

LASS Auditor Registration Instructions

Part 1- User Id Registration

1. Enter this web address to register for a User Id
http://www.hud.gov/offices/reac/online/online_registration.cfm

The screenshot shows the Real Estate Assessment Center (REAC) website. The header includes 'Homes & Communities' and 'U.S. Department of Housing and Urban Development'. The main content area is titled 'Real Estate Assessment Center' and features a navigation breadcrumb: 'Home > About HUD > Real Estate Assessment Center > Online systems'. The central heading is 'NEED a USER ID?'. Below this, it states: 'Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.' To the right, there are three links: 'Local information', 'Print version', and 'E-mail this to a friend'. Below the main text, there are three links with right-pointing arrows: 'Multifamily Housing Entity', 'Public Housing Agency', and 'Independent User'. A left sidebar contains a menu with categories like 'Real Estate Assessment Center', 'About REAC', 'Business area products', 'Business partners', 'Online systems', 'Common questions', 'Calendar', 'Industry user guides', 'Library', 'Directory', 'Training', 'Technical support', 'Contact us', 'HUD news', 'Homes', 'Communities', and 'Working with HUD'.

- 2.
3. Click the “**Independent User**” link .

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4. Complete Independent User Application

Independent User Registration

To apply for an independent user ID, fill out the form below, and click Send Application when you are through. If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. If you have not been assigned a user ID yet, an ID will be assigned and mailed to you. 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.

First Name:	<input style="width: 80%;" type="text"/>
Middle Initial:	<input style="width: 20%;" type="text"/>
Last Name:	<input style="width: 80%;" type="text"/>
Social Security Number:	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com**, **johndoe@adv.org**, **hfdb84a@prodigy.com**.

E-mail Address:	<input style="width: 80%;" type="text"/>
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Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important:** Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password:	<input style="width: 20%;" type="password"/>
Re-enter Password for Verification:	<input style="width: 20%;" type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input style="width: 20%;" type="text"/>
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Send ApplicationClear Fields

5. Click the "Send Application" button

Send Application

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- A User Id will be mailed to the email address you entered in the application. (The Lender's FHA Coordinator has to activate this User ID before you can enter the system.)

Part 2 – FHA Connection Coordinator activates your User Id

- Contact the Lender's FHA Connection Coordinator and give them your User ID.
- The FHA Coordinator can activate your User ID as an "Independent Public Account" or "Auditor Submitter".

"Independent Public Accountant" is the CPA or IPA attesting to the electronic submission (The same user id cannot be assigned Independent Public Accountant and Auditor Submitter). This is the only role that can register for a UII.

Or

"Auditor Submitter" is the auditor entering the financial data into LASS for the lender. (This user can enter and validate your financial data). ***Note:** The same user id cannot be assigned Independent Public Accountant and Auditor Submitter. Independent Public Accountant is the only role that can register for a UII.

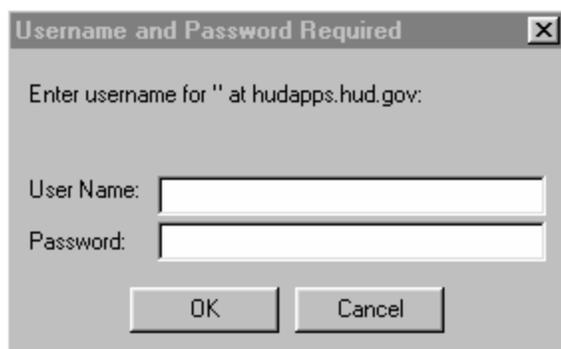
- The Lender's FHA Connection Coordinator will have to contact you after the activation is complete.

Part 3 - UII Registration Process

Once an auditor has created at least one relationship with a lending institution or PHA, they will be able to register for a UII number using the QASS system. The auditor can access the QASS system by selecting the Quality Assurance Subsystem (QASS) link from the Secure Systems menu page. The following steps outline the UII registration process:

***Note:** If you already have a UII then you do not need to register again, this includes PHA and Multifamily auditors.

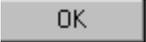
- Enter this web address to register for a UII https://hudapps.hud.gov/HUD_Systems/



11.

- Enter the User ID activated as an **"Independent Public Accountant"**.

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13. Click the “OK” .

