PIX Users' Guide

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Section 1

# Getting Started

1.1 What is PIX?

PIX is an acronym for Preservation Information Exchange. It is a website developed by Rural Development's Multi-Family Housing Office of Rural Housing Preservation at USDA. Here, non-profit organizations and public bodies, interested in providing affordable rental housing in rural America, can register and obtain information on Multi-Family Housing (MFH) properties that have applied to prepay or have offered to sell their property to a non-profit organization. Registered users can choose to receive information via email on MFH properties listed in their area of interest. A Property Fact Sheet provides additional information on each property including unit and rental information, contact information and even a picture of the property if available.

1.2 Benefits of PIX

As a housing organization interested in providing affordable rental housing in rural areas, this site will provide up-to-date information on Rural Development's Multi-Family Housing properties that are listed for sale or prepayment. Contact information provided for each of these properties will enable you to directly contact the owner if you are interested in purchasing the property. You can also choose to receive updated listings via email on a weekly or monthly basis.

1.3 Registering with PIX

The URL for the PIX Home Page is: https://pix.sc.egov.usda.gov/
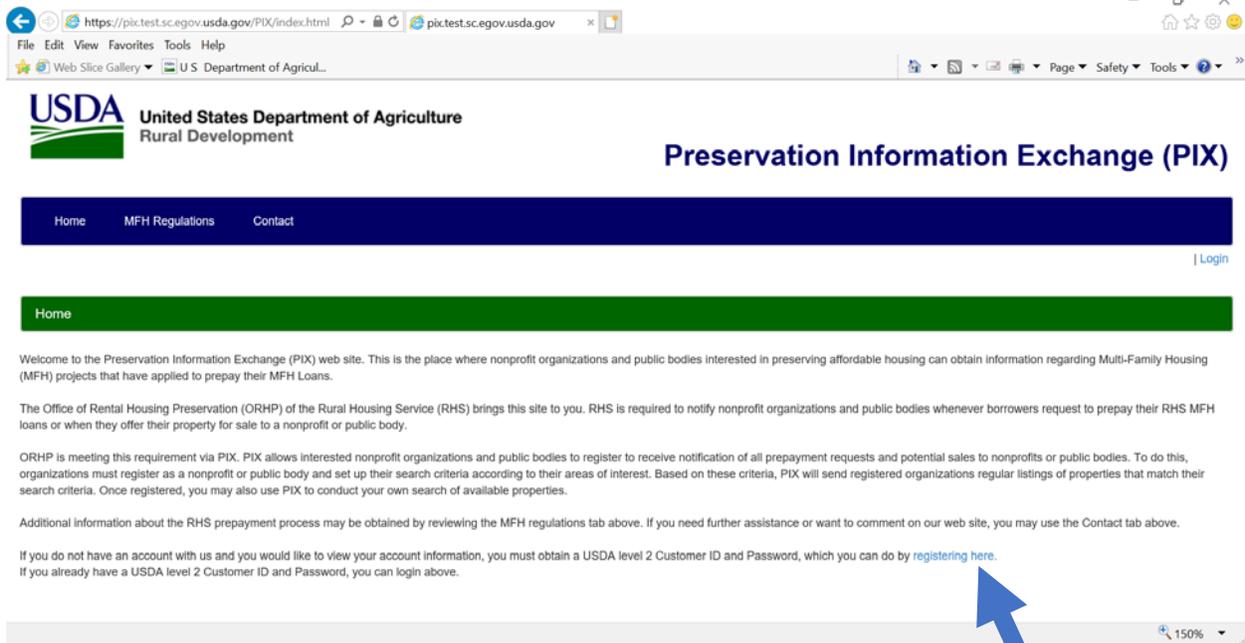
If you are a first-time user, you must register to obtain a User ID and password. Click on the registration link located near the bottom of the web page.

