U.S. DEPARTMENT OF THE TREASURY

Homeowner Assistance Fund:

Designating HAF Points of Contact by HAF Account Administrators

May 24, 2023 (Updated April 21, 2026)

Designating HAF Points of Contact by HAF Account Administrators

This section provides brief instructions for HAF Account Administrators on accessing Treasury's Portal to provide officials' names and contact information to be designated as your organization's points of contact for the HAF award. One person may be designated for multiple roles or multiple people may be designated to each of the roles. The following pages offer step-by-step guidance.

Note the screens noted below may be subject to change.

Section A: Instructions

Step 1

All users must be registered via ID.me or Login.gov to access Treasury's Portal. If you have questions about registering in ID.me or Login.gov, please email us at HAF@treasury.gov.

Step 2

Once you are registered in ID.me or Login.gov, click on the link in the email you received requesting the POC designations. If you do not have the email link, please email us via HAF@Treasury.gov and the link will be provided. Otherwise, Treasury's links are as follows:

- Using Login.gov - https://portal.treasury.gov/compliance
- Using ID.me - https://portal.treasury.gov/cares/s/slt

Step 3

The link will take you to Treasury's Portal State, Local, and Tribal Support landing page as shown in Figure 33. Once on that page, click on the Go to Your Reports button at the bottom left of the screen, as indicated by the red box below.

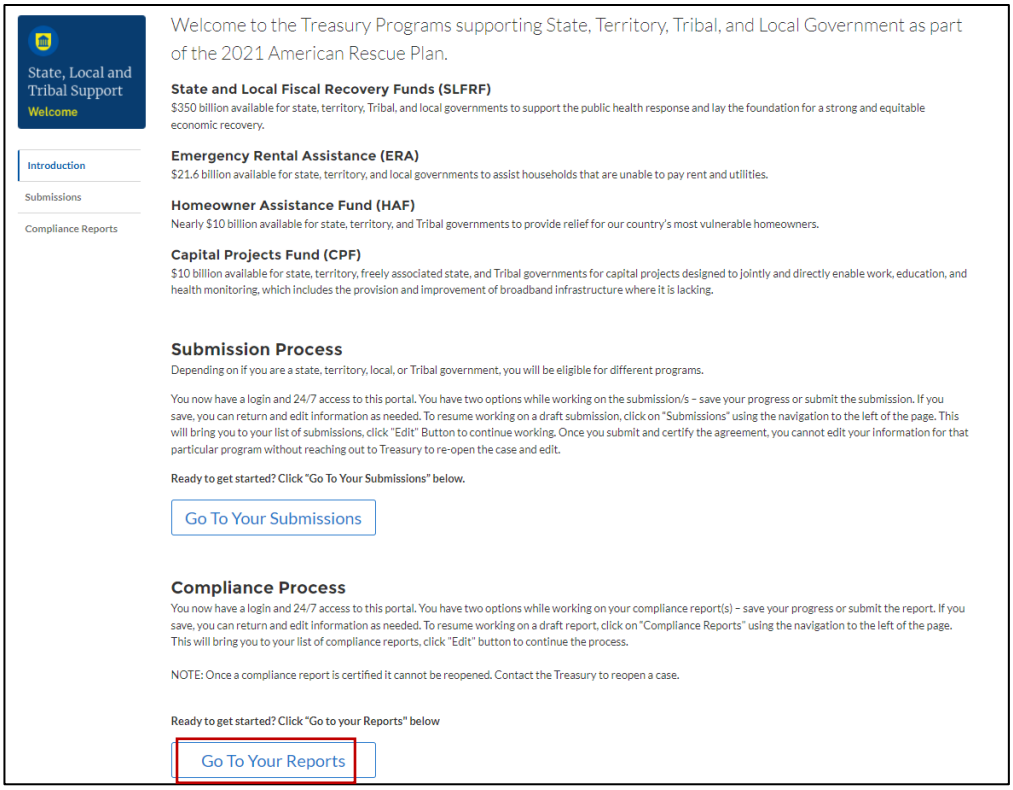


Figure 33 State, Local and Tribal Support Landing Page

Step 4

The Go to Your Report button will take you to the Submissions and Compliance page. Once on that page, click on the three-line navigation icon at the top left of the screen. The red box indicates the icon.

