

# **USDA LINC** Lender Interactive Network Connection *User Guide*



**United States Department of Agriculture**

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# Introduction

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## PURPOSE OF LINC

The Lender Interactive Network Connection (LINC) allows for electronic reporting by lenders to United States Department of Agriculture (USDA) agencies, including the Farm Service Agency (FSA). The USDA LINC Home page is located at <https://usdalinc.sc.egov.usda.gov/>. Lenders are required to have a level 2 eAuthentication ID and password prior to being authorized in the LINC system. Lenders may refer to an Exhibit in 2-FLP for information on how to create an account with level 2 access.

LINC's primary electronic reporting functions are:

- Submit status reports (semiannual and default)
- Add loan closing
- View loans
- Lender Pre-Authorized Debit (PAD)

## SYSTEM REQUIREMENTS

Users must have the following hardware and software to access the USDA LINC:

- A personal computer, workstation, or terminal with access to the Internet via a modem or network through an Internet Service Provider (ISP).
- An Internet Web browser that is secure socket layer (SSL) compliant (i.e., Netscape 4.08 or higher or Microsoft's Internet Explorer 4.x or higher).

## NAVIGATING

The following mechanisms are used to navigate LINC:

- **Hyperlinks** are identified by blue or violet underlined text. Hyperlinks allow users to navigate to a related screen. They are also referred to as “links.”
- **Navigation Bars** are displayed beneath the screen title on most screens. They provide easy access to home pages and several screens in LINC. The hyperlinks provided on the navigation bars vary depending on the screen and the associated functions. The Lender Status Report List screen navigation bar is shown below.



- **Buttons** are used to elicit an action on the screen or to go to a related screen. Each button's function is identified on the button itself. Common buttons include:
  - **Submit**—Submit information entered on the screen.
  - **Reset**—Clear the screen of information that was entered but not yet submitted.
  - **Save**—Save any information that was entered on the screen.
  - **Cancel/Back**—Return to the previous screen without saving changes made on the current screen.

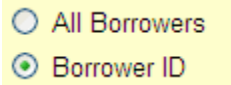
**Note:** Do not use your Web browser's Back button to navigate LINC.

- **ID Cross Reference**—Search for a particular customer using his or her GLS randomly assigned ID number, tax ID number, or Social Security number (SSN).

## SELECTING OPTIONS

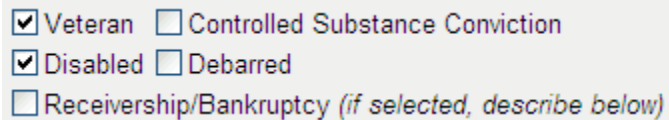
There are three ways to select options in LINC. You will use a:

- **Radio button** when you may only select one item.



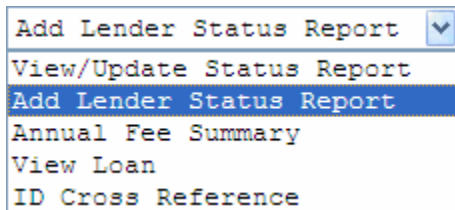
All Borrowers  
 Borrower ID

- **Check box** when you may select multiple items.



Veteran  Controlled Substance Conviction  
 Disabled  Debarred  
 Receivership/Bankruptcy *(if selected, describe below)*

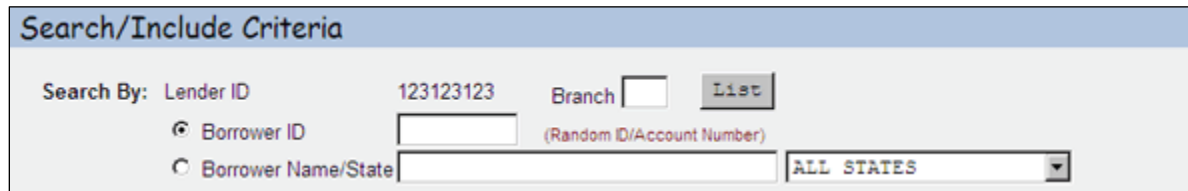
- **Drop-down menu** to select an item from a list. Click the down arrow on the drop-down menu and select an item from the list.



Add Lender Status Report ▼  
View/Update Status Report  
Add Lender Status Report  
Annual Fee Summary  
View Loan  
ID Cross Reference

## SEARCHING FOR A BORROWER

A list of borrowers will display on a list screen based on information provided by the user. There are two means of populating the list, searching by ID number or by name.



The screenshot shows a web form titled "Search/Include Criteria". It has two main sections. The first section is for searching by ID number, with a radio button selected. It includes a "Search By:" label, a "Lender ID" field with the value "123123123", a "Branch" dropdown menu, and a "List" button. The second section is for searching by name, with a radio button unselected. It includes a "Borrower Name/State" field and a dropdown menu currently set to "ALL STATES".

### ***Search by ID Number***

All ID numbers have nine digits. Social Security Numbers (SSNs) and Tax ID numbers were the standard but, to safeguard sensitive information, the USDA transitioned to randomly generated ID numbers for borrowers. The Agency assigns each borrower a Borrower ID number when the borrower is first added to the system.

**Note:** You can cross-reference a borrower's ID number against a known number, either the borrower's Tax ID number or SSN, to verify a borrower's Agency-assigned random ID number. Refer to page 6 for more information on the ID Cross Reference function.

### ***Search by Name***

When conducting a search using a person's name, enter the last name and then the first name, separated by a comma (i.e., last name, first name).

You may:

- Enter "A" in the Name field to display a list of all accounts.
- Search for all names beginning with a specific letter by entering just the letter. For example, enter the letter "S" to display names beginning with "S" in alphabetical order. Enter as much of the name as you know to narrow the search results.
- Narrow the search results by providing as much information as you know in the Include fields. The Include fields will vary depending on which list screen is displayed.
- Use an asterisk (\*) as a wild card in place of a single character, multiple characters, or "zero" characters. Zero characters will account for characters that may or may not be in the name. For example, searching for "M\*cDonald" will yield both McDonald and MacDonald.



## USING THIS GUIDE

This guide provides step-by-step instructions on how to perform tasks related to LINC. These tasks are grouped into two categories:

- **Application Authorization Security Management (AASM) System tasks** are used to add lender-employees in AASM and grant them access to LINC; assign, remove, and maintain employee security role(s) in AASM; and maintain employee information in AASM.
- **Loan Closing/Servicing tasks** are used to add loan closing and pre-authorized debit information, add status reports (semiannual and default), and view and update status reports (semiannual and default).

To use this guide, look up the task you wish to perform in the table of contents and follow the instructions. The instructions list the steps you must perform to complete the task. Additional and optional steps are addressed in the field descriptions or notes. The tasks are not necessarily presented in the sequence needed to process a loan.

There may be more than one way to perform a task. This guide provides step-by-step instructions for one method of performing each task. Alternate methods may be described, but step-by-step instructions are not included.

## WHAT IS THE AASM SYSTEM?

AASM is the database that contains lender information and the level 2 eAuth user ID numbers of all lender-employees authorized to participate in electronic reporting. FSA initially, and the lenders' Security Administrators (SAs) thereafter, will use AASM to authorize lender-employees to access the USDA LINC.

Once authorized in AASM, a lender-employee may use LINC to close guaranteed loans and manage lender status reports (semiannual and default), which keeps the lender's guaranteed borrowers account information up-to-date in the Agency's accounting records. Lenders may request more than one SA to be authorized in AASM.

Lenders may refer to the Application Authorization Security Management System tasks included in this guide for instructions on completing AASM tasks.

## ID CROSS REFERENCE


You may use the ID Cross Reference function to verify a borrower's Agency-assigned random ID number. You can access the ID Cross Reference function from the navigation bar on the FSA LINC Home page or from the button provided on the Lender Loan Closing/Administration List screen and the Lender Status Report List screen. To use this function:

1. Enter the known ID number. If the number is not the Agency-assigned random ID or account number, click the **Tax ID/SSN** radio button and input the Tax ID number or SSN.

ID Number	Tax ID/SSN	Name/Birth Date	Address/Telephone	GLS Role
<a href="#">111111111</a>	298910064	WHITE, SNOW	555 DISNEY WARRENTON, MO 63455 TELEPHONE NUMBER:	ORGANIZATION BORROWER

2. Click **Submit**. The ID Cross Reference screen will display the corresponding ID number.

## MESSAGE BOARD



**United States Department of Agriculture**  
**USDA LINC** Lender Interactive Network Connection

**MESSAGE BOARD**

**USDA LINC - Lender Interactive Network Connection** is available for use Monday through Saturday from 6am to 6pm CST/CDT and Sunday from 8am to 4pm CST/CDT.

**All Programs**  
 The GLS system will be unavailable on Saturday, Dec 4, 2010 due to a large software implementation.

**Business Programs (BP)**  
 On December 4, 2010, we will be implementing new web pages to allow Intermediaries to input their funds administration data from the 1954-1. These are public facing web pages with the USDA standard look and feel.

**Community Facility (CF)**

**Farm Service Agency (FSA)**

**Multi-Family Housing (MFH)**

**Relending Program (RLP)**  
 On December 4, 2010, we will be implementing new web pages to allow Intermediaries to input their funds administration data from the 1954-1. These are public facing web pages with the USDA standard look and feel.

**Single Family Housing (SFH)**  
 For questions, please contact the Single Family Housing Guaranteed Loan Division by dialing (202) 720-1452 or the Centralized Servicing Center by dialing (866) 550-5887.

**Water & Waste (WW)**

**Expected Downtime:**  
 A major software upgrade will be implemented the weekend of December 4, 2010 affecting the Single Family Housing Guarantee Loan program applications and Ultimate Recipient Public Facing Web Pages. GUS and GLS are expected to be down the entire day on December 4th. The systems are expected to be back up on Sunday, December 5th by about 8:00 am Central.

Changes to the systems include, but are not limited to:

1. Form RD 1980-86, "Request for Reservation of Funds," is now obsolete. The Agency has retired the Reservation of Funds System and has moved to a first come-first serve basis for funds. Form RD 1980-21, "Request for Single Family Housing Loan Guarantee," has been revised to capture additional data necessary to process guaranteed loans.
2. Links added to access a zip code lookup and to lookup income limits from within the application.
3. Third party originator indicator fields to collect third party originator data added.

**System Messages:**

If you are unable to complete your transaction(s) on USDALinc, your Popup blocker may be turned on. Please click on the following link for information on Internet Explorer Popup windows. [Popup Information](#)

If you are having trouble with web pages after upgrading to Internet Explorer Version 8.0, you may need to change the browser to use the compatibility view mode. Please click on the following link for information on setting the compatibility view mode in Internet Explorer. [IE 8.0 Compatibility View Mode](#)

**Warning:** This site is for authorized Guaranteed Loan Lenders only.  
 Using the "Back" browser button can sometimes cause unpredictable results.  
 For questions on navigating screens, reporting requirements, or system availability, contact the DCF0/Guaranteed Loan Branch on their toll free number 877-636-3789 or email them at [RD.DCFO.GLB@stl.usda.gov](mailto:RD.DCFO.GLB@stl.usda.gov). The Branch is staffed Monday through Friday from 6:00a.m. to 4:30p.m. CST/CDT.

The Message Board provides administrative information pertaining to LINC. It is accessible via a link on the navigation bar on the USDA LINC Home page.

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## **Application Authorization Security Management (AASM) System Tasks**

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Application Authorization Security Management (AASM) System tasks are used to add lender-employees in AASM and grant them access to LINC; assign, remove, and maintain employee security role(s) in AASM; and maintain employee information in AASM.

The following tasks are addressed in this section:

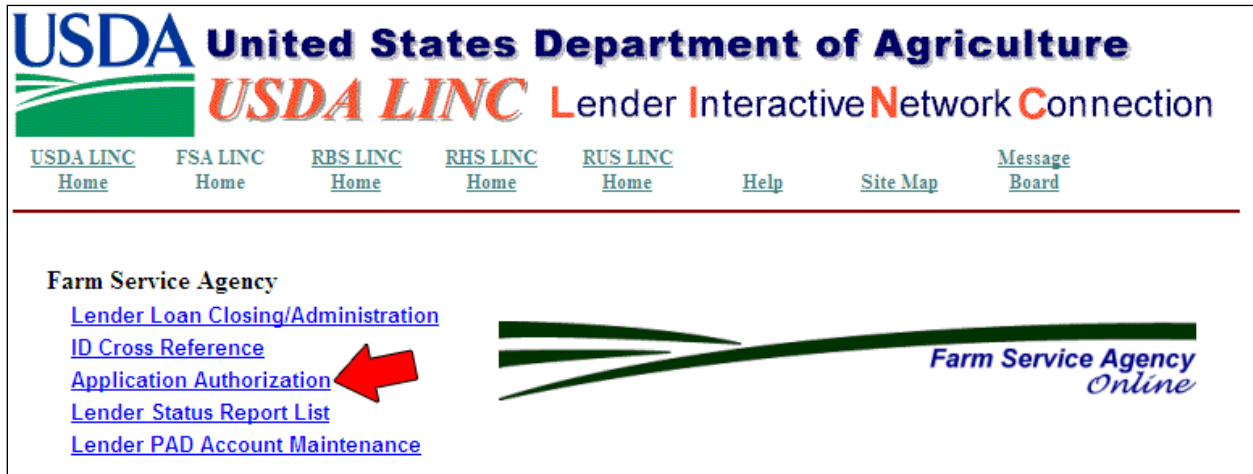
- Add lender-employee
- Remove/modify lender-employee
- Maintain employee information

## ADD LENDER-EMPLOYEE

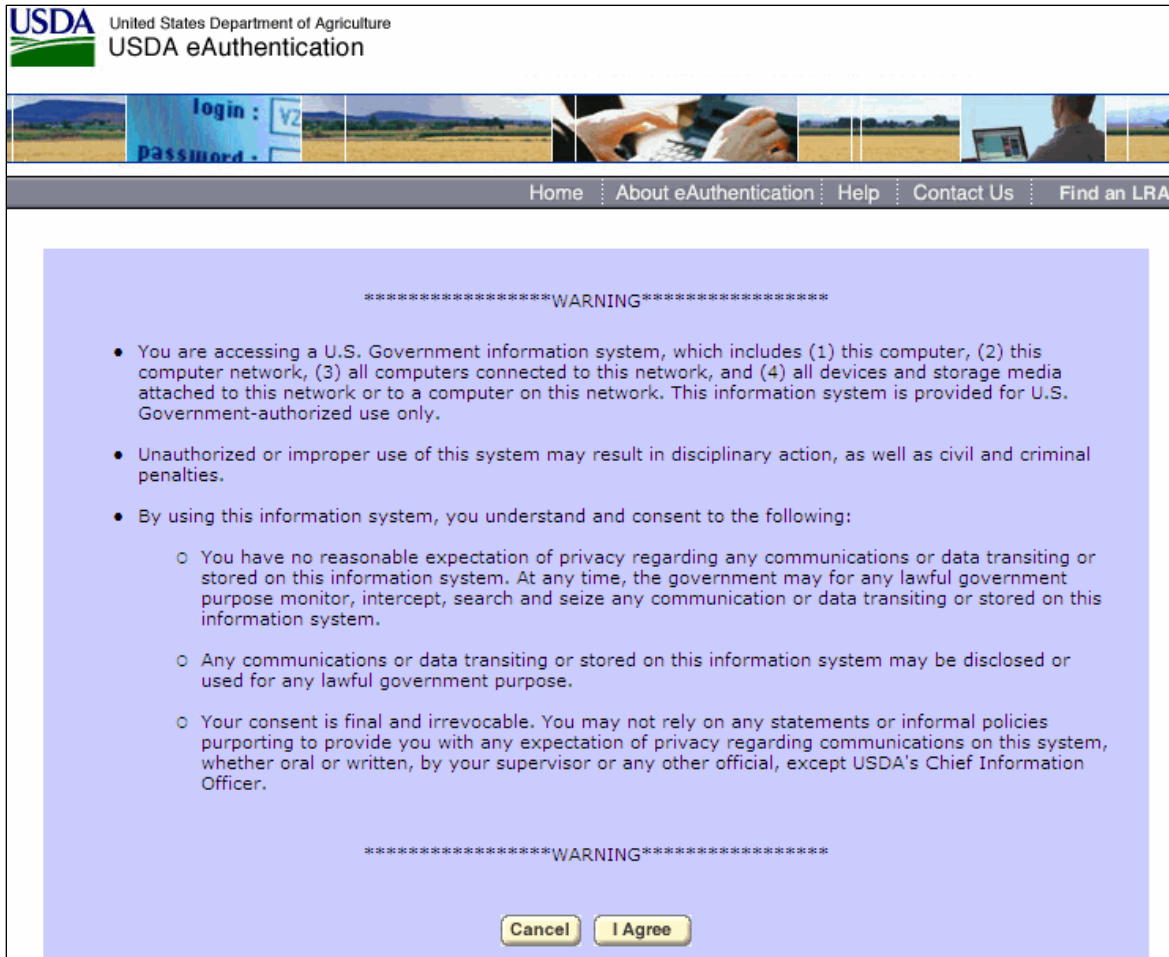
The purpose of this task is to add a lender-employee to AASM, including designating their security role.