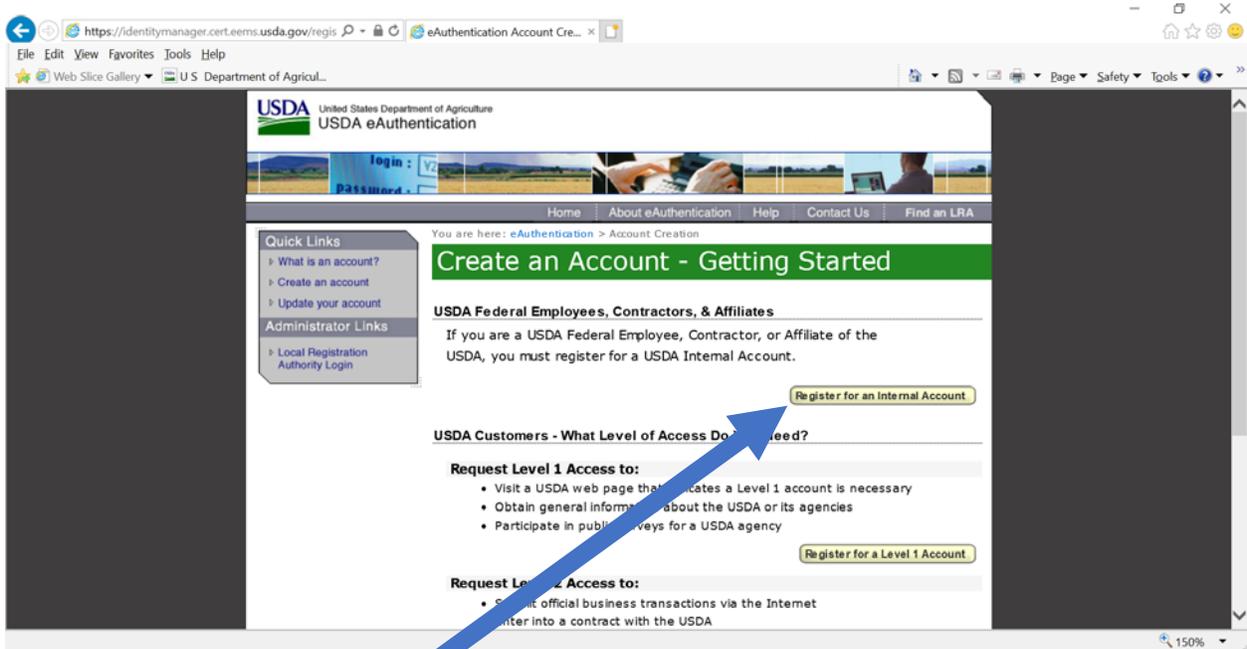The system displays the Create an Account web page.

Figure 2, Create an Account web page

Click on Register for an Internal Account.

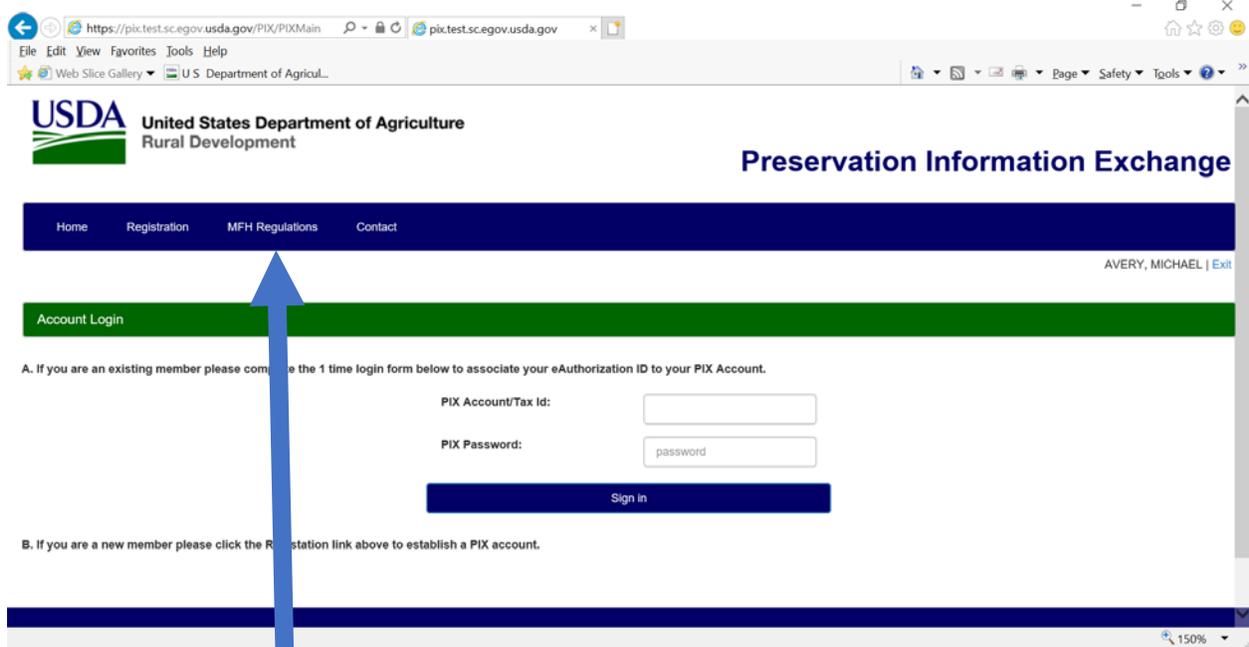The system displays the Account login page.

