Please set your browser to Internet Explorer 8 compatibility mode

18.7 User Recertification Process

All HUD business partners are required to participate in the recertification process annually. This process helps HUD maintain the proper security measures established to protect the integrity and confidentiality of HUD information.

Only users who need to access to Integrated Real Estate Management System (iREMS) for business purposes should have user IDs, roles, actions and
contracts assigned in iREMS. If a user no longer requires iREMS access, all contracts in iREMS roles and all iREMS roles should be unassigned to that person's user ID.
Every year the Office of Housing Assistance & Contract Administration Oversight (HACAO) initiates the iREMS user recertification process.

The request is sent to Contract Administration Oversight Monitors (CAOMs), who then direct coordinators to completed necessary verification of all associated iREMS users and provide a completion report. Coordinators must complete a report based on provided guidelines. The report with verification and/or any necessary changes should be sent back to the iREMS Security Administrator at headquarters.