



*e*LOCCS Getting Started Guide

Line of Credit Control System (LOCCS)

**U.S. Department of Housing and Urban
Development
January 2003**

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1.0 INTRODUCTION

1.1 What is eLOCCS?

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development's (HUD) primary grant disbursement system, handling disbursements for the majority of HUD programs. Previously, the only access by grantees to LOCCS was through the Voice Response System (VRS), which allows touchtone telephone access to LOCCS for query and drawdown purposes.

eLOCCS is the Internet version of LOCCS VRS, providing drawdown and significantly more query and reporting capability. Introduced in October 2001, *eLOCCS* access is currently limited to Public Housing Authorities (PHAs). Query access is available for all PHA-supported program areas, but drawdown activity is limited to program areas supported by *eLOCCS*. For those program areas not supported by *eLOCCS*, voucher draws must be done through LOCCS VRS.

1.2 Hours of Operation

Monday – Saturday.....6:00 a.m. to 8:00 p.m. EST
Sunday.....Not Available

1.3 eLOCCS Browser Requirements

In concurrence with Secure Systems browser requirements, *eLOCCS* supports Netscape Communicator - 4.76.

Problems have arisen with the use of Microsoft Internet Explorer 5.0 or above and the Netscape 6 browser upgrades -- either of which may prevent users from accessing and/or running the applications successfully. This browser maybe downloaded by accessing the following URL:

<http://wp.netscape.com/download/0222101/10000-en-qual.html>

1.4 Purpose of Guide

The purpose of this guide is to provide an overview of the security components that are necessary for *eLOCCS* access with a description of how the components work together and how a user may request access. *eLOCCS* users should be familiar with LOCCS and how it operates under VRS. The *eLOCCS* menu pages are described in some detail; however, for experienced LOCCS VRS users, the information and navigation in *eLOCCS* should be readily intuitive.

2.0 ACCESSING eLOCCS

2.1 Security Components

The following sections describe the two (2) independent security components, Secure Systems and System Level that are used in conjunction to authorize eLOCCS access.

2.1.1 Secure Systems

The organization attempting access to eLOCCS must be recognized as a trusted Business Partner with HUD. Trusted Business Partner access is granted through Secure Systems, HUD's Web-based security software that provides "front door" access to HUD program subsystems, such as eLOCCS.

There are two (2) types of Secure Systems users: Coordinators and Users. The Coordinator serves as the Business Partner's Executive Director representative in controlling access to HUD systems and performing other system administration functions. The Coordinator controls which Users have access to HUD systems on behalf of the Business Partner.

Due to REAC's reporting requirements, many PHAs are already Business Partners using Secure Systems. These PHAs already have Secure Systems Coordinators on staff who are familiar with requesting access and accessing HUD applications through Secure Systems. Users who do not have a Secure Systems User ID should contact their Secure Systems Coordinator for instructions on how to request an ID.

Those Users who do not have a Secure Systems Coordinator or who need additional Secure Systems information should download a copy of the *Secure Systems Security Users Manual* at http://www.hud.gov/offices/reac/products/wass/wass_user_manual.cfm.

2.1.2 System Level

When Secure Systems access is granted, system level application access is required. LOCCS application level security is maintained through the submission of a LOCCS Voice Response System Access Authorization Security Form (HUD-27054). The HUD-27054 form is submitted to authorize LOCCS Voice Response System (VRS) access; it is also used in conjunction with Secure Systems to authorize eLOCCS access.

A HUD-27054 form must be completed for each staff member of the recipient organization who will perform *query* or *drawdown* functions. If a User already has a valid HUD-27054 for VRS it is not necessary to submit another one for eLOCCS access.

The completed forms (which must be notarized) are sent to the appropriate Field Office for review and verification. Following review, the Field Office staff will send the original forms to the LOCCS Security Officer for assignment of a LOCCS User ID. The HUD-27054 must be recertified every 6 months by each LOCCS User's Approving Official.

Additional information and a copy of a HUD-27054 LOCCS form can be obtained at <http://www.hudclips.org/subscriber/html/forms.htm>.

2.1.3 Interaction

Consider Secure Systems the "front door" to HUD system applications. A Secure Systems User ID and password provide authorized access through the front door. Once in the front door, it's up to the application(s) to provide appropriate security for the application. In the case of eLOCCS, the VRS User ID and password defines what the

person can see or do in LOCCS. Both a valid Secure Systems authorization and HUD-27054 form must be in place in order for the User to successfully access eLOCCS. Each component is requested separately, and the order in which each is requested is not relevant.

2.2 Signing On to Secure Systems

2.2.1 REAC Home Page

In order to access the Secure Systems Main Menu page sign on must occur through Real estate assessment center (reac) home page. The REAC URL address is <http://www.hud.gov/offices/reac/index.cfm>. On the left menu select Online systems (Figure 1).

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Home > About HUD > Real Estate Assessment Center

Real estate assessment center (reac)

Features

August 1, 2002 RASS SURVEY CALENDAR UPDATED/IMPLEMENTATION ACTIVITIES UNDERWAY. (SEE RASS [BUSINESS CALENDAR](#))

Just released! [FASSUB 4.1--Updated Industry User Guide. 4.1 industry user guide functionality changes](#)

April 10, 2002 - Notice to Mark to Market (M2M) Program Participants.
Owners of M2M projects that were approved to participate in the M2M program after January 1, 2002, but who are submitting their December 31, 2001 financial statements are experiencing validation errors due to a system problem. These owners should not submit their fiscal year 2001 financial statements until after they have read the following notice. [See Notice](#)

The Interim Scoring Notices for [PASS](#) and [FASS-PHA](#) published for comment on 11/26/2001 are released/issued unchanged. For a synopsis of the comments received, see the "[Federal Register notice published 3/15/02](#)". The interim scoring processes are effective for FYE 9/30/2001 and forward.

What's Hot!

- On June 5, 2002, the Acting Deputy Assistant Secretary for Multifamily Housing Programs issued [Submissions and Review Requirements and REMS Data Dependences for Annual Financial Statements](#). Over the past several months, management decisions have been made regarding a variety of issues involving the submission of annual financial statements (AFS). This document is intended to provide guidance, clarification and instructions regarding financial statement submission and review requirements, overdue tracking, extensions, waivers, deferrals, etc.

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Figure 1. REAC Home Page

2.2.2 REAC Online Systems Page

On the online systems page click the **LOG IN** button (Figure 2) to display the *User Name and Password Required* entry box (Figure 3).

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[Home](#) > [About HUD](#) > [Real Estate Assessment Center](#) > Online systems

online systems

- JUNE 21, 2002 RASS EXTENDS UNIT ADDRESS CERTIFICATION DEADLINE FOR FYE 12/31/01 & 3/31/02.** Due to the technical difficulties that PHAs have reported while entering data in the PIC system, the deadline for Unit Address Certification in RASS has been extended one week. At this time, Unit Address Certifications are due as follows: New Deadline for 12/31/01 PHAs - July 12, 2002 New Deadline for 3/31/02 PHAs - July 12, 2002
- Attention Users of REAC Online Systems!** The browser you are using may affect your ability to access REAC System Applications. [See Details](#). Updated March 6, 2001

[E-mail this to a friend](#)
[Print version](#)

Existing users log in below

LOG IN

Need to access HUD systems? Register below:

[Online Registration](#)

[PASSWORD RESET](#)

Note: Password reset will require you to provide exact information from your original registration.

Helpful Tools

- [On-line Registration](#)
- [Quick Tips for Registration](#)
- [Technical FAQs](#)
- [Password Instructions](#)
Effective April 8, 2000 Secure Systems Passwords must be reset every 21 days. [More password details](#)
- [System Requirements](#)
- [PHA System Security Guide](#)

Content updated July 20, 2002 [Back to Top](#)

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Privacy Statement](#)
[Home](#)

Figure 2. REAC Online Systems Page

2.2.3 Secure Systems User ID and Password Page

Enter the Secure Systems User ID in the User Name box and the Secure Systems password in the Password box. If prompted to “Save password” when signing on to Secure Systems do not mark the checkbox to save.

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Home > About HUD > Real Estate Assessment Center > Online systems

online systems

Username and Password Required

Enter username for unknown prompt at hudapps.hud.gov:

User Name:

Password:

OK Cancel

JUN
ADI
FOI
the
rep
sys

Attention Users of REAC Online Systems!
The browser you are using may affect your ability to access REAC System

E-mail this to a friend
Print version

Existing users log in below

LOG IN

Need to access HUD systems? Register below:
Online Registration
PASSWORD RESET

Note: Password reset will require you to provide exact information from your original registration.

Figure 3. Secure Systems User ID and Password Page



The above prompt for User Name and Password is a Secure Systems request and not an eLOCCS Log In request. A sample eLOCCS Log In request is included in Section 3.1.1.

2.2.4 Secure Systems Legal Warning Page

After a successful Secure Systems login a legal warning page will display (Figure 4). Click the Continue button to navigate to the Secure Systems Main Menu (Figure 5).

