



Housing Information Portal (HIP)

User Training
3/28/2023





Walk Through of the Community Portal

1. Home Page
2. API (JSON) Submission
3. Review Previous Submissions
 1. Log Entries
 2. Household
 3. Income & Asset
 4. Voucher
 5. Addendum



Home Page



Account Profile

Search...



BUILDING AND UNITS

Please click here to manage your Building and Unit Inventory



API(JSON) SUBMISSION

Please click here to submit your JSON



REVIEW PREVIOUS HUD-50058 FORMS

Please click here to previous HUD-50058, HUD-50058 MTW and HUD-50058 MTW Expansion forms

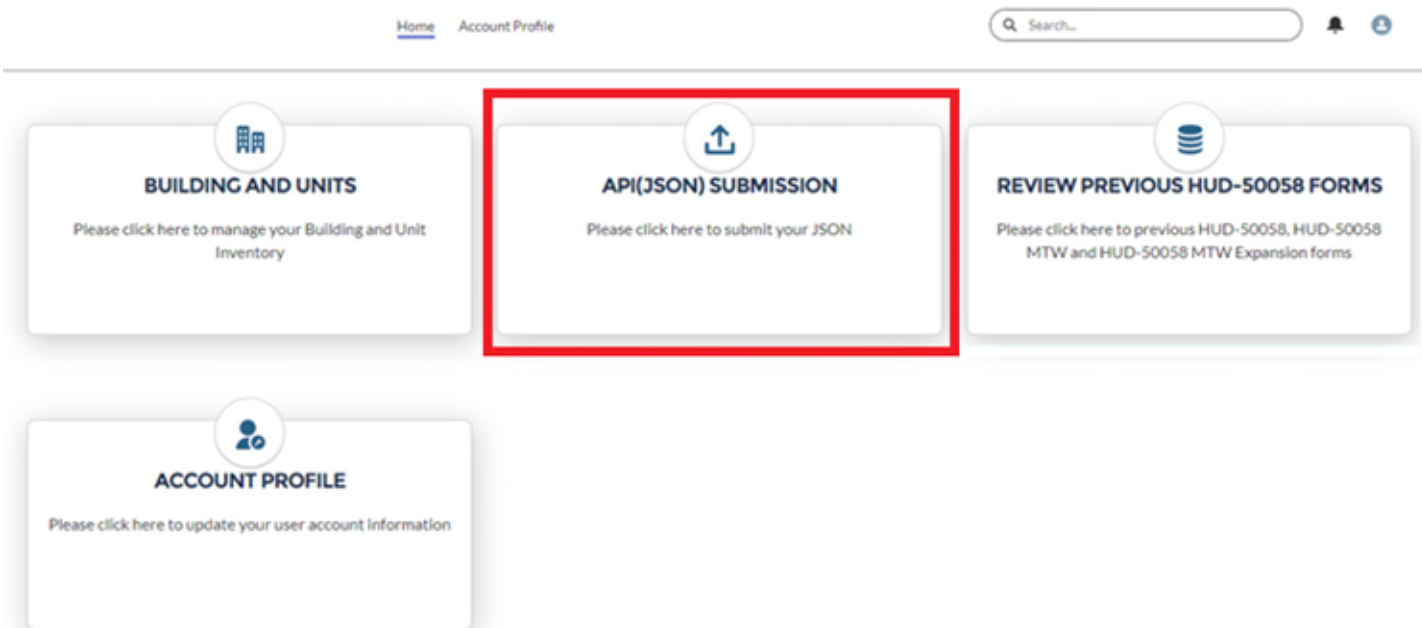


ACCOUNT PROFILE

Please click here to update your user account information

1. Home page of the Community Portal
2. The Home tab at the top enables you to always come back to this page

API(JSON) Submission



1. From the Home page, click on 'API(JSON) Submission' **Note: this method is to be used when vendor software is not available**

API(JSON) Submission

1. Paste your JSON file into the text area and click on the 'Submit' button
2. A pop-up confirmation window will appear with the form number of the submission.

