Using Level-2 Access for Processing Loan Applications and Interest Assistance Forms

FSA eFORMS SITE

Summary: To save and submit loan application and/or Interest Assistance claim forms, you must have a USDA eAuthentication Account with Level 2 Access (User ID and password). To find out how to get a Level 2 Access Account click on the "REGISTER" button on the eForms Home Page.

You can save a form at any time to your "SAVED FORMS" folder. If you are completing a long form, you should save the form often to make sure you do not lose any information, if you are unexpectedly disconnected from eForms.

If you need to submit more than one form, you can save each form, and then group them together by using "CREATE A PACKAGE".

You will be asked to select a Service Center office where you would like to send your form/package.

You will also be able to attach files from your own computer to the form/package you are submitting.

We request you enter an email address. It is not required but it will greatly improve the service we can provide if we have to return a form to you for some reason. If needed, we will send an email notice to you explaining that we had to return your form and ask that you check your account.

Once you have submitted a form/package you can check the status by going to your account and checking your Folders.

Accepted forms/packages only mean that the forms are completed properly and the Service Center can begin their review for eligibility/approval of the request. The Service Center will contact you to let you know the status and outcome of your specific request.

The following pages are screen prints and further explanations.
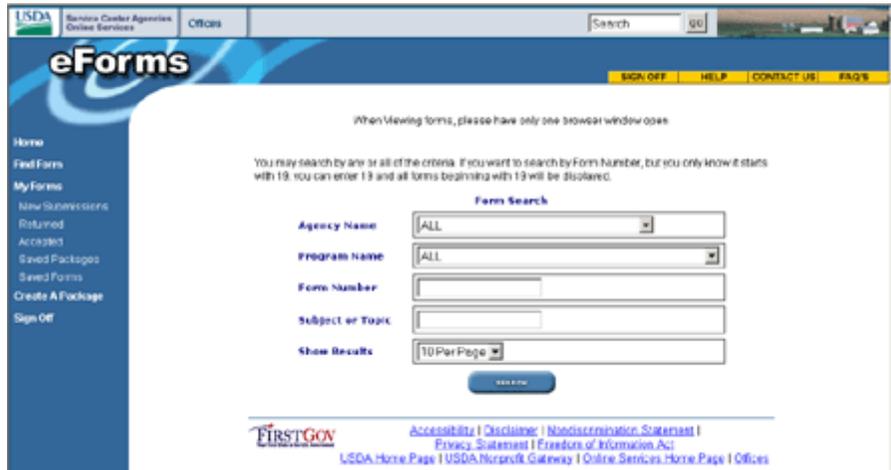
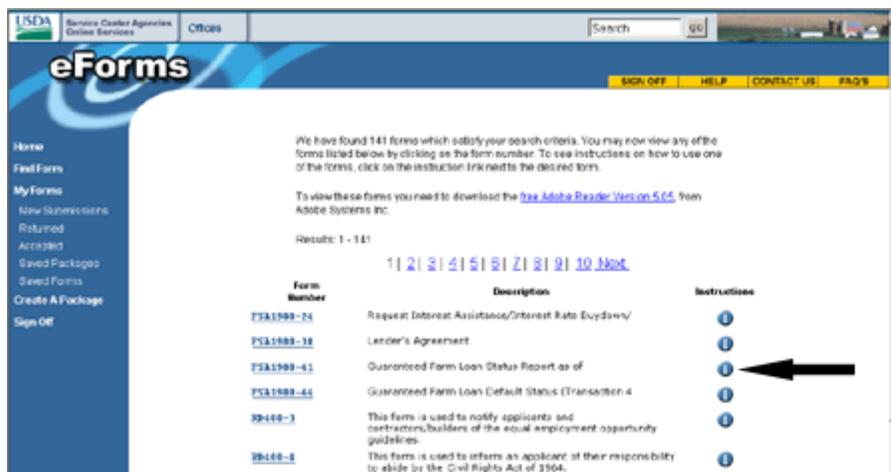**Screen #1**: Go to FSA's web site and then click on the SIGN IN buttonWeb site:
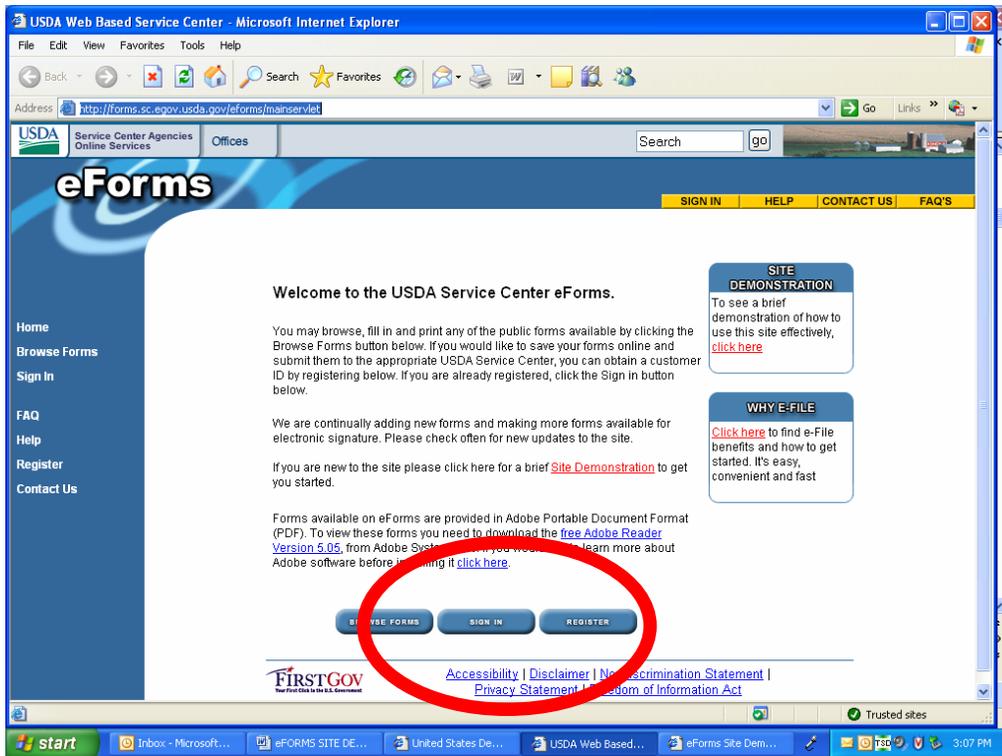
Screen #2: Enter your USDA eAuthentication User ID and password.
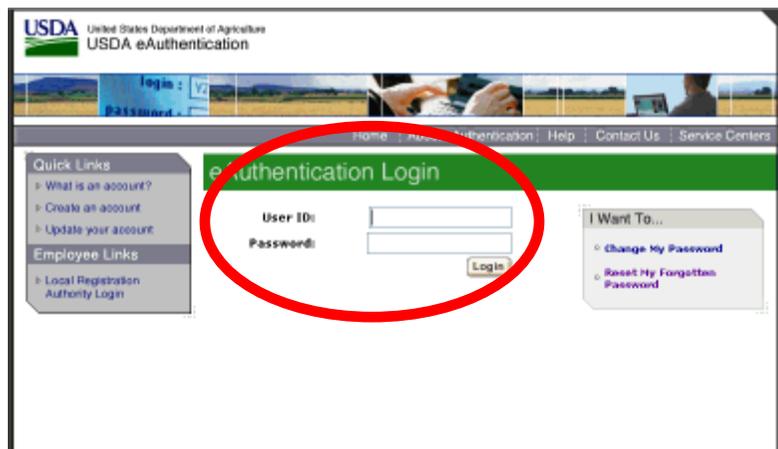
Screen #3: You can search criteria to find the forms you want.