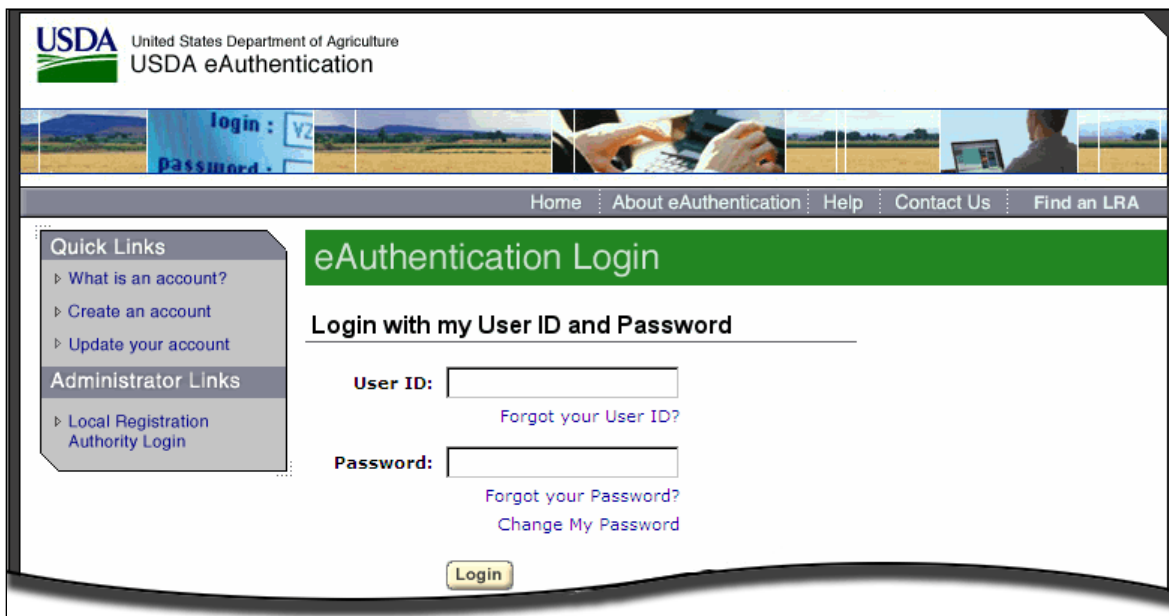
1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the FSA LINC Home hyperlink on the navigation bar or the Farm Service Agency icon.



2. Click the **Application Authorization** hyperlink.



3. Click **I Agree**.



4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

The screenshot shows the 'User List' page. At the top left is the USDA logo. To its right is the page title 'Application Authorization Security Management' and three links: 'LINC Home', 'Logout', and 'Help'. Below this is a blue header bar with the text 'User List'. The main content area has a yellow background and contains several input fields: 'Lender ID' with the value '123123123', 'Intermediary' (empty), 'System Id' with a dropdown menu showing 'GLSLVL2', 'eAuth User ID' (empty), 'Last Name' (empty), and 'First Name' (empty). To the right of the 'eAuth User ID', 'Last Name', and 'First Name' fields are red instructions: 'Use \* at end of eAuth User ID for wildcard search', 'Use \* at end of Last Name for wildcard search', and 'Use \* at end of First Name for wildcard search'. There is also a 'USDA Branch Nbr' field and a 'Branch List' button. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Add User'.

5. Click **Add User**.

**Note:** This screen refreshes as information is submitted and automatically displays the necessary sections and fields.

The screenshot shows the 'User Maintenance' page. At the top left is the USDA logo. To its right is the page title 'Application Authorization Security Management' and three links: 'LINC Home', 'Logout', and 'Help'. Below this is a blue header bar with the text 'User Maintenance'. The main content area has a yellow background and contains several input fields: 'eAuth User ID \*' (empty), 'Name' (empty), 'Phone/Extn \*' (two empty fields), 'Fax' (empty), 'Email Address' (empty), and 'Assurance Level' (empty). At the bottom of the form are four buttons: 'Save', 'Reset', 'Back', and 'Add Role'.

6. Enter the employee's eAuth user ID number, phone and extension, and any other information for the employee being added and click **Add Role**.

**Note:** The screen will refresh to confirm that the eAuth User ID is valid. If the eAuth User ID is invalid, an error message will display.



**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logoff](#) | [Help](#)

### User Role Maintenance

eAuth User ID	MARILYNTEST4
Last Name	testid
First Name	marilyn's
Phone/Extn	(314)335-8494
Fax	
Email Address	marilyn.deming@stl.usda.gov
Assurance Level	2
Status	Inactive

Authorized System \*  ▼

Security Role \*  ▼

7. Select **Guaranteed Loan System – Level 2** from the Authorized System drop-down menu.
8. Select the appropriate role from the Security Role drop-down menu.

**Note:** The following roles in the Security Role drop-down menu do not apply to FSA:  
 Lender Loan Closing, Branch Loan Closing, and Account Cross Reference.

Security Roles Ordered in Descending Level of Administrative Functionality :

- Lender Representative (Allows the user to enter transactions for all of the lender's branches)
- Lender Viewer (Allows the user view only capabilities of all transactions associated with the lender ID for all branches)
- Branch Representative (Allows the user to enter transactions for only the lender branch for which the user is associated)
- Branch Viewer (Allows the user view only capabilities of all transactions for the branch for which the user is associated)
- Lender Loan Closing (Allows the user to perform loan closing transactions associated with the lender ID for all branches)
- Branch Loan Closing (Allows the user to perform loan closing transactions for only the lender branch for which the user is associated)
- Account Cross Reference (Allows the user view only access to the Id Cross Reference Page)

**Note:** Each Security Role is defined at the bottom of the current screen (as shown above).

**USDA Application Authorization Security Management**  
[LINC Home](#) | [Logout](#) | [Help](#)

### User Role Maintenance

eAuth User ID	MARILYNTEST4
Last Name	testid
First Name	marilyn's
Phone/Extn	(314)335-8494
Fax	
Email Address	marilyn.deming@stl.usda.gov
Assurance Level	2
Status	Inactive

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Authorized System *	Guaranteed Loan System - Level 2
Security Role *	Lender Representative
Lender ID *	Select
USDA Assigned Branch Nbr *	Select <input type="button" value="BranchList"/>

9. Enter the lender's ID number in the Lender ID field or select it from the Lender ID drop-down menu, if available.

Status inactive

Authorized System *	Guaranteed Loan System - Level 2
Security Role *	Lender Representative
Lender ID *	123123123 SHARON'S BANK
USDA Assigned Branch Nbr *	001 <input type="button" value="BranchList"/>
Loan Program *	<input type="checkbox"/> BP) <input type="checkbox"/> CF) <input type="checkbox"/> WW) <input type="checkbox"/> MH) <input type="checkbox"/> FSA)

10. Click **Branch List**.



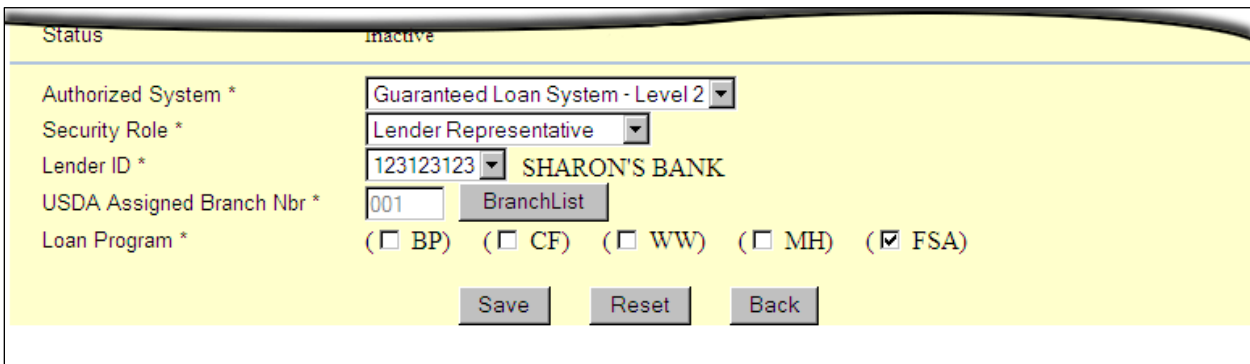
**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logoff](#) | [Help](#)

**Lender ID:** 123123123

Branch Nbr	Lender Name	Address
<a href="#">001</a>	SHARON'S BANK	1 MAIN ST WENTZVILLE, MO 63385-1235
<a href="#">002</a>	SHARON'S BANK	2 MAIN ST SPRINGFIELD, IL 12321-1232
<a href="#">003</a>	SHARON'S BANK	3 MAIN ST DES MOINES, IA 12222-2222

11. Select the hyperlink in the Branch Nbr column to populate the USDA Assigned Branch Nbr field.

**Note:** This step is required even if the Security Role has access to all lender branches.



Status: inactive

Authorized System \*

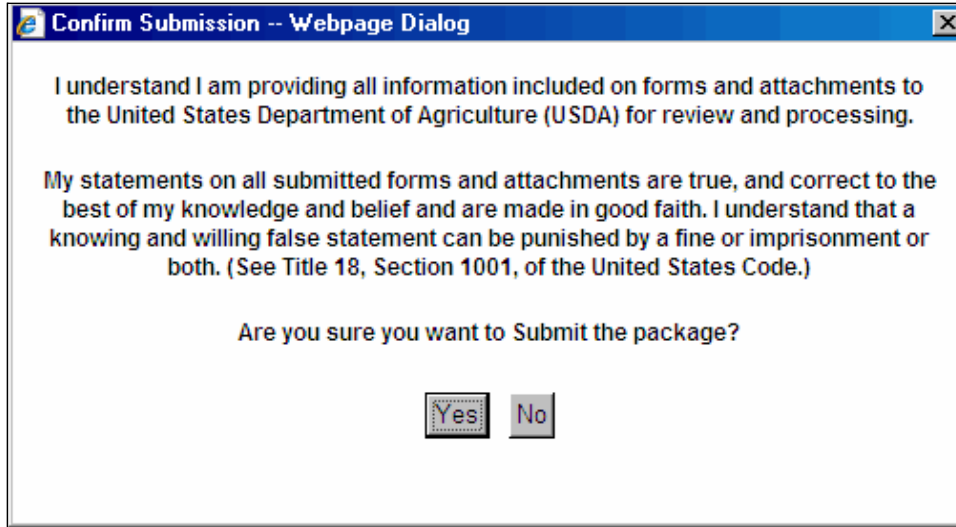
Security Role \*

Lender ID \*  SHARON'S BANK

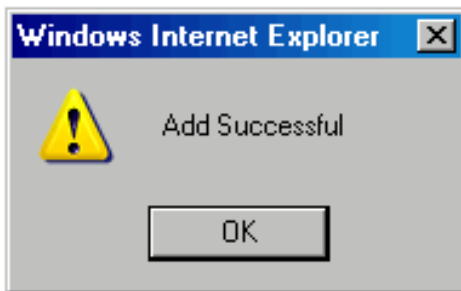
USDA Assigned Branch Nbr \*

Loan Program \*  BP)  CF)  WW)  MH)  FSA)

12. Click the FSA check box in the Loan Program field and click **Save**.



13. Click **Yes** to confirm submission.



14. Click **OK**.

**Note:** The employee added will receive a confirmation email stating he or she has been authorized by the Security Administrator to use the Guaranteed Loan System (GLS) via LINC.

## REMOVE/MODIFY LENDER-EMPLOYEE

The purpose of this task is to remove or modify an employee's security role. Removing all roles assigned to a lender-employee will result in the employee having an inactive status in the system.

**Note:** Whenever a lender's employee leaves the institution, the lender must remove all security roles assigned to prevent access to the system.

**USDA United States Department of Agriculture**  
**USDA LINC Lender Interactive Network Connection**

USDA LINC Home   **FSA LINC Home**   RBS LINC Home   RHS LINC Home   RUS LINC Home   Help   Site Map   Message Board

NOTE: New User button and Log On hyper link for EDI have been moved to the EDI menu.

Welcome to the Farm Service Agency   Rural Housing Service   Relending Programs

Rural Business Service   Rural Utilities Service

NOTE: This site requires Secure Socket Layer. Therefore you must use Internet Explorer 4.0 and higher is supported on this site, however Internet Explorer version 6.0 is highly recommended and is the highest version supported. To view the help documentation you must use [Adobe Acrobat](#)

1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the FSA LINC Home hyperlink on the navigation bar or the Farm Service Agency icon.

**USDA United States Department of Agriculture**  
**USDA LINC Lender Interactive Network Connection**

USDA LINC Home   FSA LINC Home   RBS LINC Home   RHS LINC Home   RUS LINC Home   Help   Site Map   Message Board

**Farm Service Agency**

[Lender Loan Closing/Administration](#)  
[ID Cross Reference](#)  
**[Application Authorization](#)**  
[Lender Status Report List](#)  
[Lender PAD Account Maintenance](#)

*Farm Service Agency Online*

2. Click the **Application Authorization** hyperlink.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

3. Click **I Agree**.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)  
[Change My Password](#)

Login

4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA Application Authorization Security Management**  
[LINC Home](#) | [Logoff](#) | [Help](#)

**User List**

Lender ID:  USDA Branch Nbr:  [Branch List](#)

Intermediary:

System Id:

eAuth User ID:  Use \* at end of eAuth User ID for wildcard search

Last Name:  Use \* at end of Last Name for wildcard search

First Name:  Use \* at end of First Name for wildcard search

[Submit](#) [Reset](#) [Add User](#)

5. Enter the employee’s eAuth User ID number and click **Submit**.

**USDA Application Authorization Security Management**  
[LINC Home](#) | [Logoff](#) | [Help](#)

**User List**

Lender ID:  USDA Branch Nbr:  [Branch List](#)

Intermediary:

