

# APPS & REAC News & Notes

## Special iMAX Issue

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TRAINING ▪ RESOURCES ▪ GUIDANCE

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### iMAX Transition Deadline

The deadline for properties to be ready to utilize iMAX is a few short weeks away. Are you ready?

Every property will need to have at least one **Coordinator** who is registered in the HUD Secure System. This can be an owner or a management agent staff. Any additional employees who will be transmitting files in iMAX will need to be registered as a **User** in the HUD Secure System.

The multi-step Coordinator registration and activation process has been problematic for some, but is well worth the effort. Coordinators in the HUD Secure System receive notifications of REAC Inspection Reports as well as financial filing Flags. Both Users and Coordinators can be activated to have access to viewing and printing out REAC Inspection and EH&S reports. Being prepared for the iMAX transition, can have many benefits, if registration and activation are processed correctly.

Registration, obtaining of M ID numbers, and activation of roles and rights to systems can take up to 3 weeks. Do not delay in preparing for this required transition.

See our **Helpful Links** section below for access to TRACSMail announcements as well as the iMAX Users Guide.

### Important Dates to Remember

**February 28, 2009**  
is the deadline to switch from TRACSMail to iMAX. All vouchers must be submitted though iMAX after this date or they will not be received or processed by HUD.

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### Reminders

#### REMEMBER:

EIV will be mandatory later this year. Start now to be prepared for use and documentation requirements.

Obtaining your M ID is required before you can apply for EIV Access.

## M - ID Number Tip of the Week

### Did you know?

You may **not** share M ID numbers or passwords in the HUD Secure System. Failure to follow HUD's guidelines on this rule can result in permanent termination of access to the HUD Secure System for the User or Coordinator.

If you need to work in any of the systems contained under the HUD Secure System umbrella - APPS, PASS, EIV, iMAX and others, you need your own M ID number. M ID's are **mailed** to Owners. They will not be provided over the phone.

Begin the application process today!

## HUD Secure System Tip of the Week

### Did you know?

M ID numbers and Activation Key Code letters are mailed by HUD to the address your Business Partner registered in APPS.

When requesting access to new entities, be sure to check the accuracy of the address before hitting "confirm" - **if it is wrong, do not proceed.**

Activation Key Code letters are sent in plain white window envelopes, which do **not** have your name on them. Instead, envelopes simply read "Attention: CEO" Some say they look like "junk mail" when they arrive. Be sure to notify your mail room so they are not tossed aside.

While waylaid Key Code letters are a source of continued frustration for Users, you need to do your part in avoiding common problems.

## Training Special - HUD Secure System

Murphy Consulting can walk you through the steps and the common roadblocks to gaining access to the HUD Secure System. Initial set up, iMAX access, gaining EIV rights, APPS updating and 2530 submissions are our specialties.

Save time, money and frustration. Contact [Murphy Consulting](#) today.

## About Us

Murphy Consulting Services provides Training, Resources and Guidance to affordable housing professionals in the areas of HUD Previous Participation Reporting, 2530 Submissions, HUD Secure System set-up (WASS, APPS, EIV, TRACS & iMAX), navigating APPS & PASS, and REAC Inspections and Appeals.

For more information, [Visit our web site today](#) at [www.MurphyConsultingSvs.com](http://www.MurphyConsultingSvs.com)

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## Helpful Links

See the [TRACSMail Announcements](#) page for information and notices.

The [iMAX Users Guide](#) is available on HUD's web site.

[Join Our Mailing List!](#)

## Resource Highlight

Valuable resources, at a reasonable price, conveniently compiled on CD-Rom, are just one way Murphy Consulting helps businesses succeed.

[February Resource Highlight](#)

**Gaining Access & Rights to EIV©**

[Check it out!](#)

## Feedback Forum

Tell us what you want to see in future issues.

Or simply share what you find most useful.

[Click here](#) to e-mail your feedback today.

We look forward to hearing from you.