Figure 3, Account Login web page

Choose option B, and click on the MFH Registration link in the top navigation bar.

The system displays the Registration web page.

Figure 4, Registration web page

Complete the information on the Registration web page and click on *Register*. Be sure to enter a valid email address. Note that the system retains the state you enter as default search criteria setting for the email listing of projects you may elect to receive on a weekly or monthly basis.

The system displays the Registration Save complete message.
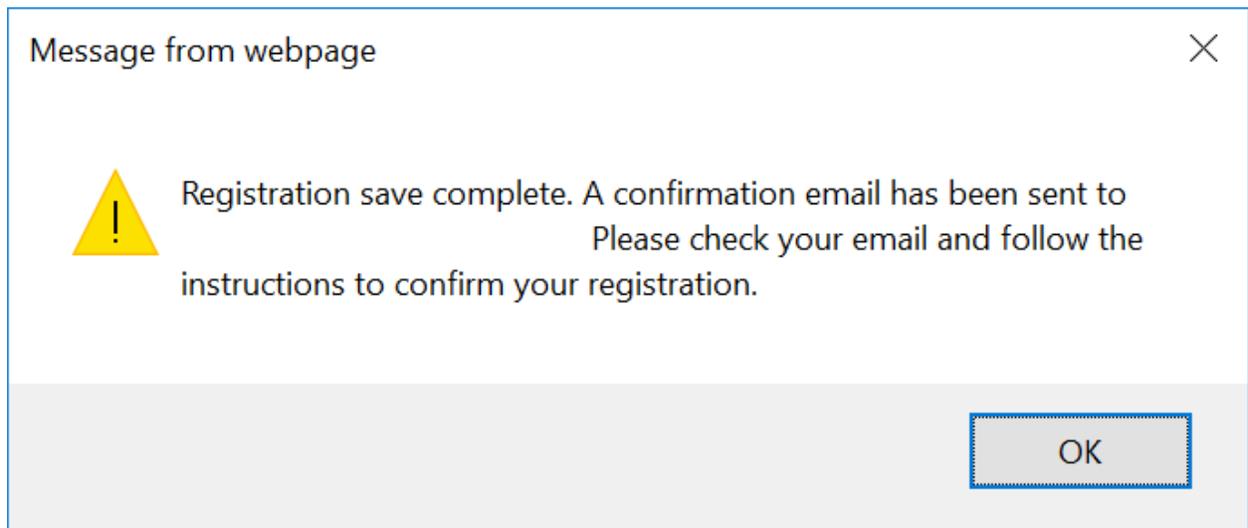
Figure 5, Registration save complete message

Within a few minutes of the Registration SAVED message, you should receive a Confirmation email.

Congratulations from USDA's Rural Housing Service, Washington, DC.

Once you have confirmed your registration, using the link below, and your status as a nonprofit organization or public housing authority has been confirmed, you will receive an Activation Email. After receiving the Activation Email, you will be able to login to the PIX website.