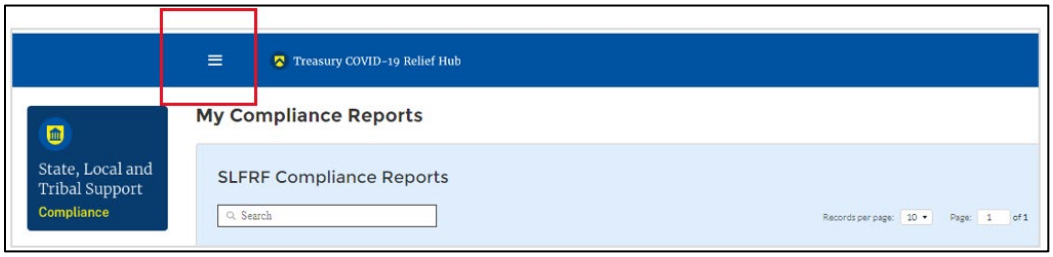


Figure 34 My Compliance Reports

Step 5

After clicking on the three-line navigation icon, a drop-down menu will appear on the top left of the screen, as shown below. Please click on “Account” from the drop-down menu, as indicated by the red box below.

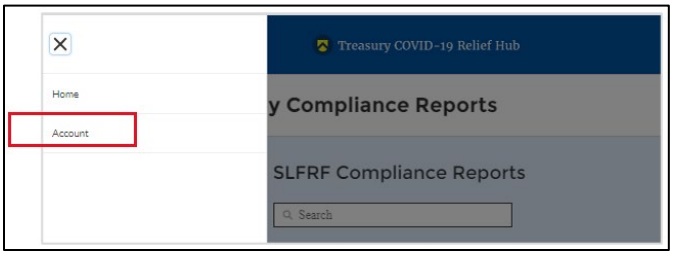


Figure 35 Account

Step 6

Next, you will see the screen below. Under the “Account Name” heading, click on your organization’s name (as shown by the red box).

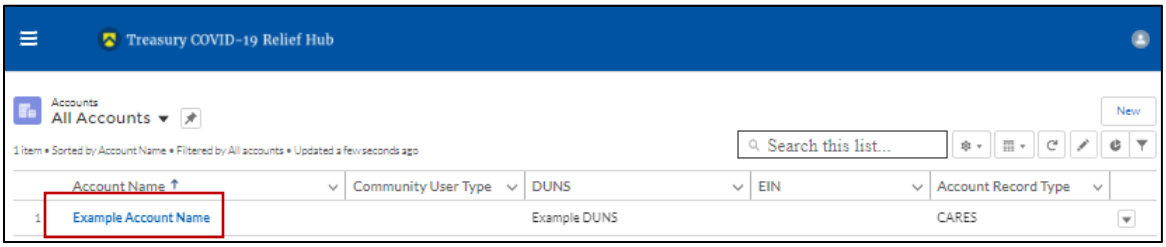


Figure 36 Account Name

Step 7

By clicking your organization's name, Treasury's Portal will open to allow you to provide names and contact information on your organization's designees for the HAF reports, as shown below. The landing page includes basic information about the designations. Please see section B for more details about the roles and responsibilities for each of the roles.

