

For: State and County Offices

**Implementation of Web Access to the Credit Alert Interactive Voice Response System (CAIVRS)**

Approved by: Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

Each year, the Deputy Chief Financial Officer issues a letter to provide guidance about use and access of the Department of Housing and Urban Development’s (HUD) CAIVRS. Currently a desktop system is used **before** approving a direct or guaranteed loan. The loan approval official or any Agency employee with FLP responsibilities checks CAIVRS to determine if an applicant is delinquent or in default on a Federal debt.

**As of December 29, 2006, HUD and Rural Development (RD) will discontinue the current system used for accessing CAIVRS and move to a web-based CAIVRS system. Users must request a CAIVRS connection ID and password to access the system through the web. If access is not requested before the end of the year, users will no longer be able to access CAIVRS.**

**B Purpose**

This notice provides:

- detailed instructions on requesting a CAIVRS ID and password
- instructions for accessing and using web-based CAIVRS.

**C Contact**

If there are questions about this notice, State Offices shall contact Anne Steppe, LMD, at 202-690-4017.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	State Offices; State Offices relay to County Offices

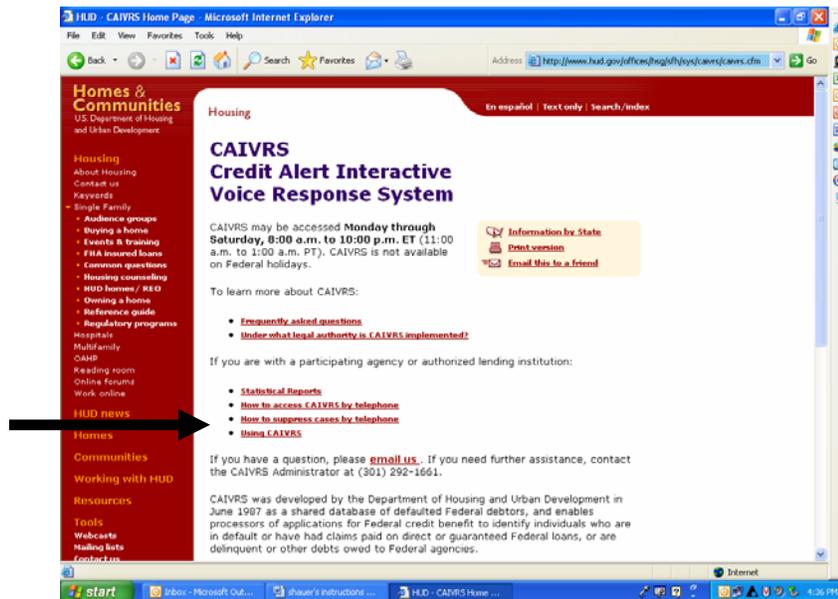
# Notice FLP-444

## 2 Access to CAIVRS

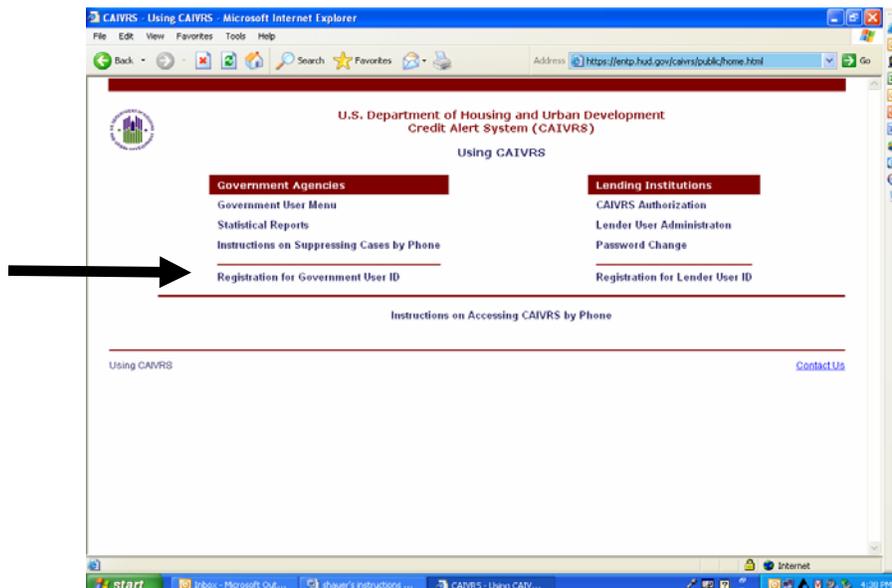
### A Requesting CAIVRS ID and Password

Employees who perform CAIVRS checks shall do the following to request a CAIVRS ID and password.

- Go to the CAIVRS web site at <http://www.hud.gov/offices/hsg/sfh/sys/caivrs/caivrs.cfm>.
- Click the “Using CAIVRS” option to access the CAIVRS Home Page. Users may bookmark this page as a favorite site.



- Under the "Government Agencies" column, CLICK “Registration for Government User ID”.