Please Confirm your registration by clicking on the following link:

https://pix.sc.egov.usda.gov/PIX/pixConfirm.jsp

Thank you for your participation in preserving affordable housing in Rural America.

Figure 6, Confirmation Email

Confirm your registration by clicking on the Confirmation link. You will then see a Registration Confirmed page.
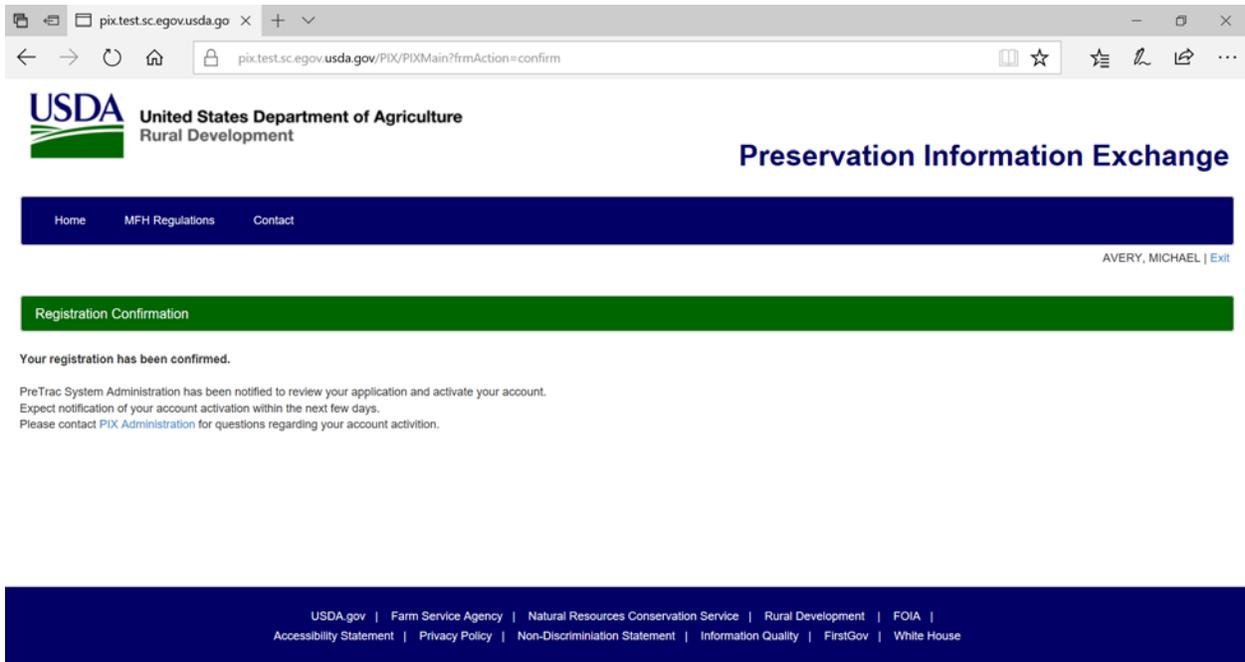
Figure 7, Registration Confirmation web page

Once you have confirmed your registration, your registration information will be reviewed, and your account activated. You should receive an Activation email within one or two business days.

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Congratulations from USDA's Rural Housing Service, Washington, DC.

Your status as a nonprofit organization or public housing authority has been
confirmed. Your PIX account is now active. You can login to the PIX website
to edit your registration and modify your search criteria.

The PIX website is located at: https://pix.sc.egov.usda.gov/

Thank you for your participation in preserving affordable housing in Rural
America.
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Figure 8, Activation Email

Once you receive the Activation email, you may log into PIX with the User ID and password that you received with your Confirmation email.