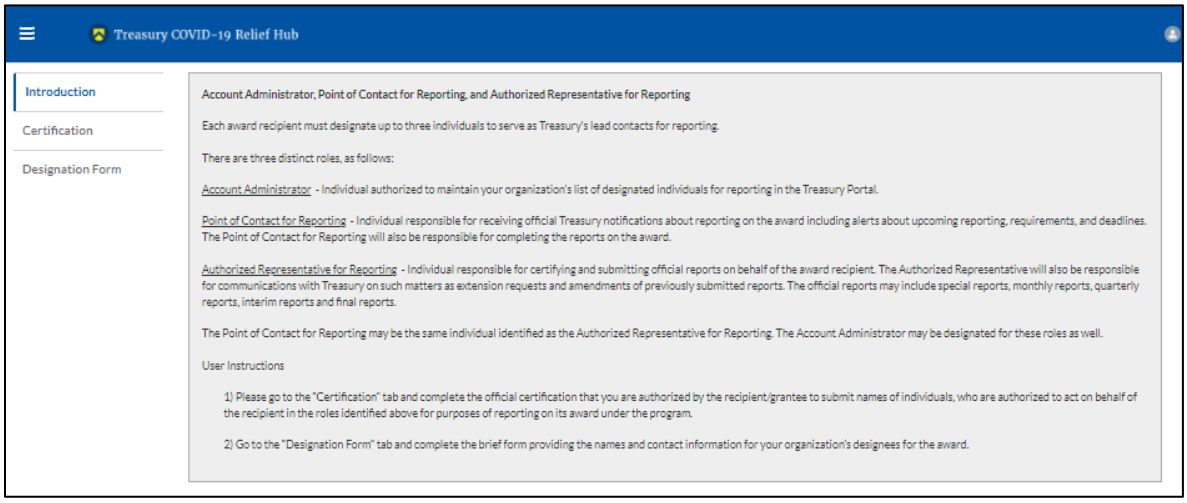


Figure 37 Landing Page

Step 8

When you are ready to designate individuals, click on the Certification button on the left navigation bar, as noted in the red box shown below.



Figure 38 Certification

Step 9

On the "Official Certification of Authorization" screen, enter your name to indicate you are authorized to submit the names of the designated individuals. Once you enter your name, click on the Submit button.

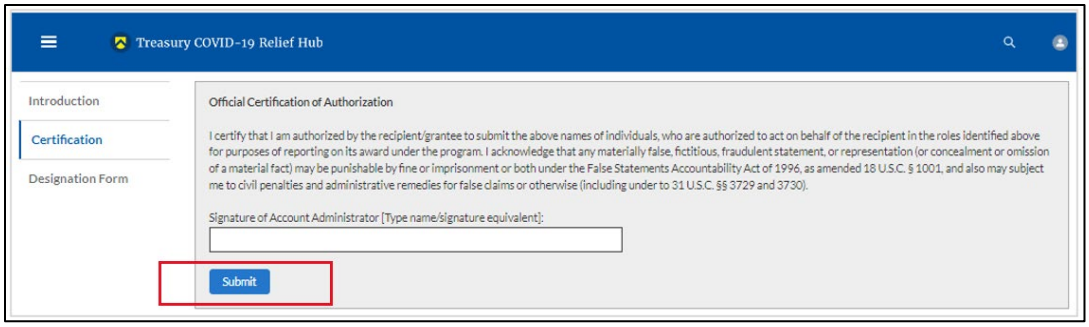


Figure 39 Official Certification of Authorization

Step 10

Next, click on the Designation Form button on the left navigation bar, as noted by the red box shown below.

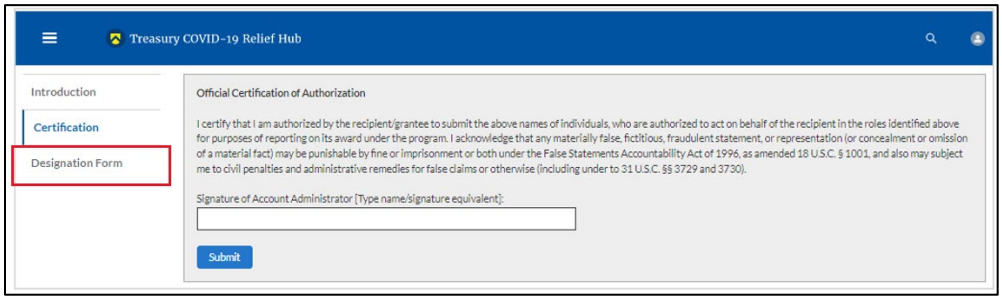


Figure 40 Designation Form

Step 11

The Designation Form button will open the “Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting” screen shown below.