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### 2 Access to CAIVRS (Continued)

#### A Requesting CAIVRS ID and Password (Continued)

- Follow instructions at the top of the page to obtain a government user's ID.

The screenshot shows a web browser window titled "CAIVRS Registration for External Government Agency - Microsoft Internet Explorer". The address bar shows "https://entp.hud.gov/idapp/html/caivrs\_g\_register.cfm". The page content is titled "CAIVRS User Registration for Non-HUD Federal Government Employees" and is divided into three sections: "Business Background", "Steps for Processing", and "Field Descriptions".

**Business Background:** Includes a dropdown menu for "Select Agency/Program" and a note: "Choose the appropriate CAIVRS external agency." Below this are input fields for "First Name:", "Middle Initial:", "Last Name:", "Social Security Number:" (with dashes), "Password:", "Re-enter Password:", "Phone Number:" (with parentheses and dashes), "Email:", and "Mother's Maiden Name:". At the bottom of this section are "Send Application" and "Clear Fields" buttons.

**Field Descriptions:** Contains instructions: "You will enter your password each time you use this service. Your password must be exactly 6 characters in length and should be comprised of letters and numbers (for example, brad88). Do not use punctuation or special characters. Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case." It also includes a note about email format: "Include your e-mail user name, the @ sign and the service name. For example: jsmith@aol.com, johndoe@adv.org, hfb84a@earthlink.net." and a note about the mother's maiden name: "Please provide this information for future verification when processing password reset requests."

At the bottom of the page, there are links for "[Home]" and "[Previous]". The browser's taskbar shows the start button, "Inbox - Microsoft Out...", "shauer's instructions ...", and "CAIVRS Registration ...". The system clock shows "4:39 PM".

- Enter the required personal data and select "USDA/FSA" as the agency.
- Enter the 6-character password of your choice.

**Note:** Passwords are case sensitive and must contain a mix of letters and numbers, at least 1 of each. See subparagraph C.

- CLICK "Send Application" to process the ID request.
- After users have completed the registration request, users **must** complete FSA-13-A, with all applicable information entered into items 1 through 20 and item 42, CAIVRS. See Notice IRM-382. Forward the completed FSA-13-A to the State Security Liaison Representative (SLR).
- Upon receipt of "Electronic Repository of Security Requests" (ERSR) from SLR, the CAIVRS administrator for FSA will provide, by e-mail, a CAIVRS ID to the requesting employee within 3 working days.

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### 2 Access to CAIVRS (Continued)

#### B SLR Responsibilities

The State SLR will complete the following actions.

- Enter FSA-13-A information into ERSR according to Notice IRM-382. CAIVRS ID **cannot** be issued until FSA-13-A is input into ERSR.
- Notify Anne Steppe, LMD, at [anne.steppe@wdc.usda.gov](mailto:anne.steppe@wdc.usda.gov) when the State's CAIVRS access requests are fully entered into ERSR. Identify the State that is reporting.

#### C Passwords

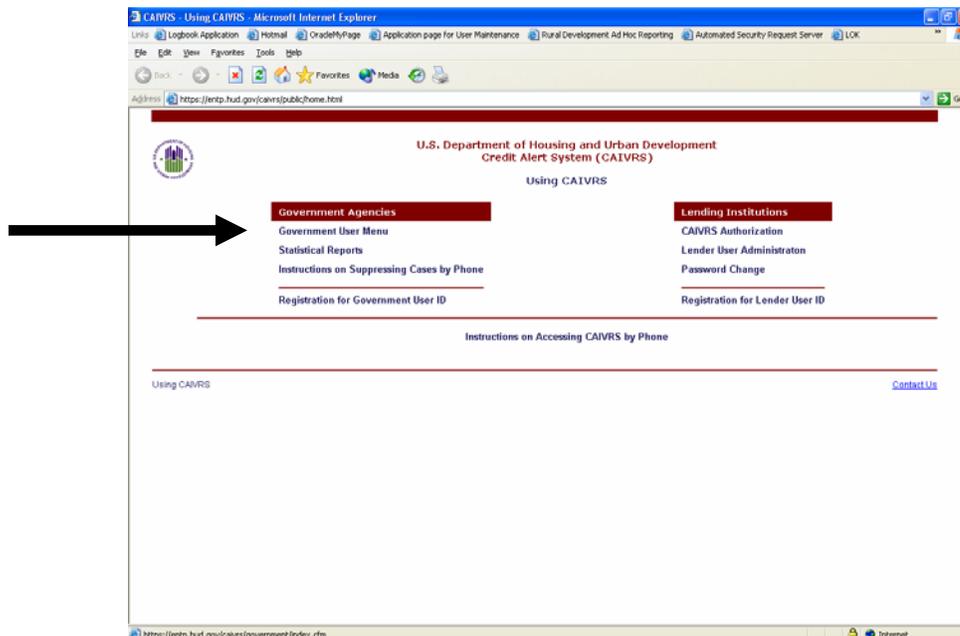
CAIVRS connection passwords are good for 21 calendar days, and **must** be reset **before** they expire. Passwords must be exactly 6 characters, are case sensitive, and **must** contain at least 1 letter and 1 number.