From the PIX Home web page, click on Login in the upper right corner.
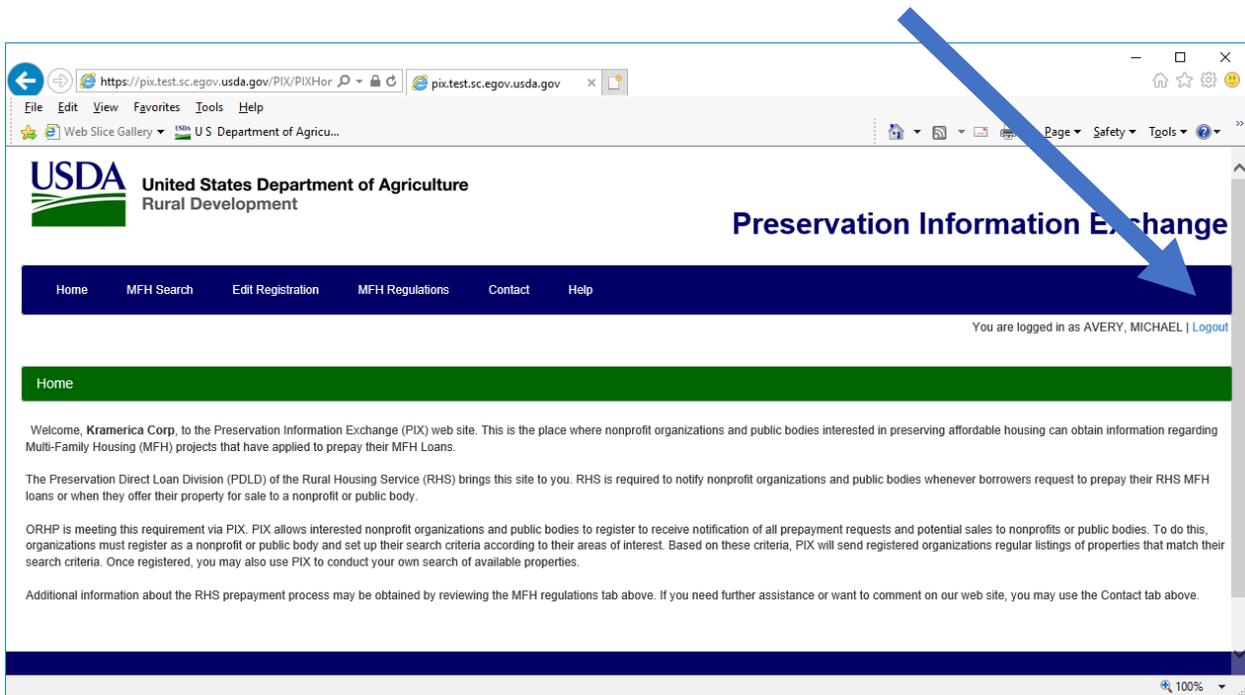
Figure 9, PIX Home web page

The eAuthentication web page displays. Enter your User ID and Password and click Login.

Figure 10, eAuthentication Login web page

Once you log in, you will see the PIX Home web page. From here, you have access to all PIX functions.

Figure 11, PIX Home web page

Section 2

Navigating in PIX

From the PIX Home web page, you have access to all PIX functions from the following navigation tabs.

Figure 12, PIX Home web page

2.1 PIX Navigation Bar

Access to PIX functions is accomplished through the links displayed in the Navigation bar at the top of the web page:

PIX Home: Return to the Login page.

