

FSA
HANDBOOK

**Web-Based Price Support Procedures and
Common Functions for Grains, Oilseeds, and Rice**

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

**15-PS
(Revision 1)**

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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**Web-Based Price Support Procedures and
Common Functions for
Grains, Oilseeds, and Rice
15-PS (Revision 1)**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Issuance

This handbook has been issued to provide procedure for eLDP functions.

B Obsolete

15-PS is obsolete.

Table of Contents

Page No.

Part 1 General Information

Section 1 Handbook Provisions

1	Handbook Coverage	1-1
2	Related Handbooks	1-1
3	Correspondence	1-2
4	Responsibilities	1-3
5-50	(Reserved)	

Section 2 General Provisions

51	General Information.....	1-71
52	General Eligibility	1-73
53-199	(Reserved)	

Part 2 Preparing for eLDP's

Section 1 Beginning Steps for Processing eLDP's

200	Requesting eLDP Services.....	2-1
201	PLM Allocations	2-1
202	Security, Users ID's and Passwords	2-4
203	Accessing the eLDP Web Site	2-7
204	Administrative Functions.....	2-8
205-250	(Reserved)	

Section 2 eLDP Customer Profiles

251	General Information.....	2-111
252	Producer Profile Functions	2-112
253	Joint Operation Profile Functions.....	2-126
254	Combined Producer Profiles	2-133
255	Overriding Combined Share Factor When Establishing eLDP Customer Profiles	2-136
256-299	(Reserved)	

Table of Contents (Continued)

Page No.

Part 3 eLDP Applications

Section 1 General Provisions

300	General Information.....	3-1
301-320	(Reserved)	

Section 2 Initial eLDP Applications Processing

321	Single Producer Applications.....	3-41
322	Multiple Producer Applications	3-44
323	External Producer Applications.....	3-47
324	Submitting External Applications	3-51
325-365	(Reserved)	

Section 3 Processing eLDP Applications

366	Farm-Stored Applications	3-137
367	Sold, Delivered, or Fed Applications	3-143
368	Open Storage Applications	3-147
369	Warehouse-Stored Applications.....	3-151
370-399	(Reserved)	

Part 4 (Reserved)

400-499	(Reserved)	
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Part 5 Payments

Section 1 General Information

500	General Information.....	5-1
501	Using NPS to Process eLDP Payments	5-1
502-599	(Reserved)	

Table of Contents (Continued)

Page No.

Part 6 Corrections

Section 1 General Information

600	eLDP Corrections and Deletions	6-1
601	Receivables Created as a Result of a Correction or Deletion	6-2
602	Spot Checks.....	6-2
603	Liquidated Damages and Duplicate LDP's.....	6-3
604-620	(Reserved)	

Section 2 Correcting and Deleting eLDP Applications

621	eLDP Corrections	6-41
622	Completing the Correction Process	6-52
623	eLDP Deletions	6-56
624-699	(Reserved)	

Part 7 Application Reports

700	Production Evidence Reports.....	7-1
701	Miscellaneous Reports.....	7-4
702-799	(Reserved)	

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4-6	(Reserved)
7	Justifiable Overrides

Part 1 General Information**Section 1 Handbook Provisions****1 Handbook Coverage****A Handbook Purpose**

This handbook contains step-by-step instructions for using the web-based price support software to administer eLDP's for grain and oilseeds for 2004 and subsequent crop years.

B Authority and Responsibility

PSD has the authority and responsibility for the instructions in this handbook.

2 Related Handbooks**A FSA Handbooks**

FSA handbooks related to grain and oilseed programs, and the common provisions for loans and eLDP's, include the following:

- 1-APP for appeals
- 7-AS for field correspondence
- 25-AS for records operations
- 1-CM for common management and operating procedures
- 7-CN for loan and LDP provisions for cotton
- 2-CP for acreage certification
- 6-CP for conservation compliance
- 58-FI for managing FSA and CCC claims
- 61-FI for prompt payment procedures
- 62-FI for IRS reporting requirements
- 64-FI for recording claims to ACS
- 67-FI for common receivables
- 2-LP Grains and Oilseeds for commodity data specific to wheat, feed grains, and oilseeds
- 2-LP Honey for loan provisions for honey
- 2-LP Peanuts for loan provisions for peanuts
- 2-LP Rice for loan and LDP provisions for rice
- 8-LP for loans and LDP's for 1999 and subsequent crop years
- 1-PL for payment eligibility determinations
- 2-PL for subsidiary files
- 3-PL for web-based subsidiary files
- 12-PS for APSS loans and LDP's.

3 Correspondence

A Types of Correspondence

Correspondence includes memorandums and other written communications about ineligible grain or oilseeds, potential claims, or other specific problems.

B Correspondence Between County Offices and ITSD-ADC or KCCO

For correspondence originating in the County Office, send correspondence to the State Office according to 7-AS.

All correspondence shall include the following:

- State and county codes
- crop year
- commodity
- loan number
- producer name
- schedule of deposit number, if applicable
- a brief summary of the problem.

For correspondence originating in ITSD-ADC or KCCO, send to the State Office in triplicate, marked, “Attention: _____ County FSA Office”.

State Offices shall:

- send 2 copies to the County Office
- retain the original for their records.

4 Responsibilities

A Background

The responsibilities for loan and LDP functions described in this paragraph are in addition to the responsibilities in 7-CN, applicable 2-LP's, 8-LP, 12-PS, and 10-SU.

B Office Responsibilities

The following describes the responsibilities of each office for eLDP activity.

Office	Responsibilities
PSD	<ul style="list-style-type: none"> • Implement web-based processes to support eLDP functions in State and County Offices. • Provide procedural assistance to State Offices on data entry requirements and software operations. • Provide program MAL, eLDP, and LDP policies for administering and delivering electronic price support programs.
State Offices	<ul style="list-style-type: none"> • Provide application training to County Offices. • Provide procedural assistance to County Offices on data entry requirements and software operations.
ITSD-ADC and KCCO	<ul style="list-style-type: none"> • Provide technical assistance to State and County Offices on nonprogram-related problems. • Assist in correcting inventory data received from County Offices.

5-50 (Reserved)

Section 2 Basic Provisions

51 General Information

A Definition of eLDP

eLDP is a web-based service that provides a means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP. Eligible customers can electronically submit an eLDP application from an external site. After the eLDP application and payment information is certified and approved for payment by a KC-based Accounting Certification Officer, the payment is automatically routed by EFT to the customer's bank account.

Note: For eLDP applications submitted by the County Office on behalf of customers to the central processing web site, eLDP will be calculated and then routed to the County Office for payment certification and special processing.

B eLDP Process

The eLDP process:

- operates through a KC-based central web site
- is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods, and uses the applicable LDP rate where the commodity is stored until the next rate is announced

Note: The Help Desk is only available during regular business hours.

- interfaces with SCIMS to obtain customer name and address information
- interfaces with web-based:
 - subsidiary files for eligibility information
 - compliance service to determine reasonable quantities
- is supported by NPS and EFT for payment processing.

51 General Information (Continued)

C Web-Based Procedures

Follow the instructions in this handbook when using the web-based software to accomplish the following eLDP activities:

- customer profiles
- applications
- corrections
- reports
- recording production evidence
- administrative functions.

52 General Eligibility

A Web-Based Applications

eLDP applications may be processed for the following quantities:

- stored
- sold
- delivered
- fed.

B Eligible Customers

eLDP customers must:

- be determined eligible to receive eLDP services by COC or designee

Note: Customers must have a Level 2 eAuthentication account and be linked to their SCIMS account before applying for an external eLDP.

- have a legacy link in SCIMS to the county where the profile will be established.

C Applicable Commodities

The following commodities are covered in this handbook:

- barley
- canola
- corn (including silage)
- crambe
- flaxseed
- grain sorghum (including silage)
- mohair
- mustard seed
- oats
- peanuts
- pelts
- pulse crops
- rapeseed
- rice
- safflower
- sesame
- soybeans
- sunflower seed - oil
- sunflower seed - other
- wheat
- wool.

53-199 (Reserved)

Part 2 Preparing for eLDP's**Section 1 Beginning Steps for Processing eLDP's****200 Requesting eLDP Services****A Annual Requirements**

County Offices shall:

- determine customer and commodity eligibility according to 8-LP, Part 2 for each:
 - applicable crop type
 - crop year
- record COC maximum reasonable yields according to subparagraph 204 B
- establish eLDP customer profiles according to Section 2.

201 PLM Allocations**A Setting PLM's**

To facilitate monitoring PLM's for eLDP and LDP's issued through APSS, the County Office shall set applicable PLM allocations, by commodity, in the customer profile according to Section 2.

When County Offices establish a customer PLM allocation for eLDP in the customer profile, a corresponding PLM allocation for that customer is **automatically** set by a download process in APSS on the County Office AS/400. In the event that the update to the County Office AS/400 is unsuccessful, an error message will be displayed indicating that the download was unsuccessful.

Note: The County Office can establish the PLM allocation for eLDP manually on the AS/400 by selecting option 8 from Price Support Loan/LDP Servicing Main Menu PVA005.

Important: County Office personnel shall ensure that all applicable PLM settings have been established for customers in their respective customer profiles **before** customers can successfully process eLDP's. For multi-county producers, County Offices shall use CCC-527 according to 2-PL to request changes in PLM's. Before a MAL repayment may be processed, PLM must be allocated in the System 36.

201 PLM Allocations (Continued)

A Setting PLM's (Continued)

When an external customer submits an eLDP application to the central eLDP web site, the eLDP software will **validate** PLM allocations for all applicable commodities in that customer's customer profile.

Applications for which PLM **exceeds** the limit set in the customer profile will be rejected.

As eLDP's are disbursed, the payment limitation set in the customer profile decreases.

B Multi-County Producer PLM's

County Offices shall run the multi-county producer price support allocation query according to the following **before** establishing a customer profile.

Step	Action	Result
1	On Price Support Main Menu PCA005 : <ul style="list-style-type: none"> • ENTER "9", "Perform Administrative Functions" • PRESS "Enter". 	Administrative Main Menu PAA010 will be displayed.
2	On Menu PAA010 : <ul style="list-style-type: none"> • ENTER "8", "Price Support Query Menu" • PRESS "Enter". 	Query Menu PQA015 will be displayed.
3	On Menu PQA015 : <ul style="list-style-type: none"> • ENTER "1", "Commodity Loan/LDP Eligibility" • PRESS "Enter". 	Query Menu PQA020 will be displayed.
4	On Menu PQA020 : <ul style="list-style-type: none"> • enter crop year • PRESS "Enter". 	Query Type Selection Screen PQA01104 will be displayed.
5	On Screen PAQ01104 : <ul style="list-style-type: none"> • ENTER "5", "Commodity Loan/LDP Eligibility Flag Queries" • PRESS "Enter". 	Query Flag Selection Screen PQA01133 will be displayed.

201 PLM Allocations (Continued)

B Multi-County Producer PLM's (Continued)

Step	Action	Result
6	<p>On Query Menu PQA01133, enter either of the following:</p> <ul style="list-style-type: none"> • “3” for all producers in a county • “4” for a specific producer’s PLM. <p>Note: When option 4 is entered, the following Select Records Screen will be displayed. County Offices shall change “999999999” in the “VALUE” field to the producer’s tax ID number and PRESS “Enter”.</p> <div data-bbox="495 688 1313 1178" style="border: 1px solid black; padding: 5px;"> <pre> SELECT RECORDS ALL ----- Query: PLMMULI5 Library: QRTEMP Option: REVISE Type comparisons, press Enter. Specify OR to start each new group of comparisons. Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, and LIKE. AND/OR FIELD TEST VALUE (FIELD, NUMBER, or 'characters') AND A.IDNUM EQ 999999999 B.STATUS EQ Cmd1=Insert Cmd12=Reorganize Roll=Page ----- LIST OF FIELDS TOP NAME COMMENT LEN DEC POS B.LAST Last Name 20 B.FORMAT Formatted Name for Mailing 33 A.IDNUM ID Number 9 0 B.IDTYPE ID Type Code 1 A.STATE State Code 2 0 Cmd4=Show names only Cmd6=Fast roll Roll=Page Cmd3=Go back Cmd5=Show report Cmd7=End Cmd10=Show files Cmd13=Show report layout </pre> </div>	<p>A series of queries will run and a report will print on the system printer.</p>

202 Security, User ID's, and Passwords

A eAuthentication Login

Access to the eLDP central processing web site is secured by means of a user ID and password through the Level 2 eAuthentication registration process. Information about obtaining a user ID and password to transact electronic business with USDA and Level 2 eAuthentication can be found on the USDA web site at www.usda.gov. CLICK:

- “**View USDA Customer Statement**” and the Customer Statement Screen will be displayed

USDA United States Department of Agriculture
Customer Statement

Home About Customer Statement Help Contact Us Login

What is the USDA Customer Statement? [More](#)

Take a Tour of the Customer Statement! (Demonstration)

The USDA Customer Statement is part of the USDA's eGovernment Initiative and brings to the farmer and rancher un-precedented online access to their business activities with USDA 24 hours a day, 7 days a week.

The Customer Statement, "will put a whole range of USDA services and programs into a single report at the fingertips of agricultural producers." The Customer Statement allows USDA customers to view:

- their participation, application and payment status in various commodity and conservation programs,
- information on farm loans, and
- conservation plan and land unit information.

For an overview of the Customer Statement, see the **Customer Statement Guide for First Time Users**. (PDF format - File Size: 392 KB)

How do I Access the Customer Statement?

Access to the Customer Statement is available to all USDA customers. In order to insure personal identity, you must first register for a **USDA eAuthentication Level 2 Account**. This process is easy and starts online by creating a user ID and password and confirming your email. The final step requires visiting a local USDA Service Center to complete the eAuthentication process.

Once you have your eAuthentication account, you can click on the 'Login' link on the top of this page and enter your user ID and password on the USDA login screen. On your first visit to the customer statement, you will be assigned a unique Customer Identifier (USDA ID) and a default profile for your customer statement will be created. In the future this profile will allow you to customize your statement.

I Want To...

- [Print Instructions \(pdf\)](#)
- [Get a Login](#)
- [Try the Demonstration Customer Statement](#)
- [Locate a USDA Service Center](#)
- [Find out about Conservation Programs](#)
- [Find out about farm loans](#)
- [Find out about commodity loans](#)

Media Help

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Optimized for Internet Explorer 6

[Click to Download](#)

Spotlights

[USDA Conservation Programs](#) [Commodity Loans](#)

- “**Get a Login**”.

The following may access eLDP:

- all eLDP external customers who have a valid Level 2 eAuthentication user ID, password, and eLDP customer profile established.
- all County Office users who have a valid Level 2 eAuthentication user ID and password.

202 Security, User ID's, and Passwords (Continued)

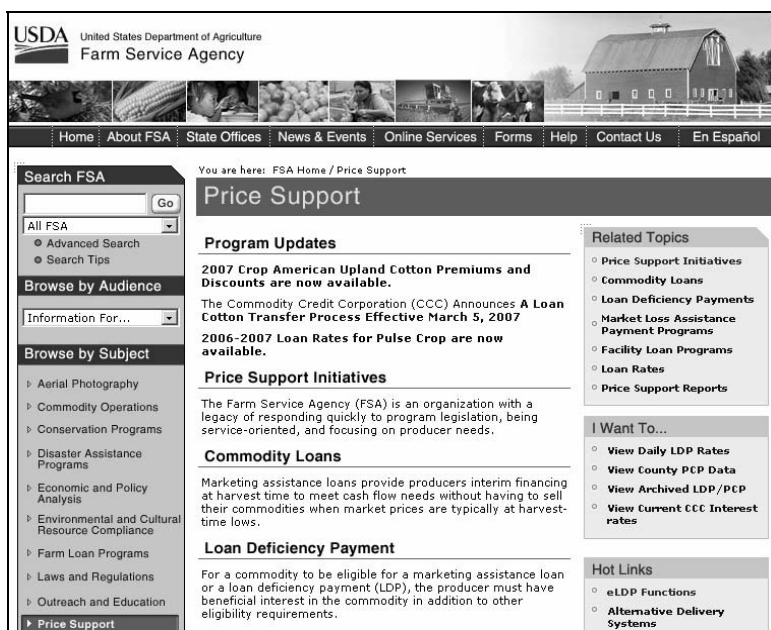
B eAuthentication Login Screen

External customers and County Office users shall access the eLDP web site according to the following:

- access the FSA Home Page at <http://www.fsa.usda>
- under “Browse by Subject”, CLICK “Price Support”



- under “Hot Links”, CLICK “eLDP Functions”.



202 Security, User ID's, and Passwords (Continued)

B eAuthentication Login Screen (Continued)

The USDA eAuthentication Warning Screen will be displayed. CLICK “Continue” and the eAuthentication Login Screen will be displayed. Enter the user ID and password and CLICK “Login”.

C RLMS

County Offices shall establish an eRepresentative role in RLMS for individuals that will represent an entity or joint operation.

Note: The individual must have acceptable authority on file according to 1-CM. FSA-211 is **not** acceptable documentation for establishing the eRepresentative role.

County Offices can access RLMS:

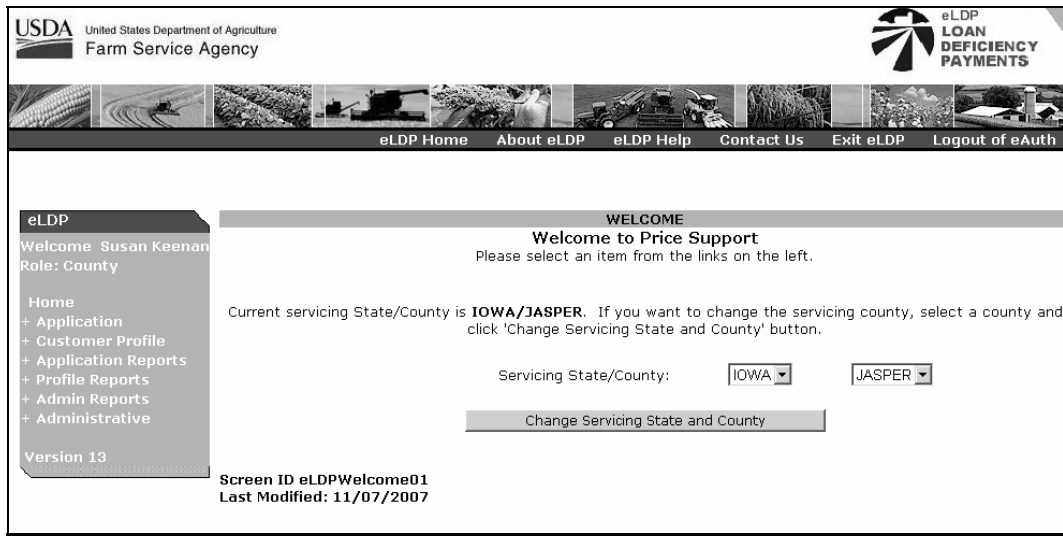
- Representative Customer Maintenance at <https://aegean.sc.egov.usda.gov/representatives/DelegationMaint/FindRep.asp>
- Representative Maintenance at <https://aegean.sc.egov.usda.gov/representatives/RepresentativeMaint/FindRep.asp>.

203 Accessing the eLDP Web Site

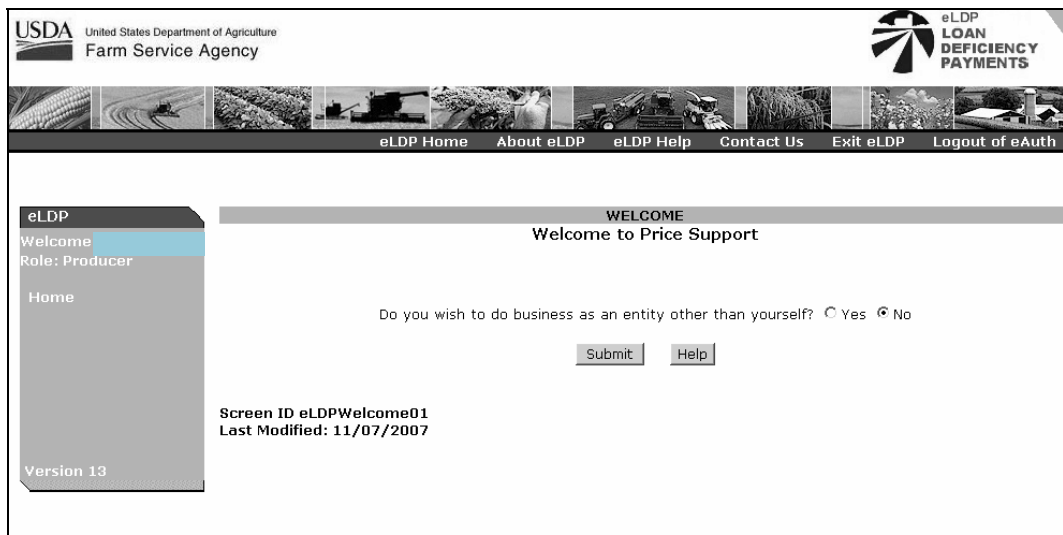
A Welcome to Price Support Screen

After successfully logging in according to subparagraph 202 B:

- **County Office** users will be directed to a county eLDP web site, from which County Office eLDP actions will be initiated



- **external customers** will be directed to an external customer eLDP web site, from which eLDP applications will be initiated



- **State Office** users will have inquiry capabilities to view customer profiles and eLDP transactions processed within the State.

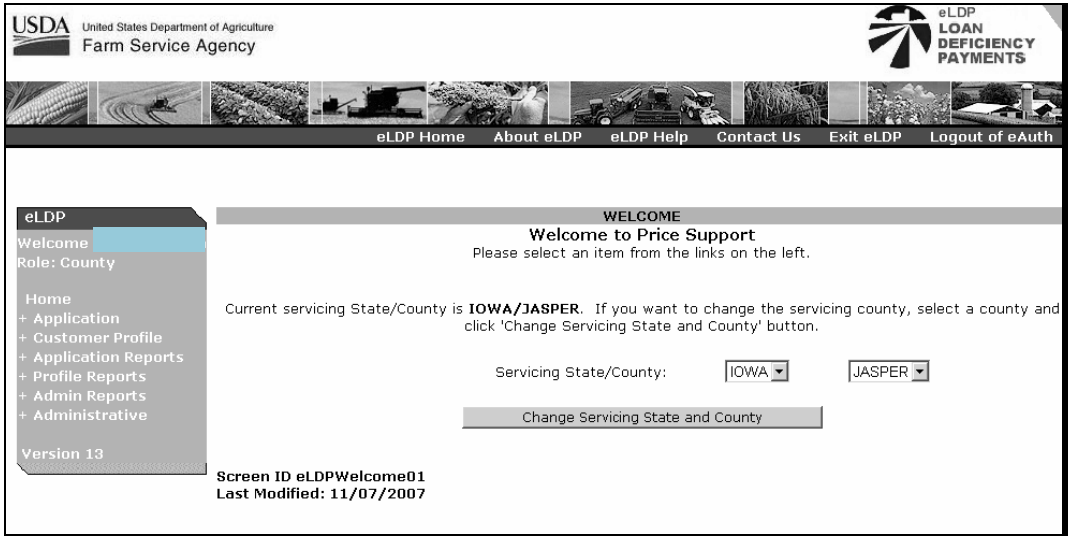
204 Administrative Functions

A E-mail Contact Entry

E-mail addresses of County Office employees must be recorded to receive e-mail messages generated by:

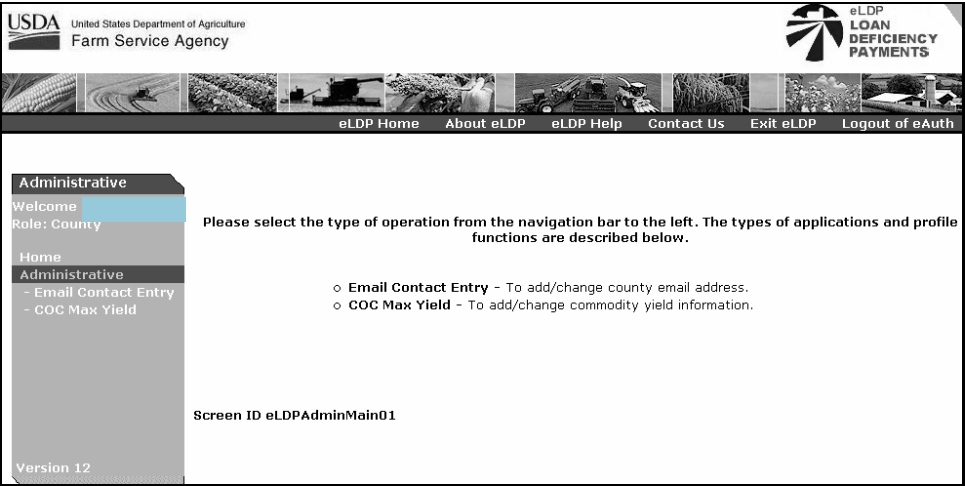

- producers
- ITSD-ADC.

County Offices shall enter applicable e-mail addressees according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="391 663 1490 695">On Screen ID eLDPWelcome01, CLICK “Administrative”.</p> 

204 Administrative Functions (Continued)

A E-mail Contact Entry (Continued)

Step	Action
3	<p>On Screen ID eLDPAdminMain01, CLICK “Email County Entry”.</p> 
4	<p>On Screen ID eLDPCntyEmail01, enter primary and secondary e-mail addresses. E-mail addresses may be either:</p> <ul style="list-style-type: none"> • CED and PT • two PT’s. <p>Note: Two e-mail addresses must be recorded.</p> <p>CLICK “Submit”.</p> <p>Note: E-mail addresses are recorded 1 time for the entire county and shall only be revised when applicable.</p> 

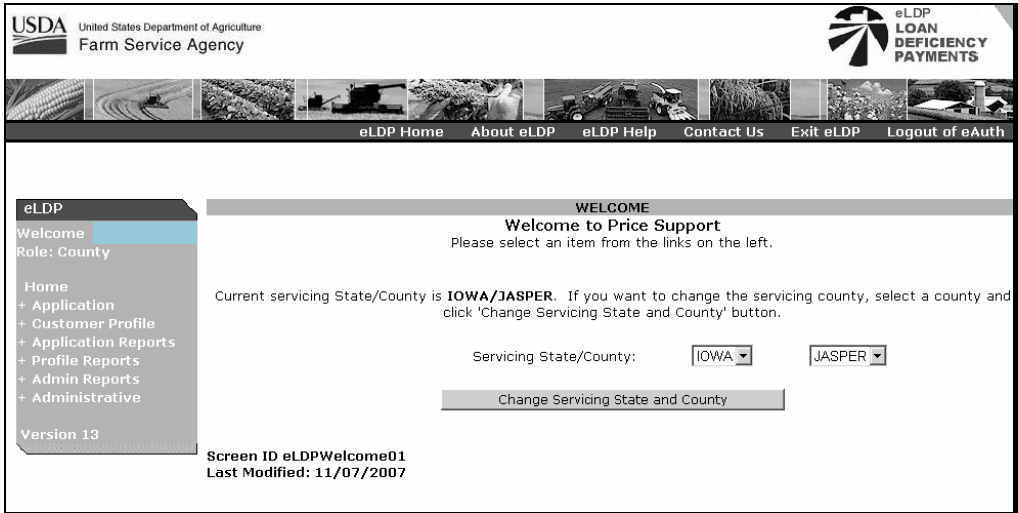
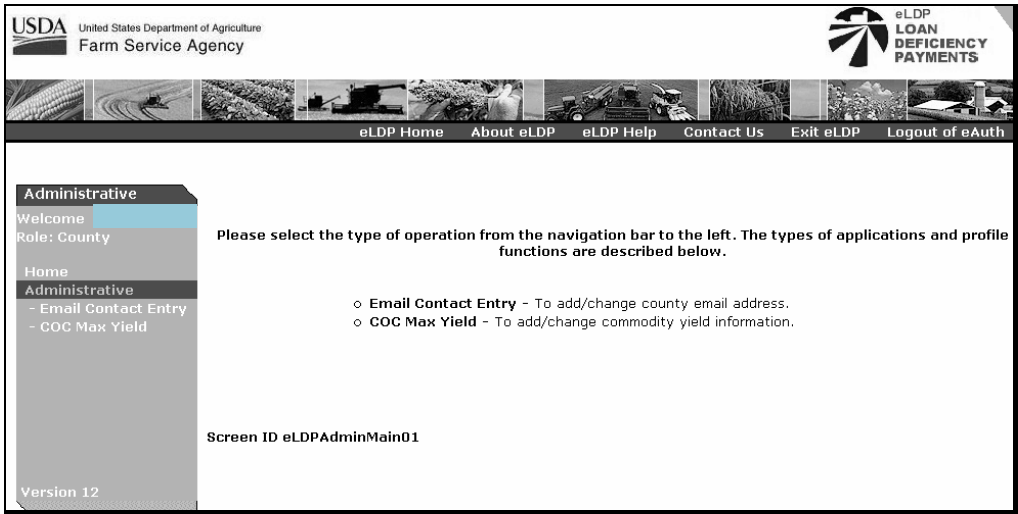
204 Administrative Functions (Continued)

B COC Maximum Yield

8-LP, subparagraph 132 E requires COC to annually determine reasonable estimates of yield for each commodity based on crop and weather conditions in the county.

The COC maximum yield must be recorded before customer profiles can be established each crop year.

County Offices shall record COC yields according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="391 661 1193 699">On Screen ID eLDPWelcome01, CLICK “Administrative”.</p> 
3	<p data-bbox="391 1241 1250 1278">On Screen ID eLDPAdminMain01, CLICK “COC Max Yield”.</p> 

204 Administrative Functions (Continued)

B COC Maximum Yield (Continued)

Step	Action																																																																																																																																																																																																
4	<p>On Screen ID eLDPCntyYld01:</p> <ul style="list-style-type: none"> select the crop year enter applicable irrigated and nonirrigated COC maximum yields for applicable commodities <p>Note: With the exception of wool, mohair, pelts, and honey, customer profiles cannot be established if a COC maximum yield is not recorded.</p> <ul style="list-style-type: none"> enter allocated percentage. <p>Note: The allocated percentage of a commodity determines the maximum quantity that can be used for eLDP applications. The allocated percentage must be greater than 1 percent.</p>																																																																																																																																																																																																
	<p>The screenshot shows a web application interface for entering COC maximum yields. At the top, there is a navigation menu with 'Home', 'Administrative', '- Email Contact Entry', and '- COC Max Yield'. The 'COC Max Yield' option is selected. To the right, there is a 'Crop Year' dropdown menu set to '2007' and a 'GO' button. Below this is a table with the following columns: 'Commodity', 'Class', 'UOM', 'Irr. Yield', 'Non-Irr. Yield', and 'Allocated %'. The table contains 28 rows of commodity data. At the bottom of the screen, there are 'Submit', 'Cancel', and 'Help' buttons.</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>UOM</th> <th>Irr. Yield</th> <th>Non-Irr. Yield</th> <th>Allocated %</th> </tr> </thead> <tbody> <tr><td>BARLEY</td><td></td><td>Bushels</td><td>70</td><td>50</td><td>50</td></tr> <tr><td>CANOLA</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>CHICKPEAS</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>CORN</td><td></td><td>Bushels</td><td>160</td><td>100</td><td>100</td></tr> <tr><td>COTTON</td><td></td><td>Lbs.</td><td>1200</td><td>800</td><td>100</td></tr> <tr><td>CRAMBE</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>DRY PEAS</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>FLAXSEED</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>LENTILS</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>MUSTARD</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>OATS</td><td></td><td>Bushels</td><td>50</td><td>40</td><td>100</td></tr> <tr><td>PEANUTS</td><td>Runner</td><td>Tons</td><td>3.5</td><td>2.25</td><td>100</td></tr> <tr><td>PEANUTS</td><td>Spanish Southeast</td><td>Tons</td><td></td><td></td><td></td></tr> <tr><td>PEANUTS</td><td>Spanish Southwest</td><td>Tons</td><td></td><td></td><td></td></tr> <tr><td>PEANUTS</td><td>Valencia</td><td>Tons</td><td></td><td></td><td></td></tr> <tr><td>PEANUTS</td><td>Virginia</td><td>Tons</td><td></td><td></td><td></td></tr> <tr><td>RAPESEED</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>RICE</td><td>Long</td><td>Cwt</td><td></td><td></td><td></td></tr> <tr><td>RICE</td><td>Medium</td><td>Cwt</td><td></td><td></td><td></td></tr> <tr><td>RICE</td><td>Short</td><td>Cwt</td><td></td><td></td><td></td></tr> <tr><td>SAFFLOWER</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>SORGHUM</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>SOYBEANS</td><td></td><td>Bushels</td><td>40</td><td>32</td><td>100</td></tr> <tr><td>SUNFLOWER OIL</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>SUNFLOWER SEED</td><td></td><td>Cwt.</td><td></td><td></td><td></td></tr> <tr><td>WHEAT</td><td>Durum</td><td>Bushels</td><td></td><td></td><td></td></tr> <tr><td>WHEAT</td><td>Hard Red Spring</td><td>Bushels</td><td>50</td><td>40</td><td>100</td></tr> <tr><td>WHEAT</td><td>Hard Red Winter</td><td>Bushels</td><td></td><td></td><td></td></tr> <tr><td>WHEAT</td><td>Hard White Winter</td><td>Bushels</td><td></td><td></td><td></td></tr> <tr><td>WHEAT</td><td>Soft Red Winter</td><td>Bushels</td><td></td><td></td><td></td></tr> <tr><td>WHEAT</td><td>Soft White Wheat</td><td>Bushels</td><td></td><td></td><td></td></tr> </tbody> </table>	Commodity	Class	UOM	Irr. Yield	Non-Irr. Yield	Allocated %	BARLEY		Bushels	70	50	50	CANOLA		Cwt.				CHICKPEAS		Cwt.				CORN		Bushels	160	100	100	COTTON		Lbs.	1200	800	100	CRAMBE		Cwt.				DRY PEAS		Cwt.				FLAXSEED		Cwt.				LENTILS		Cwt.				MUSTARD		Cwt.				OATS		Bushels	50	40	100	PEANUTS	Runner	Tons	3.5	2.25	100	PEANUTS	Spanish Southeast	Tons				PEANUTS	Spanish Southwest	Tons				PEANUTS	Valencia	Tons				PEANUTS	Virginia	Tons				RAPESEED		Cwt.				RICE	Long	Cwt				RICE	Medium	Cwt				RICE	Short	Cwt				SAFFLOWER		Cwt.				SORGHUM		Cwt.				SOYBEANS		Bushels	40	32	100	SUNFLOWER OIL		Cwt.				SUNFLOWER SEED		Cwt.				WHEAT	Durum	Bushels				WHEAT	Hard Red Spring	Bushels	50	40	100	WHEAT	Hard Red Winter	Bushels				WHEAT	Hard White Winter	Bushels				WHEAT	Soft Red Winter	Bushels				WHEAT	Soft White Wheat	Bushels			
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204 Administrative Functions (Continued)

B COC Maximum Yield (Continued)

Step	Action																																																
5	<p data-bbox="402 323 1403 394">After all applicable yields and allocation percentage has been entered, CLICK “Submit” to complete the process.</p> <div data-bbox="402 432 1414 779" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tbody> <tr> <td>SUNFLOWER OIL</td> <td></td> <td>Cwt.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>SUNFLOWER SEED</td> <td></td> <td>Cwt.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>WHEAT</td> <td>Durum</td> <td>Bushels</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>WHEAT</td> <td>Hard Red Spring</td> <td>Bushels</td> <td>50</td> <td>40</td> <td>100</td> </tr> <tr> <td>WHEAT</td> <td>Hard Red Winter</td> <td>Bushels</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>WHEAT</td> <td>Hard White Winter</td> <td>Bushels</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>WHEAT</td> <td>Soft Red Winter</td> <td>Bushels</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>WHEAT</td> <td>Soft White Wheat</td> <td>Bushels</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p data-bbox="771 730 1052 762" style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	SUNFLOWER OIL		Cwt.	<input type="text"/>	<input type="text"/>	<input type="text"/>	SUNFLOWER SEED		Cwt.	<input type="text"/>	<input type="text"/>	<input type="text"/>	WHEAT	Durum	Bushels	<input type="text"/>	<input type="text"/>	<input type="text"/>	WHEAT	Hard Red Spring	Bushels	50	40	100	WHEAT	Hard Red Winter	Bushels	<input type="text"/>	<input type="text"/>	<input type="text"/>	WHEAT	Hard White Winter	Bushels	<input type="text"/>	<input type="text"/>	<input type="text"/>	WHEAT	Soft Red Winter	Bushels	<input type="text"/>	<input type="text"/>	<input type="text"/>	WHEAT	Soft White Wheat	Bushels	<input type="text"/>	<input type="text"/>	<input type="text"/>
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205-250 (Reserved)

Section 2 eLDP Customer Profiles

251 General Information

A Customer Profiles for eLDP

An eLDP customer profile can be either of the following:

- **common customer profile** which is used for all SCIMS business types except those for joint operations
- **joint operation profile** which is used for general partnerships and joint ventures with an employer identification number.

