

Capital Needs Assessment (CNA) Electronic Tool

The [CNA e-Tool](#) automates the process for the preparation, submission, and review of a CNA. Click this link for the [User Access Guide](#).

PHA Users doing Rental Assistance Demonstration (RAD) Transactions will access the CNA e-Tool through Secure Systems with their M-ID Credential.

Step 1: Get M-ID Credential

The very first thing a PHA User should do is get an M-ID credential through Secure Systems. If you are unsure how to apply for an M-ID then please watch the following: [How to get your M-ID Tutorial](#).

If you are unsure of what your PHA Organization ID is then go to the following URL: [Locate your PHA ID](#).

Step 2: PHA Coordinator to provision user's M-ID Credential

All PHAs have a designated PHA coordinator. PHA Coordinators are responsible for granting their employees access to the CNA e-Tool through Secure Systems User Maintenance and providing them with their roles and completing PHA Assignment Maintenance. For more information please watch the following: [PHA Coordinator Responsibilities in Secure Systems Tutorial](#).

Step 3: Login to Secure Systems

This is the [URL](#) you use to login to Secure Systems: It will require M-ID (User Name) and current password. After logging into Secure Systems select the CNA e-Tool.

The image shows the 'User Login' page of the Secure Systems Single Sign On interface. It features a blue header with the 'Secure Systems Single Sign On' logo on the left and navigation links ('log | help | search | home') on the right. The main content area has a white background with a 'User ID' text box, a 'Password' text box, and 'Login' and 'Cancel' buttons at the bottom.

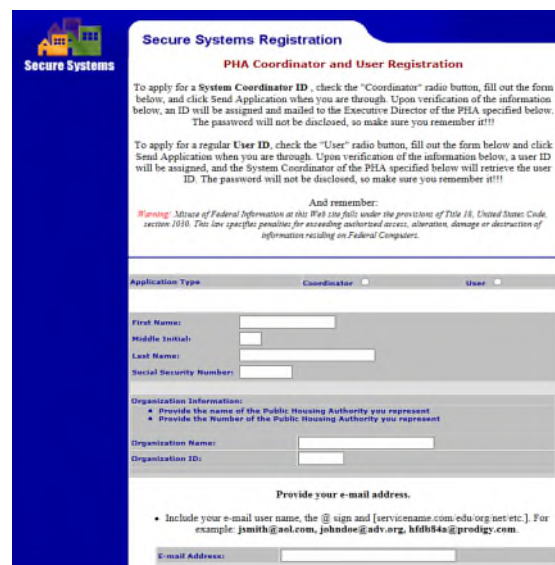
PHA Help Desk Access Support: [Link to REAC-TAC Help Desk](#)

When requiring assistance first contact your PHA Coordinator. If that does not work: Help desk support for all PHA users who have issues with Secure Systems are provided by Real Estate Assessment Center (REAC)-Technical Assistance Center (TAC). Secure Systems requires user login at minimum once every 90 days to ensure your account is not locked due to inactivity. The help desk can be reached by phone at 1-888-245-4860 and is open Monday through Friday, 7:00am - 8:30pm EST. All Secure Systems Users must [change their Secure Systems password](#) frequently.

Access for new PHA Coordinators/Users

CNA e-Tool is hosted on the Secure Systems Platform and as of Release 3.0 all users will require a credential. Public Housing Authority (PHA) Users (employees, consultants, and coordinators) must first have a Multifamily Participant ID (M-ID Credential) issued from Secure Systems to access the CNA e-Tool and submit CNA's to HUD for review. Note Independent Users are not authorized to use CNA e-Tool Release 3.0.

[PHA Sign Up to be a CNA e-Tool User or Coordinator](#)

The image shows the 'Secure Systems Registration' form for PHA Coordinator and User Registration. It has a blue header with the 'Secure Systems' logo. The form contains instructions for both System Coordinator ID and regular User ID registration. It includes fields for 'Application Type' (Coordinator or User), 'First Name', 'Middle Initial', 'Last Name', 'Social Security Number', 'Organization Name', and 'Organization ID'. There is also a section for 'Provide your e-mail address' with a note to include the user name and domain. The form is titled 'Secure Systems Registration' and 'PHA Coordinator and User Registration'.

PHA Coordinators must select the "Coordinator" button, and the PHA employee or consultant must select the "User" button. The PHA applicant applying for their M-ID credential will need to provide all of the requested information required as part of the Secure Systems Registration Process. Once the PHA user receives their M-ID from their coordinator, they can access the CNA e-Tool screen by signing on Secure Systems login screen and will be required to enter their User M-ID and current password.