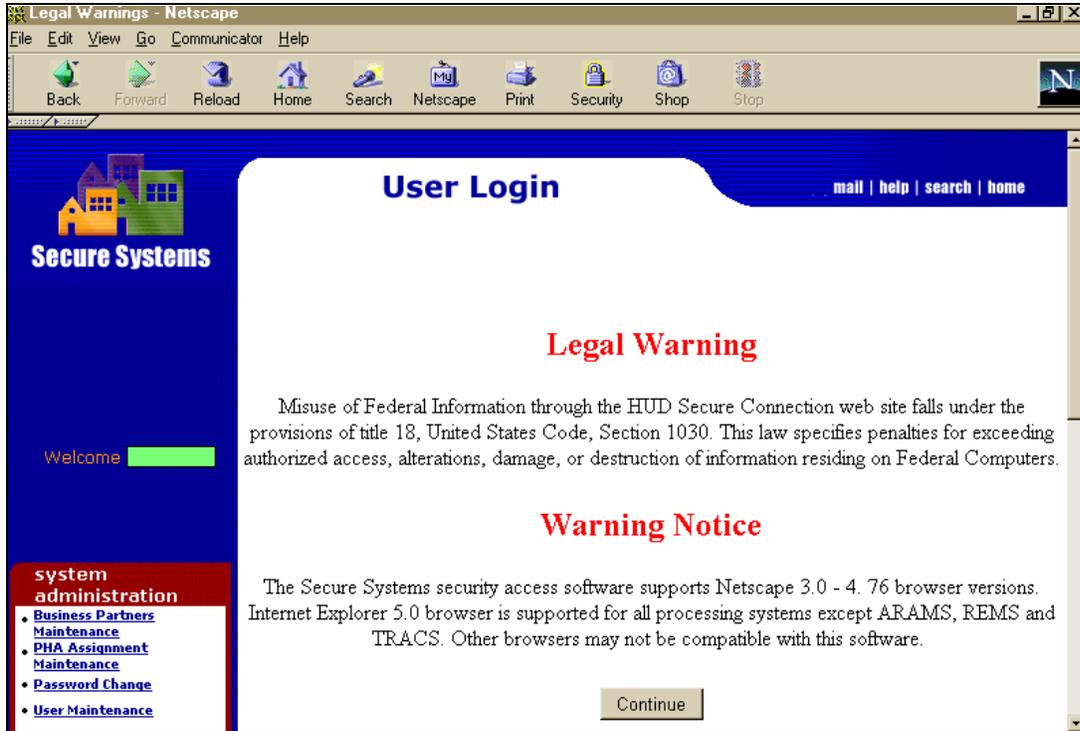


Figure 4. Legal Warning Page

2.2.5 Secure Systems Main Menu

A hyperlink to the [Line of Credit Control System \(LOCCS\)](#) displays on the individual's menu (Figure 5). Clicking on this hyperlink will take the user to eLOCCS . If you do not see a LOCCS hyperlink on the Secure Systems Main Menu page, refer to Section 2.3.1, Self-Assignment of LOCCS System, to establish this hyperlink. You must be a Secure Systems Coordinator to assign this hyperlink.

Individuals with Coordinator privileges will have additional System Administration options at the bottom of the Secure Systems Main Menu page. These options permit Coordinators to assign system roles to themselves, as well as to Users. LOCCS roles must be assigned in order for the LOCCS hyperlink to appear on the Secure Systems Main Menu.



Figure 5. Main Menu

2.3 Secure Systems - LOCCS Assignment of Actions and Roles

Assignment of Actions

Steps for a Coordinator to assign LOCCS to a User:

- 1) The Coordinator must first assign the LOCCS system hyperlink to him or herself. Refer to Section 2.3.1.1., Self-Assignment of LOCCS System for the steps to complete this process.
- 2) Once the LOCCS system hyperlink has been assigned, the Coordinator can access LOCCS roles, which can then be assigned to the User. Refer to Section 2.3.1.2., Assignment of LOCCS Roles to

Users

for the steps to complete this process.

Roles

There are four (4) roles associated with LOCCS, but it is only necessary for the PHA Coordinator to be familiar with two (2) of these roles: LOCCS – **Administration** and LOCCS – **Query** roles.

Each LOCCS User should, at a minimum be assigned the LOCCS **Query** role in Secure Systems. Assignment of any LOCCS role will place the [Line of Credit Control System \(LOCCS\)](#) hyperlink on the Secure Systems Menu. A few LOCCS menu options (specifically email functions) are controlled by the LOCCS **Administration** role. All other LOCCS functions are controlled through the User's HUD-27054 authority.

To perform functions authorized on a User's HUD-27054 and to maintain the LOCCS email matrix for the organization, the Coordinator should assign the User both the **Administration** and **Query** roles. If the Coordinator does not want the User to maintain the LOCCS email matrix, only the **Query** role should be assigned.

2.3.1 Coordinator Assignments

2.3.1.1 Self-Assignment of LOCCS System

A Coordinator wishing to assign the LOCCS system hyperlink to themselves should complete the following steps:

1. Click on the [User Maintenance](#) hyperlink from the Secure Systems Main Menu (Figure 6).

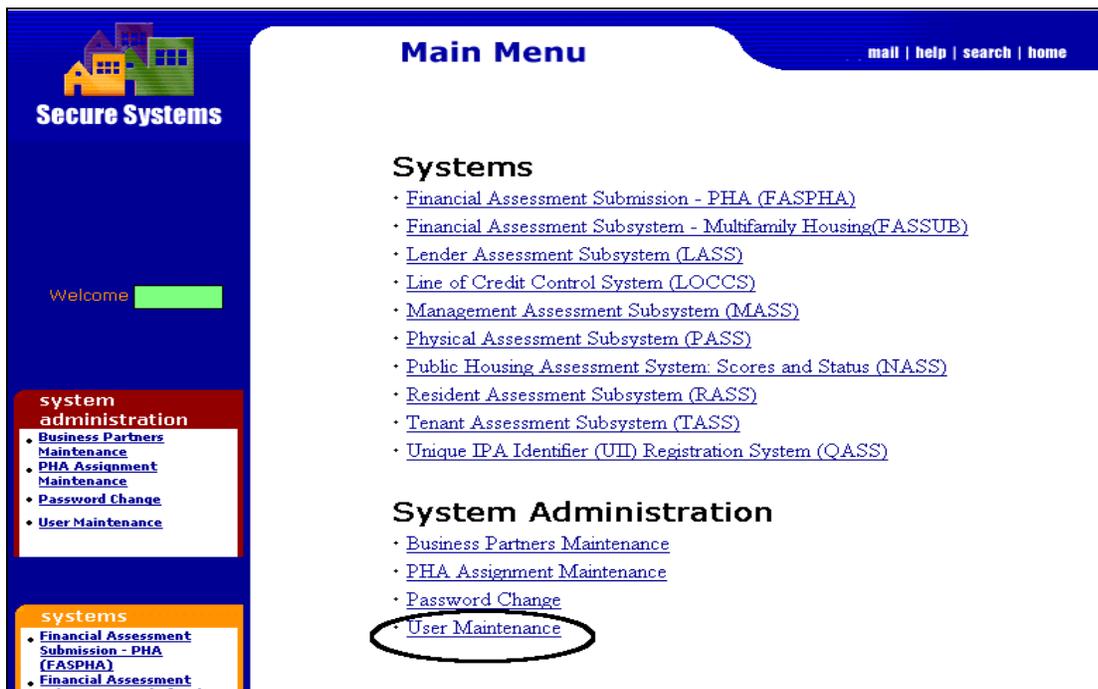


Figure 6. Secure Systems Main Menu

- Enter the **Coordinator's** Secure Systems User ID on User Maintenance page and click **Search for User** (Figure 7). The Maintain User information page displays (Figure 8).

Figure 7. User Maintenance Page

- Select *Maintain User Profile – Actions* from the Choose a Function dropdown box and click the **Submit** button. (Figure 8).

Figure 8. Maintain User ID Page

- The Assign/Unassign Actions for User screen displays. Mark the checkbox of **LOCCS COR-Coordinator** and then click on [Assign/Unassign Actions](#) at the bottom of the page (Figure 9).