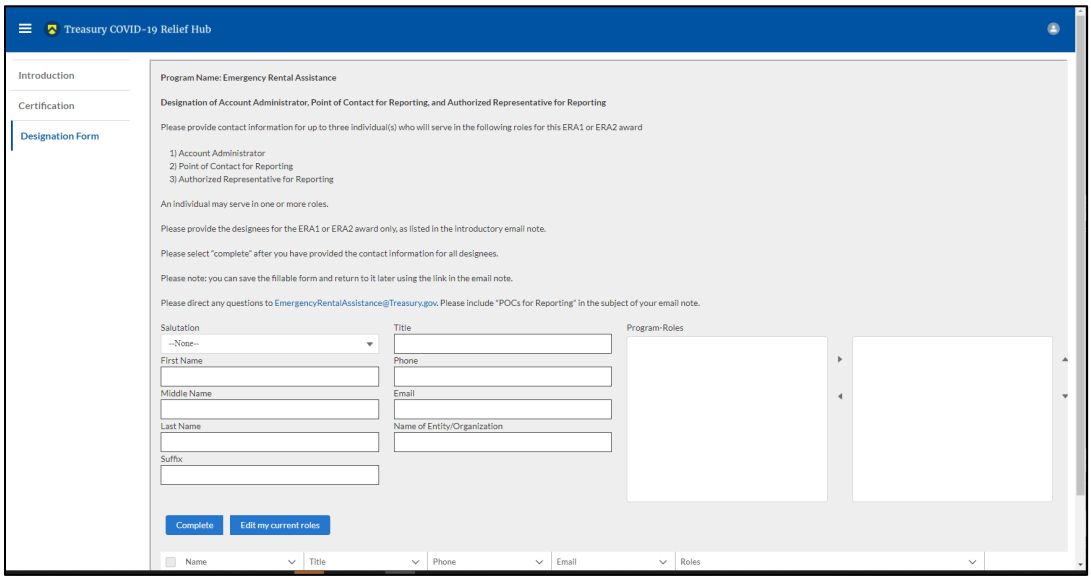


Figure 41 Designation of Account Administrator, Point of Contact of Reporting, and Authorized Representative for Reporting

You can use the Designation Form to enter the names and contact information for each of the applicable designations for each of your HAF allocations.

The roles for the HAF allocations are displayed as follows:

- HAF – Account Administrator
- HAF – Point of Contact for Reporting
- HAF – Authorized Representative for Reporting
- HAF – Communications Only

The Designation Form screen shows nine data fields for entering the required information about the designated individual. These include:

- Salutation (optional)
- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Title
- Phone
- Email
- Name of Entity/Organization (Recipient entity)

Note: The screen will display a list at the bottom of the screen with the names and contact information of individuals (if any) who have previously been designated for any of the applicable roles. This list will be important in maintaining and updating your organization's designees in the future.

Please note: To remove a contact, remove all roles associated with that contact name and they will no longer receive communications or have access to the Portal records related to the HAF award.

a. Designation of the Account Administrator
   - Remember, we have temporarily authorized you as the HAF – Account Administrator. There is no need to re-enter your name and contact information if you plan to continue in that role.
   - If you need to designate someone else as the HAF Account Administrator:
     - Find your name at the bottom of the screen.
     - Hit the blue Edit button located to the right of your name.
     - Enter the name and contact information of the new HAF Account Administrator.
     - Hit the blue Complete button.

b. Designation of Point of Contact for Reporting and Authorized Representative for Reporting

- Enter the next designee's name and contact information.
- After entering the designee's name and required contact information, select the Program Role(s) for which they are being designated.
- Once the role is selected, click on the small arrow to the right of the role, which will move the role to the box on the right.
- Click on the Complete button at the bottom of the screen.
- Follow the same process for each of the remaining designees.
- When you have entered all designations, please press the Complete button.
- As a final step, go to the icon on the upper right of the screen as shown below to exit the system.