System Id:

eAuth User ID:  Use \* at end of eAuth User ID for wildcard search

Last Name:  Use \* at end of Last Name for wildcard search

First Name:  Use \* at end of First Name for wildcard search

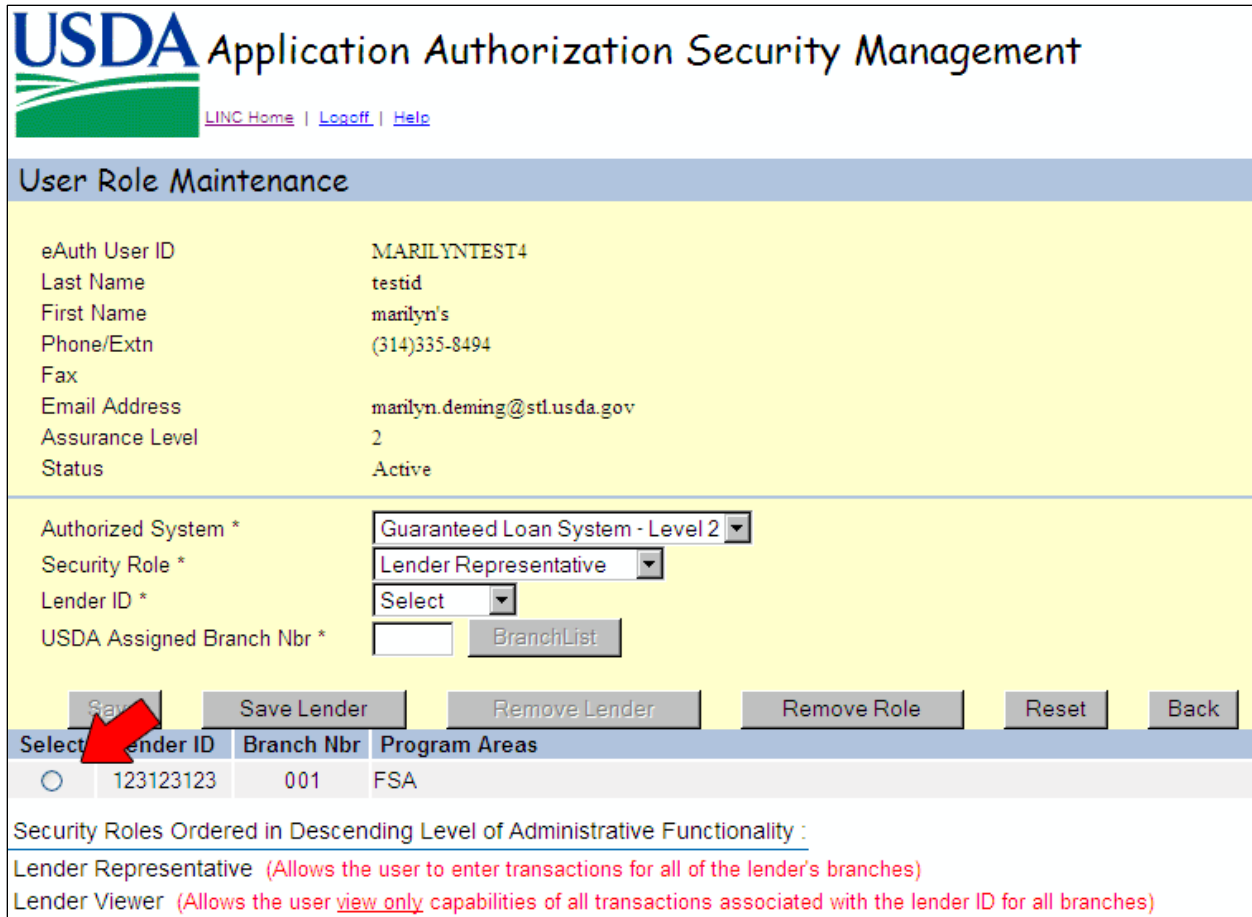
[Submit](#) [Reset](#) [Add User](#)

Action: 

- Maintain Role
- Maintain User
- Add Role

eAuth U	Name	Status	System	Role	Lender ID	Branch	Program
<a href="#">MARLYNTEST4</a>	testid, marilyn's	Active	GLSLVL2	<a href="#">Lender Representative</a>	123123123	001	FSA

6. Select **Maintain Role** from the Action drop-down menu and click the hyperlink in the Role column for the correct employee.



**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logout](#) | [Help](#)

### User Role Maintenance

eAuth User ID: MARILYNTEST4  
 Last Name: testid  
 First Name: marilyn's  
 Phone/Extn: (314)335-8494  
 Fax:  
 Email Address: marilyn.deming@stl.usda.gov  
 Assurance Level: 2  
 Status: Active

Authorized System \*:   
 Security Role \*:   
 Lender ID \*:   
 USDA Assigned Branch Nbr \*:

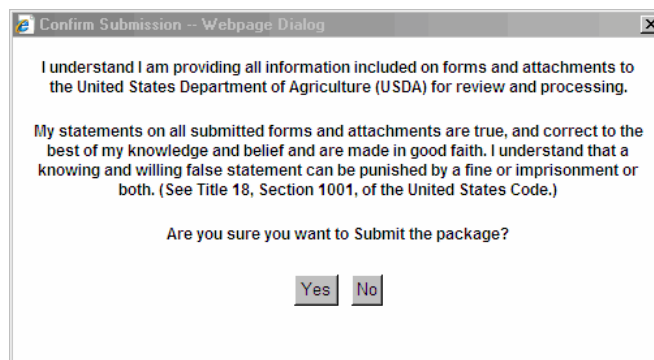
Select	Lender ID	Branch Nbr	Program Areas
<input type="radio"/>	123123123	001	FSA

Security Roles Ordered in Descending Level of Administrative Functionality :  
 Lender Representative (Allows the user to enter transactions for all of the lender's branches)  
 Lender Viewer (Allows the user view only capabilities of all transactions associated with the lender ID for all branches)

7. To modify an employee's role, select the applicable Lender ID by clicking the radio button in the Select column. The screen will refresh. Go to Step 8.

To remove an employee's security role, click **Remove Role**.

Click **Yes** to confirm removal.



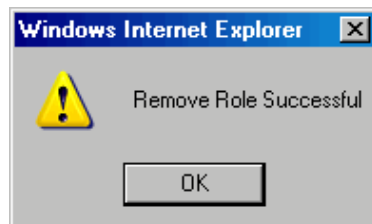
Confirm Submission -- Webpage Dialog

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.


My statements on all submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001, of the United States Code.)

Are you sure you want to Submit the package?

Click **Yes**.



Windows Internet Explorer

 Remove Role Successful



**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logout](#) | [Help](#)

### User Role Maintenance

eAuth User ID: MARILYNTEST4  
 Last Name: testid  
 First Name: marilyn's  
 Phone/Extn: (314)335-8494  
 Fax:  
 Email Address: marilyn.deming@stl.usda.gov  
 Assurance Level: 2  
 Status: Active

Authorized System \*: Guaranteed Loan System - Level 2  
 Security Role \*: Branch Representative  
 Lender ID \*: 123123123 SHARON'S BANK  
 USDA Assigned Branch Nbr \*: 001   
 Loan Program \*:  BP  CF  WW  MH  FSA

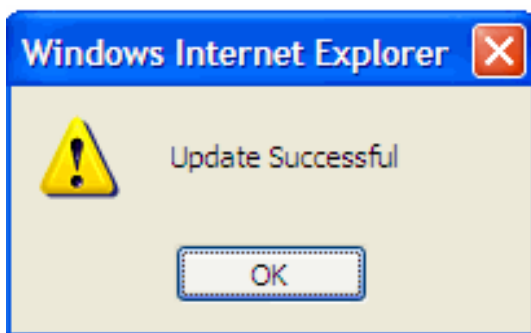
Select	Lender ID	Branch Nbr	Program Areas
<input checked="" type="radio"/>	123123123	001	FSA

Security Roles Ordered in Descending Level of Administrative Functionality :

- Lender Representative (Allows the user to enter transactions for all of the lender's branches)
- Lender Viewer (Allows the user view only capabilities of all transactions associated with the lender ID for all branches)
- Branch Representative (Allows the user to enter transactions for only the lender branch for which the user is associated)
- Branch Viewer (Allows the user view only capabilities of all transactions for the branch for which the user is associated)
- Lender Loan Closing (Allows the user to perform loan closing transactions associated with the lender ID for all branches)
- Branch Loan Closing (Allows the user to perform loan closing transactions for only the lender branch for which the user is associated)
- Account Cross Reference (Allows the user view only access to the Id Cross Reference Page)

8. Select the applicable security role from the Security Role drop-down menu. Click the **FSA** check box in the Loan Program field and click **Save**.

**Note:** The following roles in the Security Role drop-down menu do not apply to FSA: Lender Loan Closing, Branch Loan Closing, and Account Cross Reference.



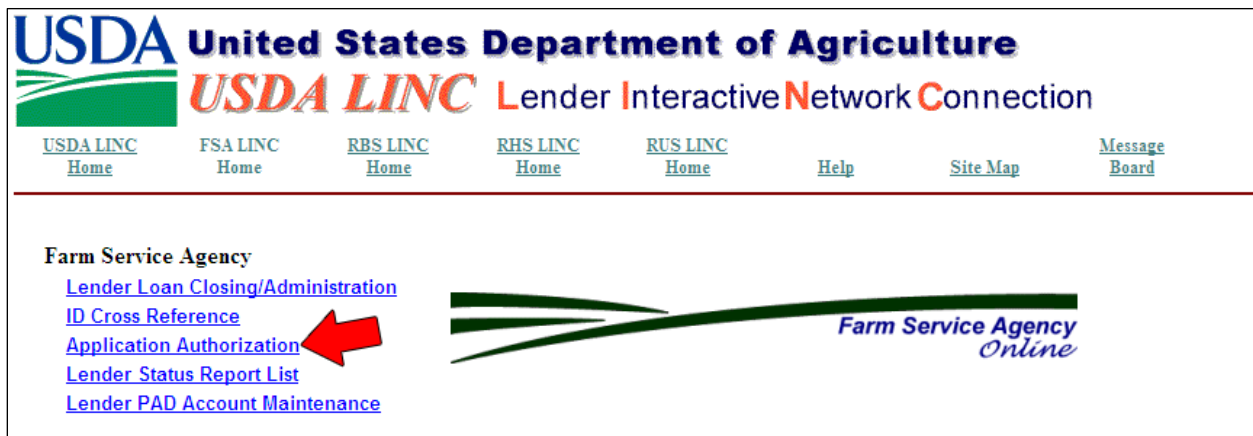
9. Click **OK**. The Application Authorization Security Management screen will refresh.

## MAINTAIN EMPLOYEE INFORMATION

The purpose of this task is to maintain an employee's information in AASM.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.



2. Click the **Application Authorization** hyperlink.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

3. Click **I Agree**.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

**eAuthentication Login**

**Login with my User ID and Password**

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)  
[Change My Password](#)

Login

4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logout](#) | [Help](#)

### User List

Lender ID:  USDA Branch Nbr:  [Branch List](#)

Intermediary:

System Id:

eAuth User ID:  Use \* at end of eAuth User ID for wildcard search

Last Name:  Use \* at end of Last Name for wildcard search

First Name:  Use \* at end of First Name for wildcard search

[Submit](#) [Reset](#) [Add User](#)

5. Enter the employee’s eAuth User ID number and click **Submit**.

**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logout](#) | [Help](#)

### User List

Lender ID:  USDA Branch Nbr:  [Branch List](#)

Intermediary:

System Id:

eAuth User ID:  Use \* at end of eAuth User ID for wildcard search

Last Name:  Use \* at end of Last Name for wildcard search

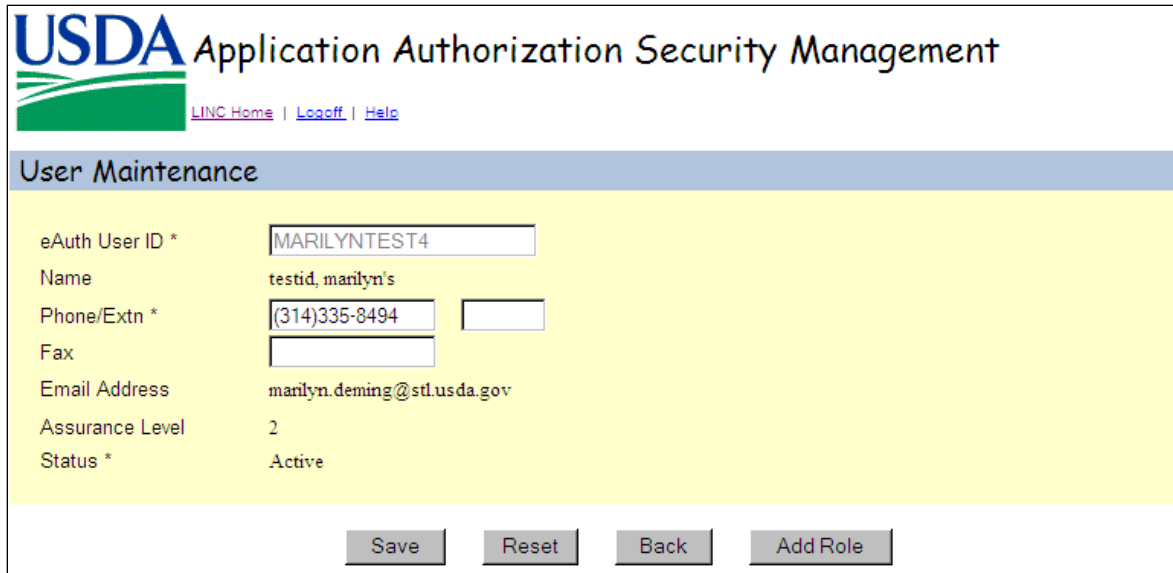
First Name:  Use \* at end of First Name for wildcard search

Action:  (Dropdown menu open: Maintain Role, **Maintain User**, Add Role)

[Submit](#) [Reset](#) [Add User](#)

eAuth User ID	Name	Status	System	Role	Lender ID	Branch	Program
<a href="#">MARLYNTEST4</a>	testid, marilyn's	Active	GLSLVL2	<a href="#">Lender Representative</a>	123123123	001	FSA

6. Select **Maintain User** from the Action drop-down menu and click the hyperlink in the eAuth User ID column.

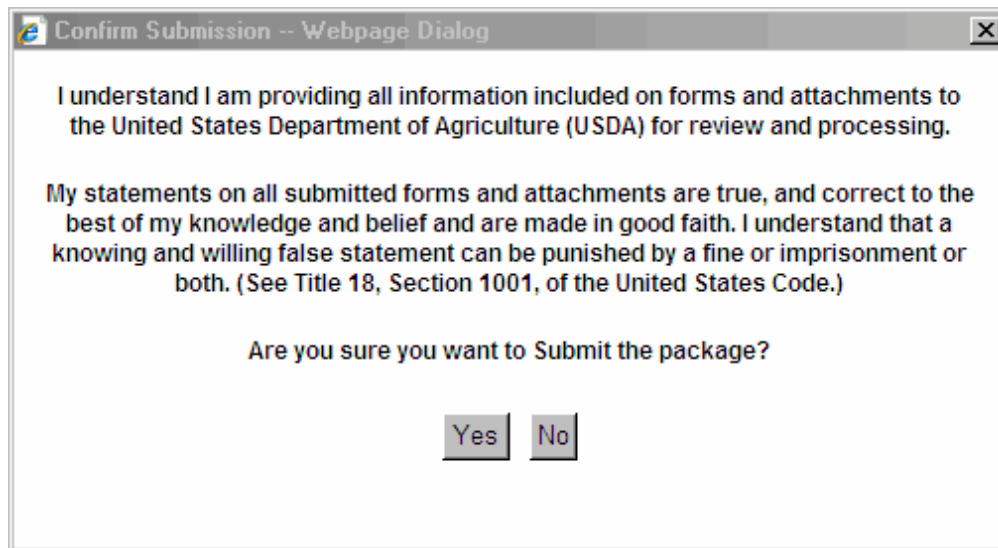


**USDA** Application Authorization Security Management  
[LINC Home](#) | [Logout](#) | [Help](#)

### User Maintenance

eAuth User ID *	<input type="text" value="MARILYNTEST4"/>
Name	testid, marlyn's
Phone/Extn *	<input type="text" value="(314)335-8494"/> <input type="text"/>
Fax	<input type="text"/>
Email Address	marilyn.deming@stl.usda.gov
Assurance Level	2
Status *	Active

7. Enter the information to be changed and click **Save**.



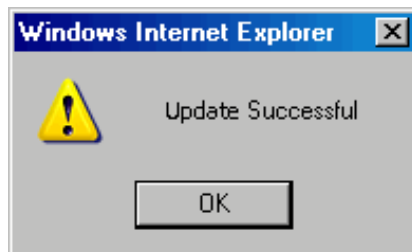
Confirm Submission -- Webpage Dialog

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.

My statements on all submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001, of the United States Code.)

Are you sure you want to Submit the package?

8. Click **Yes** to confirm submission.



9. Click **OK**.

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## Loan Closing/Servicing Tasks

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Loan closing tasks are used to add loan closing and pre-authorized debit information; add status reports (semiannual and default), view and update status reports (semiannual and default), view search results of all status reports that fall within a specified date range, and view search results for borrower's submitted status reports from a specified date on and by loan type.

