

## How to Recertify in EIV

My screen may look a bit different than yours because I have different access (Coordinator) but you can still follow these steps:

- Log into EIV
- On the left side menu, go to “Authorization Form”



The image shows the top portion of the CAAF interface. At the top, there is a 'Request Selection' dropdown menu currently set to 'Pending' and a 'Change View' button. Below this is a header for the 'Coordinator Access Authorization Form (CAAF)'. A message states: 'There are no CAAF requests in the queue for this selection. Please click the 'Create New Request' below to submit a New CAAF request or change the selected 'Pending' option to view All, Approved, Denied, or On Hold CAAF requests.' A yellow button labeled 'Create New Request' is visible below the message. A 'Note' section follows, providing instructions on how to edit, delete, or handle requests.

- You will then “create new request” and enter data in the highlighted fields below. Then select the acknowledgment and then “submit request”

Coordinator Access Request >> Coordinator Access Authorization Form (CAAF)

The image shows the main form for creating a CAAF request. The form is titled 'Enterprise Income Verification (EIV) System Coordinator Access Authorization Form'. It contains several fields: Date of Request (04/25/2022), User ID (MBKR04), User Role (HSC), User Name (MARILYN L CUBIAS), Phone Number (highlighted in yellow), Fax Number (highlighted in yellow), Email Address (Marilyn.Cubias@sandalwoodmgmt.com), Type of Action Request (Select one... dropdown), Contract / Project Number (Select dropdown), Position Title (highlighted in yellow), and Type of Work (highlighted in yellow). Under Coordinator Affiliation, the 'Management Agent' radio button is selected. At the bottom, there are two checkboxes: 'Acknowledgement' (checked) and 'Certification of Owner Letter(s) of Approval' (unchecked). The 'Submit Request' button is highlighted in yellow.

For Type of work- enter “Tenant Recertifications”

For Affiliation- enter “Management Agent”

Then send me an e-mail that you have completed these steps.

When I go in and approve your request, I will send you an e-mail and then go back to “Authorization form” and from the drop down, select “approved” and “change view”

Coordinator Access Request >> Current Requests

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Request Selection : Approved ▼ [Change View](#)

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**Coordinator Access Authorization Form (CAAF)**

There are no CAAF requests in the queue for this selection. Please click the 'Create New Request' below to submit a New CAAF request or change the selected 'Pending' option to view All, Approved, Denied, or On Hold CAAF requests.

[Create New Request](#)

**Note:**

- To edit the access request click on the Edit button
- To delete the access request click on the 'Delete' button next to the request.
- Once the approver acts on the request, the request cannot be modified or deleted.

Will look like this- Select (most recent) “view CAAF”

Coordinator Access Request >> Current Requests

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Request Selection : Approved ▼ [Change View](#)

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1 - 5 of 5 Requests

Previous Coordinator Access Authorization Requests (CAAF)								
Date Requested	User ID	User Name	User Role	No of Contract/ Project (s)	Type of Request	MF Helpdesk Action Status	Date of Action	Available User Actions
02/03/2022	MBKR04	MARILYN L CUBIAS	HSC	17	Re-Certification	Approved	02/04/2022	<a href="#">View CAAF</a>
03/29/2021	MBKR04	MARILYN L CUBIAS	HSC	1	Certification	Approved	03/31/2021	<a href="#">View CAAF</a>
01/11/2021	MBKR04	MARILYN L CUBIAS	HSC	16	Re-Certification	Approved	01/14/2021	<a href="#">View CAAF</a>
11/13/2020	MBKR04	MARILYN L CUBIAS	HSC	1	Certification	Approved	11/17/2020	<a href="#">View CAAF</a>
11/01/2019	MBKR04	MARILYN L CUBIAS	HSC	14	Certification	Approved	11/04/2019	<a href="#">View CAAF</a>

[Create New Request](#)

1 - 5 of 5 Requests

**Note:**

- To edit the access request click on the Edit button
- To delete the access request click on the 'Delete' button next to the request.
- Once the approver acts on the request, the request cannot be modified or deleted.

Print this and send to me:

(will look slightly different)

EIV - MF - View CAAF. - Google Chrome

hudapps.hud.gov/eiv/common/ViewCAAFAccessRequest\_OH.jsp?XVAcXActrRGjfG=549845&select=A

Print

Enterprise Income Verification (EIV) System Coordinator Access Authorization Form	
Date of Request:	02/03/2022
User ID:	MBKR04
User Role:	HSC
User Name:	MARILYN L CUBIAS
Phone Number:	5123783361
Fax Number:	512-637-9568
Email Address:	Marilyn.Cubias@sandalwoodmgt.com
Contract / Project Numbers :	CO99M000062, CO99RM00010, CT268023014, CT26M000249, HI10L000005, RQ46R000027, 017111177, 017111178, 01732022, 01732024, 01732028, 01732029, 01735146, 10135164, 14035070, 14035101, 14035116
Position Title:	Compliance Director
Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System:	Conduct Recertifications
Coordinator Affiliation:	Contract Administrator
Type Of Action Requested:	Re-Certification
Approver Action:	Approved
Approver Action Date:	02/04/2022
Approver User ID:	C70309
Approver User Name:	JAVARRIUS Q COLEY

**Acknowledgement:**  
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access.  
I understand and agree to follow all HUD standards, policies, and procedures.

**Certification of Owner Letter(s) of Approval:**  
I understand and agree to follow all HUD standards, policies, and procedures and certify that, in the case of initial certification, I possess approval from the authorized official of the owner entity (e.g., General Partner, Board President, etc.) or authorized CA official to obtain access to sensitive data contained in the EIV system for the contract(s)/property(ies) listed on this on-line CAAF. In the case of re-certification of a contract(s)/property(ies) listed on this CAAF, I maintain the appropriate approval as described above to access the data contained in EIV.