



## PIH-REAC WASS ONLINE SYSTEMS REQUEST INSTRUCTIONS

**ATTENTION: DO NOT REPLY TO THIS E-MAIL!**  
**Submit your request in separate e-mail to: [reac\\_tac@hud.gov](mailto:reac_tac@hud.gov)**

### INSTRUCTIONS #06

#### ID RE-ACTIVATIONS

ID activations must be requested in writing by the original owner of the entity (i.e. the tax ID which the coordinator/user used to obtain his/her UserID). Submit an *official letter* as an attachment in an email to:

**[reac\\_tac@hud.gov](mailto:reac_tac@hud.gov)**

**This also applies to IDs that have been terminated for more than 1 year.**

Your letter must contain the following:

- **SPECIFIC DESCRIPTION OF REQUEST, AS FOLLOWS:**
  - Reactivate Coordinator ID/User ID from “terminated” status to “active” status
  
- **FOR MULTIFAMILY**
  - Owner’s **letterhead or if the request is from Management company it should match the name of the Management agent** as listed in iREMS
  - Owner’s Tax ID#
  - Coordinator or User ID
  - Name on the ID
  - Mother’s maiden name and Last 4 of SSN
  - FHA number or contract number or project number
  - **Signature and title** of the Owner, President, CEO, or Board member
  - **Digital signature not accepted**
  
- **FOR PHA**
  - PHA’s **letterhead**
  - Name of the PHA
  - PHA code
  - Coordinator or User ID
  - Name on the ID
  - Mother’s maiden name and Last 4 of SSN
  - **Signature and title** of the Executive Director of the PHA
  - **Digital signature not accepted**
  
- **CONTACT INFORMATION** (i.e. name, address, phone, email address)

**Note:**

- To validate the identity of the individual making the request, staff with Technical Assistance Center (TAC) may ask for additional information.



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**REMINDER: It is your duty and responsibility to safely and securely transmit Personally Identifiable Information (PII) of organizations and individuals.**  
**Placing Social Security Numbers, Mother's maiden name and Tax ID Numbers in the body of an email is not a secure way to transfer this information.**  
**We suggest submitting your request in a password-protected zip file using encryption software from your email. Use password: TACSecurity1\***