Secure Systems | mail | help | search | home

System Administration

Assign/Unassign Actions for User M [redacted]

Welcome [redacted]

system administration

- Business Partners Maintenance
- Password Change
- User Maintenance

systems

- Financial Assessment Submission - PHA (FASPHA)
- Line of Credit Control System (LOCCS)
- Management Assessment Subsystem (MASS)
- Physical Assessment Subsystem (PASS)
- Public Housing Assessment System: Scores and Status (NASS)
- Resident Assessment Subsystem (RASS)
- Tenant Assessment Subsystem (TASS)
- Tenant Rental Assistance Certification System (TRACS)

User Information

User ID	[redacted]
First Name	[redacted]
Middle Initial	[redacted]
Last Name	[redacted]
User Status	Active
Coordinator	Yes
User Type	PHA User/Business Partner

Please check/uncheck boxes to assign/unassign actions to the user

APPS - Active Partners Performance System

- COR - Coordinator
- UPD - Update

FASPHA - Financial assessment Subsystem - PHA

- COR - Coordinator
- DMS - Create Draft Manual Submission
- DRA - Create/Save Draft Submission Data
- CRM - Create/Save/Submit Manual Submission
- APE - Extension Request Approval
- RJE - Extension Request Denial
- AA1 - FASS Auditor Viewing Rights
- APM - Manual Submission Approval
- RJM - Manual Submission Denial
- RDO - Read-Only Access
- SMS - Submit Draft Manual Submission
- FIN - Submit Finalized Submission Data
- AV1 - View PHA Reports

FASSUB - Financial Assessment Subsystem Submission

- AUC - Auditor Certification
- COR - Coordinator
- EXT - Extension Request Submission
- RES - Resubmission Request Submission
- STB - Review Request Status
- SUB - Submit an AFS
- VPS - View Previous Year AFS Data Subm
- WAV - Waiver Request Submission

LOCCS - Line of Credit Control System

- COR - Coordinator
- QRY - Query
- REQ - Requisition
- YES - Year End Settlement

(Figure 9. is continued on the next page)

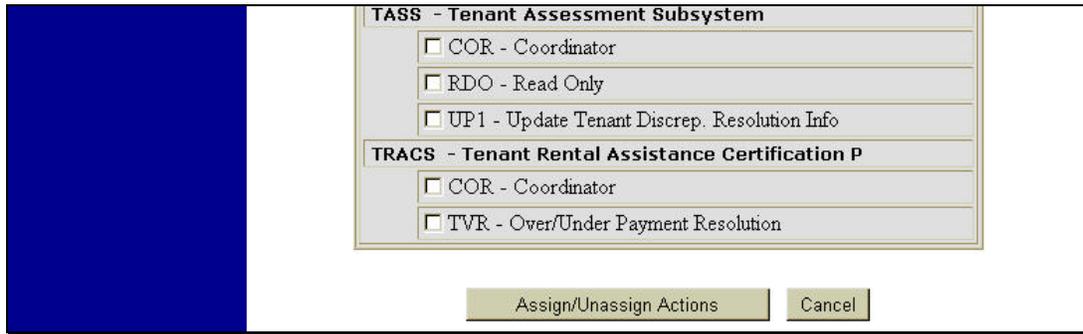


Figure 9. Assign/Unassign Actions for User

5. The transaction confirmation page displays (Figure 10). Click **OK** to properly initialize the LOCCS hyperlink on the Secure Systems Main Menu; exit your browser and reenter Secure Systems Main Menu page. The LOCCS hyperlink will now display on the Secure Systems Main Menu.



Figure 10. Assign/Unassign Action(s) Transaction Confirmation

2.3.1.2 Assignment of LOCCS Roles to Users

Coordinators assigning LOCCS roles to Users should perform the following steps:

1. Click the [User Maintenance](#) hyperlink from the Secure Systems Main Menu page (Figure 6) to display the User Maintenance page (Figure 7).
2. Enter the **User's** Secure Systems ID and click **Search for User** to display the User's information on the Maintain User page (Figure 7).
3. Select *Maintain User Roles* from the Choose a Function dropdown box list and click **Submit** to display the Assign/Unassign Roles for User page (Figure 11).

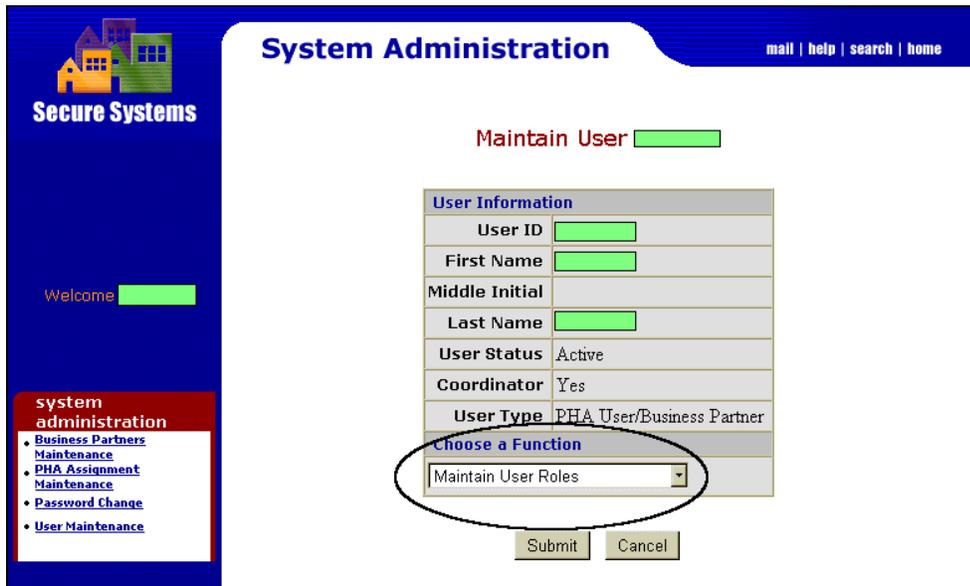


Figure 11. Maintain User Page

4. Mark the checkboxes labeled **ADM-Administration** and **QRY-Query** and click on **Assign/Unassign Roles** to transmit the update. (Figure 12)

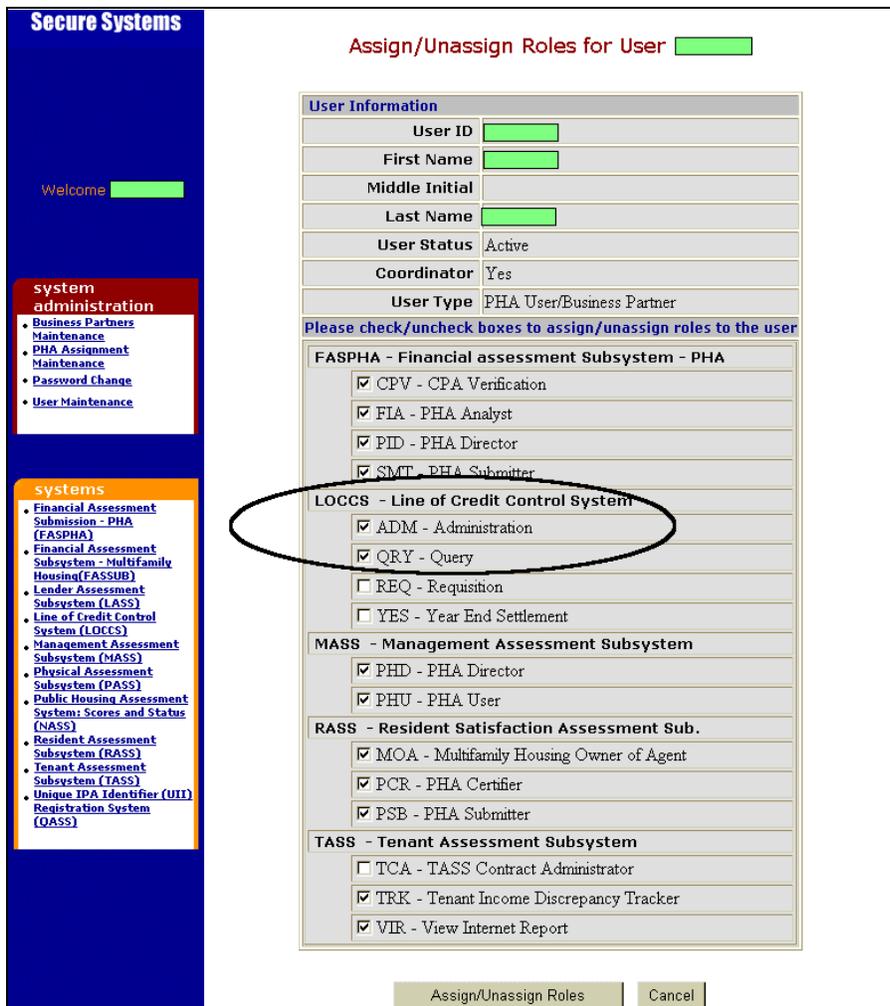


Figure 12. Assign/Unassign Roles for User

The Assign/Unassign Role Confirmation for User page displays (Figure 13)



Figure 13. Assign/Unassign Role Confirmation

5. Preview the pending assignment roles for the User and click on **Confirm** to accept the change. The transaction confirmation page displays to confirm the role assignment (Figure 14). Click **OK**.



Figure 14. Assign Roles Transaction Confirmation

3.0 USING eLOCCS

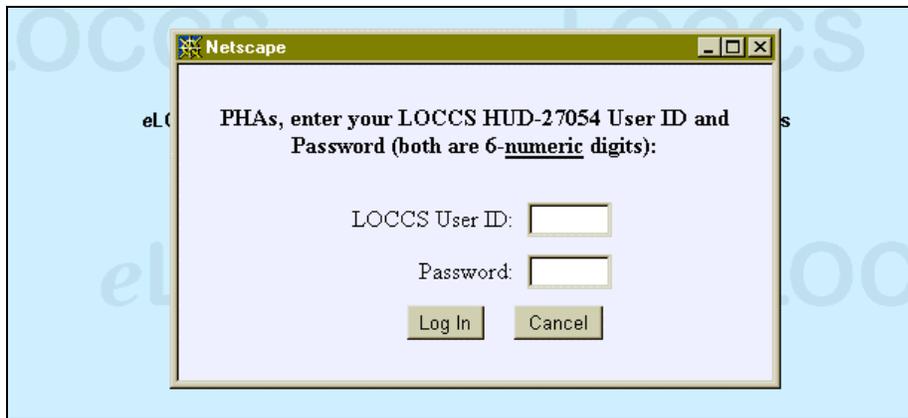
3.1 Signing On To eLOCCS

3.1.1 LOCCS User ID and Password

The LOCCS (VRS) User ID and Password are required to access eLOCCS. The same rules apply when entering User ID and Password through eLOCCS as VRS; it must be changed every 60 days and recertified every 6 months (Figure 15). If prompted to “Save password” when signing on to eLOCCS, **do not mark checkbox to save.**



LOCCS User IDs and Passwords are all numeric.



