

## PIC and REAC Navigation Procedures

Below are the procedures you should follow to navigate in PIC and other REAC systems. If these procedures are followed correctly you should be able to smoothly navigate between REAC, PIC, EIV, and other systems.

How to login to PIC:

1. Go the REAC Online Systems web page at: <http://www.hud.gov/offices/reac/online/reasyst.cfm>
2. On the Online Systems page, single click on the Login link.
3. On the Secure Systems (also called Online Systems or REAC) login page enter your M ID (Mxxxxx, can be M and another letter and numbers) and password. Single click the Login button.
4. You will be taken to the Legal Warning. After reading this page single click the Continue button.
5. Next you will see your Main Menu page. You are now in Secure Systems. Under the Systems heading there will be a list of all of the systems that your REAC coordinator has given you access to. One of your menu options should be PIH Information Center (PIC). Single click on this option if it is available.
  - If the PIH Information Center (PIC) option is not available please let your REAC coordinator know so they can give you access to this. Contact your PIC Coach at your local field office for additional information.
6. After you have clicked on the PIC menu option you will be taken directly into PIC. (If this is your first time in the system you will need to complete your User Profile.) You may now navigate the PIC system as you normally would. Please read the notes below that will help you get around the system smoothly. Failure to follow some of these notes may cause problems during your PIC session.

Notes about navigating PIC, see screen print on page 3 for example.

- When you are done using the PIC system you should **ALWAYS** log out using the steps below.
  1. Single click the **Logoff** link in the upper left hand corner of the page. On the PIC Main page the **Logoff** link can be found at the bottom of the page.
  2. You will be taken to a page that confirms that are you have logged out of PIC. In order to complete the log out process you will need to click one of the two links on this page—see screen print on page 4. Both links will take you back to your REAC Main Menu so that you can work in other systems or log out of REAC. **Do not close your window at this point or you may have problems logging into both PIC and REAC in the future!!**
  3. Don't forget to log out of REAC as well when you are done in that system (see REAC tips below).
- Although the **WASS Main** link in PIC (found in the upper right hand corner of most pages and at the bottom of the PIC Main page) will take you back to your REAC Main Menu so you can access another system, it is usually best to logoff using the procedures listed above so that you know that your PIC session has ended.
- While in any HUD system, do not double click your mouse unless you are instructed to do so. This can cause your request to be sent twice and sometimes the system will freeze or create double entries.
- While in PIC, **do not click your web browser's Back button to go back to a previous page.** This can cause PIC to freeze and you will be unable to do anymore work during that session.
- If you want to go between different modules in PIC (i.e. you are in Housing Authority and want to go to Form 50058 Viewer) please single click on the **PIC Main** click in the upper left hand corner of the page. From there you can select a new area to go to.
- If you want to go between different sub modules that are in the same module (i.e. you are in the Housing Inventory module in the Housing Authority sub module and want to go to the Development sub module) look for the list of sub modules in this module you have access to on the left side of the page. Single click on the desired sub module to go there.

Notes about navigating in REAC, see screen print on page 2 for example:

- From within most of the REAC systems you should be able to go back to your Main Menu by single clicking a link called "Return to Secure Systems" or something similar to this at the top, bottom, or left hand side of the page. This will eliminate the need to use your Back button at least some of the time (this will keep your session more stable).
- If you wish to logoff from REAC, click the **Logout** link in the upper right hand corner of the Main Menu page.



**Secure Systems**

Welcome WENDALYN  
HOVENDICK

**system  
administration**

- [Business Partners Maintenance](#)
- [EIV Assignments By User](#)
- [EIV Assignments To User](#)
- [Field Office Assignment Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

**systems**

## Main Menu

[help](#) | [search](#) | [home](#) | [logout](#)

### Systems

- [Business Intelligence \(BIMSTR\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Monitoring And Planning System \(MAPS\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Test Site for PIH Information Center - PIC Test \(PICTST\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)

*The REAC Main Menu page with PIC and Logout links highlighted*

[LOGOFF](#)    [HUD HOME](#)    [PIH HOME](#)    [Q & A](#)    [SEARCH / INDEX](#)    [E-MAIL](#)    [WASS MAIN](#)

[Occupancy Report](#)    [Comments](#)    [Reports](#)    [Trans. to New Dev Nos](#)

[Housing Authority](#)    [HUD Staff](#)    **[HA Contacts](#)**    [Temporary Office](#)    [HA History](#)

**List**

Select View:  ▼

HQ Division: **Public and Indian Housing**

HQ Office:  ▼

Hub:  ▼

Field Office:  ▼

Housing Authority:  ▼

**Housing Authority Contact List** [Create Contact](#)

Contact Status:  ▼

Records 1 to 7 of 7

Contact ▲	Role	Phone Number	Email
	Board Member		
	Executive Director		

- [PIC Home](#)
- [WASS Main](#)
- [PIC Main](#)
- [Logoff](#)

- [Housing Authority](#)
- [Development](#)
- [Inventory Removals](#)

*A sample PIC page with WASS Main, PIC Main, and Logout links as well as sub modules highlighted*

**PIC System Logoff**

Thank you for using the PIH Information Center. You have been successfully logged off from the PIC system.

Your WASS Secure Systems session is still active and you will be automatically redirected to the [WASS main menu page](#) in 31 seconds.

To navigate to the WASS main menu now, please click [here](#).

Server Name: HLANNWP003  
Date & Time: 1/13/2009 10:11:30 AM  
Last page Viewed: https://pic.hud.gov/pic/common/picmainnavigation.asp

*PIC log out confirmation page—you need to click on one of the two links circled above to complete the process*