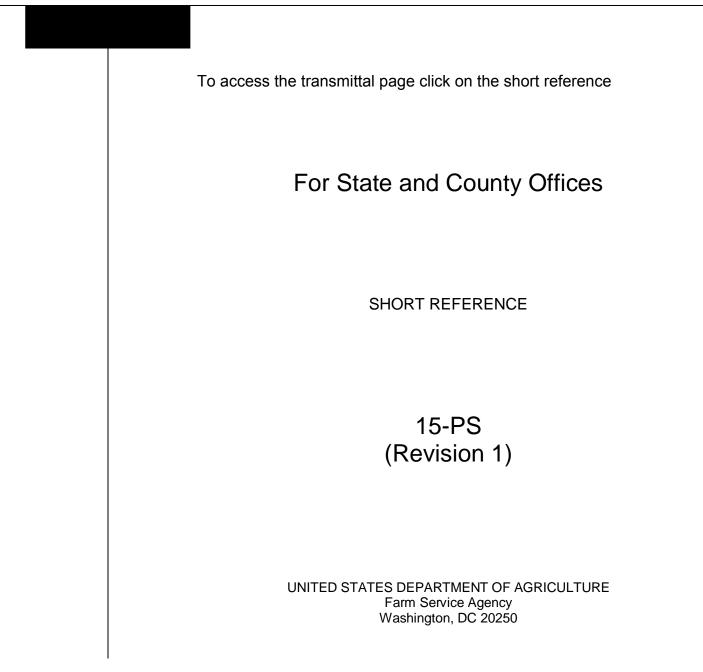


Web-Based Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice



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UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

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

Som Cl. Somson

Amendment Transmittal

A Reasons for Issuance

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

B Obsolete

15-PS is obsolete.

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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	• 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	Provide application training to County Offices.
	• Provide procedural assistance to County Offices on data entry requirements and software operations.
ITSD-ADC and KCCO	 Provide technical assistance to State and County Offices on nonprogram-related problems.
	• Assist in correcting inventory data received from County Offices.

5-50 (Reserved)

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51 General Information

A Definition of eLDP

<u>eLDP</u> 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.

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.

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.

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.

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:	Administrative Main
		Menu PAA010 will
	• ENTER "9", "Perform Administrative Functions"	be displayed.
	• PRESS "Enter".	
2	On Menu PAA010:	Query Menu
		PQA015 will be
	• ENTER "8", "Price Support Query Menu"	displayed.
	• PRESS "Enter".	
3	On Menu PQA015 :	Query Menu
		PQA020 will be
	• ENTER "1", "Commodity Loan/LDP Eligibility"	displayed.
	• PRESS "Enter".	
4	On Menu PQA020:	Query Type
		Selection Screen
	• enter crop year	PQA01104 will be
	• PRESS "Enter".	displayed.
5	On Screen PAQ01104:	Query Flag Selection
		Screen PQA01133
	• ENTER "5", "Commodity Loan/LDP Eligibility Flag	will be displayed.
	Queries"	
	• PRESS "Enter".	

201 PLM Allocations (Continued)

B Multi-County Producer PLM's (Continued)

Step	Action	Result				
6	On Query Menu PQA01133 , enter either of the following:					
	 "3" for all producers in a county "4" for a specific producer's PLM. 					
		will run and a				
	Note: When option 4 is entered, the following Select Records Screen	report				
		will print				
	will be displayed. County Offices shall change "999999999" in	-				
	the "VALUE" field to the producer's tax ID number and PRESS	on the				
	"Enter".	system				
		printer.				
	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')					
	A.IDNUM EQ <u>999999999</u> AND 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 Cmd13=Show report layout					

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

 What is the USDA Customer Statement? Take a Tour of the Customer Statement! (Demonstration) the USDA Customer Statement is part of the USDA's eGovernment Initiative and brings to the armer and rancher un-precedented online access to their business activities with USDA 24 tours a day, 7 days a week. the Customer Statement, "will put a whole range of USDA services and programs into a single sustemers 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. Find out about first register for a USDA exuitemers Statement Guide for First Time Users. (PDF format - File Size: 392 KB) How do I Access the Customer Statement? Rocess to the Customer Statement is available to all USDA customers. In order to insure erronal identity, you must first register for a USDA Activitient Level 2 Account. This process is easy and starts online by creating a user ID and password and confirming your exuthentication account, you can click on the 'Login' link on the top of this age and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the safe and enter your user ID and password on the USDA login screen. On your first visit to the splorer 6. Cick to Download bot is therefore. 	United States Department of Agriculture Customer Statement	
What is the USDA Customer Statement? More () Take a Tour of the Customer Statement! (Demonstration) • Print Instructions (pdf) the USDA Customer Statement is part of the USDA's eCovernment Initiative and brings to the armer and rancher un-precedented online access to their business activities with USDA 24 • Print Instructions (pdf) the Customer Statement, "will put a whole range of USDA services and programs into a single eport at the fingertips of agricultural producers." The Customer Statement allows USDA ustomers to view: • Cocate a USDA Service Center • their participation, application and payment status in various commodity and conservation programs, • Information on farm loans, and • Conservation Programs • conservation plan and land unit information. • Find out about farm loans • Find out about conservation Programs for an overview of the Customer Statement, see the Customer Statement Guide for First Time Users. (PDF format - File Size: 392 KB) • Media Help How do I Access the Customer Statement? • Download PDF reader from Adobe.com wathentication process. • Ind a user ID and password and confirming your Authentication account, you can click on the 'Login' link on the top of this age and enter your user ID and password on the USDA login screen. On your first visit to the application account, you can click on the 'Login' link on the top of this age and enter your user ID and password on the USDA login screen. On your first visit to the application account, you can click on the 'Login' link on the top of this application process.	Home About C	Customer Statement Help Contact Us Log
 Try the Demonstration customer Statement is part of the USDA 2 Government Initiative and prings to the aurer and rancher un-precedented online access to their business activities with USDA 24 to us a week. The Customer Statement, "will put a whole range of USDA services and programs into a single port at the fingertips of agricultural producers." The Customer Statement allows USDA user 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. Tor 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; see the Customers. In order to insure tersonal 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 furst visit to the ader and enter your user Using a local USDA Service Center to complete the statement you will be assigned a unique Customer Identifier (USDA ID) and a lefault profile for your customer statement will be created. In the future this profile will allow to us customize your statement. 	What is the USDA Customer Statement? Take a Tour of the Customer Statement! (Demonstration)	More) • Print Instructions (pdf)
 Center Center Find out about 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 ime Users. (PDF format - File Size: 392 KB) How do I Access the Customer Statement? cocess to the Customer Statement is available to all USDA customers. In order to insure this process is easy and starts online by creating a user ID and password and confirming your mail. The final step requires visiting a local USDA exvice Center to complete the Authentication process. Once you have your eAuthentication account, you can click on the 'Login' link on the top of this age and enter your user ID and password on the USDA login screen. On your first visit to the ustamer statement, you will be assigned a unique Customer Identifier (USDA ID) and a lefault profile for your customer statement will be created. In the future this profile will allow to us customize your statement. Spotlights 		ith USDA 24 • Try the Demonstration
How do I Access the Customer Statement? Access to the Customer Statement is available to all USDA customers. In order to insure errsonal 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 mail. The final step requires visiting a local USDA Service Center to complete the Authentication process. Droce you have your eAuthentication account, you can click on the 'Login' link on the top of this ustomer statement, you will be assigned a unique Customer Identifier (USDA ID) and a lefault profile for your customer statement will be created. In the future this profile will allow to to customize your statement. Spotlights Media Help Download PDF reader from Adobe.com Click to Download Optimized for Internet Explorer 6 Click to Download	 report at the fingertips of agricultural producers." The Customer Statement allo customers to view: their participation, application and payment status in various commodity conservation programs, information on farm loans, and conservation plan and land unit information. For an overview of the Customer Statement, see the Customer Statement Group of the Statemen	and Center Find out about Conservation Programs Find out about farm loans Find out about commodity loans
Authentication account, you can click on the 'Login' link on the top of this age and enter your used mer statement will be created. In the future this profile will allow ou to customize your statement. Spotlights	en han gette mennen som en en han state for det en	Media Help
	personal identity, you must first register for a USDA eAuthentication Level 2 This process is easy and starts online by creating a user ID and password and o email. The final step requires visiting a local USDA Service Center to complete eAuthentication process. Once you have your eAuthentication account, you can click on the 'Login' link of page and enter your user ID and password on the USDA login screen. On your customer statement, you will be assigned a unique Customer Identifier (USDA)	to insure Adobe.com 2 Account. Click to Download on the top of this Optimized for Internet first visit to the D) and a
	Spotlights	dity 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)

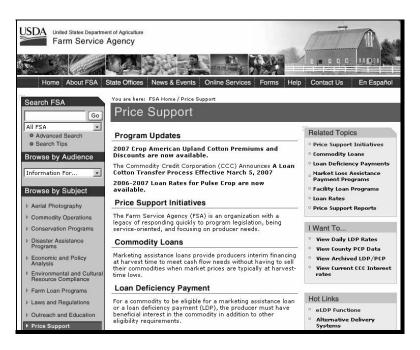
B eAuthentication Login Screen

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"

United States Departmen			
Home About FSA S		Dnline Services Forms Help	Contact Us En Españ
Search FSA Go	You are here: FSA Home	More 🕑	I Want To
All FSA Advanced Search	USDA ANNOUNCES FISCAL Y 2008 SUGAR PROGRAM PROV		• View Daily LDP Rates
Search Tips	USDA EXPANDS CRP EMERGE TO HELP LIVESTOCK AFFECT		 View County PCP Data Find Commodity Credit Corporation Information
rowse by Audience	USDA ANNOUNCES 2007-CR	DP SUGAR LOAN RATES	 Find Civil Rights
nformation For 💌	USDA BARTERS SURPLUS CO MILLION WORTH OF FOOD TO	MMODITIES TO PROVIDE \$50	Information Access the Human Resources Website
rowse by Subject	COUNTY COMMITTEE NOMIN	ATION DEADLINE NEARS	Resources website
Aerial Photography	LASSETER REMINDS FARMER DEADLINE	IS OF 2007 DCP SIGN-UP	Questions?
Commodity Operations Conservation Programs	SIGN-UP RESUMES AUGUST TO RESTORE HURRICANE-DA	6 FOR EMERGENCY PROGRAM MAGED FORESTS	Ask FSA
Disaster Assistance Programs	Spotlights	More 🕟	
Economic and Policy Analysis	Farm Bill Get the Latest	Vote County	
Environmental and Cultural Resource Compliance	Info on the 2007 Farm Bill	County Committee Elections	
Farm Loan Programs	2007 Farm Bill		
Laws and Regulations			
Outreach and Education	20 Years of CRP 20 America's	FSA Hay Net Have Hay? Need	
Price Support	Conservation Program Turns	Have Hay? Need Hay?	
Tobacco	20	Got Hav?	

• 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**".

USDA United States Department			
Password - C	VZ	-	
		Home About eAuthentication	Help Contact Us Service Centers
Quick Links What is an account?	eAuthentica	tion Login	
 ▷ Create an account ▷ Update your account Administrator Links ▷ Local Registration Authority Login 	User ID: Password:	Login	I Want To • Change My Password • Reset My Forgotten Password • Retrieve My Forgotten User ID
	What's New		
Accessit		tion Home USDA.gov Site Map olicy Non-Discrimination Statement	Luur EirstGon gon

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

United States Department of Farm Service Ag		eLDP LOAN DEFICIENCY PAYMENTS
	eLDP Home About eLDP eLDP Help Contact Us Exit eLD	DP Logout of eAuth
eLDP Welcome Susan Keenan Role: County	WELCOME Welcome to Price Support Please select an item from the links on the left.	
Home + Application + Customer Profile + Application Reports + Profile Reports	Current servicing State/County is IOWA/JASPER. If you want to change the servicing cour click 'Change Servicing State and County' button. Servicing State/County: IOWA - JASP	nty, select a county and
+ Admin Reports + Administrative Version 13	Change Servicing State and County Screen ID eLDPWelcome01 Last Modified: 11/07/2007	

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

USDA United States Department Farm Service A	Agency	DP AN FICIENCY YMENTS
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Log	out of eAuth
eLDP	WELCOME	
Welcome	Welcome to Price Support	
Role: Producer		
Kole. Froudcer		
Home	Do you wish to do business as an entity other than yourself? $$ C Yes $$ $$ No	
	Submit Help	
	Screen ID eLDPWelcome01 Last Modified: 11/07/2007	
Version 13		

• **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	On Screen ID eLDPWelcome01, CLICK "Administrative".					
	USDA United States Department of Agriculture Farm Service Agency					
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth					
	eLDP WELCOME Welcome Welcome to Price Support Role: County Please select an item from the links on the left.					
	Home + Application + Customer Pofile					
	+ Application Reports Servicing State/County: IOWA JASPER + Administrative Change Servicing State and County					
	Version 13 Screen ID eLDPWelcome01 Last Modified: 11/07/2007					

A E-mail Contact Entry (Continued)

Step	Action
3	On Screen ID eLDPAdminMain01, CLICK "Email County Entry".
	United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Administrative Welcome Role: County Home Administrative • Email Contact Entry • COC Max Yield Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below. Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.
	Screen ID eLDPAdminMain01 Version 12
4	On Screen ID eLDPCntyEmail01 , enter primary and secondary e-mail addresses. E-mail addresses may be either:
	CED and PTtwo PT's.
	Note: Two e-mail addresses must be recorded.
	CLICK "Submit".
	Note: E-mail addresses are recorded 1 time for the entire county and shall only be revised when applicable.
	USDA Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Administrative Administrative->Email Contact Entry->County e-mail Address Welcome County Role: County Email Contact Entry->County e-mail Address County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019
	Administrative - Email Contact Entry - GOC Max Yield State: IOWA County: JASPER Primary Email Address: ced.name@st.usda.gov Secondary Email Address: pt.name@st.usda.gov Submit Cancel
	Version 12 Screen ID eLDPCntyEmail01

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.

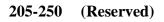
Step	Action						
1	Access the eLDP web site according to subparagraph 202 B.						
2	On Screen ID eLDPWelcome01, CLICK "Administrative".						
	eLDP Welcome Welcome Role: County Profile Home Application • Customer Profile Current servicing State/County is IOWA/JASPER. If you want to change the servicing county, select a county and click 'Change Servicing State and County' button. • Application Reports Servicing State/County: • Admin Reports Administrative • Version 13 Screen ID eLDPWelcome01						
3	On Screen ID eLDPAdminMain01, CLICK "COC Max Yield".						
	Administrative Welcome Role: County Home Administrative • Email Contact Entry • COC Max Yield Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below. Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.						
	Screen ID eLDPAdminMain01 Version 12						

B COC Maximum Yield (Continued)

Step	Action							
4								
	• enter app	licable irrigate	d and nonirriga	nted CC)C max	imu	ım vield	ls for applicable
	commod						,	·····
	••••••••							
	Note: V	With the except	ion of wool m	ohair r	helts a	nd h	onev c	ustomer profile
		cannot be estab		-			•	-
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	• ontor alla	costad paraanta	~~					
	• enter allo	ocated percenta	ge.					
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		The allocated p						
		luantity that car		-	-	ons.	The al	located
	p	bercentage mus	t be greater that	an 1 pei	cent.			
	Administrative	Crop	Year: 2007 💌	GO				
	- Email Contact E - COC Max Yield	ntry 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
		DRY PEAS		Cwt. 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 RICE		Cwt Cwt				
		RICE RICE SAFFLOWER	Medium	Cwt Cwt Cwt.				
		RICE RICE SAFFLOWER SORGHUM	Medium	Cwt Cwt Cwt. Cwt.				
		RICE RICE SAFFLOWER	Medium	Cwt Cwt Cwt.	40			
		RICE RICE SAFFLOWER SORGHUM SOYBEANS	Medium	Cwt Cwt Cwt. Cwt. Bushels				
		RICE RICE SAFFLOWER SORGHUM SOYBEANS SUNFLOWER OIL	Medium	Cwt Cwt Cwt. Cwt. Bushels Cwt.				
		RICE RICE SAFFLOWER SORGHUM SOYBEANS SUNFLOWER OIL SUNFLOWER SEED	Medium Short	Cwt Cwt Cwt. Cwt. Bushels Cwt. Cwt.	40		 	
		RICE RICE SAFFLOWER SORGHUM SOYBEANS SUNFLOWER OIL SUNFLOWER SEED WHEAT	Medium Short Durum	Cwt Cwt Cwt. Cwt. Bushels Cwt. Cwt. Bushels				
		RICE RICE SAFFLOWER SORGHUM SOYBEANS SUNFLOWER OIL SUNFLOWER SEED WHEAT WHEAT	Medium Short Durum Hard Red Spring	Cwt Cwt Cwt. Cwt. Bushels Cwt. Cwt. Bushels Bushels				
		RICE RICE SAFFLOWER SORGHUM SOYBEANS SUNFLOWER OIL SUNFLOWER SEED WHEAT WHEAT	Medium Short Durum Hard Red Spring Hard Red Winter	Cwt Cwt Cwt. Bushels Cwt. Cwt. Bushels Bushels Bushels				
		RICE RICE SAFFLOWER SORGHUM SOYBEANS SUNFLOWER OIL SUNFLOWER SEED WHEAT WHEAT WHEAT	Medium Short Durum Hard Red Spring Hard Red Winter Hard Winter	Cwt Cwt. Cwt. Cwt. Bushels Cwt. Cwt. Bushels Bushels Bushels Bushels				

