eLOCCS

Registration GUIDE

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

September 2022

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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 most 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.

Accessing eLOCCS requires user IDs, passwords, and appropriate registration.

1.1 Purpose of Guide

Obtaining access to eLOCCS includes:

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

This guide focuses on Registration components and steps needed to gain access to eLOCCS through HUD's Secure Systems.

Note: Useful links can be found in section *1.2 LOCCS URL Quick References*.

1.2   LOCCS URL Quick References

ALL reference links can be found on the eLOCCS Quick Reference Guide.

https://www.hud.gov/sites/dfiles/CFO/documents/eLOCCSQuickReferenceGuide.pdf

1.3   Overview of eLOCCS Registration Components

eLOCCS is accessed through the HUD internet portal called **Secure Systems**. Secure Systems is sometimes referred to as 'REAC' or 'Online Systems'. Secure Systems supports many HUD applications, such as eLOCCS. To access eLOCCS, there are 4 registration components which must be completed prior to accessing eLOCCS.

- **Component 1 – Secure Systems Business Partner Registration**
  In Secure Systems, there are two 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 through the Business Partner Registration process. **This only needs to be completed once for each organization.**
   If your organization is **not** registered in Secure systems, then ****YOU MUST COMPLETE THIS COMPONENT****

- **Component 2 – Secure Systems "Coordinator" Registration**
  Coordinator serves as the Business Partner's system administrator who grants application roles to users (in this case eLOCCS). Each Business Partner must have one assigned Coordinator.

  The Secure Systems "Coordinator" is **required to be the LOCCS "Approving Official".

  > A Coordinator cannot set up another coordinator in Secure Systems. It is recommended that each coordinator set up themselves.

- **Component 3 – Secure Systems "User" Registration**
  Individual Users register in Secure Systems to obtain a Secure Systems ID. The Coordinator grants the user specific application roles to allow Secure Systems application access. For eLOCCS, the Coordinator would grant the LOCCS roles "QRY" and "ADM" once the user has a Secure Systems ID.

  > The Coordinator can assign themselves LOCCS "QRY" and "ADM" roles to access eLOCCS, if a HUD-27054e is submitted for the proper access (Component 4).

  > eLOCCS is used by Approving Officials to certify their staff. Approving Officials must have a valid Secure Systems ID (as a "Coordinator") to access eLOCCS just like users.

- **Component 4 – HUD-27054e eLOCCS Access Authorization Form**
  LOCCS has its own security registration process requirement due to its <u>sensitive financial nature</u>. The registration to eLOCCS determines what type of access the user will receive in eLOCCS. This is separate from the Secure Systems registration.   O<u>nly one ID/password</u>, the Secure System's ID/password, is needed to access and sign into Secure Systems <u>and eLOCCS</u>. Therefore, the Secure Systems registration is required before the eLOCCS registration. This is called Single Sign On (SSO).

If you are new to eLOCCS, eLOCCS Access Authorization Security Form HUD-27054e must be completed and securely emailed to the Program Office.

> In order to process the LOCCS HUD-27054e form, you must have your Secure Systems ID first.

> The LOCCS HUD – 27054e form is also used to change access to eLOCCS, reinstating or terminate users as well.

> When completing the eLOCCS Access Authorization Form (HUD-27054e), both the user and the approving official must provide personal/individual email addresses. OCFO Security cannot accept, and will return any form, where the emails are the same or uses an organizational general email address. Example, acceptable email can be janebrown@gmail.com or john.doe@safehomes.org not info@safehomes.org

In summary, there are four (4) **registration components** which must be completed prior to eLOCCS access being granted.   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/Approving Officials

A Business Partner "**Coordinator**" is a Secure Systems administrator and the **eLOCCS Approving Official** who manages the organization's "users" in Secures Systems and eLOCCS. Responsibilities include assigning Secure Systems LOCCS roles to themselves and users. A Business Partner must have a Secure Systems Coordinator who can manage any Secure Systems/eLOCCS user in the organization.

A Business Partner "**Approving Official**" is a LOCCS administrator who manages "users" in eLOCCS. Responsibilities include re-certifying the LOCCS user in LOCCS. A LOCCS User is associated with an Approving Official on the **HUD-27054e eLOCCS Access Authorization** form.