The screenshot shows a Netscape browser window with a light blue background. The window title is "Netscape". The main content area has a light purple background and contains the following text and form elements:

PHAs, enter your LOCCS HUD-27054 User ID and Password (both are 6-numeric digits):

LOCCS User ID:

Password:

Log In Cancel

Figure 15. LOCCS User ID and Password Page

3.1.2 Authorization

After a successful login the LOCCS Authorization page displays (Figure 16). This page summarizes a User's HUD-27054 authority by Tax ID, program area, and authorization. In eLOCCS a User may have the authority to represent several Business Partners/Tax ID organizations. If you are authorized to represent multiple Tax ID organizations, select a program area to conduct eLOCCS business for that organization. To access a different organization, return to the LOCCS Authorization page and select the desired program area.

Line of Credit Control System (eLOCCS)
LOCCS Authorizations

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.

Program Area	Program Area Name	Authorization
(HA Name 1) (xxx-6000144)		
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvement Assistance	Drawdown
ROSS	Resident Opport & Self Sufficiency	Drawdown
(HA Name 2) (xxx-0017634)		
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvement Assistance	Drawdown
VRP	Vacancy Reduction Program	Drawdown

Figure 16. LOCCS Authorization Page

3.1.3 Navigation Trail Hyperlinks

As a User drills down into eLOCCS data through hyperlinks, the system tracks the path, which appears on the eLOCCS navigation bar as hyperlinks. The Navigation bar provides the User with a hyperlink trail for returning to a previous page. For example, in Figure 17, the navigation bar shows that the User started from the [Menu](#) → [Portfolio](#) → [Grant Information](#) → and finally to the Voucher Information page. To return to any of the previous pages, click the desired hyperlink on the eLOCCS navigation bar.

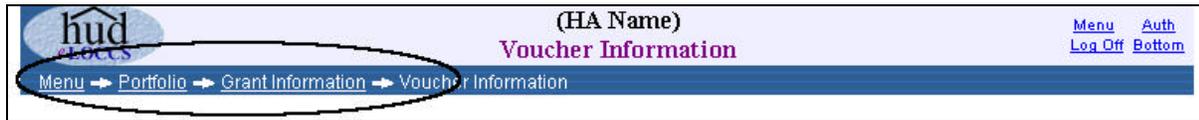


Figure 17. Navigation Trail hyperlinks



Browsers provide a “Back” button that takes a User to a previous document. LOCCS **strongly** recommends that Users refrain from using this button and use the eLOCCS-provided navigation trail. This is especially important when performing updates. Using the browser’s “Back” button will retrieve old documents that may not reflect the LOCCS database, which is constantly changing.

3.1.4 Main Menu Options

A variety of information is available through eLOCCS, but depending upon a User’s program area authority, menu options may vary. For example, Figure 18 shows a Main Menu page in which the Capital Fund Program (CFP) was selected from the eLOCCS Authorization page. Some of these Main Menu options are described in the subsections to follow.

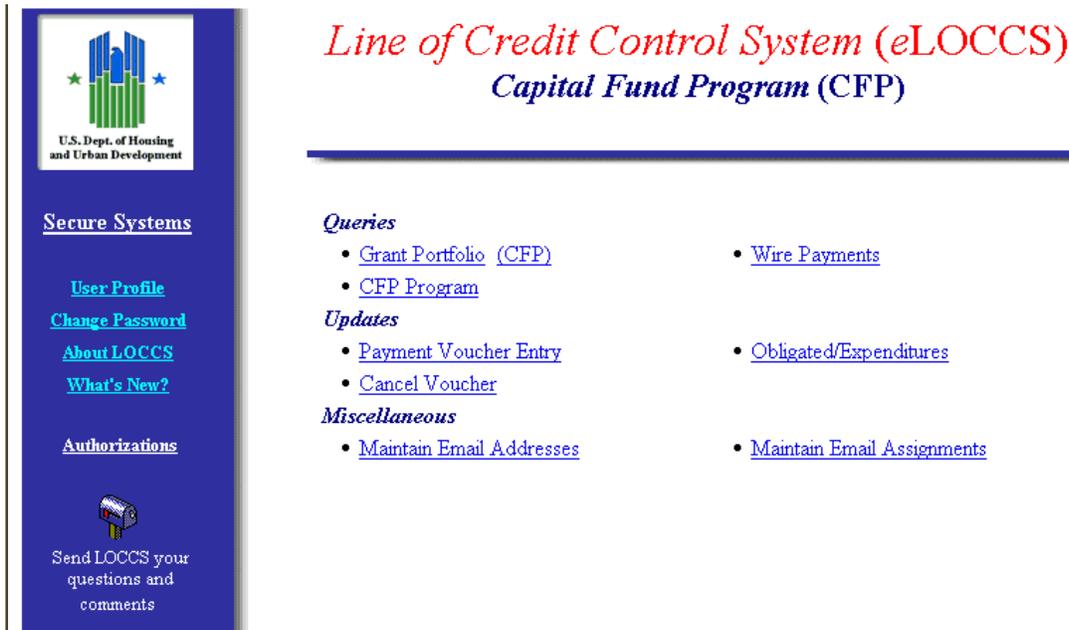


Figure 18. Main Menu Page (sample)

3.1.4.1 Grant Portfolio

The Grant Portfolio Page (Figure 19) lists funding information of *All Grants* by program area authorized for the User. The page offers a budget snapshot of grant information with balance amounts including any new grants that have been assigned to the Portfolio within the past 30 days. A new icon ^{New} will be displayed next to the grant for 30 days. Depending upon whether the grant is awaiting the program office to spread the initial budget, the available balance amount may be zero.

Above the column headings on the right is a checkbox indicating *Show Zero Balance Grants*. To view grants with zero balances mark the checkbox and eLOCCS will automatically load any grants with zero balance amounts on the Grant Portfolio page. To return to the original grant portfolio balance amounts simply deselect the checkbox.

Program Area		Grant No.	Authorized	Disbursed	Payments in Process	Available Balance	
Capital Fund Program							
CFP	XX43P000501-00		1,493,022.00	1,282,924.45	0.00	210,097.55	
CFP	XX43P000501-01		1,523,514.00	94,739.97	0.00	1,428,774.03	
CFP	XX43P000501-02		1,490,800.00	45,000.00	0.00	1,445,800.00	
CFP Subtotal:			\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58	
Drug Elimination Grant Program							
DRUG	XX43DEP0000101		252,325.00	127,412.68	0.00	124,912.32	
DRUG Subtotal:			\$252,325.00	\$127,412.68	\$0.00	\$124,912.32	
Operating Fund							
OFND	XX000-001-03S	^{New}	1,687,703.00	952,940.00	0.00	734,763.00	
OFND Subtotal:			\$1,687,703.00	\$952,940.00	\$0.00	\$734,763.00	
Resident Opport & Self Sufficiency							
ROSS	XX99RSF000P0161		75,000.00	44,246.30	0.00	30,753.70	
ROSS Subtotal:			\$75,000.00	\$44,246.30	\$0.00	\$30,753.70	
Youth Build							
YB	XX11MXX0183		375,424.00	11,194.22	0.00	364,229.78	
YB Subtotal:			\$375,424.00	\$11,194.22	\$0.00	\$364,229.78	
Portfolio Totals:			Grants: 7	\$6,897,788.00	\$2,558,457.62	\$0.00	\$4,339,330.38

Figure 19. Grant Portfolio

From the Portfolio page, to view additional information on a grant click the appropriate hyperlink and the Grant Information Page (Figure 20) will display with a *General* tab set as default along with optional tabs depending on the grant selected. At a minimum the *General* and *Voucher* tab will appear for each grant. The *General* tab details organizational information, contract dates and funding information specific to that grant. Figure 20 below is a sample Grant (Portfolio) Information page with the *General* default tab selected.

The screenshot displays the Grant Information page for grant **XX43P000501-00**, identified as a **(CFP) Capital Fund Program**. The page features a navigation menu with **Menu**, **Portfolio**, and **Grant Information**. The **General** tab is selected, showing details for **Contractual Organization: xx-6001580** and **Payee Organization: - same as contractual-**. A table provides **Contract Dates** and **Funding** information. A **Contract Status** warning indicates the grant is past its obligation end date and has not obligated 90% of its funds.