B COC Maximum Yield (Continued)

Step	Action						
5	After all applicable yields and allocation percentage has been entered, CLICK " Submit " to complete the process.						
	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				
		Subr	nit Cancel	Help			



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

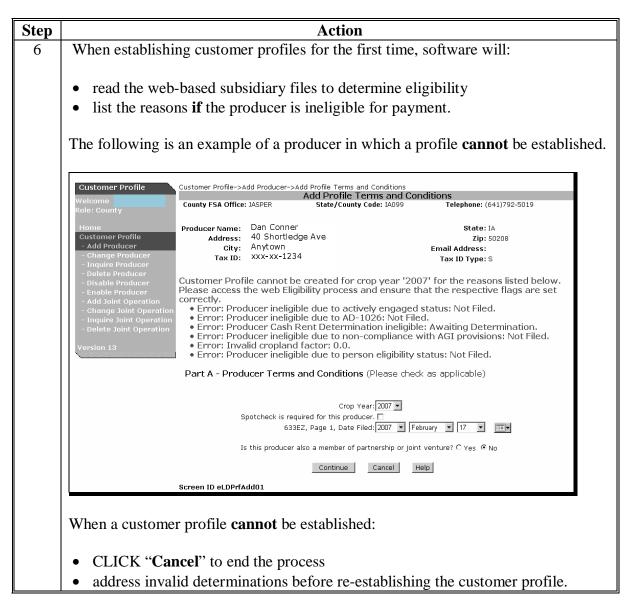
A Add Producer Function

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

Step	Action								
1	Access the eLDP web site according to subparagraph 202 B.								
2	On Screen ID eLDPWelcome01, CLICK "Customer Profile".								
	USDA United States Department of Agriculture Farm Service Agency								
	eLDP Home About eLDP eLDP Help Contact US Exit eLDP Logout of eAuth								
	eLDP WELCOME Welcome Welcome to Price Support Role: County Please select an item from the links on the left.								
	Home + Application + Customer Profile + Application Reports								
	+ Profile Reports Servicing State/County: IOWA JASPER + Admin Reports + Administrative Change Servicing State and County								
	Version 13 Screen ID eLDPWelcome01 Last Modified: 11/07/2007								
3	 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. On Screen ID eLDPCertMain01, CLICK "Add Producer". 								
	United States Department of Agriculture Farm Service Agency								
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth								
	Customer Profile Welcome Role: County Home Customer Profile • Add Producer • Inquire Producer • Delete Producer • Disable Producer • Change Dint Operation • Add Joint Operation • Delete Joint Operation								
	Version 12 Screen ID eLDPCertMain01								

)	Action							
	On SCIMS Customer Search Page Screen, select the producer by entering either the:							
	 9 digit tax ID number last 4 digits of producer's tax ID number. 							
	Note: eLDP's cannot be completed for customers not found in SCIMS.							
	United States Department of Agriculture Farm Service Agency SCIMS Customer Search							
	Home About FSA Contact Us Log Off							
	SCIMS Customer Search Page							
	Service Center: NEWTON SERVICE CENTER Service Center Details National Search:							
	Type Individual O Business O Both O Individual O Business O Both Last or Business: Active O Active and Inactive Image: Starts With O Exact Match First: Image: Starts With O Exact Match							
	Tax ID Other ID: Common Name: ID Type: SELECT ONE © Whole ID © Last 4 Digits Phone No:							
	Search Reset Cancel							

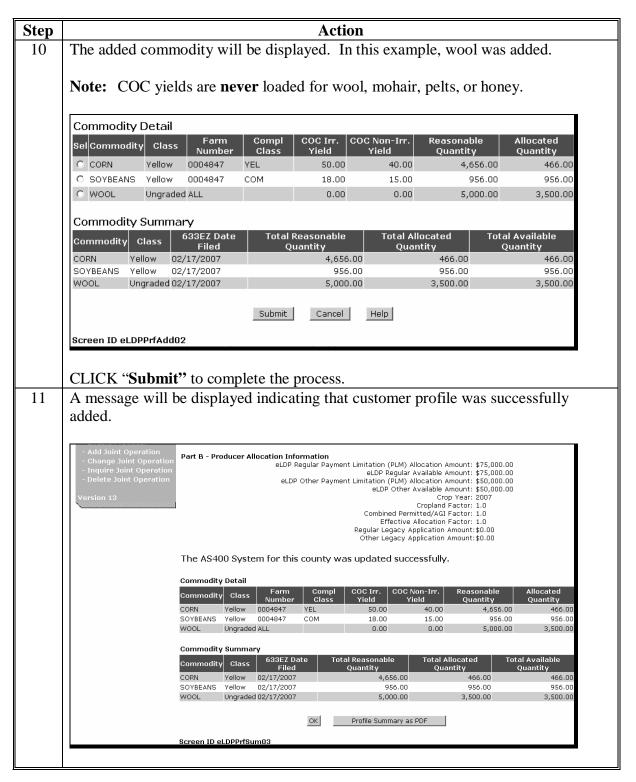
Step	Action								
5	On Screen ID eLDPrfAdd01:								
	 select the applicable crop year click the radio button to answer if a spot check is required for this producer enter the date CCC-633 EZ, Page 1 was filed CLICK "Continue". 								
	Note: The question, "Is this producer also a member of a partnership 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.								
	USDA Farm Service Agency								
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth								
	Customer Profile Customer Profile->Add Profile Terms and Conditions Welcome Role: County County FSA Office: JASPER Add Profile Terms and Conditions								
	Home Producer Name: Dan Conner State: IA Customer Profile Address: 40 Shortledge Ave Zip: 50170 - Add Producer City: Anytown Email Address: - Change Producer Tax ID: XXX-XX-1234 Tax ID Type: S								
	 Disable Producer Enable Producer Enable Producer Add Joint Operation Change Joint Operation Inquire Joint Operation Delete Joint Operation Version 13 Part A - Producer Terms and Conditions (Please check as applicable) Crop Year: Spotcheck is required for this producer. G33EZ, Page 1, Date Filed: [Year] [Month] [Day]								
	Is this producer also a member of partnership or joint venture? C Yes © No								
	Continue Cancel Help								
	Screen ID eLDPrfAdd01								



Step	Action									
7	When compliance data is found for each reported commodity,									
	Screen ID eLDPPrfAdd02 will be displayed with a producer's:									
	• reasonable quantity									
	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.									
	• allocated quantity									
	Note: Allocated quantities are calculated by multiplying the reasonable quantity times the allocated percentage recorded according to subparagraph 204 B.									
	• combined permitted/AGI factor.									
	Notes: The "Combined Permitted/AGI Factor" will be 1.0 when a producer									
	meets AGI eligibility according to 3-PL.									
	See 3-PL, paragraph 31 for examples for factors less than 1.0.									
	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.									
	Customer Profile Customer Profile->Add Producer->Add Profile Terms and Conditions Welcome Add Profile Yield Information									
	Role: County FSA Office: JASPER State/County Code: JA099 Telephone: (641)792-5019									
	Home Producer Name: Dan Conner State: IA Customer Profile Address: 40 Shortledge Ave Zip: 50208									
	- Add Producer City: Anytown Email Address: - Change Producer Tax ID: XXX-XX-1234 Tax ID Type: S									
	- Inquire Producer - Delete Producer - Disable Producer - Enror: No 578 data is returned from compliance web service. Only WOOL/MOHAIR/PELTS/HONEY can be added at this time.									
	- Add Joint Operation - Change Joint Operation									
	Inquire Joint Operation eLDP Other Payment Limitation (PLM) Allocation Amount: Crop Year:2007									
	Cropland Factor: 1.0 Version 13 Combined Permitted/AGI Factor: 1.0 Regular Leasey Application Amount 10,00									
	Regular Legacy Application Amount: \$0.00 Other Legacy Application Amount: \$0.00 Is this producer also a member of partnership or joint venture?: No									
	Commodity: HONEY Class/Variety/Type:									
	Farm Number (or ALL): Reasonable Quantity: COC Irr. Yield:									
	Allocated Quantity: COC Non-Irr. Yield: COC No									
	Add Change Delete Clear									

 9 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. To establish customer profiles for wool, mohair, pelts, or honey: 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". Part B - Producer Allocation Information envise Previous etcP Pegular Psymeric Limitation (PLM) Allocation Amount: [2000 convolt previous etcP require Psymeric Limitation (PLM) Allocation Amount: [2000 convolt previous etconvolt pr	Step				Actio	n					
To establish customer profiles for wool, mohair, pelts, or honey: 9. select the applicable commodity 9. enter the farm number or "ALL" to include all applicable farms 9. enter the reasonable quantity 9. enter the allocated quantity 9. CLICK "Add". 1. Stable Producer 9. Vision Producer 9. Vision Producer 9. Vision Producer 9. Vision 12 1. Stable Producer 9. Vision 12 1. Stable Producer 9. Vision 12 1. Stable Producer 1. Stable Producer 9. Vision 12 1. Stable Producer 9. Vision 12 1. Stable Producer 9. Vision 12 1. Stable Producer 9. Vision 12 1. Stable Producer 1. Stable Prod	9	Wool, mohair, pelts, and honey are the only commodities that are not reported on									
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 CLICK "Add". Conside Producer Enable Producer Combined Permitted/AGI Factor:1.0 Commodity: WOOL Commodity: WOOL Consolid Velaced Quantity: 5000 Col Irr. Vield: Col Col Irr. Vield: Col I			-	•							
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Other Legacy Application Amount: 50.00 Is this producer also a member of partnership or joint venture?:No Commodity: WOOL		Version 13	Regular Legacy Application Amount:\$0.00								
Farm Number (or ALL): ALL COC Irr. Yield: COC Irr. Yield: Allocated Quantity: 3500 COC Non-Irr. Yield: Gadd Change Delete Clear Commodity Detail Sel Commodity Class Farm Compt COC Irr. Vield: Commodity Class Farm Compt COC Irr. Vield: Quantity: Commodity Class Farm Compt COC Irr. Vield: Commodity Class Farm Compt Coc Irr. Vield: Commodity Class Farm Compt Coc Irr. Vield: Quantity Quantity Quantity Quantity Commodity Class Farm Compt Coc Irr. Vield: Quantity Class Farm Compt Coc Irr. Vield: Commodity Class Farm Compt Coc Irr. Vield: Quantity Coc Irr. Coc Non-Irr. Reasonable Quantity Quantity Quantity Coc Non-Irr. Vield: Quantity Coc Non-Irr. Vield: Quantity Class Farm Compt Coc Irr. Vield: Quantity Coc Non-Irr. Reasonable Quantity Quantity Coc Non-Irr. Reasonable Quantity Coc Non-Irr. Non State Coc Non State											
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Allocated Quantity: <u>3500</u> 633EZ Date Filed: 02/17/2007 Commodity Detail Sel Commodity Class Farm Compl COC Irr. CoC Non-Irr. Reasonable Allocated Quantity Vield Vield Quantity Class Form Compl COC Irr. CoC Non-Irr. Reasonable Allocated Quantity Quantity Quantity Vield Solution (Correction) (Coc Non-Irr. Reasonable Allocated Solution) (Coc Non-Irr. Vield: Solution) (Coc Non-Irr. Reasonable Allocated Output (Vield: Solution) (Coc Non-Irr. Vield: Vield: Vield: Solution) (Coc Non-Irr. Vield: V				Farm Number (or	ALL): ALL						
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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			Commodity S	Summary							
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SOYBEANS Yellow 02/17/2007 956.00 956.00 956.00			·	Filed	Qi		Quantity				
			SOYBEANS Yell	ow 02/17/2007		956.00		956.00	956.00		
Submit Cancel Help					Submit	t Cancel	Help				

A Add Producer Function (Continued)



A Add Producer Function (Continued)

Step					Acti	on			
12	CLICK "Profile	Summa	ary a	s PDF"	for a	printed ve	rsion. A	n eLDP Su	mmary pdf
	document will be	display	yed.	County	Office	es shall pri	int a cop	y of the eL	DP Profile
	Summary page a								
				5			U	,	
	- Add Joint Operation								
	- Change Joint Operation - Inquire Joint Operation	Part B - Pro	Daucer Al	eLDP R				mount: \$75,000.00	
	- Delete Joint Operation			eLDP	Other Paym	ent Limitation (PL	.M) Allocation Ai	mount: \$75,000.00 mount: \$50,000.00	
	Version 13					eLDP Ot		mount: \$50,000.00) Year: 2007	
	<u> </u>					Combined	Cropland F Permitted/AGI F	Factor: 1.0 Factor: 1.0	
						Effect	tive Allocation F cy Application A	actor: 1.0	
							cy Application A		
		The 4S4(10 Svete	em for this	county v	vas updated s	uccessfully		
		THE AST	50 5ystt		county v	vas upuateu s	accessiony.		
		Commodity	y Detail						
		Commodity	Class	Farm Number	Compl Class	COC Irr. Co Yield	OC Non-Irr. Yield	Reasonable Quantity	Allocated Quantity
		CORN	Yellow	0004847	YEL	50.00	40.00	4,656.00	466.00
		SOYBEANS	Yellow	0004847	СОМ	18.00	15.00	956.00	956.00
		WOOL	Ungrade	I ALL		0.00	0.00	5,000.00	3,500.00
		Commodity	y Summa	ry					
		Commodity	Class	633EZ Da Filed	te To	otal Reasonable Quantity	Total Al Quai		al Available Quantity
		CORN	Yellow	02/17/2007		4,656.		466.00	466.00
		SOYBEANS	Yellow	02/17/2007		956.		956.00	956.00
		WOOL	Ungrade	1 02/17/2007		5,000.	.00	3,500.00	3,500.00
					ок	Profile Summar			
					OK	Prome Summar	iy as PDF		
		Screen ID e	LDPPrfSu	im03					

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.

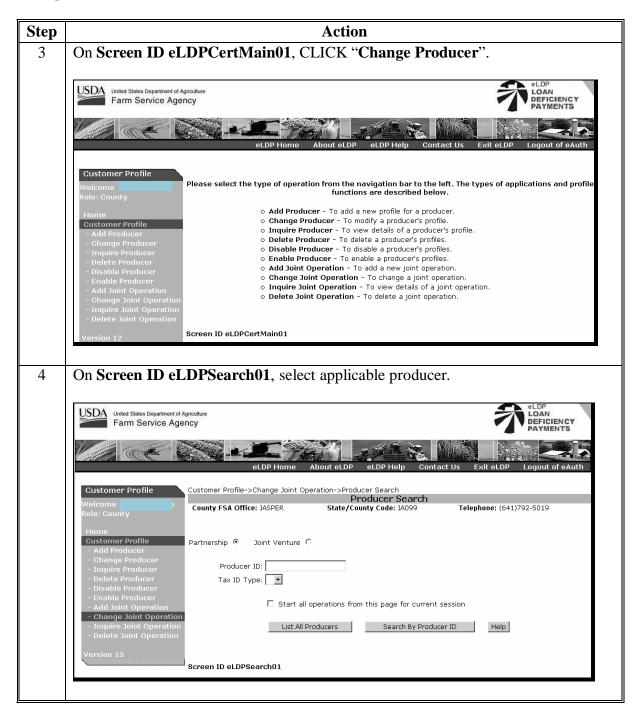
Note: Changes made to a producer's FSA-578 since the customer profile was established or last changed will automatically update the reasonable quantities.

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.

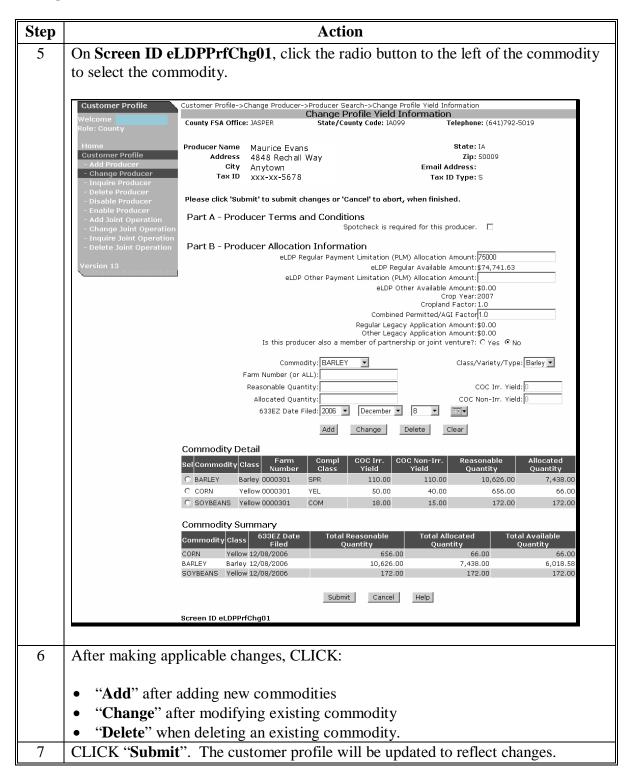
County Offices shall change a customer profile according to the following.

