HUD’s EIV SYSTEM: A Quick Rundown

1st: Obtain WASS/Secure System Access:
   ▪ Coordinator – requires owner approval
   ▪ User
   ▪ Organization vs. Individual
   ▪ HUD assigns a WASS User ID

2nd: WASS/EIV Coordinator: Complete Coordinator Access Authorization Form and fax to Multifamily Help Desk at 202.401.7984 or email to mf_eiv@hud.gov
   ▪ **Note:** In order to be an EIV Coordinator you must also be a WASS Coordinator for your organization. HUD only allows 2 coordinator positions for each organization.

3rd: Users: Complete User Access Authorization Form and submit to your company’s WASS/EIV Coordinator

4th: WASS/EIV Coordinator: Establish role for self: HSC; and for Users: HSU

5th: WASS/EIV Coordinator: Assign contracts
   ▪ **Note:** HUD updates its Secure Systems Database every other Thursday. Therefore, it could take up to two weeks before contracts assigned show in the EIV system for a particular user – be patient.

Other Matters of Interest:

- HUD distributes updates and changes to the EIV system through its RHIIP Listserv; to sign up for this listserv and other HUD mailing lists, go to: www.hud.gov/subscribe/mailinglist.cfm.
- Read the [Enterprise Income Verification (EIV 9.9a) System Multifamily Housing Programs Security Administration Manual (October 2016)](https://www.hud.gov/program_offices/housing/mfh/rhiip/eiv/eivapps) and Instructions for Applying for EIV Access for further detailed instructions. Also visit the EIV website for updates: https://www.hud.gov/program_offices/housing/mfh/rhiip/eiv/eivapps
- User certifications must be performed by the EIV Coordinator twice a year.
- Data in HUD’s EIV System is highly sensitive and confidential. HUD will require property owners and agents to maintain strict security measures to ensure the integrity of the data.
- Contact HUD’s Multifamily Helpdesk at 1.800.767.7588 for additional assistance, or you can contact Jeffery K. Wirrick, National Housing Compliance, PBCA Coordinator at 770.939.3939 Ext. 2012 or jeffery.wirrick@NHCinc.org.