CMA and DMA eLDP processing:

- **do not** require a customer profile
- is facilitated by **master reference tables** that are maintained by PSD's CMA/DMA Program Manager.

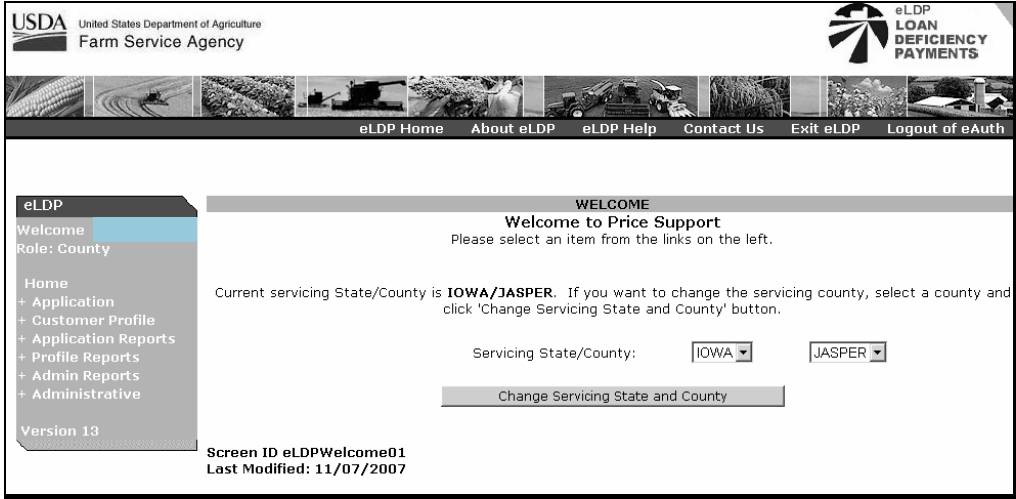
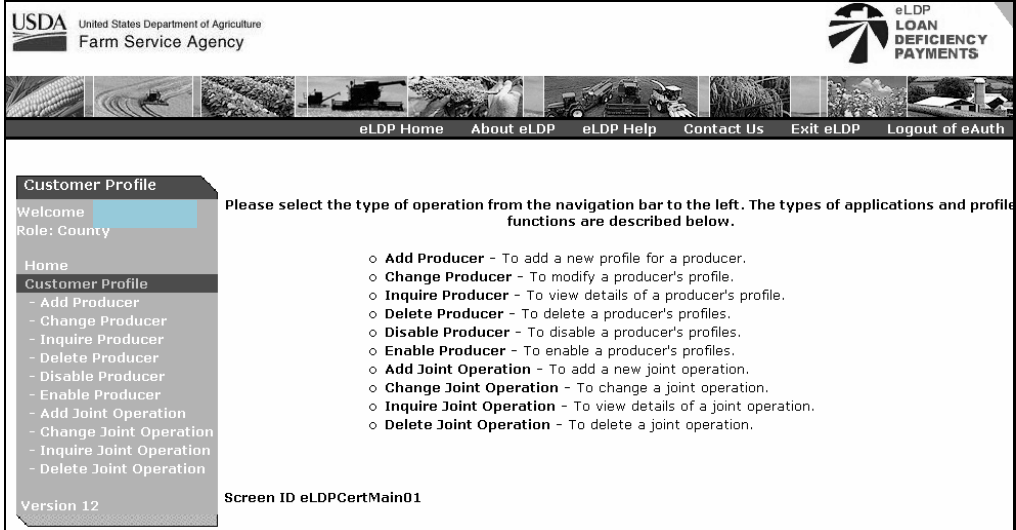
Before an eLDP application can be submitted to the central **eLDP** processing web site from either an **external site** or a **County Office**, a customer profile must be established **1** time, **each** crop year, at the central eLDP processing web site for each county in which the customer desires eLDP services according to this paragraph by the customer's County Office. The customer profile:

- contains the following:
 - customer and commodity eligibility information
 - the customer PLM for eLDP
 - the producer's reasonable production, by commodity, class, and type
- shall be updated over time by the customer's County Office whenever existing customer profile entries change
- reduces the loan quantity after an application has been submitted or corrected
- reduces the available PLM after an application has been submitted or corrected.

252 Producer Profile Functions

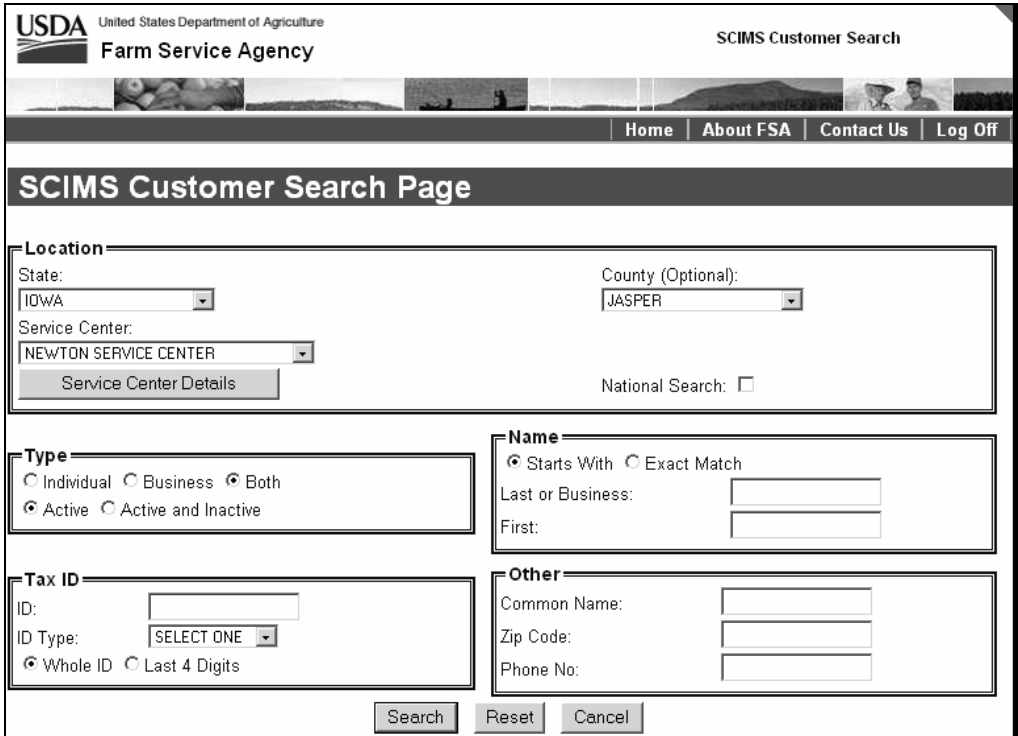
A Add Producer Function

Establish a **common customer profile** according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="402 436 1209 472">On Screen ID eLDPWelcome01, CLICK “Customer Profile”.</p>  <p data-bbox="402 1045 1477 1144">Note: Customer profiles are county specific. If the customer is multi-county and participates in more than 1 county, a customer profile must be established in each county.</p>
3	<p data-bbox="402 1150 1185 1186">On Screen ID eLDPCertMain01, CLICK “Add Producer”.</p> 

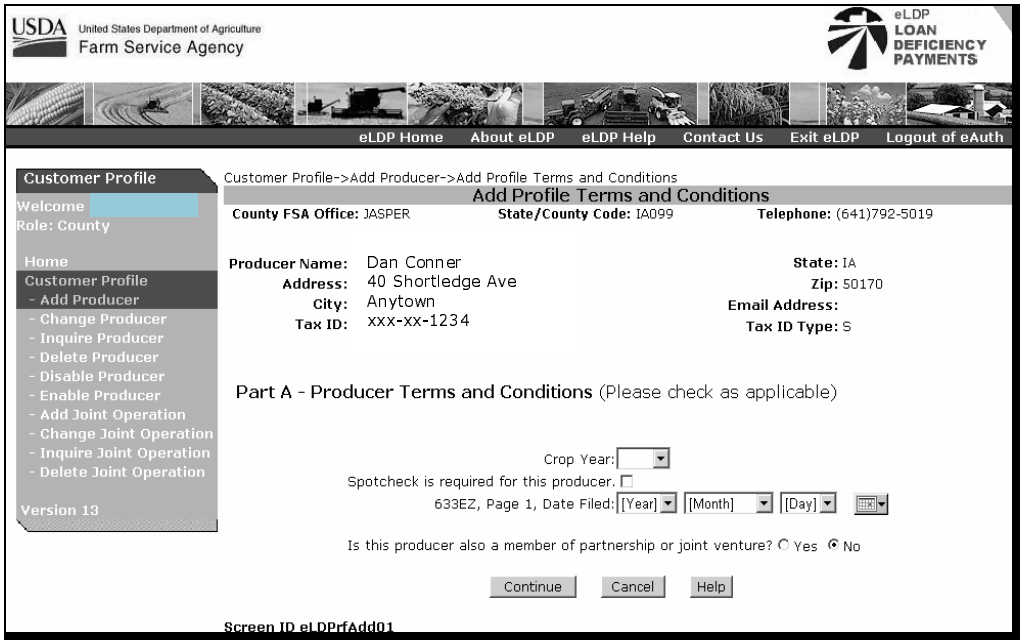
252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action
4	<p>On SCIMS Customer Search Page Screen, select the producer by entering either the:</p> <ul style="list-style-type: none"> • 9 digit tax ID number • last 4 digits of producer’s tax ID number. <p>Note: eLDP’s cannot be completed for customers not found in SCIMS.</p> 

252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action
5	<p data-bbox="402 325 795 357">On Screen ID eLDPrfAdd01:</p> <ul data-bbox="409 405 1412 550" style="list-style-type: none"> • select the applicable crop year • click the radio button to answer if a spot check is required for this producer • enter the date CCC-633 EZ, Page 1 was filed • CLICK “Continue”. <p data-bbox="409 592 1445 697">Note: The question, “Is this producer also a member of a partnership or joint venture”, is defaulted to “No”. Users shall only change the default when adding a profile for a producer who is a member of a joint operation.</p>  <p data-bbox="636 1344 808 1365">Screen ID eLDPrfAdd01</p>

252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action
6	<p>When establishing customer profiles for the first time, software will:</p> <ul style="list-style-type: none"> • read the web-based subsidiary files to determine eligibility • list the reasons if the producer is ineligible for payment. <p>The following is an example of a producer in which a profile cannot be established.</p> <div data-bbox="397 583 1409 1224" style="border: 1px solid black; padding: 5px;"> </div> <p>When a customer profile cannot be established:</p> <ul style="list-style-type: none"> • CLICK “Cancel” to end the process • address invalid determinations before re-establishing the customer profile.

252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action
7	<p>When compliance data is found for each reported commodity, Screen ID eLDPPrfAdd02 will be displayed with a producer's:</p> <ul style="list-style-type: none"> reasonable quantity <p>Note: Reasonable quantities are calculated by multiplying the COC maximum yield recorded, according to subparagraph 204 B, times the producer's share in the commodity based on the producer's reported or determined acres.</p> <ul style="list-style-type: none"> allocated quantity <p>Note: Allocated quantities are calculated by multiplying the reasonable quantity times the allocated percentage recorded according to subparagraph 204 B.</p> <ul style="list-style-type: none"> combined permitted/AGI factor. <p>Notes: The "Combined Permitted/AGI Factor" will be 1.0 when a producer meets AGI eligibility according to 3-PL.</p> <p>See 3-PL, paragraph 31 for examples for factors less than 1.0.</p> <p>When FSA-578 data is not found and the producer is not a member of a joint operation, the message, "Error: No 578 data is returned from compliance web service. Only WOOL/MOHAIR/PELTS/HONEY can be added at this time.", will be displayed.</p> <div data-bbox="386 1314 1349 1883" style="border: 1px solid black; padding: 5px;"> </div>

252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action																																													
8	<p data-bbox="397 323 812 357">On Screen ID eLDPPrfAdd02:</p> <ul data-bbox="397 399 1347 472" style="list-style-type: none"> enter “Regular” and “Other” payment limitation allocation amounts as applicable <p data-bbox="446 504 1412 619">Important: For multi-county producers, the multi-county producer PLM query report must be printed before establishing a customer profile according to subparagraph 201 B.</p> <ul data-bbox="397 651 649 682" style="list-style-type: none"> CLICK “Add”. <div data-bbox="397 724 1445 1354" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px;"> <ul style="list-style-type: none"> - Disable Producer - Enable Producer - Add Joint Operation - Change Joint Operation - Inquire Joint Operation - Delete Joint Operation <p>Version 13</p> </div> <div> <p>Part B - Producer Allocation Information</p> <p>eLDP Regular Payment Limitation (PLM) Allocation Amount: <input type="text"/></p> <p>eLDP Other Payment Limitation (PLM) Allocation Amount: <input type="text"/></p> <p>Crop Year: 2007</p> <p>Cropland Factor: 1.0</p> <p>Combined Permitted/AGI Factor: <input type="text"/></p> <p>Regular Legacy Application Amount: \$0.00</p> <p>Other Legacy Application Amount: \$0.00</p> <p>Is this producer also a member of partnership or joint venture?: No</p> <p>Commodity: <input type="text" value="CORN"/> Class/Variety/Type: <input type="text" value="Yellow"/></p> <p>Farm Number (or ALL): <input type="text"/></p> <p>Reasonable Quantity: <input type="text"/></p> <p>Allocated Quantity: <input type="text"/></p> <p>633EZ Date Filed: 02/17/2007</p> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> </p> <p>Commodity Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sel</th> <th>Commodity</th> <th>Class</th> <th>Farm Number</th> <th>Compl Class</th> <th>COC Irr. Yield</th> <th>COC Non-Irr. Yield</th> <th>Reasonable Quantity</th> <th>Allocated Quantity</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>CORN</td> <td>Yellow</td> <td>0004847</td> <td>YEL</td> <td>50.00</td> <td>40.00</td> <td>4,656.00</td> <td>466.00</td> </tr> <tr> <td><input type="radio"/></td> <td>SOYBEANS</td> <td>Yellow</td> <td>0004847</td> <td>COM</td> <td>18.00</td> <td>15.00</td> <td>956.00</td> <td>956.00</td> </tr> </tbody> </table> <p>Commodity Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>633EZ Date Filed</th> <th>Total Reasonable Quantity</th> <th>Total Allocated Quantity</th> <th>Total Available Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>02/17/2007</td> <td>4,656.00</td> <td>466.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>02/17/2007</td> <td>956.00</td> <td>956.00</td> <td>956.00</td> </tr> </tbody> </table> </div> </div> </div>	Sel	Commodity	Class	Farm Number	Compl Class	COC Irr. Yield	COC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity	<input checked="" type="radio"/>	CORN	Yellow	0004847	YEL	50.00	40.00	4,656.00	466.00	<input type="radio"/>	SOYBEANS	Yellow	0004847	COM	18.00	15.00	956.00	956.00	Commodity	Class	633EZ Date Filed	Total Reasonable Quantity	Total Allocated Quantity	Total Available Quantity	CORN	Yellow	02/17/2007	4,656.00	466.00	466.00	SOYBEANS	Yellow	02/17/2007	956.00	956.00	956.00
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252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action																																													
9	<p>Wool, mohair, pelts, and honey are the only commodities that are not reported on FSA-578; therefore reasonable and allocated quantities must be entered manually.</p> <p>To establish customer profiles for wool, mohair, pelts, or honey:</p> <ul style="list-style-type: none"> • select the applicable commodity • enter the farm number or “ALL” to include all applicable farms • enter the reasonable quantity • enter the allocated quantity • CLICK “Add”. <div data-bbox="402 737 1442 1402" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px; font-size: 8px;"> Delete Producer - Disable Producer - Enable Producer - Add Joint Operation - Change Joint Operation - Inquire Joint Operation - Delete Joint Operation Version 13 </div> <div> <p>Part B - Producer Allocation Information</p> <p>eLDP Regular Payment Limitation (PLM) Allocation Amount: <input type="text" value="75000"/></p> <p>eLDP Other Payment Limitation (PLM) Allocation Amount: <input type="text" value="50000"/></p> <p>Crop Year: 2007 Cropland Factor: 1.0 Combined Permitted/AGI Factor: <input type="text" value="1.0"/></p> <p>Regular Legacy Application Amount: \$0.00 Other Legacy Application Amount: \$0.00</p> <p>Is this producer also a member of partnership or joint venture?: No</p> <p>Commodity: <input type="text" value="WOOL"/> Class/Variety/Type: <input type="text" value="Ungraded"/></p> <p>Farm Number (or ALL): <input type="text" value="ALL"/></p> <p>Reasonable Quantity: <input type="text" value="5000"/> COC Irr. Yield: <input type="text"/></p> <p>Allocated Quantity: <input type="text" value="3500"/> COC Non-Irr. Yield: <input type="text"/></p> <p>633EZ Date Filed: 02/17/2007</p> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> </p> <p>Commodity Detail</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Sel</th> <th>Commodity</th> <th>Class</th> <th>Farm Number</th> <th>Compl Class</th> <th>COC Irr. Yield</th> <th>COC Non-Irr. Yield</th> <th>Reasonable Quantity</th> <th>Allocated Quantity</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>CORN</td> <td>Yellow</td> <td>0004847</td> <td>YEL</td> <td>50.00</td> <td>40.00</td> <td>4,656.00</td> <td>466.00</td> </tr> <tr> <td><input type="radio"/></td> <td>SOYBEANS</td> <td>Yellow</td> <td>0004847</td> <td>COM</td> <td>18.00</td> <td>15.00</td> <td>956.00</td> <td>956.00</td> </tr> </tbody> </table> <p>Commodity Summary</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>633EZ Date Filed</th> <th>Total Reasonable Quantity</th> <th>Total Allocated Quantity</th> <th>Total Available Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>02/17/2007</td> <td>4,656.00</td> <td>466.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>02/17/2007</td> <td>956.00</td> <td>956.00</td> <td>956.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div> </div> </div>	Sel	Commodity	Class	Farm Number	Compl Class	COC Irr. Yield	COC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity	<input checked="" type="radio"/>	CORN	Yellow	0004847	YEL	50.00	40.00	4,656.00	466.00	<input type="radio"/>	SOYBEANS	Yellow	0004847	COM	18.00	15.00	956.00	956.00	Commodity	Class	633EZ Date Filed	Total Reasonable Quantity	Total Allocated Quantity	Total Available Quantity	CORN	Yellow	02/17/2007	4,656.00	466.00	466.00	SOYBEANS	Yellow	02/17/2007	956.00	956.00	956.00
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252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action																																																												
10	<p>The added commodity will be displayed. In this example, wool was added.</p> <p>Note: COC yields are never loaded for wool, mohair, pelts, or honey.</p> <div data-bbox="402 470 1409 936" style="border: 1px solid black; padding: 5px;"> <p>Commodity Detail</p> <table border="1"> <thead> <tr> <th>Sel</th> <th>Commodity</th> <th>Class</th> <th>Farm Number</th> <th>Compl Class</th> <th>COC Irr. Yield</th> <th>COC Non-Irr. Yield</th> <th>Reasonable Quantity</th> <th>Allocated Quantity</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>CORN</td> <td>Yellow</td> <td>0004847</td> <td>YEL</td> <td>50.00</td> <td>40.00</td> <td>4,656.00</td> <td>466.00</td> </tr> <tr> <td><input type="radio"/></td> <td>SOYBEANS</td> <td>Yellow</td> <td>0004847</td> <td>COM</td> <td>18.00</td> <td>15.00</td> <td>956.00</td> <td>956.00</td> </tr> <tr> <td><input type="radio"/></td> <td>WOOL</td> <td>Ungraded ALL</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>5,000.00</td> <td>3,500.00</td> </tr> </tbody> </table> <p>Commodity Summary</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>639EZ Date Filed</th> <th>Total Reasonable Quantity</th> <th>Total Allocated Quantity</th> <th>Total Available Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>02/17/2007</td> <td>4,656.00</td> <td>466.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>02/17/2007</td> <td>956.00</td> <td>956.00</td> <td>956.00</td> </tr> <tr> <td>WOOL</td> <td>Ungraded</td> <td>02/17/2007</td> <td>5,000.00</td> <td>3,500.00</td> <td>3,500.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID eLDPPrfAdd02</p> </div> <p>CLICK “Submit” to complete the process.</p>	Sel	Commodity	Class	Farm Number	Compl Class	COC Irr. Yield	COC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity	<input type="radio"/>	CORN	Yellow	0004847	YEL	50.00	40.00	4,656.00	466.00	<input type="radio"/>	SOYBEANS	Yellow	0004847	COM	18.00	15.00	956.00	956.00	<input type="radio"/>	WOOL	Ungraded ALL			0.00	0.00	5,000.00	3,500.00	Commodity	Class	639EZ Date Filed	Total Reasonable Quantity	Total Allocated Quantity	Total Available Quantity	CORN	Yellow	02/17/2007	4,656.00	466.00	466.00	SOYBEANS	Yellow	02/17/2007	956.00	956.00	956.00	WOOL	Ungraded	02/17/2007	5,000.00	3,500.00	3,500.00
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11	<p>A message will be displayed indicating that customer profile was successfully added.</p> <div data-bbox="402 1125 1409 1730" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> - Add Joint Operation - Change Joint Operation - Inquire Joint Operation - Delete Joint Operation <p>Version 13</p> </div> <div> <p>Part B - Producer Allocation Information</p> <p>eLDP Regular Payment Limitation (PLM) Allocation Amount: \$75,000.00 eLDP Regular Available Amount: \$75,000.00 eLDP Other Payment Limitation (PLM) Allocation Amount: \$50,000.00 eLDP Other Available Amount: \$50,000.00 Crop Year: 2007 Cropland Factor: 1.0 Combined Permitted/AGI Factor: 1.0 Effective Allocation Factor: 1.0 Regular Legacy Application Amount:\$0.00 Other Legacy Application Amount:\$0.00</p> <p>The AS400 System for this county was updated successfully.</p> <p>Commodity Detail</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>Farm Number</th> <th>Compl Class</th> <th>COC Irr. Yield</th> <th>COC Non-Irr. Yield</th> <th>Reasonable Quantity</th> <th>Allocated Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>0004847</td> <td>YEL</td> <td>50.00</td> <td>40.00</td> <td>4,656.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>0004847</td> <td>COM</td> <td>18.00</td> <td>15.00</td> <td>956.00</td> <td>956.00</td> </tr> <tr> <td>WOOL</td> <td>Ungraded ALL</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>5,000.00</td> <td>3,500.00</td> </tr> </tbody> </table> <p>Commodity Summary</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>639EZ Date Filed</th> <th>Total Reasonable Quantity</th> <th>Total Allocated Quantity</th> <th>Total Available Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>02/17/2007</td> <td>4,656.00</td> <td>466.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>02/17/2007</td> <td>956.00</td> <td>956.00</td> <td>956.00</td> </tr> <tr> <td>WOOL</td> <td>Ungraded</td> <td>02/17/2007</td> <td>5,000.00</td> <td>3,500.00</td> <td>3,500.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Profile Summary as PDF"/> </p> <p>Screen ID eLDPPrfSum03</p> </div> </div> </div>	Commodity	Class	Farm Number	Compl Class	COC Irr. Yield	COC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity	CORN	Yellow	0004847	YEL	50.00	40.00	4,656.00	466.00	SOYBEANS	Yellow	0004847	COM	18.00	15.00	956.00	956.00	WOOL	Ungraded ALL			0.00	0.00	5,000.00	3,500.00	Commodity	Class	639EZ Date Filed	Total Reasonable Quantity	Total Allocated Quantity	Total Available Quantity	CORN	Yellow	02/17/2007	4,656.00	466.00	466.00	SOYBEANS	Yellow	02/17/2007	956.00	956.00	956.00	WOOL	Ungraded	02/17/2007	5,000.00	3,500.00	3,500.00				
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252 Producer Profile Functions (Continued)

A Add Producer Function (Continued)

Step	Action																																																								
12	<p>CLICK “Profile Summary as PDF” for a printed version. An eLDP Summary pdf document will be displayed. County Offices shall print a copy of the eLDP Profile Summary page and file under Subject LP 15-1 according to 25-AS, Exhibit 48.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 20%;"> <ul style="list-style-type: none"> - Add Joint Operation - Change Joint Operation - Inquire Joint Operation - Delete Joint Operation <p>Version 13</p> </div> <div> <p>Part B - Producer Allocation Information</p> <p>eLDP Regular Payment Limitation (PLM) Allocation Amount: \$75,000.00 eLDP Regular Available Amount: \$75,000.00 eLDP Other Payment Limitation (PLM) Allocation Amount: \$50,000.00 eLDP Other Available Amount: \$50,000.00 Crop Year: 2007 Cropland Factor: 1.0 Combined Permitted/AGI Factor: 1.0 Effective Allocation Factor: 1.0 Regular Legacy Application Amount:\$0.00 Other Legacy Application Amount:\$0.00</p> <p>The AS400 System for this county was updated successfully.</p> <p>Commodity Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>Farm Number</th> <th>Compl Class</th> <th>COC Irr. Yield</th> <th>COC Non-Irr. Yield</th> <th>Reasonable Quantity</th> <th>Allocated Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>0004847</td> <td>YEL</td> <td>50.00</td> <td>40.00</td> <td>4,656.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>0004847</td> <td>COM</td> <td>18.00</td> <td>15.00</td> <td>956.00</td> <td>956.00</td> </tr> <tr> <td>WOOL</td> <td>Ungraded ALL</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>5,000.00</td> <td>3,500.00</td> </tr> </tbody> </table> <p>Commodity Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>633EZ Date Filed</th> <th>Total Reasonable Quantity</th> <th>Total Allocated Quantity</th> <th>Total Available Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>02/17/2007</td> <td>4,656.00</td> <td>466.00</td> <td>466.00</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>02/17/2007</td> <td>956.00</td> <td>956.00</td> <td>956.00</td> </tr> <tr> <td>WOOL</td> <td>Ungraded</td> <td>02/17/2007</td> <td>5,000.00</td> <td>3,500.00</td> <td>3,500.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Profile Summary as PDF"/> </p> <p>Screen ID eLDPPrfSum03</p> </div> </div> </div>	Commodity	Class	Farm Number	Compl Class	COC Irr. Yield	COC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity	CORN	Yellow	0004847	YEL	50.00	40.00	4,656.00	466.00	SOYBEANS	Yellow	0004847	COM	18.00	15.00	956.00	956.00	WOOL	Ungraded ALL			0.00	0.00	5,000.00	3,500.00	Commodity	Class	633EZ Date Filed	Total Reasonable Quantity	Total Allocated Quantity	Total Available Quantity	CORN	Yellow	02/17/2007	4,656.00	466.00	466.00	SOYBEANS	Yellow	02/17/2007	956.00	956.00	956.00	WOOL	Ungraded	02/17/2007	5,000.00	3,500.00	3,500.00
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252 **Producer Profile Functions (Continued)**

B Change Producer Function

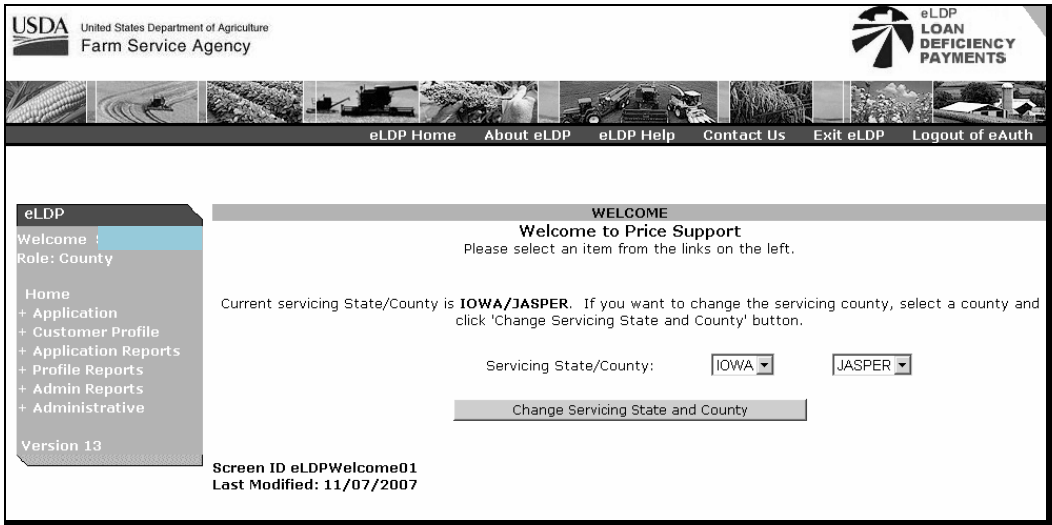
Changes to the customer profile can be made to:

- increase or decrease quantity and PLM’s
- add or delete commodities
- modify the CCC-633 EZ, Page 1 date
- modify commodity type/class.

Note: Changes made to a producer’s FSA-578 since the customer profile was established or last changed will automatically update the reasonable quantities.

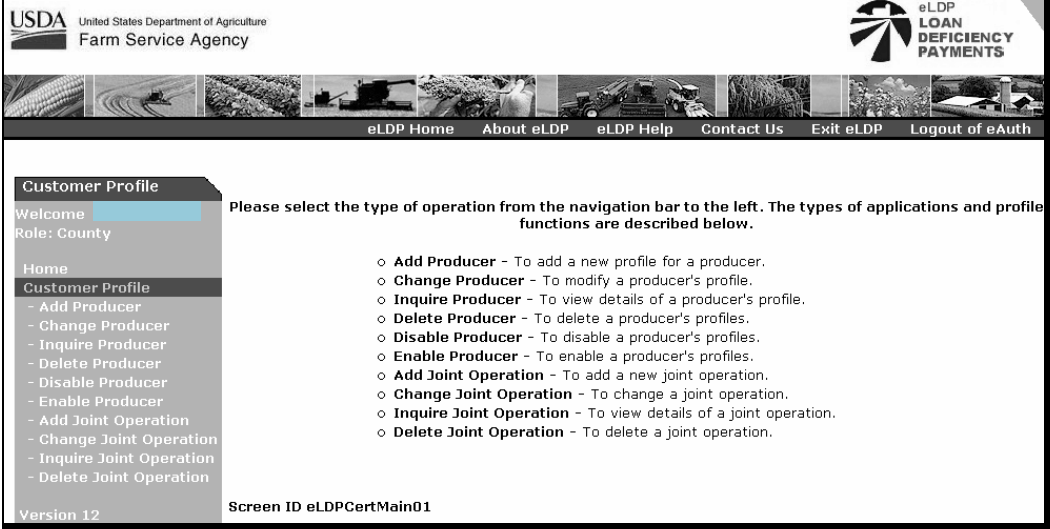
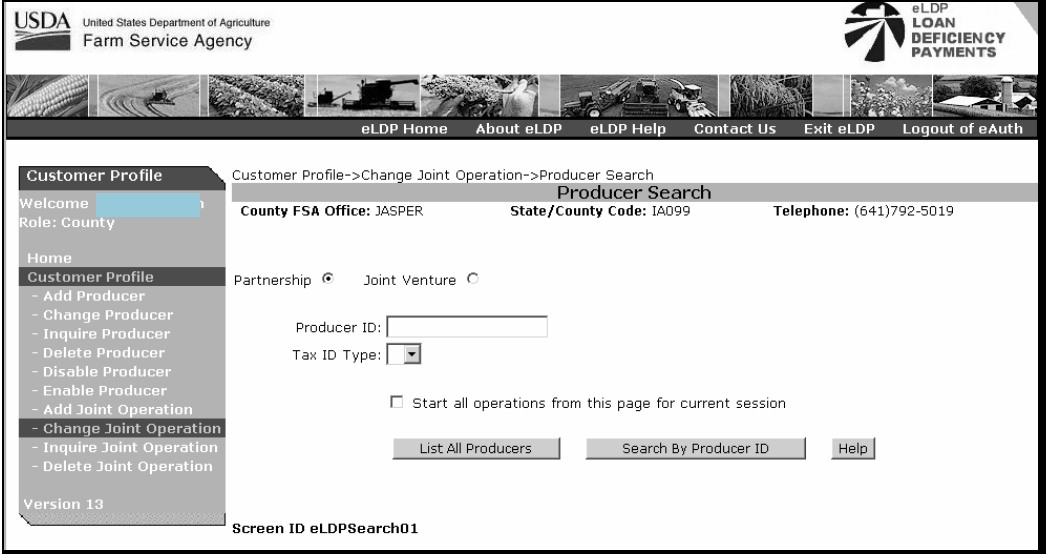
County Offices shall print a copy of the revised **eLDP Profile Summary** and file under Subject LP 15-1 according to 25-AS, Exhibit 48.

