



PHA Web Integration Guide

Version: 1.0

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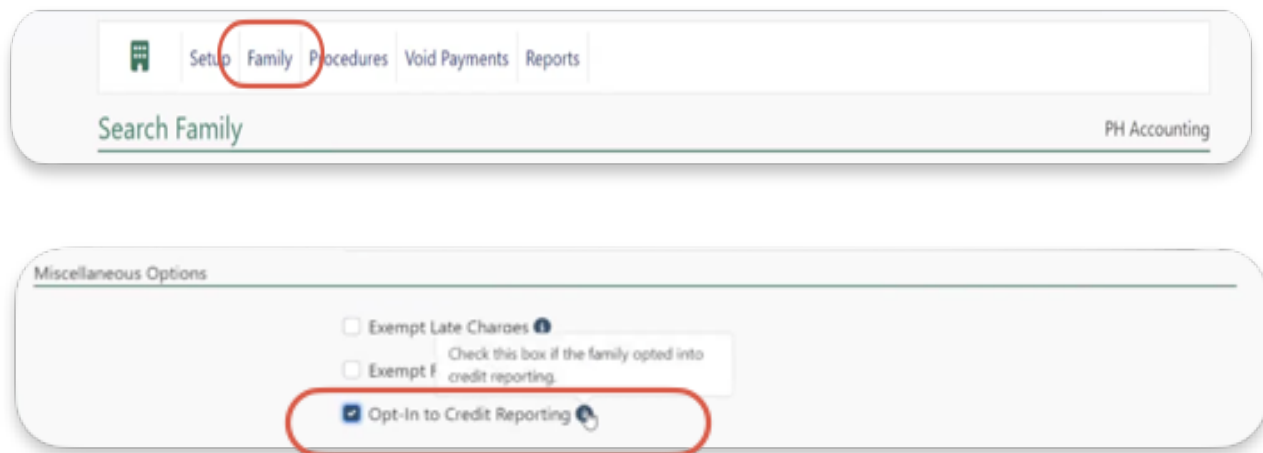
Esusu - PHA Web Integration Guide

Overview

PHA Web/Esusu Integration is a Comma Separated Value (csv) file generated from **Esusu Rent Reporting** report.

Only residents that have **Opt-In to Credit Reporting**, will be displayed on this report.

This can be found in the following section of PHA Web:



The screenshot displays the PHA Web interface. At the top, a navigation bar contains a home icon and several tabs: 'Setup', 'Family', 'Procedures', 'Void Payments', and 'Reports'. The 'Family' tab is highlighted with a red circle. Below the navigation bar is a 'Search Family' input field and a 'PH Accounting' link. The main content area is titled 'Miscellaneous Options' and contains three checkboxes: 'Exempt Late Charges' (unchecked), 'Exempt F' (unchecked), and 'Opt-In to Credit Reporting' (checked). A tooltip for the 'Exempt F' checkbox reads 'Check this box if the family opted into credit reporting.' The 'Opt-In to Credit Reporting' checkbox is highlighted with a red circle.

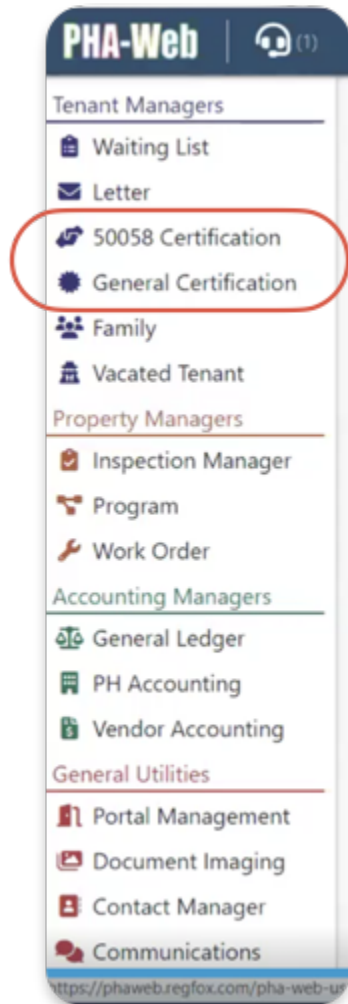
This report will need to be uploaded to the Esusu Upload Portal 9th of each month.

Note: Exact dates will largely depend on your business processes and when residents have been identified as delinquent. I.e. If delinquency is determined to the 10th of each month, the report should be run on the following business day.

