

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 August Voucher completed on July 10, 2026, 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:

- Transmit the August 2026 TRACS files to TRACM86903 (eight-six-nine-one-three), using iMAX

We need the following documents:

- Current Repayment Agreements, if any
 - Schedule of 5% EIV Penalties, Repayment Agreements, 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**
hilary.c@epstracsservices.com

Go to

www.epstracsservices.com

for

Quick Start Guide

and

Detailed Baseline Instructions

Please contact your Vendor with questions about 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.
PO Box 310
Richford, VT 05476
1-802-660-2800
www.epstracsservices.com

EPS General Contacts:
Rich Crowell, General Manager
and Special Claims,
802-800-1849

Cheryl Ganley , Payments
Manager. 802-800-1866

Hilary Crowell, Director of PBCA Programs, 802-800-1871

Please call if you have any questions! ▶▶▶▶▶▶▶▶▶▶



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 **CO** _____

TRACSMail ID TRACM _____

Date files transmitted ____/____/____ For Voucher Month ____/____ (8/2026, 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, so we can ensure that they arrived correctly to our TRACSMail ID - Thanks!

Richard Crowell <richard.c@epstracsservices.com>