Approving Officials will use eLOCCS to re-certify their staff every 3 months, therefore Approving Officials will also need to register for an ID in Secure Systems as the **coordinator.**   They should be assigned the same **QRY** and **ADM** roles as all eLOCCS users.

> The Secure Systems "Coordinator" is required to be the LOCCS "Approving Official"

Changing an Approving Official will need to be completed on a 'Change of Approving Official Letter' **ONLY** if there are **active** users remaining. Refer to 'LOCCS Access Guidelines for Grantees' for detailed instructions on **how** to change an Approving Official. The 'LOCCS Access Guidelines for Grantees' can be found in the 'Quick Reference links' in section 1.2 above.

2   Registration Components

2.1   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 ****If Not already done****
Step 1a	**Copy and paste URL or click <here> for the Business Partner Registration page.** https://hudapps2.hud.gov/apps/part_reg/apps040.cfm Enter your organization's Tax Identification Number (TIN) , not your SSN and click the 'Submit' button. *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:** **(no dashes)** ☐ **Check if SSN is used as TIN for Sole Proprietor** Submit

Step 1b

The 'Business Partner Registration HUD Multifamily' screen will display with a 'Form to fill' __OR__ the Participant TIN had 'already been processed' screen will display. See below.

➡️ **Form to fill**

Form to fill in
➡️

If the above blank form is returned, your organization __does__ need to register. Complete the form and click the **'Save'**.

__*__ __Wait until the next business day__ to continue to **Component 2 - Secure Systems Registration.**

—— **{OR}** ——

➡️ **TIN had been processed message**

TIN Processed ➡️

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

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

2.2 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 ID types available to register: "**Coordinator**" (eLOCCS Approving Official or "**User**" (eLOCCS User). Both types need a Secure System's User ID.

Both ID types allow access to Secure Systems. However, <u>only</u> a **Secure Systems Coordinator** (**eLOCCS Approving Official**) has the authority to assign the LOCCS Query and Admin roles to display the eLOCCS link for the eLOCCS user to sign in. The Secure Systems coordinator is the eLOCCS approving official.

Coordinator ID: The Secure Systems Coordinator (**eLOCCS Approving Official)** 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 can access Secure Systems but requires a **Secure Systems Coordinator** to initially add the LOCCS roles for the eLOCCS link to display on the Secure Systems Menu page.

SPECIAL CONSIDERATION
- If the user is to remain active as a user as well as the Approving Official, s/he is considered a **dual user** and will need a superior to approve the now dual user for continued access (a user can't approve themselves). A board officer (President/Chairperson, Vice President/Vice President/Vice Chair, Secretary, Treasurer) or the designated equivalent will need to complete a 'Change of Approving Official Letter' from a board/chair to become that user's new Approving Official. The new Approving Official will need to complete another 'Change of Approving Official Letter' for the remaining users, *as s/he becomes their new approving official.*
- LOCCS dual users will have Business Partner(s) they are authorized for listed first, and an Approving Official Functions link listed last. Users who are just Approving Officials, will only have the Approving Official Functions link listed.

