



USDA Farm Service Agency



GUARANTEED LOANS

Web Access Process Guide

November 2009

About this Guide:

This guide provides a summary of instructions for USDA Farm Loan Program Guaranteed Lenders using the USDA Intranet site.

- ◆ Digital access No eAuthentication needed -
- ◆◆ Level 2 Authentication
- ◆◆◆ SA / access to AASM

Guidance provided here does not supersede Agency Handbooks or other policy guidance. Handbook 2-FLP Paragraph 73 is the primary reference for USDA's online services.

Table of Contents

Topic	Page
Acronym Glossary	2
FSA Forms	3
FSA Electronic Database Access	3
Loan Making	4
Security Administrator Information	5
Loan Closing / Electronic Fees Submission	6
Status and Default Reporting	7
Interest Assistance	7
Other Links	8

Glossary of Key Acronyms

AASM	Application Authorization Security Management System
GLS	Guaranteed Loan System (database)
LINC	Lender Interface Network Connection
SA	Security Administrator

◆ **FSA FORMS:** eAuthentication is **not** needed to obtain FSA digital forms.

- Access the Website: <http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>
- Click on **Browse Forms**

◆◆ If you want to send prepared forms to FSA, you will need to **sign in** here with a Level 2 Customer ID and Password

Note; There is a **site demonstration** that provides an overview of how to group forms and make an online submission.

◆◆ **FSA ELECTRONIC DATABASE ACCESS**

You will need:

“Level 2 eAuthentication ID” _____

Level 2 eAuthentication Password _____

Depending on the action you plan to take, you will need to access one of the following websites:

- **Loan Making and Forms:** <http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>
- **Online Reports:** <https://usdalinc.sc.egov.usda.gov/>

◆◆ LOAN MAKING:

- Once you have signed in at the <http://forms.sc.egov.usda.gov/eforms/> site, you can search for the forms you want. You can either save a form electronically as a separate document (**save forms**) or you can (**create a package**) These options are listed on the left side of the screen under **MyForms**. For most loan making options, **create a package** would be recommended for a digital submission as there will often be more than one form for submission.
- Once you have named the package, you can continue to add forms to it.
- When all forms to be sent are added, you can check the submit button and a screen will give directions for selection of the location to send it to.
- Here you have the option of attaching other files or information. In the past other documents had to be mailed but many banks can now scan all the additional documents and attach them preferably as PDF files.
- Once submitted you will get a confirmation page with a confirmation number that you can print for your record.
- It's possible a document could be returned by FSA if additional information is needed on it. If this happens, provide the requested information and resubmit. In most cases you would get a phone call too if a document was being returned.
- **MyForms** will list all of your folders

SECURITY ADMINISTRATOR INFORMATION

The State Office needs to add a designated SA to the AASM.

When this is done, FSA will send an email to the SA with additional guidance as listed on FLP-07-207 Attachment B “Lender Electronic Reporting” Dated September 17, 2007.

The following 5 types of roles can be assigned to lender employees.

- **Security Administrator** – Employee that the lender designates and authorizes to input electronic data through the USDA LINC web site and is responsible for adding the Lender Administrator, Branch Administrator, Lender Viewer, or Branch Viewer to the Application Authorization Security Management (AASM) System. The FSA State Office assigns this role type. Note: An SA will either have Lender Administrator or Branch Administrator inputting authorities.
- **Lender Administrator** – Employee who has authorization for all branches of the lender and is responsible for inputting electronic data through the USDA LINC web site. The Security Administrator assigns this role type.
- **Lender Viewer** – Employee has view only capabilities of all transactions associated with the lender’s tax ID for all branches. The Security Administrator assigns this role type.
- **Branch Administrator** – Employee who has authorization only for a specific branch(s) of the lender and is responsible for inputting electronic data through the USDA LINC web site. The Security Administrator assigns this role type.
- **Branch Viewer** - Employee has view only capabilities of all transactions for the branch that the user is associated. The Security Administrator assigns this role type.

For more information on Security Administrators please contact Thomas DeCock, Farm Loan Program Specialist, by phone: (651) 602-7717 or email: thomas.decock@mn.usda.gov

◆◆◆ LOAN CLOSING;

Only the SA or Lender / Branch Administrator can input data to LINC. Review the Security Administrator Information section of this publication for more details.

- Select FSA from the Agencies listed on the web site: **<https://usdalinc.sc.egov.usda.gov/>**.
- Select FSA from LINC website
- Select hyperlink to Lender Loan closing Administration
- Once logged in, follow the screens*
- Certification is needed that all Conditions on the Conditional Commitment have been met.
- You will receive a message that the loan closing was submitted successfully to USDA for processing.

* Review the following website power point guidance on reporting: **http://www.fsa.usda.gov/Internet/FSA_File/lenders_loan_closing_process.ppt** for step by step instruction.

◆◆◆ ELECTRONIC COLLECTION OF GUARANTEE FEES

Two Main Steps:

Step 1; Adding the Account Information where the guarantee fee will be withdrawn from;

- Select FSA from the Agencies listed on the web site: **<https://usdalinc.sc.egov.usda.gov/>**.
- Select FSA from LINC website
- Select “Lender PAD Account Maintenance”
- Follow Screens options*

Step 2; Selecting the option to electronically collect the fee when adding the Loan Closing to the Guaranteed Loan System;

- A contact with the FSA field office is still needed to complete submission of the fee(s) electronically.

* Review the following website power point guidance on fees collection for step by step instruction; **http://www.fsa.usda.gov/Internet/FSA_File/e_submission_of_guar_fees.ppt**

◆◆◆STATUS AND DEFAULT REPORTING:

Only the SA or Lender / Branch Administrator can input data to LINC. Review the Security Administrator Information section of this publication for more details.

- Select FSA from the Agencies listed on the web site:
<https://usdalinc.sc.egov.usda.gov/>.
- Select FSA from LINC website
- Select Lender Status Report List (hyperlink)
- Once logged in, the screens flow logically*
- After a Borrower's data is inputted, select **submit**
- You will receive a confirmation that the report has been successfully updated

* Review the following website power point guidance on reporting: **http://www.fsa.usda.gov/Internet/FSA_File/efile_status_reports.ppt** for step by step instruction.

◆◆ INTEREST ASSISTANCE

Complete the Interest Assistance request form and submit on line following the same process as noted for Loan Making.

OTHER LINKS:

National FSA Internet site. <http://www.fsa.usda.gov/FSA/>
Select State Offices, click on Minnesota on the Map. Go to
Programs (*on the left*) and scroll down to eAuthentication and
eFiling Library for Lenders.

Or

Minnesota FSA internet site; [http://www.fsa.usda.gov/FSA/
stateoffapp?mystate=mn&area=home&subject=prog&topic=landing](http://www.fsa.usda.gov/FSA/stateoffapp?mystate=mn&area=home&subject=prog&topic=landing)
Scroll down to Farm Loan Programs eAuthentication and eFiling
Library for Lenders for more detailed guidance.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.--