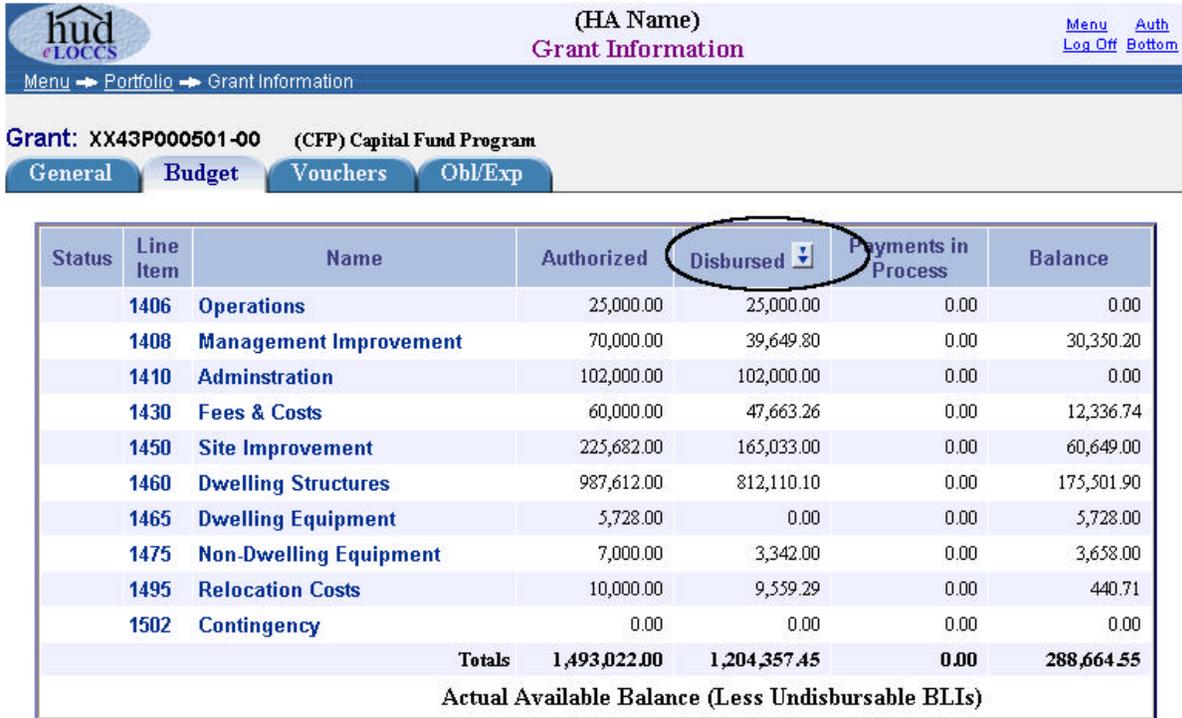
Contractual Organization: xx-6001580	Contract Dates	Funding
(HA Name)	Original Verify: 09-14-2000	Authorized: 1,493,022.00
(HA Address)	Effective Date: 09-01-2000	Disbursed: 1,204,357.45
(HA City, State/Zip Code)	Obligation Start: 10-01-2000	In process: 0.00
Payee Organization:	Obligation End: 09-30-2002	Balance: 288,664.55
- same as contractual-	Disbursement End: 09-30-2004	Collections: 0.00
Region:04 Office:43 VRS No: xxxxx-92001		

Contract Status:

- Grant is past its obligation end date and has not obligated 90% of its funds.
- Late [Obligated/Expenditure](#) information! Drawdowns suspended!!

Figure 20. Grant Portfolio

Clicking the *Budget* tab will list amounts that were authorized/disbursed against the grant by Budget Line Item (BLI), as shown in (Figure 21). On the *Disbursed* column header is a double arrow down icon . Clicking this icon will display each voucher that makes up the accounting total for the BLI (Figure 22). To return to the previous BLI level simply click the up icon  and the voucher amounts will collapse.



Status	Line Item	Name	Authorized	Disbursed 	Payments in Process	Balance
	1406	Operations	25,000.00	25,000.00	0.00	0.00
	1408	Management Improvement	70,000.00	39,649.80	0.00	30,350.20
	1410	Adminstration	102,000.00	102,000.00	0.00	0.00
	1430	Fees & Costs	60,000.00	47,663.26	0.00	12,336.74
	1450	Site Improvement	225,682.00	165,033.00	0.00	60,649.00
	1460	Dwelling Structures	987,612.00	812,110.10	0.00	175,501.90
	1465	Dwelling Equipment	5,728.00	0.00	0.00	5,728.00
	1475	Non-Dwelling Equipment	7,000.00	3,342.00	0.00	3,658.00
	1495	Relocation Costs	10,000.00	9,559.29	0.00	440.71
	1502	Contingency	0.00	0.00	0.00	0.00
Totals			1,493,022.00	1,204,357.45	0.00	288,664.55
Actual Available Balance (Less Undisbursable BLIs)						

Figure 21. Budget Tab by BLI



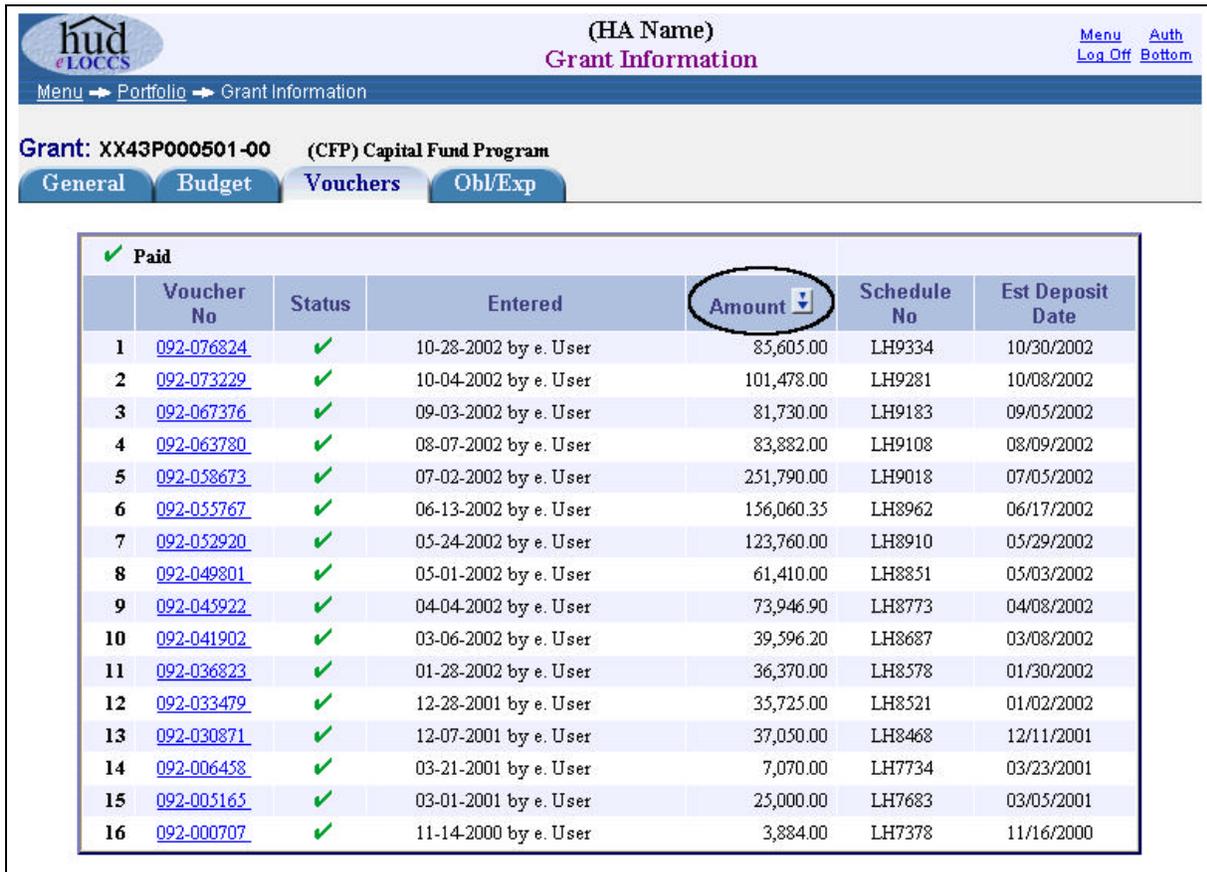
Grant: XX43P000501-00 (CFP) Capital Fund Program