Does your organization already have a Secure Systems Coordinator assigned?	
No	If you <u>just</u> 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 have one Secure Systems coordinator registered to establish the eLOCCS link in Secure Systems for the eLOCCS user to sign in. The coordinator is required to be the Approving Official (AO) for assigned users.* 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 <u>\<here\></u>** for Secure Systems http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online Select the \<**Register Online**\> link.
Step	Choose your organization type to register in Secure Systems:
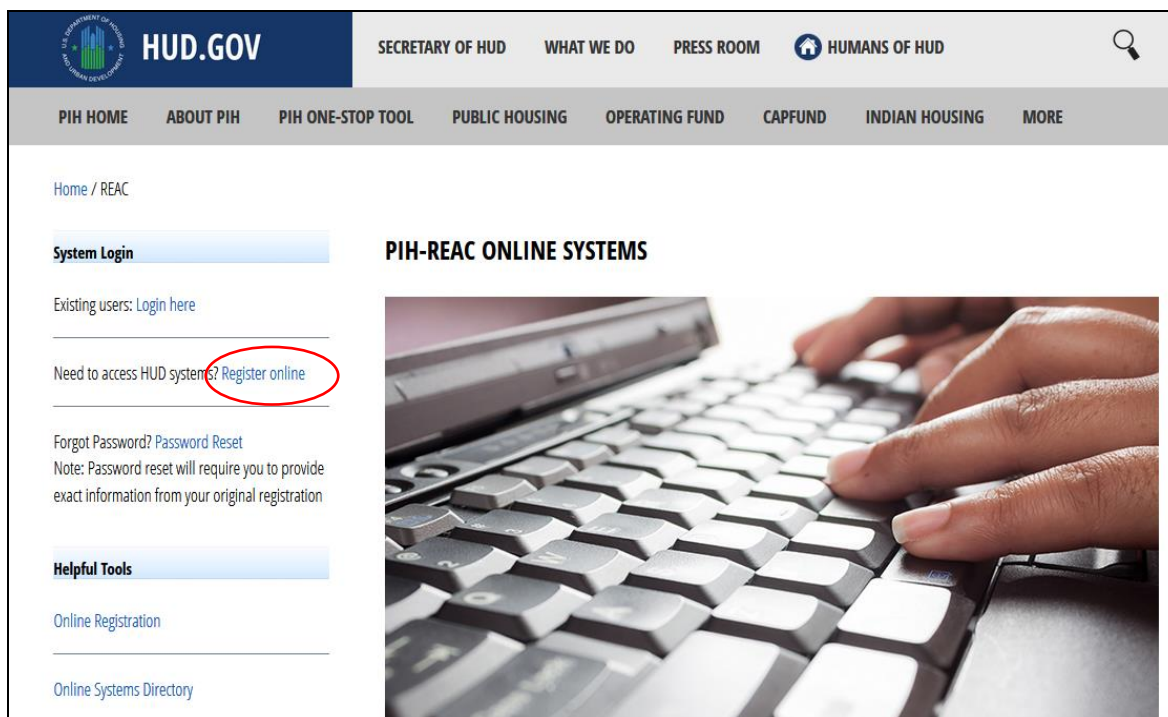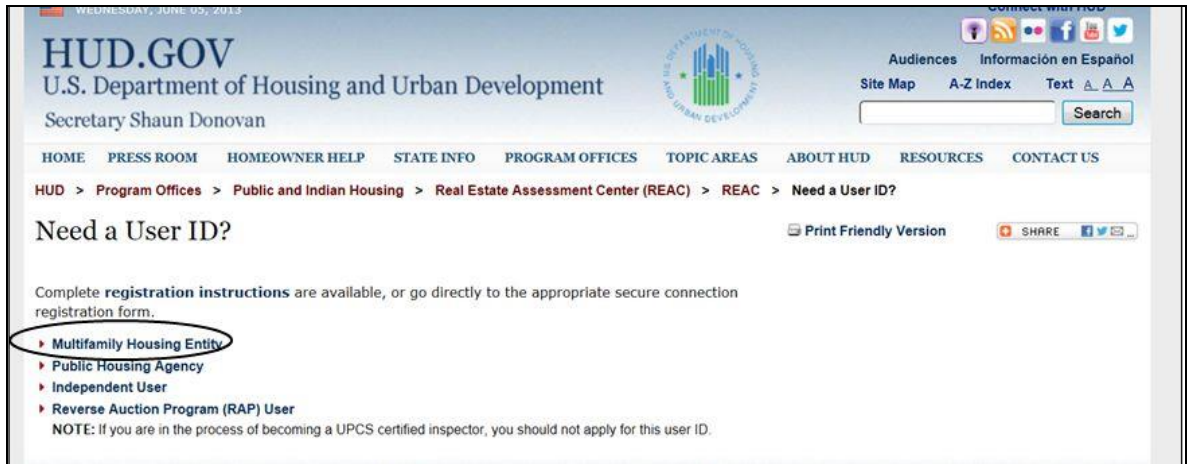
2b	
	Select <**Multifamily Housing Entity**>. Only select Public Housing Agency if a PHA, otherwise select **Multifamily Housing Entity**.
Step 2c	**Multifamily Coordinator and User Registration Selection** Select **<Coordinator>** as the 'Application Type' and complete form. 📌 *The form is a 2-step process. 1) Fill out the form and click **<Send Application>**.* *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.*
Step 2d	**Secure System Coordinator establishment of e LOCCS and LOCCS Role Assignment.** • After the CEO has provided the Secure Systems Coordinator 'M' ID, sign-on to Secure System to establish the eLOCCS link (COR action) **and** add LOCCS roles – **See Appendix A for steps**.

