**Setting up new PHA users in WASS, PIC, and EIV**

1. **WASS Registration**

* The new employee will need to register for a WASS/Secure Systems User (or Coordinator) ID at the following link: <https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online>
* Click on Register Online under the System Login box on the left side of the screen
* Click on Public Housing Agency
* Application Type = User or Coordinator (Coordinator = an ED, Board Chair for LOCCS, higher ranking systems user, etc.)
* Fill in Organization Name and ID (PHA Name and MN Code)
* Enter all other information – name, ssn, etc.
* Remember the password you set here – You will need this once you get access
* Hit “Send Application”
* A User ID should be generated in a few days and a Coordinator ID should be generated within a week and mailed/emailed to the PHA...or any WASS Coordinator at the PHA can find a new ID under User Maintenance on the main Secure Systems menu

1. **Secure Systems PIC Access (must be done by a WASS Coordinator)**

* A WASS Coordinator for the PHA will need to log into Secure Systems
* Under System Administration, click on **User Maintenance**
* Find the User using the Search Users box. Then click on the User ID
* Select **Maintain User Profile- Roles** from the drop down
* Check the boxes for **PIC- PIC Generic** and click assign roles  
  **\*\*** Please note that if a new WASS Coordinator needs to be set up, they will need to do all of the above for themselves as one Coordinator cannot set up another

1. **Access in PIC (must be done by a PIC Security Administrator/Coordinator)**

* A PIC Security Administrator will need to go into PIC
* From the main PIC Screen, click on **Security Administration**
* On the right-hand side, click on **Add New User**
* Be sure to select **HA User** type from the drop down, enter the other fields, and then click Create New User

**Before moving on to EIV**, you will need to wait a full overnight after both Steps 2 & 3

\*\*Roles cannot be assigned in EIV until the user is setup in PIC. This occurs overnight, so you cannot do the PIC setup and EIV setup on the same day. It may appear to be set up in WASS, but it is not!

1. **Secure Systems EIV Access (must be done by a WASS Coordinator)**

* Log into Secure Systems the next day
* Under System Administration, click on **User Maintenance**
* Find the User using the Search Users box and entering the Users ID or by searching your PHA under Business Partners and then clicking on the User ID
* Select **Maintain User Profile- Roles** from the drop down
* Check the boxes for **EIV-PIH-EIV-External User** and click assign roles
* Then you’ll need to assign the EIV access to the PHA (something you did not need to do for PIC)
* Click on PHA Assignment Maintenance (the left side of screen if still in User Maintenance or from the main Secure Systems menu)
* Enter the User ID, select Assign PHA, and put in the PHA ID
* Then click submit
* Select/highlight the Role (EIV) and select/highlight the PHA and click submit
* Then you may need to select confirm or OK from the next screen  
  **\*\*** Please note that if a new WASS Coordinator needs to be set up, they will need to do all of the above for themselves as one Coordinator cannot set up another

1. **Access in EIV (must be done by an EIV User Administrator)**

* In EIV, click on **By Users** under **User Administration**
* Find the new person and then click on the Magnifying glass to update roles
* Check the box for the appropriate roles and those selected on the authorization form and click update
* EIV access must then be approved by HUD
* Email the User Authorization form (form HUD 52676) for the User (all 6 pages) to Dana Kitchen at [Dana.M.Kitchen@hud.gov](mailto:Dana.M.Kitchen@hud.gov)
* Please remember to follow your PHA’s security protocols in retention of the form and any certificates at your offices