Step		Action				
1	Access the eLDP web site according to subparagraph 202 B.					
2	On Screen ID	eLDPWelcome01, CLICK "Customer Profile".				
	USDA United States Departmen Farm Service A					
		eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth				
	eLDP Welcome : Role: County	WELCOME Welcome to Price Support Please select an item from the links on the left.				
	Home + Application + Customer Profile + Application Reports	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.				
	+ Profile Reports + Admin Reports + Administrative	Servicing State/County: 10WA - JASPER - Change Servicing State and County				
	Version 13	Screen ID eLDPWelcome01 Last Modified: 11/07/2007				

B Change Producer Function (Continued)



B Change Producer Function (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.

United States Department of A Farm Service Age				ELDP LOAN DEFICIENCY PAYMENTS
Customer Profile	eLDP Home Ab	oout eLDP eLDP Help		eLDP Logout of eAuth
Gustomer Prome		Delete Profi		
Welcome Role: County	County FSA Office: JASPER	State/County Code: IA09		e: (641)792-5019
Home Customer Profile - Add Producer - Change Producer - Inquire Producer	Producer Name: Maurice Evans Address: 4848 Rechall W City: Anytown Tax ID: XXX-XX-5678	lay	Si Email Addı Tax ID T	0551
- Delete Producer - Disable Producer - Enable Producer - Add Joint Operation		Crop Year	: 2007	
- Change Joint Operation - Inquire Joint Operation	To delete this prod	ucer's Crop Year profile, clic	ck the 'Delete Crop Ye	ar' button.
- Delete Joint Operation	To delete all Crop Yea	rs for this producer's profile	, click the 'Delete Proc	ducer' button.
Version 13				
	Delete Crop Y	/ear Delete Produ	cer Cancel	Help
	Screen ID eLDPPrflDel01			

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.

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.

USDA United States Department of A Farm Service Age				LOAN DEFICIENCY PAYMENTS
	eLDP Ho	ome About eLDP eLDP	Help Contact Us	Exit eLDP Logout of eAuth
Customer Profile Welcome	Customer Profile->Disable P		Producer	ephone: (641)792-5019
Role: County Home Customer Profile - Add Producer - Change Producer - Inquire Producer	Producer Name: Rodne Address: 20 Cu City: Anyto	ey Kinlaw rtain Rd	Emai	State: IA Zip: 50232 il Address: × ID Type: E
- Delete Producer - Disable Producer - Enable Producer - Add Joint Operation - Change Joint Operation	Category:		•	
- Inquire Joint Operation - Delete Joint Operation	Reasons for Disable	Add Chang	je Delete	
Version 13	Sel	Category Disable Producer	Cancel Help	Remarks
	Screen ID eLDPPrflDis01	Disable Producer		

A reason category must be recorded when disabling a producer.

- Delete Producer			
- Disable Producer	Category:	▼	
- Enable Producer	Remarks:		
- Add Joint Operation	Remarks:	Acreage report(s) not on file (FSA-578)	
- Change Joint Operation		Entity is not 100% permitted	
- Inquire Joint Operation		Entity is not a single producer or corporation	
- Delete Joint Operation		Producer has filed for bankruptcy	-
		Producer has no AD-1026 on file	
Version 13	Reasons for Disab	Producer is a non-resident alien	
<u> </u>	Sel	Producer is delinquent on federal non tax debt	Remarks
		Producer is not actively engaged	
		Producer is not compliant with conservation rules	
		Producer is not in compliance with AGI provision Producer is not set up for Direct Deposit	Help
		Producer is not set up for Direct Deposit	
	Screen ID eLDPPrflDis(01	

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	On Screen ID eLDPrfAdd01:
	• 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".

A	Adding	Customer	Profiles	for	Members	(Continued)
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р		Action						
	When a member does not have any other farming interests, an error message will							
	be displayed.							
	Customer Profile	Customer Profile->Add Producer->Add Profile Lerm						
	Welcome		ile Yield Information nty Code: IA099 Telephone: (641)792-5019					
	Role: County							
	Home	Producer Name: Rodney Kinlaw	State: IA					
	Customer Profile - Add Producer	Address: 20 Curtain Rd City: Anytown	Zip: 50208					
	- Change Producer	Tax ID: XXX-XX-9876	Email Address: Tax ID Type: S					
	- Inquire Producer - Delete Producer							
	- Disable Producer - Enable Producer	producer. Please enter production dat	n the compliance web service for the individual a pertaining to producer's share of the joint					
	- Add Joint Operation - Change Joint Operation	operation. Part B - Producer Allocation Informat	ion					
	- Inquire Joint Operation		t Limitation (PLM) Allocation Amount:					
	- Delete Joint Operation	eLDP Other Paymen	t Limitation (PLM) Allocation Amount:					
	Version 13		Crop Year: 2007 Cropland Factor: 1.0					
			Combined Permitted/AGI Factor: 1.0					
			Regular Legacy Application Amount:\$0.00 Other Legacy Application Amount:\$0.00					
		Is this producer also a mer	nber of partnership or joint venture?:Yes					
		Commodity: BARLEY	Class/Variety/Type: Barley 💌					
		Farm Number (or ALL):						
		Reasonable Quantity:	COC Irr. Yield: D					
		Allocated Quantity: 633EZ Date Filed:05/16/200	COC Non-Irr. Yield:					
	Add Change Delete Clear							
	Muu Change belete Clear							
		ember's customer profile: blicable commodity						
	• enter the follo	owing:						
	 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".							
	Repeat for additi	onal commodities.						
		with other farming interests pre-filled.	as individuals will have those					

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	On Screen ID eLDPWelcome01, CLICK "Customer Profile".						
	United States Department of Agriculture Farm Service Agency						
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth						
	eLDP WELCOME Welcome Welcome to Price Support Role: County Please select an item from the links on the left.						
	Home + Application + 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.						
	+ Application Reports + Profile Reports + Admin Reports + Administrative Change Servicing State and County						
	Version 13 Screen ID eLDPWelcome01 Last Modified: 11/07/2007						
3	On Screen ID eLDPCertMain01, CLICK "Add Joint Operation".						
	United States Department of Agriculture Farm Service Agency						
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth						
	Customer Profile Welcome Role: County Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.						
	Home • Add Producer - To add a new profile for a producer. Customer Profile • Change Producer - To modify a producer's profile. - Add Producer • Disable Producer - To view details of a producer's profile. - Change Producer • Disable Producer - To delete a producer's profile. - Inquire Producer • Disable Producer - To delete a producer's profiles. - Disable Producer • Disable Producer - To enable a producer's profiles. - Disable Producer • Change Joint Operation - To add a new joint operation. - Enable Producer • Change Joint Operation - To change a joint operation. - Add Joint Operation • Change Joint Operation - To delete a joint operation. - Add Joint Operation • Delete Joint Operation - To delete a joint operation. - Inquire Joint Operation • Delete Joint Operation - To delete a joint operation.						
	- Delete Joint Operation Version 12 Screen ID eLDPCertMain01						

B	Adding	Joint	Operation	Customer	Profiles	(Continued)
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Step	Action
4	On the SCIMS Search Page, select for the joint operation.
	USDA United States Department of Agriculture Farm Service Agency SCIMS Customer Search
	Home About FSA Contact Us Log Off
	SCIMS Customer Search Page
	Location State: County (Optional): IOWA Service Center:
	NEWTON SERVICE CENTER Service Center Details National Search:
	Type Individual O Business O Both O Active O Active and Inactive Starts With O Exact Match Last or Business: Image: Starts With O Exact Match First: Image: Starts With O Exact Match
	Tax ID Other ID: Common Name: ID Type: SELECT ONE • Whole ID © Last 4 Digits Phone No:
	Search Reset Cancel

Step	Action								
5	On Screen ID eLDPJOAdd01:								
	• select the crop year								
	 enter the CCC-502 effective date aligh the radio button if the enert sheak is required for this perturbing 								
	• click the radio button if the spot check is required for this partnership.								
	CLICK " OK ".								
	Usible United States Department of Agriculture Farm Service Agency								
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth								
	Customer Profile Customer Profile Customer Profile->Add Joint Operation->Effective Date Add Joint Operation								
	Welcome County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019								
	Home Partnership Name: Conner Lee Farms State: IA Gustomer Profile Address: 101 Willard Drive Zip: 50208								
	- Add Producer City: An ytown Email Address: - Change Producer Tax ID: XX-XXX9456 Tax ID Type: E - Inquire Producer Tax ID: XX-XXX9456 Tax ID Type: E								
	- Delete Producer - Disable Producer								
	- Enable Producer - Add Joint Operation Crop Year: 2007 - Change Joint Operation								
	- Inquire Joint Operation Effective Date: 2007 🗴 November 🔽 1 💌 🔤								
	Version 13								
	OK Cancel Help								
6	Screen ID eLDPJOAdd01								
0	On Screen ID eLDPJOAddPercent02, CLICK "OK" to add the joint operation.								
	USDA United States Department of Agriculture								
	Farm Service Agency								
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth								
	Customer Profile Custom								
	Welcome Add Joint Operation Percentages Role: County County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019								
	Home Partnership Name: Conner Lee Farms State: IA								
	Customer Profile Address: 101 Willard Drive Zip: 50208 - Add Producer City: Anytown Email Address: - Change Producer Tax ID: yx+yxY0456 Tax ID Tyne: F								
	- Inquire Producer								
	Oisable Producer Enable Producer Ad Joint Operation Effective Date:11/01/2007								
	Change Joint Operation Inquire Joint Operation								
	- Delete Joint Operation Producer Names Combined Permitted/AGI Factor Cropland Factor Actual Share (%)								
	Version 13 Dan Conner 1.0 1.0000 60.00 Sean Lee 1.0 0.0000 40.00								
	Add Joint Operation Cancel Help								
	Screen ID eLDPJOAddPercent02								

B Adding Joint Operation Customer Profiles (Continued)

C Changing Joint Operation Customer Profiles

Change a joint operation customer profile according to the following.

Step	Action
1	On Screen ID eLDPCertMain01, CLICK "Change Joint Operation".
	United States Department of Agriculture Farm Service Agency eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
2	Customer Profile Welcome Role: County Home Customer Profile • Add Producer • Add Producer • Add Producer • Add Producer • Delete Producer • Other Deroducer • Delete Producer • Other Derotion • Disable Producer • Add Joint Operation • Change Joint Operation • Delete Joint Operation <
	USDA United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth Customer Profile Customer Profile->Change Joint Operation->Producer Search Producer Search Welcome Role: County County FSA Office: JASPER State/County Code: 1A099 Telephone: (641)792-5019
	Home Customer Profile - Add Producer - Anage Producer - Inquire Producer - Dable Producer - Disable Producer - Disable Producer - Enable Producer - Add Joint Operation - Inquire Joint Operation - Inquire Joint Operation - Delete Joint Operation - Delete Joint Operation - Version 13

Dn Screen ID el make applica CLICK " Sul	ble changes)1:	
CLICK "Sut	-		
Ната			
Customer Profile - Add Producer - Change Producer - Inquire Producer - Delete Producer - Disable Producer	Partnership Name: Address: City: Tax ID:	Conner Lee Farms 101 Willard Drive Anytown xx-xxx9456	State: IA Zip: 50208 Email Address: Tax ID Type: E
- Add Joint Operation			Actual Share (%) 25.00 25.00 25.00 25.00
			Actual Share (%) 50.00 25.00 25.00
		s Actual Share (%) 25.0	Effective Date Delete Date
	_		artnership Summary as PDF Help
	 Inquire Producer Delete Producer Disable Producer Enable Producer Add Joint Operation Change Joint Operation Inquire Joint Operation Delete Joint Operation Version 13 	 Inquire Producer Delate Producer Enable Producer Add Joint Operation Inquire Joint Operation Delate Joint Operation Version 13 The Current Joint Producer Name 1 Screen ID eLDPJOCH	 Change Producer Inquire Producer Delete Producer Disable Producer Add Joint Operation Change Joint Operation Delete Joint Operation Delete Joint Operation Delete Joint Operation Version 13 The Current Joint Operation from AGI: Producer Names The Joint Operation history: # Producer Names 1 25.0 2 25.0 25.0

C Changing Joint Operation Customer Profiles (Continued)

D Inquire Joint Operation Function

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

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.

United States Department of Farm Service Age	-				DP DAN EFICIENCY YMENTS
	eLi	DP Home About eLDP	eLDP Help Contact Us	Exit eLDP	jout of eAuth
Customer Profile Welcome Role: County	Customer Profile->Dele County FSA Office: JA		e Joint Operation	ation Felephone: (641)792-5	019
Home Customer Profile - Add Producer - Change Producer - Inquire Producer - Delete Producer - Disable Producer	Partnership Name: Address: City: Tax ID:	Conner Lee Farms 101 Willard Drive Anytown xx-xxx9456		State: IA Zip: 50228 il Address: ax ID Type: E	
- Enable Producer - Add Joint Operation - Change Joint Operation - Inquire Joint Operation	Is spotcheck require	Effective Date:04/1 Delete Date: 2007 d for this partnership?N		T	
- Delete Joint Operation	Producer Names John Jones Johnson Ranch	5 Combined Permit	ted/AGI Factor Cropi 1.0000 1.0000	50.00	nl Share (%)
	Screen ID eLDPJODEI	Delete Help Cancel	Joint Operation Sumr	mary as PDF	

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.

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.

	Add Profile Yield Information			
Welcome Role: County	County FSA Office:	JASPER	State/County Code: IAO	99 Telephone: (641)792-5019
Kole. Obulity				
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 - Delete Producer				
- Disable Producer	• Error: 'eLD	P Regular Pay	ment Limitation (Pl	.M) Allocation Amount' must not exceed
- Enable Producer			ınt limit of \$25,000.	00(Producer's PLM is limited due to
- Add Joint Operation	combined prod			
- Change Joint Operation) Allocation Amount' must not exceed
- Inquire Joint Operation	combined prod		Int limit of \$25,000.	00(Producer's PLM is limited due to
- Delete Joint Operation	Part B - Produ		Information	
Version 13				PLM) Allocation Amount: 75000
	J	5	, , ,	PLM) Allocation Amount: 75000
		BLDP OF	ner Payment Linitation (F	Crop Year: 2007
				Cropland Factor: 1.0
			Combine	d Permitted/AGI Factor: 1.0
				acy Application Amount:\$0.00
				cy Application Amount:\$0.00
		is this produce	r also a member of partn	ership or joint venture?:No
		Commodit	y: WOOL 🔻	Class/Variety/Type: Ungraded 🔻
	F	arm Number (or ALI		, ·, · · · · · · · · · · · ·
		· ·		COC Irr. Yield:
		Reasonable Quanti	,	
		Allocated Quantif	/ I	COC Non-Irr. Yield:
		633EZ Date File	d:U6/U6/2UU7	
			Add Change	Delete 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)

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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 eLDI	P web site according to subparagraph 202 B.
2	On Screen ID e	LDPWelcome01, CLICK "Application".
	USDA Farm Service Ag	
		eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	eLDP	WELCOME
	Welcome N Role: County	Welcome to Price Support Please select an item from the links on the left.
	Home + Application + Customer Profile	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.
	+ Application Reports + Profile Reports + Admin Reports	Servicing State/County: IOWA - JASPER -
	+ Administrative	Change Servicing State and County
		Screen ID eLDPWelcome01 Last Modified: 11/07/2007

321 Single Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
3	On Screen ID eLDPApplMain01, select the application type.
	eLDP
	Usibe Vented States Department of Agriculture Earm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Welcome \$ Role: County Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.
	Home Add Farm Stored - To add a Farm Stored eLDP application for a producer. Add Sold/Delivered/Fed Add Open Storage Add Open Storage Add Open Storage Add Open Storage Add Warehouse Stored Add Cotton Inquire Correct Delete Add Farm Stored - To add an eLDP application for quantities that are either sold, fed or have requested data of delivery. Add Open Storage - To add an eLDP application for quantities that are stored off the farm and beneficial interest has been maintained. Add Cotton - To add a Cotton eLDP application for a producer. Add Cotton Or add a Cotton eLDP application for a producer. Delete Delete
	Screen ID eLDPAPPLMAIN01
4	On Screen ID eLDPSearch01:
	 enter producer ID Note: The software allows the last 4 digits of ID to be entered.
	• select tax ID type
	• select crop year
	• CLICK "Add Producer ID" and the producer's information will be displayed
	United States Department of Agriculture Earm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Application->Add Farm Stored->Producer Search Welcome \$ Producer Search County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019
	Home Producer ID: - Add Farm Stored Tax ID Type: - Add Sold/Delivered/Fed Tax ID Type: - Add Open Storage Crop Year: - Add Cotton Ended to the storage to the storage
	Inquire Inquire Correct Delete List All Producers Add Producer ID Help
	Screen ID eLDPSearch01