County Offices shall change a customer profile according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="397 926 1214 957">On Screen ID eLDPWelcome01, CLICK “Customer Profile”.</p>  <p>The screenshot shows the eLDP website interface. At the top left is the USDA logo with the text 'United States Department of Agriculture Farm Service Agency'. At the top right is the 'eLDP LOAN DEFICIENCY PAYMENTS' logo. Below these is a navigation bar with links: 'eLDP Home', 'About eLDP', 'eLDP Help', 'Contact Us', 'Exit eLDP', and 'Logout of eAuth'. The main content area is titled 'WELCOME' and 'Welcome to Price Support'. It contains the text: 'Please select an item from the links on the left.' and 'Current servicing State/County is IOWA/JASPER. If you want to change the servicing county, select a county and click 'Change Servicing State and County' button.' Below this text are two dropdown menus for 'Servicing State/County' with 'IOWA' and 'JASPER' selected, and a 'Change Servicing State and County' button. At the bottom left of the screenshot, it says 'Screen ID eLDPWelcome01 Last Modified: 11/07/2007'. On the left side of the screenshot, there is a vertical navigation menu with the following items: 'Home', '+ Application', '+ Customer Profile', '+ Application Reports', '+ Profile Reports', '+ Admin Reports', and '+ Administrative'. The 'Customer Profile' item is highlighted.</p>

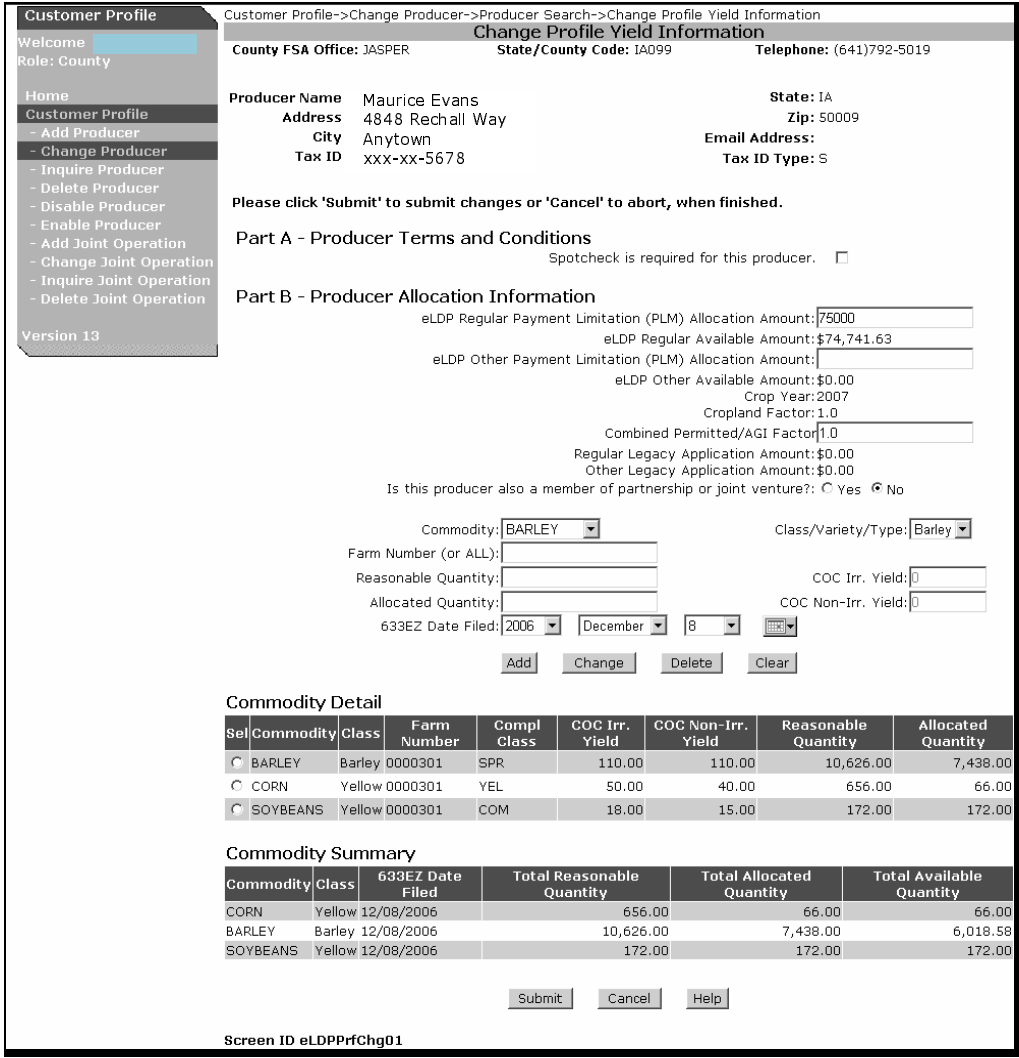
252 Producer Profile Functions (Continued)

B Change Producer Function (Continued)

Step	Action
<p>3</p>	<p>On Screen ID eLDP CertMain01, CLICK “Change Producer”.</p> 
<p>4</p>	<p>On Screen ID eLDP Search01, select applicable producer.</p> 

252 Producer Profile Functions (Continued)

B Change Producer Function (Continued)

Step	Action																																																												
5	<p>On Screen ID eLDPPrfChg01, click the radio button to the left of the commodity to select the commodity.</p>  <p>Commodity Detail</p> <table border="1"> <thead> <tr> <th>Sel</th> <th>Commodity</th> <th>Class</th> <th>Farm Number</th> <th>Compl Class</th> <th>COC Irr. Yield</th> <th>COC Non-Irr. Yield</th> <th>Reasonable Quantity</th> <th>Allocated Quantity</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>BARLEY</td> <td>Barley</td> <td>0000301</td> <td>SPR</td> <td>110.00</td> <td>110.00</td> <td>10,626.00</td> <td>7,438.00</td> </tr> <tr> <td><input type="radio"/></td> <td>CORN</td> <td>Yellow</td> <td>0000301</td> <td>YEL</td> <td>50.00</td> <td>40.00</td> <td>656.00</td> <td>66.00</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>SOYBEANS</td> <td>Yellow</td> <td>0000301</td> <td>COM</td> <td>18.00</td> <td>15.00</td> <td>172.00</td> <td>172.00</td> </tr> </tbody> </table> <p>Commodity Summary</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>Class</th> <th>633EZ Date Filed</th> <th>Total Reasonable Quantity</th> <th>Total Allocated Quantity</th> <th>Total Available Quantity</th> </tr> </thead> <tbody> <tr> <td>CORN</td> <td>Yellow</td> <td>12/08/2006</td> <td>656.00</td> <td>66.00</td> <td>66.00</td> </tr> <tr> <td>BARLEY</td> <td>Barley</td> <td>12/08/2006</td> <td>10,626.00</td> <td>7,438.00</td> <td>6,018.58</td> </tr> <tr> <td>SOYBEANS</td> <td>Yellow</td> <td>12/08/2006</td> <td>172.00</td> <td>172.00</td> <td>172.00</td> </tr> </tbody> </table>	Sel	Commodity	Class	Farm Number	Compl Class	COC Irr. Yield	COC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity	<input checked="" type="radio"/>	BARLEY	Barley	0000301	SPR	110.00	110.00	10,626.00	7,438.00	<input type="radio"/>	CORN	Yellow	0000301	YEL	50.00	40.00	656.00	66.00	<input checked="" type="radio"/>	SOYBEANS	Yellow	0000301	COM	18.00	15.00	172.00	172.00	Commodity	Class	633EZ Date Filed	Total Reasonable Quantity	Total Allocated Quantity	Total Available Quantity	CORN	Yellow	12/08/2006	656.00	66.00	66.00	BARLEY	Barley	12/08/2006	10,626.00	7,438.00	6,018.58	SOYBEANS	Yellow	12/08/2006	172.00	172.00	172.00
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6	<p>After making applicable changes, CLICK:</p> <ul style="list-style-type: none"> • “Add” after adding new commodities • “Change” after modifying existing commodity • “Delete” when deleting an existing commodity. 																																																												
7	<p>CLICK “Submit”. The customer profile will be updated to reflect changes.</p>																																																												

252 **Producer Profile Functions (Continued)**

C Inquire Producer Function

County Offices can choose to view any of the following:

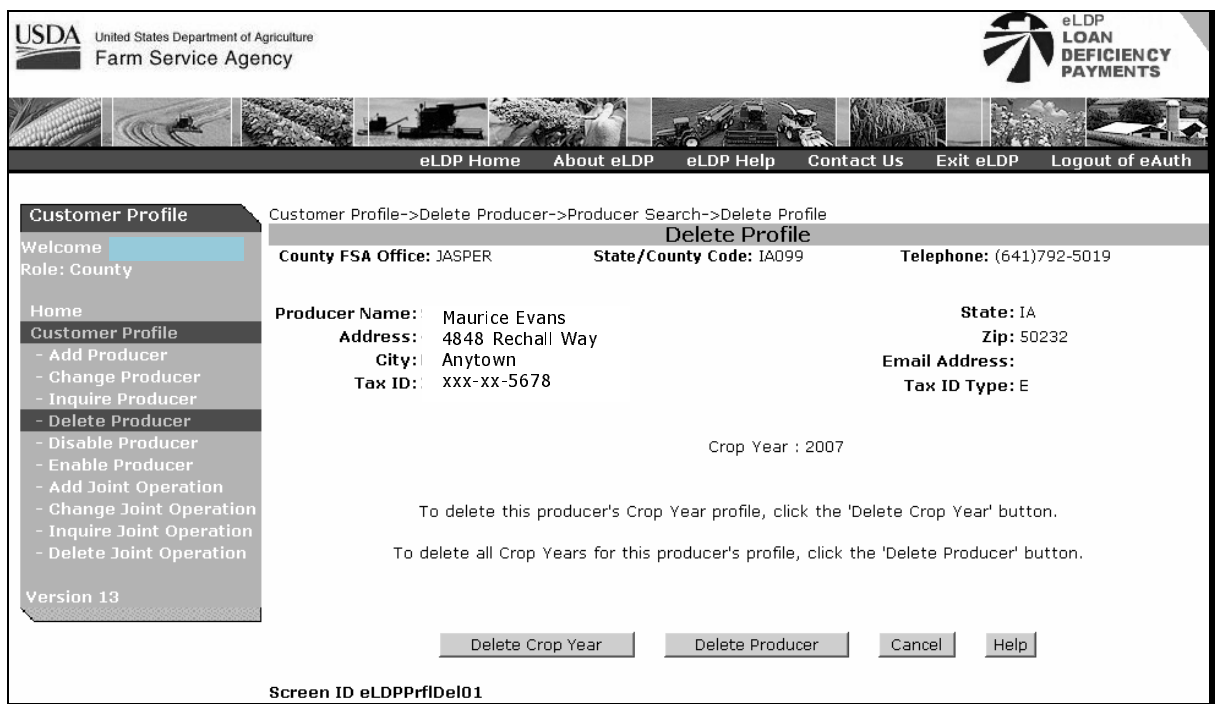
- all customer profiles
- individual customer profile
- 2 or more customer profiles.

D Delete Producer Function

The “**Delete Producer**” function is used to delete a producer profile that was entered in error.

Profiles can be deleted for:

- a single crop year
- all crop years for the producer.

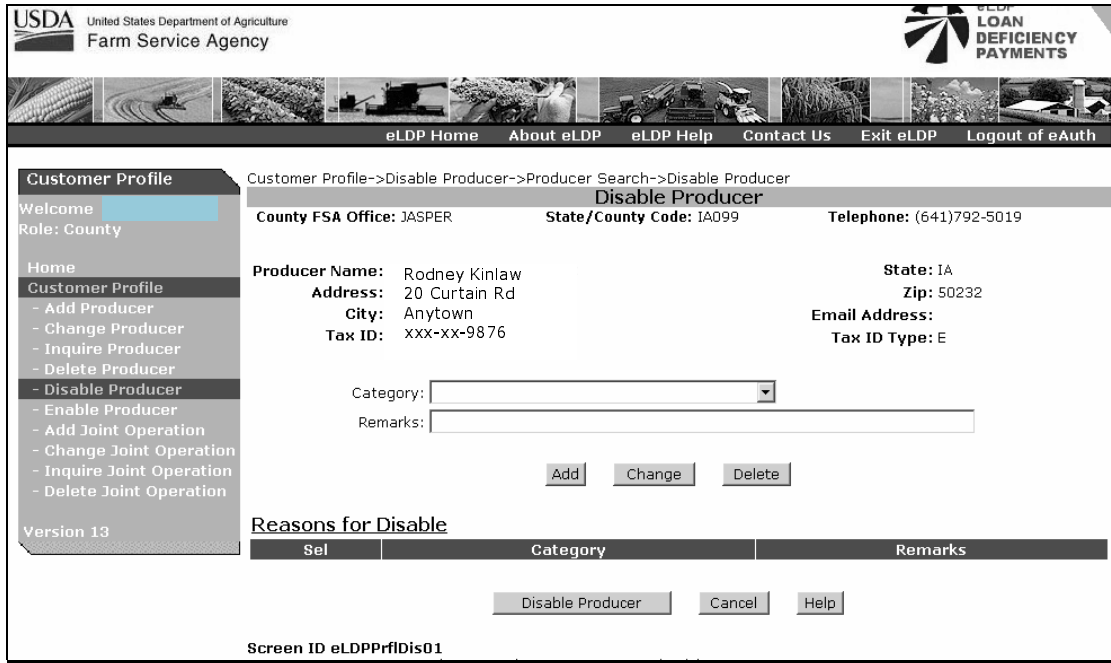


Note: If an eLDP application has been processed for a specific year, the customer profile **cannot** be deleted for that specific year. All other crop years may be deleted.

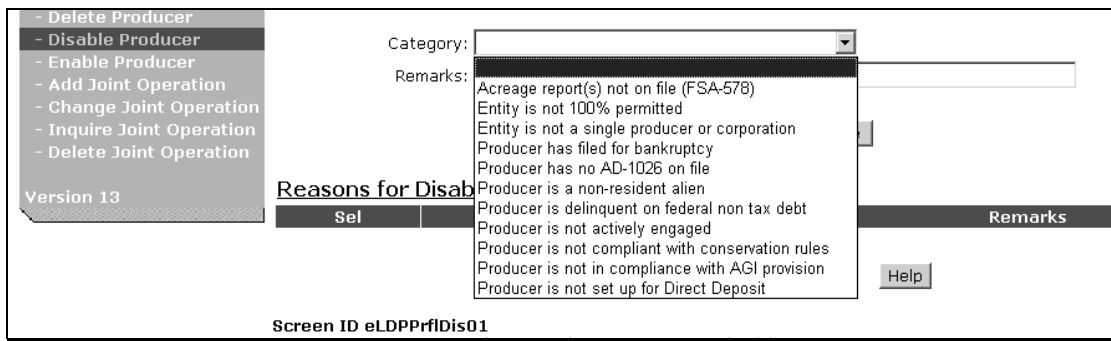
252 Producer Profile Functions (Continued)

E Disable Producer Function

The “**Disable Producer**” function is used to disable a producer’s customer profile **only** when the web subsidiary service is unavailable **and** an application must be processed immediately.



A reason category must be recorded when disabling a producer.



Note: This function shall only be used in rare situations.

F Enable Producer Function

County Offices shall use the “**Enable Producer**” function to enable a producer profile that was previous disabled.

253 Joint Operation Profile Functions

A Adding Customer Profiles for Members

Partnerships and joint operations using an employee tax ID number report commodities at the operation level.

Customer profiles for joint operations:

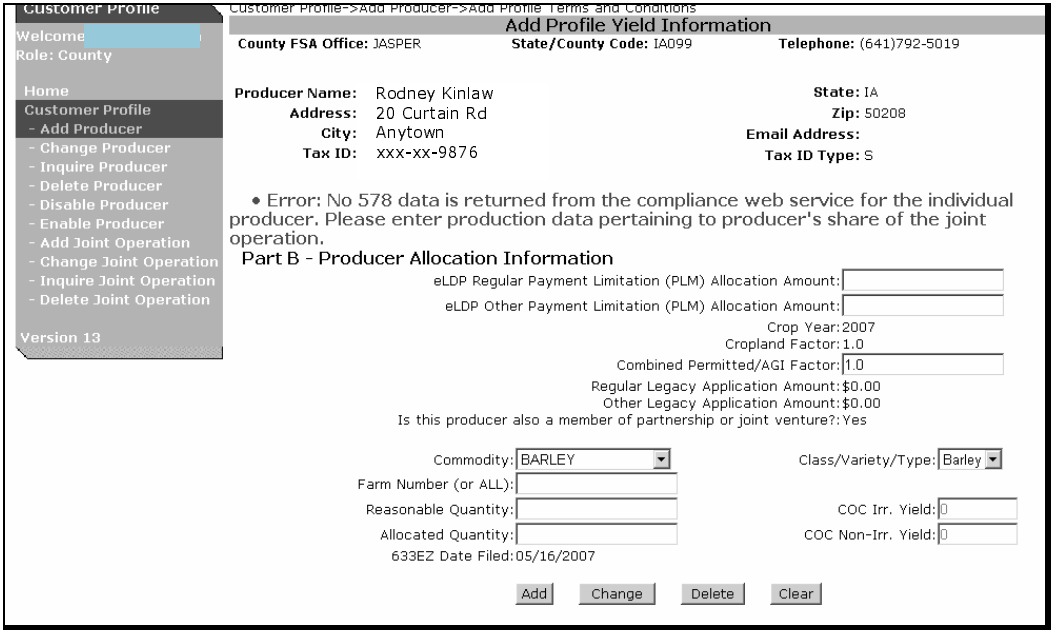
- must be established at the member level to properly track payment limitation
- are not pre-filled and must be added manually at the member level
- must be established for each member of a partnership or joint venture **before** establishing a partnership profile.

Establish customer profiles for members of joint operations according to the following.

Step	Action
1	Select applicable producer according to subparagraph 252 A, steps 1 through 4.
2	<p>On Screen ID eLDPrfAdd01:</p> <ul style="list-style-type: none"> • select the applicable crop year • click the radio button if a spot check is required for this producer • enter the date the producer filed from CCC-633 EZ, Page 1 • CLICK “Yes” to the question, “Is this producer also a member of a partnership or joint venture?” • CLICK “Continue”.

253 Joint Operation Profile Functions (Continued)

A Adding Customer Profiles for Members (Continued)

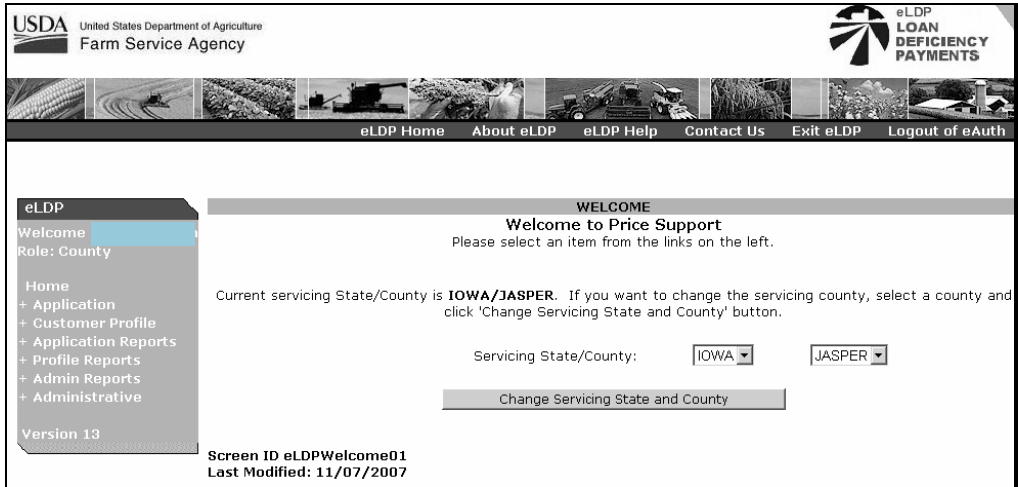
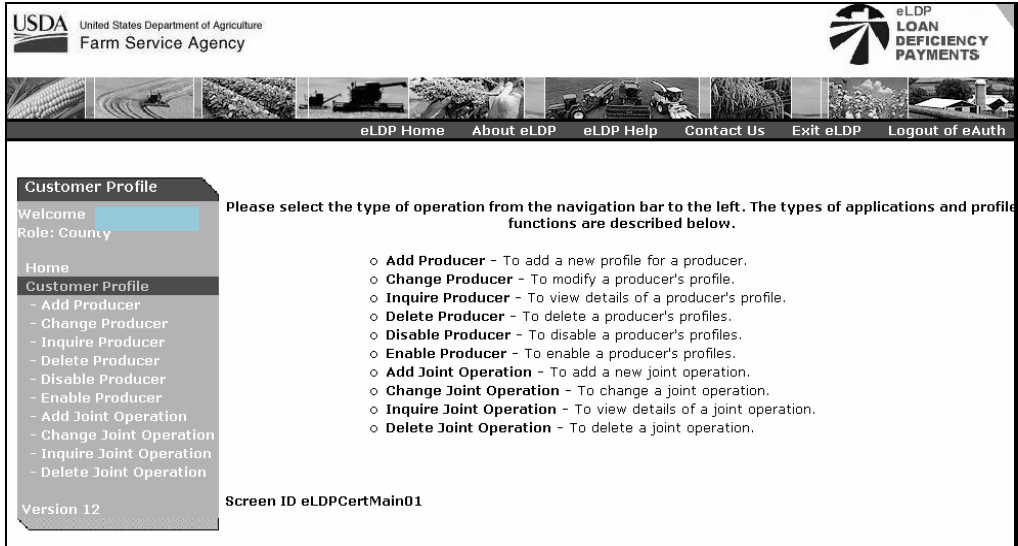
Step	Action
3	<p>When a member does not have any other farming interests, an error message will be displayed.</p>  <p>To establish a member’s customer profile:</p> <ul style="list-style-type: none"> • select the applicable commodity • enter the following: <ul style="list-style-type: none"> • farm number or “ALL” to include all applicable farms • reasonable quantity for the member’s share in the commodity • allocated quantity for the member’s share • CLICK “Add”. <p>Repeat for additional commodities.</p> <p>Note: Members with other farming interests as individuals will have those interests pre-filled.</p>

253 Joint Operation Profile Functions (Continued)

B Adding Joint Operation Customer Profiles

A joint operation profile is created 1 time. Use the “**Change Joint Operation**” function to make changes after a profile has been established.

Establish a joint operation profile according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="397 548 1214 579">On Screen ID eLDPWelcome01, CLICK “Customer Profile”.</p> 
3	<p data-bbox="397 1113 1274 1144">On Screen ID eLDP CertMain01, CLICK “Add Joint Operation”.</p> 

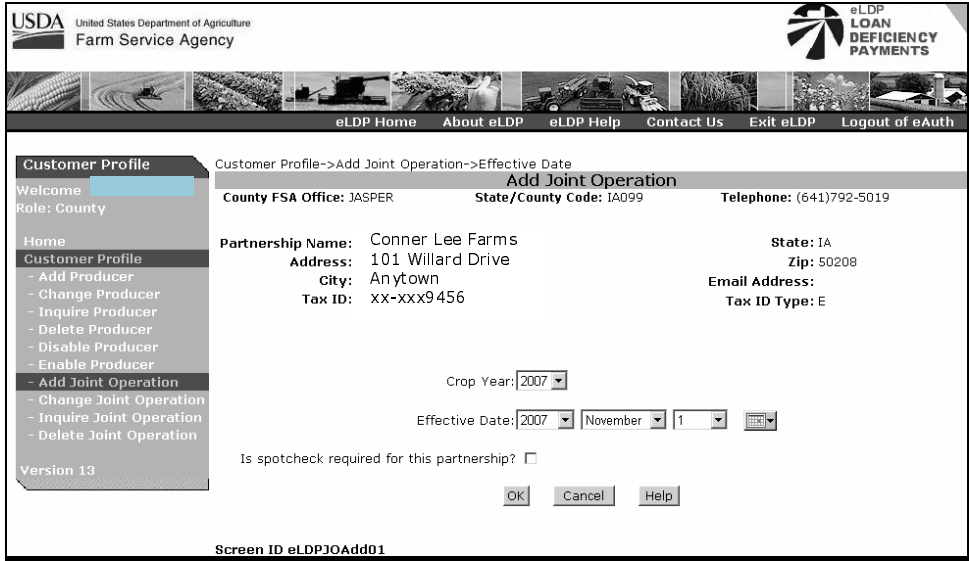
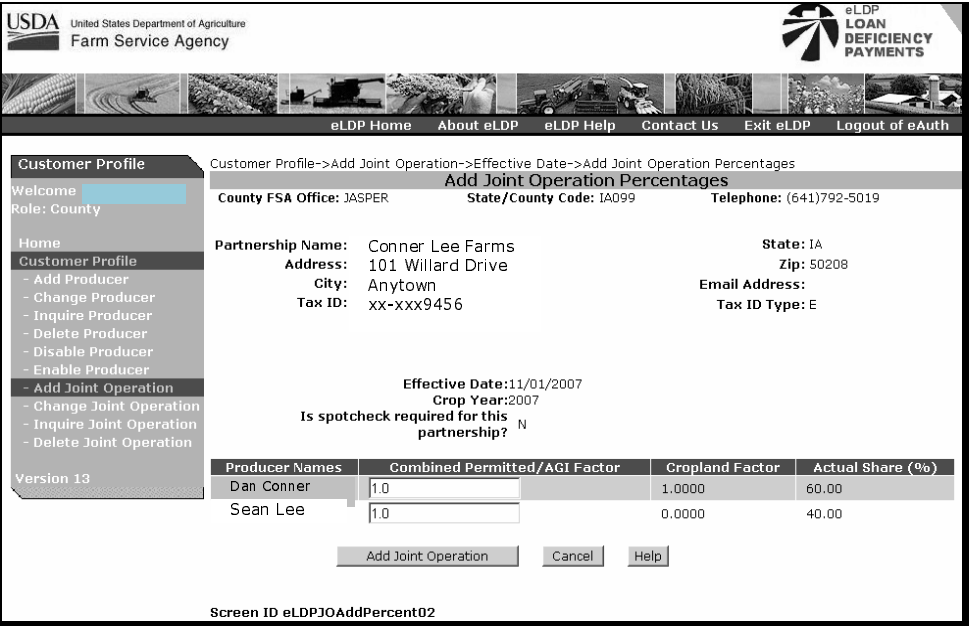
253 Joint Operation Profile Functions (Continued)

B Adding Joint Operation Customer Profiles (Continued)

Step	Action
4	<p data-bbox="397 325 1153 361">On the SCIMS Search Page, select for the joint operation.</p> <div data-bbox="397 394 1442 1142"> </div>

253 Joint Operation Profile Functions (Continued)

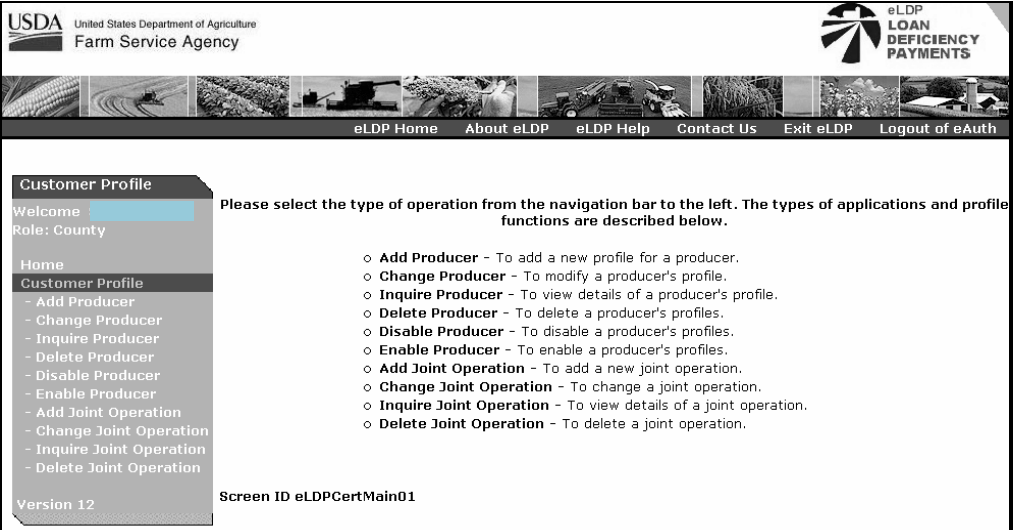
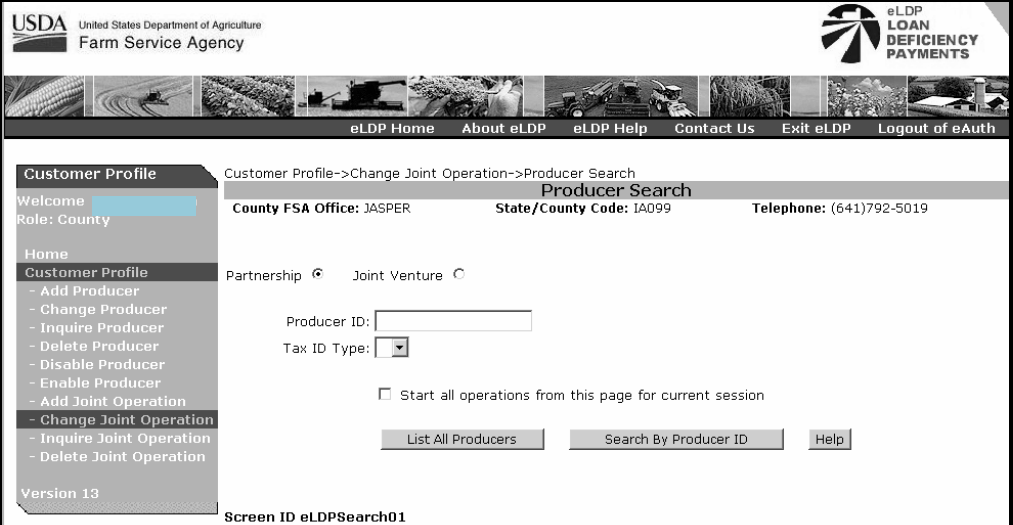
B Adding Joint Operation Customer Profiles (Continued)

Step	Action												
5	<p>On Screen ID eLDPJOAdd01:</p> <ul style="list-style-type: none"> • select the crop year • enter the CCC-502 effective date • click the radio button if the spot check is required for this partnership. <p>CLICK “OK”.</p>  <p>Screen ID eLDPJOAdd01</p>												
6	<p>On Screen ID eLDPJOAddPercent02, CLICK “OK” to add the joint operation.</p>  <p>Screen ID eLDPJOAddPercent02</p> <table border="1" data-bbox="609 1711 1349 1774"> <thead> <tr> <th>Producer Names</th> <th>Combined Permitted/AGI Factor</th> <th>Cropland Factor</th> <th>Actual Share (%)</th> </tr> </thead> <tbody> <tr> <td>Dan Conner</td> <td>1.0</td> <td>1.0000</td> <td>60.00</td> </tr> <tr> <td>Sean Lee</td> <td>1.0</td> <td>0.0000</td> <td>40.00</td> </tr> </tbody> </table>	Producer Names	Combined Permitted/AGI Factor	Cropland Factor	Actual Share (%)	Dan Conner	1.0	1.0000	60.00	Sean Lee	1.0	0.0000	40.00
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253 Joint Operation Profile Functions (Continued)

C Changing Joint Operation Customer Profiles

Change a joint operation customer profile according to the following.

Step	Action
<p>1</p>	<p>On Screen ID eLDP CertMain01, CLICK “Change Joint Operation”.</p> 
<p>2</p>	<p>On Screen ID eLDP Search01, select the joint operation.</p> 

253 Joint Operation Profile Functions (Continued)

C Changing Joint Operation Customer Profiles (Continued)

Step	Action																																																																																											
3	<p data-bbox="397 327 808 359">On Screen ID eLDPJOChg01:</p> <ul data-bbox="397 405 768 474" style="list-style-type: none"> • make applicable changes • CLICK “Submit”. <div data-bbox="397 510 1406 1146" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; background-color: #e0e0e0;">Home</td> <td colspan="2">Partnership Name: Conner Lee Farms</td> <td>State: IA</td> </tr> <tr> <td style="background-color: #e0e0e0;">Customer Profile</td> <td colspan="2">Address: 101 Willard Drive</td> <td>Zip: 50208</td> </tr> <tr> <td style="background-color: #e0e0e0;">- Add Producer</td> <td colspan="2">City: Anytown</td> <td>Email Address:</td> </tr> <tr> <td style="background-color: #e0e0e0;">- Change Producer</td> <td colspan="2">Tax ID: xx-xx9456</td> <td>Tax ID Type: E</td> </tr> <tr> <td style="background-color: #e0e0e0;">- Inquire Producer</td> <td colspan="3">The Current Joint Operation in eLDP:</td> </tr> <tr> <td style="background-color: #e0e0e0;">- Delete Producer</td> <td colspan="3"> <table border="1" style="width: 100%; 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D Inquire Joint Operation Function

The “**Inquire Partnership**” function is used to view a joint operation profile that has already been established.