The screenshot shows a web application interface for submitting JSON data. The page title is "Please Enter the 50058 JSON". The interface includes a text area for pasting JSON data and a "Submit JSON" button. A pop-up window titled "50058 JSON Submission Confirmation - Form-0155711" is displayed, containing the following text: "Your JSON submission has been successfully received. The system will notify you once the validation has been completed. Please visit the 'Review Previous Submission' screen on the homepage to follow the progress and details of your submission." The pop-up window has an "OK" button.

```
{
  "header": {
    "submissionType": "MTWEX"
  },
  "agency": {
    "agencyName": "Test Authority",
    "phaCode": "BB123",
    "program": "PR",
    "projectNumber": "",
    "buildingNumber": "",
    "entranceNumber": "",
    "unitNumber": "",
    "realEstateId": ""
  },
  "action": {
    "actionType": "1",
    "effectiveDate": "11302019",
    "isCorrection": "N",
    "correctionReason": "",
    "admissionDate": "11302019",
    "reexaminationDate": "12012019",
    "rentUpdateDate": "",
    "isFsaParticipant": "N",
    "specialProgram": "",
    "specialOther1": "",
    "specialOther2": "",
    "isMtwssParticipant": "N",
    "mtwssAdmissionDate": ""
  }
}
```



Review Previous Submissions

[Home](#) [Account Profile](#)



BUILDING AND UNITS

Please click here to manage your Building and Unit Inventory



API(JSON) SUBMISSION

Please click here to submit your JSON



REVIEW PREVIOUS HUD-50058 FORMS

Please click here to previous HUD-50058, HUD-50058 MTW and HUD-50058 MTW Expansion forms



ACCOUNT PROFILE

Please click here to update your user account information

1. From the Home Page, click on 'Review Previous HUD-50058 Forms'



Review Previous Submissions

1.