321 Single Producer Applications (Continued)

A Processing eLDP Applications (Continued)

ep		Action					
4	• click the box	x to the left of the producer's name					
ntd)							
	• CLICK "Co	ontinue".					
	Application	Application->Add Farm Stored->Producer Search Producer Search					
	Role: County	County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019					
	Home Application	Producer ID:					
	- Add Farm Stored - Add Sold/Delivered/Fed						
	- Add Open Storage - Add Warehouse Stored	Crop Year: 2007 -					
	- Add Cotton - Inquire	□ Start all operations from this page for current session					
	- Correct - Delete	List All Producers Add Producer ID Help					
	<u></u>	1 Records Found 1 to 1 of 1					
		Producer Name Tax ID Tax ID Type Address City State Status Image: Tom Bradley Image: Status					
		Select All Clear All Clear List Remove Producer ID Continue					
		Screen ID eLDPSearch01					
	 CLICK "List click the approximation of the second seco	acer's ID is unknown: st All Producers " for a list of profiles established plicable producer					
	 CLICK "List click the approximation of the click the approximation of the click "OF CLICK "OF 	st All Producers " for a list of profiles established plicable producer K ".					
	 CLICK "Lis click the app CLICK "OF 	st All Producers " for a list of profiles established plicable producer					
	 CLICK "Lis click the app CLICK "OF CLICK "OF Application Welcome Role: County 	st All Producers " for a list of profiles established plicable producer K ".					
	 CLICK "Lis click the app CLICK "OF CLICK "OF 	st All Producers" for a list of profiles established plicable producer K". Application->Add Farm Stored->Producer List County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019 Producer Name: Starts With Tax ID: Starts With Ta					
	 CLICK "Lis click the app click the app CLICK "OF Application Welcome Role: County Home Application Add Farm Stored Add Form Stored 	st All Producers" for a list of profiles established plicable producer K".					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fec Add Open Storage Add Warehouse Stored 	st All Producers" for a list of profiles established plicable producer K".					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF Adplication Add Farm Stored Add Open Storage 	st All Producers" for a list of profiles established plicable producer K".					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF Add Form Add Form Add Form Stored Add Goren Add Cotton 	st All Producers" for a list of profiles established plicable producer K".					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF Click the app Add Farm Stored Add Farm Stored Add Farm Stored Add Goren Stored Add Cotton Inquire Correct 	st All Producers" for a list of profiles established plicable producer K".					
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	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	st All Producers" for a list of profiles established plicable producer K". Application->Add Farm Stored->Producer Search Fourty FSA Office: JASPER State/County Code: IA099 Producer Name: Tax ID: Start all operations from this page for current session Search Show All					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	st All Producers" for a list of profiles established plicable producer K". Application->Add Farm Stored->Producer Search County FSA Office: JASPER Producer Name: Tax ID Tax ID Tax ID Tax ID Start all operations from this page for current session Search Show All					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	st All Producers" for a list of profiles established plicable producer K". ************************************					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	st All Producers" for a list of profiles established plicable producer K". Application->Add Farm Stored->Producer Search County FSA Office: JASPER Producer Name: Tax ID Tax ID Tax ID Tax ID Start all operations from this page for current session Search Show All					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	st All Producers" for a list of profiles established plicable producer K". Application->Add Farm Stored->Producer Search County FSA Office: JASPER Producer Name: Tax ID: Start all operations from this page for current session Search Show All					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	St All Producers" for a list of profiles established plocable producer K". Application->Add Farm Stored->Producer Search Producer Name: Tax 10: Start all operations from this page for current session Search Show All 40 Records 1 to 10 of 40 1 2 3 4 [Next] [Last] Producer Name S Search NewToN NewToN A S NewToN S Producer IV A S NewToN S Producer IV A					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	All Producers" for a list of profiles established plicable producer K Application->Add Farm Stored-SProducer Search Producer List County FSA Office: JASPER State/County Code: JAO99 Telephone: (641)792-5019 Producer Name: State With Tax 10: Tax 10: Tax 10: Tax 10: Tax 10: Tax 10: Tax 10: Start all operations from this page for current session Search Show All Address City State States Producer Name Tax 10 Tox 10 Type Address City State Status NEWTON IA A S S NEWTON IA A S S NEWTON IA A NEWTON IA A S S NEWTON IA A NEWTON IA A NEWTON IA A NEWTON IA A NEWTON IA A NEWTON IA A NEWTON IA A					
	 CLICK "Lis click the app click the app CLICK "OF CLICK "OF CLICK "OF County Home Application Add Farm Stored Add Sold/Delivered/Fee Add Goren Stored Add Cotton Inquire Correct 	application->Add Farm Stored->Producer Search Application->Add Farm Stored->Producer Search Producer List County FSA Office: JASPER State/County Code: IA099 Producer Name: Tax ID: Tax ID: Tax ID: Tax ID: Coop Year: 2007 Start all operations from this page for current session Search Show All					

321 Single Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
5	Continue to process applications accordingly. For:
	• 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.

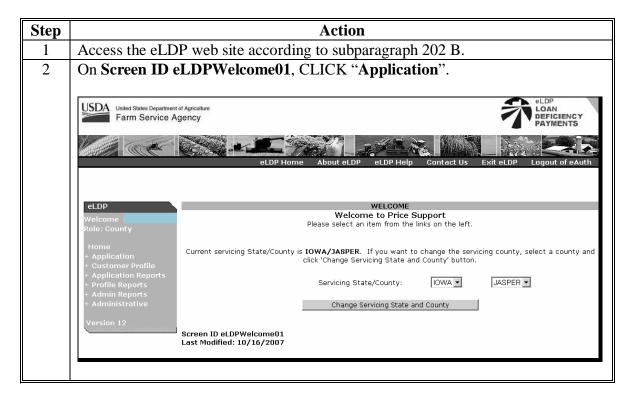
322 Multiple Producer Applications

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.



322 Multiple Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action					
3	On Screen ID eLDPApplMain01, select the application type.					
	Use States Department of Agriculture Farm Service Agency					
	PAYMENTS					
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth					
	Application Welcome Please select the type of operation from the navigation bar to the left. The types of applications and welcome					
	Role: County					
	Home Add Farm Stored - To add a Farm Stored eLDP application for a producer. Application Application Add Sold/Delivered/Fed - To add an eLDP application for quantities that are either sold, fed or have requested date of delivery.					
	Add Farm Stored Add Open Storage - To add an eLDP application for quantities that are stored off the farm and beneficial interest has been maintained.					
	Add Open storage Add Warehouse Stored - To add a Warehouse Stored eLDP application for a producer. Add Cotton - To add a Cotton eLDP application for a producer. Old Cotton - To add a Cotton eLDP application for a producer. Old Cotton - To add a Cotton eLDP application for a producer.					
	Inquire O Correct - To correct eLDP application details of a producer. O Delete - To delete an eLDP application for a producer.					
	- Delete Screen ID eLDPApplMain01					
4	On Screen ID eLDPSearch01:					
	• enter the first producer ID					
	Note: The software allows the last 4 digits of ID to be entered.					
	• select tax ID type					
	• select tax iD type					
	• select crop year					
	• CLICK "Add Producer ID".					
	The producer's information will be displayed. Repeat until all applicable producers					
	are displayed.					
	Application Application->Add Farm Stored->Producer Search					
	Welcome County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019					
	Role: County					
	Application Producer ID:					
	- Add Farm Stored - Add Sold/Delivered/Fed Tax ID Type:					
	- Add Open Storage Crop Year: 2007 - Add Warehouse Stored					
	- Add Cotton					
	Correct Delete List All Producers Add Producer ID Help					
	1 Records Found 1 to 1 of 1					
	Producer Name Tax ID Tax ID Type Address City State Status Tom Bradley IA A					
	Select All Clear All					
	Clear List Remove Producer ID Continue					
	Screen ID eLDPSearch01					
	15-PS (Rev. 1) Amend. 1 Page 3-45					

322 Multiple Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
4	Once all applicable producers have been selected:
(Cntd)	
	• click the box(s) to the left of the producer's name
	CLICK "Continue".
	Application Application->Add Farm Stored->Producer Search Welcome County FSA Office: JASPER State/County Code: JA099 Telephone: (641)792-5019
	Role: County
	Home Application Producer ID: - Add Farm Stored
	- Add Palmi Stored - Add Sold/Delivered/Fed Tax ID Type: - Add Open Storage Crop Year: 2007 •
	- Add Warehouse Stored
	Inquire Start all operations from this page for current session Correct
	Delete List All Producers Add Producer ID Help 2 Records Found 1 to 2 of 2
	Producer Name Tax ID Tax ID Type Address City State Status Image: Constraint of the state DAN CONNER IA A
	Clear List Remove Producer ID Continue
	Screen ID eLDPSearch01
5	On Screen ID eLDPAppStLoc01:
	• optor the applicable shares
	enter the applicable sharesclick the radio button next to the contact producer
	 CLICK "Continue".
	· CLICK Continue .
	Application Application->Add Farm Stored->Producer Search->Storage Location
	Welcome Storage Location Role: County County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019
	Home Part B - Producer Payment Information
	Application Crop Year: 2007 - - Add Farm Stored
	- Add Sold/Delivered/Fed Commodity: BARLEY ✓ Class/Variety/Type: Barley - Add Open Storage State/County Where Stored: IOWA ✓ JASPER ✓
	- Add Warehouse Stored Request Date: 2007 V September 12 V
	- Inquire COC Approval Date: 2007 ▼ September ▼ 12 ▼ - Correct Is this a certified eLDP?: ⑦ Yes C No
	Reference Numbers (Max. 3):
	Producer Name Share Percent Contact Producer
	DAN CONNER C
	SEAN LEE Continue Cancel Help
	Screen ID eLDPApplStLoc01

322 Multiple Producer Applications (Continued)

A Processing eLDP Applications (Continued)

Step	Action
6	Continue to process applications accordingly. For:
	• 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.

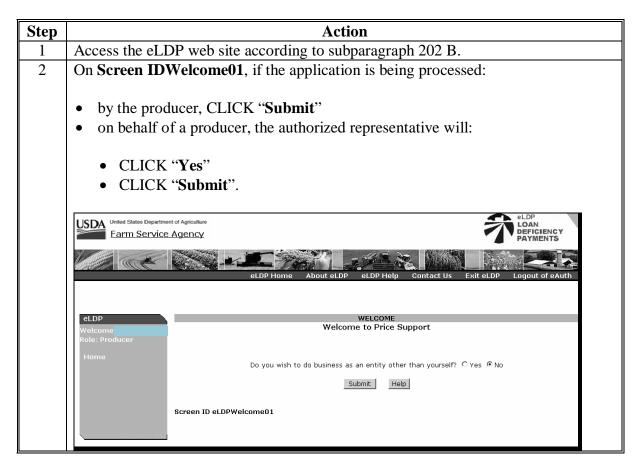
323 External Producer Applications

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
3	On Screen ID eLDPRep01:
	 click the radio button next to the applicable producer CLICK "Submit".
	United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	eLDP Representations Representations
	Producer Name Representation Name City State Home C General Partnership Agent NEWTON IA
	O Joint Venture Agent WAUKON IA
	C Limited Partnership Agent NEWTON IA
	C LLP Agent PELLA IA
	Submit Cancel Help Screen ID eLDPRep01
4	On Screen ID eLDPWelcome01, CLICK "Application".
	Earm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	eLDP WELCOME Welcome Welcome to Price Support Role: Producer Please select an item from the links on the left. Home Image: Select and
	+ Application Screen ID eLDPWelcome01

A Applications from External Locations (Continued)

Step Action On Screen ID eLDPProdMain01, click any of the following: 5 "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. eLDF United States Department of Agriculture USDA LOAN Farm Service Agency PAYMENTS Application Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below. Add Farm Stored - To add a new Farm Stored eLDP application.
Add Sold/Delivered/Fed - To add a new Sold/Delivered/Fed eLDP application.
Add Open Storage - To add a new Open Storage eLDP application.
Add Warehouse Stored - To add a new Warehouse Stored eLDP application.
Add Cotton - To add a new Cotton eLDP application.
Inquire - To search and view applications.
Inquire Producer Profile - To view profile details. Application Farms Pold/0 Screen ID el DProdMain01 6 Continue to process applications accordingly. For: 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.

A Applications from External Locations (Continued)