253 Joint Operation Profile Functions (Continued)

E Delete Joint Operation Function

The “Delete Joint Operation” function is used to delete a joint operation profile as of a specific date.

Note: eLDP applications can still be processed for the deleted joint operation as long as the request date is before the deletion date.

Customer Profile -> Delete Joint Operation -> Producer Search -> Delete Joint Operation

Delete Joint Operation

County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019

Partnership Name: Conner Lee Farms State: IA
 Address: 101 Willard Drive Zip: 50228
 City: Anytown Email Address:
 Tax ID: xx-xxx9456 Tax ID Type: E

Effective Date: 04/19/2006
 Delete Date: 2007 January 1

Is spotcheck required for this partnership? N

Producer Names	Combined Permitted/AGI Factor	Cropland Factor	Actual Share (%)
John Jones	1.0000	50.00	50.00
Johnson Ranch	1.0000	50.00	50.00

Buttons: Delete, Help, Cancel, Joint Operation Summary as PDF

Screen ID eLDPJODEL01

254 Combined Producer Profiles

A Determining PLM for Combined Producers

When 2 or more producers are combined for PLM purposes a combination record is created in the web-based combined entity file.

When establishing a customer profile for combined producers, the eLDP software validates that the cumulative eLDP PLM for all ID numbers does not exceed \$75,000.

Note: The maximum PLM **cannot** exceed \$75,000 for regular and \$75,000 for other price support programs, such as honey, wool, mohair, pelts, and peanuts.

254 Combined Producer Profiles (Continued)

A Determining PLM for Combined Producers (Continued)

Example 1: XY Inc. contains Members X and Y. Member X owns 60 percent of the corporation. Procedure requires that members who own more than 50 percent of an entity must be combined with the entity for PLM purposes. A combination record exists that contains XY Inc. and Member X. Member X also has other farming interests unrelated to XY Inc.

A profile is established for XY Inc. and PLM has been established for \$50,000.

Member X also has a separate farming interest. When a profile is established for Member X, eLDP PLM cannot exceed \$25,000.

Note: An error message will be displayed when an eLDP PLM is entered that exceeds the available amount that may be allocated for a combined producer.

Welcome		Add Profile Yield Information		
Role: County	County FSA Office: JASPER	State/County Code: IA099	Telephone: (641)792-5019	
Home	Producer Name: Rodney Kinlaw	State: IA		
Customer Profile	Address: 20 Curtain Rd	Zip: 50208		
- Add Producer	City: Anytown	Email Address:		
- Change Producer	Tax ID: xxx-xx-9876	Tax ID Type: S		
- Inquire Producer	<ul style="list-style-type: none"> • Error: 'eLDP Regular Payment Limitation (PLM) Allocation Amount' must not exceed the maximum allocation amount limit of \$25,000.00(Producer's PLM is limited due to combined producers). • Error: 'eLDP Other Payment Limitation (PLM) Allocation Amount' must not exceed the maximum allocation amount limit of \$25,000.00(Producer's PLM is limited due to combined producers). 			
- Delete Producer	Part B - Producer Allocation Information			
- Disable Producer	eLDP Regular Payment Limitation (PLM) Allocation Amount: <input type="text" value="75000"/>			
- Enable Producer	eLDP Other Payment Limitation (PLM) Allocation Amount: <input type="text" value="75000"/>			
- Add Joint Operation	Crop Year: 2007			
- Change Joint Operation	Cropland Factor: 1.0			
- Inquire Joint Operation	Combined Permitted/AGI Factor: <input type="text" value="1.0"/>			
- Delete Joint Operation	Regular Legacy Application Amount: \$0.00			
Version 13	Other Legacy Application Amount: \$0.00			
	Is this producer also a member of partnership or joint venture?: No			
	Commodity: <input type="text" value="WOOL"/>	Class/Variety/Type: <input type="text" value="Ungraded"/>		
	Farm Number (or ALL): <input type="text"/>	COC Irr. Yield: <input type="text"/>		
	Reasonable Quantity: <input type="text"/>	COC Non-Irr. Yield: <input type="text"/>		
	Allocated Quantity: <input type="text"/>	633EZ Date Filed: 06/06/2007		
	<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>			

254 Combined Producer Profiles (Continued)

A Determining PLM for Combined Producers (Continued)

Example 2: ABC Partnership is made up of Members A, B, and C. Members A and B are husband and wife.

AB Inc. is made up of Members A and B from ABC Partnership.

Procedure requires that husbands and wives who together own more than 50 percent of an entity be combined as “1” person. A combination record exists that contains AB Inc., Member A, and Member B.

A customer profile is established for Members A, B, and C as members of ABC Partnership.

A profile is established for Member A for \$50,000 PLM. When the profile is established for Member B, the software will recognize that \$50,000 has already been established for member A and will not allow eLDP PLM to be entered for Member B that exceeds \$25,000. In this scenario, \$25,000 was entered for Member B.

Since Members A and B are also combined with Corporation AB, a profile cannot be established for Corporation AB because all eLDP PLM has been allocated to Members A and B. A message will be displayed indicating that the profile cannot be established for Corporation AB because the:

- corporation is a combined producer
- PLM cannot exceed \$75,000.

B Multi-County Combined Producers

eLDP software validates that the cumulative eLDP PLM for multi-county producers does not exceed \$75,000.

When a combined producer is also a multi-county producer, the eLDP software will also validate that the cumulative eLDP PLM does not exceed \$75,000 between counties.

Example 1: XY Inc. contains Members X and Y in County A. Member X owns 60 percent of the corporation. Procedure requires that members who own more than 50 percent of an entity must be combined with the entity for PLM purposes. A combination record exists that contains XY Inc. and Member X. Member X also has other farming interests in County B unrelated to XY Inc.

A profile is established for XY Inc. and PLM has been established for \$40,000 in County A. When a profile is established for Member X in County B, eLDP PLM cannot exceed \$35,000.

255 Overriding Combined Share Factor When Establishing eLDP Customer Profiles

A General Information

When a customer profile is created, the eLDP software will read the web eligibility system to determine a producer's eligibility. If 1 or more of the web eligibility conditions return an invalid condition, County Offices are prohibited from creating the customer profile until the producer is determined to be eligible.

Because of the possible time lag of the update process between the web subsidiary and the eLDP software, County Offices are authorized to override the combined share factor in the customer profile.

The combined share factor combines the AGI indicator and permitted entity indicator into 1 factor. The factor is determined according to 3-PL, paragraph 31.

The combined share factor is:

- displayed on the Producer Allocation Information Screen, Part B when the customer profile is either established or changed
- the **only** determination that may be overridden by County Offices.

Note: The factor displayed for the combined share factor is **not** related to a member's share in a joint operation.

B Determining When to Override the Combined Share Factor

When a customer profile is changed, the eLDP software will:

- revalidate the percent of cropland factor and combined share factor as recorded in the web subsidiary files
- reset the factors based on the values recorded in the web eligibility system.

Note: All other eligibility validations are read:

- 1 time
- **only** during the establishment of the customer profile.

If in the web subsidiary file either the AGI indicator or the permitted entity indicator is "N", the combined share factor will be a factor other than 1.0. In those cases, County Offices may override the factor according to Exhibit 7.

Note: See 3-PL, paragraph 31 for examples of when the combined share factor is not 1.0.

256-299 (Reserved)

Part 3 eLDP Applications

Section 1 General Provisions

300 General Information

A eLDP Requests Submitted to County Offices

eLDP requests that are submitted to the County Office are considered complete when the County Office receives a completed and signed CCC-633 EZ, Pages 1 and 2.

B eLDP Requests Submitted Online by External Customers

External customers do **not** file applicable LDP forms according to 8-LP, paragraphs 305 and 307. The online submission is the request.

C eLDP Applications

eLDP applications may be processed for the following quantities

- farm-stored
- farm-stored measured
- warehouse-stored
- sold
- delivered
- fed
- open storage.

301-320 (Reserved)

Section 2 Initial eLDP Applications Processing

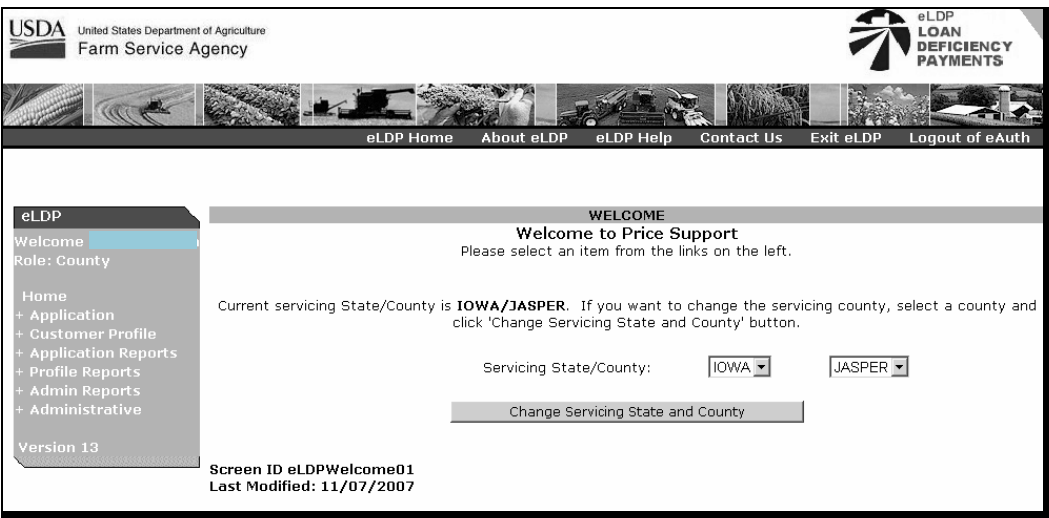
321 Single Producer Applications

A Processing eLDP Applications

A single producer eLDP application is an application that is processed for:

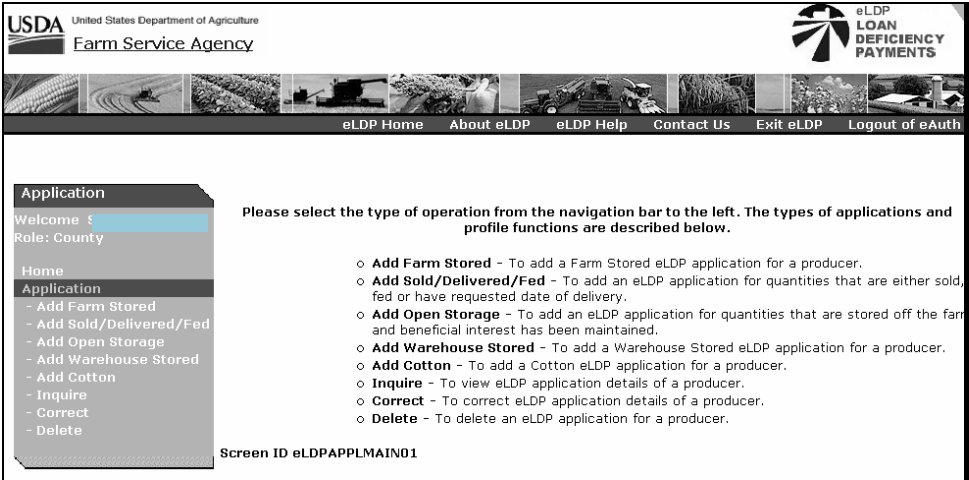
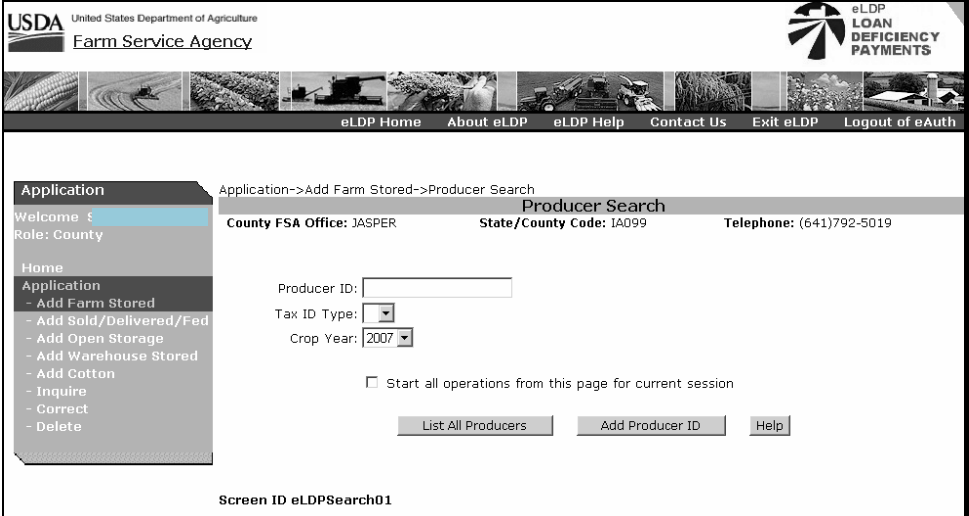
- an individual
- an entity
- a partnership
- a joint ventures using an employee ID.

County Offices shall process eLDP applications according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="402 772 1144 808">On Screen ID eLDPWelcome01, CLICK “Application”.</p> 

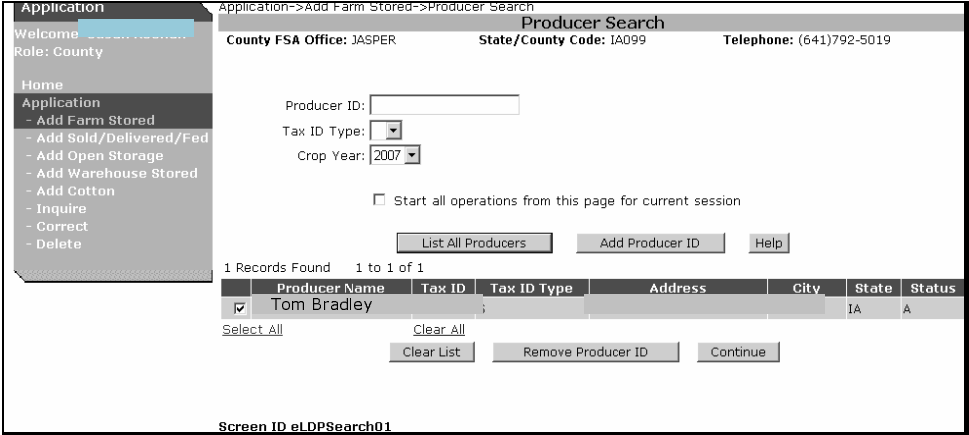
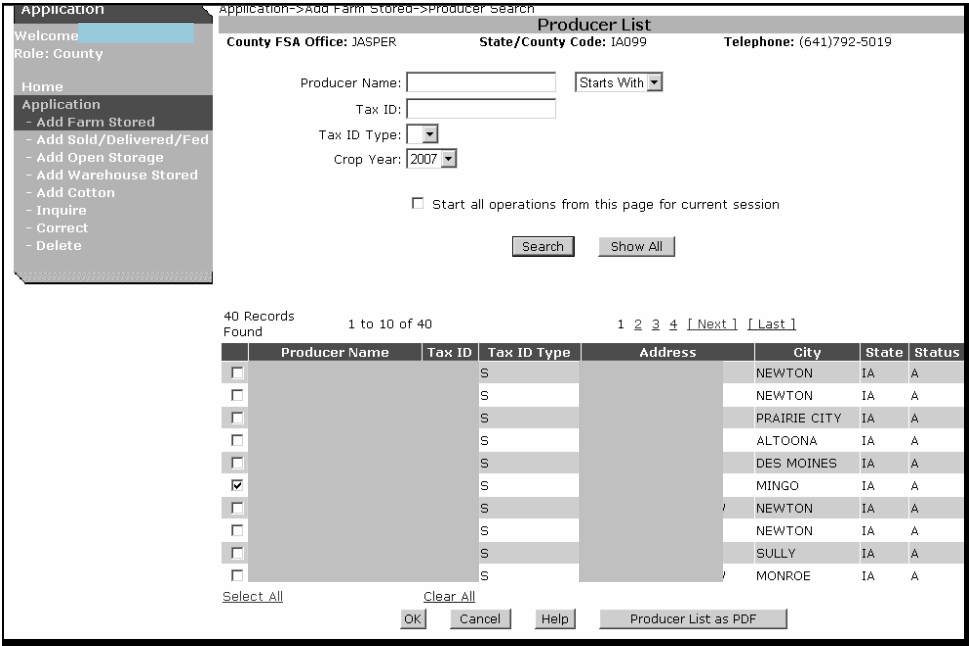
321 Single Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
3	<p>On Screen ID eLDPAppMain01, select the application type.</p> 
4	<p>On Screen ID eLDPSearch01:</p> <ul style="list-style-type: none"> enter producer ID <p>Note: The software allows the last 4 digits of ID to be entered.</p> <ul style="list-style-type: none"> select tax ID type select crop year CLICK “Add Producer ID” and the producer’s information will be displayed 

321 Single Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
<p>4 (Cntd)</p>	<ul style="list-style-type: none"> click the box to the left of the producer's name CLICK "Continue".  <p>Screen ID eLDPsearch01</p>
	<p>When the producer's ID is unknown:</p> <ul style="list-style-type: none"> CLICK "List All Producers" for a list of profiles established click the applicable producer CLICK "OK".
	

321 Single Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
5	Continue to process applications accordingly. For: <ul style="list-style-type: none"> • farm-stored applications, see paragraph 366 • sold, fed, or delivered applications, see paragraph 367 • open storage applications, see paragraph 368 • warehouse-stored applications, see paragraph 369.

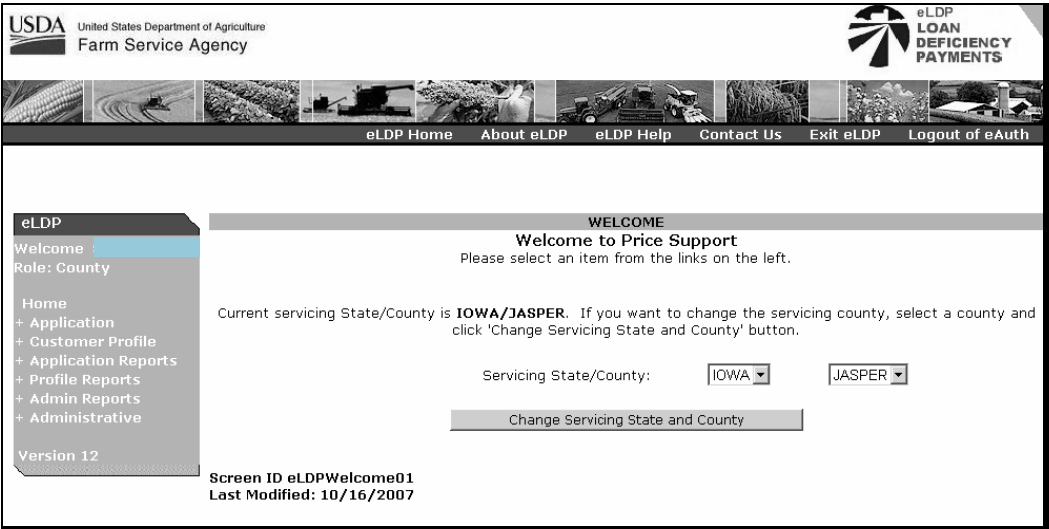
322 Multiple Producer Applications

A Processing eLDP Applications

Multiple producer eLDP applications are applications for:

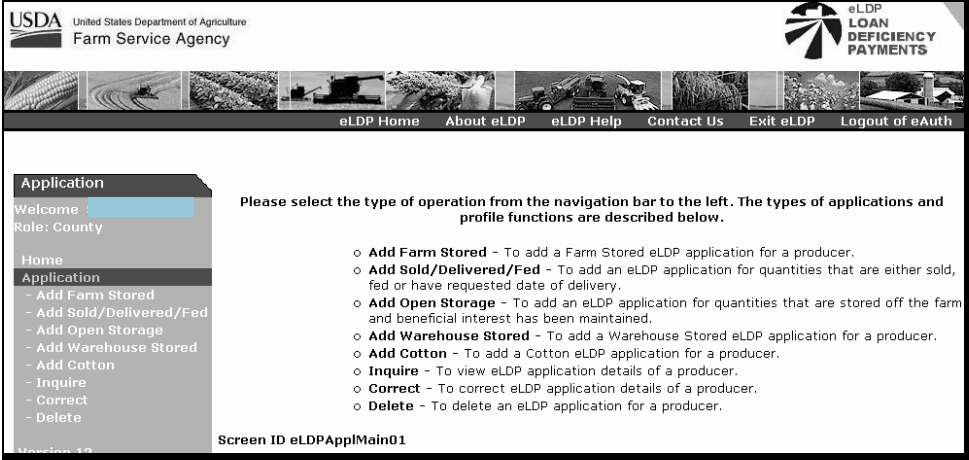
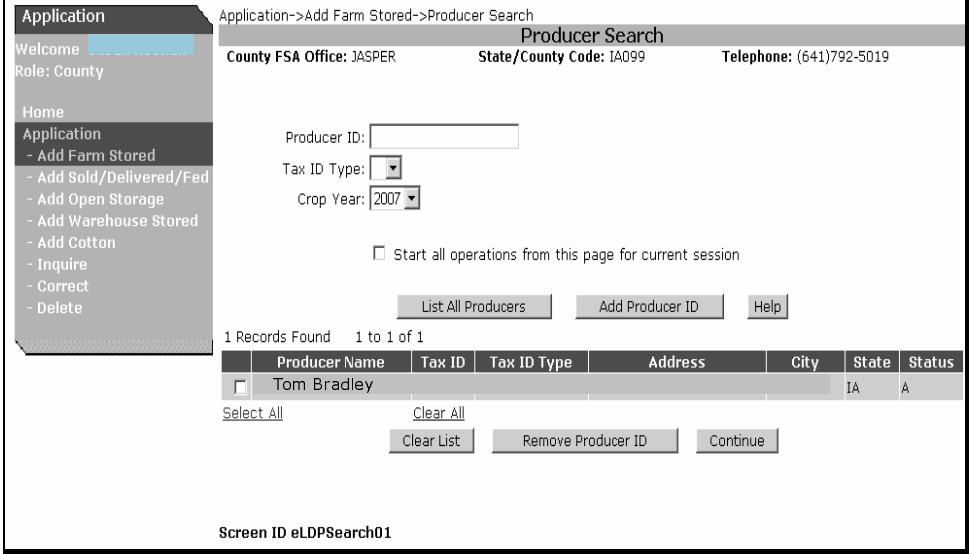
- informal joint ventures
- 2 or more producers sharing in the crop.

County Offices shall process eLDP's for multiple producer applications according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="412 1125 1154 1157">On Screen ID eLDPWelcome01, CLICK "Application".</p>  <p>The screenshot displays the eLDP web application interface. At the top left is the USDA United States Department of Agriculture Farm Service Agency logo. At the top right is the eLDP LOAN DEFICIENCY PAYMENTS logo. Below these are navigation links: eLDP Home, About eLDP, eLDP Help, Contact Us, Exit eLDP, and Logout of eAuth. The main content area features a 'WELCOME' message and a 'Welcome to Price Support' section. The current servicing state/county is IOWA/JASPER. There are dropdown menus for 'IOWA' and 'JASPER' and a 'Change Servicing State and County' button. A sidebar menu on the left includes options like Home, Application, Customer Profile, Application Reports, Profile Reports, Admin Reports, and Administrative. The footer shows 'Screen ID eLDPWelcome01' and 'Last Modified: 10/16/2007'.</p>

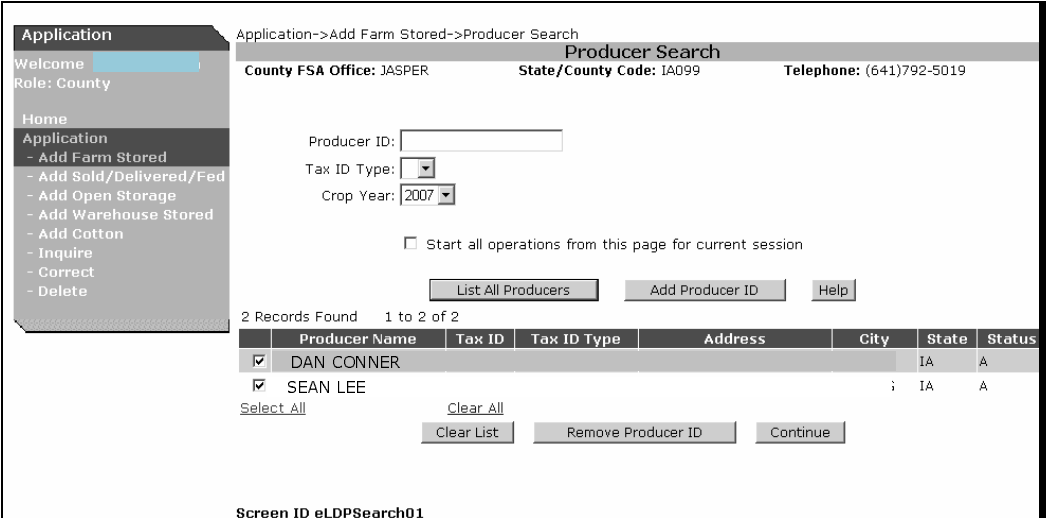
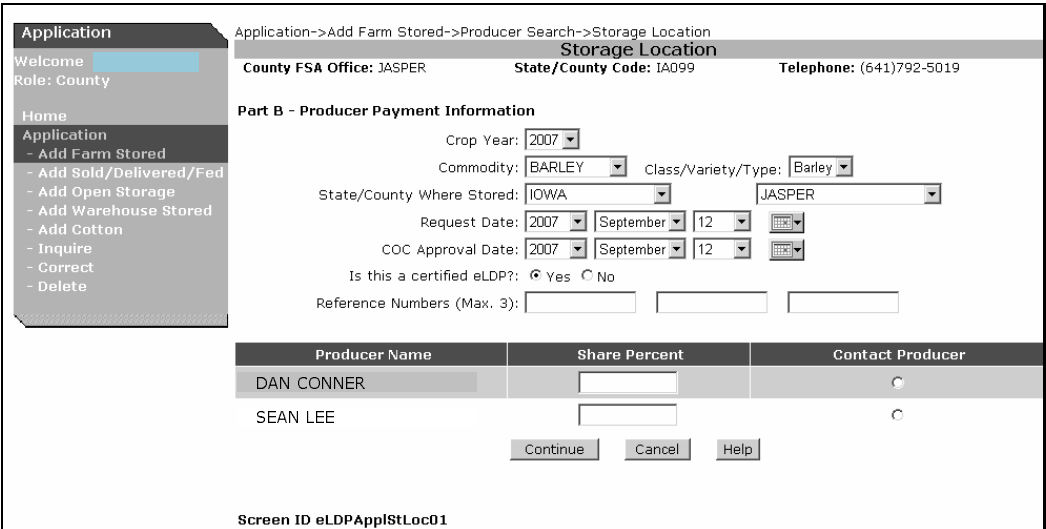
322 Multiple Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
3	<p data-bbox="402 317 1198 348">On Screen ID eLDPAppMain01, select the application type.</p>  <p data-bbox="618 814 805 835">Screen ID eLDPAppMain01</p>
4	<p data-bbox="402 848 805 879">On Screen ID eLDPSearch01:</p> <ul data-bbox="402 919 824 1251" style="list-style-type: none"> • enter the first producer ID <p data-bbox="448 993 1260 1024">Note: The software allows the last 4 digits of ID to be entered.</p> <ul data-bbox="402 1066 824 1251" style="list-style-type: none"> • select tax ID type • select crop year • CLICK “Add Producer ID”. <p data-bbox="402 1293 1474 1360">The producer’s information will be displayed. Repeat until all applicable producers are displayed.</p>  <p data-bbox="618 1917 789 1938">Screen ID eLDPSearch01</p>

322 Multiple Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
<p>4 (Cntd)</p>	<p>Once all applicable producers have been selected:</p> <ul style="list-style-type: none"> • click the box(s) to the left of the producer’s name • CLICK “Continue”.  <p>Screen ID eLDPSearch01</p>
<p>5</p>	<p>On Screen ID eLDPAppStLoc01:</p> <ul style="list-style-type: none"> • enter the applicable shares • click the radio button next to the contact producer • CLICK “Continue”.  <p>Screen ID eLDPAppStLoc01</p>

322 Multiple Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
6	Continue to process applications accordingly. For: <ul style="list-style-type: none"> • farm-stored applications, see paragraph 366 • sold, fed, or delivered applications, see paragraph 367 • open storage applications, see paragraph 368 • warehouse-stored applications, see paragraph 369.

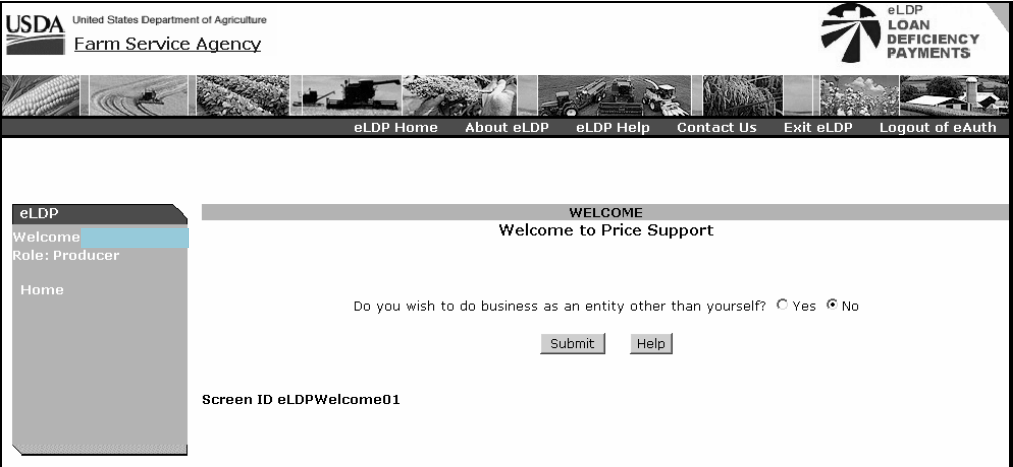
323 External Producer Applications

A Applications from External Locations

Customers or their authorized representatives who have been authorized for eLDP and who have a customer profile may use non-FSA computer to submit an eLDP application.

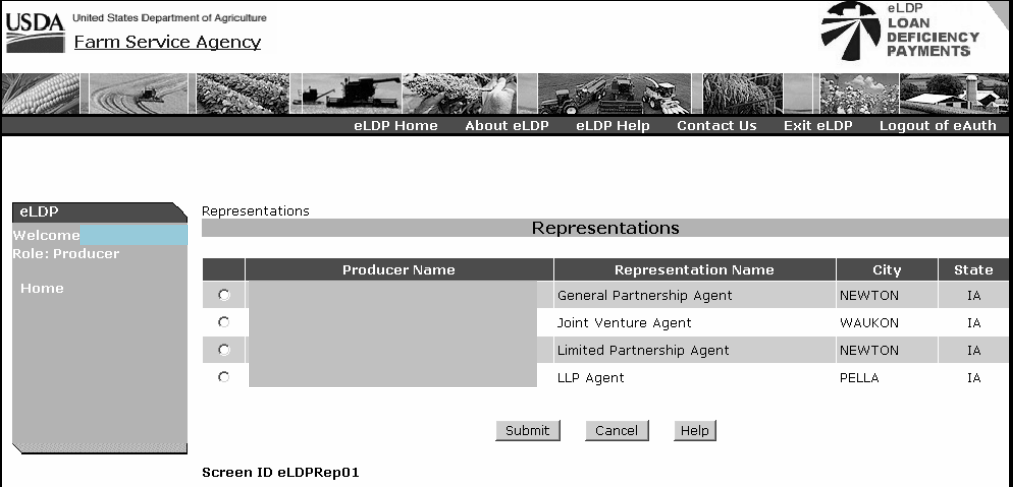
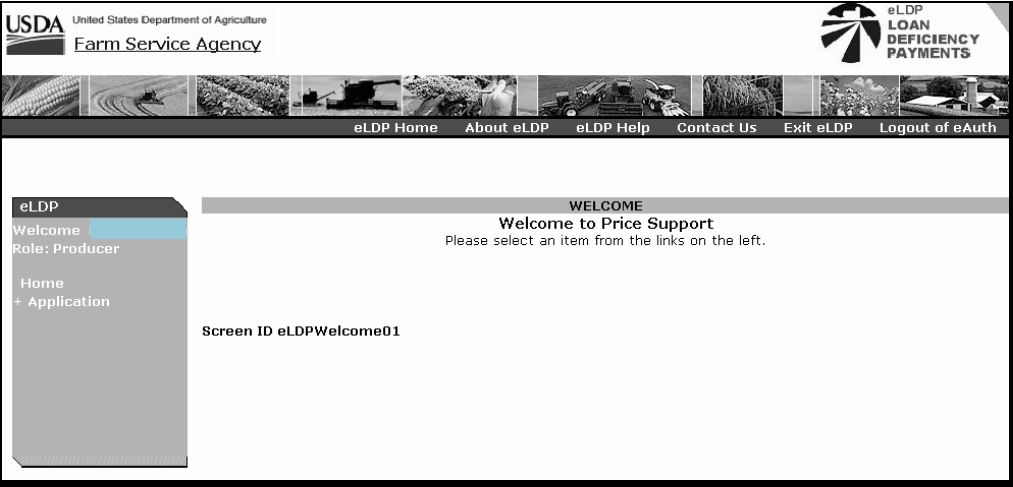
eLDP applications from external locations for external customers other than “individuals” require the applicable “role” to be established for the filing person in RLMS according to subparagraph 202 C.

External customers shall process external applications according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	On Screen IDWelcome01 , if the application is being processed: <ul style="list-style-type: none"> • by the producer, CLICK “Submit” • on behalf of a producer, the authorized representative will: <ul style="list-style-type: none"> • CLICK “Yes” • CLICK “Submit”. 