General Budget Vouchers Obl/Exp

Status	Line Item	Name	Authorized	Disbursed	Payments in Process	Balance
	1406	Operations	25,000.00	25,000.00	0.00	0.00
		03/01/2001 Voucher 092-005165		25,000.00		
	1408	Management Improvement	70,000.00	39,649.80	0.00	30,350.20
		11/14/2000 Voucher 092-000707		3,884.00		
		05/24/2002 Voucher 092-052920		35,200.00		
		06/13/2002 Voucher 092-055767		565.80		
	1410	Adminstration	102,000.00	102,000.00	0.00	0.00
		06/13/2002 Voucher 092-055767		102,000.00		
	1430	Fees & Costs	60,000.00	47,663.26	0.00	12,336.74
		03/21/2001 Voucher 092-006458		7,070.00		
		06/13/2002 Voucher 092-055767		40,593.26		
	1450	Site Improvement	225,682.00	165,033.00	0.00	60,649.00
		05/01/2002 Voucher 092-049801		7,000.00		
		07/02/2002 Voucher 092-058673		117,873.00		
		08/07/2002 Voucher 092-063780		6,665.00		
		09/03/2002 Voucher 092-067376		28,670.00		
		10/28/2002 Voucher 092-076824		4,825.00		
	1460	Dwelling Structures	987,612.00	812,110.10	0.00	175,501.90
		12/07/2001 Voucher 092-030871		37,050.00		
		12/28/2001 Voucher 092-033479		35,725.00		
		01/28/2002 Voucher 092-036823		36,370.00		
		03/06/2002 Voucher 092-041902		39,596.20		
		04/04/2002 Voucher 092-045922		73,946.90		
		05/01/2002 Voucher 092-049801		54,410.00		
		05/24/2002 Voucher 092-052920		88,560.00		
		07/02/2002 Voucher 092-058673		133,917.00		
		08/07/2002 Voucher 092-063780		77,217.00		
		09/03/2002 Voucher 092-067376		53,060.00		
		10/04/2002 Voucher 092-073229		101,478.00		
		10/28/2002 Voucher 092-076824		80,780.00		
	1465	Dwelling Equipment	5,728.00	0.00	0.00	5,728.00
	1475	Non-Dwelling Equipment	7,000.00	3,342.00	0.00	3,658.00
		06/13/2002 Voucher 092-055767		3,342.00		
	1495	Relocation Costs	10,000.00	9,559.29	0.00	440.71
		06/13/2002 Voucher 092-055767		9,559.29		
	1502	Contingency	0.00	0.00	0.00	0.00
	Totals		1,493,022.00	1,204,357.45	0.00	288,664.55

Figure 22. Budget Tab by BLI/Voucher

Clicking the *Voucher* tab lists general voucher information for a particular grant. A voucher number can be selected to retrieve descriptive information about that voucher (Figure 23). On the *Amount* column header is a double arrow down detail icon . Clicking this will show an itemized BLI breakdown by voucher. To return to the previous level click the up icon .



(HA Name)
Grant Information

Menu → Portfolio → Grant Information

Grant: XX43P000501-00 (CFP) Capital Fund Program

General Budget **Vouchers** Obl/Exp

✓ Paid

	Voucher No	Status	Entered	Amount 	Schedule No	Est Deposit Date
1	092-076824	✓	10-28-2002 by e. User	85,605.00	LH9334	10/30/2002
2	092-073229	✓	10-04-2002 by e. User	101,478.00	LH9281	10/08/2002
3	092-067376	✓	09-03-2002 by e. User	81,730.00	LH9183	09/05/2002
4	092-063780	✓	08-07-2002 by e. User	83,882.00	LH9108	08/09/2002
5	092-058673	✓	07-02-2002 by e. User	251,790.00	LH9018	07/05/2002
6	092-055767	✓	06-13-2002 by e. User	156,060.35	LH8962	06/17/2002
7	092-052920	✓	05-24-2002 by e. User	123,760.00	LH8910	05/29/2002
8	092-049801	✓	05-01-2002 by e. User	61,410.00	LH8851	05/03/2002
9	092-045922	✓	04-04-2002 by e. User	73,946.90	LH8773	04/08/2002
10	092-041902	✓	03-06-2002 by e. User	39,596.20	LH8687	03/08/2002
11	092-036823	✓	01-28-2002 by e. User	36,370.00	LH8578	01/30/2002
12	092-033479	✓	12-28-2001 by e. User	35,725.00	LH8521	01/02/2002
13	092-030871	✓	12-07-2001 by e. User	37,050.00	LH8468	12/11/2001
14	092-006458	✓	03-21-2001 by e. User	7,070.00	LH7734	03/23/2001
15	092-005165	✓	03-01-2001 by e. User	25,000.00	LH7683	03/05/2001
16	092-000707	✓	11-14-2000 by e. User	3,884.00	LH7378	11/16/2000

Figure 23. Voucher Tab

Depending upon the Program Area and grant selected, the *Obligated/Expenditures* (Obl/Exp) tab may or may not be visible. The *Obl/Exp* query tab supplies important historical information for the grant by reporting period (Figure 24). The % under Cumulative Obligated represents the Cumulative Obligated divided by the LOCCS Authorized. The % under Cumulative Expended represents the Cumulative Expended divided by the LOCCS Disbursed

Reporting Period	Reported On	Reported By	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
09-30-2000	10-31-2000	eLOCCS User	1,493,022.00	3,884.00	0.00	3,884.00
12-31-2000	02-20-2001	eLOCCS User	1,493,022.00	5,760.00	3,884.00	5,757.00
03-31-2001	05-04-2001	eLOCCS User	1,493,022.00	89,560.00	35,954.00	36,042.00
06-30-2001	07-18-2001	eLOCCS User	1,493,022.00	89,560.00	35,954.00	71,317.00
09-30-2001	10-30-2001	eLOCCS User	1,493,022.00	1,305,364.00	35,954.00	102,748.00
12-31-2001	03-05-2002	eLOCCS User	1,493,022.00	1,493,022.00	108,729.00	222,978.00
03-31-2002	05-07-2002	HUD Staff	1,493,022.00	1,493,022.00	184,695.20	472,061.00
06-30-2002	07-18-2002	eLOCCS User	1,493,022.00	1,493,022.00	599,872.45	869,796.54
09-30-2002	10-28-2002	eLOCCS User	1,493,022.00	1,493,022.00	1,017,274.45	869,796.54
10-31-2002	11-26-2002	eLOCCS User	1,493,022.00	343.00	1,204,357.45	34.00
11-30-2002	Awaiting Grantee Update					

Figure 24. Obl/Exp Tab

3.1.4.2 (Program Portfolio)

As shown in Figure 25, a User may view a specific program area by clicking the program area tab (CFP) next to the *All Grants* tab. (Figure 18) The program area on the tab is based on the User's program area selection when initially accessing eLOCCS (see Figure 16). For example, in Figure 25, only CFP grants are displayed because this is the program area selected at the authorization page access point.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
CFP	XX43P000501-00	1,493,022.00	1,282,924.45	0.00	210,097.55
CFP	XX43P000501-01	1,523,514.00	94,739.97	0.00	1,428,774.03
CFP	XX43P000501-02	1,490,800.00	45,000.00	0.00	1,445,800.00
Portfolio Totals:	Grants: 3	\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58

Figure 25. (Program Portfolio)

3.1.4.3 Program-Specific Information

The program-specific information hyperlink on the eLOCCS main menu provides useful information about a particular program. The program area hyperlink is determined at the eLOCCS authorization page access point (see Figure 16). For example, in Figure 26 below, two tabs supply information relative to the CFP grant: A Budget Line Item chart under the *Budget Line Items* tab and a message about a HUD requirement under the *Tracked Documents* tab (Figure 27).

🔒 = Unavailable for drawdown		
	Line Item	Name
1)	0100	Reserved Budget
2)	0110	Initial Budget
3)	1406	Operations
4)	1408	Management Improvement
5)	1410	Administration
6)	1411	Audit Cost
7)	1430	Fees & Costs
8)	1440	Site Acquisition
9)	1450	Site Improvement
10)	1460	Dwelling Structures
11)	1465	Dwelling Equipment
12)	1470	Non-Dwelling Structures
13)	1475	Non-Dwelling Equipment
14)	1485	Demolition
15)	1490	Replacement Reserve
16)	1492	MovingToWorkDemonstration
17)	1495	Relocation Costs
18)	1499	Development Activity
19)	1500	Indian Housing Grants
20)	1501	Collater Exp / Debt Srvc
21)	1502	Contingency
22)	9000	Debt Reserves
23)	9001	Bond Debt Obligation
24)	9002	Loan Debt Obligation
25)	9900	Post Audit Adjustment

Figure 26. Program-Specific BLI Tab

Obligated/Expenditure

This information is due monthly for each grant which has not reached its pre-audit date. It is due 5 business days after the reporting period, and must be entered through eLOCCS. Failure to provide this information within 5 days, will result in suspension of drawdowns for all grants in the CFP, COMP, and CIAP programs.

Figure 27. Program-Specific Tracked Documents Tab

3.1.4.4 Wire/Check Payments

The Wire Payments option displays LOCCS Payment Cycle summaries of wire/check payments made to the Business Partner. To reduce the number of records displayed, the page defaults to the last 50 payments. A [Next](#) hyperlink is available at the top column header and bottom of the table to select the next 50 rows (Figure 28).

*Note: Actual deposit date may vary by individual bank.

	LOCCS Payment Cycle	No of Grants	Amount	Treasury Schedule Number	* Estimated Deposit Date
1	Tue 10-29-2002	<u>2</u>	96,799.22	LH9334	Wed 10-30-2002
2	Sat 10-12-2002	<u>1</u>	16,330.03	LH9297	Wed 10-16-2002
3	Sat 10-05-2002	<u>2</u>	146,478.00	LH9281	Tue 10-08-2002
4	Sat 09-28-2002	<u>1</u>	25,000.00	LH9260	Tue 10-01-2002
5	Fri 09-27-2002	<u>1</u>	52,642.47	LH9244	Mon 09-30-2002
6	Thu 09-26-2002	<u>1</u>	1,000.75	LH9240	Fri 09-27-2002
7	Fri 09-20-2002	<u>1</u>	52,642.47	LH9225	Mon 09-23-2002
8	Tue 09-17-2002	<u>1</u>	73,384.72	LH9215	Wed 09-18-2002
9	Fri 09-13-2002	<u>1</u>	52,642.47	LH9207	Mon 09-16-2002
10	Fri 09-06-2002	<u>1</u>	52,642.47	LH9190	Mon 09-09-2002

Figure 28. Wire/Check Payments

Wire Payments Detail

Click the *No of Grants* column on the Wire/Check Payments page to view the Wire/Check Payments Detail page. The LOCCS disbursements made on the Payment Cycle date appear on this page (Figure 29).