		Action		
7	For stored quantities, Screen ID eLDPTerms02 will be displayed. CLICK			
	"Continue" after	answering the producer terms and conditions.		
	Application Welcome	Application->Add Farm Stored->Terms and Conditions Terms and Conditions County FSA Office: JASPER State/County Code: JA099 Telephone: (641)792-5	5010	
	Role: Producer	County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-	2019	
	Home Application	Producer Name: Jordan Norwood State: IA Address: 24 Pennypacker St Zip: 50170		
	- Add Farm Stored - Add Sold/Delivered/Fed	City: Anytown Email Address:		
	- Add Open Storage - Add Warehouse Stored			
	- Add Cotton - Inquire	Part A - Producer Terms and Conditions (Please check applicable "Yes" or "No".)		
	- Inquire - Inquire Producer Profile	Is the quantity of this request eligible to be pledged as collateral for a CCC loan?	Yes 🕙 No C	
	×	Does more than one producer have an interest in the quantity for this request? If "YES", then a manual LDP must be completed at the local Service Center.	Yes C No 🖲	
		Does the producer requesting this LDP have TITLE, control and risk of loss (beneficial interest) in accordance with 7 CFR Part 1421 at the time of this LDP request?	Yes 💿 No C	
		Has the producer requesting this LDP entered into a contract or option to purchase either verbally or in writing?	Yes O No 👁	
		Was the quantity of this request produced by the producer requesting this LDP and has not been	Yes No C	
		purchased or acquired directly or indirectly from another source? Is this the only LDP requested for this quantity?	Yes No C	
		Continue Cancel Help		
		Screen ID eLDPTerms01		
8		LDPApplPayInfo02, CLICK "Submit" to complete t	the	
	application.			
	Storage Details			
	Sel	Quantity(Lbs.) Stored Location		
	0			
	0	500.00 Home farm		
	0			
	•	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29		
	•	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00		
	•	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123		
		500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification	Dark é and	
	I certify that all informat by submitting this reques	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing	modity	
	I certify that all informat by submitting this reques Credit Corporation (CCC)	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P t the producer ("Producer"), hereby makes a claim for payment from the Commodity described in Part B and agrees to accept the	modity Ioan	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P the producer ("Producer"), hereby makes a claim for payment from the Commo with respect to the commodity described in Part B and agrees to accept the p) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th	modity Ioan odity is nat with	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Comp with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for	modity loan odity is bat with r payment	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Coi made may lead to civil lia	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P at the producer ("Producer"), hereby makes a claim for payment from the Com- with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false s ability or criminal prosecution; (3) this eLDP may be selected for spot check ar	modity loan dity is tat with payment statement d the	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Cou made may lead to civil lib producer will be required	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P at the producer ("Producer"), hereby makes a claim for payment from the Commo with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that the provide supplemental documents is the same provide supplemental documents in the provide supplemental doc	modity loan dity is tat with payment statement d the the producer	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Com made may lead to civil lis producer will be required agrees to forgo a common refund any eLDP amount	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Completing and reviewing P st the producer and this eLDP request. The producer further understands the y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that to didity loan on the quantity requested for eLDP and that the producer may not r in order to obtain a commodity loar; (5) CCC may require copies of sales cont	modity loan dity is lat with payment statement d the the producer repay or tracts for	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Coi made may lead to civil lia producer will be required agrees to forgo a commo refund any eLDP amount the production represent	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Com with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sa ability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that the didity loan on the quantity requested for eLDP and that the producer may not r	modity loan dity is tat with payment statement nd the the producer repay or tracts for of the	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Coi made may lead to civil lia producer will be required agrees to forgo a commo refund any eLDP amount the producer's eligibility to re 1421, as applicable; (7)	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P at the producer ("Producer"), hereby makes a claim for payment from the Comin with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that the didty loan on the quantity requested for eLDP and that the producer may not r in order to obtain a commodity loan; (5) CCC may require copies of sales cont ed by this application; (6) this application is subject to determination by CCC serve eLDP, and that this application and CCC's determination are subject to CCC shall require the refund of the eLDP amount, plus interest from the date of CCC shall require the refund of the eLDP amount, plus interest from the date of the date of the effect of the eLDP amount, plus interest from the date of the date of the effect of the eLDP amount, plus interest from the date of the date of the effect of the eLDP amount, plus interest from the date of the effect of the effect of the elder of thelder of the elder of thelder of the elder of th	modity loan odity is at with payment statement d the the producer repay or tracts for of the 7 CFR Part of payment if	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Com made may lead to civil lis producer will be required agrees to forgo a commor refund any eLDP amount the production represent Producer's eligibility to re 1421, as applicable; (7) the producer is later det	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P at the producer ("Producer"), hereby makes a claim for payment from the Commo with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that the dity loan on the quantity requested for eLDP and that the producer may not r in order to obtain a commodity loan; (5) CCC may require copies of sales contined by this application; (6) this application is subject to determination are subject to the eLDP, and that this application and CCC's determination are subject to	modity loan odity is at with statement statement the producer repay or tracts for of the 7 CFR Part 7 CFR Part of payment if ed damages	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Coi made may lead to civil lia producer will be required agrees to forgo a commo refund any eLDP amount the production represent Producer's eligibility to re 1421, as applicable; (7) the producer is later det in accordance with 7 CFI above; and (9) that max	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Commo with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that th dity loan on the quantity requested for eLDP and that the producer may not r in order to obtain a commodity loar; (5) CCC may require copies of sales cont ed by this application; (6) this application is subject to determination by CCC to be ineligible for the eLDP; and (8) CCC shall seess liquidate RPart 1421, as applicable, if the producer misrepresented the eligible commodi imum eligible quantity determinations must equal the yield used for determining	modity loan dity is lat with payment statement d the repay or tracts for of the 7 CFR Part of payment if ed damages ity indicated	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Cou made may lead to civil lia producer will be required agrees to forgo a commo refund any eLDP amount the producer's eligibility to re 1421, as applicable; (7) the producer is later det in accordance with 7 CFI	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Commo with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that to dity loan on the quantity requested for eLDP and that the producer may not r in order to obtain a commodity loan; (5) CCC may require copies of sales conti- eceive eLDP, and that this application and CCC's determination by CCC cereive eLDP, and that this application and CCC's determination by CCC cereive eLDP, and that this application and CCC's determination protect or CCC shall require the refund of the eLDP; and (8) CC shall assess liquidate R Part 1421, as applicable, if the producer misrepresented the eligible commod imum eligible quantity determinations must equal the yield used for determination s, as applicable.	modity loan dity is lat with payment statement d the repay or tracts for of the 7 CFR Part of payment if ed damages ity indicated	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Coi made may lead to civil lia producer will be required agrees to forgo a commo refund any eLDP amount the production represent Producer's eligibility to re 1421, as applicable; (7) the producer is later det in accordance with 7 CFI above; and (9) that max	500.00 Home farm Total Net Quantity: 500.00 Lbs. LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Part C - Producer Certification ion entered on this request is true and correct. By completing and reviewing P st the producer ("Producer"), hereby makes a claim for payment from the Commo with respect to the commodity described in Part B and agrees to accept the) rate in effect for the applicable commodity for the county where the commo fect as of the date of this eLDP request. The producer further understands th y described in Part B (1) to receive payment for the commodity, a request for unty FSA Office where the farm records are kept; (2) any false claim or false sability or criminal prosecution; (3) this eLDP may be selected for spot check ar to provide supplemental documents to determine program eligibility; (4) that th dity loan on the quantity requested for eLDP and that the producer may not r in order to obtain a commodity loar; (5) CCC may require copies of sales cont ed by this application; (6) this application is subject to determination by CCC to be ineligible for the eLDP; and (8) CCC shall seess liquidate RPart 1421, as applicable, if the producer misrepresented the eligible commodi imum eligible quantity determinations must equal the yield used for determining	modity loan dity is lat with payment statement d the repay or tracts for of the 7 CFR Part of payment if ed damages ity indicated	
	I certify that all informat by submitting this reques Credit Corporation (CCC) deficiency payment (LDP stored and the rate in ef respect to the commodit must be made at the Coi made may lead to civil lia producer will be required agrees to forgo a commo refund any eLDP amount the production represent Producer's eligibility to re 1421, as applicable; (7) the producer is later det in accordance with 7 CFI above; and (9) that max	S00.00 Home farm Interview Interview Interview	modity loan dity is lat with payment statement d the repay or tracts for of the 7 CFR Part of payment if ed damages ity indicated	

A Applications from External Locations (Continued)

- Action Step On Screen ID eLDPApplSum03, CLICK "Application Summary as PDF". 9 An eLDP Summary pdf document will be displayed. Print the eLDP Summary page. Application Application->Add Farm Stored->Terms and Conditions->Storage Location->Payment Information->Application ummary Application Summary tate/County Code: IA099 County FSA Office: JASPER Telephone: (641)792-5019 State/ Producer Name: Jordan Norwood State: IA Application Address: 24 Pennypacker St Zip: 50170 city: Anytown Email Address: Crop Year: 2007 el DP Number: 50092 Commodity: WOOL Class/Variety/Type: Ungraded State/County - Stored: IOWA/JASPER Requested Date: 09/12/2007 02:13 PM COC Approval Date: 09/12/2007 Disbursement Date: 09/12/2007 02:13 PM Amount Balance: \$36,908.31 Quantity Balance: 73,320.00 Confirmation#: 7073608 Confirmation Date: 09/12/2007 02:15 PM Storage Details Quantity(Lbs.) Stored Location 500.00 Home farm Total Quantity: 500.00 Lbs LDP Rate: \$0.29 Total Disbursement Amount: \$145.00 Associated Farm Numbers: 123 Application Summary as PDF OK Screen ID eLDPApplSum03
- A Applications from External Locations (Continued)

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)

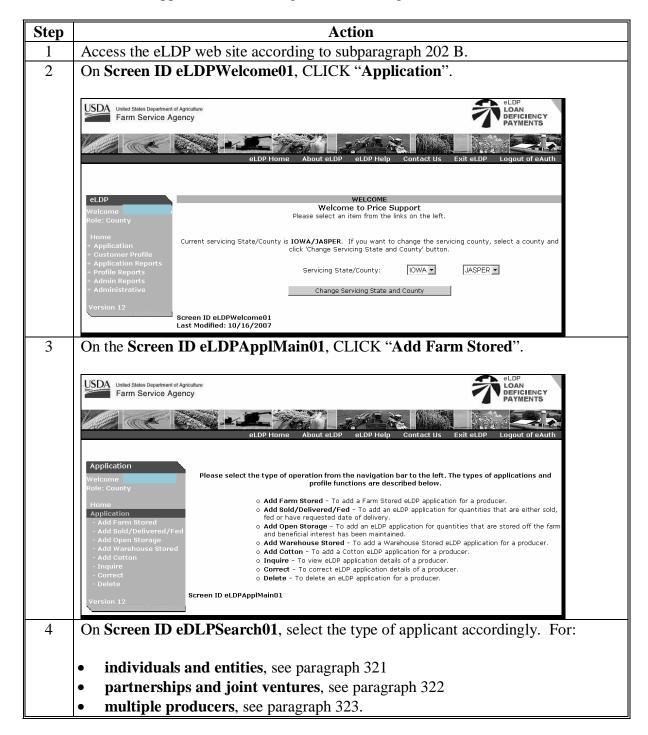
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Section 3 Processing eLDP Applications

366 Farm-Stored Applications

A County Office Processed Applications

Process farm-stored applications according to the following table



366 Farm-Stored Applications (Continued)

Par. 366

A C	ounty Office	e Processed	Applications	(Continued)
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Step	Action				
5	On Screen ID eLDPApplStLoc01, enter the following:				
	• crop year				
	• commodity				
	• class/variety/type				
	• request date				
	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.				
	• COC approval date				
	Note: The COC approval date is the date used to determine any applicable prompt payment interest.				
	• certified eLDP question				
	• reference numbers (such as farm numbers, farm names).				
	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.				
	CLICK "Continue".				
	Application Application->Add Farm Stored->Producer Search->Storage Location				
	Welcome Storage Location Welcome County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019				
	Home Producer Name: Maurice Evans State: IA Application Address: 4848 Rechall Way Zip: 50208 - Add Farm Stored City: Anytown Email Address: - Add Open Storage Tax ID: xxx-xx-5678 Tax ID Type: S				
	Add Warehouse Stored Add Cotton Part B - Producer Payment Information Inquire Cron Year: 2007				
	Correct Commodity: BARLEY Class/Variety/Type: Barley Version 12 State/County Where Stored: IOWA JASPER Request Date: 2007 May 1				
	COC Approval Date: 2007 ▼ June ▼ 6 ▼ IIII▼ Is this a certified eLDP?: ☉ Yes ℂ No Reference Numbers (Max. 3):				
	Continue Cancel Help				
	Screen ID eLDPApplStLoc01				

366 Farm-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step	Action
6	On Screen ID eLDPApplPayInfo02, enter the following:
	• quantity
	• stored location.
	CLICK "Add". Information will be displayed under "Storage Details".
	CLICK Add . Information will be displayed under Storage Details .
	- Add Cotton Part B - Producer Payment Information
	- Inquire Crop Year: 2007 - Correct Commodity: BARLEY Class/Variety/Type: Barley
	Version 12
	Quantity: Bushels Bin Quantity Calculator (optional) Stored Location:
	Add Change Delete Clear
	Storage Details
	Sel Quantity(Bushels) Stored Location C 500.00 Atherton Farm
	Total Net Quantity: 500.00 Bushels
	LDP Rate: \$0.16 Total Disbursement Amount: \$80.00
	Associated Farm Numbers: 0003269 Submit Back Cancel Help
	Screen ID eLDPAppiPayInfo02
	Repeat until all quantities and locations have been entered. The total quantity and
	the storage details for all entries will be displayed
	CLICK "Change", "Delete", or "Clear" to make corrections to storage detail
	entries.
	CLICK "Submit" after all quantities and location have been entered.

366 Farm-Stored Applications (Continued)

A County Office Processed Applications (Continued)

Step			Action			
6	On Screen ID eLDPApplSum03, CLICK "Application Summary as PDF". An				n	
	eLDP Summary pdf document will be displayed. County Offices shall print the					
	eLDP Summary	page and file under S	ubject LP 15-1 ac	cording to 25-AS, Exhibit	it	
	48.					
	Application	Application->Add Farm Stored->Producer Search->Storage Location->Payment Information->Application Summary				
	Welcome	County FSA Office: JASPER	Application Summar State/County Code: IA099	Y Telephone: (641)792-5019		
	Role: County					
	Home Application	Producer Name: Maurice Evans Address: 4848 Rechall V	May	State: IA Zip: 50208		
	- Add Farm Stored	City: Anytown	vay	Email Address:		
	- Add Sold/Delivered/Fed - Add Open Storage	Tax ID: XXX-XX-5678		Tax ID Type: S		
	- Add Warehouse Stored					
	- Add Cotton - Inquire					
	- Correct	Crop Year: 2 Commodity: B		eLDP Number: 50094 Variety/Type: Barley		
	- Delete	State/County - Stored: I	WA/JASPER	,		
	Version 12	Requested Date: 0 COC Approval Date: 0		rsement Date: 10/10/2007 09:24 AM		
		Amount Balance: \$		intity Balance: 2,940.00		
		Confirmation#:7	D75151 Conf	irmation Date: 10/10/2007 09:30 AM		
		Storage Details				
		Quantity(Bush	· · · · · · · · · · · · · · · · · · ·	Stored Location		
			500.00	Atherton Farm		
	Total Quantity: 500.00 Bushels					
	LDP Rate: \$0.16					
	Total Disbursement Amount: \$80.00 Associated Farm Numbers: 0003269					
		OK	Application Summary	as PDF		
		Screen ID eLDPApplSum03				
		••				
<u> </u>						

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 subpara	graph A.
2	On Screen ID eLDPApplPayInfo02, CLICK "Bin Qua (optional)".	ntity Calculator
		State: IA Zip: 50009 .ddress: ID Type: S
	Quantity: Bushels Bin Quantity: Bushels Bin Quantity: Add Change Delete Clear	ntity Calculator (optional)
	Storage Details	Stored Location
	Total Net Quantity: 0.00 Bushels	
	LDP Rate: \$0.16 Total Disbursement Amount: \$0.00 Associated Farm Numbers: 0000301 Submit Back Cancel Help	2
3	Screen ID eLDPApplPayInfo02	CLICK "Calculate"
5	On the following screen, enter the applicable dimensions	S. CLICK Calculate .
	Commodity: BARLEY Class/Variety/Type: Barley Should 'Gross' quantity be adjusted for moisture?: O Yes © No Moisture Percent:	0.0
	Test Weight:	
	Length: 0.0 Diameter: 36 Cone Hei	ght: 0.0
	Height: 20.2 Circumference: 0.0 Cone Dep	oth: 0.0
	Width: 0.0 Cone Diameter:	0.0
	Cubic Feet Deduction: 0.0	
	Cubic Feet of any additional quantity: 0.0 Calculate	

366 Farm-Stored Applications (Continued)

B Bin Quantity Calculator (Continued)

Step	Action
4	The calculated quantity will be displayed. CLICK "OK" to populate quantity into
	the farm-stored application.
	Commodity: BARLEY Class/Variety/Type: Barley
	Should 'Gross' quantity be adjusted for moisture?: O Yes O No Moisture Percent: 0.0
	Test [48.0 [
	Length: 0.0 Diameter: 36.0 Cone Height: 0.0 Weight: 0.0 0.0 0.0 0.0 0.0 0.0
	Height: 20.2 Circumference: 0.0 VIEW Cone
	Width: 0.0 Diameter: 0.0
	Cubic Feet Deduction:
	Cubic Feet of any additional quantity: 0.0 Calculate
	Calculated Bin Quantity: 19,031.42
	OK Cancel
5	On Screen ID eLDPApplPayInfo02:
	• CLICK "Add". Repeat the process for additional bins.
	Home Producer Name Chris Bell State: IA
	Application Address 12 Polick St Zip: 50009 - Add Farm Stored City Anytown Email Address: - Add Sold/Delivered/Fed Tax ID XXx-xx-8523 Tax ID Type: S
	Add Open Storage Add Warehouse Stored Add Cotton Part B - Producer Payment Information
	- Inquire Crop Year: 2007
	Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA/JASPER Version 12
	Quantity: 19031.42 Bushels Bin Quantity Calculator (optional)
	Stored Location: Add Change Delete Clear
	Storage Details
	Sel Quantity(Bushels) Stored Location
	Total Net Quantity: 0.00 Bushels LDP Rate: \$0.16
	Total Disbursement Amount: \$0.00 Associated Farm Numbers: 0000301
	Submit Back Cancel Help
	Screen ID eLDPApplPayInfo02
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	On Screen ID eLDPApplMain01, CLICK "Add Sold/Delivered/Fed".
	USDA Farm Service Agency eLDP Payments
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Welcome Susan Keenan Role: County Home Application - Add Farm Stored - Add Farm Stored - Add Farm Stored - Add Sold/Delivered/Fed - Add Sold/Delivered/Fed - Add Open Storage - Add Cotton - Inquire - Correct - Delete Version 12
4	On Screen ID eDLPSearch01 , select the type of applicant accordingly. For:
	• 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)

Step	Action
5	On Screen ID eLDPApplStLoc01, enter the following:
	• crop year
	• commodity
	• State and county where commodity was delivered
	• class/variety/type
	certification date
	Note: The certification date is the date the producer signed CCC-633 EZ, Page 2.
	• certified eLDP question
	• reference numbers (farm numbers).
	Note: This entry is optional. Any reference numbers entered will appear on the producer transaction statement.CLICK "Continue".
	USDA United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Application->Add Sold/Delivered/Fed->Producer Search->Storage Location Welcome Role: County Storage Location
	Home Producer Name Evan Royster State: IA Application Address 2200 Hastings St Zip: 50208 - Add Farm Stored City Anytown Email Address: - Add Sold/Delivered/Fed Tax ID xxx-xx-3698 Tax ID Type: E
	Add Warehouse Stored Add Cotton And Cotton Crop Year: 2007 Correct Delete Commodity: BARLEY Class/Variety/Type: Barley
	Version 12 State/County where delivered: IOWA JASPER Certification Date: 2007 V October 10 V Is this a certified eLDP?: C Yes © No Reference Numbers (Max. 3):
	Continue Cancel Help
	Screen ID eLDPAppIStLoc01

367 Sold, Delivered, or Fed Applications (Continued)

)	Action
	On Screen ID eLDPApplPayInfo02, enter the following:
	• "Share of Crop (%)" if other than 100 percent.
	• delivery date(s) from the drop-down menus
	• quantity (bushels)
	• applicable moisture (optional).
	CLICK "Calculate".
	- Add Cotton Part B - Producer Payment Information
	Inquire Crop Year: 2007 Correct Commodity: BARLEY Class/Variety/Type: Barley
	State/County where delivered: IOWA/JASPER
	Version 12 633EZ Approval Date: 03/03/2007 Share of Crop (%): 100.0000
	Summary Quantity Information
	Line# Sold/Delivered/Fed Date Quantity (Bushels) Moisture Percent
	1 2007 V Oct V [Day] V W Oct
	2 2007 ▼ Oct ▼ [Day] ▼ Ⅲ▼ Clear 3 2007 ▼ Oct ▼ [Day] ▼ Ⅲ▼ Clear
	4 2007 V Oct V [Day] V 🔤 Clear
	5 2007 V Oct V [Day] V 📰 V
	Rows to add: 1 🔽 Add Rows
	Calculate Back Cancel Help
	Screen ID eLDPApplPayInfo02
	Software will automatically:
	• 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.
	Note: An application can not be completed when all delivery dates result in a ze
	payment. An error message will be displayed instructing the user to verif
	the delivery dates before canceling the application. County Offices shall
	manually reduce the quantity on the customer profile for the applicable
	crop.