If the Coordinator is also an eLOCCS user, continue to **Component 4 – HUD-27054e eLOCCS Access Authorization Form.**

If the Coordinator is not the eLOCCS user, have the user apply for their own Secure Systems User ID. See **Component 3 – Secure Systems "User" Registration.**

2.3 Component 3 –Secure Systems "User" Registration

Component 3 –Secure Systems "User" Registration Instructions	
Steps 3a – 3d: Applying for Secure Systems "User" ID	
Step 3a	**Copy and paste URL or click** <u>\<here\></u> for Secure Systems http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online Select the **\<Register Online\>** link.
Step 3b	Choose your organization type: Select \<**Multifamily Housing Entity**\>. <u>Only</u> select Public Housing Agency if a PHA, otherwise select **Multifamily Housing Entity**.
Step 3c	Select **\<User\>** as the 'Application Type' and fill out the remaining form.

	  Secure Systems Registration **MULTIFAMILY Coordinator and User Registration** To apply for a **System Coordinator ID**, 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!!! To apply for a regular **User ID**, 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!!! And remember: *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.* **Application Type** **Coordinator** ○ **User** ◉ **First Name:** **Middle Initial:** **Last Name:** **Social Security Number:** After submitting the form, **wait 24 business hours**, then contact your organization's **Secure Systems Coordinator** (LOCCS Approving Official) to inform them that you have requested access to Secure Systems. Request that the Coordinator/AO retrieve your User ID in Secure System <u>and</u> assign the '**Query**' and '**ADM**' LOCCS roles to <u>establish</u> the eLOCCS link. **See Appendix A for the Secure System's Coordinator to assign LOCCS System and roles.**
Step 3d	Continue to **Component 4 – HUD-27054e eLOCCS Access Authorization Form Instructions**

2.4   Component 4 – HUD-27054e eLOCCS Access Authorization Form

Component 4 – HUD-27054e eLOCCS Access Authorization Form Instructions	
Have you already completed and asked for eLOCCS Access? (*** This not Secure Systems ***)	
Yes	Continue to – **Signing into eLOCCS Instructions**
No	Complete the LOCCS HUD-27054e form, have it notarized and **email** to the appropriate HUD Program Office/HUD staff for review. Instructions are on the form. HUD-27054e – eLOCCS Access Authorization Form: Copy and paste URL or click <here> for form. https://www.hud.gov/sites/dfiles/OCHCO/documents/27054e.pdf The **Business Partner Registration** and **Secure Systems Registrations** are independent of e**LOCCS registration.** However, you need a Secure Systems ID to complete the HUD 27054e form and registration. All security components must be completed prior to accessing eLOCCS. Please note that the Secure Systems registration is required to gain entry to HUD systems. It does NOT set policy or access for the eLOCCS system. Refer to 'LOCCS Access Guidelines for Grantees', found in the 'Quick Reference links' in section 1.2 above, for detailed instructions regarding **how** to complete the HUD-27054e FORM

3 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 Appendix B to verify. You must have a valid Secure Systems 'M' ID/password. The Coordinator (Approving

~~Offic~~ial) must have established the eLOCCS link in Secure Systems and LOCCS roles for
the eLOCCS User to sign in. Once OCFO has processed the form and eLOCCS access is
granted, the user will receive an email from the LOCCS system informing them that access to eLOCCS has been completed. The approving official and HUD program contact will receive that notification via the email addresses listed on the HUD-27054e form.

Subject:	eLOCCS Access Granted

Dear Mr/Mrs/Ms: #{full_name}

#{request_text} (HUD-27054E) has been processed.

To activate your access, please login to Secure Systems and access eLOCCS **before #{suspend_date}.** (Failure to activate your access by this date will require submission of a new HUD-27054E.)

On your first access to eLOCCS, you will be prompted to create:
- A 5 digit PIN number
- 3 Security questions and answers

These will be used to unsuspend yourself if you fail to access eLOCCS for more than 90 days.

