**Registering for eLOCCS**

In Secure Systems (eLOCCS) there are **two** (2) ID types that must be registered, a “**Coordinator ID**” and at least two “**User ID(s)**”.

**Coordinator**: The Secure Systems Coordinator (Approving Official) serves as the system *Administrator*, they can retrieve User(s) User IDs, establish appropriate systems link within eLOCCS and assign eLOCCS User Roles. The **User’s User ID**: 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 their respective Secure Systems Menu page.

**NOTE**: Please familiarize yourself with *Page 5* of the “**eLOCCS Registration Guide**”, Section 1.3 “*Overview of eLOCCS Registration Components*” this provides an overview of the Roles for both the “**Coordinator**” and the “**User**” within the Secure Systems (eLOCCS) upon successful registration. Now lets get started.

Step 1. The Approving official (Coordinator) needs to register the entities tax-id. These steps can be found On Page 9 of the “**eLOCCS Registration Guide**” or go to: <https://hudapps2.hud.gov/apps/part_reg/apps040.cfm>.

Step 2. **24 hours later**, The Approving official will need to register as the Coordinator for the organization. These steps can be found on Page 12 of the “**eLOCCS Registration Guide**” or go to: <https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp>

**NOTE**: Federal Security guidelines mandate that the Approving official for any User of a financial system must be **recertified** by the Approving official that s/he is in good standing and may continue to keep the access for which they have applied. If that criterion is not met, the Approving official can then have your access removed. We require that Approving officials must register as a Coordinator because that is a supervisory role in Secure Systems (eLOCCS) and the Coordinator role is specifically for Approving officials **only** who sign block 7 of HUD form 27054.

Step 3.Once the Approving official receives their Secure Systems ID via postal mail, he will then need to follow the instructions on page 20 in Appendix A, of the “**eLOCCS Registration Guide**” or go to the login page: <https://hudapps.hud.gov/login/login_wass_external.fcc?TYPE=33554433&REALMOID=06-baab0df5-575f-1022-a49b-83d8f1ba0cb3&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-sgkz1eZY%2fI182I5%2bOPzi4SV9FFWAV2zBc6k9teMbQdTnp94ZDBEMo6b6fvf6asXs&TARGET=-SM-https%3a%2f%2fhudapps%2ehud%2egov%2fHUD_Systems%2f> to login with your Secure System Coordinator “M” id, and assign the Role(s) to your eLOCCS User(s).

Step 4. The User should register as the User only. **NOTE**: We suggest a minimum of two Users (more if needed).

**NOTE**: Please familiarize yourself with *Page 5* of the “**eLOCCS Registration Guide**”, Section 1.3 “*Overview of eLOCCS Registration Components*” this provides an Overview of the roles of both the “Coordinator” and the “User” can have within Secure Systems upon successful registration.

Always include your *entity name* and *Tax-id number* (as it is within LOCCS) on all correspondence to your field office coach.