The following tasks are addressed in this section:

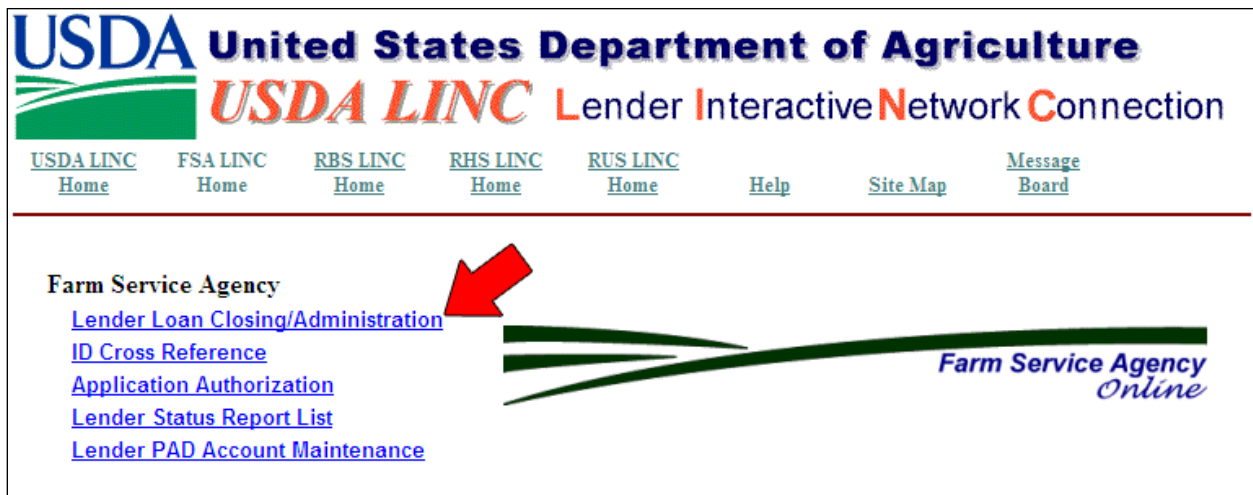
- Add lender loan closing information
- Add lender status report
- Add lender default status report
- Historical status report search
- Submitted status report search
- View/update lender status report
- View/update default status report
- Terminate a guaranteed loan
- Add lender pre-authorized debit information

## ADD LENDER LOAN CLOSING INFORMATION

The purpose of this task is to provide loan closing information to FSA.

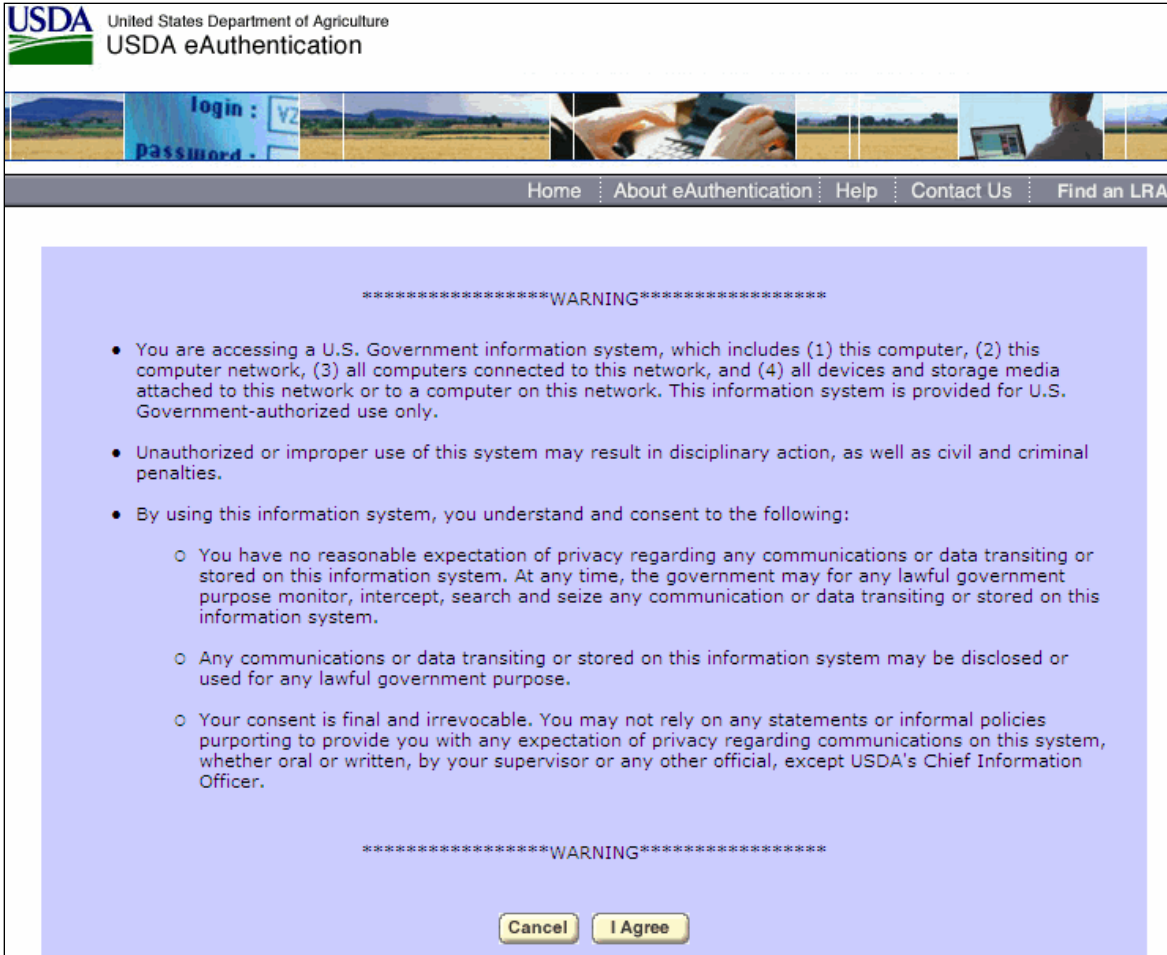


1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the FSA LINC Home hyperlink on the navigation bar or the Farm Service Agency icon.

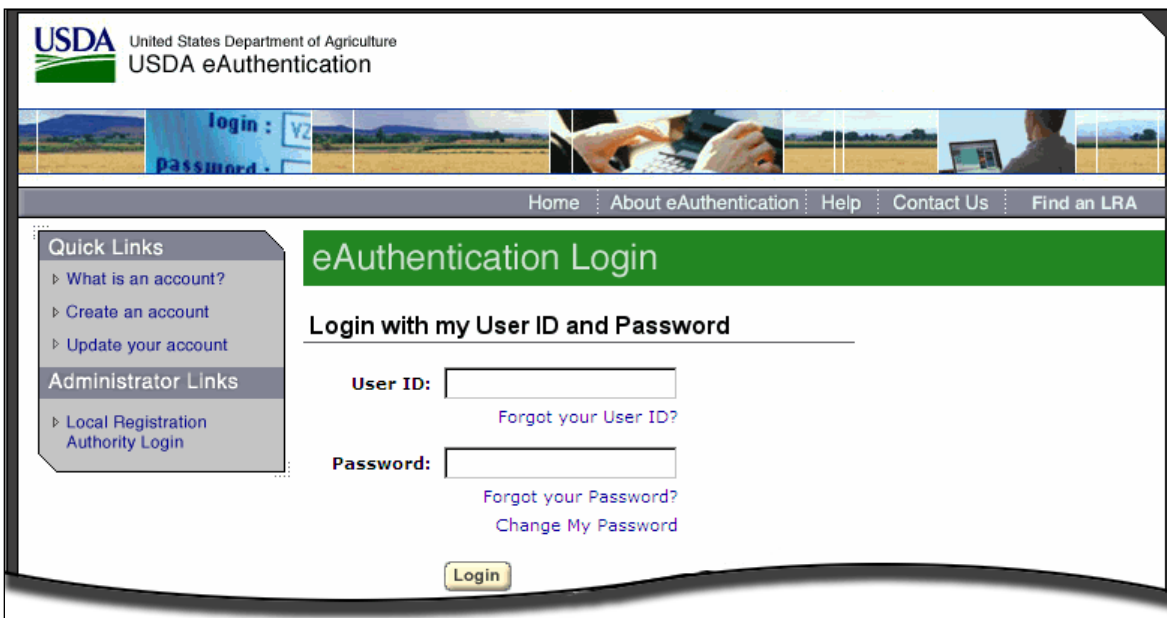


2. Click the Lender Loan Closing/Administration hyperlink.





3. Click **I Agree**.



4. Enter your User ID (i.e, level 2 eAuth ID) number and password. Click **Login**.

**USDA Lender Loan Closing / Administration List**

LINC Home | FSA LINC Home | RBS LINC Home | RHS LINC Home | RUS LINC Home | Help | Logoff

**Search/Include Criteria**

Search By: Lender ID 123123123 Branch

Borrower ID  (Random ID/Account)

Borrower Name/State

Include: Program Area ALL PROGRAM AREAS

Request Type Obligations

Loan Status All Statuses

Submit Reset ID Cross Reference Cancel

5. Enter the borrower’s ID number in the Borrower ID field and select **Obligations** from the Request Type drop-down menu.

**Note:** To display a list of all accounts, click the **Borrower Name/State** radio button and enter “A” in the Borrower Name field. Select **Farm Program** from the Program Area drop-down menu to further narrow the search results.

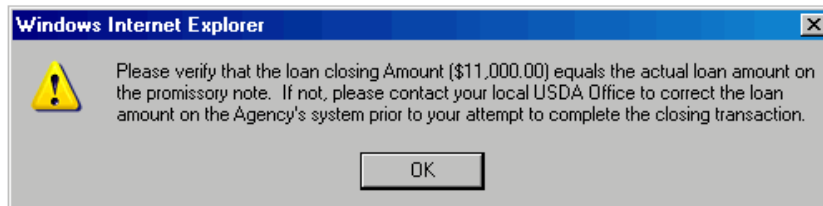
6. Click **Submit**.

Submit Reset ID Cross Reference Cancel


Action Add Loan Closing

State	County	Borrower ID/ Tax ID	Borrower Name	USDA Obl Loan Number	Amount	USDA Lender Branch	Loan Type	Statu
14	000	<a href="#">00000001</a> *****7444	DOC THE DWARF	01	\$11,000.00	003	FO LCPP	OBLIGAT
29	092	<a href="#">00000002</a> *****6736	DOPEY THE DWARF	04	\$22,222.22	001	FO LCPP	OBLIGAT
29	092	<a href="#">00000002</a> *****6736	DOPEY THE DWARF	03	\$2,000.00	001	FO LCPP	OBLIGAT

7. Select **Add Loan Closing** from the Action drop-down menu. Click the hyperlink in the Borrower ID/Tax ID column for the obligation to be closed.



8. Verify the loan to be closed and click **OK**.



### GLS Add Loan Closing

[Help](#)

---

**Borrower Information**

Borrower ID/Name	00000001 DOC THE DWARF
Address	654 DISNEY DISNEY, IL 32665
Geographic State/County	14 / 000

---

**Lender Information**

Originating Lender ID *	<input type="text" value="123123123"/>	USDA-Assigned Branch *	<input type="text" value="003"/>	<input type="button" value="List"/>	<input type="button" value="Confi"/>
Name	<input type="text" value="SHARON'S BANK"/>				
Address	<input type="text" value="3 MAIN ST"/>				
	<input type="text" value="DES MOINES, IA 12222-2222"/>				

---

**Loan Information**

Agency Loan Number	<input type="checkbox"/>	Lender Loan Number	<input type="text"/>
Geographic State/County	14 / 000	Obligation Loan Number	01
Obligation Date	08/19/2010	Obligation Fiscal Year	2010
Obligation Amount	\$11,000.00		
Loan Type	FO CONTRACT LAND SALE		
Assistance Type	397	LNDCTRCT PRMPT BEG FARMER	
Source Of Funds	1	NEW GUARANTEED LOAN	
SERVICING OFFICE	13 / 395	ILLINOIS	NASHVILLE

---

**LOAN TERMS**

Loan Amount	<input type="text" value="\$11,000.00"/>	(Finance Office Only)	
Closing Date *	<input type="text"/>	Maturity Date *	<input type="text"/>
Percent of Guarantee	90%	Interest Rate Basis *	<input type="button" value="Select"/>
Guar Interest Rate *	<input type="text" value="8.2525%"/>	Rate Type *	<input type="button" value="VARIABI"/>
Non-Guar Int Rate*	<input type="text" value="8.2525%"/>	Rate Type *	<input type="button" value="VARIABI"/>

---

**GUARANTEE FEE**

Purpose Code *	<input type="text" value="7 INITIAL CLOSING (NO FEE)"/>		
Fee Amount	<input type="text"/>	Fee Deposit Date	<input type="text"/>

---

**FSA Additional Closing Information**

<b>ADVANCES</b>	Amount Advanced at Closing	<input type="text"/>
	Final Advance Date (for Line-of-credit only)	<input type="text"/>
<b>INTEREST ASST</b>	Annual Review Date (MM/DD)	<input type="text"/>
	Interest Asst Rate	<input type="text" value="0.0"/> Interest Asst Years <input type="text" value="00"/>

---

**FSA Review Information**

REAL ESTATE APPRAISAL REVIEW	Date Completed	<input type="text"/>
CHATTEL APPRAISAL REVIEW	Date Completed	<input type="text"/>

---

**Lender Loan Comments**

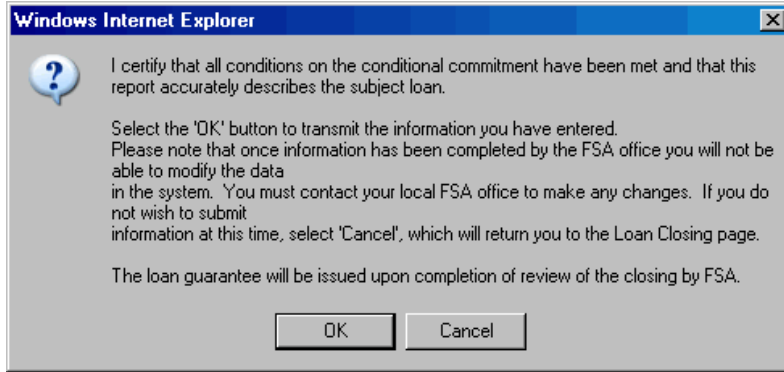
9. Enter all necessary data.

**Note:** Data fields are pre-populated based on the application, loan guarantee request, and obligation information.

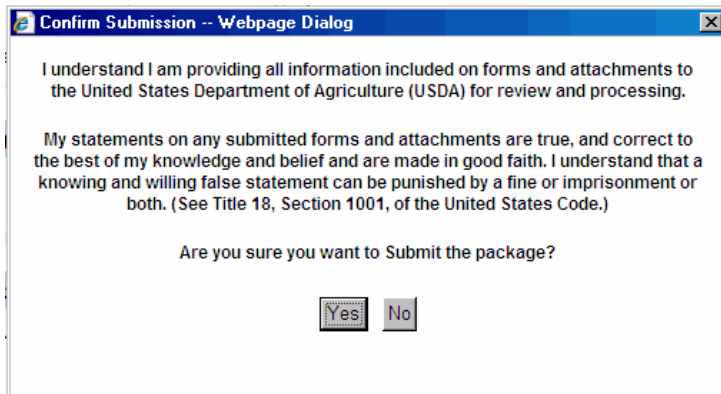
10. Enter any additional information (e.g., comments) and click **Submit**.

**Notes:**

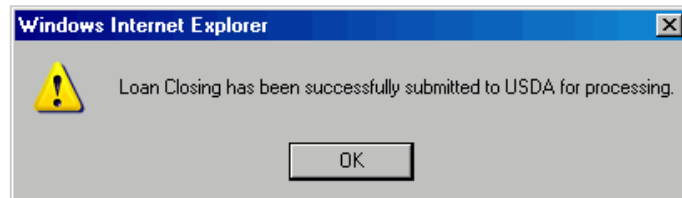
- Correct any error(s) recognized by the system and click **Submit** again.
- Popup blockers must be turned off in order to submit data.



