S)earch for User>** button. Figure 2

Figure 2. User Maintenance and Search for User by ID

- C. On the Maintain User Profile Select **<Choose a Function>** , then Select **<Maintain User Profile – Actions>** and submit. (Figure 3).

Figure 3. Maintain User Profile – Actions

- D. From the **Assign/Unassign Actions** page, mark the **<LOCCS COR-Coordinator>** check boxes and click Assign/Unassign Actions. Figure 4



Figure 4. Mark the check box - LOCCS 'Cor'

- E. Click **<OK>** to confirm action. The eLOCCS link will appear on the left menu bar of Secure Systems and on the REAC Main Menu Page. Continue to Step 2.

## Step II. Assignment of Roles to eLOCCS User:

After the Secure Systems Coordinator has assigned the **LOCCS COR-Coordinator <action>** to themselves in Step I, LOCCS 'ADM' and 'Query' <Roles> must also be assigned to each Secure Systems User that needs to access eLOCCS. This includes the Coordinator. If the Coordinator is also an eLOCCS User, they should assign the LOCCS QRY and ADM roles to themselves too.

 *\*To retrieve a Secure Systems User ID that have registered, enter the user's name information in the **Search Users' section**. Figure 3.*

- A. From the Main Menu, select **<User Maintenance>**. (Figure 1).



Figure 1 - Secure Systems Main Menu

- B. From the User Maintenance Screen, enter the Secure Systems User 'M' ID in the **Search by User ID** section and click **<(S)earch for User>** button. Figure 2.

*\*If you don't know the User's 'M' ID, enter the user name information in the **Search Users' section**. Figure 3.*

Then click the appropriate **<Search for User>** button to display the User profile page.

The screenshot shows the 'System Administration' header with navigation links for 'faq | help | search | home | logout'. Below is the 'User Maintenance' section. A grey bar contains the text: 'On this form, you can either search for a User by User ID, or search for Users by entering your search criteria.' The 'Search by User ID' section includes the instruction: 'To search for a User by User ID, enter a User ID and then click the "Search for User" button.' It features an input field for 'User ID' with a 'What's This?' link, and a blue button labeled '(S)earch for User' which is circled in blue. Below this is the 'Search Users' section with the instruction: 'To search for a User, enter a search criteria (optional) and then click the "Search Users" button.' It includes input fields for 'Business Partner - TIN/SSN/PHA ID/IPA ID', 'First Name', and 'Last Name', each with a 'What's This?' link. There is also a 'User Status' dropdown menu set to 'All' with a 'What's This?' link, and a checkbox labeled 'Check here to limit search to Independent Users'. At the bottom are 'Search (U)sers' and 'Cancel' buttons.

**Figure 2. Search for User by ID**

This screenshot is identical to Figure 2, showing the 'System Administration' header and 'User Maintenance' section. The 'Search by User ID' section is visible but not the focus. The 'Search Users' section is the focus, with the instruction: 'To search for a User, enter a search criteria (optional) and then click the "Search Users" button.' The input fields for 'Business Partner - TIN/SSN/PHA ID/IPA ID', 'First Name', and 'Last Name' are circled in blue. The 'User Status' dropdown is set to 'All' with a 'What's This?' link. The 'Check here to limit search to Independent Users' checkbox is present. The 'Search (U)sers' and 'Cancel' buttons are at the bottom.

**Figure 3 - Search for User by Name Information**

- C. From the User Profile page, select **<Choose a Function>** and choose **'Maintain User Profile - Roles'** and submit. Figure 4.

**System Administration** faq | help | search

**Maintain User M**

| User Information         |                               |
|--------------------------|-------------------------------|
| User ID                  | <input type="text"/>          |
| First Name               | <input type="text"/>          |
| Middle Initial           | <input type="text"/>          |
| Last Name                | <input type="text"/>          |
| User Status              | Active                        |
| Coordinator              | Yes                           |
| User Type                | Business Partner              |
| <b>Choose a Function</b> |                               |
|                          | Maintain User Profile - Roles |

**Figure 4. Select Maintain User Profile - Roles**

Under the LOCCS system, mark the 'QRY' and 'ADM' check boxes and confirm role changes. Figure 5

Inform the user that you have successfully assigned the LOCCS system/roles and to sign into Secure System to access eLOCCS. **See Section 4.**

**Assign/Unassign Roles for User M**

| User Information |                      |
|------------------|----------------------|
| User ID          | <input type="text"/> |
| First Name       | <input type="text"/> |
| Middle Initial   | <input type="text"/> |
| Last Name        | <input type="text"/> |
| User Status      | Active               |
| Coordinator      | Yes                  |
| User Type        | Business Partner     |

Please check/uncheck boxes to assign/unassign roles to the user  
 Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens

[APPS](#) | [LOCCS](#) |

**APPS - Active Partners Performance System**

- IRO - Industry Read Only
- AUP - APPS Update

**LOCCS - Line of Credit Control System**

- YES - Year End Settlement
- QRY - Query
- REQ - Requisition
- ADM - Administration

**Figure 5. Add LOCCS Roles - Mark 'Qry' and 'ADM' - Roles**

**IF YOU NEED HELP** or have questions regarding any registration component, please call the **LOCCS Help Desk** at 571-766-2916 or email [eLOCCS@HUD.GOV](mailto:eLOCCS@HUD.GOV) with questions.

**IF YOU NEED HELP** or have questions about your **Secure Systems ID**, please contact the Contact REAC Technical Assistance at 1-888-245-4860.