> **If you sign onto Secure Systems and do <u>NOT</u> see the 'Line of Credit Control System (eLOCCS)' link in the main menu:**
> You do not have LOCCS roles assigned to your Secure Systems ID.
>
> - Request that your Coordinator retrieve your user ID in Secure Systems <u>and</u> assign the **'QRY'** and **'ADM'** LOCCS roles to your ID
> - Have your Coordinator refer to the eLOCCS Registration Guide (page 22). You can click here for more details or send to your Coordinator.
> - If you do not know your System Coordinator, contact REAC Technical Assistance Center at 1-(888) 245-4860

Please be reminded that it is prohibited to let another individual use your Secure System credentials to access eLOCCS functionality. Any user discovered sharing access may have his or her eLOCCS access permanently terminated.

If you have any questions, please call your local Program Office.

Step 1	Cut and paste URL or click <u><here></u> for Secure Systems
	http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online
	Select the **<Login here>** link.

Step 2	Enter your <u>Secure Systems</u> User 'M' ID and Password.
Step 3	Select the **<Line of Credit Control Systems (eLOCCS) >** link. This will take you directly to LOCCS Authorization page.

	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 (LOCCS roles). **(See Step 2d)**
Step 4	The LOCCS Authorization Page will display.

Line of Credit Control System (eLOCCS)
LOCCS Authorizations

U.S. Dept. of Housing and Urban Development

LOCCS authorizations are based upon an approved HUD-27054 on file in the LOCCS Security Office, and/or for S8 Contract Administrators, contract assignments in Secure Systems. Under the Business Partner you are representing, select a program area link for an appropriate set of menu options.

Secure Systems

About LOCCS
FAQ

Send LOCCS your questions and comments

Program Area	Program Area Name	Authorization
(HA Name 1)	Org ID: XXXXX Tax ID: XX-XXXXXXX	
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvemnt Assistance	Drawdown
OFND	Operating Fund	Drawdown
ROSS	Resident Opport & Self Sufficiency	Drawdown
(HA Name 2)	Org ID: XXXXXTax ID: XX-XXXXXXX	
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvemnt Assistance	Drawdown
OFND	Operating Fund	Drawdown
VRP	Vacancy Reduction Program	Drawdown

Note: 📝 The LOCCS Authorization Page may be different for each Business Partner depending on the program area authorization selected from HUD form 27054e.

📝 **** The LOCCS Authorization Page may not appear immediately after signing in if the user has not set up their personal email or security questions.

📝 Please refer to the eLOCCS Getting Started Guide. The 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.

https://www.hud.gov/sites/dfiles/CFO/documents/eLOCCS%20Getting%20Started%20Guide.doc

Cut and paste URL or click <here>

4 Frequently Asked Questions or Issues

➢ **Contact the Secure Systems <u>REAC Technical Assistance Center</u> at 1-(888) 245-4860 for the following questions or issues.**

   1) **I have registered for a Secure Systems <u>Coordinator ID</u> and have not received it.**

   2) **I mistakenly registered to be a regular user instead of a Coordinator.**

   3) **I may have registered for a Secure Systems ID in the past, but I'm not sure.**

   4) **I don't know who the Secure Systems Coordinators are for my organization.**

➢ **Contact your organization's <u>Secure Systems Coordinator</u> for the following questions or issues.**

   1) **I have registered for a Secure Systems <u>User ID</u> 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** e**LOCCS 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** e**LOCCS, 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.

➢ **If you are a Secure Systems Coordinator (LOCCS Approving Official).**
   1) And need help in either retrieving a User ID to assign LOCCS roles, or assigning those roles, refer to **Appendix A**.

   2) Changing an Approving Official, complete a Changing of Approving Official Letter refer to LOCCS Access Guidelines on instruction **<u>how</u>** to change an Approving Official at the URL in Section 1.2 Quick References above.

➢ **I can't sign into eLOCCS. I forgot the security questions and PIN.**
If you can't enter the correct security questions and you don't provide OCFO Security with a correct PIN, **you will have to submit a new 27054e for reinstatement**, and the 1ˢᵗ time you access eLOCCS, you will be prompted to enter new Security Questions/PIN.
If the user is an Approving Official, contact the HUD program officer for guidance.

User Login   faq | help | search | home | logout

> You must login at least once every 90 days to maintain an active ID. If you do not login again before 20 Jun 2022, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

> ➢ **Anything Else?**
> Email your HUD program officer. ALL inquiries should be directed to the grantee's program office; if you do not know your program officer or did not receive a response, send your inquiry for assistance to eloccs@hud.gov. Provide the tax ID or grant number, if applicable, for research.