14. Click the “Quality Assurance Subsystem-QASS” link.

15. Click the “Register for a UII” link.

Step 1: Single click the Create New Profile link from the Main Menu

Select Audit Office Classification Page

The **Select Audit Office Classification** page displays. The user selects whether they are registering an Independent Public Accounting Office (e.g. CPAs and PAs) or a State Auditor Office (governmental audit organizations).



The screenshot shows the 'UII Registration' page header with the Quality Assurance logo and the U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC) name. A blue box with a white arrow points to the 'UII Registration' text. Below the header, there is a breadcrumb trail: 'Main Menu | Select Audit Office Classification'. The main content area contains the instruction: 'Please select whether you are registering for an independent public accounting office or for a state auditor office:'. Below this are two blue links: 'Independent Public Accounting Office' and 'State Auditor Office'. At the bottom, there is another breadcrumb trail: 'Top of Page | Main Menu | Select Audit Office Classification' and a footer with links: 'QASS homepage | Technical Assistance Center | User Guide | Help'.

Step 2:

IPA user: Single click the Independent Public Accounting Office link

State Auditor user: Single click the State Auditor Office link

The **Create IPA Office Profile** displays. The EIN and Zip Code combination is used to identify an office.

Create IPA Office Profile Page¹

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UII Registration
 U.S. Department of Housing and Urban Development
 Real Estate Assessment Center (REAC)



[Main Menu](#) | Create IPA Office Profile

Please enter your office EIN and Zip Code below
and then click the Go push button:

*EIN:

*Zip Code:

Line items denoted by an asterisk (*)
are required fields.

[Top of Page](#) | [Main Menu](#) | Create IPA Office Profile

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Object	Description
EIN	The Employer Identification Number (EIN) is a required field and must be a nine-digit numeric value.
Zip Code	The zip code of the audit office location. Zip Code is a required field and must be a five-digit numeric value.

Step 3: Input values for EIN and Zip Code

In order to proceed, the user must enter values in the data entry fields. Use the tab key on the keyboard to move to the next field. Check to ensure the information in each field is correct before continuing.

¹ For the purpose of illustration, this guide has included the IPA input screens. The State Auditor input screens are exactly the same only with a different title.

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Step 4: Single click the Go push button

There are two different scenarios which will result depending if there was a match found in the database for the entered EIN and Zip Code values. Each scenario is described below as well as the corresponding step-by-step instructions.

Scenario

Page

Scenario 1: No matching EIN and Zip Code

Page 4-3

Blank Registration Screen displays for the user to complete the office profile information fields.

Scenario 2: Matching EIN and Zip Code

Page 4-5

Registration Screen displays for the user to view or update the office profile information fields.

Scenario 1: No matching EIN and Zip Code

Blank Office Registration Screen displays with the office profile information

The **Blank Office Registration** page displays. The registration page collects contact information of the auditor office.

IPA Office Registration Page

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[Main Menu](#) | IPA Office Registration

Please enter your registration data below. Click the Go push button when completed.

*EIN:	<input style="width: 90%;" type="text"/>
*Audit Office Name:	<input style="width: 90%;" type="text"/>
*Audit Office Address 1:	<input style="width: 90%;" type="text"/>
Audit Office Address 2:	<input style="width: 90%;" type="text"/>
*Audit Office City:	<input style="width: 90%;" type="text"/>
*Audit Office State:	AA <input style="width: 20px;" type="text"/>
*Audit Office Zip Code:	<input style="width: 90%;" type="text"/>
Audit Office Zip Code Extension:	<input style="width: 90%;" type="text"/>
*Audit Office Phone Number:	(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>
*Auditor Contact First Name:	<input style="width: 90%;" type="text"/>
Auditor Contact Middle Name:	<input style="width: 90%;" type="text"/>
*Auditor Contact Last Name:	<input style="width: 90%;" type="text"/>
*Auditor Contact Title:	<input style="width: 90%;" type="text"/>
*Auditor Contact Phone:	(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>
Auditor Contact Phone Extension:	<input style="width: 90%;" type="text"/>
Auditor Contact Fax:	(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>
*Auditor Contact Email:	<input style="width: 90%;" type="text"/>

By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.

Line items denoted by an asterisk (*) are required fields.

[Top of Page](#) | [Main Menu](#) | IPA Office Registration

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Step 5: Complete office registration information

Ensure that all required data entry fields are completed. Required fields have an asterisk by the field name.

Object	Required?	Description
EIN	Y	The Employer Identification Number identifies each IPA and State Auditor Office. EIN is a required field and must be a nine-digit numeric value.