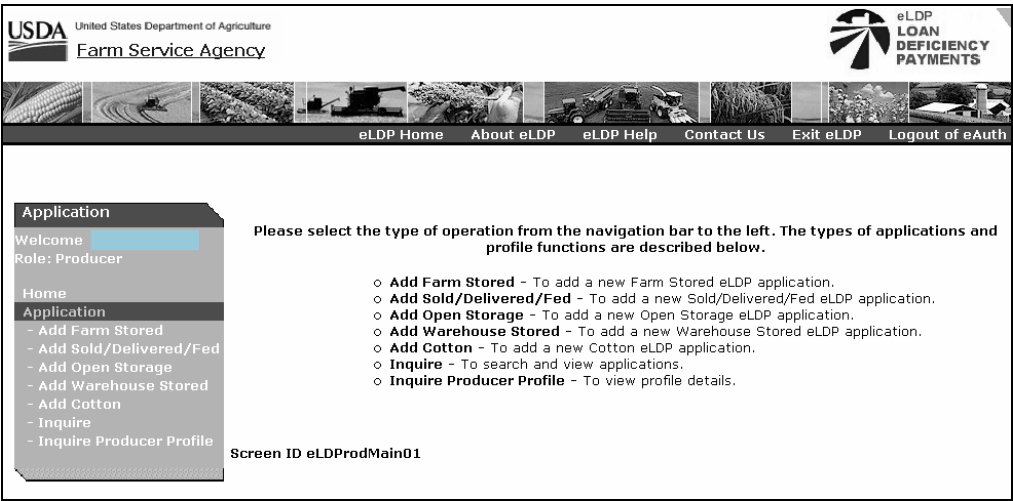
323 External Producer Applications (Continued)

A Applications from External Locations (Continued)

Step	Action
3	<p>On Screen ID eLDPRep01:</p> <ul style="list-style-type: none"> click the radio button next to the applicable producer CLICK “Submit”.  <p>Screen ID eLDPRep01</p>
4	<p>On Screen ID eLDPWelcome01, CLICK “Application”.</p>  <p>Screen ID eLDPWelcome01</p>

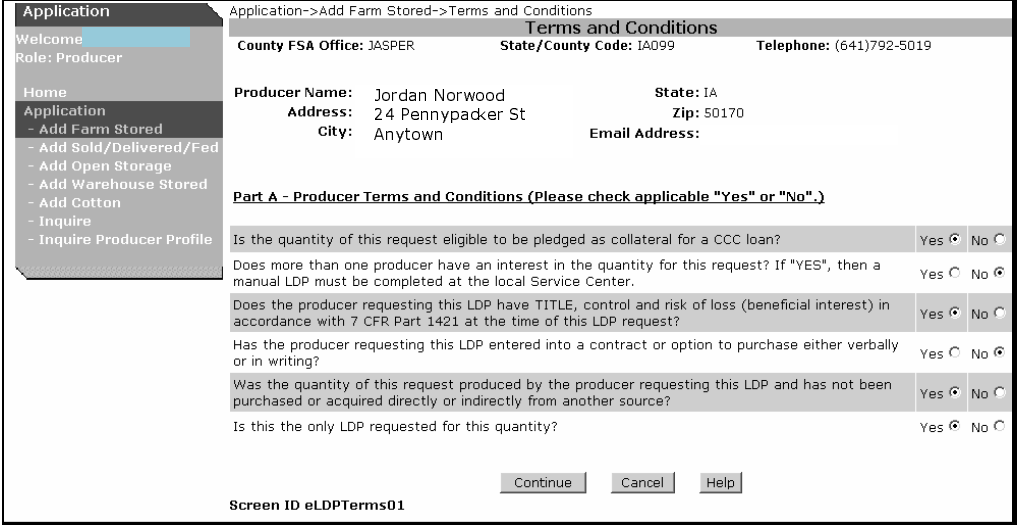
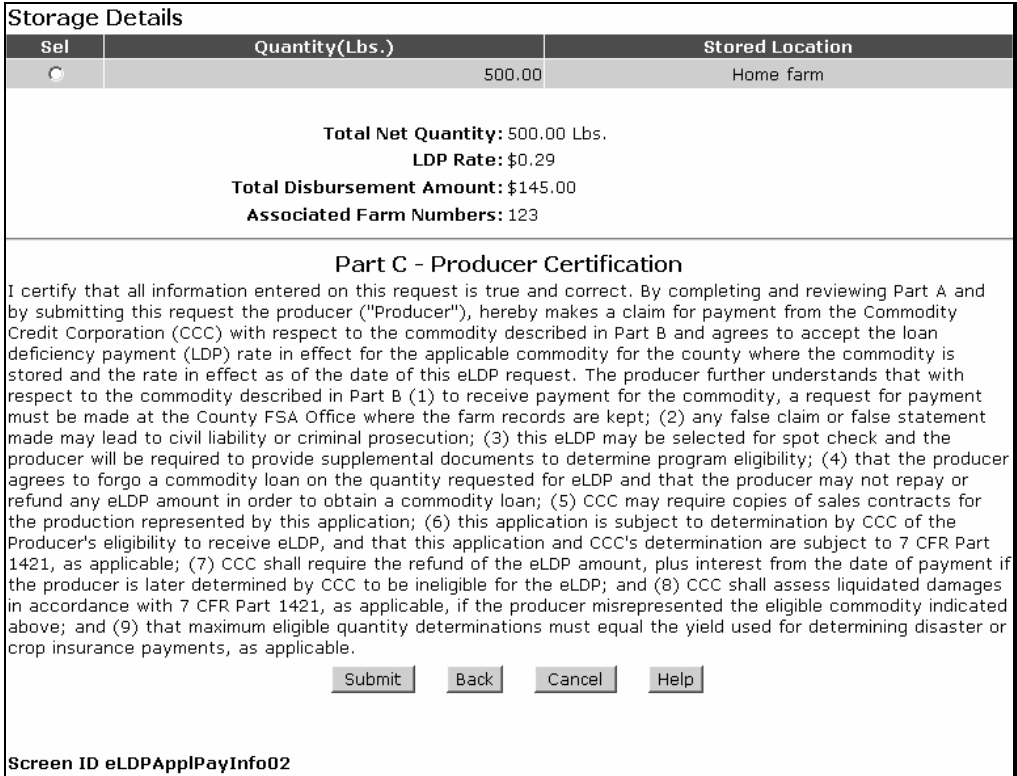
323 External Producer Applications (Continued)

A Applications from External Locations (Continued)

Step	Action
5	<p>On Screen ID eLDPProdMain01, click any of the following:</p> <ul style="list-style-type: none"> • “Add Farm Stored” to process a farm-stored application • “Add Sold/Delivered/Fed” to process a sold, delivered, or fed application • “Add Open Storage” to process an open storage application • “Add Warehouse Stored” to process a warehouse-stored application • “Add Cotton” to process a cotton application. 
6	<p>Continue to process applications accordingly. For:</p> <ul style="list-style-type: none"> • farm-stored applications, see paragraph 366 • sold, fed, or delivered applications, see paragraph 367 • open storage applications, see paragraph 368 • warehouse-stored applications, see paragraph 369 • cotton applications, see 7-CN.

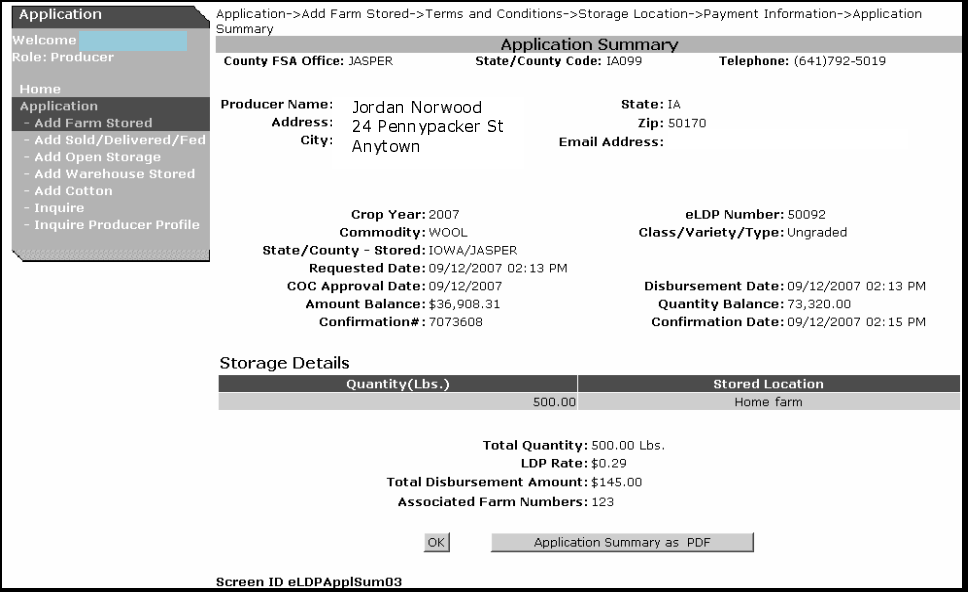
323 External Producer Applications (Continued)

A Applications from External Locations (Continued)

Step	Action
7	<p>For stored quantities, Screen ID eLDPTerms02 will be displayed. CLICK “Continue” after answering the producer terms and conditions.</p>  <p>Screen ID eLDPTerms01</p>
8	<p>On Screen ID eLDPAppPayInfo02, CLICK “Submit” to complete the application.</p>  <p>Screen ID eLDPAppPayInfo02</p>

323 External Producer Applications (Continued)

A Applications from External Locations (Continued)

Step	Action						
9	<p>On Screen ID eLDPAppSum03, CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. Print the eLDP Summary page.</p>  <p>Application->Add Farm Stored->Terms and Conditions->Storage Location->Payment Information->Application Summary</p> <p>Application Summary</p> <p>County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019</p> <p>Producer Name: Jordan Norwood State: IA Address: 24 Pennypacker St Zip: 50170 City: Anytown Email Address:</p> <p>Crop Year: 2007 eLDP Number: 50092 Commodity: WOOL Class/Variety/Type: Ungraded</p> <p>State/County - Stored: IOWA/JASPER Requested Date: 09/12/2007 02:13 PM COC Approval Date: 09/12/2007 Amount Balance: \$36,908.31 Disbursement Date: 09/12/2007 02:13 PM Confirmation#: 7073608 Quantity Balance: 73,320.00 Confirmation Date: 09/12/2007 02:15 PM</p> <table border="1"> <thead> <tr> <th colspan="2">Storage Details</th> </tr> <tr> <th>Quantity(Lbs.)</th> <th>Stored Location</th> </tr> </thead> <tbody> <tr> <td>500.00</td> <td>Home farm</td> </tr> </tbody> </table> <p>Total Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123</p> <p>OK Application Summary as PDF</p> <p>Screen ID eLDPAppSum03</p>	Storage Details		Quantity(Lbs.)	Stored Location	500.00	Home farm
Storage Details							
Quantity(Lbs.)	Stored Location						
500.00	Home farm						

324 Submitting External Applications

A External Applications

External applications are submitted directly to KCAO for approval and disbursement of payment. Personnel in KCAO can dispute an application.

If the application is:

- **not** disputed, the producer will be notified by e-mail that a payment is being processed

Note: Payments are issued within 2 workdays.

- disputed, the application will be added to the County Office’s NPS certification page.

Note: KCAO will contact the County Office and the producer will be notified by e-mail that the application has been referred to the County Office for further review.

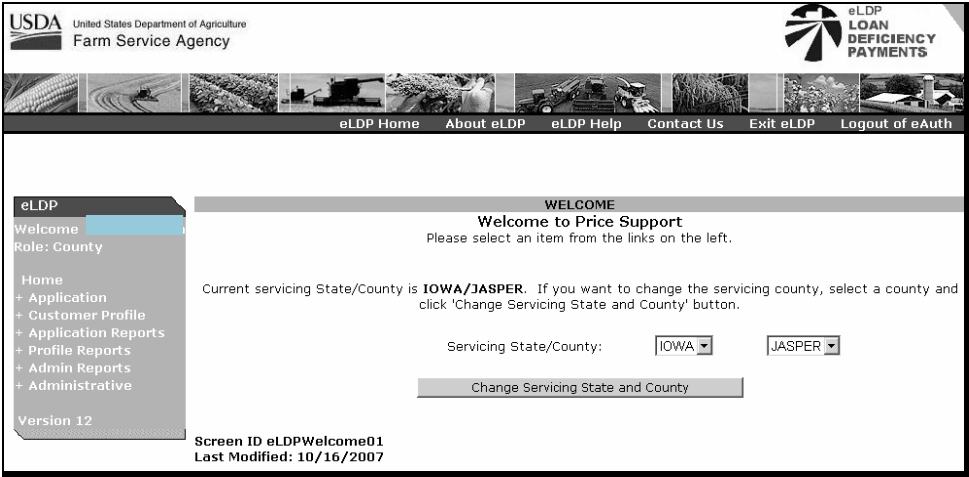
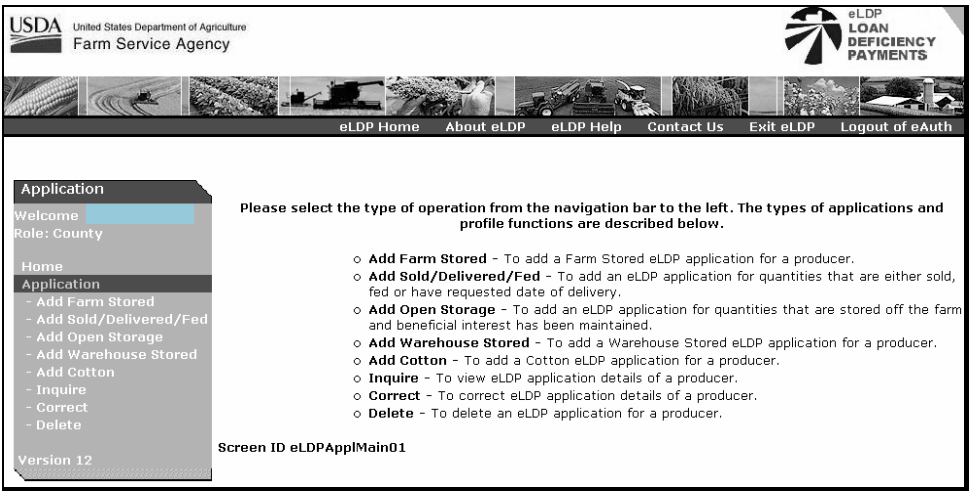
325-365 (Reserved)

Section 3 Processing eLDP Applications

366 Farm-Stored Applications

A County Office Processed Applications

Process farm-stored applications according to the following table

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="402 506 1143 541">On Screen ID eLDPWelcome01, CLICK “Application”.</p> 
3	<p data-bbox="402 1052 1284 1087">On the Screen ID eLDPAppMain01, CLICK “Add Farm Stored”.</p> 
4	<p data-bbox="402 1612 1390 1648">On Screen ID eDLPSearch01, select the type of applicant accordingly. For:</p> <ul data-bbox="402 1696 1127 1806" style="list-style-type: none"> • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.

366 Farm-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action
5	<p>On Screen ID eLDPAppIStLoc01, enter the following:</p> <ul style="list-style-type: none"> • crop year • commodity • class/variety/type • request date <p>Note: The request date is the date the producer submitted CCC-633 LDP or CCC-633 EZ, Page 2. This date is used to determine the LDP rate.</p> <ul style="list-style-type: none"> • COC approval date <p>Note: The COC approval date is the date used to determine any applicable prompt payment interest.</p> <ul style="list-style-type: none"> • certified eLDP question • reference numbers (such as farm numbers, farm names). <p>Note: This reference number entry is optional. The reference field allows for an alpha or numeric entry. More than 1 farm number may be entered in each of the reference fields as long as it will fit within the text box. Data entered in the reference field will appear on the producer transaction statement.</p> <p>CLICK “Continue”.</p> <div data-bbox="397 1365 1364 1890" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Storage Location' section of the application. It includes fields for: <ul style="list-style-type: none"> County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019 Producer Name: Maurice Evans Address: 4848 Rechall Way City: Anytown Tax ID: xxx-xx-5678 State: IA Zip: 50208 Email Address: Tax ID Type: S </p> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 Commodity: BARLEY, Class/Variety/Type: Barley State/County Where Stored: IOWA, JASPER Request Date: 2007, May, 1 COC Approval Date: 2007, June, 6 Is this a certified eLDP?: <input checked="" type="radio"/> Yes <input type="radio"/> No Reference Numbers (Max. 3): [] [] []</p> <p>Buttons: Continue, Cancel, Help</p> <p>Screen ID eLDPAppIStLoc01</p> </div>

366 Farm-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action
6	<p>On Screen ID eLDPAppIPayInfo02, enter the following:</p> <ul style="list-style-type: none"> • quantity • stored location. <p>CLICK “Add”. Information will be displayed under “Storage Details”.</p> <div data-bbox="402 583 1414 1115" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows a software interface for 'Part B - Producer Payment Information'. It includes a navigation menu on the left with options like 'Add Cotton', 'Inquire', 'Correct', and 'Delete'. The main area displays 'Crop Year: 2007', 'Commodity: BARLEY', and 'Class/Variety/Type: Barley'. There are input fields for 'Quantity' (with a 'Bin Quantity Calculator (optional)' button) and 'Stored Location'. Below these are 'Add', 'Change', 'Delete', and 'Clear' buttons. A 'Storage Details' table is shown with one entry: 500.00 Bushels at Atherton Farm. Summary statistics include 'Total Net Quantity: 500.00 Bushels', 'LDP Rate: \$0.16', and 'Total Disbursement Amount: \$80.00'. At the bottom are 'Submit', 'Back', 'Cancel', and 'Help' buttons.</p> </div> <p>Repeat until all quantities and locations have been entered. The total quantity and the storage details for all entries will be displayed</p> <p>CLICK “Change”, “Delete”, or “Clear” to make corrections to storage detail entries.</p> <p>CLICK “Submit” after all quantities and location have been entered.</p>

366 Farm-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action				
6	<p data-bbox="397 323 1463 464">On Screen ID eLDPAppIsum03, CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file under Subject LP 15-1 according to 25-AS, Exhibit 48.</p> <div data-bbox="397 506 1446 1199" style="border: 1px solid black; padding: 5px;"> <p data-bbox="414 512 1430 533">Application->Add Farm Stored->Producer Search->Storage Location->Payment Information->Application Summary</p> <p data-bbox="414 533 1430 554" style="text-align: center;">Application Summary</p> <p data-bbox="414 554 1430 575">County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019</p> <p data-bbox="414 596 1430 680"> Producer Name: Maurice Evans State: IA Address: 4848 Rechall Way Zip: 50208 City: Anytown Email Address: Tax ID: xxx-xx-5678 Tax ID Type: S </p> <p data-bbox="414 743 1430 785"> Crop Year: 2007 eLDP Number: 50094 Commodity: BARLEY Class/Variety/Type: Barley </p> <p data-bbox="414 785 1430 890"> State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 06/06/2007 Disbursement Date: 10/10/2007 09:24 AM Amount Balance: \$49,104.00 Quantity Balance: 2,940.00 Confirmation#: 7075151 Confirmation Date: 10/10/2007 09:30 AM </p> <p data-bbox="414 911 1430 932">Storage Details</p> <table border="1" data-bbox="634 932 1430 989"> <thead> <tr> <th>Quantity(Bushels)</th> <th>Stored Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">500.00</td> <td>Atherton Farm</td> </tr> </tbody> </table> <p data-bbox="414 1016 1430 1100" style="text-align: center;"> Total Quantity: 500.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$80.00 Associated Farm Numbers: 0003269 </p> <p data-bbox="414 1121 1430 1142" style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Application Summary as PDF"/> </p> <p data-bbox="414 1163 1430 1184" style="text-align: center;">Screen ID eLDPAppIsum03</p> </div>	Quantity(Bushels)	Stored Location	500.00	Atherton Farm
Quantity(Bushels)	Stored Location				
500.00	Atherton Farm				

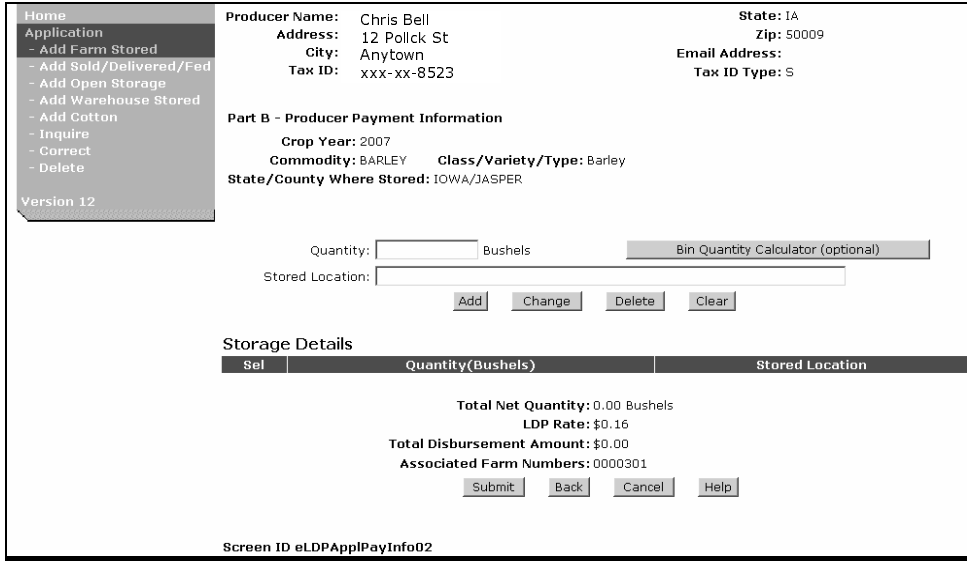
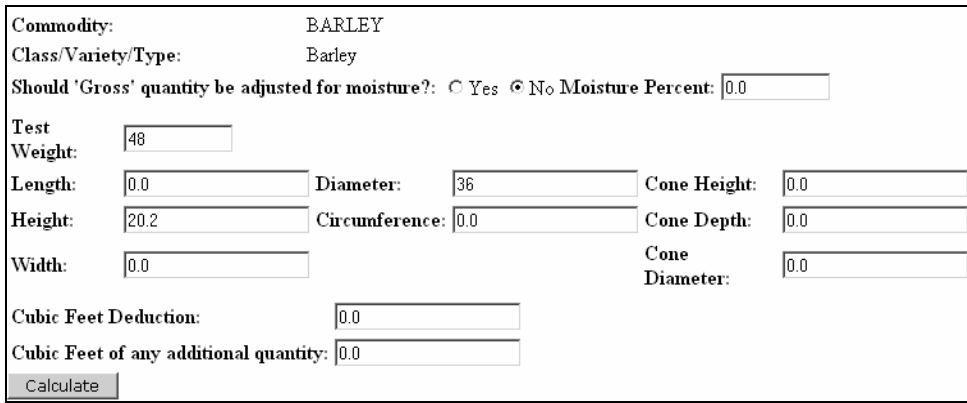
366 Farm-Stored Applications (Continued)

B Bin Quantity Calculator

A bin quantity calculator is:

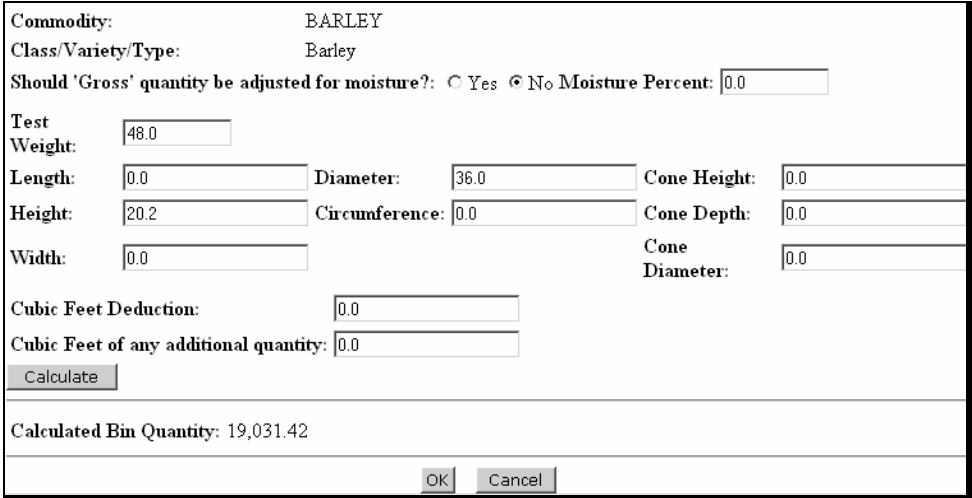
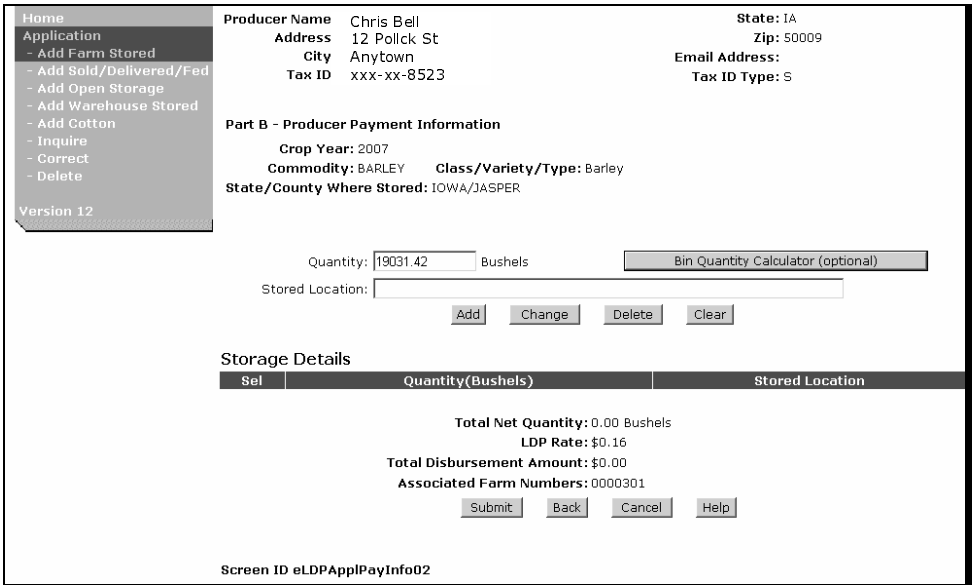
- an available option for determining farm-stored quantities that have been measured
- available for both County Office processed and externally processed applications.

County Offices shall enter applicable dimensions according to the following.

Step	Action
1	Access the farm-stored application according to subparagraph A.
2	<p data-bbox="391 625 1336 695">On Screen ID eLDPAppPayInfo02, CLICK “Bin Quantity Calculator (optional)”.</p> 
3	<p data-bbox="391 1287 1409 1329">On the following screen, enter the applicable dimensions. CLICK “Calculate”.</p> 

366 Farm-Stored Applications (Continued)

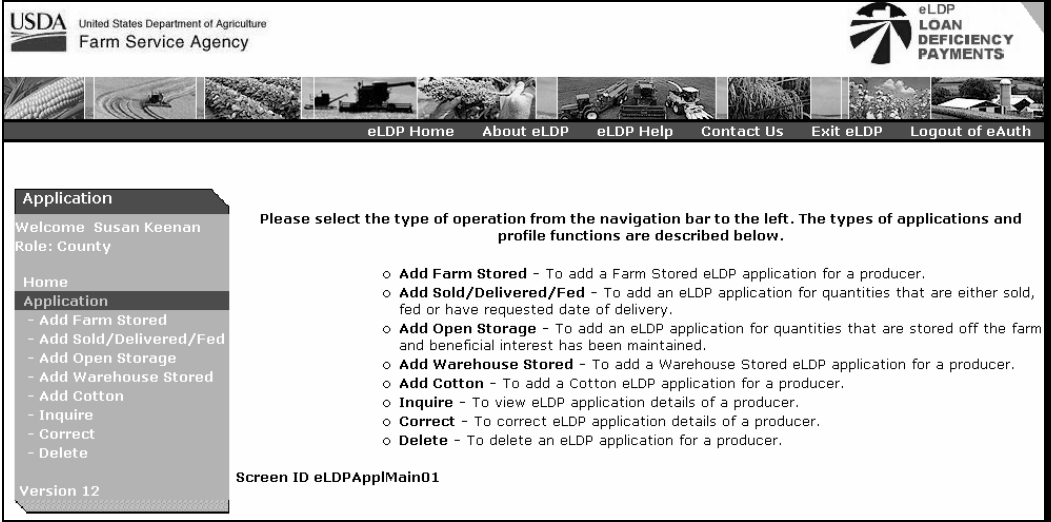
B Bin Quantity Calculator (Continued)

Step	Action
4	<p>The calculated quantity will be displayed. CLICK “OK” to populate quantity into the farm-stored application.</p> 
5	<p>On Screen ID eLDPAppPayInfo02:</p> <ul style="list-style-type: none"> enter the stored location CLICK “Add”. <p>Repeat the process for additional bins.</p> 
6	CLICK “Submit” after all quantities and locations have been entered.
7	Continue processing the application according to subparagraph A.

367 Sold, Delivered, or Fed Applications

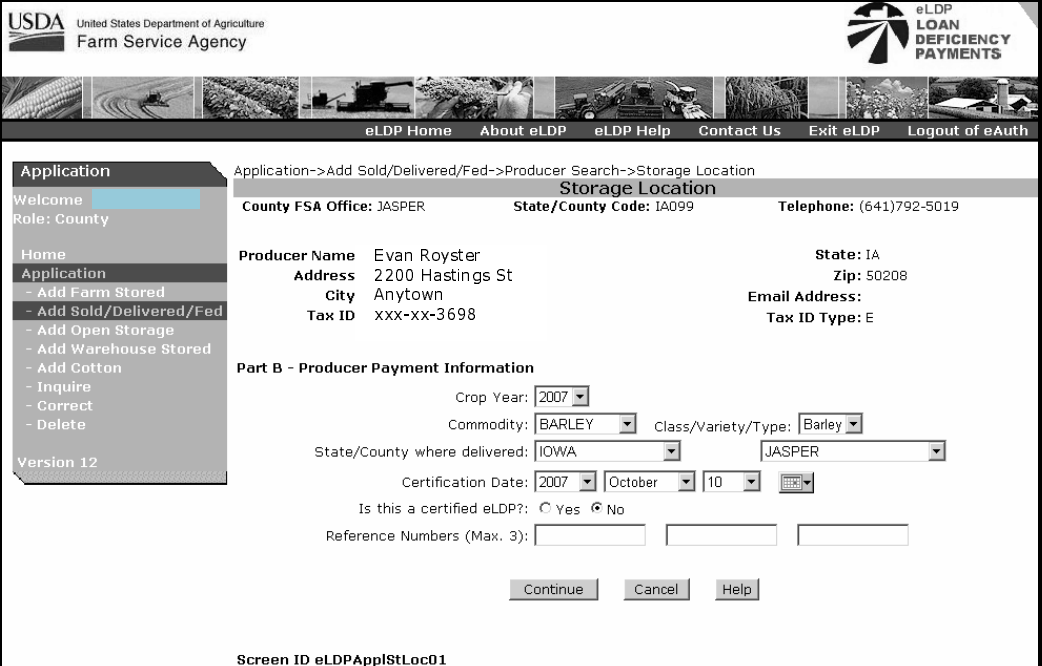
A County Office Processed Applications

Process applications that have been sold, delivered, or fed according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	On Screen ID eLDPWelcome01 , select the producer’s State and county.
3	<p>On Screen ID eLDPAppMain01, CLICK “Add Sold/Delivered/Fed”.</p> 
4	<p>On Screen ID eLDPSearch01, select the type of applicant accordingly. For:</p> <ul style="list-style-type: none"> • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.