367 Sold, Delivered, or Fed Applications (Continued)

A County Office Applications (Continued)

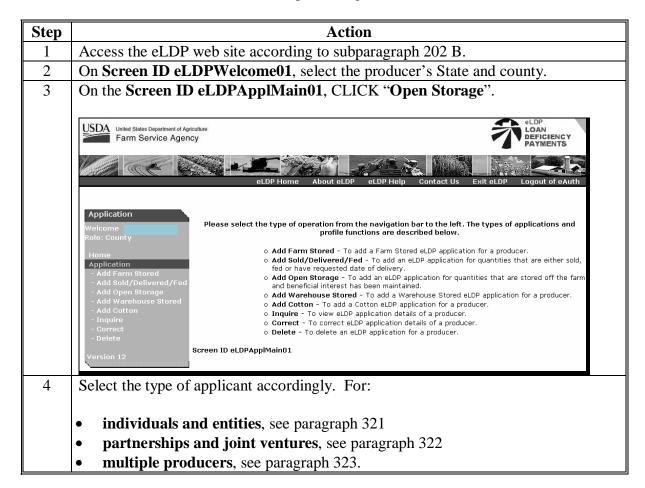
ep			Action			
	On Screen ID eLDPApplPayInfo02, CLICK "Submit" to complete the					
	application.				-	
	Part B - Producer Payment I	nformation				
	Crop Year: 2007					
	Commodity: BARLEY State/County where deliver	Class/Variety/Typ ad: 10004/149050	be: Barley			
	633EZ Approval Da					
	Share of Crop (9					
	 Summary Quantity Infor	rmation				
	Sold/Delivered/Fed Date	Quantity (Bushels) Moisture	Percent Net Q	uantity(Bushels)	OP 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
		Total Net Quantity Total Gross Quantity				
		Average LDP Rate	-			
	Total	Disbursement Amoun				
	Ass	ociated Farm Numbers	s:0002089			
		Contraction I marine	Canaal	Help		
	Screen ID eLDPApplPayInfo0: CLICK " Application				y pdf c	locum
		² 1 Summary as J y Offices shall p	PDF". An rint the eLl	eLDP Summar	• •	
	CLICK "Application be displayed. County Subject LP 15-1 acco	2 Summary as y Offices shall p prding to 25-AS, rop Year: 2007	PDF". An rint the eLl Exhibit 48	eLDP Summary	• •	
	CLICK "Application be displayed. County Subject LP 15-1 acco	2 Summary as y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER	PDF". An rint the eLl Exhibit 48	eLDP Summar DP Summary	page a	
	CLICK "Application be displayed. County Subject LP 15-1 acco	2 Summary as y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY	PDF". An rint the eLl , Exhibit 48 class/v 633EZ A	eLDP Summary DP Summary j eLDP Number: 50095 Variety/Type: Barley	page a	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco cor State/County where d Request Certificat	2 Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 nmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007	PDF". An rint the eLl , Exhibit 48 class// 633EZ A Disbur	eLDP Summary DP Summary eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2	007 007 10:14	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confirm	2 Summary as y Offices shall p ording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152	PDF". An rint the eLl , Exhibit 48 Class/V 633EZ A Disbur Quar	eLDP Summary DP Summary 	007 007 10:14	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confirm	2 Summary as y Offices shall p proing to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: 10WA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94	PDF". An rint the eLl , Exhibit 48 Class/V 633EZ A Disbur Quar	eLDP Summary DP Summary 	007 007 10:14	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confirm	2 Summary as y Offices shall p prding to 25-AS, rop Year: 2007 nmodity: BARLEY lelivered: 10WA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 rop (%): 100.00	PDF". An rint the eLl , Exhibit 48 Class/V 633EZ A Disbur Quar	eLDP Summary DP Summary 	007 007 10:14	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Gor State/County where d Request Certificat Amount Confire Share of C	2 A Summary as I y Offices shall p prding to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: 10WA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 trop (%): 100.00 mation Quantity Moisture F	PDF". An rint the eLl , Exhibit 48 Class// 633EZ A Disbur Quar Confi	eLDP Summary DP Summary 	007 007 10:14 36 007 10:20	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor	2 Summary as y Offices shall p proing to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: 10WA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 irop (%): 100.00 mation	PDF". An rint the eLl , Exhibit 48 Class/\ 633EZ A Disbur Quar Confi	eLDP Summary DP Summary 	007 007 10:14 36 007 10:20	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007 05/01/2007	2 A Summary as I y Offices shall p ording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 irop (%): 100.00 mation Quantity Moisture F 200.25 150.09	PDF". An rint the eLl , Exhibit 48 Class/V 633EZ A Disbur Quar Confir Percent Net Q 0.00	eLDP Summary DP Summary eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 03/03/2 sement Date: 10/10/2 ntity Balance: 13,865.3 rmation Date: 10/10/2 uantity(Bushels) LD 200.25 150.09	007 007 10:14 36 007 10:20 P Rate 4 0.00 0.16	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Graves State/County where d Request Certificat Amount Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007	2 A Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 rop (%): 100.00 mation Quantity (Bushels) Moisture F 200.25 150.09 225.58	PDF". An origination of the eLl o	eLDP Summary DP Summary j eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 10/10/2 sement Date: 10/10/2 sement Date: 10/10/2 uantity(Bushels) LD 200.25	007 007 10:14 36 007 10:20 PP Rate 4 0.00	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007 05/01/2007	2 A Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 rop (%): 100.00 mation Quantity (Bushels) 200.25 150.09 225.58 Total Quantity	PDF". An print the eLl print the eLl print the eLl class/v 633EZ A Disbur Quar Confin Percent Net Q 0.00	eLDP Summary DP Summary eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 03/03/2 sement Date: 10/10/2 ntity Balance: 13,865.3 rmation Date: 10/10/2 uantity(Bushels) LD 200.25 150.09	007 007 10:14 36 007 10:20 P Rate 4 0.00 0.16	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007 05/01/2007	2 A Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 rop (%): 100.00 mation Quantity (Bushels) 200.25 150.09 225.58 Total Quantity Total Gross Quantity	PDF". An rint the eLl print the eLl print the eLl print the eLl class/v 633EZ A Disbur Quar Confin Percent Net Q 0.00 0.	eLDP Summary DP Summary eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 03/03/2 sement Date: 10/10/2 ntity Balance: 13,865.3 rmation Date: 10/10/2 uantity(Bushels) LD 200.25 150.09	007 007 10:14 36 007 10:20 P Rate 4 0.00 0.16	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Great State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007 05/01/2007	2 A Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 rop (%): 100.00 mation Quantity (Bushels) 200.25 150.09 225.58 Total Quantity Average LDP Rate	PDF". An rint the eLl print the eLl print the eLl print the eLl class/v 633EZ A Disbur Quar Confin Percent Net Q 0.00 0.	eLDP Summary DP Summary eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 03/03/2 sement Date: 10/10/2 ntity Balance: 13,865.3 rmation Date: 10/10/2 uantity(Bushels) LD 200.25 150.09	007 007 10:14 36 007 10:20 P Rate 4 0.00 0.16	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007 05/01/2007 05/03/2007	2 A Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 rop (%): 100.00 mation Quantity (Bushels) 200.25 150.09 225.58 Total Quantity Total Gross Quantity	PDF". An rint the eLl print the eLl print the eLl print the eLl class/v 633EZ A Disbur Quar Confin Percent Net Quar Confin Percent Net Quar Confin Percent ST5.92 Bushels : \$75.92 Bushels : \$75.92 Bushels : \$139.06	eLDP Summary DP Summary eLDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 03/03/2 sement Date: 10/10/2 ntity Balance: 13,865.3 rmation Date: 10/10/2 uantity(Bushels) LD 200.25 150.09	007 007 10:14 36 007 10:20 P Rate 4 0.00 0.16	nd file
	CLICK "Application be displayed. County Subject LP 15-1 acco Cor State/County where d Request Certificat Amount Confir Share of C Summary Quantity Infor Sold/Delivered/Fed Date 04/28/2007 05/01/2007 05/03/2007	2 A Summary as I y Offices shall p pording to 25-AS, rop Year: 2007 mmodity: BARLEY lelivered: IOWA/JASPER ted Date: 05/03/2007 ion Date: 10/10/2007 Balance: \$74,860.94 mation#: 7075152 irop (%): 100.00 mation Quantity (Bushels) 200.25 150.09 225.58 Total Quantity Average LDP Rate Disbursement Amount point of the second	PDF". An rint the eLl print the eLl print the eLl print the eLl class/v 633EZ A Disbur Quar Confin Percent Net Quar Confin Percent Net Quar Confin Percent ST5.92 Bushels : \$75.92 Bushels : \$75.92 Bushels : \$139.06	eLDP Summary DP Summary S. SetDP Number: 50095 Variety/Type: Barley pproval Date: 03/03/2 sement Date: 10/10/2 sement Date: 10/10/2 ntity Balance: 13,865.3 rmation Date: 10/10/2 uantity(Bushels) 200.25 150.09 225.58	007 007 10:14 36 007 10:20 P Rate 4 0.00 0.16	nd file

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.



368 Open Storage Applications (Continued)

Step	Action
5	On Screen ID eLDPApplStLoc01, enter the following:
	• commodity
	• class/variety/type
	• State and county where commodity is stored
	• request date
	COC approval date
	• certified eLDP question
	• reference numbers (farm numbers).
	Note: This entry is optional. Any reference numbers entered will appear on the
	producer transaction statement.
	CLICK "Continue".
	Part B - Producer Payment Information
	Crop Year: 2007 V
	Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA JASPER
	Request Date: 2007 V May V 1 V WW
	COC Approval Date: 2007 V October V 10 V
	Is this a certified eLDP?: O Yes O No
	Reference Numbers (Max. 3):
	Continue Cancel Help
	Conditides Canter Help
	Screen ID eLDPApplStLoc01

368 Open Storage Applications (Continued)

)			Action		
	On Scree	en ID eLDPApplPayInfo02,	enter the follow	ing:	
	 storag numb 	ge location and any applicabl	e quantity identi	fication (i.e. weig	ht slip
	• quant	ity (bushels)			
	• any a	pplicable moisture (optional)).		
	Note	The "Moisture Percent" comohair, and pelts.	olumn will not d	isplayed for pean	uts, wool
	CLICK "	Calculate".			
	The softv	vare will:			
	and le	mine the LDP rate based on to ocation of where commodity of any applicable moisture.	-		
	Cro Comi	oducer Payment Information p Year: 2007 modity: BARLEY Class/Variety/Typ nty Where Stored: IOWA/JASPER	e: Barley		
		Share of Crop (%): 100.0000			
	Summarv	Quantity Information			
	Line#	Location/Reference#	Quantity (Bushels)	Moisture Percent	
	1	Willard Elevator	250	14.0	Clear
	2	Willard Elevator	185.5	16.0	Clear
	3	Pattee Cooperative	245.5	13.1	Clear
	4				Clear
	5				Clear
		Rows to add	Add Rows		
		Calculate	Back Cancel H	lelp	
		Calculate	Back Cancel H	lelp	
	Screen ID e	Calculate	Back Cancel H	łelp	

368 Open Storage Applications (Continued)

Action Step On Screen ID eLDPApplPayInfo02, an application summary screen will be 7 displayed. CLICK "Submit" to complete the process. Part B - Producer Payment Information Crop Year: 2007 Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA/JASPER Share of Crop (%): 100.0000 Summary Quantity Information Quantity (Bushels) Location/Reference# **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 13.10245.50 0.16 39.28 Total Net Quantity: 677.38 Bushels Total Gross Quantity: 681.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$108.38 Associated Farm Numbers: 0003269 Submit Edit Cancel Help Screen ID eLDPApplPayInfo02 8 On Screen ID eLDPApplSum03, 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. Crop Year: 2007 el DP Number: 50096 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 10:40 AM Quantity Balance: 2,262.62 Amount Balance: \$48,995.62 Confirmation#: 7075176 Confirmation Date: 10/10/2007 10:42 AM Share of Crop (%): 100.00 Summary Quantity Information Quantity Location/Reference# Moisture Percent Net Quantity(Bushels) LDP Rate Amount (Bushels) Willard Elevator 250.00 14.00 250.00 0.16 40.00 Willard Elevator 185.50 16.00 181.88 29.10 0.16 Pattee Cooperative 245.50 13.10 245.50 0.16 39.28 Total Quantity: 677.38 Bushels Total Gross Quantity: 681.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$108.38 Associated Farm Numbers: 0003269 Application Summary as PDF ОК Screen ID eLDPApplSum03

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	On the Screen ID eLDPApplMain01, CLICK "Warehouse Stored".
	Usida United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Welcome Role: County Home Application • Add Farm Stored • Add Farm Stored • Add Goen Storage • Add Open Storage • Add Otoms Stored • Add Cotton • Add Cotton • Add Correct • Delete Version 12
4	 Select the type of applicant accordingly. For: individuals and entities, see paragraph 321
	 partnerships and joint ventures, see paragraph 322
	 multiple producers, see paragraph 323.

369 Warehouse-Stored Applications (Continued)

Step	Action
5	On Screen ID eLDPApplStLoc01, enter the following:
	• 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).
	Note: The reference number entry is optional. Any reference numbers entered will appear on the producer transaction statement.CLICK "Continue".
	Part B - Producer Payment Information
	Crop Year: 2007 💌
	Commodity: BARLEY 💌 Class/Variety/Type: Barley 💌
	State/County Where Stored: IOWA 🔽 JASPER 🔽
	Warehouse Code: 85214
	Request Date: 2007 💌 May 💌 1 💌 🔤
	COC Approval Date: 2007 💌 October 💌 10 💌 🔤
	Is this a certified eLDP?: O yes No
	Reference Numbers (Max. 3):
	Continue Cancel Help
	Screen ID eLDPApplStLoc01

369 Warehouse-Stored Applications (Continued)

ep		Act	ion	
5	On Screen ID	eLDPApplPayInfo02, ente	r the following:	
	• warehouse	receipt number		
	 net quantit 	-		
	- not quantit	y.		
	CLICK "Calcu	ulate".		
	Part B - Producer Crop Year Commodity		-	
	Wareh	nouse Code: 85214		
	Summary Quar	ntity Information	Quantity	
	Summary Quar	ntity Information Warehouse Receipt#	Quantity (Bushels)	
	Summary Quar Line#	ntity Information Warehouse Receipt# 456289	(Bushels) 325.00	Clear
	Summary Quar	Narehouse Receipt#	(Bushels) 325.00 425.8	Clear
	Summary Quar Line#	ntity Information Warehouse Receipt# 456289	(Bushels) 325.00	
	Summary Quar	Narehouse Receipt#	(Bushels) 325.00 425.8	Clear
	Summary Quar Line#	Narehouse Receipt#	(Bushels) 325.00 425.8	Clear
	Summary Quar	Narehouse Receipt#	(Bushels) 325.00 425.8 333.45	Clear Clear Clear
	Summary Quar	htity Information Warehouse Receipt# 456290 456291 456291	(Bushels) 325.00 425.8 333.45	Clear Clear Clear
	Summary Quar	Notity Information Warehouse Receipt# 456290 456291 Compared of the second seco	(Bushels) 325.00 425.8 333.45 Add Rows ▲ Add Rows	Clear Clear Clear