For forgotten or expired password assistance, contact the Security Operations Help Desk at 800-255-2424, Option 2.

#### D Using CAIVRS

**After** obtaining a CAIVRS ID and password, users shall do the following to use CAIVRS.

- Go to the CAIVRS Home Page and click the “Government User Menu” option.

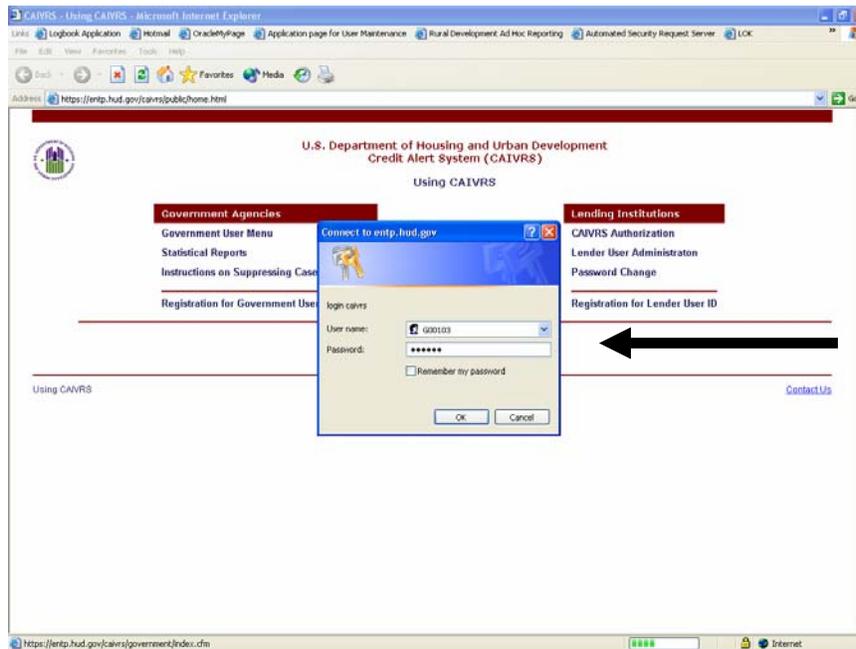


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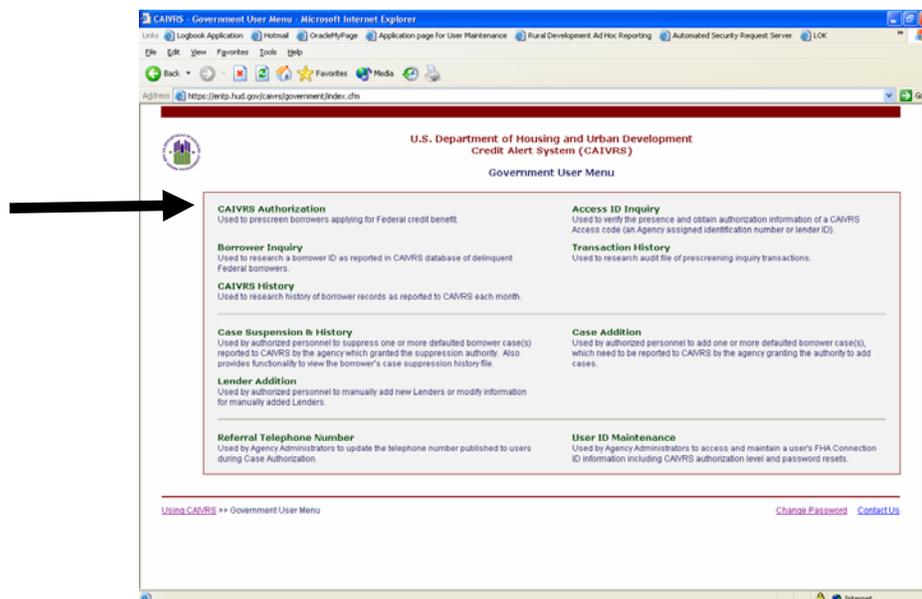
### 2 Access to CAIVRS (Continued)

#### D Using CAIVRS (Continued)

- Enter CAIVRS ID and password, then CLICK “OK”.



- Select the function to perform. For example, select the “CAIVRS Authorization” option to prescreen an applicant.



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### 2 Access to CAIVRS (Continued)

#### D Using CAIVRS (Continued)

- Select the agency or program prescreening the applicant from the Agency list.
- Enter the applicant's SSN or employer ID number (EIN) and select the appropriate SSN or EIN indicator.
- CLICK "SUBMIT" to obtain the CAIVRS authorization code. A response should be received in less than 10 seconds.
- If there are no claims, defaults, or foreclosures reported to CAIVRS, the system will respond that there are no cases and provide a confirmation number. This information and the confirmation number **must** be noted in the loan application documentation.