# How to Assign Role to IPA

Prior to assigning roles to the IPA, all lenders must have at least one Application Coordinator and the auditor should have a User ID.

**Independent Public Accountant (Auditors Only)**:

This role allows an Independent Public Accountant (IPA) to view, verify and attest to the electronic submission within LEAP in read-only format. This is the only role that can register for a UII number.

An auditor cannot be assigned the IPA role until he has registered for a User ID.

The auditor assigned the IPA role may *ONLY* attest to the lender's submission and *MAY NOT* enter in the financial information into LEAP on behalf of the client.

## How to Assign Role Code

*Only the lender with an Application Coordinator ID may assign or un-assign*

*roles.*

**Step 1:** Login to FHA Connection using https://entp.hud.gov/clas/

**Step 2:** Click on the 'Sign On' icon from the main page and enter a valid user name and password. See below:
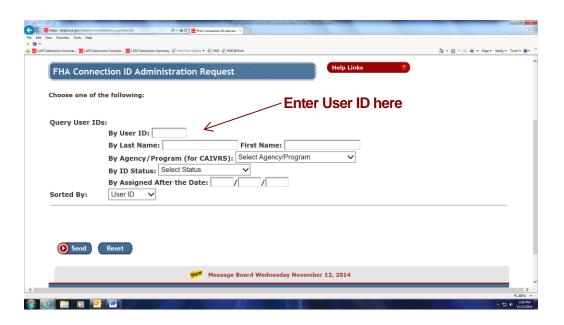


**Step 3:** Click on the ID Maintenance link at the top of the page.

**Step 4:** From the ID Maintenance Menu, click on 'FHA Connection ID Administration'. See below.



**Step 5:** FHA Connection ID Administration page is displayed with a number of search boxes. The first box is titled 'By USER ID'. In this search box, enter the Standard User's ID and hit 'Send'. See below:



**Step 6:** Click 'Send' at the bottom.

**Step 7:** Contact your auditor and let him know that you have assigned him the appropriate role.

*Note: If you assigned the 'IPA' role, let the auditor know that he must now apply for the UII number. For detailed instructions on how to apply for the UII number, see Auditor Registration and Assignment Instructions on LEAP information website*