Screen #4: All forms meeting your search criteria will be displayed. Either click on the 🛈 button to view Instructions for completing the form as shown next, or…

(Optional) Screen #4B: The instructions let you know who completes the form, why it is used, if it will be accepted with an electronic signature and how to complete the form. Consider printing the instructions to use while you are completing the form.

(Back to) Screen #4: To access the form, click on the form number. It may take seconds to several minutes to load the Adobe form depending on your line speed (example; 56K modem or cable) and the size of the form. You must have Adobe Reader Version 5.05 installed on your computer to access the form.

Screen #5 (a sample form): Complete the form. When you have finished completing the form, you can either SAVE the form or SUBMIT the form to a Service Center Office. We suggest saving the form so it will be available for next year's application or annual claim.

Screen #6: Enter a name for your saved form. Each saved form must have a different name. Saved forms will go in your SAVED FORMS folder, which is on the list of options on the left.

Screen #7: You can group saved forms together in a "package" and submit one package to a Service Center. Click on CREATE A PACKAGE and select the forms to include in your package.

Screen #8: Enter a name for your saved package. The package will be put into your SAVED PACKAGES folder where you can submit, modify or delete the package.

Screen #9: Select the Service Center office where you want to send your form/package. Click on a state, then a county.
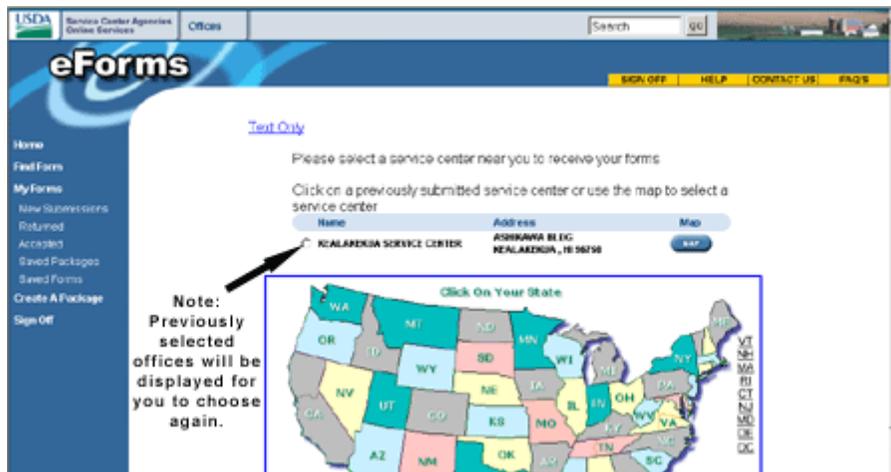

Screen #10: The offices that service the state and county you selected will be displayed. Select one.

Screen #11: You should attach a file(s) from your computer or enter any comments about your form/package you would like to provide. For example, attach a scanned copy of your Statement of Activity showing all disbursement and payments and your average daily principal balance calculations for IA claims. Enter your email address. Click on SUBMIT PACKAGE.

Screen #12: You should print this page with your confirmation number.
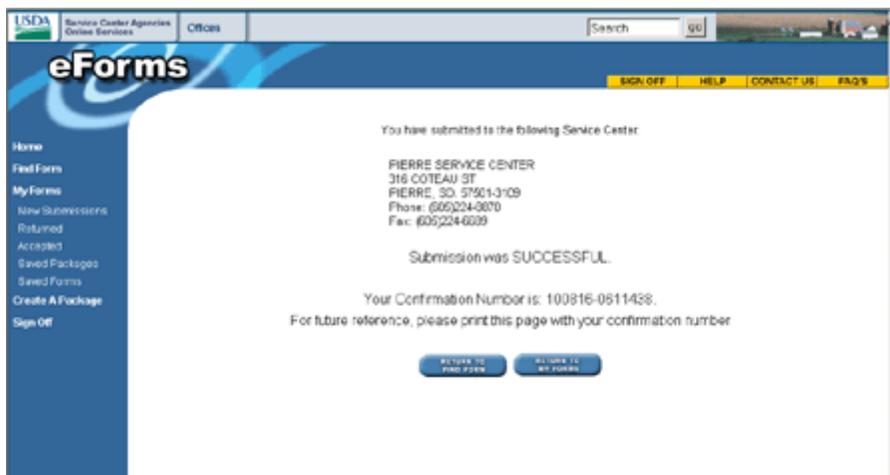
Screen #13: Click on MY FORMS to see the list of your folders and a description of what is included in each folder. You can view forms/packages that have been submitted, returned and accepted.
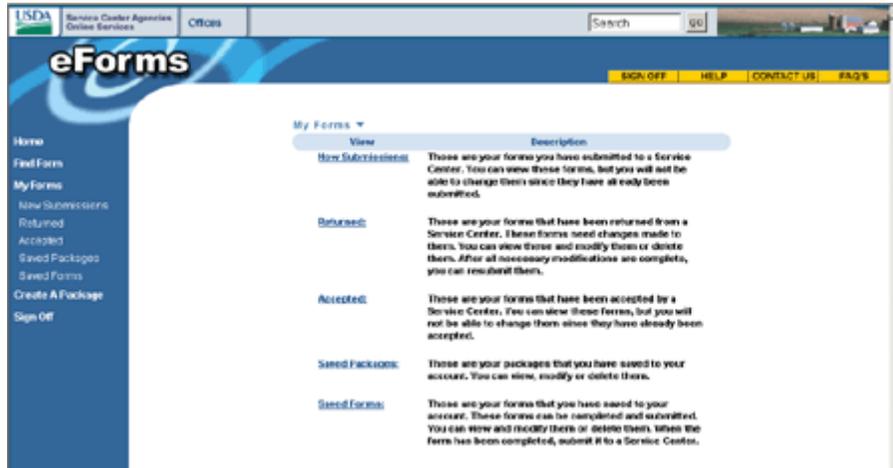
Screen #14: You will find a returned form/package in your RETURNED folder. Click on the ⓑbutton for an explanation of why the form/package was returned. If you wish, you can resubmit the form/package, after you have made the necessary changes.