eLOCCS Instructions for SNAPS/CoC – rev. June 2016

*General Instructions: Approving Officials registering as Coordinators for eLOCCS access must already be the LOCCS Approving Official of their organization and Users must already have a valid and current LOCCS ID (after submitting a HUD-27054 form for access). Please see your assigned Financial Analyst if you are uncertain of your status. When adding new Users, please Fax but Do Not email completed HUD-27054 Forms (LOCCS Access Authorization Form), as HUD’s system is not secure. If your Approving Official changes you must contact your Financial Analyst for assistance with submitting a Change of Approving Official letter to LOCCS Security.*

Although there is some language used in the eLOCCS registration guidance to indicate the potential for numerous Coordinators for each organization, that is because these standard instructions were written for numerous other grant types and that option **is not** available to SNAPS and CoC users.   If you do not know who your Approving Official and authorized LOCCS users are, or if your Approving Official is no longer available, please contact your assigned HUD Financial Analyst for assistance:

* Gail Avery 817.978.5962 Gail.D.Avery@hud.gov
* Linda Barriga 817.978.5945 Linda.A.Barriga@hud.gov

A.  Registration in eLOCCS:

The Approving Official and each User should access the ***eLOCCS Registration Guide*** on their computer and follow the instructions below in order to register in eLOCCS.  **There is no flexibility on this process.  Current APPROVING OFFICIALS for LOCCS MUST register in eLOCCS as the COORDINATOR and current USERS must register as USERS.**  This process involves registering for a second password referred to as an “M” ID/password.  You will still be responsible for maintaining your original LOCCS password (6 digits/numerical ) by logging on to keep the password active. Use the following link to the *eLOCCS Getting Started Guide* to register in eLOCCS. The following document, *eLOCCS Getting Started Guide*, is guidance for accessing eLOCCS after you have registered. Because the two guidance documents below were written for other HUD programs and they contain language that does not apply to the SNAPS/CoC program, the Field Office has created the following steps to follow in order to register the Organization, the Approving Official/Coordinator and the Users, in eLOCCS.

* *eLOCCS Registration Guide:* <http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf>
* *eLOCCS Getting Started Guide :*<http://portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide.pdf>

Registration of organization:

1. **Complete this step Only if you are a new organization that has never previously used LOCCS or eLOCCS and your organization is not already registered in eLOCCS: Approving Official or User:**   must go to pages 9 and 10 of the *eLOCCS Registration Guide* and copy the link into your browser as requested.   You are to **register your organization as a Multifamily entity** **only** (unless you are already registered as a Housing Authority).  Complete this step and transmit.  **THIS MUST BE DONE FIRST IF YOUR ORGANIZATION HAS NOT REGISTERED IN eLOCCS.** Wait until the next business day (or at least 24 hours) to continue the registration process.

Registration of Approving Official/Coordinator:

1. **Approving Official:**    must register as **Coordinator** following the instructions found on page 11 -13 of the *eLOCCS Registration Guide*.   If the Coordinator is asked for a password, use social security number.  After completing this step, the Coordinator will receive a password in the mail in approximately one week.  If this is not received in 10 days, please notify the assigned HUD Financial Analyst.

**Approving Official/Coordinators** must also complete the instructions in the *eLOCCS Registration Guide*, pages 20 through 24, to assign the roles of the users and themselves, in eLOCCS.   They will also retrieve each user’s M ID from eLOCCS and provide to the user(s). (Note: if Coordinators do not assign themselves the rights to be Coordinator in this step, they will be unable to recertify users at a later date.)

Registration of LOCCS Users:

1. **Current LOCCS Users (have been issued a six-digit LOCCS ID):**must register as a user following the instructions on pages 14 and 15 of the *eLOCCS Registration Guide*.  **Current LOCCS users DO NOT need to submit a new LOCCS Authorization form (HUD-27054).**   Current LOCCS users that register in eLOCCS will receive their REAC M-ID number from the Approving Official/Coordinator who will retrieve it from eLOCCS (see step 2 of these instructions). After registering, users should remind their Approving Official/Coordinator to retrieve their M-ID number from eLOCCS and assign them their rights in eLOCCS as explained in Step 2 of these instructions.

B.  Keeping Passwords Active–Log in Monthly and Password Resets :

**Users must log on monthly to keep both IDs active**.  “M” ID numbers will be terminated if inactive.  Persons needing reactivation of their M ID numbers should call or email the REAC Help Desk.  Persons that are locked out of REAC as a result of using an incorrect password must also contact the REAC Help Desk to request a password reset.

Persons that need password resets for LOCCS (not eLOCCS) must complete a HUD 27054, LOCCS Voice Response System Access Authorization Form and check the box in block 1 for Reset Password for Active Users. FAX (do not email) the completed form to your Financial Analyst and they will sign the form and will fax to OCFO User Support Branch at (202)708-4350. Also, passwords for LOCCS must be changed within 60 days from the last time a password was established.

**Users will be responsible for keeping both passwords active by logging into the system monthly.**

C.  eLOCCS and REAC Help Desks:

If you need assistance with this process and this office is unavailable you may contact one of the following:

* the eLOCCS Help Desk at 571.766.2916 or eLOCCS@hud.gov
* the REAC Help Desk at 888.245.4860 or reac\_tac@hud.gov.

Note: To follow up on forms previously submitted for Change of Approving Official please check on the status of those forms with the LOCCS Security help desk at 877.705.7504. **Do not contact the LOCCS Security desk for any other reason**; contact your assigned Financial Analyst for all other issues.

D. Users Terminated in LOCCS due to inactivity:

If you have been Terminated due to an inactive (six digit) LOCCS Security User ID, please contact your assigned Financial Analyst in order to complete a new HUD-27054 LOCCS Access form for “Reinstate User.” You must mail your completed form to the HUD Field Office so that it can be signed by your Financial Analyst and they will forward the form to OCFO’s User Support Branch.

 E.  Login:

**User** **Login to eLOCCS:**  Please see the *eLOCCS Registration Guide*, pages 8 (diagram on the right), 17 and 18, for instructions for login to eLOCCS.  Users will be prompted for two User ID/Passwords.

* The **first** User ID/Password is the **REAC  M ID number**
* The **second** is the user’s regular **LOCCS  six-digit password**.

 Log onto eLOCCS at: <http://www.hud.gov/offices/reac/online/reasyst.cfm>

    F.  Recertification of Users:

Please request the instructions for recertification of users in eLOCCS from your assigned Financial Analyst or access the guide at:

<http://portal.hud.gov/hudportal/documents/huddoc?id=OHC_AORC031315.pdf>

    G.  Additional LOCCS and eLOCCS Information:

<http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines>

H. Terminating Former Users in LOCCS when no longer employed:

The Approving Official must complete the HUD-27054 LOCCS Access Authorization Form checking “3. Terminate User,” in Block 1. The form does not need to be notarized and does not require the Social Security number or signature of the employee being terminated. FAX (DO NOT EMAIL) the form to your Financial Analyst in the Field Office for signature and they will fax the form to the OCFO’s User Support Branch at 202.708.4350.

The following are instructions for eLOCCS registration from HUD headquarters that include important security guidelines and information regarding recertification:

**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 beginning 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) and to yourself. (Note: If Coordinators do not assign themselves the Role of Coordinator in this step, they will be unable to recertify Users.)

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.