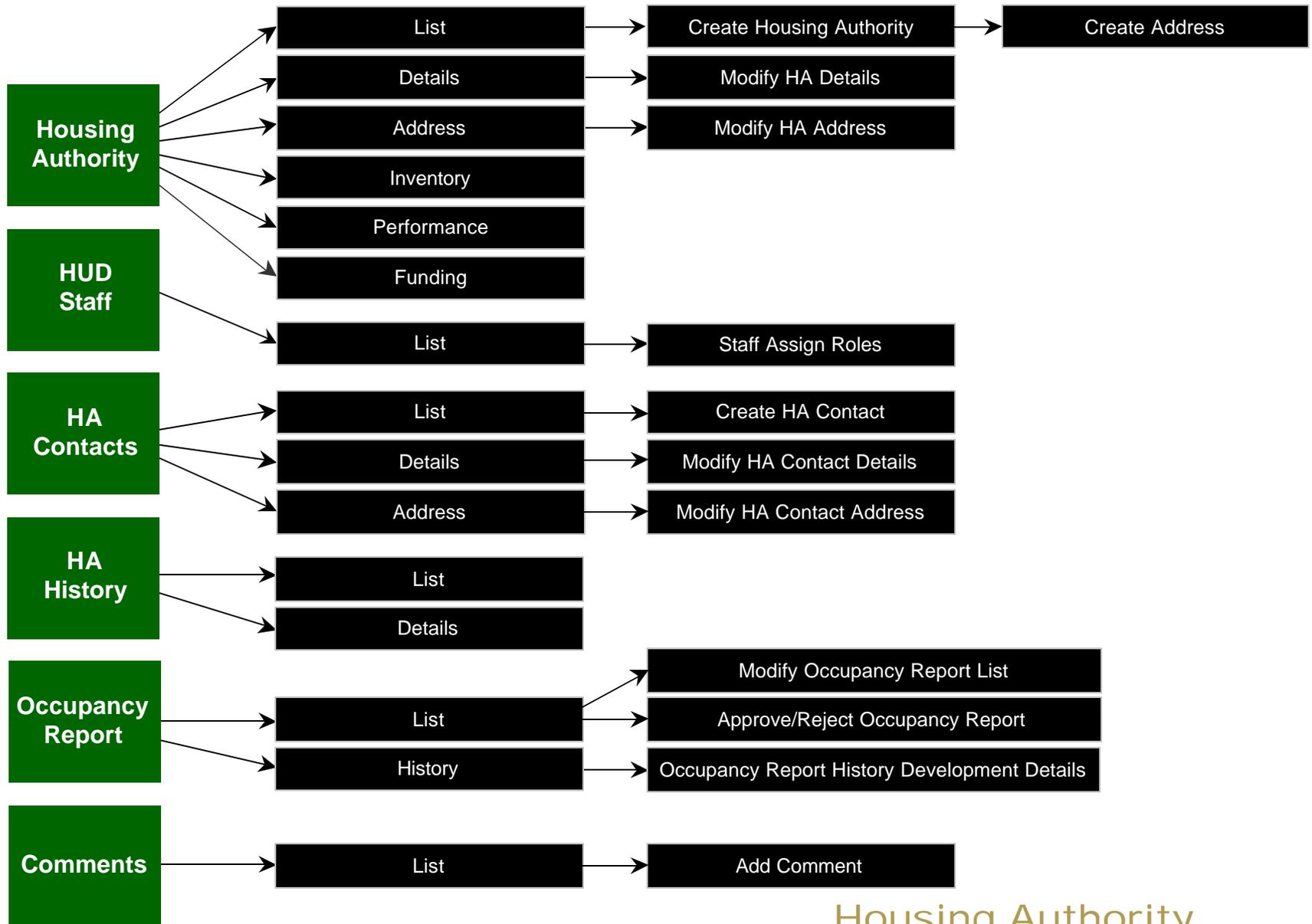


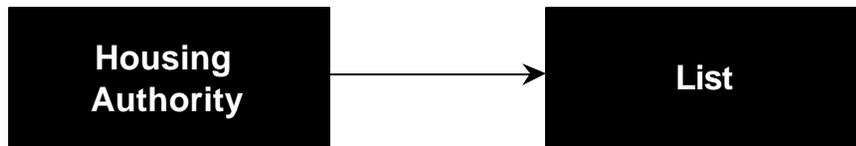
Office of Public and Indian Housing PIH Information Center



Housing Authority



Housing Authority: Search for HA



1. Select *Select View* from the dropdown menu.
2. Review/Enter Housing Authority Search Filters information.
3. Review the HA List table.
 - To view details, click on the specific **HA Code** link to access the **HA Details** page. The **HA Details** page will appear.



HUD Staff: Review Staff



1. Select *Select View* from the dropdown menu.
2. Select *HQ Office*, *Hub*, *Field Office*, and *Housing Authority* from the dropdown menus (if applicable).
3. Review the Staff List table.

Note: Results will vary based on security access rights.



HA Contacts: Review HA Contacts

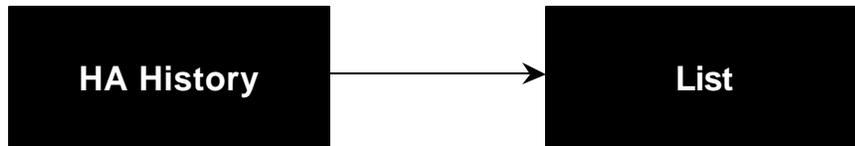


1. Select *Select View* from the dropdown menu.
2. Select *HQ Office*, *Hub*, *Field Office*, and *Housing Authority* from the dropdown menus (if applicable).
3. Select *Contact Status* from the dropdown menu.
4. Review the Contacts List table.
 - To view details, click on a specific **Contact** link to access the **HA Contact Details** page. The **HA Contact Details** page will appear.

Note: Results will vary based on security access rights.



HA History: Review HA History



1. Select *Select View* from the dropdown menu.
2. Review/Enter the HA Historical Archive information.
3. Review the HA History List table.
 - To view details, click on the specific **Archive Date** link to access the **HA History Details** page. The **HA History Details** page will appear.



Occupancy Report: Create Report



1. Select *Select View* from the dropdown menu.
2. Select *Occupancy Report Type* from the dropdown menu.
3. Enter *Report Period End Date* in the text box.
4. Click on the **Create Report** button.
5. View the report.



Comments: Review/Add Comments



1. Select *Select View* from the dropdown menu.
2. Select *HQ Office, Hub, Field Office, and Housing Authority* from the dropdown menus (if applicable).
3. Select *Sort by Comment Type* from the dropdown menu.
4. Review the comments listed.
 - To add comments, click on the **Add Comment** link. The **Add Comment** page will appear.

Note: Results will vary based on security access rights.