367 Sold, Delivered, or Fed Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action
5	<p>On Screen ID eLDPAppIStLoc01, enter the following:</p> <ul style="list-style-type: none"> • crop year • commodity • State and county where commodity was delivered • class/variety/type • certification date <p>Note: The certification date is the date the producer signed CCC-633 EZ, Page 2.</p> <ul style="list-style-type: none"> • certified eLDP question • reference numbers (farm numbers). <p>Note: This entry is optional. Any reference numbers entered will appear on the producer transaction statement.</p> <p>CLICK “Continue”.</p>
	 <p>The screenshot shows the eLDP application interface. At the top, there is a navigation bar with links: eLDP Home, About eLDP, eLDP Help, Contact Us, Exit eLDP, and Logout of eAuth. Below this is a header for the 'Storage Location' form. The form includes a sidebar menu on the left with options like 'Home', 'Application', 'Add Farm Stored', 'Add Sold/Delivered/Fed', 'Add Open Storage', 'Add Warehouse Stored', 'Add Cotton', 'Inquire', 'Correct', and 'Delete'. The main form area contains the following information:</p> <ul style="list-style-type: none"> Application: Application->Add Sold/Delivered/Fed->Producer Search->Storage Location Storage Location: <ul style="list-style-type: none"> County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019 Producer Information: <ul style="list-style-type: none"> Producer Name: Evan Royster Address: 2200 Hastings St City: Anytown Tax ID: xxx-xx-3698 State: IA Zip: 50208 Email Address: Tax ID Type: E Part B - Producer Payment Information: <ul style="list-style-type: none"> Crop Year: 2007 Commodity: BARLEY Class/Variety/Type: Barley State/County where delivered: IOWA / JASPER Certification Date: 2007 / October / 10 Is this a certified eLDP?: <input type="radio"/> Yes <input checked="" type="radio"/> No Reference Numbers (Max. 3): [] [] [] <p>Buttons for 'Continue', 'Cancel', and 'Help' are located at the bottom of the form. The screen ID 'eLDPAppIStLoc01' is displayed at the bottom of the screenshot.</p>

367 Sold, Delivered, or Fed Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action																																																
6	<p>On Screen ID eLDPAppIPayInfo02, enter the following:</p> <ul style="list-style-type: none"> • “Share of Crop (%)” if other than 100 percent. • delivery date(s) from the drop-down menus • quantity (bushels) • applicable moisture (optional). <p>CLICK “Calculate”.</p> <div data-bbox="402 657 1446 1207" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px; font-size: 8px;"> - Add Cotton - Inquire - Correct - Delete Version 12 </div> <div> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 Commodity: BARLEY Class/Variety/Type: Barley State/County where delivered: IOWA/JASPER 633EZ Approval Date: 03/03/2007 Share of Crop (%): <input type="text" value="100.0000"/></p> </div> </div> <div style="margin-top: 10px;"> <p>Summary Quantity Information</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Line#</th> <th colspan="4">Sold/Delivered/Fed Date</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2007</td> <td>Oct</td> <td>[Day]</td> <td>[Calendar]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Clear</td> </tr> <tr> <td>2</td> <td>2007</td> <td>Oct</td> <td>[Day]</td> <td>[Calendar]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Clear</td> </tr> <tr> <td>3</td> <td>2007</td> <td>Oct</td> <td>[Day]</td> <td>[Calendar]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Clear</td> </tr> <tr> <td>4</td> <td>2007</td> <td>Oct</td> <td>[Day]</td> <td>[Calendar]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Clear</td> </tr> <tr> <td>5</td> <td>2007</td> <td>Oct</td> <td>[Day]</td> <td>[Calendar]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Clear</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"> Rows to add: <input type="text" value="1"/> <input type="button" value="Add Rows"/> </p> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Calculate"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p style="text-align: center; font-size: 8px; margin-top: 5px;">Screen ID eLDPAppIPayInfo02</p> </div> </div> <p>Software will automatically:</p> <ul style="list-style-type: none"> • deduct any applicable moisture • populate the LDP rate for the specified delivery date • allow delivery dates to be entered without a LDP rate • allow for 100 different entries • deduct quantity from the customer profile for the applicable crop. <p>Note: An application can not be completed when all delivery dates result in a zero payment. An error message will be displayed instructing the user to verify the delivery dates before canceling the application. County Offices shall manually reduce the quantity on the customer profile for the applicable crop.</p>	Line#	Sold/Delivered/Fed Date				Quantity (Bushels)	Moisture Percent		1	2007	Oct	[Day]	[Calendar]	<input type="text"/>	<input type="text"/>	Clear	2	2007	Oct	[Day]	[Calendar]	<input type="text"/>	<input type="text"/>	Clear	3	2007	Oct	[Day]	[Calendar]	<input type="text"/>	<input type="text"/>	Clear	4	2007	Oct	[Day]	[Calendar]	<input type="text"/>	<input type="text"/>	Clear	5	2007	Oct	[Day]	[Calendar]	<input type="text"/>	<input type="text"/>	Clear
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367 Sold, Delivered, or Fed Applications (Continued)

A County Office Applications (Continued)

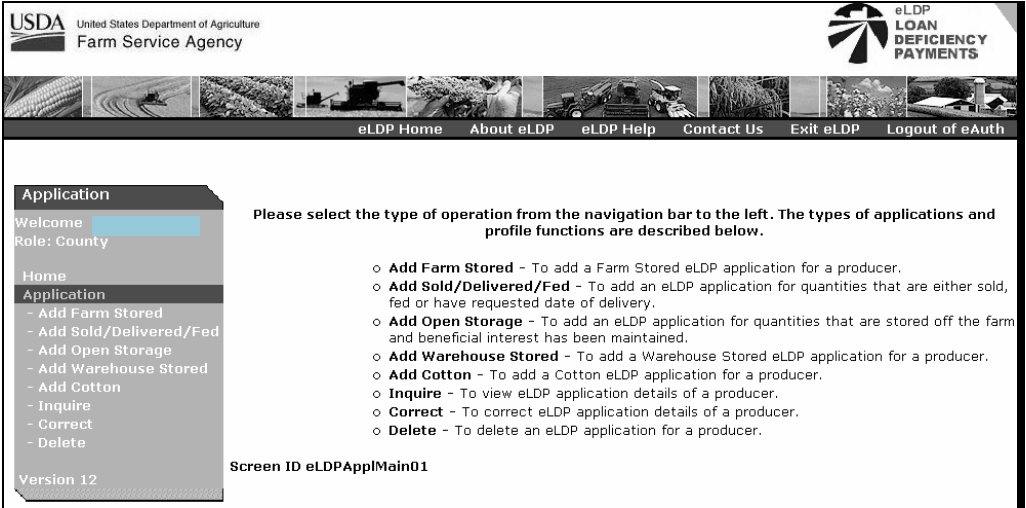
Step	Action																								
7	<p>On Screen ID eLDPAppIPayInfo02, CLICK “Submit” to complete the application.</p> <div data-bbox="402 432 1360 1010" style="border: 1px solid black; padding: 5px;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 Commodity: BARLEY Class/Variety/Type: Barley State/County where delivered: IOWA/JASPER 633EZ Approval Date: 03/03/2007 Share of Crop (%): 100.0000</p> <p>Summary Quantity Information</p> <table border="1" data-bbox="412 646 1351 758"> <thead> <tr> <th>Sold/Delivered/Fed Date</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th>Net Quantity(Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>04/28/2007</td> <td>200.25</td> <td>0.00</td> <td>200.25</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>05/01/2007</td> <td>150.09</td> <td>0.00</td> <td>150.09</td> <td>0.16</td> <td>24.01</td> </tr> <tr> <td>05/03/2007</td> <td>225.58</td> <td>0.00</td> <td>225.58</td> <td>0.51</td> <td>115.05</td> </tr> </tbody> </table> <p>Total Net Quantity: 575.92 Bushels Total Gross Quantity: 575.92 Bushels Average LDP Rate: \$0.24 Total Disbursement Amount: \$139.06 Associated Farm Numbers: 0002089</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID eLDPAppIPayInfo02</p> </div>	Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount	04/28/2007	200.25	0.00	200.25	0.00	0.00	05/01/2007	150.09	0.00	150.09	0.16	24.01	05/03/2007	225.58	0.00	225.58	0.51	115.05
Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount																				
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05/01/2007	150.09	0.00	150.09	0.16	24.01																				
05/03/2007	225.58	0.00	225.58	0.51	115.05																				
8	<p>CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file under Subject LP 15-1 according to 25-AS, Exhibit 48.</p> <div data-bbox="402 1159 1360 1726" style="border: 1px solid black; padding: 5px;"> <p>Crop Year: 2007 eLDP Number: 50095 Commodity: BARLEY Class/Variety/Type: Barley State/County where delivered: IOWA/JASPER 633EZ Approval Date: 03/03/2007 Requested Date: 05/03/2007 Certification Date: 10/10/2007 Disbursement Date: 10/10/2007 10:14 AM Amount Balance: \$74,860.94 Quantity Balance: 13,865.36 Confirmation#: 7075152 Confirmation Date: 10/10/2007 10:20 AM Share of Crop (%): 100.00</p> <p>Summary Quantity Information</p> <table border="1" data-bbox="412 1415 1351 1526"> <thead> <tr> <th>Sold/Delivered/Fed Date</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th>Net Quantity(Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>04/28/2007</td> <td>200.25</td> <td>0.00</td> <td>200.25</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>05/01/2007</td> <td>150.09</td> <td>0.00</td> <td>150.09</td> <td>0.16</td> <td>24.01</td> </tr> <tr> <td>05/03/2007</td> <td>225.58</td> <td>0.00</td> <td>225.58</td> <td>0.51</td> <td>115.05</td> </tr> </tbody> </table> <p>Total Quantity: 575.92 Bushels Total Gross Quantity: 575.92 Bushels Average LDP Rate: \$0.24 Total Disbursement Amount: \$139.06 Associated Farm Numbers: 0002089</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Application Summary as PDF"/> </p> </div>	Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount	04/28/2007	200.25	0.00	200.25	0.00	0.00	05/01/2007	150.09	0.00	150.09	0.16	24.01	05/03/2007	225.58	0.00	225.58	0.51	115.05
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05/01/2007	150.09	0.00	150.09	0.16	24.01																				
05/03/2007	225.58	0.00	225.58	0.51	115.05																				

368 Open Storage Applications

A County Office Processed Applications

Process open storage applications according to the following table.

Note: See Exhibit 2 for the definition of open storage.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	On Screen ID eLDPWelcome01 , select the producer’s State and county.
3	<p>On the Screen ID eLDPAppMain01, CLICK “Open Storage”.</p> 
4	<p>Select the type of applicant accordingly. For:</p> <ul style="list-style-type: none"> • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.

368 Open Storage Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action
5	<p>On Screen ID eLDPAppIStLoc01, enter the following:</p> <ul style="list-style-type: none"> • commodity • class/variety/type • State and county where commodity is stored • request date • COC approval date • certified eLDP question • reference numbers (farm numbers). <p>Note: This entry is optional. Any reference numbers entered will appear on the producer transaction statement.</p> <p>CLICK “Continue”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007</p> <p>Commodity: BARLEY Class/Variety/Type: Barley</p> <p>State/County Where Stored: IOWA JASPER</p> <p>Request Date: 2007 May 1</p> <p>COC Approval Date: 2007 October 10</p> <p>Is this a certified eLDP?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Reference Numbers (Max. 3): <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID eLDPAppIStLoc01</p> </div>

368 Open Storage Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action																														
6	<p>On Screen ID eLDPAppIPayInfo02, enter the following:</p> <ul style="list-style-type: none"> • storage location and any applicable quantity identification (i.e. weight slip number) • quantity (bushels) • any applicable moisture (optional). <p>Note: The “Moisture Percent” column will not displayed for peanuts, wool, mohair, and pelts.</p> <p>CLICK “Calculate”.</p> <p>The software will:</p> <ul style="list-style-type: none"> • determine the LDP rate based on the request date of the application for the State and location of where commodity is stored • deduct any applicable moisture. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA/JASPER Share of Crop (%): <input type="text" value="100.0000"/></p> <p>Summary Quantity Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line#</th> <th style="width: 45%;">Location/Reference#</th> <th style="width: 15%;">Quantity (Bushels)</th> <th style="width: 15%;">Moisture Percent</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="Willard Elevator"/></td> <td><input type="text" value="250"/></td> <td><input type="text" value="14.0"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>2</td> <td><input type="text" value="Willard Elevator"/></td> <td><input type="text" value="185.5"/></td> <td><input type="text" value="16.0"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>3</td> <td><input type="text" value="Pattee Cooperative"/></td> <td><input type="text" value="245.5"/></td> <td><input type="text" value="13.1"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>4</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>5</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> </tbody> </table> <p style="text-align: center;">Rows to add: <input type="text" value="1"/> <input type="button" value="Add Rows"/></p> <p style="text-align: center;"> <input type="button" value="Calculate"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID eLDPAppIPayInfo02</p> </div>	Line#	Location/Reference#	Quantity (Bushels)	Moisture Percent		1	<input type="text" value="Willard Elevator"/>	<input type="text" value="250"/>	<input type="text" value="14.0"/>	<input type="button" value="Clear"/>	2	<input type="text" value="Willard Elevator"/>	<input type="text" value="185.5"/>	<input type="text" value="16.0"/>	<input type="button" value="Clear"/>	3	<input type="text" value="Pattee Cooperative"/>	<input type="text" value="245.5"/>	<input type="text" value="13.1"/>	<input type="button" value="Clear"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
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368 Open Storage Applications (Continued)

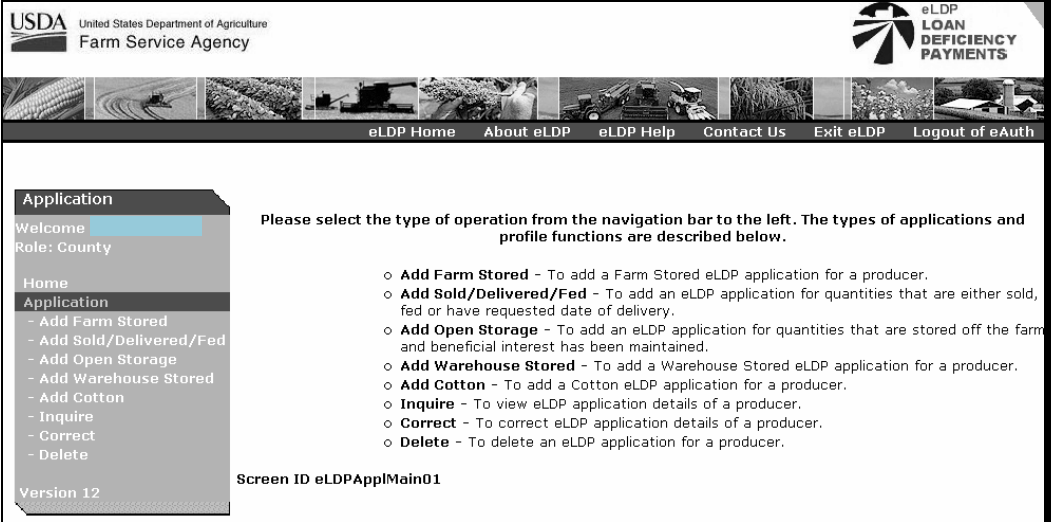
A County Office Processed Applications (Continued)

Step	Action																								
7	<p data-bbox="391 327 1377 396">On Screen ID eLDPAppPayInfo02, an application summary screen will be displayed. CLICK “Submit” to complete the process.</p> <div data-bbox="391 432 1352 991" style="border: 1px solid black; padding: 5px;"> <p data-bbox="396 443 753 464">Part B - Producer Payment Information</p> <p data-bbox="467 474 610 495">Crop Year: 2007</p> <p data-bbox="451 499 911 520">Commodity: BARLEY Class/Variety/Type: Barley</p> <p data-bbox="396 525 777 546">State/County Where Stored: IOWA/JASPER</p> <p data-bbox="483 550 740 571">Share of Crop (%): 100.0000</p> <p data-bbox="391 600 735 625">Summary Quantity Information</p> <table border="1" data-bbox="396 630 1349 743"> <thead> <tr> <th>Location/Reference#</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th>Net Quantity(Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Willard Elevator</td> <td>250.00</td> <td>14.00</td> <td>250.00</td> <td>0.16</td> <td>40.00</td> </tr> <tr> <td>Willard Elevator</td> <td>185.50</td> <td>16.00</td> <td>181.88</td> <td>0.16</td> <td>29.10</td> </tr> <tr> <td>Pattee Cooperative</td> <td>245.50</td> <td>13.10</td> <td>245.50</td> <td>0.16</td> <td>39.28</td> </tr> </tbody> </table> <p data-bbox="691 749 992 770">Total Net Quantity: 677.38 Bushels</p> <p data-bbox="672 774 992 795">Total Gross Quantity: 681.00 Bushels</p> <p data-bbox="776 800 915 821">LDP Rate: \$0.16</p> <p data-bbox="605 825 935 846">Total Disbursement Amount: \$108.38</p> <p data-bbox="618 850 938 871">Associated Farm Numbers: 0003269</p> <p data-bbox="708 884 1049 905" style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p data-bbox="391 963 664 984">Screen ID eLDPAppPayInfo02</p> </div>	Location/Reference#	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount	Willard Elevator	250.00	14.00	250.00	0.16	40.00	Willard Elevator	185.50	16.00	181.88	0.16	29.10	Pattee Cooperative	245.50	13.10	245.50	0.16	39.28
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Willard Elevator	185.50	16.00	181.88	0.16	29.10																				
Pattee Cooperative	245.50	13.10	245.50	0.16	39.28																				
8	<p data-bbox="391 1010 1425 1150">On Screen ID eLDPAppSum03, CLICK “Application Summary as PDF”. A eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file under Subject LP 15-1 according to 25-AS, Exhibit 48.</p> <div data-bbox="391 1188 1352 1785" style="border: 1px solid black; padding: 5px;"> <p data-bbox="594 1192 737 1213">Crop Year: 2007</p> <p data-bbox="578 1218 756 1239">Commodity: BARLEY</p> <p data-bbox="483 1243 810 1264">State/County - Stored: IOWA/JASPER</p> <p data-bbox="540 1268 789 1289">Requested Date: 05/01/2007</p> <p data-bbox="513 1293 789 1314">COC Approval Date: 10/10/2007</p> <p data-bbox="537 1318 789 1339">Amount Balance: \$48,995.62</p> <p data-bbox="553 1344 768 1365">Confirmation#: 7075176</p> <p data-bbox="518 1369 753 1390">Share of Crop (%): 100.00</p> <p data-bbox="976 1192 1154 1213">eLDP Number: 50096</p> <p data-bbox="915 1218 1154 1239">Class/Variety/Type: Barley</p> <p data-bbox="922 1293 1284 1314">Disbursement Date: 10/10/2007 10:40 AM</p> <p data-bbox="938 1318 1179 1339">Quantity Balance: 2,262.62</p> <p data-bbox="930 1344 1284 1365">Confirmation Date: 10/10/2007 10:42 AM</p> <p data-bbox="399 1411 743 1436">Summary Quantity Information</p> <table border="1" data-bbox="404 1440 1349 1554"> <thead> <tr> <th>Location/Reference#</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th>Net Quantity(Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Willard Elevator</td> <td>250.00</td> <td>14.00</td> <td>250.00</td> <td>0.16</td> <td>40.00</td> </tr> <tr> <td>Willard Elevator</td> <td>185.50</td> <td>16.00</td> <td>181.88</td> <td>0.16</td> <td>29.10</td> </tr> <tr> <td>Pattee Cooperative</td> <td>245.50</td> <td>13.10</td> <td>245.50</td> <td>0.16</td> <td>39.28</td> </tr> </tbody> </table> <p data-bbox="737 1560 1000 1581">Total Quantity: 677.38 Bushels</p> <p data-bbox="680 1585 1000 1606">Total Gross Quantity: 681.00 Bushels</p> <p data-bbox="784 1610 925 1631">LDP Rate: \$0.16</p> <p data-bbox="613 1635 943 1656">Total Disbursement Amount: \$108.38</p> <p data-bbox="626 1661 946 1682">Associated Farm Numbers: 0003269</p> <p data-bbox="664 1711 1084 1732" style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Application Summary as PDF"/> </p> <p data-bbox="399 1766 639 1787">Screen ID eLDPAppSum03</p> </div>	Location/Reference#	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount	Willard Elevator	250.00	14.00	250.00	0.16	40.00	Willard Elevator	185.50	16.00	181.88	0.16	29.10	Pattee Cooperative	245.50	13.10	245.50	0.16	39.28
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369 Warehouse-Stored Applications

A County Office Processed Applications

Process warehouse-stored applications according to the following table.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	On Screen ID eLDPWelcome01 , select the producer’s State and county.
3	<p>On the Screen ID eLDPAppMain01, CLICK “Warehouse Stored”.</p> 
4	<p>Select the type of applicant accordingly. For:</p> <ul style="list-style-type: none"> • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.

369 Warehouse-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action
5	<p>On Screen ID eLDPAppIStLoc01, enter the following:</p> <ul style="list-style-type: none"> • crop year • commodity • class/variety/type • State and county where commodity is stored • warehouse code • request date • COC approval date • the certified eLDP question, “Is this a certified eLDP?” • reference numbers (farm numbers). <p>Note: The reference number entry is optional. Any reference numbers entered will appear on the producer transaction statement.</p> <p>CLICK “Continue”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: <input type="text" value="2007"/></p> <p>Commodity: <input type="text" value="BARLEY"/> Class/Variety/Type: <input type="text" value="Barley"/></p> <p>State/County Where Stored: <input type="text" value="IOWA"/> <input type="text" value="JASPER"/></p> <p>Warehouse Code: <input type="text" value="85214"/></p> <p>Request Date: <input type="text" value="2007"/> <input type="text" value="May"/> <input type="text" value="1"/></p> <p>COC Approval Date: <input type="text" value="2007"/> <input type="text" value="October"/> <input type="text" value="10"/></p> <p>Is this a certified eLDP?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Reference Numbers (Max. 3): <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID eLDPAppIStLoc01</p> </div>

369 Warehouse-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action																								
6	<p>On Screen ID eLDPAppIPayInfo02, enter the following:</p> <ul style="list-style-type: none"> warehouse receipt number net quantity. <p>CLICK “Calculate”.</p> <p>The software will determine LDP rate based on the request date of the application for the State and location where commodity is stored.</p> <div data-bbox="402 690 1446 1339" style="border: 1px solid black; padding: 10px;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007</p> <p>Commodity: BARLEY Class/Variety/Type: Barley</p> <p>State/County Where Stored: IOWA/JASPER</p> <p>Warehouse Code: 85214</p> <p>Summary Quantity Information</p> <table border="1" data-bbox="410 936 1438 1182"> <thead> <tr> <th>Line#</th> <th>Warehouse Receipt#</th> <th>Quantity (Bushels)</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="456289"/></td> <td><input type="text" value="325.00"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>2</td> <td><input type="text" value="456290"/></td> <td><input type="text" value="425.8"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>3</td> <td><input type="text" value="456291"/></td> <td><input type="text" value="333.45"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>4</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>5</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> </tbody> </table> <p style="text-align: center;">Rows to add: <input type="text" value="1"/> <input type="button" value="Add Rows"/></p> <p style="text-align: center;"> <input type="button" value="Calculate"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID eLDPAppIPayInfo02</p> </div>	Line#	Warehouse Receipt#	Quantity (Bushels)		1	<input type="text" value="456289"/>	<input type="text" value="325.00"/>	<input type="button" value="Clear"/>	2	<input type="text" value="456290"/>	<input type="text" value="425.8"/>	<input type="button" value="Clear"/>	3	<input type="text" value="456291"/>	<input type="text" value="333.45"/>	<input type="button" value="Clear"/>	4	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>	5	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
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369 Warehouse-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action																																
7	<p data-bbox="397 317 881 352">On Screen ID eLDPAppPayInfo02:</p> <ul data-bbox="397 394 1036 468" style="list-style-type: none"> the net results will be displayed CLICK “Submit” to complete the application. <div data-bbox="397 506 1360 1018" style="border: 1px solid black; padding: 5px;"> <p data-bbox="407 510 764 531">Part B - Producer Payment Information</p> <p data-bbox="477 541 621 560">Crop Year: 2007</p> <p data-bbox="461 564 919 585">Commodity: BARLEY Class/Variety/Type: Barley</p> <p data-bbox="407 590 789 611">State/County Where Stored: IOWA/JASPER</p> <p data-bbox="508 615 725 636">Warehouse Code: 85214</p> <p data-bbox="402 663 745 688">Summary Quantity Information</p> <table border="1" data-bbox="402 690 1357 806"> <thead> <tr> <th>Warehouse Receipt#</th> <th>Quantity (Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>456289</td> <td>325.00</td> <td>0.16</td> <td>52.00</td> </tr> <tr> <td>456290</td> <td>425.80</td> <td>0.16</td> <td>68.13</td> </tr> <tr> <td>456291</td> <td>333.45</td> <td>0.16</td> <td>53.35</td> </tr> </tbody> </table> <p data-bbox="699 812 1016 833" style="text-align: center;">Total Net Quantity: 1,084.25 Bushels</p> <p data-bbox="784 835 925 856" style="text-align: center;">LDP Rate: \$0.16</p> <p data-bbox="615 861 943 882" style="text-align: center;">Total Disbursement Amount: \$173.48</p> <p data-bbox="628 886 909 907" style="text-align: center;">Associated Farm Numbers: ALL</p> <p data-bbox="716 917 1057 938" style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p data-bbox="402 997 675 1018">Screen ID eLDPAppPayInfo02</p> </div>	Warehouse Receipt#	Quantity (Bushels)	LDP Rate	Amount	456289	325.00	0.16	52.00	456290	425.80	0.16	68.13	456291	333.45	0.16	53.35																
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8	<p data-bbox="397 1031 1455 1171">On Screen ID eLDPAppSum03, CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file under Subject LP 15-1 according to 25-AS, Exhibit 48.</p> <div data-bbox="397 1209 1360 1785" style="border: 1px solid black; padding: 5px;"> <table data-bbox="483 1220 1292 1409"> <tr> <td>Crop Year: 2007</td> <td>eLDP Number: 50097</td> </tr> <tr> <td>Commodity: BARLEY</td> <td>Class/Variety/Type: Barley</td> </tr> <tr> <td>State/County - Stored: IOWA/JASPER</td> <td></td> </tr> <tr> <td>Requested Date: 05/01/2007</td> <td></td> </tr> <tr> <td>COC Approval Date: 10/10/2007</td> <td>Disbursement Date: 10/10/2007 10:49 AM</td> </tr> <tr> <td>Amount Balance: \$74,826.52</td> <td>Quantity Balance: 3,915.75</td> </tr> <tr> <td>Confirmation#: 7075177</td> <td>Confirmation Date: 10/10/2007 10:55 AM</td> </tr> <tr> <td>Warehouse Code: 85214</td> <td></td> </tr> </table> <p data-bbox="402 1438 748 1463">Summary Quantity Information</p> <table border="1" data-bbox="402 1465 1357 1581"> <thead> <tr> <th>Warehouse Receipt#</th> <th>Quantity (Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>456289</td> <td>325.00</td> <td>0.16</td> <td>52.00</td> </tr> <tr> <td>456290</td> <td>425.80</td> <td>0.16</td> <td>68.13</td> </tr> <tr> <td>456291</td> <td>333.45</td> <td>0.16</td> <td>53.35</td> </tr> </tbody> </table> <p data-bbox="738 1587 1021 1608" style="text-align: center;">Total Quantity: 1,084.25 Bushels</p> <p data-bbox="787 1612 928 1633" style="text-align: center;">LDP Rate: \$0.16</p> <p data-bbox="617 1638 948 1659" style="text-align: center;">Total Disbursement Amount: \$173.48</p> <p data-bbox="630 1663 912 1684" style="text-align: center;">Associated Farm Numbers: ALL</p> <p data-bbox="667 1713 1089 1734" style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Application Summary as PDF"/> </p> <p data-bbox="402 1766 643 1787">Screen ID eLDPAppSum03</p> </div>	Crop Year: 2007	eLDP Number: 50097	Commodity: BARLEY	Class/Variety/Type: Barley	State/County - Stored: IOWA/JASPER		Requested Date: 05/01/2007		COC Approval Date: 10/10/2007	Disbursement Date: 10/10/2007 10:49 AM	Amount Balance: \$74,826.52	Quantity Balance: 3,915.75	Confirmation#: 7075177	Confirmation Date: 10/10/2007 10:55 AM	Warehouse Code: 85214		Warehouse Receipt#	Quantity (Bushels)	LDP Rate	Amount	456289	325.00	0.16	52.00	456290	425.80	0.16	68.13	456291	333.45	0.16	53.35
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370-399 (Reserved)

Part 4 (Reserved)

400-499 (Reserved)

Part 5 Payments

Section 1 General Information

500 General Information

A NPS

NPS is a centralized, web-based accounting application that interfaces with web-based program applications to complete the payment process.

NPS provides system verification that the County Office certifying official and signing official are different user ID's. If an employee is authorized to perform both roles, payments that the employee certifies will **not** appear on their signing worklist.

All eLDP payments are processed through NPS.

County Offices must check NPS daily to certify and sign payments. For authority to certify and sign payments, contact your State eGOV coordinator or State security officer.

501 Using NPS to Process eLDP Payments

A NPS Web Site

County Office employees must have a valid eAuthentication user ID and password to log into the NPS web site. Log in according to the following.

Step	Action
1	Access the FSA Intranet Home Page at http://intranet.fsa.usda.gov/fsa/ .
2	Under " Links ", CLICK "FSA Applications" .
3	CLICK "FSA Financial Services" and the FSA Financial Services Home Page will be displayed.
4	CLICK "National Payment Service" .
5	CLICK "Continue" and the eAuthentication Screen will be displayed. Enter user ID and password.
6	Enter a valid eAuthentication user ID and password and CLICK "Login" . Depending on the user ID's security access level, 1 of the following will be displayed: <ul style="list-style-type: none"> • Service Center representative's worklist • certifying official worklist • signing official worklist. If the user ID has more than 1 role, the banner on the left side of the screen allows the user to change roles. Note: If the user ID is an authorized Service Center representative, the initial screen will always be the Service Center representative worklist. Use the banner on the left side of the screen to change roles.
7	Follow applicable FI notices and handbooks to continue process payments.

501 Using NPS to Process eLDP Payments (Continued)

B Processing Applications when NPS is Unavailable

When any eLDP application is processed, by either an external producer or County Office, **and** NPS is unavailable, the application will be:

- held in a batched queued file until NPS becomes available
- processed when NPS becomes available.

Note: The NPS queuing process is an internal process that is invisible to external-use customers and County Offices. However, if SCIMS and/or the eLDP software are down, the external-use customers or County Office will still receive a message about the unavailability of the eLDP service at the time of application.

502-599 (Reserved)

Part 6 Corrections**Section 1 General Information****600 eLDP Corrections and Deletions****A Correcting Versus Deleting**

Some eLDP applications cannot be re-accessed for corrections and must be deleted and re-entered according to paragraph 623.

County Offices must delete and re-enter eLDP applications that have an incorrect:

- crop year
- commodity
- producer.

B eLDP Corrections

County Offices shall process corrections when:

- incorrect quantities or data was entered in the online application by the producer based on incorrect information established in the customer profile, and not discovered until eLDP was submitted to the certification site for approval
- eLDP was entered and processed by a County Office and later determined to contain data entry errors.

Note: Only County Offices can make corrections to existing eLDP's through eLDP software.

County Offices shall:

- select the option through eLDP software to **correct** the original eLDP
- offset any receivable that is established.

Important: NPS-generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering eLDP using eLDP web software. It could take up to 5 workdays for the receivable to be established. See 67-FI for questions about receivable software.

601 Receivables Created as a Result of a Correction or Deletion**A eLDP's From External Locations**

eLDP's that were originally processed from an external location and later corrected or deleted will have a receivable automatically established in NPS.

B eLDP's Processed by County Offices

eLDP's originally processed and **approved** by the County Office and later corrected or deleted will have a receivable automatically established in NPS.

Note: eLDP's that have been certified but **not** approved can be corrected or deleted without a receivable being established.

Important: NPS-generated receivables will automatically offset the receivable when the next NPS payment is processed.

602 Spot Checks**A Spot Checks Resulting in a Shortage**

When a spot check results in a shortage, County Offices shall take the option to:

- correct the application when the corrected quantity is greater than zero
- delete the application when the corrected quantity is zero.

B Spot Checks Resulting in a Violation

Until eLDP software becomes available for recording spot checks that result in a violation, County Offices shall take the option to:

- correct the application when the violated quantity is less than the original quantity
- delete the application when the violated quantity equals the original quantity
- manually prepare a violation letter according to 8-LP, Part 6.

Important: NPS-generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering eLDP using eLDP web software. It could take up to 5 workdays for the receivable to be established. See 67-FI for questions about receivable software.

603 Liquidated Damages and Duplicate LDP's

A Assessing Liquidated Damages

Until eLDP software becomes available for processing liquidated damages, County Offices shall:

- manually calculate liquidated damages according to 8-LP, paragraph 614
- enter program code “**PSLIDACOMM**” when processing the liquidated damages in CRS.

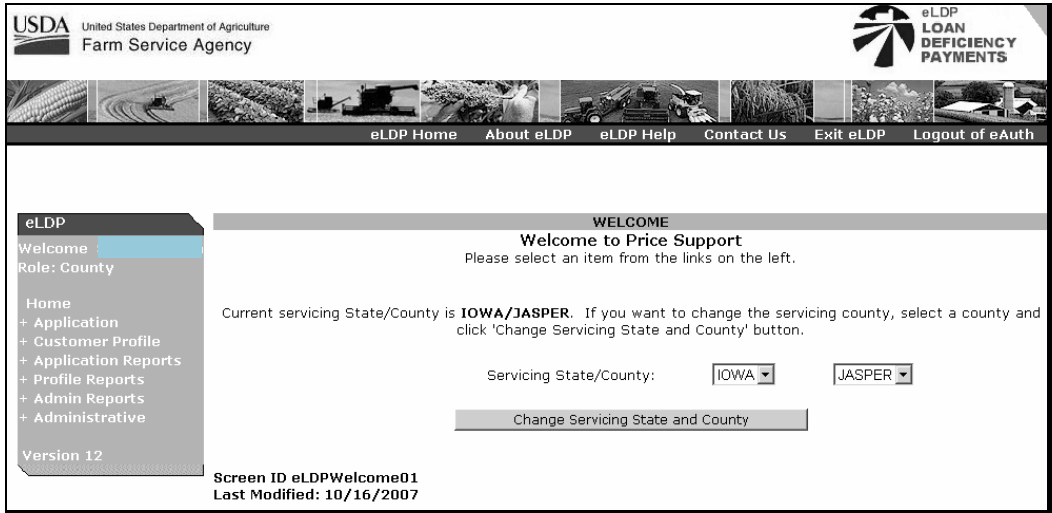
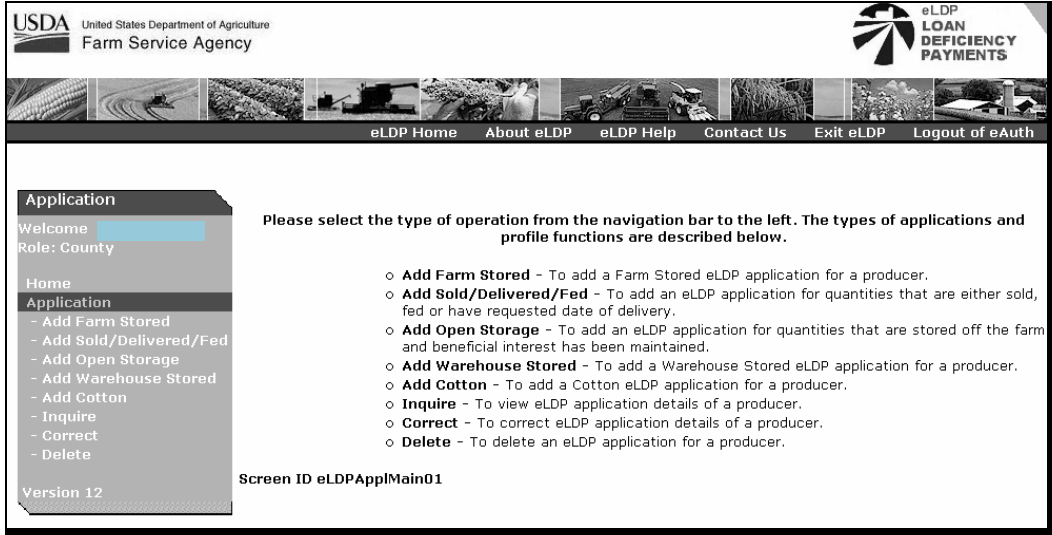
604-620 (Reserved)

Section 2 Correcting and Deleting eLDP Applications

621 eLDP Corrections

A Accessing the Correction Function

County Offices shall process eLDP corrections according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="397 506 1136 541">On Screen ID eLDPWelcome01, CLICK “Application”.</p> 
3	<p data-bbox="397 1087 1136 1123">On the Screen ID eLDPAppMain01, CLICK “Correct”.</p> 

621 eLDP Corrections (Continued)

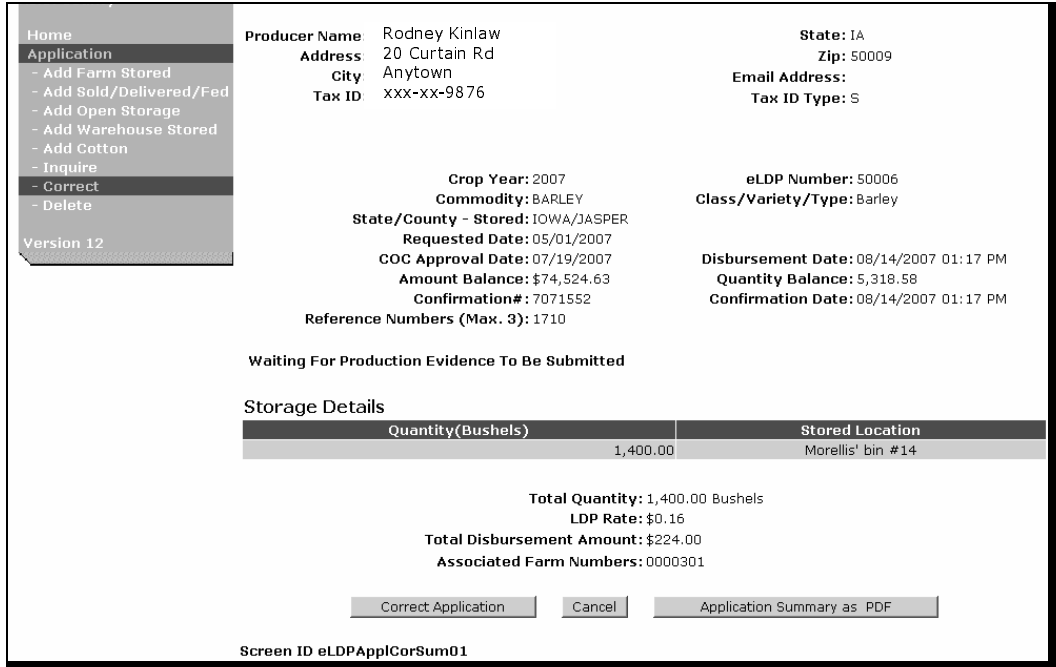
A Accessing the Correction Function (Continued)

Step	Action
4	<p>Select the application to be corrected by 1 of the following:</p> <ul style="list-style-type: none"> • entering the producer/entity ID number according to the following: <ul style="list-style-type: none"> • enter the producer/entity ID number and type • CLICK “Search By Producer ID” • CLICK “Next” to proceed to application • list established applications according to the following: <ul style="list-style-type: none"> • CLICK “List All Producers” for a list of producers • select the applicable producer • select application • CLICK “OK” • search by eLDP number and crop year according to the following: <ul style="list-style-type: none"> • enter the eLDP number • enter the crop year • CLICK “Search Application” • select application.

