



National Housing Compliance

HUD's EIV SYSTEM: A Quick Rundown

- 1st: Obtain WASS/Secure System Access:
https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp
 - 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/maillinglist.cfm.

- ❖ Read the [Enterprise Income Verification \(EIV 9.9a\) System Multifamily Housing Programs Security Administration Manual \(October 2016\)](#) 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. Werrick, National Housing Compliance, PBCA Coordinator at 770.939.3939 Ext. 2012 or jeffery.werrick@NHCinc.org.