	Program Area	Grant	Voucher	Amount
1	CFP	XX43P000501-00	092076824	85,605.00
2	YB	XX11MXX0183	051014625	11,194.22
Total:				96,799.22

Figure 29. Wire Payments Detail

3.1.4.5 Payment Voucher Entry

The Payment Voucher Selection page allows grantees the ability to select and request all their vouchers at once. Depending upon the User's program area authority, all available grants in all program areas in which the User has drawdown authority are selected and displayed with a checkbox next to the grant number (Figure 30).


(HA Name)

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)

Menu →
Voucher Selection


A phone icon  indicates voucher draws are not currently supported by eLOCCS, and can only be drawn over the phone. Please continue to use LOCCS-Voice Response (VRS), for those programs.

Have your HUD-50080 payment voucher form(s) prefilled, in the order of selection. Mark the checkbox next to each grant you are requesting a payment, and click the submit button.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Capital Fund Program					
CFP	<input checked="" type="checkbox"/> XX29P000501-01	4,756,372.00	2,002,179.11	60,126.59	2,694,066.30
CFP	<input checked="" type="checkbox"/> XX29P000501-02	4,659,213.00	0.00	0.00	4,659,213.00
CFP	<input type="checkbox"/> XX29R000501-00	614,281.00	0.00	0.00	614,281.00
CFP	<input type="checkbox"/> XX29R000501-01	626,836.00	0.00	0.00	626,836.00
CFP	<input type="checkbox"/> XX29R000501-02	613,583.00	0.00	0.00	613,583.00
Drug Elimination Grant Program					
DRUG	<input type="checkbox"/> XX29DEP0000100	626,696.00	578,776.28	0.00	47,919.72
DRUG	<input type="checkbox"/> XX29DEP0000101	688,673.00	524,261.95	0.00	164,411.05
DRUG	 XX29DEP0000198	785,200.00	785,199.96	0.00	.04
• Drawdowns suspended due to a pre-audit status for this grant.					
Operating Fund					
OFND	<input type="checkbox"/> XX00100003S	3,023,564.00	0.00	0.00	3,023,564.00
Public Housing Development Grants					
PDEV	 XX29P000044	1,000,000.00	23,600.30	0.00	976,399.70
Resident Opport & Self Sufficiency					
ROSS	<input type="checkbox"/> XX01RSV000P0101	55,993.00	46,507.37	0.00	9,485.63
Urban Revitalization Program(Hope6)					
URP	<input type="checkbox"/> XX29URD0000196	21,552,000.00	17,124,074.48	10,957.28	4,416,968.24

Figure 30. Payment Voucher Selection Page

If a grant has a phone icon  in lieu of a check box, this indicates that the grant/program area is not currently supported by eLOCCS drawdown, and can only be drawn using the VRS.

If a grant has an available balance, but eLOCCS determines it is unavailable for drawdown, the check box is replaced with a locked icon . Directly below the grant there will be an explanation of why the grant is locked, along with a representative icon that provides a quick visual indication of status.

To perform a drawdown simply mark the desired checkboxes next to the grant and click the **Submit** button for *e*LOCCS processing. *e*LOCCS will then display these vouchers in succession, and the appropriate budget line information will appear for each one.

If multiple grants were selected on the Voucher Selection page, the **Next Payment** icon and related grant number appears at the bottom of the page (Figure 31). Choosing this **Next Payment** icon will display the next HUD-50080 voucher form for that grant. The current voucher will be skipped for processing.

*e*LOCCS automatically totals the voucher as each Budget Line Item (BLI) amount is entered. A negative BLI amount cannot be entered against an available drawdown balance. After BLI drawdown amounts fields have been populated, click the **Submit** button and one of the following results will be returned:

- The voucher request is accepted and processed for payment,
- The voucher request is accepted but requires HUD review, or
- The voucher request is rejected and a reason provided.

For example, (Figure 32) below illustrates a payment voucher request of \$2000 against the BLI 1408 Management Improvement account that is accepted, and approved for payment.

eLOCCS		U.S. Department of Housing and Urban Development	
CFP Capital Fund Program		Office of Public and Indian Housing	
Payment Voucher			
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.			
HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.			
1. Voucher Number 092-*****	2. LOCCS Pgm Area CFP	3	4
5. Voice Response No. XXXX-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TIN XX-0004034		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1408	Management Improvement	182,614.35	3,230.47	2,000.00
1410	Administration	187,719.00	0.00	0.00
1430	Fees & Costs	45,104.65	0.00	0.00
1450	Site Improvement	41,780.00	0.00	0.00
1460	Dwelling Structures	1,419,977.00	59,600.03	0.00
1502	Contingency	0.00	0.00	0.00
Total:		1,877,195.00	62,830.50	2,000.00

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form eLOCCS User	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 11-27-2002

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-CFP-a (4/2000)

(CFP)

Figure 31. Payment Voucher Entry



eLOCCS

CFP Capital Fund Program

Payment Voucher

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 092-079183	2. LOCCS Pgm Area CFP	3	4
5. Voice Response No. XXXXX-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TIN XX-0004034		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1408	Management Improvement	182,614.35	181,383.88	1,230.47	2,000.00
Total:		182,614.35	181,383.88	1,230.47	2,000.00

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form eLOCCS User	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 11-27-2002

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-CFP-a (4/2000)

This Payment Request was **APPROVED...**

A payment of **\$2,000.00** should be deposited in your account on **Monday December 02, 2002**. Please print this request, and retain for your records.

[Menu](#) [Next Payment](#) (CFP **Grant Number**)

Figure 32. Payment Voucher – Approved Confirmation

3.1.4.6 Obligated/Expenditures

The Obligated/Expenditure Status page is accessed through the main menu *Obligated/Expenditure* hyperlink. When the tab is clicked, eLOCCS will show the most recent obligated/expenditure information for program areas and grants requiring the information. If the latest Reporting Period has not been provided and the User is authorized to provide that information, the reporting period will become a hyperlink. Clicking on the hyperlink will allow entry of the information for that period (Figure 33).

Grant Number	Obligation End	Reporting		LOCCS Authorized	Cumulative PHA Obligated	LOCCS Disbursed	Cumulative PHA Expended	
		Period	Due					
Capital Fund Program (CFP)								
XX43P000501-00	09-30-2002	11-30-2002	12-06-2002	\$1,493,022.00	-	\$1,204,357.45	-	-
XX43P000501-01	09-30-2003	10-31-2002	11-07-2002	\$1,523,514.00	-	\$94,739.97	-	-
		11-30-2002	12-06-2002	\$1,523,514.00	-	\$94,739.97	-	-
XX43P000501-02	07-10-2004	11-30-2002	12-06-2002	\$1,490,800.00	\$1,311,000.00	87%	\$45,000.00	0%

Figure 33. Obligated/Expenditure Status

The Obligated/Expenditure Update page allows entry of updated information, as needed. If the period is past the obligation end date for the grant, a lock appears next to the obligated information and LOCCS automatically places the prior obligation amount in that field, which cannot change.

For convenience, if the prior reported amounts are the same as current reported amounts, a checkbox is provided to automatically use the previous figures (Figure 34).

(HA Name)
Obligated/Expenditure Update

Menu Auth
Log Off Bottom

Menu -> Oblig/Exp Status -> Oblig/Exp Update

Grant: XX43P000501-00 Capital Fund Program (CFP)

Reporting Period	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
2002-11-30	1,523,514.00	1,523,514.00	94,739.97	154,535.87
2002-12-31	1,523,514.00	1,523,514.00 <input checked="" type="checkbox"/>	94,739.97	154,535.87 <input checked="" type="checkbox"/>

Mark the check boxes to duplicate the cumulative amounts from the previous period.

Submit Reset Cancel

Figure 34. Obligated/Expenditure Update

3.1.4.7 Cancel Voucher (PHAs)

Users who have the authority to create a voucher request can cancel that request *prior* to LOCCS payment. The *Cancel Voucher* option is accessed through the main menu. When this option is selected, eLOCCS will display any outstanding vouchers that may be canceled (Figure 35). Select the cancel icon  and you will be asked to provide a reason for canceling the voucher. After entering the reason, click the Submit button and the selected voucher will be canceled (Figure 36). Another voucher may now be entered against the grant, if needed.