For multiple producer applications, the following screen will be displayed after the application has been selected.

621 eLDP Corrections (Continued)

A Accessing the Correction Function (Continued)

Step	Action				
5	<p data-bbox="397 321 1312 359">On Screen ID eLDPAppIcorSum01, CLICK “Correct Application”.</p> <div data-bbox="397 394 1446 1056" style="border: 1px solid black; padding: 5px;">  <p data-bbox="418 415 625 655"> Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete Version 12 </p> <p data-bbox="636 415 893 499"> Producer Name Rodney Kinlaw Address 20 Curtain Rd City Anytown Tax ID XXX-XX-9876 </p> <p data-bbox="1120 415 1282 499"> State: IA Zip: 50009 Email Address: Tax ID Type: S </p> <p data-bbox="743 562 1023 720"> Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 07/19/2007 Amount Balance: \$74,524.63 Confirmation#: 7071552 Reference Numbers (Max. 3): 1710 </p> <p data-bbox="1084 562 1396 699"> eLDP Number: 50006 Class/Variety/Type: Barley Disbursement Date: 08/14/2007 01:17 PM Quantity Balance: 5,318.58 Confirmation Date: 08/14/2007 01:17 PM </p> <p data-bbox="641 741 1015 762">Waiting For Production Evidence To Be Submitted</p> <p data-bbox="636 787 779 808">Storage Details</p> <table border="1" data-bbox="636 808 1437 850"> <thead> <tr> <th>Quantity(Bushels)</th> <th>Stored Location</th> </tr> </thead> <tbody> <tr> <td>1,400.00</td> <td>Morellis' bin #14</td> </tr> </tbody> </table> <p data-bbox="917 877 1153 919"> Total Quantity: 1,400.00 Bushels LDP Rate: \$0.16 </p> <p data-bbox="815 919 1096 961"> Total Disbursement Amount: \$224.00 Associated Farm Numbers: 0000301 </p> <p data-bbox="743 982 1328 1008"> <input type="button" value="Correct Application"/> <input type="button" value="Cancel"/> <input type="button" value="Application Summary as PDF"/> </p> <p data-bbox="633 1029 860 1050">Screen ID eLDPAppIcorSum01</p> </div> <p data-bbox="397 1098 454 1129">For:</p> <ul data-bbox="397 1171 1177 1323" style="list-style-type: none"> • farm-stored applications, see subparagraph B • sold, delivered, or fed applications, see subparagraph C • open storage applications, see subparagraph D • warehouse-stored applications, see subparagraph E. 	Quantity(Bushels)	Stored Location	1,400.00	Morellis' bin #14
Quantity(Bushels)	Stored Location				
1,400.00	Morellis' bin #14				

621 eLDP Corrections (Continued)

B Correcting Farm-Stored Applications

County Offices shall process eLDP corrections for farm-stored eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following changes can be made on Screen ID eLDPAppIStLoc01:</p> <ul style="list-style-type: none"> • “Class/Variety/Type” • “State/County Where Stored” • “Request Date” • “COC Approval Date” • “Reference Numbers (Max. 3)”. <p>Note: The commodity and crop year cannot be corrected. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to paragraph 623.</p> <p>After making applicable changes, CLICK “Continue”.</p> <div data-bbox="397 993 1442 1554" style="border: 1px solid black; padding: 5px;"> <p>Application->Correct->Producer Search->Application List->Application Summary->Storage Location</p> <p>Storage Location</p> <p>County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019</p> <p>Producer Name: Rodney Kinlaw State: IA Address: 20 Curtain Rd Zip: 50009 City: Anytown Email Address: Tax ID: xxx-xx-9876 Tax ID Type: S</p> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 eLDP Number: 50006</p> <p>Commodity: BARLEY Class/Variety/Type: Barley</p> <p>State/County Where Stored: IOWA JASPER</p> <p>Request Date: 2007 May 1</p> <p>COC Approval Date: 2007 July 19</p> <p>Is this a certified eLDP?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Reference Numbers (Max. 3): 1710 </p> <p>Continue Cancel Help</p> <p>Screen ID eLDPAppIStLoc01</p> </div>

621 eLDP Corrections (Continued)

B Correcting Farm-Stored Applications (Continued)

Step	Action																																																																				
3	<p data-bbox="402 323 885 359">On Screen ID eLDPAppPayInfo02:</p> <ul data-bbox="402 401 1040 474" style="list-style-type: none"> • click the radio button to the left of the quantity • make applicable changes. <div data-bbox="402 506 1442 1220" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; background-color: #e0e0e0;">Role: County</td> <td style="width: 25%;">County FSA Office: JASPER</td> <td style="width: 25%;">State/County Code: IA099</td> <td style="width: 25%;">Telephone: (641)792-5019</td> </tr> <tr> <td style="background-color: #e0e0e0;">Home</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">Application</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Add Farm Stored</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Add Sold/Delivered/Fed</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Add Open Storage</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Add Warehouse Stored</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Add Cotton</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Inquire</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Correct</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">- Delete</td> <td colspan="3"></td> </tr> <tr> <td style="background-color: #e0e0e0;">Version 12</td> <td colspan="3"></td> </tr> </table> <table style="width: 100%;"> <tr> <td>Producer Name: Rodney Kinlaw</td> <td>State: IA</td> </tr> <tr> <td>Address: 20 Curtain Rd</td> <td>Zip: 50009</td> </tr> <tr> <td>City: Anytown</td> <td>Email Address:</td> </tr> <tr> <td>Tax ID: XXX-XX-9876</td> <td>Tax ID Type: S</td> </tr> </table> <p>Part B - Producer Payment Information</p> <table style="width: 100%;"> <tr> <td>Crop Year: 2007</td> <td>eLDP Number: 50006</td> </tr> <tr> <td>Commodity: BARLEY</td> <td>Class/Variety/Type: Barley</td> </tr> <tr> <td colspan="2">State/County Where Stored: IOWA/JASPER</td> </tr> </table> <p>Quantity: <input type="text"/> Bushels Bin Quantity Calculator (optional)</p> <p>Stored Location: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> </p> <p>Storage Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sel</th> <th style="width: 65%;">Quantity(Bushels)</th> <th style="width: 30%;">Stored Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: right;">1,400.00</td> <td>Morellis' bin #14</td> </tr> </tbody> </table> <p style="text-align: center;"> Total Net Quantity: 1,400.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$224.00 Associated Farm Numbers: 0000301 </p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p style="text-align: center; font-size: small;">Screen ID eLDPAppPayInfo02</p> </div> <p data-bbox="402 1255 743 1291">Click any of the following:</p> <ul data-bbox="402 1333 1153 1486" style="list-style-type: none"> • “Add” to add additional quantities and stored locations • “Change” to accept the changes • “Delete” to delete the quantity • “Submit” to complete the correction. <p data-bbox="402 1522 673 1558">Go to paragraph 622.</p>	Role: County	County FSA Office: JASPER	State/County Code: IA099	Telephone: (641)792-5019	Home				Application				- Add Farm Stored				- Add Sold/Delivered/Fed				- Add Open Storage				- Add Warehouse Stored				- Add Cotton				- Inquire				- Correct				- Delete				Version 12				Producer Name: Rodney Kinlaw	State: IA	Address: 20 Curtain Rd	Zip: 50009	City: Anytown	Email Address:	Tax ID: XXX-XX-9876	Tax ID Type: S	Crop Year: 2007	eLDP Number: 50006	Commodity: BARLEY	Class/Variety/Type: Barley	State/County Where Stored: IOWA/JASPER		Sel	Quantity(Bushels)	Stored Location	<input type="radio"/>	1,400.00	Morellis' bin #14
Role: County	County FSA Office: JASPER	State/County Code: IA099	Telephone: (641)792-5019																																																																		
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<input type="radio"/>	1,400.00	Morellis' bin #14																																																																			

621 eLDP Corrections (Continued)

C Correcting Sold, Delivered, or Fed Applications

County Offices shall process eLDP corrections for eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following changes can be made on Screen ID eLDPAppIStLoc01:</p> <ul style="list-style-type: none"> • “Class/Variety/Type” • “State and County where commodity was delivered” • “Certification Date” • “Is this a certified Field Direct eLDP?” • “Reference Numbers (Max. 3)”. <p>Note: The commodity and crop year cannot be corrected. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to paragraph 623.</p> <p>Make the applicable changes and CLICK “Continue”.</p> <div data-bbox="397 993 1442 1522" style="border: 1px solid black; padding: 5px;"> </div> <p>Screen ID eLDPAppIStLoc01</p>

621 eLDP Corrections (Continued)

C Correcting Sold, Delivered, or Fed Applications (Continued)

Step	Action																																										
3	<p data-bbox="399 327 1206 363">Make applicable changes on Screen ID eLDPAppPayInfo02.</p> <div data-bbox="399 394 1442 936" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px; width: 150px;"> <p>- Add Cotton</p> <p>- Inquire</p> <p>- Correct</p> <p>- Delete</p> <p>Version 12</p> </div> <div> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 eLDP Number: 50007</p> <p>Commodity: BARLEY Class/Variety/Type: Barley</p> <p>State/County where delivered: IOWA/JASPER</p> <p>633EZ Approval Date: 12/08/2006</p> <p>Share of Crop (%): <input type="text" value="100.0"/></p> </div> </div> <p>Summary Quantity Information</p> <table border="1" data-bbox="630 617 1430 835"> <thead> <tr> <th>Line#</th> <th colspan="3">Sold/Delivered/Fed Date</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2007</td> <td>May</td> <td>1</td> <td>400.0</td> <td></td> <td>Clear</td> </tr> <tr> <td>2</td> <td>2007</td> <td>May</td> <td>3</td> <td>300.0</td> <td></td> <td>Clear</td> </tr> <tr> <td>3</td> <td>2007</td> <td>May</td> <td>[Day]</td> <td></td> <td></td> <td>Clear</td> </tr> <tr> <td>4</td> <td>2007</td> <td>May</td> <td>[Day]</td> <td></td> <td></td> <td>Clear</td> </tr> <tr> <td>5</td> <td>2007</td> <td>May</td> <td>[Day]</td> <td></td> <td></td> <td>Clear</td> </tr> </tbody> </table> <p>Rows to add: <input type="text" value="1"/> <input type="button" value="Add Rows"/></p> <p style="text-align: center;"> <input type="button" value="Calculate"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p style="text-align: center; font-size: small;">Screen ID eLDPAppPayInfo02</p> </div>	Line#	Sold/Delivered/Fed Date			Quantity (Bushels)	Moisture Percent		1	2007	May	1	400.0		Clear	2	2007	May	3	300.0		Clear	3	2007	May	[Day]			Clear	4	2007	May	[Day]			Clear	5	2007	May	[Day]			Clear
Line#	Sold/Delivered/Fed Date			Quantity (Bushels)	Moisture Percent																																						
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2	2007	May	3	300.0		Clear																																					
3	2007	May	[Day]			Clear																																					
4	2007	May	[Day]			Clear																																					
5	2007	May	[Day]			Clear																																					

Note: To delete the entire line, CLICK “Clear” to the right of the line.

CLICK “Calculate” to recalculate the application.

Note: Additional changes may be made after clicking “Calculate”. Ensure to CLICK “Calculate” after all changes have been made.

An application summary page will be displayed. CLICK “Submit” to complete the correction.

Go to paragraph 622.

621 eLDP Corrections (Continued)

D Correcting Open Storage Applications

County Offices shall process eLDP corrections for open storage eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following changes can be made on Screen ID eLDPAppIStLoc01:</p> <ul style="list-style-type: none"> • “Class/Variety/Type” • “State/County Where Stored” • “Request Date” • “COC Approval Date” • “Reference Numbers (Max. 3)”. <p>Note: The commodity and crop year cannot be modified. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to paragraph 623.</p> <p>Make the applicable changes then CLICK “Continue”.</p> <div data-bbox="397 993 1446 1564" style="border: 1px solid black; padding: 5px;"> <p>Application->Correct->Producer Search->Application Summary->Storage Location</p> <p>Storage Location</p> <p>County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019</p> <p>Producer Name: Maurice Evans State: IA Address: 4848 Rechall Way Zip: 50208 City: Anytown Email Address: Tax ID: xxx-xx-5678 Tax ID Type: S</p> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 eLDP Number: 50009</p> <p>Commodity: BARLEY Class/Variety/Type: Barley</p> <p>State/County Where Stored: IOWA JASPER</p> <p>Request Date: 2007 May 3</p> <p>COC Approval Date: 2007 August 14</p> <p>Is this a certified eLDP?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Reference Numbers (Max. 3): [] [] []</p> <p>Buttons: Continue, Cancel, Help</p> <p>Screen ID eLDPAppIStLoc01</p> </div>

621 eLDP Corrections (Continued)

D Correcting Open Storage Applications (Continued)

Step	Action																														
3	<p data-bbox="399 327 1252 359">Make the applicable changes on Screen ID eLDPAppIPayInfo02.</p> <div data-bbox="399 394 1443 951" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete <p>Version 12</p> </div> <div> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 eLDP Number: 50009</p> <p>Commodity: BARLEY Class/Variety/Type: Barley</p> <p>State/County Where Stored: IOWA/JASPER</p> <p>Share of Crop (%): <input type="text" value="100.0"/></p> </div> </div> <p>Summary Quantity Information</p> <table border="1" data-bbox="630 625 1430 821"> <thead> <tr> <th>Line#</th> <th>Location/Reference#</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="Dan Conner bin #40"/></td> <td><input type="text" value="500.0"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>2</td> <td><input type="text" value="Anthony Morelli bin #14"/></td> <td><input type="text" value="400.0"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>3</td> <td><input type="text" value="Derrick Williams bin #2"/></td> <td><input type="text" value="350.0"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>4</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> <tr> <td>5</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Clear"/></td> </tr> </tbody> </table> <p style="text-align: right;">Rows to add: <input type="text" value="1"/> <input type="button" value="Add Rows"/></p> <p style="text-align: center;"> <input type="button" value="Calculate"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p style="text-align: center; font-size: small;">Screen ID eLDPAppIPayInfo02</p> </div> <p data-bbox="399 995 1317 1026">Note: To delete the entire line, CLICK “Clear” to the right of the line.</p> <p data-bbox="399 1066 1040 1098">CLICK “Calculate” to recalculate the application.</p> <p data-bbox="399 1140 1406 1209">Note: Additional changes may be made after clicking “Calculate”. Ensure to CLICK “Calculate” after all changes have been made.</p> <p data-bbox="399 1251 1446 1320">An application summary page will be displayed. CLICK “Submit” to process the correction.</p> <p data-bbox="399 1362 667 1394">Go to paragraph 622.</p>	Line#	Location/Reference#	Quantity (Bushels)	Moisture Percent		1	<input type="text" value="Dan Conner bin #40"/>	<input type="text" value="500.0"/>	<input type="text"/>	<input type="button" value="Clear"/>	2	<input type="text" value="Anthony Morelli bin #14"/>	<input type="text" value="400.0"/>	<input type="text"/>	<input type="button" value="Clear"/>	3	<input type="text" value="Derrick Williams bin #2"/>	<input type="text" value="350.0"/>	<input type="text"/>	<input type="button" value="Clear"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
Line#	Location/Reference#	Quantity (Bushels)	Moisture Percent																												
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5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>																											

621 eLDP Corrections (Continued)

E Correcting Warehouse-Stored Applications

County Offices shall process eLDP corrections for warehouse-stored eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following changes can be made on Screen ID eLDPAppIStLoc01:</p> <ul style="list-style-type: none"> • “Class/Variety/Type” • “State/County Where Stored” • “Warehouse Code” • “Request Date” • “COC Approval Date” • “Reference Numbers (Max. 3).” <p>Note: The commodity and crop year cannot be modified. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to paragraph 623.</p> <p>Make the applicable changes and CLICK “Continue”.</p> <div data-bbox="399 1031 1446 1629" style="border: 1px solid black; padding: 5px;"> </div> <p>Screen ID eLDPAppIStLoc01</p>

621 eLDP Corrections (Continued)

E Correcting Warehouse-Stored Applications (Continued)

Step	Action																								
3	<p data-bbox="399 327 1252 359">Make the applicable changes on Screen ID eLDPAppPayInfo02.</p> <div data-bbox="399 394 1443 936" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px; width: 150px;"> <p>- Add Cotton</p> <p>- Inquire</p> <p>- Correct</p> <p>- Delete</p> <p>Version 12</p> </div> <div> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 eLDP Number: 50025</p> <p>Commodity: WOOL Class/Variety/Type: Ungraded</p> <p>State/County Where Stored: IOWA/JASPER</p> <p>Warehouse Code: 546</p> </div> </div> <p>Summary Quantity Information</p> <table border="1" data-bbox="631 596 1435 793"> <thead> <tr> <th>Line#</th> <th>Warehouse Receipt#</th> <th>Quantity (Lbs.)</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>546</td> <td>16.0</td> <td>Clear</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Clear</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>Clear</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td>Clear</td> </tr> <tr> <td>5</td> <td></td> <td></td> <td>Clear</td> </tr> </tbody> </table> <p style="text-align: right;">Rows to add: 1 <input type="button" value="Add Rows"/></p> <p style="text-align: center;"> <input type="button" value="Calculate"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p style="text-align: center; font-size: small;">Screen ID eLDPAppPayInfo02</p> </div>	Line#	Warehouse Receipt#	Quantity (Lbs.)		1	546	16.0	Clear	2			Clear	3			Clear	4			Clear	5			Clear
Line#	Warehouse Receipt#	Quantity (Lbs.)																							
1	546	16.0	Clear																						
2			Clear																						
3			Clear																						
4			Clear																						
5			Clear																						

Note: To delete the entire line, CLICK “Clear” to the right of the line.

CLICK “Calculate” to recalculate the application.

Note: Additional changes may be made after clicking “Calculate”. CLICK “Calculate” after all changes have been made.

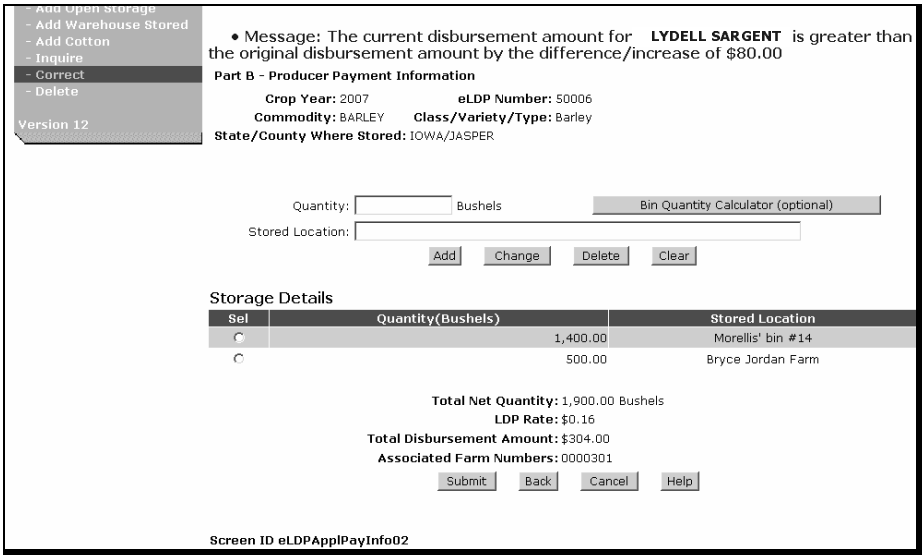
An application summary page will be displayed. CLICK “Submit” to process the correction.

Go to paragraph 622.

622 Completing the Correction Process

A Underpayment, Overpayment, or No Change

After the County Office has clicked “**Submit**”, the application will be redisplayed. A message will display the results of the correction. County Offices shall complete the correction according to the following.

Result	Action									
Underpayment	<p>If the modifications result in an underpayment, a message will be displayed indicating the following:</p> <ul style="list-style-type: none"> • application has been corrected • specific amount of the additional payment.  <p>The screenshot displays a message: "Message: The current disbursement amount for LYDELL SARGENT is greater than the original disbursement amount by the difference/increase of \$80.00". Below this is "Part B - Producer Payment Information" with details: Crop Year: 2007, eLDP Number: 50006, Commodity: BARLEY, Class/Variety/Type: Barley, and State/County Where Stored: IOWA/JASPER. There are input fields for Quantity (Bushels) and Stored Location, with buttons for Add, Change, Delete, and Clear. A "Storage Details" table is shown below:</p> <table border="1"> <thead> <tr> <th>Sel</th> <th>Quantity(Bushels)</th> <th>Stored Location</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>1,400.00</td> <td>Morellis' bin #14</td> </tr> <tr> <td><input type="radio"/></td> <td>500.00</td> <td>Bryce Jordan Farm</td> </tr> </tbody> </table> <p>Summary statistics: Total Net Quantity: 1,900.00 Bushels, LDP Rate: \$0.16, Total Disbursement Amount: \$304.00, Associated Farm Numbers: 0000301. Buttons for Submit, Back, Cancel, and Help are at the bottom.</p> <p>Screen ID eLDPAppPayInfo02</p> <p>CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file with the original eLDP application information.</p>	Sel	Quantity(Bushels)	Stored Location	<input type="radio"/>	1,400.00	Morellis' bin #14	<input type="radio"/>	500.00	Bryce Jordan Farm
Sel	Quantity(Bushels)	Stored Location								
<input type="radio"/>	1,400.00	Morellis' bin #14								
<input type="radio"/>	500.00	Bryce Jordan Farm								

622 Completing the Correction Process (Continued)

A Underpayment, Overpayment, or No Change (Continued)

Result	Action						
Overpayment	<p>If the modifications result in an overpayment, a message will be displayed indicating the following:</p> <ul style="list-style-type: none"> • application has been corrected • specific amount of the receivable being established. <div data-bbox="505 548 1422 1010" style="border: 1px solid black; padding: 5px;"> <p>• Message: The current disbursement amount for LYDELL SARGENT is less than the original disbursement amount by the difference/decrease of \$28.00</p> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2007 eLDP Number: 50006 Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA/JASPER</p> <p>Quantity: <input type="text"/> Bushels Bin Quantity Calculator (optional)</p> <p>Stored Location: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sel</th> <th style="width: 65%;">Quantity(Bushels)</th> <th style="width: 30%;">Stored Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">☐</td> <td style="text-align: center;">1,225.00</td> <td style="text-align: center;">Morellis' bin #14</td> </tr> </tbody> </table> <p style="text-align: center;"> Total Net Quantity: 1,225.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$196.00 Associated Farm Numbers: 0000301 </p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div> <p>CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file with the original eLDP application information.</p>	Sel	Quantity(Bushels)	Stored Location	☐	1,225.00	Morellis' bin #14
Sel	Quantity(Bushels)	Stored Location					
☐	1,225.00	Morellis' bin #14					

622 Completing the Correction Process (Continued)

A Underpayment, Overpayment, or No Change (Continued)

Result	Action
No Change	<p>A message will be displayed indicating that the changes did not affect the payment.</p> <p>In the following example, the certification date was changed. The corrected date resulted in no change to the application amount.</p> <div data-bbox="479 541 1393 1024" style="border: 1px solid black; padding: 5px;"> </div> <p>CLICK “Application Summary as PDF”. An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP Summary page and file with the original eLDP application information.</p>

622 Completing the Correction Process (Continued)

B Corrected eLDP Summary Page

The eLDP Summary page will display the following:

- a message that the eLDP application has been corrected
- the net amount of the application.

Note: The eLDP Summary page will **not** display the amount of the additional disbursement or receivable amount. County Offices shall manually indicate the change on the eLDP Summary page.

Example: A producer received an eLDP payment of \$1,000 on January 16, 2007. The eLDP application was corrected on June 1, 2007, to reflect an additional payment of \$250. The producer’s eLDP Summary page will:

- display in blue that the application has been corrected
- indicate a net eLDP application of \$1,250.

C Additional Prompt Payment Interest for Corrected Applications

For corrected applications due prompt payment interest, software will calculate prompt payment interest on the additional disbursement based on the date of COC approval, plus 30 calendar days up to the date of the additional disbursement.

D Status Indicators

County Offices can view existing eLDP applications to determine the status of the application. When “Inquire” is selected from the “Application” function, the following screen will be displayed.

98 Records Found		1 to 10 of 98		1 2 3 4 5 6 7 8 9 10 [Next] [Last]							
Submitted	Appl Type	GOF	County	Cnty Code	CommodityName	Prod ID	eLDP#	Qty	Rate	Amt	Corr Ind
2007-04-04 09:15:02	FS	X	JASPER	099	WOOL		50001	93.27	0.3600	33.58	
2007-04-04 15:17:51	SDF		JASPER	099	WOOL		50002	321.00	0.1200	38.52	X
2007-05-03 16:19:43	FS	X	JASPER	099	BARLEY		50003	350.00	0.5100	178.50	
2007-08-03 10:40:19	FS	X	JASPER	099	BARLEY		50004	907.00	0.1600	145.12	C
2007-08-14 10:40:16	FS	X	JASPER	099	BARLEY		50005	3560.00	0.1600	569.60	
2007-08-14 13:17:24	FS	X	JASPER	099	BARLEY		50006	1400.00	0.1600	224.00	C
2007-08-14 13:30:30	SDF	X	JASPER	099	BARLEY		50007	700.00	0.3100	217.00	
2007-08-14 13:38:38	SDF	X	JASPER	099	BARLEY		50008	1143.50	0.2330	266.46	
2007-08-14 14:03:02	OS	X	JASPER	099	BARLEY		50009	1250.00	0.5100	637.50	
2007-08-27 14:14:18	FS	X	JASPER	099	WOOL		50010	1000.00	0.1900	190.00	

If:

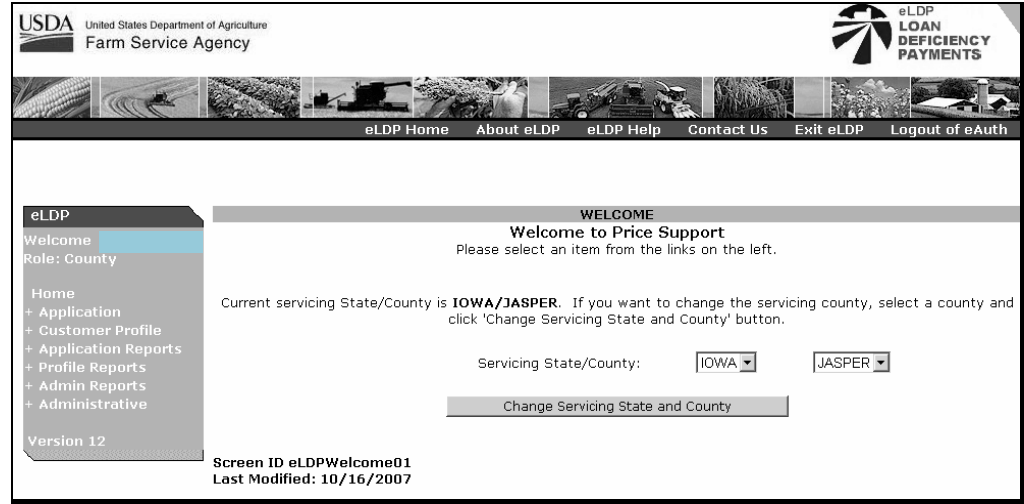
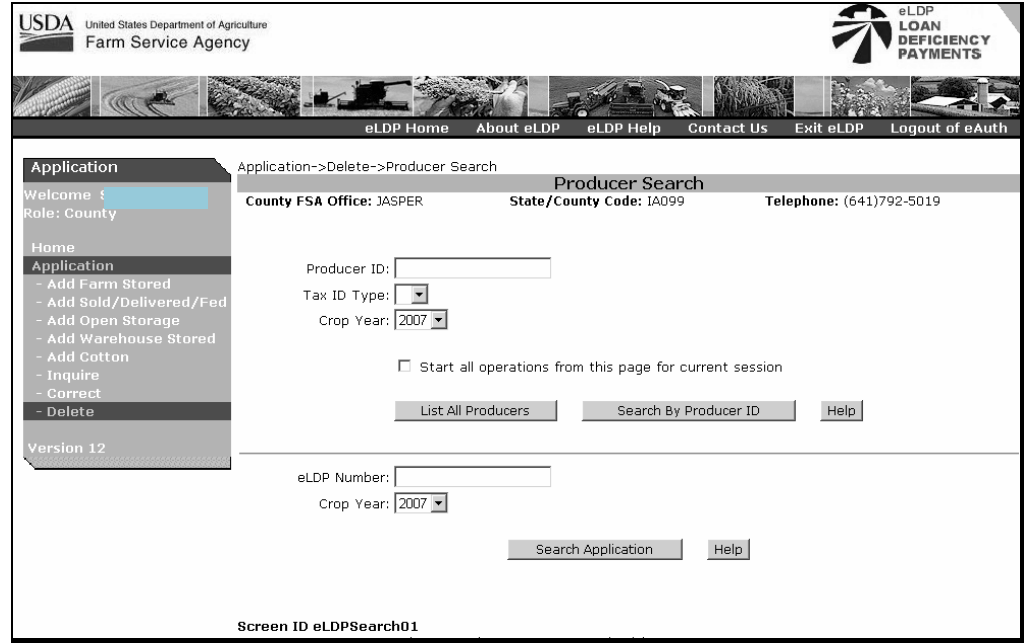
- “X” is displayed under “Status”, the application has been deleted
- “C” is displayed under “Status”, the application has been corrected.