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Object	Required?	Description
Audit Office Name	Y	The name of the IPA/State Auditor Office.
Audit Office Phone	Y	The main phone number of the IPA/State Auditor Office.
Audit Office Address 1	Y	The main address of the IPA/State Auditor Office.
Audit Office Address 2	N	The second line of the IPA/State Auditor Office address (e.g Suite #100).
Audit Office City	Y	The city of the IPA/State Auditor Office.
Audit Office State	Y	The state of the IPA/State Auditor Office.
Audit Office Zip Code	Y	The zip code of the IPA/State Auditor Office.
Audit Office Zip Code Extension	N	The zip code extension of the IPA/State Auditor Office.
Auditor Contact First Name	Y	The first name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Middle Name	N	The middle name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Last Name	Y	The last name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Title	Y	The title/position of the point of contact for the IPA/State Auditor Office.
Auditor Contact Phone	Y	The phone of the point of contact for the IPA/State Auditor Office.
Auditor Contact Phone Extension	N	The phone extension of the point of contact for the IPA/State Auditor Office.
Auditor Contact Fax	N	The contact fax number of the point of contact for the IPA/State Auditor Office.
Auditor Contact Email	Y	The email address of the point of contact for the IPA/State Auditor Office.
Go push button		Transfer the information to the verification page and ensures that all required fields are completed.
Reset push button		Resets all the fields to be blank.

Scenario 2: Matching EIN and Zip Code

Office Registration Screen displays

The **Office Registration** page displays with the data stored in the system.

IPA Office Registration Page

Quality Assurance UII Registration U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Main Menu IPA Office Registration			
Please update your registration data below. Click the Go push button when completed.			
UII:	20470		
*EIN:	<input type="text" value="123456789"/>		
*Audit Office Name:	<input type="text" value="Audit Office A"/>		
*Audit Office Address 1:	<input type="text" value="123 Main Street"/>		
Audit Office Address 2:	<input type="text"/>		
*Audit Office City:	<input type="text" value="Fallston"/>		
*Audit Office State:	WA ▾		
*Audit Office Zip Code:	<input type="text" value="23343"/>		
Audit Office Zip Code Extension:	<input type="text"/>		
*Audit Office Phone Number:	<input type="text" value="(111)"/> <input type="text" value="111"/> <input type="text" value="- 1111"/>		
*Auditor Contact First Name:	<input type="text" value="Mary"/>		
Auditor Contact Middle Name:	<input type="text" value="J"/>		
*Auditor Contact Last Name:	<input type="text" value="Doe"/>		
*Auditor Contact Title:	<input type="text" value="Partner"/>		
*Auditor Contact Phone:	<input type="text" value="(333)"/> <input type="text" value="222"/> <input type="text" value="- 2342"/>		
Auditor Contact Phone Extension:	<input type="text"/>		
Auditor Contact Fax:	<input type="text" value="()"/> <input type="text" value=" -"/> <input type="text" value=""/>		
*Auditor Contact Email:	<input type="text" value="mjoe@audit.com"/>		
<input type="button" value="Go"/> <input type="button" value="Reset"/>			
By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.			
Line items denoted by an asterisk (*) are required fields.			
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Step 6: Single click the Go push button

The **Office Registration Verification** page displays requesting the user to review and verify the information listed is correct prior to submission.

IPA Office Registration Verification Page

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[Main Menu](#) | IPA Office Registration Verification

Please verify the information below. If any information is incorrect, please click the Back push button below to return to the registration screen. If the information is correct, click the Submit push button to register your office.

EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address 1:	123 Main Street
Audit Office Address 2:	
Audit Office City:	Fallston
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact First Name:	Mary
Auditor Contact Middle Name:	J
Auditor Contact Last Name:	Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

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Step 7: Verify Information

Verify that the information is correct. If there is any information that needs to be updated, single click the Back push button to modify any profile information or else single click the Submit push button to complete the registration process.

Step 8: Single click the Submit push button

The **Office Registration Confirmation** page displays with the UII number assigned to the user.

IPA Office Registration Confirmation Page

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U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



[Main Menu](#) | IPA Office Registration Confirmation

Your **UII is 20470**. The registration process is complete and your office has successfully registered.

UII:	20470
EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address:	123 Main Street Fallston, WA 23343
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact Name:	Mary J Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

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