369 Warehouse-Stored Applications (Continued)

p		Action				
T	On Screen ID eLDPApplPayInfo02:					
	• the net results will be displayed					
	• CLICK " Submit " to complete th	e application.				
	Part B - Producer Payment Information Crop Year: 2007 Commodity: BARLEY Class/Variety/Type: State/County Where Stored: IOWA/JASPER	Barley				
	Warehouse Code: 85214					
	Summary Quantity Information					
	Warehouse Receipt#	Quantity LC	DP Rate A	mount		
	456289	(Bushels)	0.16	52.00		
	456290	425.80	0.16	68.13		
	456291	333.45	0.16	53.35		
	Total Net Quantity LDP Rate	:\$0.16				
1	Total Disbursement Amount					
	Associated Farm Numbers Submit Edit					
	Screen ID eLDPApplPayInfo02	LICK "Annkost	ion Summor			
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48.	e displayed. Cou Subject LP 15-1	according to er: 50097	hall print		
_	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48.	e displayed. Cou Subject LP 15-1 eLDP Numb Class/Variety/Tyj Disbursement Da Quantity Balan	er: 50097 pe: Barley te: 10/10/2007 10:49	hall print 25-AS,		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177	e displayed. Cou Subject LP 15-1 eLDP Numb Class/Variety/Tyj Disbursement Da Quantity Balan	er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75	hall print 25-AS,		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information	e displayed. Cou Subject LP 15-1 eLDP Numb Class/Variety/Typ Disbursement Da Quantity Balan Confirmation Da	er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:55	hall print 25-AS, 9 AM		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information Warehouse Receipt#	e displayed. Cou Subject LP 15-1 eLDP Numb Class/Variety/Typ Disbursement Da Quantity Balan Confirmation Da	er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:55	hall print 25-AS, ⁹ AM ⁵ AM		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information Warehouse Receipt# 456289	e displayed. Cou Subject LP 15-1 eLDP Numb Class/Variety/Typ Disbursement Da Quantity Balan Confirmation Da	Inty Offices s according to er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:59 OP Rate 0.16	hall print 25-AS, 9 AM 5 AM mount 52.00		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information Warehouse Receipt#	e displayed. Cou Subject LP 15-1 eLDP Numb Class/Variety/Typ Disbursement Da Quantity Balan Confirmation Da	er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:55	hall print 25-AS, ⁹ AM ⁵ AM		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information Warehouse Receipt# 456289 456290 456291 Total Quantity	e displayed. Cou E Subject LP 15-1 eLDP Numb Class/Variety/Tyl Disbursement Da Quantity Balan Confirmation Da Quantity LC 325.00 425.80 333.45 r: 1,084.25 Bushels	Inty Offices s according to er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:55 P Rate 0.16 0.16 0.16	hall print 25-AS, 9 ам 5 ам 5 ам 5 ам		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information Warehouse Receipt# 456289 456291	e displayed. Cou E Subject LP 15-1 eLDP Numb Class/Variety/Tyl Disbursement Da Quantity Balant Confirmation Da Quantity LC 325.00 425.80 333.45 r: 1,084.25 Bushels e: \$0.16 t: \$173.48	Inty Offices s according to er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:55 P Rate 0.16 0.16 0.16	hall print 25-AS, 9 ам 5 ам 5 ам 5 ам		
	On Screen ID eLDPApplSum03, C eLDP Summary pdf document will b eLDP Summary page and file under Exhibit 48. Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 10/10/2007 Amount Balance: \$74,826.52 Confirmation#: 7075177 Warehouse Code: 85214 Summary Quantity Information Warehouse Receipt# 456289 456290 456291 Total Quantity LDP Rate Total Disbursement Amount Associated Farm Numbers	e displayed. Cou E Subject LP 15-1 eLDP Numb Class/Variety/Tyl Disbursement Da Quantity Balant Confirmation Da Quantity LC 325.00 425.80 333.45 r: 1,084.25 Bushels e: \$0.16 t: \$173.48	Inty Offices s according to er: 50097 pe: Barley te: 10/10/2007 10:49 ce: 3,915.75 te: 10/10/2007 10:55 P Rate 0.16 0.16 0.16	hall print 25-AS, 9 ам 5 ам 5 ам 5 ам		

A County Office Processed Applications (Continued)

370-399 (Reserved)

400-499 (Reserved)

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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: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.

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.

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.

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)

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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	On Screen ID eLDPWelcome01, CLICK "Application".
	USDA United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	eLDP WELCOME Welcome Welcome to Price Support Role: County Please select an item from the links on the left.
	Home 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. click 'Interface Dependent
	+ Application Reports + Profile Reports + Admin Reports + Administrative Change Servicing State and County
	Version 12 Screen ID eLDPWelcome01 Last Modified: 10/16/2007
3	On the Screen ID eLDPApplMain01, CLICK "Correct".
	USDA United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Welcome Role: County Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below.
	Home • Add Farm Stored - To add a Farm Stored eLDP application for a producer. Application • Add Sold/Delivered/Fed - To add an eLDP application for quantities that are either sold, fed or have requested date of delivery. - Add Sold/Delivered/Fed • Add Open Storage - Add Cotton • Add Cotton - Add Cotton • Orrect - Delete • Delete
	Version 12

A Accessing the Correction Function (Continued)

Step	Action
4	Select the application to be corrected by 1 of the following:
	• entering the producer/entity ID number according to the following:
	 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:
	 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:
	enter the eLDP numberenter the crop year
	CLICK "Search Application"
	• select application.
	For multiple producer applications, the following screen will be displayed after the application has been selected.
	Usibe States Department of Agriculture Farm Service Agency BeFicienccy
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	Application Application->Correct->Producer Search Welcome County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019
	Home Application Producer ID: Add Farm Stored Add Sold/Delivered/Fed Add Sold/Delivered/Fed Crop Year: 2007 Add Warehouse Stored
	Add Cotton Inquire Start all operations from this page for current session Correct
	- Delete List All Producers Search By Producer ID Help Version 12
	eLDP Number: Crop Year: 2007 -
	Search Application Help
	Screen ID eLDPSearch01

Step	Action						
5	On Screen ID eLDPApplCorSum01, CLICK "Correct Application".						
	- Add Sold/Delivered/Fed Tax - Add Open Storage - Add Warehouse Stored	i ss : 20 Curtain Rd ity: Anytown	State: IA Zip: 50009 Email Address: Tax ID Type: S				
	- Add Cotton - Inquire - Correct - Delete	Crop Year: 2007 Commodity: BARLEY State/County - Stored: IOWA/JASPER Requested Date: 05/01/2007	eLDP Number: 50006 Class/Variety/Type: Barley				
	Version 12	COC Approval Date: 07/19/2007 Amount Balance: \$74,524.63 Confirmation#: 7071552 ence Numbers (Max. 3): 1710	Disbursement Date: 08/14/2007 01: 17 PM Quantity Balance: 5,318.58 Confirmation Date: 08/14/2007 01: 17 PM				
	Waiting For	Production Evidence To Be Submitted					
	Storage D						
		Quantity(Bushels) 1,400	Stored Location 0.00 Morellis' bin #14				
	Total Quantity: 1,400.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$224.00 Associated Farm Numbers: 0000301						
		Correct Application Cancel Application Summary as PDF					
	Screen ID eLDPApplCorSum01						
	For:						
	• farm-stored application	ons, see subparagraph E	3				
	• sold, delivered, or fed	applications, see subpa	aragraph C				
	open storage applicat	ions, see subparagraph I	D				
	• warehouse-stored ap	plications, see subparag	raph E.				

A Accessing the Correction Function (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	The following changes can be made on Screen ID eLDPApplStLoc01:						
	• "Class/Variety/Type"						
	• "State/County Where Stored"						
	• "Request Date"						
	• "COC Approval Date" "Beforence Numbers (Mar. 2)"						
	• "Reference Numbers (Max. 3)".						
	in which the incorrect commodity or crop year was entered, the application must be deleted according to paragraph 623. After making applicable changes, CLICK " Continue ".						
	Welcome Role: County Storage Location County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019						
	Home Producer Name: Rodney Kinlaw State: IA Application Address: 20 Curtain Rd Zip: 50009 - Add Farm Stored City: Anytown Email Address: - Add Open Storage Tax ID: xxx-xx-9876 Tax ID Type: S						
	Add Warehouse Stored Add Cotton Part B - Producer Payment Information						
	Crop Year: 2007 eLDP Number: 50006 Commodity: BARLEY Class/Variety/Type: Barley ▼ State/County Where Stored: IOWA ▼ JASPER ▼ State/County Where Stored: IOWA ▼ JASPER ▼ COC Approval Date: 2007 ▼ May ▼ 1 ▼ COC Approval Date: 2007 ▼ July ▼ 19 ▼ Is this a certified eLDP?: © Yes ⊂ No Reference Numbers (Max. 3): 1710						
	Continue Cancel Help						
	Screen ID eLDPApplStLoc01						

Step	Action				
3	On Screen ID eLDPApplPayInfo02:				
	 click the radio button to the left of the quantity make applicable shares 				
	make applicable changes.				
	Role: County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019				
	Home Producer Name: Rodney Kinlaw State: IA Application 20 Curtain Rd Zin Scoop				
	- Add Farm Stored Address: 20 Curtain Rd Zip: 50009 - Add Sold/Delivered/Fed City: Anytown Email Address: - Add Open Storage Tax ID: xx-xx-9876 Tax ID Type: S				
	Add Open Storage Tax ID: XXX-XX-9876 Tax ID Type: S Add Warehouse Stored Add Cotton				
	- Inquire Part B - Producer Payment Information				
	- Delete Commodity: BARLEY Class/Variety/Type: Barley				
	Version 12 State/County Where Stored: IOWA/JASPER				
	Quantity: Bushels Bin Quantity Calculator (optional)				
	Stored Location:				
	Add Change Delete Clear				
	Storage Details Sel Quantity(Bushels) Stored Location				
	Sel Quantity(Bushels) Stored Location C 1,400.00 Morellis' bin #14				
	Total Net Quantity: 1,400.00 Bushels				
	LDP Rate: \$0.16 Total Disbursement Amount: \$224.00				
	Associated Farm Numbers: 0000301 Submit Back Cancel Help				
	Screen ID eLDPAppIPayInfo02				
	Click any of the following:				
	• "Add" to add additional quantities and stored locations				
	 "Change" to accept the changes 				
	 "Delete" to delete the quantity 				
	 "Submit" to complete the correction. 				
	Go to paragraph 622.				

B Correcting Farm-Stored Applications (Continued)

Par. 621

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	The following changes can be made on Screen ID eLDPApplStLoc01:					
	• "Class/Variety/Type"					
	• "State and County where commodity was delivered"					
	• "Certification Date"					
	• "Is this a certified Field Direct eLDP?"					
	• "Reference Numbers (Max. 3)".					
	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. Make the applicable changes and CLICK "Continue". Application Application->Correct->Producer Search->Application Summary->Storage Location Storage Location					
	Welcome County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019 Home Producer Name: Evan Royster State: IA					
	Application Address: 2200 Hastings St Zip: 50009 - Add Farm Stored City: Anytown Email Address: - Add Sold/Delivered/Fed Tay ID: Sold Sold Sold Sold Sold Sold Sold Sold					
	- Add Sold/Deliverad/Fed - Add Open Storage - Add Warehouse Stored					
	- Add Cotton Part B - Producer Payment Information					
	Crop Year: 2007 Correct Commodity: BARLEY Class/Variety/Type: Barley					
	Version 12 State/County where delivered: IOWA JASPER -					
	Certification Date: 2007 V August V 4 V					
	Reference Numbers (Max. 3): Home Farm					
	Continue Cancel Help					
	Screen ID eLDPApplStLoc01					

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

Step	Action					
3	Make applicable changes on Screen ID eLDPApplPayInfo02.					
	- Add Cotton - Andd Cotton - Inquire - Crop Year: 2007 eLDP Number: 50007 - Correct - Delete Commodity: BARLEY Class/Variety/Type: Barley State/County where delivered: IOWA/JASPER 633EZ Approval Date: 12/08/2006 Share of Crop (%): 100.0					
	Summary Quantity Information					
	Line# Sold/Delivered/Fed Date Quality (Bushels) Moisture Percent 1 2007 V May V 1 Image: Additional state of the sta					
	1 12007 ► [May ►] 1 1400.0 1400.0 2 2007 ▼ [May ▼] 3 ▼ [Ш▼] 300.0 Clear					
	3 2007 V May V [Day] V 🔤 V					
	4 2007 V May V [Day] V III Clear					
	5 2007 V May V [Day] V W Clear					
	Calculate Back Cancel Help					
	Screen ID eLDPAppIPayInfo02					
	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.					

D Correcting Open Storage Applications

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

	Action						
1	Access the eLDP application according to subparagraph A.						
2	The following changes can be made on Screen ID eLDPApplStLoc01 :						
	• "Class/Variet	y/Type"					
	• "State/County Where Stored"						
	• "Request Dat	e"					
	"COC Appro-	val Date"					
		umbers (Max. 3)"					
	must be de	leted according to		entered, the application			
	Application Welcome	Application->Correct->Producer	- Search->Application Summary->Sto Storage Location State/County Code: 14099	1			
	Welcome Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown	Storage Location State/County Code: 1A099 Evans chall Way				
	Welcome Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Warehouse Stored	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown	Storage Location State/County Code: 1A099 Evans chall Way 678	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address:			
	Welcome Role: County Home - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Cotton - Inquire - Correct	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown Tax ID: XXX-XX-5 Part B - Producer Payment In Crop	Storage Location State/County Code: 1A099 Evans chall Way 678 formation Year: 2007	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address: Tax ID Type: S eLDP Number: 50009			
	Welcome Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown Tax ID: XXX-XX-5 Part B - Producer Payment In Crop	Storage Location State/County Code: 1A099 Evans chall Way 678 formation Year: 2007 odity: BARLEY Class/Variety/Type:	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address: Tax ID Type: S eLDP Number: 50009			
	Welcome Role: County Home - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Cotton - Inquire - Correct	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown Tax ID: XXX-XX-5 Part B - Producer Payment In Crop Comm State/County Where S Request	Storage Location State/County Code: 1A099	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address: Tax ID Type: S eLDP Number: 50009 Barley • JASPER •			
	Welcome Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown Tax ID: XXX-XX-5 Part B - Producer Payment In Crop Comm State/County Where S Request COC Approval	Storage Location State/County Code: 1A099	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address: Tax ID Type: S eLDP Number: 50009 Barley V			
	Welcome Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown Tax ID: XXX-XX-5 Part B - Producer Payment In Crop Comm State/County Where S Request COC Approval	Storage Location State/County Code: 1A099 Evans chall Way 678 formation Year: 2007 odity: BARLEY Class/Variety/Type: tored: IOWA ¥ Date: 2007 May 3 Date: 2007 August 14 sLDP?: C Yes © No	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address: Tax ID Type: S eLDP Number: 50009 Barley • JASPER •			
	Welcome Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete	Application->Correct->Producer County FSA Office: JASPER Producer Name: Maurice E Address: 4848 Rec City: Anytown Tax ID: XXX-XX-5 Part B - Producer Payment In Crop Comm State/County Where S' Request COC Approval Is this a certified e	Storage Location State/County Code: 1A099 Evans chall Way 678 formation Year: 2007 odity: BARLEY Class/Variety/Type: tored: IOWA ¥ Date: 2007 May 3 Date: 2007 August 14 sLDP?: C Yes © No	Telephone: (641)792-5019 State: IA Zip: 50208 Email Address: Tax ID Type: S eLDP Number: 50009 Barley • JASPER •			

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)	Action						
Make the applicable changes on Screen ID eLDPApplPayInfo02.							
	- Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete Version 12	Ored Part B - Producer Payment Information Crop Year: 2007 eLDP Number: 50009 Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA/JASPER Share of Crop (%): 100.0					
		Summary	y Quantity Information				
		Line#	Location/Reference#	Quantity (Bushels)	Moisture Percent		
		1	Dan Conner bin #40	500.0		Clear	
		2	Anthony Morelli bin #14	400.0		Clear	
		3	Derrick Williams bin #2	350.0		Clear	
		5				Clear	
			Rows to ad	d: 1 Add Rows			
	Calculate Back Cancel Help						
	Screen ID eLDPApplPayInfo02						
		Screen ID e	есорарираулиоог				
	Note: To delet	e the enti	ire line, CLICK "Clea	r " to the right	of the line.		
	10000 10 0000				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 process the correction.						
	Go to paragraph	n 622.					

D Correcting Open Storage Applications (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	The following changes can be made on Screen ID eLDPApplStLoc01:					
	 "Class/Variety/Type" "State/County Where Stored" 					
	 "State/County Where Stored" "Warehouse Code"					
	 "Request Date" 					
	 "COC Approva 	l Date"				
	• "Reference Nur	nbers (Ma	ax. 3).			
	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. Make the applicable changes and CLICK "Continue". Application Application					
	Welcome	cation County FSA Office:	1ASPER	Storage Location State/County Code: IA099	Telephone: (641)792-5019	
	Home	Producer Name: Address: City:	Lydell Sargent		State: IA Zip: 50170 Email Address: Tax ID Type: S	
	- Add Cotton - Inquire P	art B - Producer	Payment Informa	ation		
	- Correct - Delete Version 12	State/Cour	Crop Year: Commodity: nty Where Stored:	WOOL Class/Variety/Type:	eLDP Number: 50025 Ingraded 💌	
		CC	DC Approval Date:	2007 💌 August 💌 28 2007 💌 August 💌 28	V IIXV	
			a certified eLDP?: Numbers (Max. 3):			
				Continue Cancel	Help	
	s	creen ID eLDPAp	plStLoc01			

Step	Action						
3	Make the applicable changes on Screen ID eLDPApplPayInfo02.						
	- Add Cotton - Inquire - Correct - Delete Version 12	Part B - Producer Payment Information Crop Year: 2007 eLDP Number: 50025 Commodity: WOOL Class/Variety/Type: Ungraded State/County Where Stored: IOWA/JASPER Warehouse Code: 546					
	Summary Quantity Information						
		Line#	Warehouse Receipt#	Quantity (Lbs.)			
		1	546	16.0	Clear		
		2			Clear		
		3			Clear		
		5			Clear		
	Rows to add: 1 Add Rows Calculate Back Cancel						
	Screen ID eLDPApplPayInfo02						
	ocaen in eldempiraginiouz						
	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	522.					