11. Click **OK**.



12. Click **Yes**.



13. Click **OK**.

14. The GLS Add Loan Closing screen will redisplay. Create a screen print if necessary and click **Cancel** to exit. The Lender Loan Closing/Administration List screen will display.

**Note:** The status of the loan just closed will remain "Obligated" until FSA accepts the loan closing.

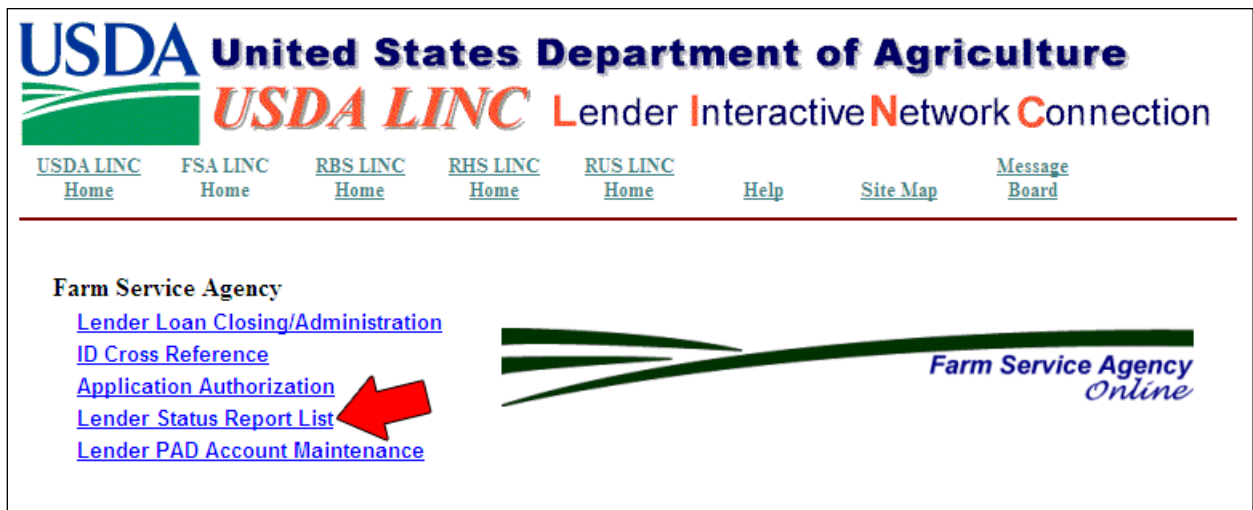
Once a loan closing is processed by FSA, lenders may review it. In step 5 above, select **Loans** from the Request Type drop-down menu and click **Submit**. Click the hyperlink in the Borrower ID column for the loan you wish to view.

## ADD LENDER STATUS REPORT

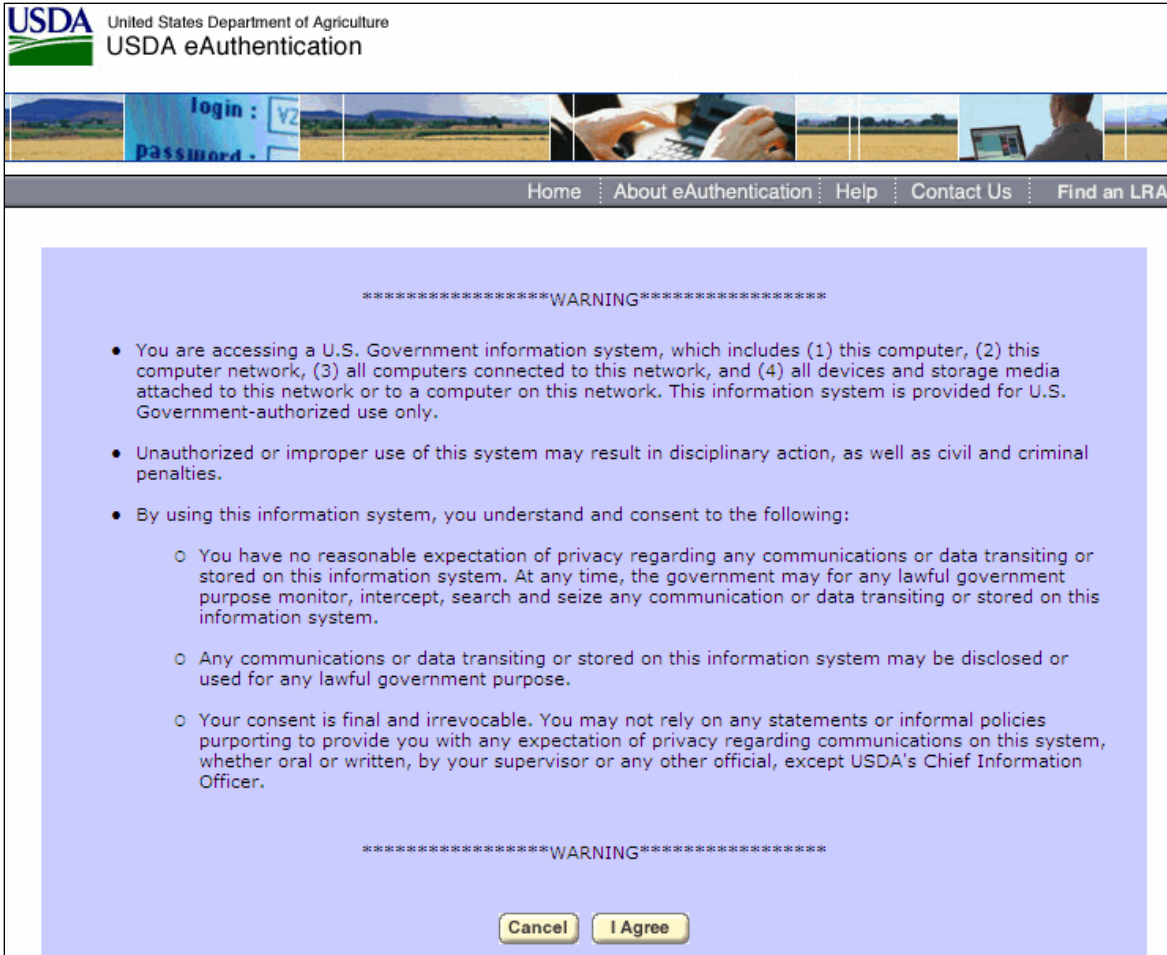
The purpose of this task is to add semiannual status reports as required by FSA.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.



2. Click the **Lender Status Report List** hyperlink.



3. Click **I Agree**.



4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA Lender Status Report LINC**

LINC Home | FSA LINC Home | RBS LINC Home

**Search/Include Criteria**

Search By: Lender ID  Branch

All Borrowers  
 Borrower ID  (Random ID/Account Number)

Include: Loan Type   
 Report Type   
 Receipt Status   
 Report Effective Date  through

Action

Borrower ID/ Tax ID	Borrower Name	USDA Loan Number	Loan Type	USDA Lender Branch	Report Loan Number	Report Type	Effective Date	Receipt Status	Statu Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	PAST DUE	10/19/2
000000004 *****2247	DWARF, SNEEZY	51	FO LCPP	002		DEFAULT	<a href="#">10/09/2010</a>	PAST DUE	10/09/2
444444444 *****2490	MOUSE, MICKEY	50	FO CL	003		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	51	FO CL	003		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	52	FO CL	003		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
777777777 *****3857	MOUSE, MINNIE	50	FO LCSG	002		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2

- A list of all borrowers attributed to the lender’s ID number will display automatically. To search for a specific borrower, click the **Borrower ID** radio button, enter the borrower’s ID number, and click **Submit**.

**Note:** To further narrow the search results, select from the Loan Type, Report Type or Receipt Status drop-down menus and/or enter a date range (e.g., 01/31/2011 and 02/28/2011) in the Report Effective Date fields in the Include section. Click **Submit**.

Report Effective Date  through

Submit Reset Add Report ID Cross Reference Cancel Submitted Report List

Action View/Update Status Report

View/Update Status Report  
Add Lender Status Report

Borrower Tax ID	ID Cross Reference	USDA Loan Number	Loan Type	USDA Lender Branch	Lender Loan Number	Report Type	Effective Date	Receipt Status	Status Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSSG	001		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSSG	001	TEST 607	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2

6. Select **Add Lender Status Report** from the Action drop-down menu.
7. Click the hyperlink for the appropriate borrower in the Effective Date column.
8. Select **Status Report** from the Report Type drop-down menu.

**USDA Add Lender Status Report**

Identifying Information

Borrower ID\*

Agency Loan Number \*

Report Type \*

Effective Date \*

Continue Cancel

9. Enter information in the Borrower ID, Agency Loan Number, and Effective Date fields. Click **Continue**.

**Note:** The Effective Date is the “as of” date of the financial information, not the date that the user enters the information in the system.

**USDA Add Lender Status Report**

Identifying Information

Borrower ID\*


Agency Loan Number \*

Report Type \*

Effective Date \*

Continue Cancel





## GLS Status Report

[Help](#)

### Identifying Information

<b>Borrower</b>	000000001	DOC THE DWARF 654 DISNEY DISNEY, IL 32665			
	14 / 000	ILLINOIS / WILLIAMSON			
<b>Lender Branch</b>	123123123 / 002	SHARON'S BANK SPRINGFIELD, IL 12321-1232			
<b>Loan</b>	50 FO LCPP	Loan Amount	\$10,000.00	Closing Date	08/20/2010
		Advanced to Date	\$0.00	Last Update Date	08/20/2010

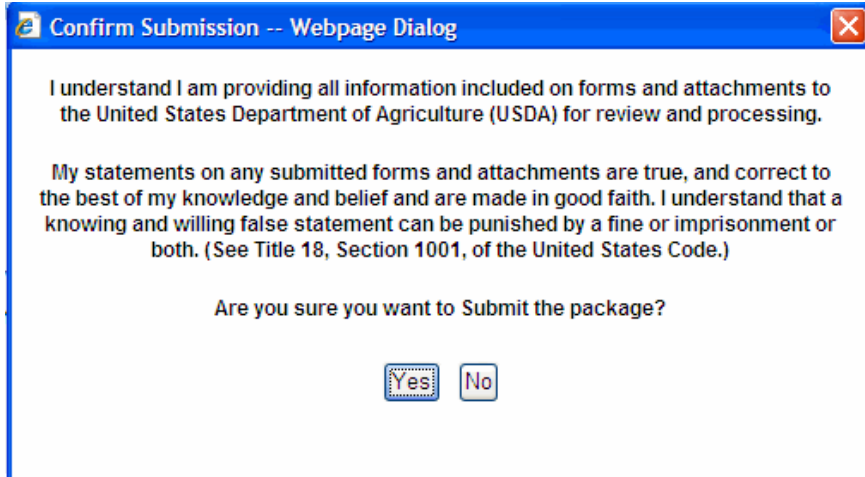
### Lender Status

Lender Loan Number	<input type="text" value="TEST 595"/>				
Status Report Dates	Status As Of *	<input type="text" value="09/30/2010"/>			
	Due Date	<input type="text" value="10/31/2010"/>			
	Received Date *	<input type="text" value="12/16/2010"/>			
Unpaid Balances	Principal	<input type="text" value="\$0.00"/>			
	Accrued Interest	<input type="text" value="\$0.00"/>			
	Emergency Advance	<input type="text" value="\$0.00"/>			
Interest Rates	Guaranteed	<input type="text" value="10.0000%"/>	FIXED ▼		
	Non-Guaranteed	<input type="text" value="10.0000%"/>	FIXED ▼		
Current Period Advances	Amount	<input type="text" value="\$0.00"/>	FIXED VARIABLE		
	<input type="checkbox"/> Terminate Guarantee <input type="checkbox"/> Loan Sold				
Payment Status	<input type="text" value="Select"/>	Amount Ahead/Behind		<input type="text" value="\$0.00"/>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">                 Select                  AHEAD                  BEHIND                  CURRENT             </div>					

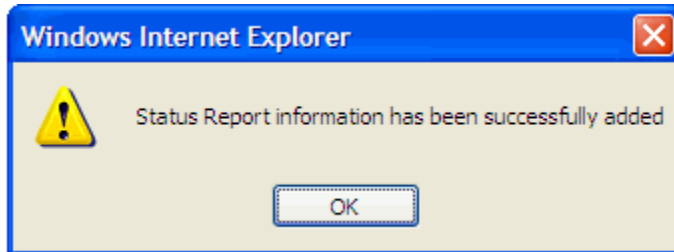
### Comments

10. Enter all necessary data. Click **Submit**.

**Note:** Any discrepancy or error recognized by the system will prompt an error message to appear. Resolve any error(s) and click **Submit** again.



11. Click **Yes** to confirm submission.



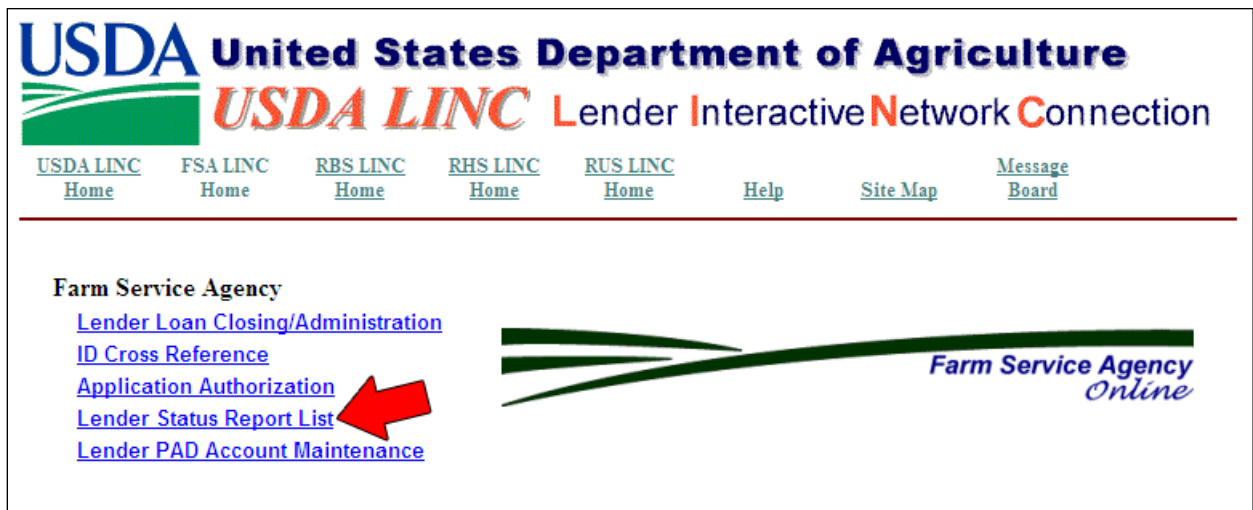
12. Click **OK**. The system will display the Lender Status Report List screen.