Form Submissions
All HUD-50058 MTW Expansion Forms

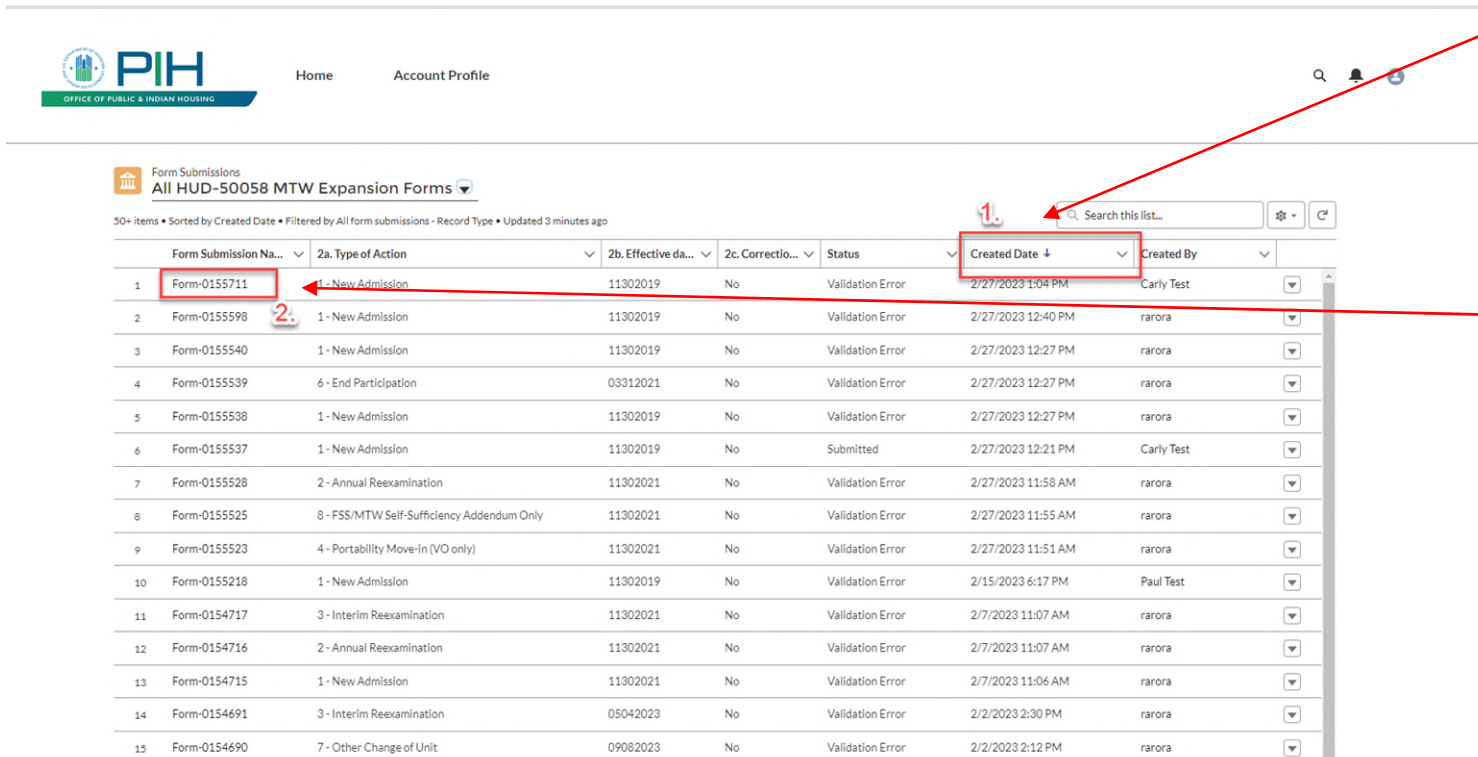
50+ items LIST VIEWS

- All EHVP Forms
- All HUD-50058 Forms
- All HUD-50058 MTW Expansion Forms**
- All HUD-50058 MTW Forms
- All Tribal HUD VASH Forms
- Form Submission - Submitted
- Form Submission - Validation Error
- Recently Viewed

Item	Form ID	Form Name	2c. Correctio...	Status	Created Date	Created By	
1		All HUD-50058 Forms	No	Validation Error	2/27/2023 1:04 PM	Carly Test	
2		All HUD-50058 MTW Expansion Forms	No	Validation Error	2/27/2023 12:40 PM	rarora	
3		All HUD-50058 MTW Forms	No	Validation Error	2/27/2023 12:27 PM	rarora	
4		All Tribal HUD VASH Forms	No	Validation Error	2/27/2023 12:27 PM	rarora	
5		Form Submission - Submitted	No	Validation Error	2/27/2023 12:27 PM	rarora	
6		Form Submission - Validation Error	No	Submitted	2/27/2023 12:21 PM	Carly Test	
7	Form-0155528	2 - Annual Reexamination	11302021	No	Validation Error	2/27/2023 11:58 AM	rarora
8	Form-0155525	8 - FSS/MTW Self-Sufficiency Addendum Only	11302021	No	Validation Error	2/27/2023 11:55 AM	rarora
9	Form-0155523	4 - Portability Move-in (VO only)	11302021	No	Validation Error	2/27/2023 11:51 AM	rarora
10	Form-0155218	1 - New Admission	11302019	No	Validation Error	2/15/2023 6:17 PM	Paul Test
11	Form-0154717	3 - Interim Reexamination	11302021	No	Validation Error	2/7/2023 11:07 AM	rarora
12	Form-0154716	2 - Annual Reexamination	11302021	No	Validation Error	2/7/2023 11:07 AM	rarora

- Users should select from the drop-down which forms they'd like to review.
Example: Select 'All HUD-50058 MTW Expansion Forms' to view all those types of forms

Review Previous Submissions



Home Account Profile

Form Submissions
All HUD-50058 MTW Expansion Forms

50+ items • Sorted by Created Date • Filtered by All form submissions - Record Type • Updated 3 minutes ago

