

Quick Start

EPS, Inc. will be processing your TRACS files and reviewing your vouchers. We will do everything we can to provide prompt, friendly, expert service.

We all need a quick start!! In order to get your baseline completed on August 1, 2021, it is essential to follow the instructions below. If we work together closely, we can get it done!

Getting us the information below, as soon as you possibly can, is the most important thing you can do to help!

We need the following TRACS files:

- A Baseline TRACS file
- June 2021 Tenant TRACS file(s)
- June 2021 Voucher TRACS file
- Transmit the TRACS files to TRACM27174 (two-seven-one-seven-four), using iMAX

We need the following documents:

- Your current 92458 Rent Schedule
- Current Repayment Agreements, if any
- Schedule of 5% EIV Penalties or Residual Receipts, if any
- Baseline Transmission Confirmation Form (attached)
 - **Upload your documents to: <https://www.dropbox.com/request/Sm5ibNd0L0hYwsLL9jcq>
 - **Or email the documents to your analyst

Click links below:

WWW.TRACSExperts.com

for

Quick Start Guide

and

Detailed Baseline Instructions

Please contact your Vendor with questions about creating a Baseline TRACS file and changing the address you send iMAX files to, and beware – do not change your own iMAX ID, only the one you are sending to!



EPS, Inc.

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EPS General Contacts:

Rich Crowell, General Manager
and Special Claims, ext. 118

Kathleen Mooradian , Payments Manager, ext. 115

Hilary Crowell, Policy and Training
Manager, ext 134

Baseline transmission confirmation form

The purpose of this form is to notify EPS, Inc. that you have transmitted your baseline TRACS files to EPS. The form helps us identify if there are problems with the TRACSMail addresses being used to transmit the information.

Property Name
(as it appears on your HAP Voucher)

HUD Section 8 Contract Number KS_____

TRACSMail ID TRACM_____

Date files transmitted ____/____/____ For Voucher Month ____/____ (6/2021, for example)

TRACS Contact Information

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-Mail address: _____

TRACS Software: _____
(Classic, RealPage, MRI, etc.)

Return to EPS, Inc. by email immediately after transmitting your baseline files.

Richard Crowell <richard.c@tracsexperts.com>