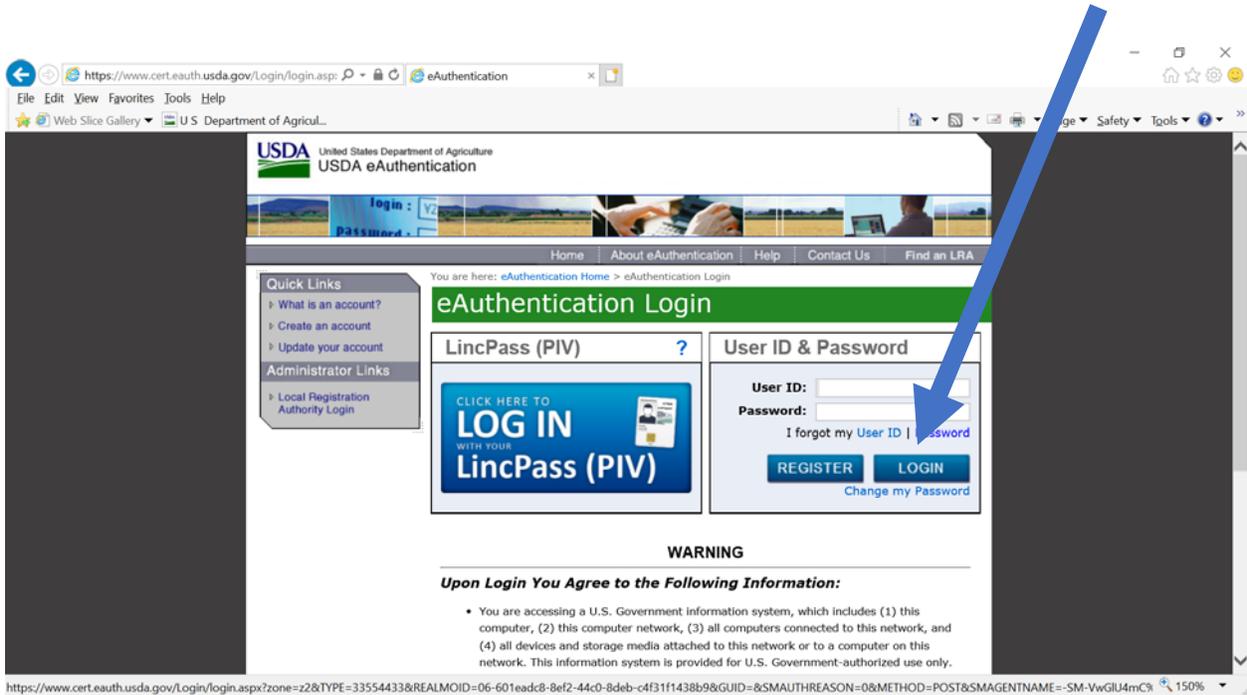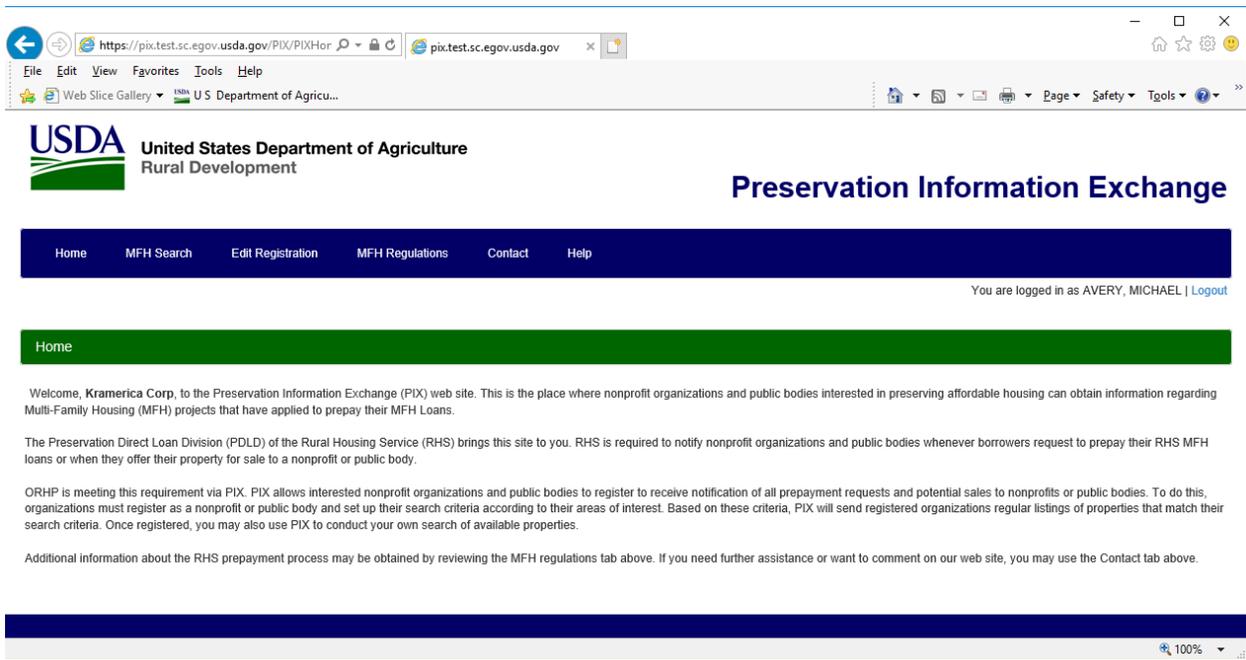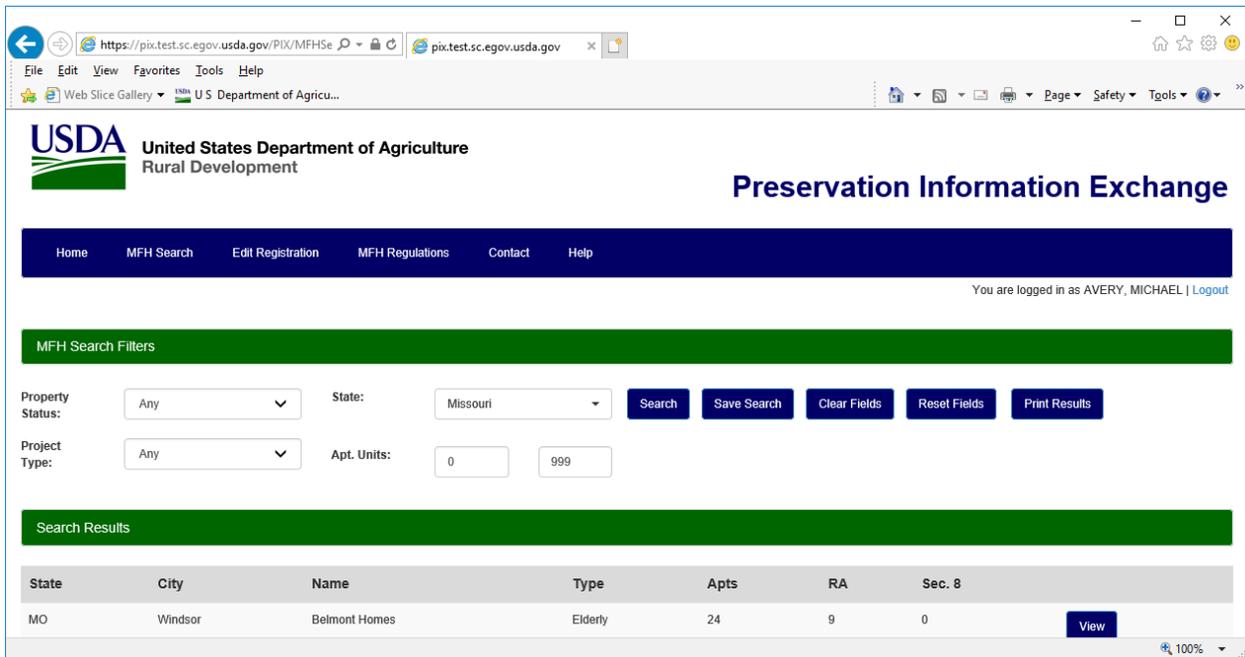**MFH Search**: Obtain a listing of properties in the process of prepayment or sale to non-profits, based on various search criteria. Refer to MFH Search in the discussion below.