Form Submission Na...	2a. Type of Action	2b. Effective da...	2c. Correctio...	Status	Created Date ↓	Created By
1 Form-0155711	1 - New Admission	11302019	No	Validation Error	2/27/2023 1:04 PM	Carly Test
2 Form-0155598	1 - New Admission	11302019	No	Validation Error	2/27/2023 12:40 PM	rarora
3 Form-0155540	1 - New Admission	11302019	No	Validation Error	2/27/2023 12:27 PM	rarora
4 Form-0155539	6 - End Participation	03312021	No	Validation Error	2/27/2023 12:27 PM	rarora
5 Form-0155538	1 - New Admission	11302019	No	Validation Error	2/27/2023 12:27 PM	rarora
6 Form-0155537	1 - New Admission	11302019	No	Submitted	2/27/2023 12:21 PM	Carly Test
7 Form-0155528	2 - Annual Reexamination	11302021	No	Validation Error	2/27/2023 11:58 AM	rarora
8 Form-0155525	8 - FSS/MTW Self-Sufficiency Addendum Only	11302021	No	Validation Error	2/27/2023 11:55 AM	rarora
9 Form-0155523	4 - Portability Move-in (VO only)	11302021	No	Validation Error	2/27/2023 11:51 AM	rarora
10 Form-0155218	1 - New Admission	11302019	No	Validation Error	2/15/2023 6:17 PM	Paul Test
11 Form-0154717	3 - Interim Reexamination	11302021	No	Validation Error	2/7/2023 11:07 AM	rarora
12 Form-0154716	2 - Annual Reexamination	11302021	No	Validation Error	2/7/2023 11:07 AM	rarora
13 Form-0154715	1 - New Admission	11302021	No	Validation Error	2/7/2023 11:06 AM	rarora
14 Form-0154691	3 - Interim Reexamination	05042023	No	Validation Error	2/2/2023 2:30 PM	rarora
15 Form-0154690	7 - Other Change of Unit	09082023	No	Validation Error	2/2/2023 2:12 PM	rarora

1. Click any header to change the order of the list by that header
2. To view the details of the record, click on the Form number

Review Previous Submissions

Form Submission
Form-0155711

Correction

Fix

Form Submission Name
Form-0155711

Parent Form Name

Submitted Date/Time
2/27/2023 1:04 PM

Status
Validation Error

Identification Code

1. Agency

1a. Agency Name
Test Authority

1b. PHA code
BB123

Account
Test PHA

Building and Unit

2. Action

2h. Date of admission to program

2a. Type of Action
1 - New Admission

2b. Effective date of action
11302019

2c. Correction?
No

2d. If correction

1c. Program
PR - Project-Based Assistance

1d. Project Number

1e. Building Number

1f. Building Entrance Number

1g. Unit Number

1h. Unit Real Estate ID Number

2q. PHA use only

Scroll down to
see Log
Entries



Household Form Links (3)

Household For...	Record Type	Household	3a. Member Nu...
HFL-0388893	MTWEX.Househ...	Zeroai A Test	1
HFL-0388894	MTWEX.Househ...	Zerobil B Test	2
HFL-0388895	MTWEX.Househ...	Zeroci C Test	3

View All

Income & Asset (6+)

Income & Asse...	Record Type	Household	Family Member ...
INA-0306203	Asset	HFL-0388893	Zeroail Test
INA-0306204	Asset	HFL-0388893	Zeroail Test
INA-0306205	Asset	HFL-0388894	Zerobil Test
INA-0306206	Income	HFL-0388893	Zeroail Test
INA-0306207	Income	HFL-0388893	Zeroail Test
INA-0306208	Income	HFL-0388894	Zerobil Test

View All

Rent Calculation (1)

Rent Calculation	Record Type

1. Detailed view of the Form Submission record
2. Related items can be seen on the right side
3. For this record, Status is "Validation Error"
4. User should scroll down to the related list for Log Entries

Review Previous Submissions

Building and Unit

2. Action

2h. Date of admission to program

11302019

2i. Effective date of next reexam

12012019

2j. Date of next flat rent annual updt

2k. FSS participation now or in last yr

No

2m. Special program

2n. Other special programs: Number 01

2n. Other special programs: Number 02

3. Household

3s. Work requirement compliance

2 - Exempt

1g. Unit Number

1h. Unit Real Estate ID Number

2q. PHA use only

2r. PHA use only

2s. PHA use only

2t. PHA use only

2u. PHA use only

2v. MTW slf-suffcncy prtcpnt nw/1st yr

No

2w. End of Participation reasons

2x. Interim Reexamination reasons

Head of Household

HFL-0388893

[View All](#)

■ **Rent Calculation (1)**

Rent Calculation	Record Type
<u>Rent-151825</u>	MTWEX Project-Based Vouchers ▼

[View All](#)

🔔 **Addendums (0)**

🔍 **Log Entries (1)** 2.

Log Entry Name	Status Code	Error Type	Error Message
<u>I-000087878</u>	9380	FATAL	Age on effective ...