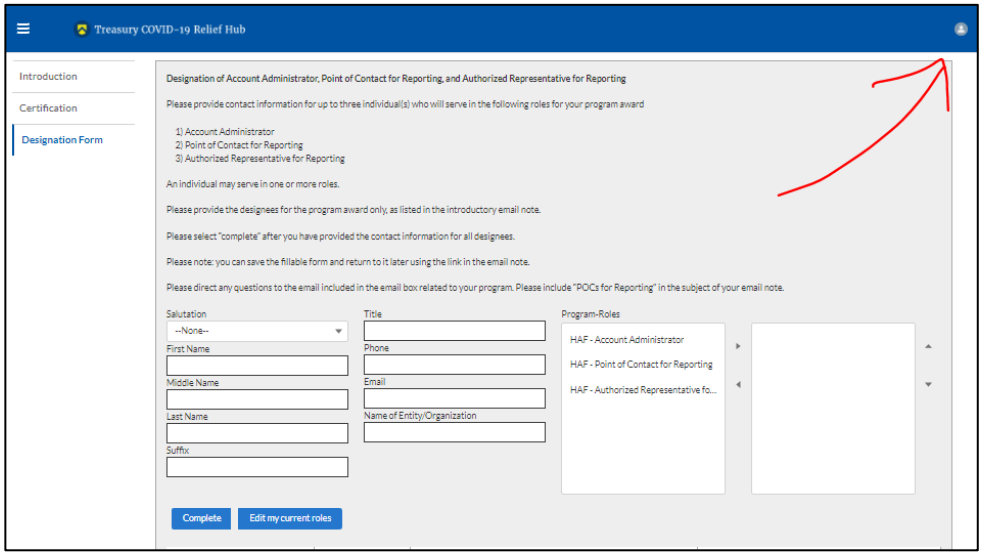


Figure 42 Designation Form

Section B: Questions and Answers

Who is authorized to designate the Account Administrator, the Point of Contact for Reporting, and the Authorized Representative for Reporting for my organization's HAF's award?

Treasury requests that each HAF participant follow its own decision-making procedures in making the role designations for each award. Please be sure to have an active Account Administrator and Authorized Representative registered in Treasury's Portal at all times. (One person can have both roles.)

What is the deadline for making the designation?

Treasury requests that users of Treasury's Portal make the role designations as soon as possible to enable your organization to submit the required reports and remain up to date on communications from Treasury.

What are the responsibilities for each of the designated roles?

Account Administrator for the HAF award maintains the names and contact information of the designated individuals for HAF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal. Finally, the Account Administrator is responsible for making any changes or updates to the user roles as needed over the award period. We recommend that the Account Administrator identify an individual to serve in their place in the event of staff changes. This Account Administrator may also certify and submit official reports on behalf of the HAF participant.

Authorized Representative for Reporting or ARR is the primary individual responsible for certifying and submitting official reports on behalf of the HAF participant. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting or Account Administrator. The Authorized Representative for Reporting is also responsible for communications with Treasury on extension requests and amendments of previously submitted reports. The official reports may include special reports, Quarterly or Annual reports, and final reports.

Point of Contact for Reporting is the primary contact for receiving official Treasury notifications about reporting on the HAF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the HAF reports but does not have the ability to certify and submit official reports on behalf of the HAF participant unless designated to one of the other reporting roles.

Communications Only is an optional designation for contacts the HAF Participant wishes to be included on emails regarding the HAF award, but do not have any permissions to access Treasury's Portal to access the reports for the HAF award. This role cannot be selected along with another role.

May my organization designate one individual for multiple roles?

Yes, an individual may be designated for multiple roles. For example, the individual designated as the Account Administrator can also be designated as the Authorized Representative for Reporting or Point of Contact for Reporting. It is also acceptable for an organization to designate one individual for all of these roles; however, it should also adhere to any applicable personnel checks and balances rules.

May my organization designate more than one individual per role?

Yes, you may designate more than one person per role but are encouraged to limit the number of users assigned to each role.

May my organization change the designations from time to time?

Yes, an organization may make changes and updates to the list of designated individuals whenever needed.

Must each of the designated individuals register for using Treasury's Portal?

Yes, everyone designated for any of the roles must register with ID.me or Login.gov before being given access to Treasury's Portal. Please contact us at the email address below for more information and guidance on registering with ID.me or Login.gov. If you are already registered with ID.me, you do not have to register to Login.gov to access your reports.

How do I remove a former employee from Treasury's Portal?

To remove a contact, remove all roles associated with that contact name and they will no longer receive communications or have access to the Portal records related to the HAF award.

Additional Questions or Additional Assistance?

If you have additional questions about accessing or using Treasury's Portal to provide the designees' names and contact information, please email us at HAF@treasury.gov.


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