E Correcting Warehouse-Stored Applications (Continued)

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	If the modifications result in an underpayment, a message will be displayed indicating the following:			
	application has been correctedspecific amount of the additional payment.			
	- Add Open storage - Add Warehouse Stored - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete Version 12 - Version 12 - Commodity: BARLEY - Class/Variety/Type: Barley - State/County Where Stored: IOWA/JASPER - Context - Delete - Commodity: BARLEY - Class/Variety/Type: Barley - State/County Where Stored: IOWA/JASPER			
	Quantity: Bushels Bin Quantity Calculator (optional) Stored Location:			
	Storage Details Stored Location Sel Quantity(Bushels) Stored Location			
	C 1,400.00 Morellis' bin #14 C 500.00 Bryce Jordan Farm			
	Total Net Quantity: 1,900.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$304.00 Associated Farm Numbers: 0000301 Submit Back Cancel Help			
	Screen ID eLDPApplPayInfo02			
	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.			

622 Completing the Correction Process (Continued)

Result	Action
Overpayment	If the modifications result in an overpayment, a message will be displayed indicating the following:
	 application has been corrected specific amount of the receivable being established.
	Add Cotton Inquire Correct Delete Version 12 Commodity: BARLEY Class/Variety/Type: Barley State/County Where Stored: IOWA/JASPER Class/Variety/Type: Barley
	Quantity: Bushels Bin Quantity Calculator (optional) Stored Location:
	Storage Details Sel Quantity(Bushels) Stored Location C 1,225.00 Morellis' bin #14
	Total Net Quantity: 1,225.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$196.00 Associated Farm Numbers: 0000301 Submit Back Cancel Help
	CLICK "Application Summary as PDF". An eLDP Summary pdf document will be displayed. County Offices shall print the eLDP
<u></u>	Summary page and file with the original eLDP application information.

A Underpayment, Overpayment, or No Change (Continued)

622 Completing the Correction Process (Continued)

Result	Action				
No Change	A message will be displayed indicating that the changes did not affect the payment.				
	In the following example, the certification date was changed. The corrected date resulted in no change to the application amount.				
	- Add Cotton - Inquire - Correct - Delete Crop Year: 2007 eLDP Number: 50006				
	Version 12 Commodity: BARLEY Commodity: BARLEY State/County - stored:IOWA/JASPER Requested Date: 05/01/2007 COC Approval Date: 07/19/2007 COC Approval Date: 07/19/2007 COC Approval Date: 07/19/2007 COC Approval Date: 07/19/2007 COC Approval Date: 08/14/2007 01: 17 PM Confirmation#: 7071552 Confirmation date: 08/14/2007 01: 17 PM Reference Numbers (Max. 3): 1710				
	Waiting For Production Evidence To Be Submitted Storage Details				
	Quantity(Bushels) Stored Location				
	1,200.00 Morellis' bin #14 200.00 Jones Farm				
	Total Quantity: 1,400.00 Bushels LDP Rate: \$0.16 Total Disbursement Amount: \$224.00 Associated Farm Numbers: 0000301				
	OK Application Summary as PDF				
	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.				

A Underpayment, Overpayment, or No Change (Continued)

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 9	98			1234567	8910	[Next]	<u>[Last]</u>			
Submitted	Appl Type	COF	County	Cnty Code	CommodityName	Prod ID	eLDP#	Qty	Rate	Amt	Corr Ind
2007-04-04 09:15:02	FS	Х	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	Х	JASPER	099	BARLEY		50003	350.00	0.5100	178.50	
2007-08-03 10:40:19	FS	Х	JASPER	099	BARLEY		50004	907.00	0.1600	145.12	С
2007-08-14 10:40:16	FS	Х	JASPER	099	BARLEY		50005	3560.00	0.1600	569.60	
2007-08-14 13:17:24	FS	Х	JASPER	099	BARLEY		50006	1400.00	0.1600	224.00	С
2007-08-14 13:30:30	SDF	Х	JASPER	099	BARLEY		50007	700.00	0.3100	217.00	
2007-08-14 13:38:38	SDF	Х	JASPER	099	BARLEY		50008	1143.50	0.2330	266.46	
2007-08-14 14:03:02	OS	Х	JASPER	099	BARLEY		50009	1250.00	0.5100	637.50	
2007-08-27 14:14:18	FS	Х	JASPER	099	WOOL		50010	1000.00	0.1900	190.00	

If:

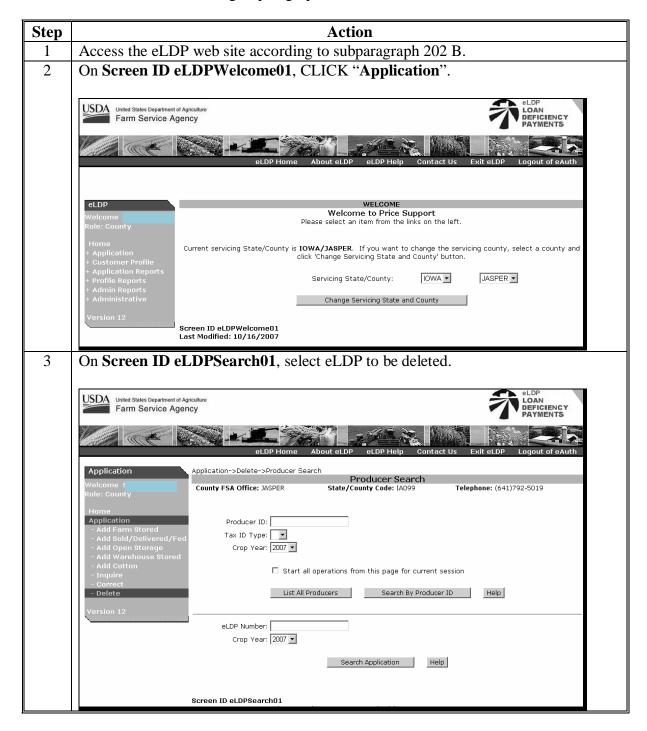
- "X" is displayed under "Status", the application has been deleted
- "C" is displayed under "Status", the application has been corrected.

623 eLDP Deletions

A Accessing the Delete Function

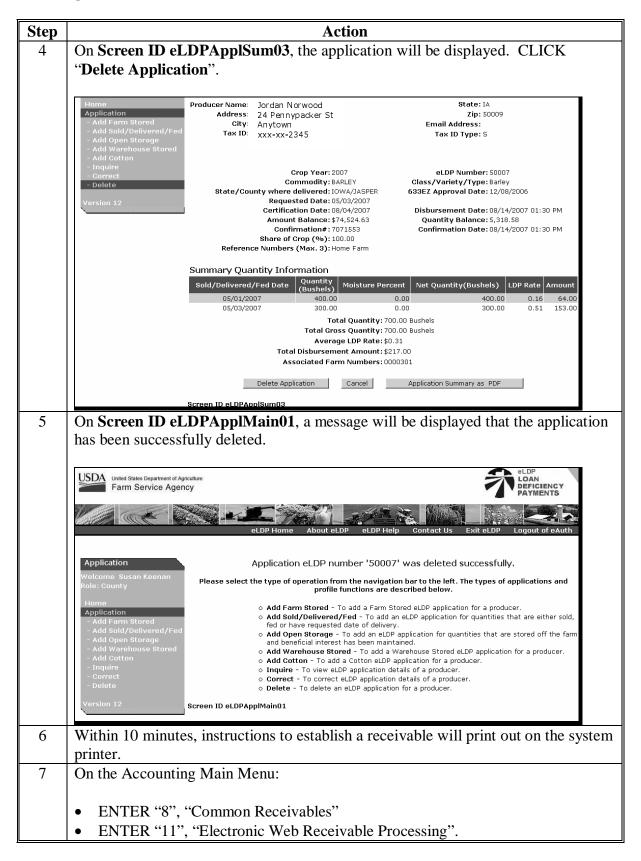
County Offices shall delete eLDP's when it has been determined that the application:

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



623 eLDP Deletions (Continued)

A Accessing the Delete Function (Continued)



623 eLDP Deletions (Continued)

A Accessing the Delete Function (Continued)

Step	Action			
8	ENTER "1", "Initiate NPS Receivable Establishment".			
	The receivable is now established in Common Receivables. In addition, the receivable will be placed in the queue for transmission to NPS.			
	Important: Uploads to NPS will not occur until end-of-day and the accounting files are successfully queued and transmitted.			
	Note: The next start-of-day will automatically process NPS receivables if the instructions in this subparagraph were not performed.			
9	Re-enter the eLDP if applicable.			
	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.			

624-699 (Reserved)

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	On Screen ID eLDPWelcome01, CLICK "Application Reports".
	United States Department of Agriculture Farm Service Agency
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
	eLDP WELCOME Welcome : Welcome to Price Support Role: County Please select an item from the links on the left.
	Home + Application + 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.
	+ Profile Reports Servicing State/County: IOWA ▼ JASPER ▼ + Admin Reports + Administrative Change Servicing State and County
	Version 12 Screen ID eLDPWelcome01 Last Modified: 10/16/2007

700 Production Evidence Reports (Continued)

B	Recording Acceptable eLDP	Production Evidence	(Continued)
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Step	Action
3	On Screen ID eLDPRptApplMain01, CLICK "Production Evidence".
	Application Reports Welcome : Role: County Home Application Reports Production Evidence - To view applications with denied market gain by creation date or producer. Openied Market Gain By Date/Producer By Count//Commodity By Count/Amount Version 12
4	On Screen ID eLDPSearch01 , enter applicable eLDP number.
	Application Reports Application Reports->Producer Search Welcome : Producer Search Role: County County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019
Home Application Reports Production Evidence Denied Market Gain By Date/Producer Crop Year: 2007 By County/Commodity	Application Reports Producer ID: - Production Evidence Tax ID Type: - Denied Market Gain Tax ID Type: - By Date/Producer Crop Year:
	Version 12 List All Producers Search By Producer ID Help
	eLDP Number: Crop Year: 2007 ▼
	List All Applications Search Application Help
	Screen ID eLDPSearch01

700 Production Evidence Reports (Continued)

B Recording Acceptable eLDP Production Evidence (Continued)

Step	Action				
5	On Screen ID eLDPApplList01:				
	• the " Report Type " will be defaulted to " Evidence Required "				
	• a list of eLDP's that require production evidence will be displayed				
	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 ".				
	• select the eLDP application and CLICK " Submit ".				
	Crop Year: 2007 💌 Commodity: 🔍 Report Type: Evidence Required 💌				
	Search Show All				
	Please click the 'Submit' button to record acceptable production evidence submitted.				
	1 Records Found 1 to 1 of 1 Crop Year eLDP Number Commodity Total Quantity Total Amount Requested Date If 2007 50004 BARLEY 907.00 145.12 05/01/2007 Select All Clear All Clear All Production Evidence Report PDF 05/01/2007				
	Screen ID eLDPApplList01				
6	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.				
	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 ".				
	Application Reports->Production Evidence->Producer Search->Application Report By Production Evidence Application Report By Production Evidence				
	County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019				
	Producer Name: Jordan Norwood State: IA Address: 24 Pennypacker St Zip: 50206 City: Anytown Email Address: Tax ID: XXX-XX-2345 Tax ID Type: 5				
	Crop Year: 2007 V Commodity: Report Type: Evidence Required V				
	Search Show All				
	Production Evidence Submission updated successfully for eLDP Number/s '(50004)'. Please click the 'Submit' button to record acceptable production evidence submitted.				
	1 Records Found 1 to 1 of 1 Crop Year eLDP Number Commodity Total Quantity Total Amount Requested Date				
	Clear All Clear All Production Evidence Report PDF				
	Screen ID eLDPAppIList01				

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:

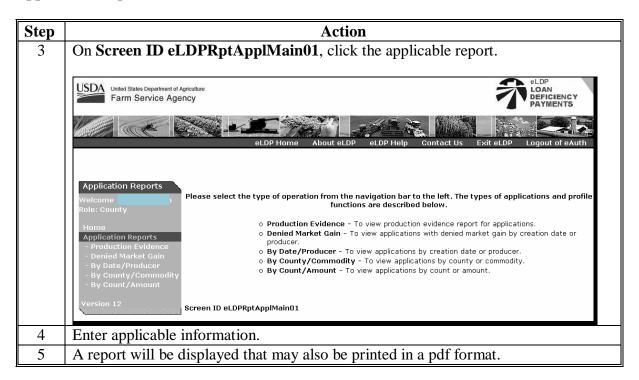
- denied market gain applications
- applications sorted by date
- applications by commodity
- applications by count/amount.

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	On Screen ID eLDPWelcome01, CLICK "Application Reports".		
	United States Department of Agriculture Farm Service Agency		
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth		
	eLDP WELCOME Welcome Welcome to Price Support Role: County Please select an item from the links on the left.		
	Home + Application + 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.		
	+ Application Reports + Profile Reports Servicing State/County: IOWA JASPER J + Admin Reports		
	+ Administrative Change Servicing State and County		
	Version 12 Screen ID eLDPWelcome01 Last Modified: 10/16/2007		

701 Miscellaneous Reports (Continued)

B Application Reports (Continued)



C Profile Reports

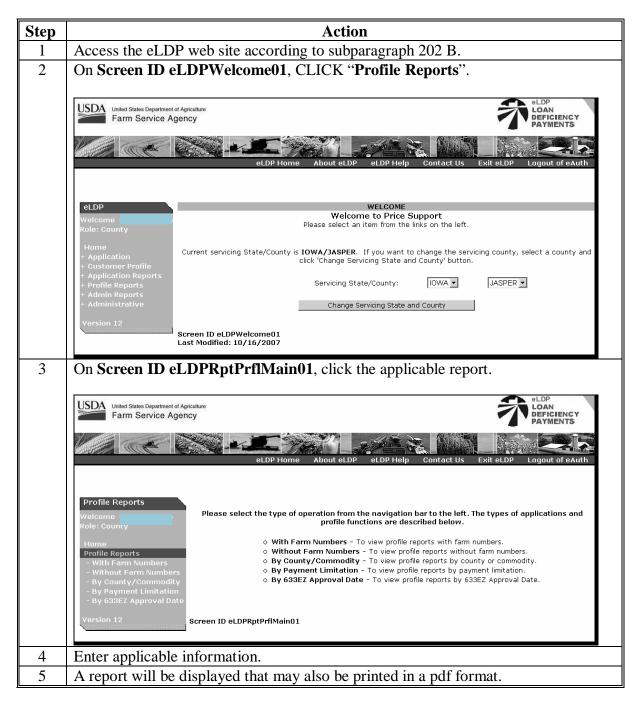
The following profile reports are available to State and County Offices to view or print:

- 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.



Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists the forms referenced in this handbook.

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

 $\underline{1}$ / 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.

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Definitions of Terms Used in This Handbook

Electronic Loan Deficiency Payment (eLDP)

<u>eLDP</u> 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)

<u>LDP's</u> 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)

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

Open Storage

<u>Open storage</u> 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 <u>required check</u> 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)

<u>RLMS</u> 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 <u>spot check</u> 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.

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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
	eLDPApplCorSum01	621
	eLDPApplList01	700
	eLDPApplMain01	321, 322, 366, 621, 623, 700, 701
	eLDPApplPayInfo02	323, 366, 367, 368, 369, 621, 622
	eLDPApplStLoc01	322, 366, 367, 368, 369, 621
	eLDPApplSum03	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
	eLDPPrflDel01	252
	eLDPPrflDis01	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

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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.

	AND the combined	
IF the	share factor	
producer	displayed in the	
is	customer profile is	THEN the web subsidiary file indicates that
an individual	1.0	the AGI indicator is "Y". The individual is eligible .
an muividuai	1.0	•
		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	1 or more of the members are ineligible.
	less than 1.0	
		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	1.0	the AGI indicator is "Y" and the permitted entity
a joint		indicator is "Y". The member is eligible . No further
operation		action is required.
- Permion	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.
		system has been property recorded.

Justifiable Overrides (Continued)

	AND the combined	
IF the producer	share factor displayed in the	
is	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.