## ADD LENDER DEFAULT STATUS REPORT

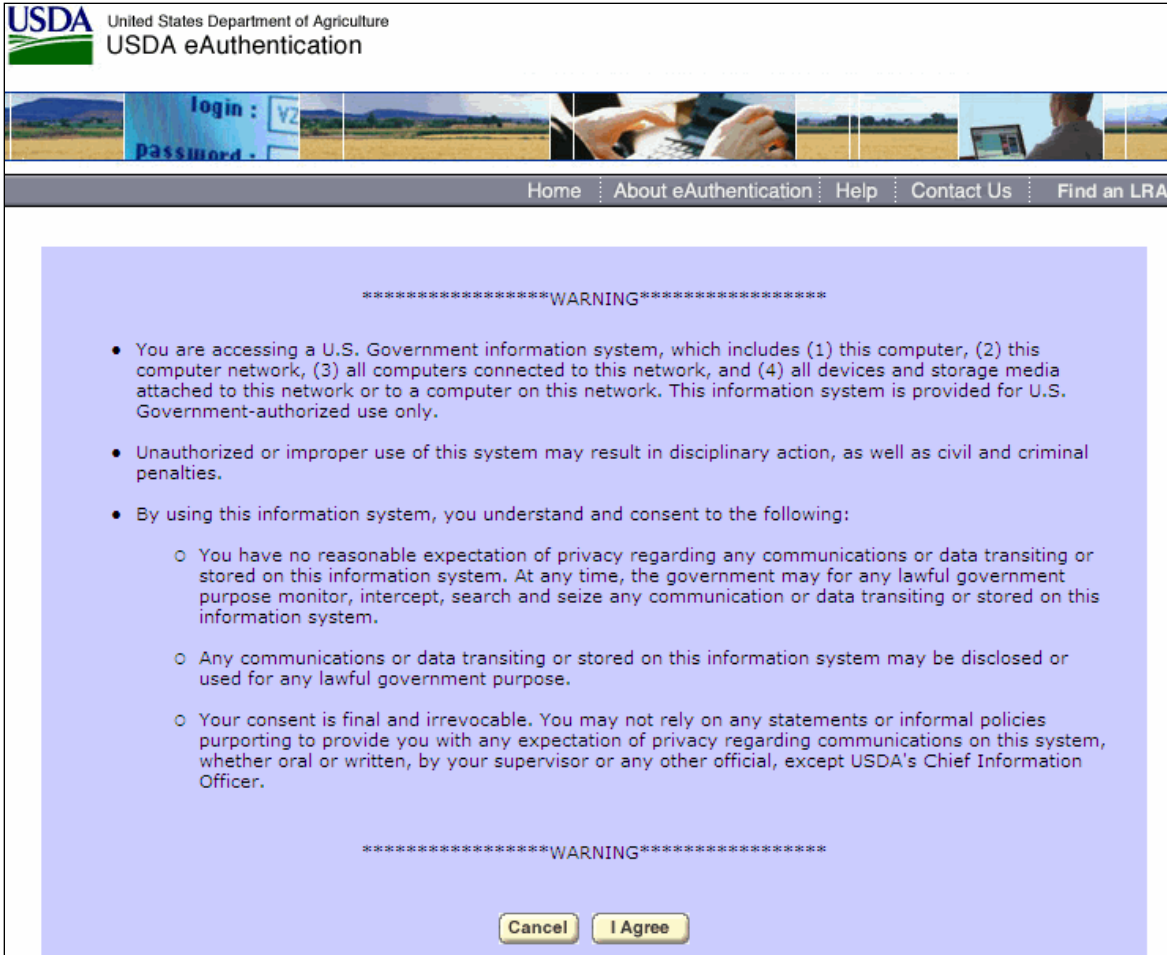
The purpose of this task is to add default status reports as required by FSA.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.



2. Click the **Lender Status Report List** hyperlink.



3. Click **I Agree**.



4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA Lender Status Report LINC**

LINC Home | FSA LINC Home | RBS LINC Home

**Search/Include Criteria**

Search By: Lender ID  Branch

All Borrowers  
 Borrower ID  (Random ID/Account Number)

Include: Loan Type   
 Report Type   
 Receipt Status   
 Report Effective Date  through

Action

Borrower ID/ Tax ID	Borrower Name	USDA Loan Number	Loan Type	USDA Lender Branch	Loan Number	Report Type	Effective Date	Receipt Status	Statu Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	PAST DUE	10/19/2
000000004 *****2247	DWARF, SNEEZY	51	FO LCPP	002		DEFAULT	<a href="#">10/09/2010</a>	PAST DUE	10/09/2
444444444 *****2490	MOUSE, MICKEY	50	FO CL	003		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	51	FO CL	003		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	52	FO CL	003		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
777777777 *****3857	MOUSE, MINNIE	50	FO LCSG	002		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2

- A list of all borrowers attributed to the lender’s ID number will display automatically. To search for a specific borrower, click the **Borrower ID** radio button, enter the borrower’s ID number, and click **Submit**.

**Note:** To further narrow the search results, select from the Loan Type, Report Type, or Receipt Status drop-down menus and/or enter a date range (e.g., 01/31/2011 and 02/28/2011) in the Report Effective Date fields in the Include section. Click **Submit**.

Report Effective Date  through

Submit Reset Add Report ID Cross Reference Cancel Submitted Report List

Action View/Update Status Report

Borrower Tax ID	View Loan ID Cross Reference	USDA Loan Number	Loan Type	USDA Lender Branch	Lender Loan Number	Report Type	Effective Date	Receipt Status	Statu Dat
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2

6. Select **Add Lender Status Report** from the Action drop-down menu.
7. Click the hyperlink for the appropriate borrower in the Effective Date column.

8. Select **Default Report** from the Report Type drop-down menu.

USDA Add Lender Status Report

Identifying Information

Borrower ID\*

Agency Loan Number \*

Report Type \* **DEFAULT REPORT**

Effective Date \*

Continue Cancel

9. Enter information in the Borrower ID, Agency Loan Number, and Effective Date fields. Click **Continue**.

**Note:** The Effective Date is the “as of” date of the financial information, not the date that the user enters the information in the system.

USDA Add Lender Status Report

Identifying Information


Borrower ID\* 000000005

Agency Loan Number \* 51

Report Type \* **DEFAULT REPORT**

Effective Date \* 10/1/2010

Continue Cancel



## Default Status Report

[Help](#)

**Identifying Information**

<b>Borrower</b>	000000005	DWARF, GRUMPY HWY Z WENTZVILLE, MO 63385			
	29 / 092	MISSOURI / ST. CHARLES			
<b>Lender Branch</b>	123123123 / 001	SHARON'S BANK WENTZVILLE, MO 63385-1235			
<b>Loan</b>	51 FO LCPP	Loan Amount	\$55,555.55	Closing Date	08/19/2010
		Advanced to Date	\$55,555.55	Last Update Date	08/20/2010

**Lender Status**

Lender Loan Number	<input type="text" value="TEST 603"/>	
Status Report Dates	Status as of *	<input type="text" value="10/19/2010"/>
	Due Date	<input type="text" value="10/19/2010"/>
	Received Date *	<input type="text" value="12/16/2010"/>
	Delinquency Date	<input type="text" value="08/20/2010"/>
Unpaid Balances	Principal	<input type="text" value="\$0.00"/>
	Accrued Interest	<input type="text" value="\$0.00"/>
	Protective Advance	<input type="text" value="\$0.00"/>
Payment Status	Total Past Due	<input type="text" value="\$0.00"/>
	Delinquency Code	<input type="text" value="Select"/>
<input type="checkbox"/> Terminate Guarantee		

**Comments**

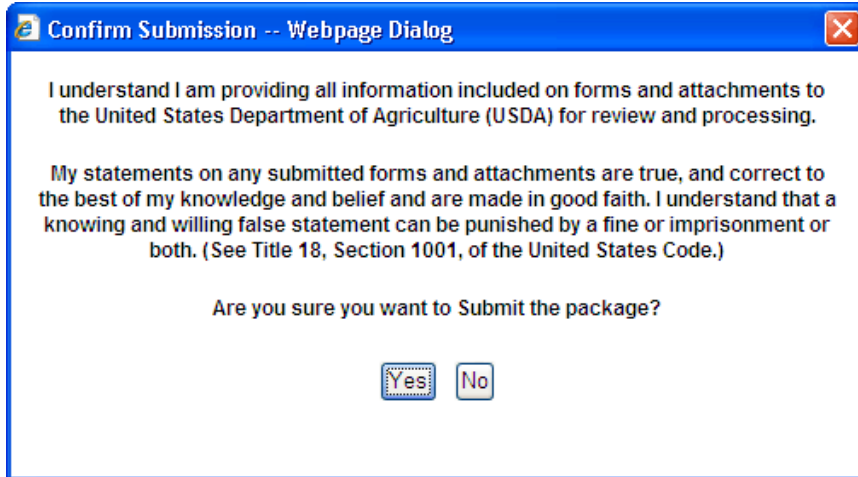
Select

- Select
- 01 DELINQ-DISPOSITION COMING
- 02 BORR WILL PAY DELINQUENT AMT
- 04 FORCED LIQUIDATION PENDING
- 05 VOLUNTARY LQDTN PENDING
- 06 FORCED LQDTN LOSS CLAIM FILED
- 07 VOL LQDTN LOSS CLAIM FILED
- 08 TEMP LN BY LNDR TO BRING CURR
- 09 BORROWER RESTRUCTURING PENDING
- 11 REAM/RESCHD OF PYMTS COMPLETE
- 12 PAYMENT DEFERRAL COMPLETE
- 13 LOAN REINSTATED AND CURRENT
- 14 BANKRPTCY LQDTN FILED-BORR
- 15 BANKRPTCY REORG FILED-BORR
- 16 BANKRPTCY REORG COMP LN CURR
- 17 BANK REORG COMP INT RT RDCIN

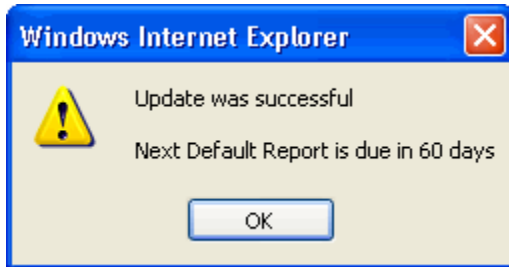
10. Enter all necessary data and select the applicable delinquency code. Click **Submit**.

LINC User Guide

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11. Click **Yes** to confirm submission.



12. Click **OK**. The system will display the Lender Status Report List screen.




## HISTORICAL STATUS REPORT SEARCH

The purpose of this task is to display search results of all status reports that fall within a specified date range.

1. From the Lender Status Report List screen, click **Historical Report List** to open the Historical Status Report List screen in a new window.

2. Enter the lender’s ID number in the Lender ID field and enter a date range in the Beginning Date and Ending Date fields (e.g., 01/31/2011 and 02/28/2011). Click **Submit**.



## Historical Status Report List

[Help](#)

**Search/Include Criteria**

Search By: Lender ID \*

Beginning Date \*  Ending Date \*

Borrower ID/ Tax ID	Borrower Name	Lender Loan Number / USDA Branch	Loan Mbr / Loan Type	Report Type	Received Date / Effective Date	Loan Amount	Unpaid Principal	Unpaid Interest	Curre Statu Statu Amo
000000005 ****2673	DWARF, GRUMPY	TEST 607 001	50 FO LCSG	STATUS	08/25/2010 08/20/2010	\$50,000.00	\$49,500.00	\$450.00	BEHIN \$25.
000000005 ****2673	DWARF, GRUMPY	TEST 603 001	51 FO LCPP	DEFAULT	08/30/2010 08/20/2010	\$55,555.55	\$54,000.00	\$600.00	\$0.0
000000004 ****2247	DWARF, SNEEZY	002	51 FO LCPP	DEFAULT	08/30/2010 08/10/2010	\$40,000.00	\$38,000.00	\$1,600.00	\$0.0


- Review the status reports. To search for a status report within another date range, click **Reset** to clear all information and repeat step 2 above. Click **Cancel** to return to the Lender Status Report List screen.

## SUBMITTED STATUS REPORT SEARCH

The purpose of this task is to display search results for borrower’s submitted status reports from a specified date on and by loan type.

1. From the Lender Status Report List screen, click **Submitted Report List** to open the Submitted Status Report List screen in a new window.

2. Enter a starting date in the Beginning Date field and select the appropriate loan type from the Loan Type drop-down menu. Click **Submit**.



## Submitted Status Report List

[Help](#)

Search/Include Criteria

Search By: Lender ID

Beginning Date   
(Ending date for the report will be the current date)

Include: Loan Type

Borrower ID/ Tax ID	Borrower Name	Lender Loan Number / USDA Branch	Loan Nbr / Loan Type	Report Type	Received Date / Effective Date	Loan Amount	Unpaid Principal	Unpaid Interest	Curre Statu Stati Amo
000000001 ****7444	<a href="#">DOC THE DWARF</a>	TEST 595 002	50 FO LCPP	STATUS	12/16/2010 09/30/2010	\$10,000.00	\$10,000.00	\$66.23	CURRE \$0.0
000000005 ****2673	<a href="#">DWARF_GRUMPY</a>	TEST 603 001	51 FO LCPP	DEFAULT	12/16/2010 10/19/2010	\$55,555.55	\$55,555.55	\$6,794.23	\$0.0
000000003 ****9253	<a href="#">DWARF_SLEEPY_ZZZZ</a>	001	52 FO LCSG	DEFAULT	11/16/2010 11/01/2010	\$33,333.33	\$20,000.00	\$1,000.00	\$0.0
000000004 ****2247	<a href="#">DWARF_SNEEZY</a>	002	50 FO LCSG	DEFAULT	11/24/2010 11/01/2010	\$44,444.44	\$40,000.00	\$2,000.00	\$0.0
222222222 ****7059	<a href="#">POCAHONTAS</a>	001	50 FO CL	STATUS	11/17/2010 09/30/2010	\$17,000.00	\$0.00	\$0.00	CURRE \$0.0

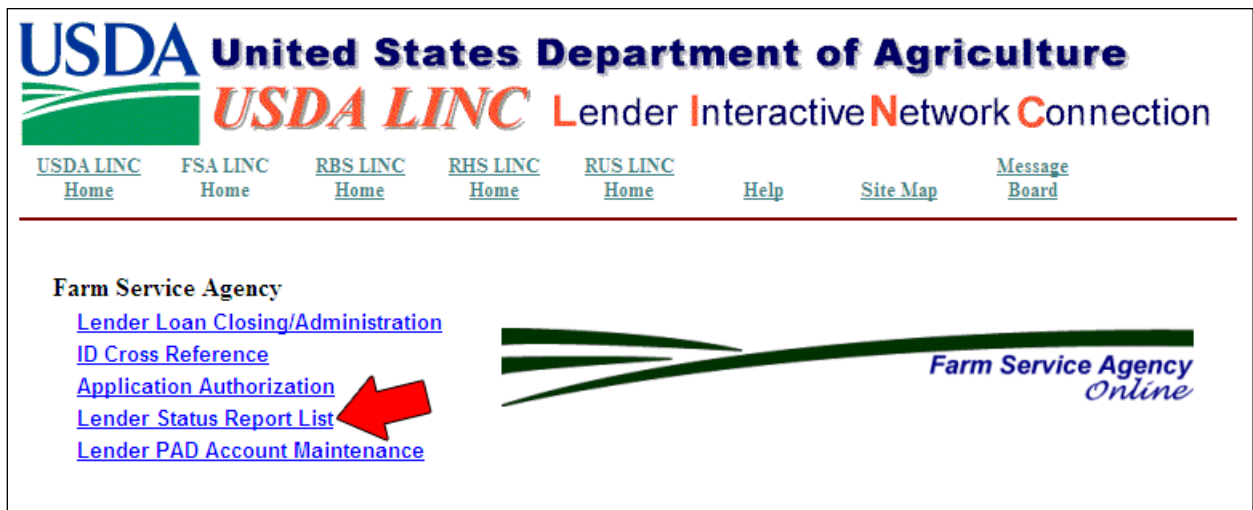
- Review the status reports. To search for submitted reports within another set of search parameters, click **Reset** to clear all information and repeat step 2 above. Click **Cancel** to return to the Lender Status Report List screen.

## VIEW/UPDATE LENDER STATUS REPORT

The purpose of this task is to submit semiannual status reports as required by FSA.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.



2. Click the **Lender Status Report List** hyperlink.

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- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

3. Click **I Agree**.

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Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)  
[Change My Password](#)

Login

4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA Lender Status Report LINC**

LINC Home | FSA LINC Home | RBS LINC Home

**Search/Include Criteria**

Search By: Lender ID  Branch

All Borrowers  
 Borrower ID  (Random ID/Account Number)

Include: Loan Type   
 Report Type   
 Receipt Status   
 Report Effective Date  through

Action

Borrower ID/ Tax ID	Borrower Name	USDA Loan Number	Loan Type	USDA Lender Branch	Report Loan Number	Report Type	Effective Date	Receipt Status	Statu Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	PAST DUE	10/19/2
000000004 *****2247	DWARF, SNEEZY	51	FO LCPP	002		DEFAULT	<a href="#">10/09/2010</a>	PAST DUE	10/09/2
444444444 *****2490	MOUSE, MICKEY	50	FO CL	003		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	51	FO CL	003		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	52	FO CL	003		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
777777777 *****3857	MOUSE, MINNIE	50	FO LCSG	002		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2

5. A list of all borrowers attributed to the lender’s ID number will display automatically. To search for a specific borrower, click the **Borrower ID** radio button, enter the borrower’s ID number, and click **Submit**.