Appendix A - eLOCCS and Role Assignment Steps for Coordinator
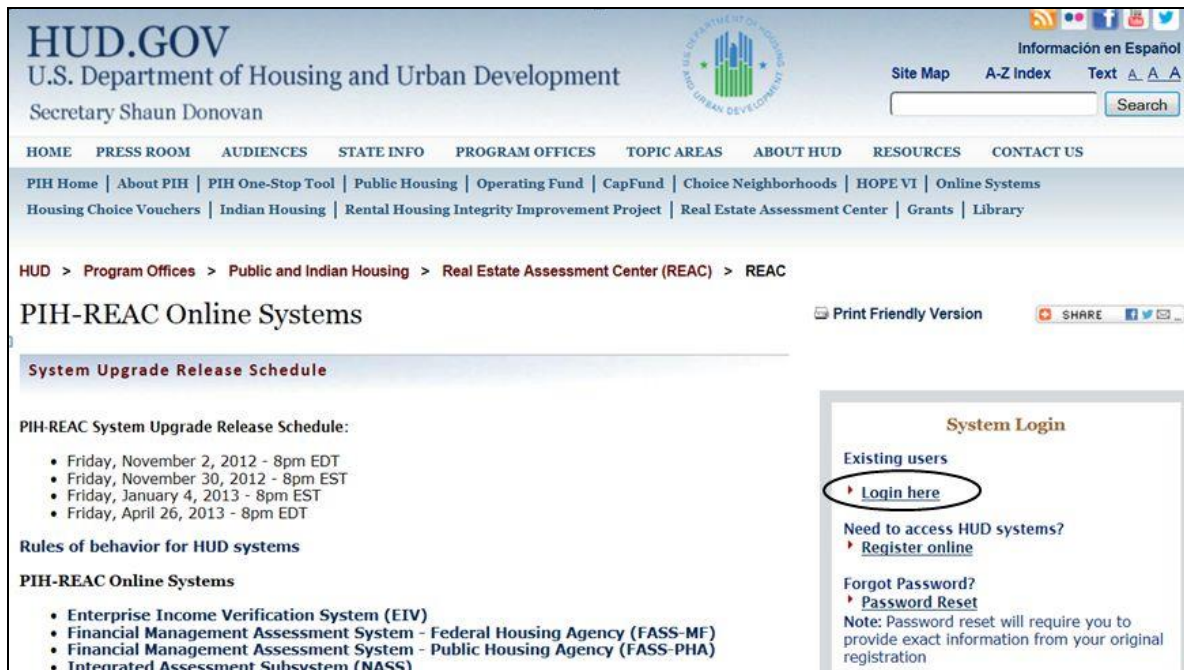
A Secure System Coordinator, as a system administrative, **must first <u>assign the LOCCS **COR**</u> <u>(Coordinator) - <Action></u>, and then the **QRY** (Query) and **ADM** (Administrator)- <Roles> to themselves before assigning QRY and ADM roles to users.

Step I. Secure Systems Coordinator assignment of LOCCS System:

Cut and paste URL or click <u><here></u> for Secure Systems

> http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online

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).
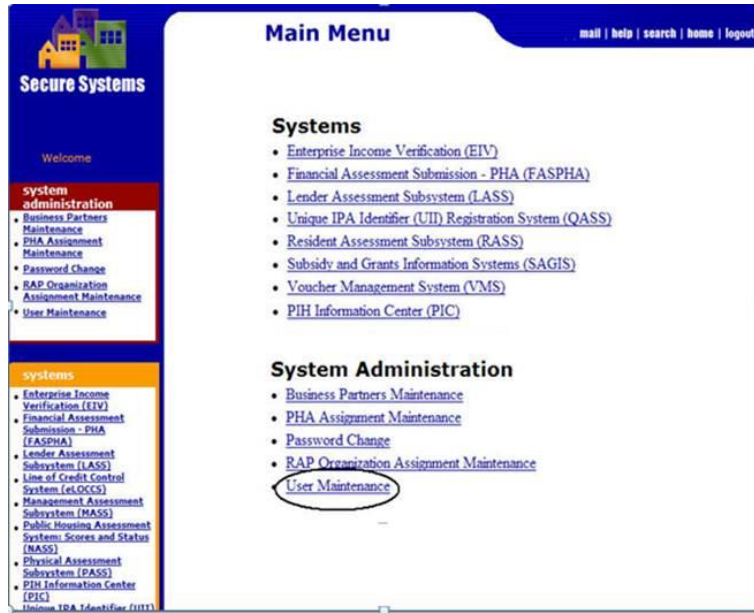

