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PH PROGRAM NEWS

FMD Issues Reminders Regarding OpFund Web Portal Access

Today on the Financial Management Division (FMD) email list, HUD's Office of Public and Indian Housing ([PIH](#)) reminded PHAs to ensure their executive directors possess the OPD – PHA Executive Director user role in the Operating Fund (OpFund) Web Portal, as this role is necessary to certify and submit forms SF-424, HUD-50071, and SF-LLL (if required). Executive directors are the only ones who may certify and submit these forms. Today's email also made the following announcements:

- WASS Coordinators should follow the [PHA User Guide to Assigning WASS Roles](#) to assign user roles. WASS coordinators must assign the user a user role and then assign the user their PHA, and must complete both assignments to correctly provide the user with access. The email also requests that WASS coordinators only assign one role to any user and to only assign the OPD – PHA Executive Director role to the PHA's executive director.
- As for OpFund Portal users, the PHA's executive director and staff can review their assigned user role by logging into the web portal through secure systems, creating a user profile if it the first time using the web portal, and clicking the "User Profile Guide" button in the upper right corner of the webpage. Users can then click the "Roles Assigned" button in the upper right corner to open a pop-up window listing the assigned user role. The bottom section of the pop-up window lists the PHA name and the assigned user role, so if the PHA's name or role description is incorrect, the PHA should contact its WASS coordinator to make corrections.

Further information regarding web portal access, including links to the [WASS role assignment](#) and [user profile](#) user guides, can be found on the [Operating Fund Web Portal](#) webpage. To join the FMD email list, click [here](#).



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