(HA Name)
Cancel Voucher Selection

Menu Auth
Log Off Bottom

Menu -> Cancel Voucher Selection

To select a voucher to cancel, click on the cancel icon 

Program Area	Grant No.	Voucher No.	Entered	Amount	Action
Capital Fund Program					
CFP	XX39P000501-00	092-081588	11-25-2002 by 	691.40	
CFP	XX39P000501-00	092-081590	11-25-2002 by 	100,203.98	
CFP	XX39P000501-02	092-081816	12-02-2002 by 	2,000.00	
Drug Elimination Grant Program					
DRUG	XX39DEP0000100	018-152464	12-02-2002 by 	1,000.00	

Figure 35. Cancel Voucher Selection

Grant: XX39P000501-02 (CFP) Capital Fund Program

Voucher No:	092-081816	Miscellaneous
Amount:	\$2,000.00	eLOCCS Entered by: User Name on 12-02-2002 at 15:41 EST
Status:	awaiting payment	
BLI	Line Item Name	Amount
1408	Management Improvement	2,000.00
Total:		2,000.00
Cancel reason:		
<input type="text" value="Incorrect Grant selected...."/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Menu"/>		

Figure 36. Cancel Voucher

3.1.4.8 Maintain Email Addresses

A useful feature of eLOCCS is the ability to provide emails of LOCCS HUD actions that affect the funding of grants in a portfolio. These emails will alert you when funding for the contract/grant has changed. The Business Partner maintains both the email repository list and the LOCCS email that each email address will receive.

In order to update or maintain email addresses, Users must have the Secure Systems LOCCS role **Administration** assigned. See *Section 2.3 Secure Systems for LOCCS Assignment/Roles*. With this role assigned, the eLOCCS menu options will display Maintain Email Addresses and Maintain Email Assignments hyperlinks on the eLOCCS main menu page.

Clicking Maintain Email Addresses displays an entry page with an upper and lower section (Figure 37). The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives all LOCCS email; no specific email assignment is necessary. For this reason, it is suggested that the primary email address be a generic email mailbox for the organization. This type of mailbox has the benefit of being accessible by multiple individuals. To update your primary email address, click the Update Primary button and enter the email for the organization (Figures 38a)

The bottom portion of the Maintain Email Addresses page (Figure 37) provides an area for adding, deleting and updating any number of additional email addresses for individuals in the organization. (Figures 38b and c) These additional email addresses will not automatically receive any email and must be mapped manually to a type of email through the Email Assignment option from the main menu. See *Maintain Email Assignment section 3.1.4.9*.

(HA Name) [Menu](#) [Auth](#)
Maintain Email Addresses [Log Off](#) [Bottom](#)

Menu → Maintain Email Addresses

Use the **Update Primary** button to add/update your organizations primary email address.
Use the **Add Additional** button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the **Maintain Email Assignments** option on the main menu.

PRIMARY Email Address: (Primary receives ALL LOCCS Emails)

Name : (HA Name)
Email :

ADDITIONAL Email Addresses: (Click the name link to modify or delete)

	Name	Email	Phone	Ext.
1				

Figure 37. Maintain Email Addresses Page

Figure 38a. Update Primary Email Address

Figure 38b. Update Secondary Email Addresses

Use the **Update Primary** button to add/update your organizations primary email address.
 Use the **Add Additional** button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the **Maintain Email Assignments** option on the main menu.

PRIMARY Email Address: (Primary receives ALL LOCCS Emails)				
Name :	(HA Name)			
Email :	PHA_Name@Atlantic.net			
				Update Primary

ADDITIONAL Email Addresses: (Click the name link to modify or delete)				
	Name	Email	Phone	Ext.
1	John Henry	JohnH@Cableone.net	(123)-123-4567	10
				Add Additional

Figure 38c. Update Secondary Email Addresses

3.1.4.9 Maintain Email Assignments

The Maintain Email Assignments page allows a User to map additional email addresses other than the primary email address to specific emails generated by LOCCS. A User may choose between two presentations of the mapping: (1) *By Addressee* and (2) *By Type of Email* via radio button. For example, Figure 39 below depicts the email User by *Addressee* with the desired type of emails chosen.

Addressee	Email	Type of Email
1. John Henry	JohnH@Cableone.net	Wire Payments Summary <input checked="" type="checkbox"/> Portfolio Action Summary <input checked="" type="checkbox"/> Debt Approval Notification <input type="checkbox"/> Debt Warning <input type="checkbox"/>

Figure 39. Email by Addressee

When the presentation is *By Type of Email*, the type of email appears as a hyperlink. In this case, the Wire Payments and Portfolio Action Summary email is mapped to the User. (Figure 40).

Type of Email	Addressee	Email
1. Wire Payments Summary	John Henry	JohnH@Cableone.net
2. Portfolio Action Summary	John Henry	JohnH@Cableone.net
3. Debt Approval Notification	John Henry	JohnH@Cableone.net
4. Debt Warning	John Henry	JohnH@Cableone.net

Figure 40. Email by Type

Clicking on the hyperlink will display a description of the email and provide a sample email

4.0 QUICK REFERENCE

4.1 Troubleshooting/Tips

By far, the most frequent problem encountered by Users is difficulty accessing *e*LOCCS. This is due to the PHA Coordinator's improper setup of access in Secure Systems. Once access has been established in *e*LOCCS through Secure Systems, Users report very few problems with navigating and using *e*LOCCS.

Multiple components and systems support *e*LOCCS access; therefore, the nature of the particular problem will determine the contact person. Listed below are some *e*LOCCS troubleshooting tips, common problems and resolutions:

1. I'm a Coordinator and I do not see the LOCCS hyperlink on my main menu.

The fact that you are a Coordinator and have assigned the LOCCS system to yourself does not mean you (a Coordinator) have access to LOCCS; it only means you have authority to provide this hyperlink to others. If Coordinators also need direct access to LOCCS, they should completed a HUD 27054 form and forward to your local Field Office for review (who will then forward to LOCCS Security), and assign at least one of the LOCCS roles (Query and/or Administration) to themselves. See Section 2.3.1.2.

2. I'm a Coordinator and I don't see the LOCCS roles to assign to my Users.

You (a Coordinator) have not assigned the LOCCS system hyperlink to yourself. Without LOCCS hyperlink being assigned, you will not see the LOCCS roles to assign to Users on the Maintain User Information page. See Section 2.3.1.1.

3. I'm a User and I don't see the LOCCS hyperlink on my Secure Systems Main Menu.

The Coordinator has not assigned LOCCS role(s) Query and/or Administrative to your Secure Systems ID. The association of these roles will place the LOCCS hyperlink on your Secure Systems Main Menu. See Section 2.3.1.2.

4. When I click on a program area in *e*LOCCS the main menu is blank.

The Coordinator has indeed assigned a LOCCS role to you. This can be assumed because the LOCCS hyperlink appeared on the Secure Systems Main Menu, but they were probably assigned a Section 8 Contract Administrator role, which means nothing to a PHA user.

Have the User verify with the Coordinator that they have been assigned either LOCCS – Query and/or LOCCS – Administration roles. See Section 2.3.1.2.

5. I don't have any email options displayed on my LOCCS menu.

You were not assigned the LOCCS Administration role by your Coordinator. Have your coordinator add the role to your ID. See Section 2.3.1.2.

6. I don't see a particular program area on the Authorization page, but it shows up on the Grant Portfolio page off the eLOCCS main menu.

This means you are authorized for query access only for that program area. To have drawdown capability, add the program area to your HUD 27054 form and forward to your local Field Office for review (who will then forward to LOCCS Security). The program will then appear on your eLOCCS Authorization page after the approval process.

7. When I click on the LOCCS hyperlink from the Secure Systems main menu, I am sometimes prompted to enter my 'User Name and Password' even though I previously entered my Reac User Name and Password.

The fact that you have been prompted twice to enter you Reac Log In information indicates you are using the Internet Explorer (IE) browser, which has a double authentication process. Only when the message box prompts you to enter your "LOCCS HUD-27054 User ID and Password" do you enter your numeric LOCCS (VRS) User ID and Password. See Figure 15.

8. My PHA/Organization address is incorrect in eLOCCS.

To change your organization address, send in a revised SF-1199A to your program office (who will then forward to Ft Worth Accounting). The reason is that LOCCS is a payment system, where a payment could be made by check. Therefore the name and address of the organization is treated as if it were banking/payment information, requiring a SF-1199A.

9. When I attempt to do a drawdown from the Payment Voucher Entry hyperlink, I get a grant information page with budget related tabs.

You have either selected a grant from the Grant portfolio hyperlink or in fact selected the Payment Voucher Entry hyperlink off the main menu, but clicked on the grant, which displays general grant information. The only way a drawdown can be completed is through accessing the Payment Voucher Entry hyperlink through the main menu. Once this has been selected, mark the *check box* next to the desired grant and click the *submit* button at the bottom of the page to continue the drawdown process.

10. Can I change my password in eLOCCS prior to the 60 day prompt?

Yes. After a program area has been selected from the authorization page, the Change Password option will be on the left sidebar of any program area menu, directly under your User Profile option.

11. How can I find out which browser version I am using?

Open your browser and click on the *Help* dropdown bar located on the top portion of the browser tool bar page. From the list select the last option, which begins with *about...* (*browser name*). This option will indicate your browser version.

4.2 Help Desk Contact Information

All other issues most likely will be related to *e*LOCCS. Please use the mailbox at *e*LOCCS LOCCS_WEB_COMMENTS@HUD.GOV to relay appropriate information. The following table is a help desk Contact Information by System to determine the help desk appropriate for you.

Help Desk	System	Telephone
<i>e</i> LOCCS Help Desk	<i>e</i> LOCCS	703.506.8229, Ext. 4279
REAC Technical Assistance	Secure Systems	1.888.245.4860