Figure 1 - Secure Systems Main Menu

B. Enter your Secure Systems Coordinator's 'M' ID   in the **Search by User ID** section
   and click **<Search for User>** button. Figure 2

Figure 2. User Maintenance and Search for User by ID

C. On the Maintain User Profile screen, select <**Choose a Function**> , then
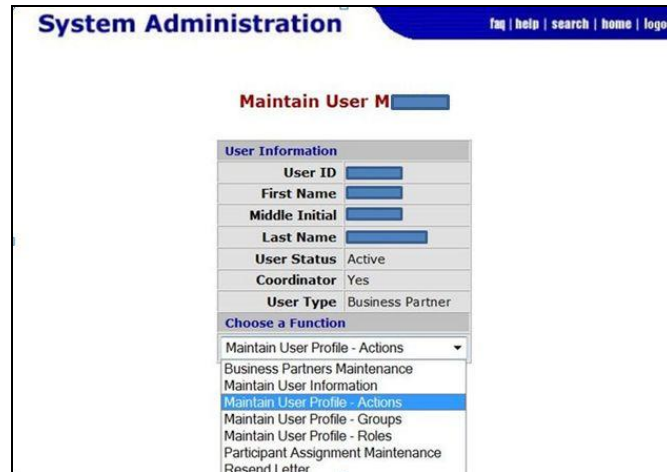
Select <**Maintain User Profile – Actions**> and click <**Submit**> button. (Figure 3).

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**> button.
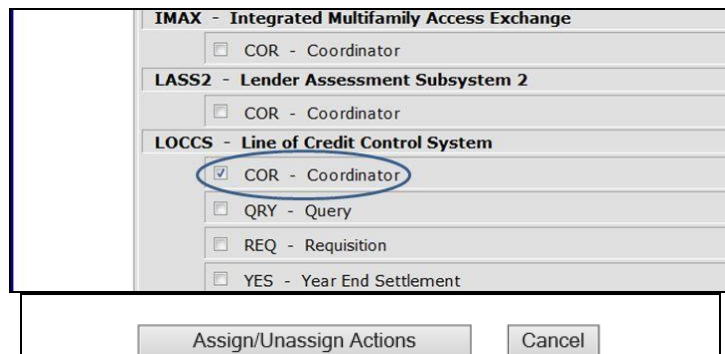

Figure 4. Mark the check box - LOCCS 'COR'

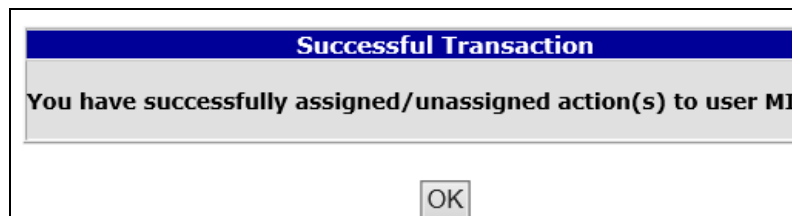E. From the System Administration page, Click <**OK**> button to confirm action.

Figure 5. You have successfully assigned action(s) for the 'COR' action.

A Coordinator can only assign the 'COR' action to themselves. Other coordinators need to assign the actions and roles to themselves.

F. The Maintain User Profile screen will display.

G. Next, add LOCCS (ADM and QRY) roles to the 'M' coordinator ID. On the Maintain User Profile screen select <**Choose a Function**>, then

Select <**Maintain User Profile – Roles**> and click <**Submit**> button. (Figure 6).

Figure 6. Maintain User Profile – Roles

H. From the **Assign/Unassign Roles** page, mark the <**LOCCS ADM-Administration**> and <**LOCCS QRY-Query**> check boxes and click <**Assign/Unassign Roles**> button.

Figure 7. Mark the check box - LOCCS 'ADM' and 'QRY'

I. From the System Administration page, click <**Confirm**> button to confirm roles. Then Click <**OK**> button to finalize assignment.

J. The eLOCCS link will appear on the left menu bar of Secure Systems under 'Systems' and on the REAC Main Menu Page. Continue to Step 2 to assign roles to users.