**Note:** To further narrow the search results, select from the Loan Type, Report Type, or Receipt Status drop-down menus and/or enter a date range (e.g., 01/31/2011 and 02/28/2011) in the Report Effective Date fields in the Include section. Click **Submit**.

Report Effective Date  through

Submit Reset Add Report ID Cross Reference Cancel Submitted Report List

Action View/Update Status Report

Borrower Tax ID	View Loan ID Cross Reference	USDA Loan Number	Loan Type	USDA Lender Branch	Lender Loan Number	Report Type	Effective Date	Receipt Status	Status Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	STATUS	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	PAST DUE	10/19/2




6. Select **View/Update Status Report** from the Action drop-down menu.

**Note:** Click **Submitted Report List** to display a list of all status reports that have been entered and submitted to FSA. Refer to Submitted Status Report Search on page 45 for more information.

7. Click the hyperlink for the appropriate borrower in the Effective Date column.





## GLS Status Report

[Help](#)

### Identifying Information

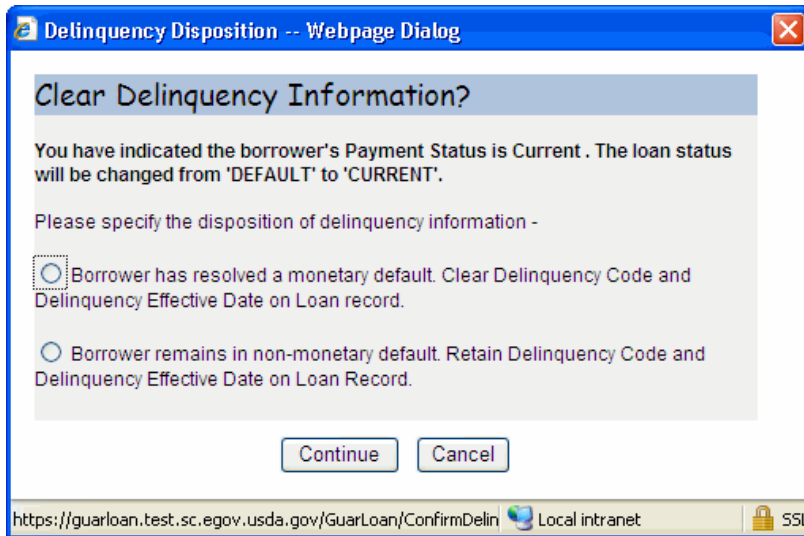
Borrower	000000001	DOC THE DWARF 654 DISNEY DISNEY, IL 32665			
	14 / 000	ILLINOIS / WILLIAMSON			
Lender Branch	123123123 / 002	SHARON'S BANK SPRINGFIELD, IL 12321-1232			
Loan	50 FO LCPP	Loan Amount	\$10,000.00	Closing Date	08/20/2010
		Advanced to Date	\$0.00	Last Update Date	08/20/2010

### Lender Status

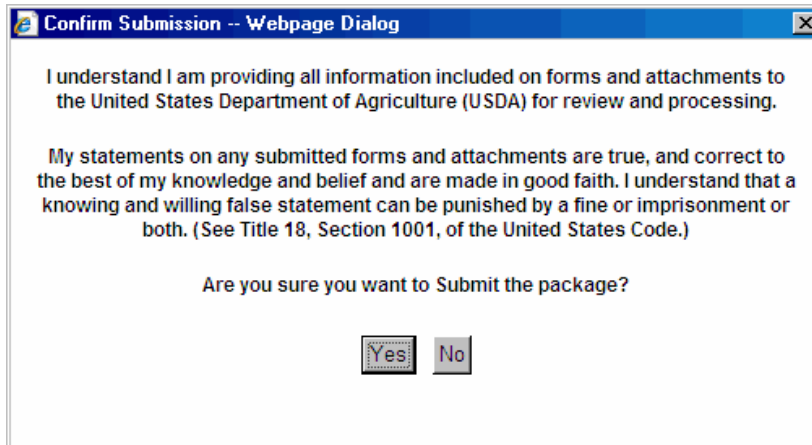
Lender Loan Number	<input type="text" value="TEST 595"/>				
Status Report Dates	Status As Of *	<input type="text" value="09/30/2010"/>			
	Due Date	<input type="text" value="10/31/2010"/>			
	Received Date *	<input type="text" value="12/16/2010"/>			
Unpaid Balances	Principal	<input type="text" value="\$0.00"/>			
	Accrued Interest	<input type="text" value="\$0.00"/>			
	Emergency Advance	<input type="text" value="\$0.00"/>			
Interest Rates	Guaranteed	<input type="text" value="10.0000%"/>	<input type="text" value="FIXED"/>		
	Non-Guaranteed	<input type="text" value="10.0000%"/>	<input type="text" value="FIXED"/>		
Current Period Advances	Amount	<input type="text" value="\$0.00"/>	<input type="text" value="FIXED"/>		
			<input type="text" value="VARIABLE"/>		
<input type="checkbox"/> Terminate Guarantee <input type="checkbox"/> Loan Sold					
Payment Status	<input type="text" value="Select"/>	Amount Ahead/Behind		<input type="text" value="\$0.00"/>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">             Select              AHEAD              BEHIND  <b>CURRENT</b> </div>					

### Comments

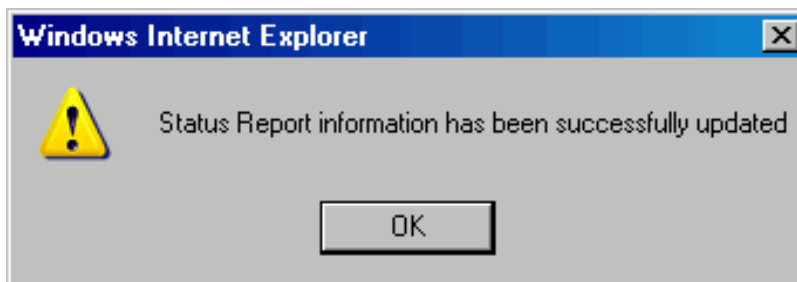
8. Enter all necessary data and applicable comments in the Comments section. Click **Submit**.  
**Note:** Any discrepancy or error recognized by the system will prompt an error message to appear. Resolve any error(s) and click **Submit** again.



**Note:** If a loan in default status is changed to Current in step 8, specify the disposition of the delinquency information and click **Continue**.



9. Click **Yes** to confirm submission.



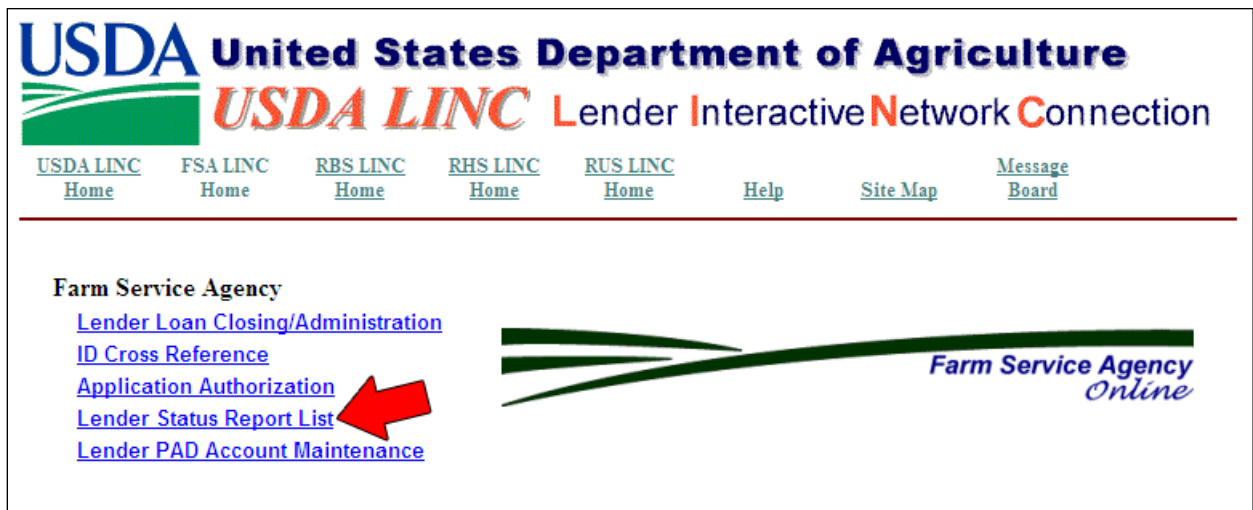
10. Click **OK**. The Lender Status Report List screen will display.

## VIEW/UPDATE DEFAULT STATUS REPORT

The purpose of this task is to submit default status reports as required by FSA.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.



2. Click the **Lender Status Report List** hyperlink.

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- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

3. Click **I Agree**.

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Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

**eAuthentication Login**

**Login with my User ID and Password**

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)  
[Change My Password](#)

Login

4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA Lender Status Report LINC**

LINC Home | FSA LINC Home | RBS LINC Home

**Search/Include Criteria**

Search By: Lender ID  Branch

All Borrowers  
 Borrower ID  (Random ID/Account Number)

Include: Loan Type   
 Report Type   
 Receipt Status   
 Report Effective Date  through

Action

Borrower ID/ Tax ID	Borrower Name	USDA Loan Number	Loan Type	USDA Lender Branch	USDA Loan Number	Report Type	Effective Date	Receipt Status	Statu Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	PAST DUE	10/19/2
000000004 *****2247	DWARF, SNEEZY	51	FO LCPP	002		DEFAULT	<a href="#">10/09/2010</a>	PAST DUE	10/09/2
444444444 *****2490	MOUSE, MICKEY	50	FO CL	003		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	51	FO CL	003		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
444444444 *****2490	MOUSE, MICKEY	52	FO CL	003		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
777777777 *****3857	MOUSE, MINNIE	50	FO LCSG	002		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2

- A list of all borrowers attributed to the lender’s ID number will display automatically. To search for a specific borrower, click the **Borrower ID** radio button, enter the borrower’s ID number, and click **Submit**.


**Note:** To further narrow the search results, select from the Loan Type, Report Type, or Receipt Status drop-down menus and/or enter a date range (e.g., 01/31/2011 and 02/28/2011) in the Report Effective Date fields in the Include section. Click **Submit**.

Report Effective Date  through


Submit Reset Add Report ID Cross Reference Cancel Submitted Report List

Action View/Update Status Report

Borrower Tax ID	View Loan ID Cross Reference	USDA Loan Number	Loan Type	USDA Lender Branch	Lender Loan Number	Report Type	Effective Date	Receipt Status	Status Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">09/30/2010</a>	PAST DUE	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	PAST DUE	10/19/2



6. Select **View/Update Status Report** from the Action drop-down menu.
7. Click the hyperlink for the appropriate borrower in the Effective Date column.



## Default Status Report

[Help](#)

---

### Identifying Information

Borrower	000000005	DWARF, GRUMPY HWY Z WENTZVILLE, MO 63385			
	29 / 092	MISSOURI / ST. CHARLES			
Lender Branch	123123123 / 001	SHARON'S BANK WENTZVILLE, MO 63385-1235			
Loan	51 FO LCPP	Loan Amount	\$55,555.55	Closing Date	08/19/2010
		Advanced to Date	\$55,555.55	Last Update Date	08/20/2010

---

### Lender Status

Lender Loan Number	<input type="text" value="TEST 603"/>				
Status Report Dates	Status as of *	<input type="text" value="10/19/2010"/>			
	Due Date	<input type="text" value="10/19/2010"/>			
	Received Date *	<input type="text" value="12/16/2010"/>			
	Delinquency Date	<input type="text" value="08/20/2010"/>			
Unpaid Balances	Principal	<input type="text" value="\$0.00"/>			
	Accrued Interest	<input type="text" value="\$0.00"/>			
	Protective Advance	<input type="text" value="\$0.00"/>			
Payment Status	Total Past Due	<input type="text" value="\$0.00"/>			
	Delinquency Code	<input type="text" value="04 FORCED LIQUIDATION PENDING"/>			

Terminate Guarantee

---

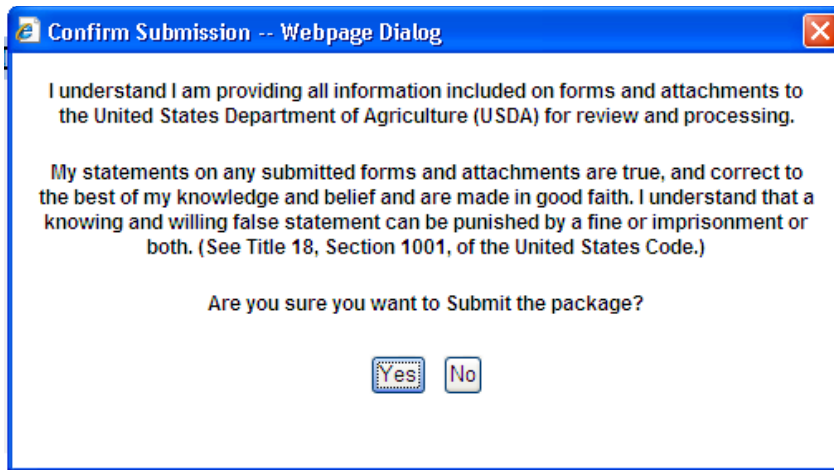
### Comments

8. Enter all necessary data. Any comments provided by the lender are required in the Comments section, for loans in default status. Click **Submit**.

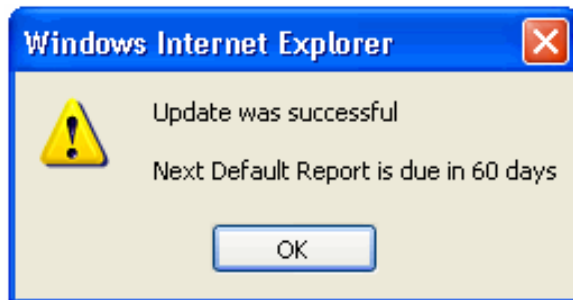
**Note:** Any discrepancy or error recognized by the system will prompt an error message to appear. Resolve any error(s) and click **Submit** again.

LINC User Guide

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9. Click **Yes** to confirm submission of the default status report update.



