## **PHA Contact Report**

Data for the PHA Contact Report is taken from the *Housing Inventory Module/Housing Agency* Submodule in IMS/PIC (Figure 1). Email displayed on the report is using the **PHA Email Address**. To update the email shown on the report, the user must update Email Address (Figure 2). The email address update will take 24 hours to get reflected in PIC System; however, **the report that is posted to PHA Contact Information website is updated once a week on a Monday.** 

Figure 1

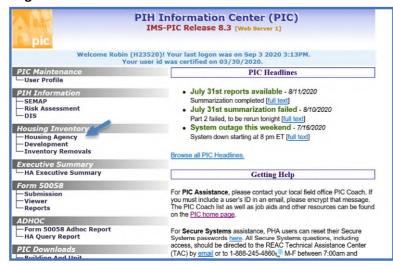


Figure 2