Edit Registration: Change your registration information. Refer to Edit Registration in the discussion below.

MFH Regulations: Access the Multi-Family Housing Regulations and Handbooks. Refer to MFH Regulations in the discussion below.

Contact: Send an email message to the Multi-Family Housing Preservation Direct Loan Division. Refer to Contact MFH in the discussion below.

Help: Allows you to view the PIX Users Guide.

2.2 MFH Search Web Page

From this link, you can obtain a listing of properties in the process of prepayment or sale to non-profits, based on various search criteria. The web page divides into MFH Search Filters area and Search Results area. The following fields display in the MFH Search Filters area:

Property Status: Defaults to Any. You may select Prepay Requested or For Sale from the dropdown menu.

Project Type: Defaults to Any. You may select Family or Elderly from the dropdown menu.

State: Defaults to the state within your user authority.

Apt. Units: Enter the minimum and maximum number of apartment units for which you want to search in the information boxes.

Search: Click on the Search button when you have entered the desired search criteria.

Save Search: Click on the Save Search button to preserve the selected search criteria for future use.

Clear Fields: Click on the Clear fields button to remove the current search criteria from memory.

Reset fields: Click on this button to reset the current search criteria.

Print Results: Click on this button to print the search results.

The following fields display in the Search Results area:

State: The 2-character abbreviation for the state where the project is located.

City: The name of the city where the project is located.

Name: The name of the project.

Type: The project type. May be Elderly, Family, or other values supported by AMAS.

Apts. (Apartments): The number of apartment units in the project.

RA (Rental Assistance): The number of units in the project receiving RA.

Sec 8 (Section 8): The number of units in the project receiving Section 8 assistance.

View: Click on this button to display the Property Fact Sheet for the selected property. When you have completed viewing the Property Fact Sheet, click on the Close button at the lower right corner of the web page. The Property Fact Sheet contains the following information:

> **Project Name**: The name of the project as stored in AMAS.
> **Status**: The project's prepayment status.
> **Project Address**: The project's address as stored in AMAS.
> **City, State, ZIP**: The city, state, and ZIP code where the project is located.
> **Appraisal Value**: The project's appraised value.
> **Listed for Sale Date**: The date the project is listed for sale.
> **Application Accepted Date**: The date that RD accepted the project's prepayment application.
> **Total Apt. Units** (Total Apartment Units): The total number of apartment units in the project.
> **Borrower**: The name of the borrower as stored in AMAS.
> **Address**: The borrower's address as stored in AMAS.
> **City, State, ZIP**: The city, state, and ZIP code where the borrower is located.
> **Telephone**: The borrower's telephone number as stored in AMAS.
> **Fax Number**: The borrower's facsimile (FAX) number as stored in AMAS.
> **Borrower Contact**: The name of the borrower's contact point.
> **Rural Development Office**: The RD Office servicing the loan.
> **Address**: The address of the RD Office servicing the loan.
> **City, State, ZIP**: The city, state, and ZIP code of the RD Office servicing the loan.
> **Telephone**: The telephone number of the RD Office servicing the loan.
> **Project Picture**: A digital image of the project.

2.3 Edit Registration

From this link you can change your registration information. When you complete the changes in your registration information, click on the Save button in the lower right corner of the web page. The following fields display in the Edit Registration web page.

Tax Payer ID: Your social security (SSN) or tax identification number (TIN).

Organization's Name: The legal name of your organization.

Street Address: The street address where your organization is located. You must complete at least the first address line.

City: The city where your organization is located.

State, Zip (State, ZIP code): The state, ZIP code, and 4-digit ZIP code extension where your organization is located.

Group Type: Local NP/Public Agency or Regional/National.

Contact Name: The name of your organization's contact point.

Telephone: The telephone number of your organization's contact point.

Email: The email address of your organization's contact point.

Fax: The facsimile (FAX) number of your organization's contact point.

Email frequency: When you change registration, you have the option to select an Email Frequency of Weekly, Monthly or None. If you choose Weekly or Monthly, you will automatically receive an email listing of projects matching the search criteria that you saved on a weekly or monthly basis.

2.4 MFH Regulations

Click on this link to access Multi-Family Housing Regulations and Handbooks. The following links display on the MFH Regulations web page.

RD Instruction 3560: Click on this link to display RD Instruction 3560.

Handbooks 1, 2, and 3 for RD Instruction 3560: Click on this link to display Handbooks 1, 2, and 3 for RD Instruction 3560.

HB-3-3560 Chapter 15, Project Preservation: Click on this link to display HB-3-3560 Chapter 15, Project Preservation.

HB-3-3560 Chapter 7, Transfers of Project Ownership: Click on this link to display HB-3-3560 Chapter 7, Transfers of Project Ownership.

2.5 Contact MFH

Click on this link to access the Contact web page. When you click on this link, a 'Send Email' link displays in the left-center of the web page. Click on 'Send Email' to display an out-going email addressed to MFH Project Development Loan Division.