10. Click **OK**.

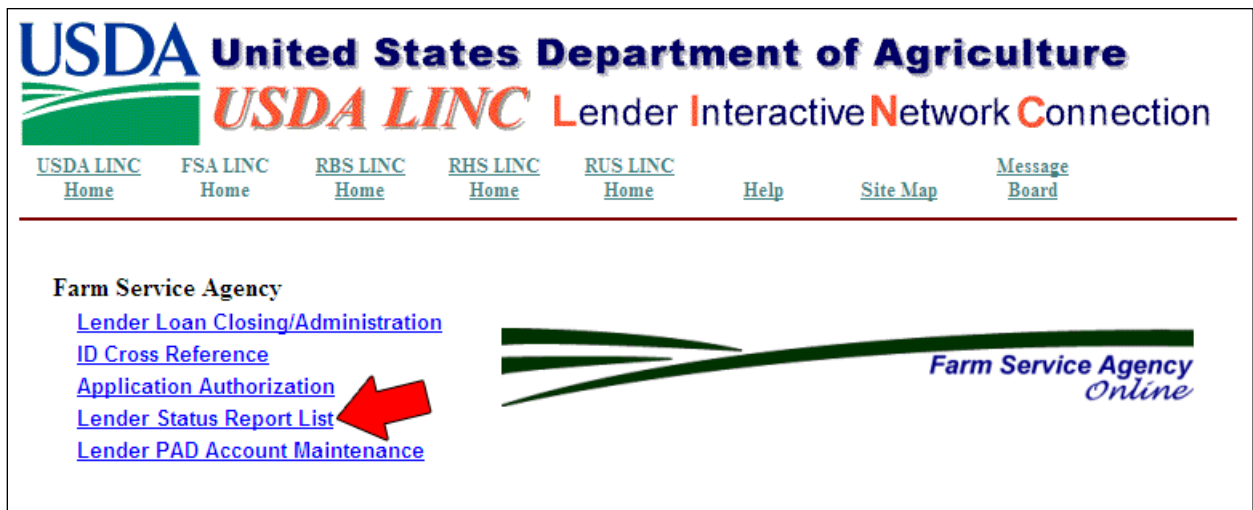


## TERMINATE A GUARANTEED LOAN

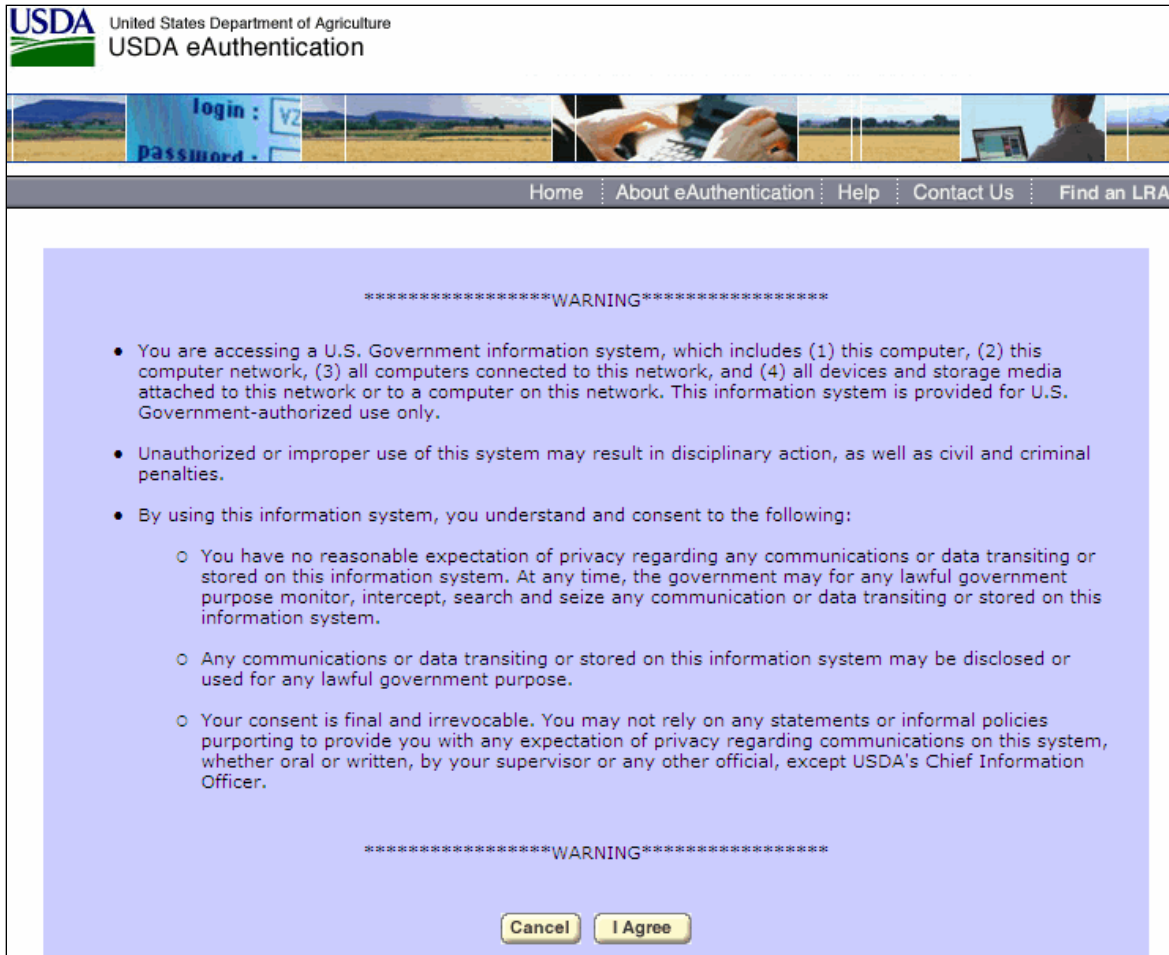
The purpose of this task is to terminate a guaranteed loan.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.



2. Click the **Lender Status Report List** hyperlink.



3. Click **I Agree**.



4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.

**USDA Lender Status Report Lender**

LINC Home | FSA LINC Home | RBS LINC Home

**Search/Include Criteria**

Search By: Lender ID  Branch

All Borrowers  
 Borrower ID  (Random ID/Account Number)

Include: Loan Type   
 Report Type   
 Receipt Status   
 Report Effective Date  through

Action

Borrower ID/ Tax ID	Borrower Name	USDA Loan Number	Loan Type	USDA Lender Branch	Lender Loan Number	Report Type	Effective Date	Receipt Status	Status Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2

5. A list of all borrowers attributed to the lender’s ID number will display automatically. To search for a specific borrower, click the **Borrower ID** radio button, enter the borrower’s ID number, select Received from the Receipt Status drop-down menu and click **Submit**.

Report Effective Date  through

Action

Borrower ID/ Tax ID	Borrower Name	USDA Loan Number	Loan Type	USDA Lender Branch	Lender Loan Number	Report Type	Effective Date	Receipt Status	Status Date
000000001 *****7444	DOC THE DWARF	50	FO LCPP	002	TEST 595	STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2
000000002 *****6736	DOPEY THE DWARF	50	FO LCSG	001		STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2
000000005 *****2673	DWARF, GRUMPY	50	FO LCSG	001	TEST 607	STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	STATUS	<a href="#">09/30/2010</a>	RECEIVED	10/31/2
000000005 *****2673	DWARF, GRUMPY	51	FO LCPP	001	TEST 603	DEFAULT	<a href="#">10/19/2010</a>	RECEIVED	10/19/2

6. Select **Add Lender Status Report** from the Action drop-down menu.
7. Click the hyperlink for the appropriate borrower in the Effective Date column.

**USDA** Add Lender Status Report

[Help](#)

**Identifying Information**

Borrower ID\*

Agency Loan Number \*

Report Type \*  ▼

Effective Date \*  ▼

8. Select **Status Report** from the Report Type drop-down menu.

**USDA** Add Lender Status Report

[Help](#)

**Identifying Information**

Borrower ID\*

Agency Loan Number \*


Report Type \*  ▼

Effective Date \*

9. Enter the effective date (e.g. 03/31/year) and click **Continue**.

**Notes:**

- The Effective Date is the “as of” date of the financial information, not the date that the user enters the information in the system.
- Click **Cancel** to return to the GLS Loan List screen.




## GLS Status Report

[Help](#)

**Identifying Information**

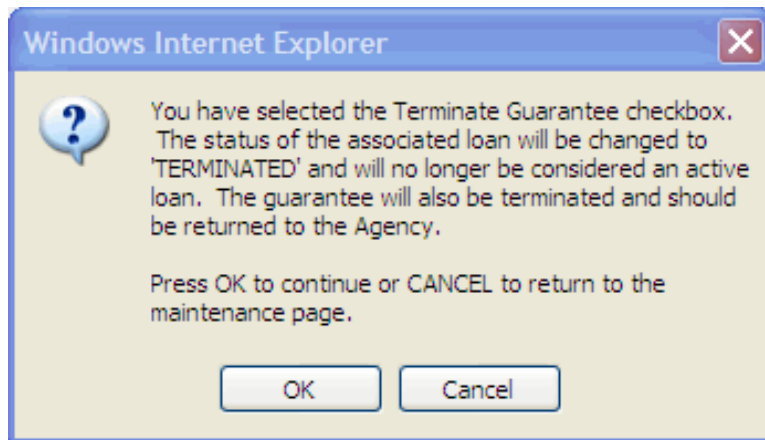
<b>Borrower</b>	000000001	DOC THE DWARF 654 DISNEY DISNEY, IL 32665			
	14 / 000	ILLINOIS / WILLIAMSON			
<b>Lender Branch</b>	123123123 / 002	SHARON'S BANK SPRINGFIELD, IL 12321-1232			
<b>Loan</b>	50 FO LCPP	Loan Amount	\$10,000.00	Closing Date	08/20/2010
		Advanced to Date	\$0.00	Last Update Date	08/20/2010

**Lender Status**

Lender Loan Number	<input type="text" value="TEST 595"/>				
Status Report Dates	Status As Of *	<input type="text" value="09/30/2010"/>			
	Due Date	<input type="text" value="10/31/2010"/>			
	Received Date *	<input type="text" value="12/16/2010"/>			
Unpaid Balances	Principal	<input type="text" value="\$0.00"/>			
	Accrued Interest	<input type="text" value="\$0.00"/>			
	Emergency Advance	<input type="text" value="\$0.00"/>			
Interest Rates	Guaranteed	<input type="text" value="10.0000%"/>	<input type="text" value="FIXED"/>		
	Non-Guaranteed	<input type="text" value="10.0000%"/>	<input type="text" value="FIXED"/>		
Current Period Advances	Amount	<input type="text" value="\$0.00"/>			
<input checked="" type="checkbox"/> Terminate Guarantee					
<input type="checkbox"/> Loan Sold					
Payment Status	<input type="text" value="Select"/>	Amount Ahead/Behind	<input type="text" value="\$0.00"/>		

**Comments**

10. If the loan has been terminated and the loan guarantee has been returned to FSA, click the **Terminate Guarantee** check box. Enter any applicable comments in the Comments section. Click **Submit**.



11. A confirmation message box will appear to confirm that you want to terminate the guaranteed loan. Click **OK** to continue; click **Cancel** to return to the GLS Status Report screen.

## ADD LENDER PRE-AUTHORIZED DEBIT INFORMATION

The purpose of this task is to add routing information so that guarantee fees may be collected electronically via the pre-authorized debit (PAD) process.

Lenders must authorize the Agency in writing to electronically debit their account. Field offices may accept an ACH Vender/Miscellaneous Payment Enrollment Form; a letter, a memo, or an email from the lender; or the lender may input the authorization statement in the Lender Loan Comments section of the GLS Add Loan Closing screen. The correspondence should specify the applicable loan(s); a “blanket statement” is not acceptable.



1. Go to the USDA LINC Home page at <https://usdalinc.sc.egov.usda.gov/>. Click either the **FSA LINC Home** hyperlink on the navigation bar or the **Farm Service Agency** icon.

The screenshot shows the top portion of the USDA LINC website. At the top left is the USDA logo, followed by the text "United States Department of Agriculture" and "USDA LINC Lender Interactive Network Connection". Below this is a navigation bar with links for "USDA LINC Home", "FSA LINC Home", "RBS LINC Home", "RHS LINC Home", "RUS LINC Home", "Help", "Site Map", and "Message Board". A red arrow points to the "Lender PAD Account Maintenance" link in the "Farm Service Agency" section.

2. Click the **Lender PAD Account Maintenance** hyperlink.

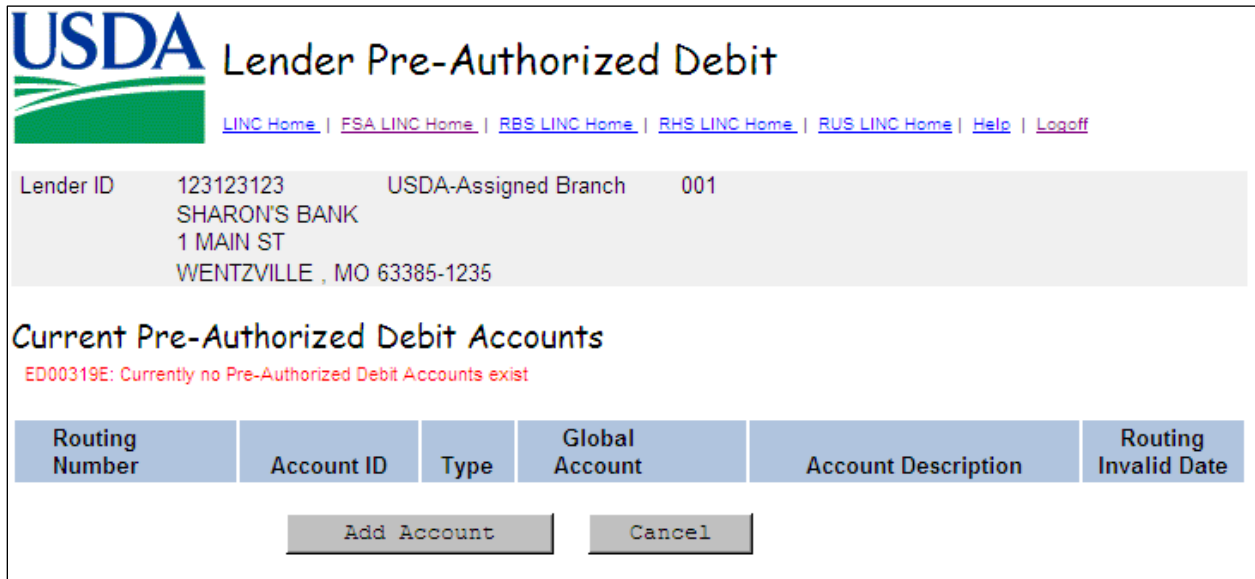
The screenshot shows the USDA eAuthentication warning screen. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main content area is a light blue box with a "WARNING" header. It contains a list of bullet points regarding the use of the U.S. Government information system. At the bottom of the box are two buttons: "Cancel" and "I Agree".

3. Click **I Agree**.





4. Enter your User ID (i.e., level 2 eAuth ID) number and password. Click **Login**.



5. Click **Add Account**.

**USDA** Lender Pre-Authorized Debit Account Maintenance

[Help](#) | [Logout](#)

Lender ID 123123123      USDA-Assigned Branch 001  
 SHARON'S BANK  
 1 MAIN ST  
 WENTZVILLE, MO 63385-1235

### Routing Information

Routing Number \*

Reenter Routing Number \*  (When Routing Number added or changed, must reenter to confirm value entered)

Account ID \*

Reenter Account ID \*  (When Account ID added or changed, must reenter to confirm value entered)

Account Type \* 

- Select
- CHECKING
- SAVINGS
- GENERAL LEDGER

Name on File \*

Description

Global Account  (If checked, this Pre-Authorized Debit Account will be available for each Lender/Branch)

Prenote Status \*

Prenote Date 12/15/2010

Create Date 12/15/2010

Routing Invalid Date

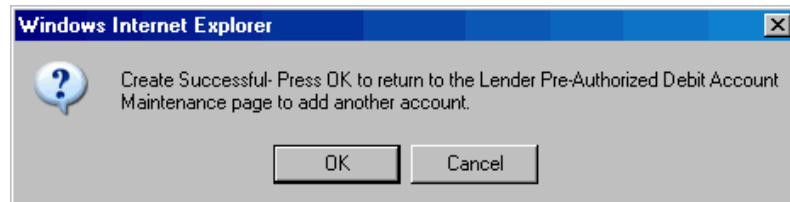
*Last Updated by on*

- Enter all necessary data. Select the appropriate type of account from the Account Type drop-down menu.


**Notes:**

- Routing and account ID numbers must be entered twice to ensure accuracy.
- Click the **Global Account** check box to make the account available to all branches of this lender ID via LINC.

- Click **Submit**.



- Click **OK** to add another account; click **Cancel** to proceed. Clicking **Cancel** will not cancel the account you just entered.



## Lender Pre-Authorized Debit

[LINC Home](#) | [FSA LINC Home](#) | [RBS LINC Home](#) | [RHS LINC Home](#) | [RUS LINC Home](#) | [Help](#) | [Logout](#)

Lender ID    123123123            USDA-Assigned Branch    001  
 SHARON'S BANK  
 1 MAIN ST  
 WENTZVILLE , MO 63385-1235

### Current Pre-Authorized Debit Accounts

Routing Number	Account ID	Type	Global Account	Account Description	Routing Invalid Date
041000124	<a href="#">123123</a>	Savings	Yes		

The newly added account will display on the Lender Pre-Authorized Debit screen.

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