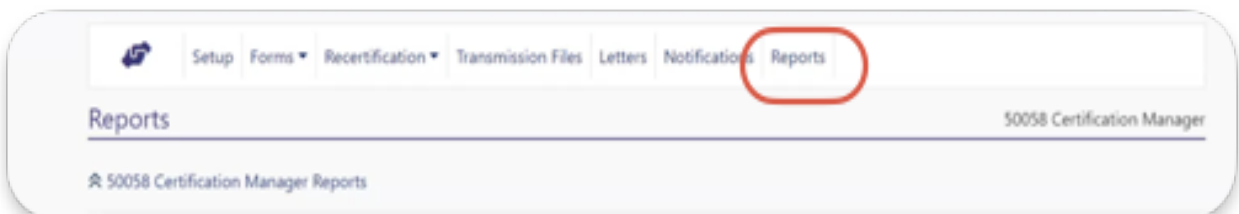
Esusu Credit Reporting Process

Create Credit Reporting File

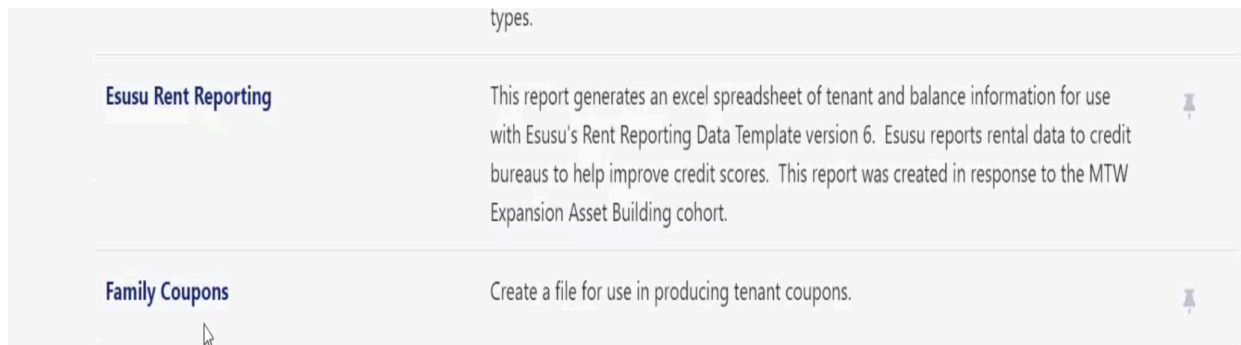
1. For Non-Public Housing, click on **General Certification** from the menu on the left navigation. For Public Housing, click on **50058 Certification** from the menu on the left navigation.



2. Click on **Reports**



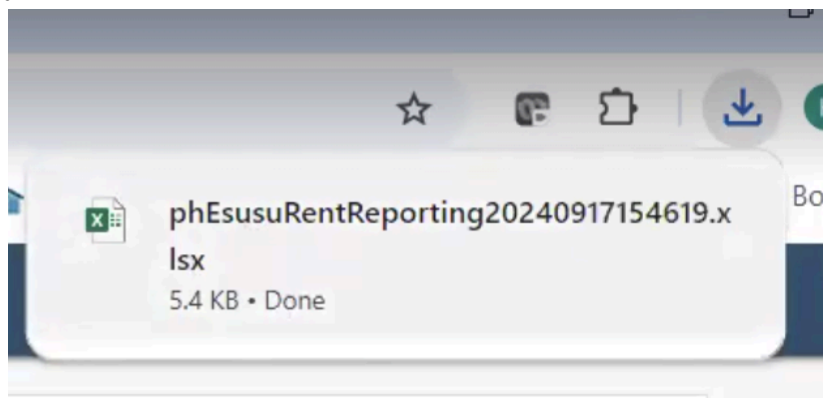
3. Scroll down and click on the **Esusu Report Reporting**



4. From the dropdown menu, select the appropriate **Program**, **Project** and **Occupancy Period**.
Note: The Occupancy Period should reflect the current month being reported to Esusu. Also, only residents that have Opted In to Rent Reporting will be reflected in the report.

A screenshot of the "Esusu Rent Reporting" form. At the top, there is a navigation bar with tabs: "Setup", "Family", "Procedures", "Void Payments", and "Reports". The "Reports" tab is selected. Below the navigation bar, the title "Esusu Rent Reporting" is displayed, followed by "PH Accounting". Under the "Filtering" section, there are three dropdown menus: "Program:" with the value "-- All Programs --", "Project:" with the value "-- Select Program First --", and "Occupancy Period: *" with the value "September 2024". Below these dropdowns is a "Get Report" button. At the bottom right of the form is an "Exit" button.

5. Click **Get Report**
6. You will notice that the Esusu Rent Report has been generated and ready to be downloaded to your computer. Please note the name of the file.



7. Upload your files to the secured Esusu Upload Portal. See [Esusu CSV Upload Portal Guide](#).