

Getting Started with EIV

HUD Multifamily Enterprise Income Verification (EIV) Access Workflow for Coordinators and Users

Start Here - Requirements for Either Path

1	Determine the access type. Decide whether the staff member needs to be an EIV Coordinator or an EIV User . Coordinators administer access for Users; Users receive access through an approved Coordinator.
2	Obtain or confirm the individual's HUD Secure Systems/WASS ID. Each person must use their own individual credentials. User IDs and passwords should never be shared.
3	Complete EIV security requirements. Review applicable EIV security policies, Rules of Behavior, and required security-awareness requirements before access is granted.

Coordinator Path

4	Complete the Coordinator Access Authorization Form (CAAF). Use HUD-90011 and identify the appropriate organization, contracts, and/or properties for which coordinator access is required.
5	Obtain required authorization. Secure the appropriate owner or authorizing official approval and maintain the supporting authorization documentation.
6	Submit the Coordinator request to HUD. Follow HUD's current Multifamily EIV application instructions for submitting the completed CAAF.
7	HUD reviews the request. After approval and certification of the appropriate contracts/properties, the Coordinator can administer EIV access for authorized Users.

User Path

8	Complete the User Access Authorization Form (UAAF). Use HUD-90012 and complete the required user authorization and Rules of Behavior requirements.
9	Submit the UAAF to the approved EIV Coordinator. The User application is handled through the organization's Coordinator rather than being submitted directly to HUD.

10	Coordinator reviews and assigns access. Verify the individual's identity/WASS ID, confirm the business need, approve the request, and assign only the roles, contracts, and properties necessary for the employee's job.
11	User logs into EIV and verifies access. Confirm that the User can access the required EIV functions and only the authorized properties/contracts.

Ongoing Access Management

12	Maintain and recertify access. Track required EIV access recertifications, remove access promptly when duties change or employment ends, and keep Secure Systems credentials active in accordance with HUD requirements.
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EIV SECURITY REMINDER

EIV contains sensitive resident information. Never share IDs or passwords. Grant only the minimum access necessary for the person's job, safeguard printed and electronic EIV reports, and retain required access authorization records for compliance review.

Quick Visual Flow

START → Determine Coordinator or User → Confirm WASS/Secure Systems ID → Complete security requirements
→ **Coordinator:** CAAF → Authorization → HUD review/approval → Administer User access

User: UAAF → Submit to Coordinator → Coordinator approves/assigns rights → User verifies access → Maintain and recertify access

Important: HUD forms, submission methods, and access requirements can change. Before processing a new request, verify the current instructions on HUD's Multifamily EIV application page and use the current versions of HUD-90011 and HUD-90012.

Prepared as a staff training workflow for HUD Multifamily EIV access.