623 eLDP Deletions

A Accessing the Delete Function

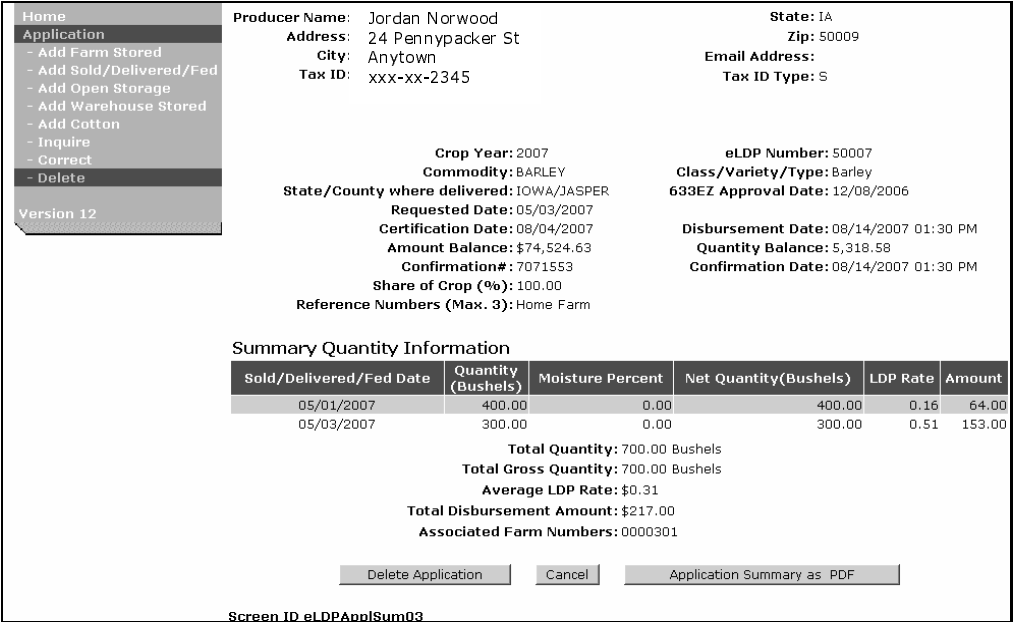
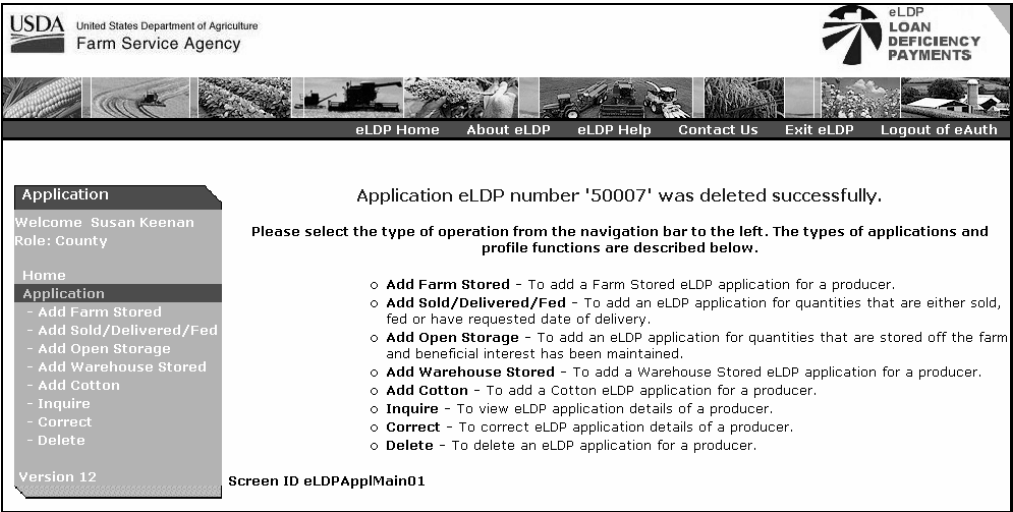
County Offices shall delete eLDP’s when it has been determined that the application:

- was entered in error
- cannot be corrected according to paragraph 621.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="391 554 1490 590">On Screen ID eLDPWelcome01, CLICK “Application”.</p> 
3	<p data-bbox="391 1127 1490 1163">On Screen ID eLDPSearch01, select eLDP to be deleted.</p> 

623 eLDP Deletions (Continued)

A Accessing the Delete Function (Continued)

Step	Action																																																
4	<p>On Screen ID eLDPAppIsum03, the application will be displayed. CLICK “Delete Application”.</p>  <p>Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete Version 12</p> <p>Producer Name: Jordan Norwood Address: 24 Pennypacker St City: Anytown Tax ID: xxx-xx-2345 State: IA Zip: 50009 Email Address: Tax ID Type: S</p> <p>Crop Year: 2007 Commodity: BARLEY State/County where delivered: IOWA/JASPER Requested Date: 05/03/2007 Certification Date: 08/04/2007 Amount Balance: \$74,524.63 Confirmation#: 7071553 Share of Crop (%): 100.00 Reference Numbers (Max. 3): Home Farm</p> <p>eLDP Number: 50007 Class/Variety/Type: Barley 633EZ Approval Date: 12/08/2006 Disbursement Date: 08/14/2007 01:30 PM Quantity Balance: 5,318.58 Confirmation Date: 08/14/2007 01:30 PM</p> <p>Summary Quantity Information</p> <table border="1"> <thead> <tr> <th>Sold/Delivered/Fed Date</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th>Net Quantity(Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>05/01/2007</td> <td>400.00</td> <td>0.00</td> <td>400.00</td> <td>0.16</td> <td>64.00</td> </tr> <tr> <td>05/03/2007</td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>0.51</td> <td>153.00</td> </tr> <tr> <td colspan="6">Total Quantity: 700.00 Bushels</td> </tr> <tr> <td colspan="6">Total Gross Quantity: 700.00 Bushels</td> </tr> <tr> <td colspan="6">Average LDP Rate: \$0.31</td> </tr> <tr> <td colspan="6">Total Disbursement Amount: \$217.00</td> </tr> <tr> <td colspan="6">Associated Farm Numbers: 0000301</td> </tr> </tbody> </table> <p>Delete Application Cancel Application Summary as PDF</p> <p>Screen ID eLDPAppIsum03</p>	Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount	05/01/2007	400.00	0.00	400.00	0.16	64.00	05/03/2007	300.00	0.00	300.00	0.51	153.00	Total Quantity: 700.00 Bushels						Total Gross Quantity: 700.00 Bushels						Average LDP Rate: \$0.31						Total Disbursement Amount: \$217.00						Associated Farm Numbers: 0000301					
Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP Rate	Amount																																												
05/01/2007	400.00	0.00	400.00	0.16	64.00																																												
05/03/2007	300.00	0.00	300.00	0.51	153.00																																												
Total Quantity: 700.00 Bushels																																																	
Total Gross Quantity: 700.00 Bushels																																																	
Average LDP Rate: \$0.31																																																	
Total Disbursement Amount: \$217.00																																																	
Associated Farm Numbers: 0000301																																																	
5	<p>On Screen ID eLDPAppIMain01, a message will be displayed that the application has been successfully deleted.</p>  <p>USDA United States Department of Agriculture Farm Service Agency</p> <p>eLDP LOAN DEFICIENCY PAYMENTS</p> <p>eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth</p> <p>Application Welcome Susan Keenan Role: County</p> <p>Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete Version 12</p> <p>Application eLDP number '50007' was deleted successfully.</p> <p>Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.</p> <ul style="list-style-type: none"> o Add Farm Stored - To add a Farm Stored eLDP application for a producer. o Add Sold/Delivered/Fed - To add an eLDP application for quantities that are either sold, fed or have requested date of delivery. o Add Open Storage - To add an eLDP application for quantities that are stored off the farm and beneficial interest has been maintained. o Add Warehouse Stored - To add a Warehouse Stored eLDP application for a producer. o Add Cotton - To add a Cotton eLDP application for a producer. o Inquire - To view eLDP application details of a producer. o Correct - To correct eLDP application details of a producer. o Delete - To delete an eLDP application for a producer. <p>Screen ID eLDPAppIMain01</p>																																																
6	<p>Within 10 minutes, instructions to establish a receivable will print out on the system printer.</p>																																																
7	<p>On the Accounting Main Menu:</p> <ul style="list-style-type: none"> • ENTER “8”, “Common Receivables” • ENTER “11”, “Electronic Web Receivable Processing”. 																																																

623 eLDP Deletions (Continued)

A Accessing the Delete Function (Continued)

Step	Action
8	<p data-bbox="397 327 1101 359">ENTER “1”, “Initiate NPS Receivable Establishment”.</p> <p data-bbox="397 401 1370 470">The receivable is now established in Common Receivables. In addition, the receivable will be placed in the queue for transmission to NPS.</p> <p data-bbox="397 512 1425 581">Important: Uploads to NPS will not occur until end-of-day and the accounting files are successfully queued and transmitted.</p> <p data-bbox="397 623 1393 693">Note: The next start-of-day will automatically process NPS receivables if the instructions in this subparagraph were not performed.</p>
9	<p data-bbox="397 695 813 726">Re-enter the eLDP if applicable.</p> <p data-bbox="397 768 1463 867">Important: It may take 5 workdays for the receivable to be uploaded to NPS. After that time, NPS will recognize the receivable and will allow for an offset in the NPS worklist.</p>

624-699 (Reserved)

Part 7 Application Reports

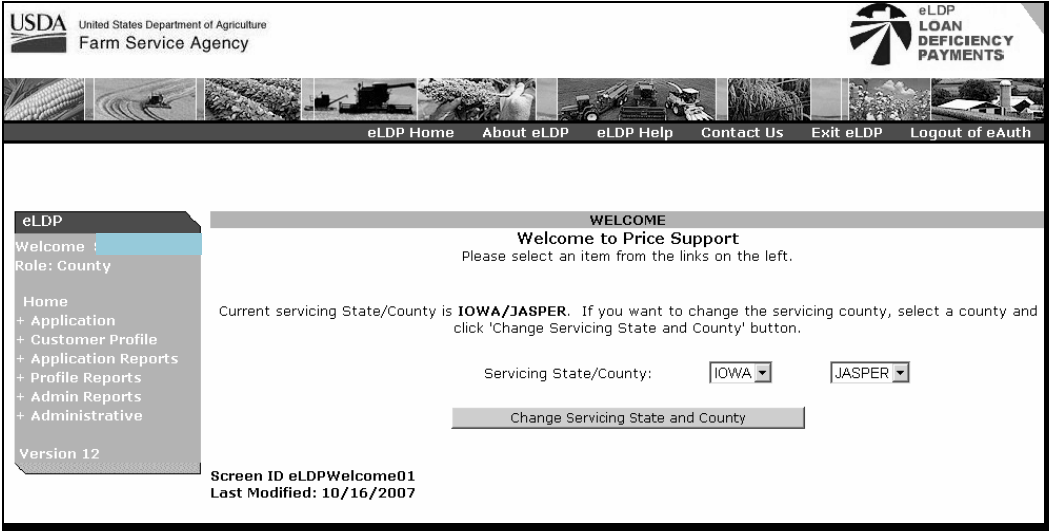
700 Production Evidence Reports

A General Information

County Offices have the **optional** capability to record acceptable production evidence for eLDP applications.

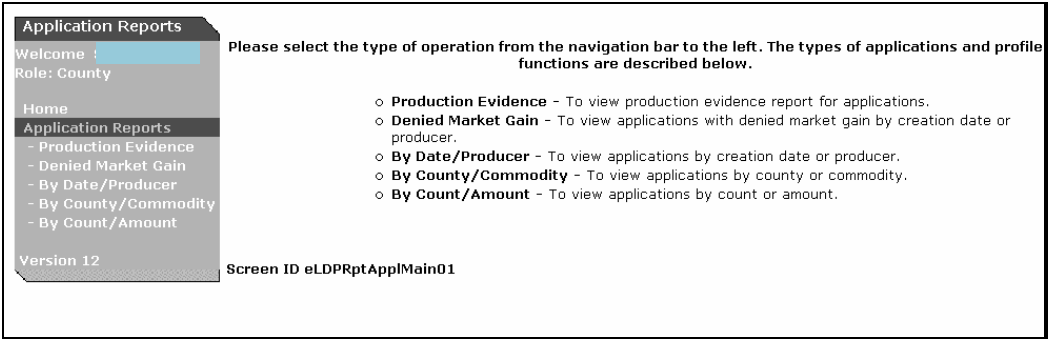
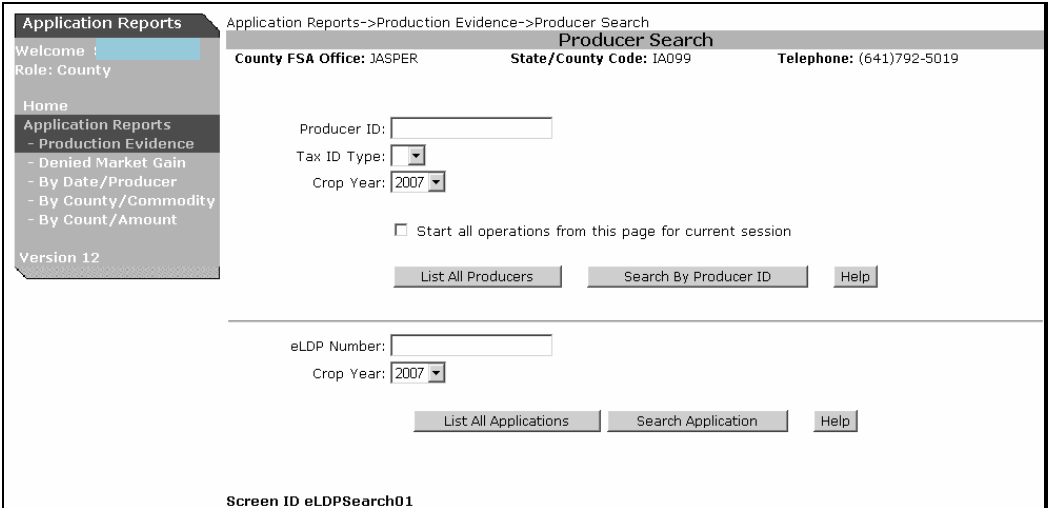
B Recording Acceptable eLDP Production Evidence

County Offices shall record acceptable production evidence for eLDP's (except cotton) according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="396 730 1252 764">On Screen ID eLDPWelcome01, CLICK “Application Reports”.</p>  <p>The screenshot displays the eLDP web application interface. At the top left is the USDA logo (United States Department of Agriculture, Farm Service Agency). At the top right is the eLDP LOAN DEFICIENCY PAYMENTS logo. Below these are navigation links: eLDP Home, About eLDP, eLDP Help, Contact Us, Exit eLDP, and Logout of eAuth. The main content area features a 'WELCOME' message: 'Welcome to Price Support. Please select an item from the links on the left.' Below this, it states: 'Current servicing State/County is IOWA/JASPER. If you want to change the servicing county, select a county and click 'Change Servicing State and County' button.' There are dropdown menus for 'IOWA' and 'JASPER' under 'Servicing State/County:', and a 'Change Servicing State and County' button. On the left, a sidebar menu is visible with options: Home, + Application, + Customer Profile, + Application Reports (highlighted), + Profile Reports, + Admin Reports, + Administrative, and Version 12. At the bottom left of the main content area, it says 'Screen ID eLDPWelcome01 Last Modified: 10/16/2007'.</p>

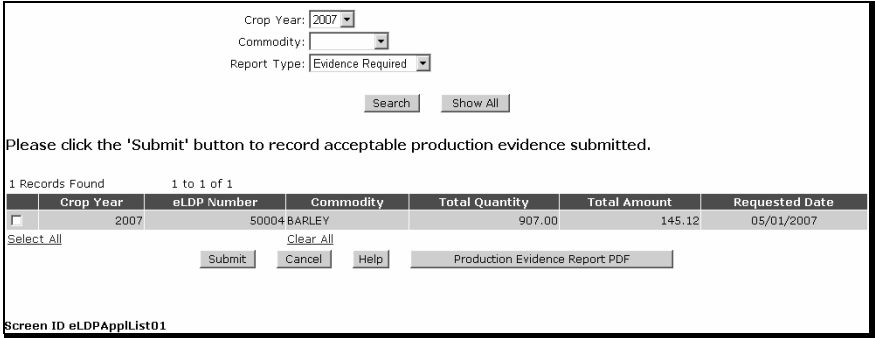
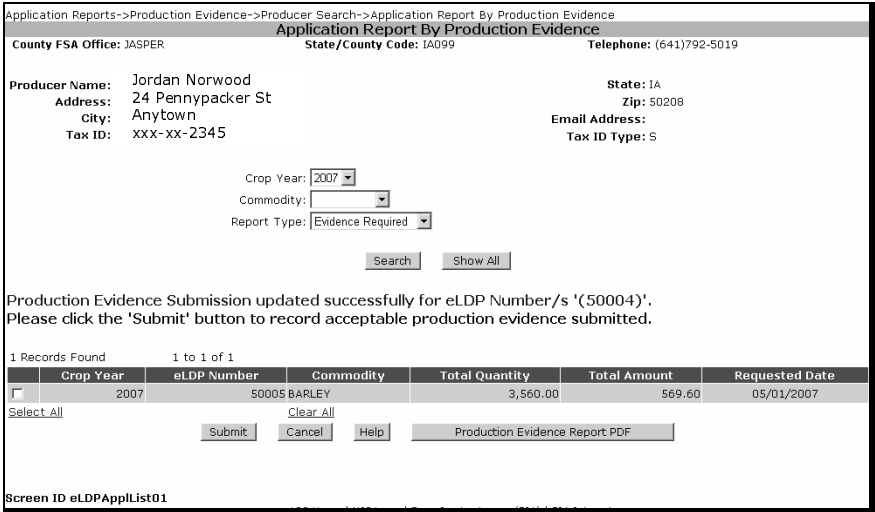
700 Production Evidence Reports (Continued)

B Recording Acceptable eLDP Production Evidence (Continued)

Step	Action
3	<p data-bbox="396 325 1328 359">On Screen ID eLDP Rpt Appl Main01, CLICK "Production Evidence".</p>  <p data-bbox="618 430 1437 466">Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.</p> <ul data-bbox="764 485 1404 598" style="list-style-type: none"> ○ Production Evidence - To view production evidence report for applications. ○ Denied Market Gain - To view applications with denied market gain by creation date or producer. ○ By Date/Producer - To view applications by creation date or producer. ○ By County/Commodity - To view applications by county or commodity. ○ By Count/Amount - To view applications by count or amount. <p data-bbox="618 653 849 669">Screen ID eLDP Rpt Appl Main01</p>
4	<p data-bbox="396 741 1203 774">On Screen ID eLDP Search01, enter applicable eLDP number.</p>  <p data-bbox="618 1297 807 1314">Screen ID eLDP Search01</p>

700 Production Evidence Reports (Continued)

B Recording Acceptable eLDP Production Evidence (Continued)

Step	Action
5	<p>On Screen ID eLDPAppList01:</p> <ul style="list-style-type: none"> the “Report Type” will be defaulted to “Evidence Required” a list of eLDP’s that require production evidence will be displayed <p>Note: For a list of eLDP’s that have already submitted acceptable production evidence, use the drop-down menu for “Report Type” and select “Evidence Submitted”.</p> <ul style="list-style-type: none"> select the eLDP application and CLICK “Submit”.  <p>The screenshot shows a web interface for eLDP applications. At the top, there are three dropdown menus: 'Crop Year' (set to 2007), 'Commodity' (empty), and 'Report Type' (set to 'Evidence Required'). Below these are 'Search' and 'Show All' buttons. A message states: 'Please click the 'Submit' button to record acceptable production evidence submitted.' Below this is a table with 1 record found. The table has columns: Crop Year, eLDP Number, Commodity, Total Quantity, Total Amount, and Requested Date. The record shows Crop Year 2007, eLDP Number 50004, Commodity BARLEY, Total Quantity 907.00, Total Amount 145.12, and Requested Date 05/01/2007. Below the table are buttons for 'Submit', 'Cancel', 'Help', and 'Production Evidence Report PDF'.</p>
6	<p>A message will be displayed indicating that the record was updated successfully. The eLDP application will now reside in “Evidence Submitted” and will no longer be subject to spot-check.</p> <p>Note: In cases when the incorrect eLDP application was originally selected, the software will allow a user to reverse an eLDP application that was originally selected and updated to “Evidence Submitted” back to “Evidence Required”.</p>  <p>The screenshot shows a detailed view of an eLDP application. At the top, it says 'Application Reports->Production Evidence->Producer Search->Application Report By Production Evidence'. Below this is a header 'Application Report By Production Evidence'. The page displays producer information: County FSA Office: JASPER, State/County Code: IA099, Telephone: (641)792-5019. Producer Name: Jordan Norwood, Address: 24 Pennypacker St, City: Anytown, State: IA, Zip: 50208, Tax ID: XXX-XX-2345, Email Address: [redacted], Tax ID Type: S. Below this are the same search filters as in the previous screenshot: 'Crop Year' (2007), 'Commodity' (empty), and 'Report Type' ('Evidence Required'). Below these are 'Search' and 'Show All' buttons. A message states: 'Production Evidence Submission updated successfully for eLDP Number/s '(50004)'. Please click the 'Submit' button to record acceptable production evidence submitted.' Below this is a table with 1 record found. The table has columns: Crop Year, eLDP Number, Commodity, Total Quantity, Total Amount, and Requested Date. The record shows Crop Year 2007, eLDP Number 50005, Commodity BARLEY, Total Quantity 3,560.00, Total Amount 569.60, and Requested Date 05/01/2007. Below the table are buttons for 'Submit', 'Cancel', 'Help', and 'Production Evidence Report PDF'.</p>

701 Miscellaneous Reports

A General Information

When eLDP's are processed through the web, application information becomes available to view and print.

Both State and County Offices have the ability to query and print different types of application reports.

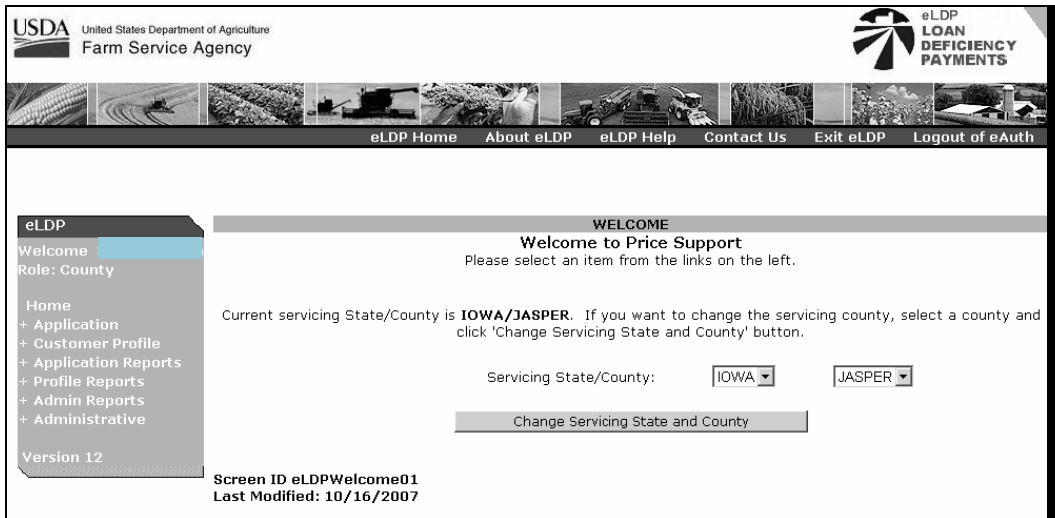
Reports are available in real-time.

B Application Reports

The following application reports are available to State and County Offices to view or print:

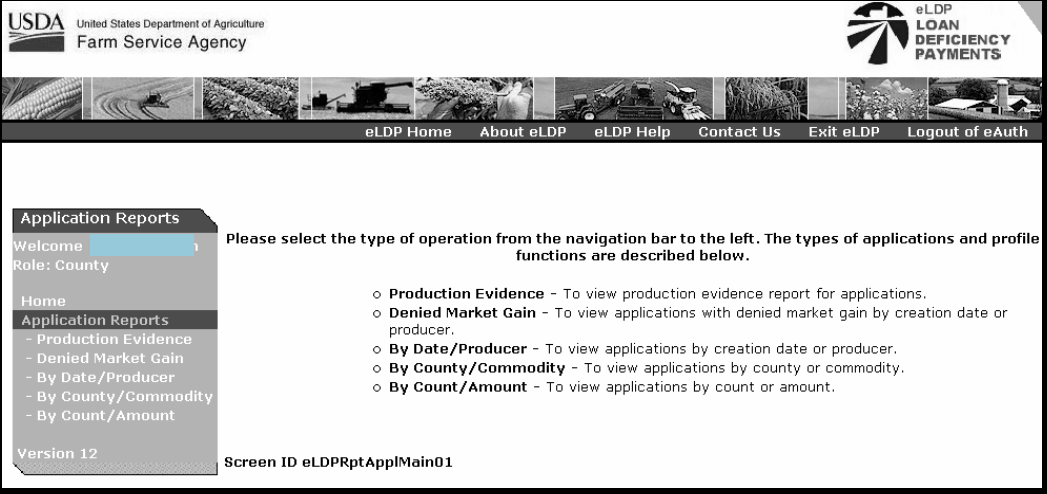
- denied market gain applications
- applications sorted by date
- applications by commodity
- applications by count/amount.

County and State Offices shall access the **applicable reports** according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="397 1066 1258 1102">On Screen ID eLDPWelcome01, CLICK "Application Reports".</p>  <p>The screenshot displays the eLDP web application interface. At the top left is the USDA logo (United States Department of Agriculture, Farm Service Agency). At the top right is the eLDP LOAN DEFICIENCY PAYMENTS logo. Below these is a navigation bar with links: eLDP Home, About eLDP, eLDP Help, Contact Us, Exit eLDP, and Logout of eAuth. The main content area features a sidebar menu on the left with options: Home, + Application, + Customer Profile, + Application Reports (highlighted), + Profile Reports, + Admin Reports, and + Administrative. The main content area has a 'WELCOME' header, followed by 'Welcome to Price Support' and the instruction 'Please select an item from the links on the left.' Below this, it states 'Current servicing State/County is IOWA/JASPER. If you want to change the servicing county, select a county and click 'Change Servicing State and County' button.' There are dropdown menus for 'Servicing State/County' (IOWA) and 'JASPER', and a 'Change Servicing State and County' button. At the bottom left of the page, it says 'Screen ID eLDPWelcome01' and 'Last Modified: 10/16/2007'.</p>

701 Miscellaneous Reports (Continued)

B Application Reports (Continued)

Step	Action
3	<p>On Screen ID eLDP Rpt Appl Main01, click the applicable report.</p> 
4	Enter applicable information.
5	A report will be displayed that may also be printed in a pdf format.

C Profile Reports

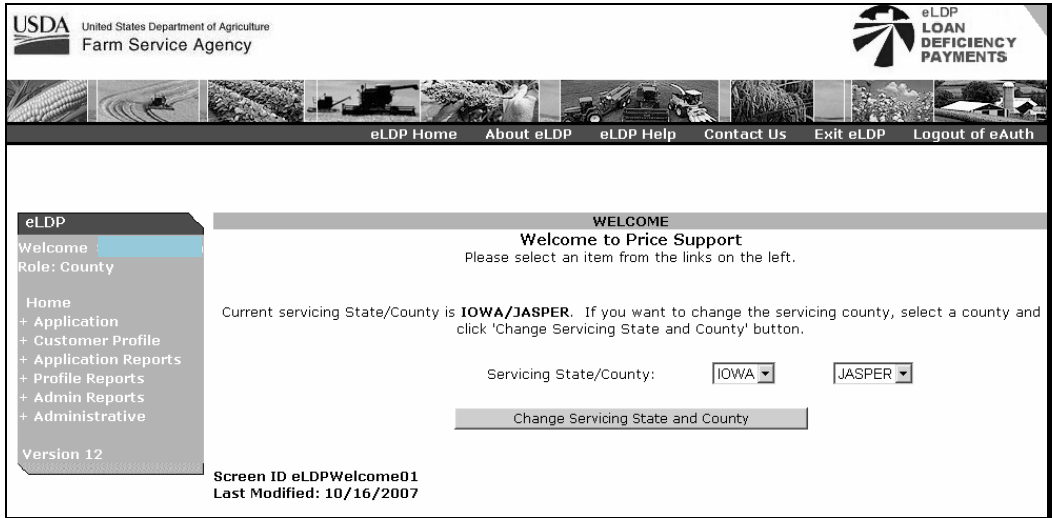
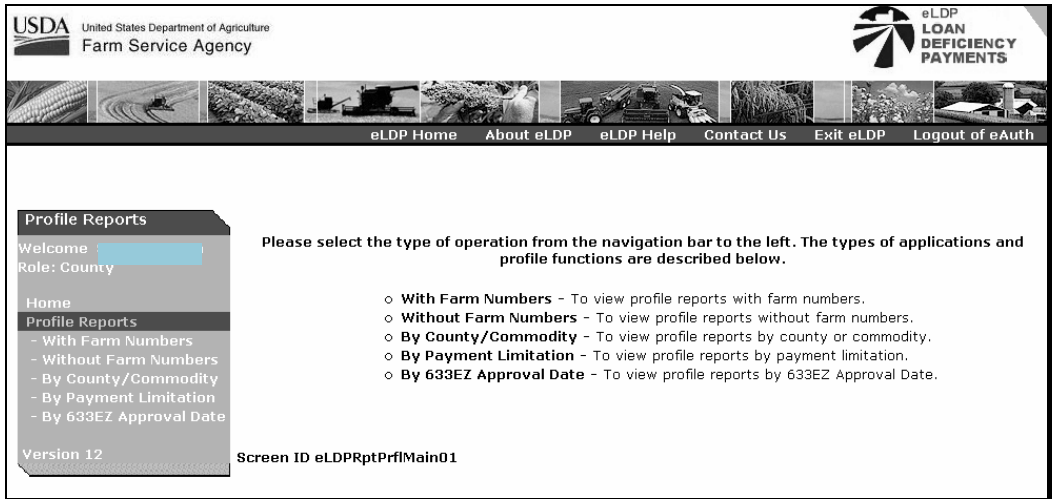
The following profile reports are available to State and County Offices to view or print:

- with farm numbers
- without farm numbers
- profiles by commodity
- profiles with payment limitation information
- profiles with CCC-633 EZ, Page 1 dates.

701 Miscellaneous Reports (Continued)

C Profile Reports (Continued)

County and State Offices shall access **profile reports** according to the following.

Step	Action
1	Access the eLDP web site according to subparagraph 202 B.
2	<p data-bbox="397 436 1187 472">On Screen ID eLDPWelcome01, CLICK “Profile Reports”.</p> 
3	<p data-bbox="397 1029 1234 1064">On Screen ID eLDPPrftPrflMain01, click the applicable report.</p> 
4	Enter applicable information.
5	A report will be displayed that may also be printed in a pdf format.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-502	Farm Operating Plan for Payment Eligibility Review		253
CCC-527	Request For Action For Subsidiary/Payment Limitation		201
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		252, 253, 300, 366, 367, 701
CCC-633 LDP <u>1/</u>	Loan Deficiency Payment Certification and Application		366
FSA-211	Power of Attorney		202
FSA-578	Report of Acreage		252

1/ This form is obsolete.

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	252, 255, Ex. 7
CRS	Common Receivable System	603
EFT	electronic funds transfer	Text
eLDP	electronic Loan Deficiency Payment	Text
MAL	marketing assistance loan	4, 201
NPS	National Payment Service	Text
PLM	payment limitation maintenance	Text, Ex. 6
RLMS	Representative Link Management System	202, 323
SCIMS	Service Center Information Management System	Text

Redelegations of Authority

Redelegation authority is provided in 8-LP, paragraph 3.

Definitions of Terms Used in This Handbook

Electronic Loan Deficiency Payment (eLDP)

eLDP is a web-based service that provides an **additional** means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP.

Loan Deficiency Payments (LDP's)

LDP's are payments made to producers who, although eligible to obtain a CCC commodity loan, agree to forgo the loan in return for a payment on the eligible commodity. The LDP amount is the difference between the county loan rate and CCC-determined value for the applicable commodity or class of commodity times the eligible quantity.

National Payment Service (NPS)

NPS is a centralized, web-based accounting application that interfaces with web-based program applications to complete payment processes.

Open Storage

Open storage means commodities delivered to a CCC-approved, Federally- or State-licensed warehouse and stored without a negotiable warehouse receipt, although a receipt can be issued.

Required Check

A required check is the mandatory spot-check requirement for a loan of a COC or STC member, FSA employee, or producer otherwise so designated by COC. Required check flags are set in loanmaking according to Part 3. LDP processing does not have the capability to add required check flag.

Representative Link Management System (RLMS)

RLMS is a software application that provides functions that are used to maintain representation roles database and the database that stores the relationship between representatives and the individuals and or entity that are being represented.

Spot Check

A spot check of a loan or LDP is the onsite measuring and quality determination of a farm-stored commodity in its storage structure for total random selections, or the visual inspection of a commodity in its storage structure for related loans and LDP's.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Customer Statement	202
	eAuthentication Login	202
	eLDPWelcome01	Text
	eLDPAdminMain01	204
	eLDPAppIcorSum01	621
	eLDPAppIList01	700
	eLDPAppIMain01	321, 322, 366, 621, 623, 700, 701
	eLDPAppIPayInfo02	323, 366, 367, 368, 369, 621, 622
	eLDPAppIStLoc01	322, 366, 367, 368, 369, 621
	eLDPAppISum03	323, 366, 368, 369, 623
	eLDPCertMain01	252, 253
	eLDPCntyEmail01	204
	eLDPCntyYld01	204
	eLDPJOAdd01	253
	eLDPJOAddPercent02	253
	eLDPJOChg01	253
	eLDPJODEL01	253
	eLDPPrfAdd01	252
	eLDPPrfAdd02	252
	eLDPPrfChg01	252
	eLDPPrfDel01	252
	eLDPPrfDis01	252
	eLDPPrfSum03	252
	eLDPProdMain01	323
	eLDPrep01	323
	eLDPRptPrflMain01	701
	eLDPSearch01	252, 253, 321, 322, 621, 623, 700
	eLDPTerms01	323
	FSA Home Page	202
	Price Support Home Page	202
	SCIMS Customer Search Page	252
PLMMULI5	Select Records Query	201

Justifiable Overrides

County Offices shall use the following to determine when an override is justified. Any applicable corrective action shall be made to the web subsidiary system according to 3-PL, paragraph:

- 28, for permitted entity determination information
- 31, for AGI determination information.

IF the producer is...	AND the combined share factor displayed in the customer profile is...	THEN the web subsidiary file indicates that...
an individual	1.0	the AGI indicator is "Y". The individual is eligible . No further action is required.
	0.0	the AGI indicator is "N". The individual is ineligible . An override is allowed only after the web subsidiary system has been properly recorded.
an entity	1.0	the AGI indicator is "Y" and the permitted entity indicator for all members is "Y". The entity is eligible . No further action is required.
	0.0	the AGI indicator is "N" and/or the permitted entity indicator is "N" for all members. An override is allowed only after the web subsidiary system has been properly recorded.
	greater than 0.0 and less than 1.0	1 or more of the members are ineligible. An override is allowed only after the web subsidiary system has been properly recorded. Note: If 1 or more members are indeed ineligible, the combined share factor is reduced proportionately to that member's permitted entity shares.
a member of a joint operation	1.0	the AGI indicator is "Y" and the permitted entity indicator is "Y". The member is eligible . No further action is required.
	0.0	the AGI indicator is "N" and/or the permitted entity indicator is "N". An override is allowed only after the web subsidiary system has been properly recorded.

Justifiable Overrides (Continued)

IF the producer is...	AND the combined share factor displayed in the customer profile is...	THEN the web subsidiary file indicates that...
a joint operation	1.0	all members of the joint operation are eligible . No further action is required.
	0.0	the AGI indicator is "N" and/or the permitted entity indicator is "N" for all members of the joint operation/entity. An override is allowed only after the web subsidiary system has been properly recorded.
	greater than 0.0 and less than 1.0	1 or more of the members are ineligible . The combined share factor will be displayed for each member when the joint operation is established. An override of a member's combined share factor is allowed only after the web subsidiary system has been properly recorded.