Step II. Assignment of Roles to eLOCCS User:

After the Secure Systems Coordinator has assigned the **LOCCS COR-Coordinator <Action>** and **LOCCS ADM and QRY <Roles>** to themselves in Step I, LOCCS 'ADM' and/or 'Query'

<Roles> must also be assigned to <u>each</u> Secure Systems User that needs to access eLOCCS in the organization.

🧹* This includes the Coordinator. If the Coordinator is also an eLOCCS User, they should assign the LOCCS QRY and ADM roles to themselves too. See step 2 above.

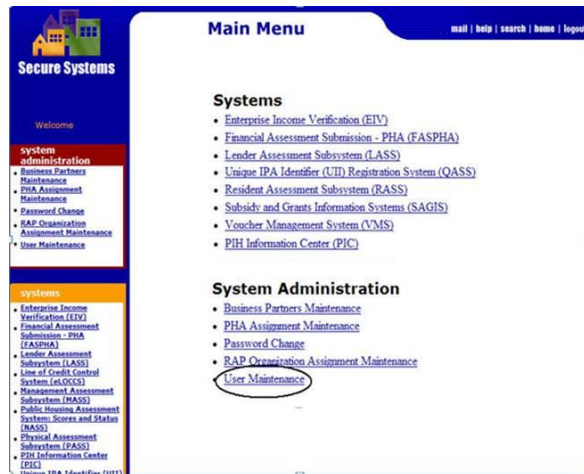A. To assign LOCCS roles to users from the Secure Systems Main Menu, select <**User Maintenance**>. (Figure 1).

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 <**Search for User**> button. Figure 2.

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

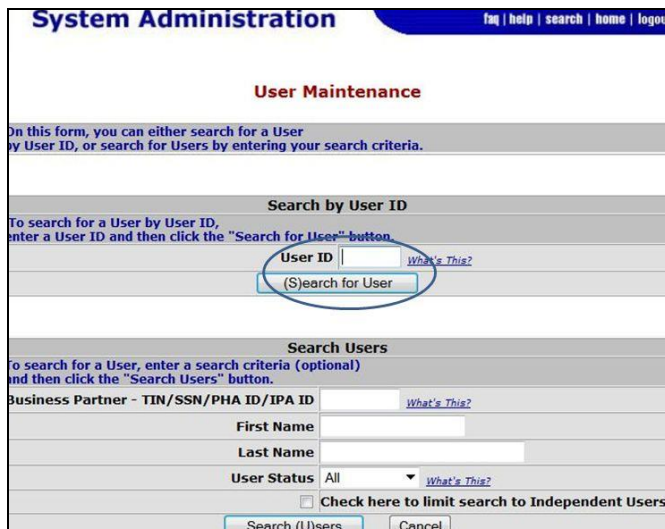Then, click the appropriate <**Search for User**> button to display the User profile page.

Figure 2. Search for User by ID

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 click **<Submit>** button. Figure 4.

Figure 4. Select Maintain User Profile - Roles

D. Under the LOCCS system, mark the '**QRY**' and '**ADM**' check boxes and click **<Assign/Unassign Roles>** button to 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. **Refer user to Section 4 Signing Into eLOCCS above.**

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

IF YOU NEED HELP or have questions regarding any registration component, **please contact your HUD program office.** If you are not familiar with your HUD program officer, please contact OCFO Security at eloccs@hud.gov, for that information.

IF YOU NEED HELP or have questions about your **Secure Systems ID**, please contact the Secure Systems REAC Technical Assistance at 1-888-245-4860. **NOTE: Secure Systems cannot answer any questions about eLOCCS, contact the HUD program officer assigned to your organization.** They are responsible for the 'M' id and password only. Please contact your HUD program officer for all information concerning eLOCCS.

Appendix B - 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

☐ If you are not the Coordinator and are a user, check the box and go to Component 3

☐ My organization has an assigned "Coordinator"

☐ If changing an organization "Approving Official/Coordinator," refer to change an Approving Official at the URL in Section 1.2 Quick References above.

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

☐ Add the Coordinator Action to your 'M' ID.

☐ 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 after registering)

☐ Do you have an eLOCCS link when signing into Secure Systems with your 'M' ID. If not 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-27054e eLOCCS Access Authorization Form

☐ Form 27054e registration Completed