[View All](#) 1.

1. Click on 'View All' to see all the Log Entries for this Form Submission
2. Users can also click on the 'Log Entries' link



Review Previous Submissions



Form Submissions > Form-0155711
Log Entries

1 item • Updated a few seconds ago

Log Entry ...	Stat...	Err...	Error Message	Fiel...	Record N...	Created Date	
1	I-000087878	9380	FATAL	Age on effective date of action should be equal the effective date of the action being submitted minus the member's date of birth.	3f	HFL-0388894	2/27/2023 1:04 PM

1. This view will display all the errors and warnings for the Form Submission
2. This list view shows the error code, error message and field that the error pertains to
3. Click on a record to see the details



Review Previous Submissions

Log Entry
I-000087878

Log Entry Name

I-000087878

Form Submission

[Form-0155711](#)

Entry Type

Record Number

HFL-0388894

Description

Error Type

FATAL

Json Path

Status Code

9380

Error Message

Age on effective date of action should be equal the effective date of the action being submitted minus the member's date of birth.

Field Reference

3f

Error Log URL

Record URL

Field Value

Field Content

Json Name

householdmembers[\$]age

1. This is the detailed view of the error
2. In some cases, the list view will not display the full message, so users may need to go to the detailed view of the record
3. To go back to the Form Submission, click on the link

Review Previous Submissions

Form-0155711

Correction

Form Submission Name

Form-0155711

Parent Form Name

Submitted Date/Time

2/27/2023 1:04 PM

Status

Validation Error

Identification Code

1. Agency

1a. Agency Name

Test Authority

1b. PHA code

BB123

Account

Test PHA

Building and Unit

2. Action

2h. Date of admission to program

11302019

2i. Effective date of next reexam

2a. Type of Action

1 - New Admission

2b. Effective date of action

11302019

2c. Correction?

No

2d. If correction

1c. Program

PR - Project-Based Assistance

1d. Project Number

1e. Building Number

1f. Building Entrance Number

1g. Unit Number

1h. Unit Real Estate ID Number

2q. PHA use only

2r. PHA use only

Fix

Household Form Links (3)			
Household For...	Record Type	Household	3a. Member Nu...
HFL-0388893	MTWEX Househ...	Zeroail A Test	1
HFL-0388894	MTWEX Househ...	Zerobil B Test	2
HFL-0388895	MTWEX Househ...	Zeroci C Test	3

View All

Income & Asset (6+)			
Income & Asse...	Record Type	Household	Family Member ...
INA-0306203	Asset	HFL-0388893	Zeroail Test
INA-0306204	Asset	HFL-0388893	Zeroail Test
INA-0306205	Asset	HFL-0388894	Zerobil Test
INA-0306206	Income	HFL-0388893	Zeroail Test
INA-0306207	Income	HFL-0388893	Zeroail Test
INA-0306208	Income	HFL-0388894	Zerobil Test

View All

Rent Calculation (1)	
Rent Calculation	Record Type
Rent-151825	MTWEX Project-Based Vouchers

View All

1. Most of the section 3 information can be found in the Household Form Links related items
2. Most of the information for sections 6, 7, & 8 will be on the Income & Assets related items

Review Previous Submissions

2. Action

2h. Date of admission to program
11302019

2i. Effective date of next reexam
12012019

2j. Date of next flat rent annual updt

2k. FSS participation now or in last yr
No

2m. Special program

2n. Other special programs: Number 01

2n. Other special programs: Number 02

3. Household

1h. Unit Real Estate ID Number

2q. PHA use only

2r. PHA use only

2s. PHA use only

2t. PHA use only

2u. PHA use only

2v. MTW slf-suffcncy prcptnt nw/1st yr
No

2w. End of Participation reasons

2x. Interim Reexamination reasons

Head of Household
HFL-0388893

Rent Calculation (1)

Rent Calculation	Record Type	
Rent-151825	MTWEX Project-Based Vouchers	View All

Addendums (0)

Log Entries (1)

Log Entry Name	Status Code	Error Type	Error Message
I-000087878	9380	FATAL	Age on effective... View All

1. Sections 10, 11, & 15 information will be found on the Rent Calculation related item
2. Some of the information in Section 17 will be on the Addendum related item