

TABLE OF CONTENTS

CHAPTER 1 - INTRODUCTION.....	1-1
System Overview.....	1-1
Purpose.....	1-1
New Business Features	1-1
Organization of Guide	1-2
Terms and Abbreviations.....	1-3
If You Need Help	1-3
Contact Us by E-mail	1-4
Attach a File to a TAC Email.....	1-6
Contact Us by Phone	1-7
Contact Us by Standard US Mail.....	1-7
 CHAPTER 2 – SYSTEM SECURITY	2-1
Part 1 - Register for a User ID	2-2
The Application Process.....	2-3
Register as a Coordinator.....	2-4
After Registering as a Coordinator.....	2-13
Register as a User (Non-Coordinator).....	2-14
After Registering as a User.....	2-22
Part 2 – Password Maintenance	2-23
Password Expiration	2-23
Change Your Password	2-24
Part 3 - System Administration for the Coordinator	2-25
Establish MASS Coordinator Rights for Your user ID.....	2-26
Secure Systems Page.....	2-26
Establish MASS Coordinator Rights for Your user ID.....	2-27
Maintain User IDs for MASS	2-33
Retrieve user IDs	2-34
Assign a Role and a PHA to a user ID.....	2-37
Unassign a PHA and MASS Role from a user ID	2-42
Terminate or Activate a User ID.....	2-46
 CHAPTER 3 – ACCESS MASS	3-1
Access Mass.....	3-1
The PHA Inbox Page.....	3-5
Submission Status and Type.....	3-6
Skip Navigation Links.....	3-7
Exit The System	3-8

CHAPTER 4 – MASS SUBMISSIONS	4-1
Open an Existing MASS Submission	4-1
Create a New MASS Submission.....	4-3
The Set Up PHA Information Page.....	4-3
 CHAPTER 5 – MASS SUB-INDICATOR PAGES	 5-1
Navigate Between Submission Pages	5-2
Tabs	5-2
Links.....	5-3
The Next Sub-Indicator Button.....	5-3
Navigate Between Submission Pages	5-4
The Composition of a Sub-Indicator	5-6
Fields in Sub-Indicator Pages	5-7
Standard Numeric.....	5-7
Dollar Figure.....	5-8
Date.....	5-8
Yes/No Response.....	5-9
Automatic Calculations.....	5-9
Save Your Work In Mass.....	5-10
Error Messages When Saving	5-11
The Reset Button.....	5-12
 CHAPTER 6 – COMPLETE A SUBMISSION	 6-1
The Adjustment Page.....	6-2
Project Number	6-2
Add a Project for Adjustment	6-3
Other Adjustment Page Changes.....	6-5
The Comment Page	6-6
Remove Saved Comments.....	6-7
The Submit Page	6-8
Submit Page Appearance.....	6-9
Validate A Submission.....	6-10
Send A Submission to HUD/REAC.....	6-15
 CHAPTER 7 – RESUBMISSION	 7-1
Submission Status	7-1
View Reviewer Recommendations	7-2
Resubmit.....	7-5
 APPENDIX A – BROWSER BOOKMARKS	 A-1
 APPENDIX B –MASS SCORES	 B-1
 APPENDIX C – ACCESS MASS SCORES IN NASS	 C-1