

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



For State and County Offices

SHORT REFERENCE

15-PS (Revision 2)

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

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Web-Based Price Support Procedures and **Common Functions for** Grains, Oilseeds, and Rice 15-PS (Revision 2)

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs

Seanorleil

Revision Transmittal

A Reason for Revision

This handbook has been revised to provide updated procedures for LDP functions.

Obsolete B

15-PS (Rev. 1) is obsolete.

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Page No.

Part 1	General Information	
1 2 3 4-19	Handbook Coverage Responsibilities LDP Background and Functionality (Reserved)	1-1 1-2 1-3
Part 2	Web-Based LDP's	
20 21 22-49	General Information Accessing eLDP Software (Reserved)	2-1 2-2
Part 3	Administrative Functions	
50 51 52 53-99	Establishing COC Maximum Yields Adjusting COC Maximum Yields Receiving E-mails	3-1 3-3 3-3
Part 4	Customer Profiles	
100 101 102 103 104 105 106 107-19	General Information Establishing Individual Customer Profiles Establishing Joint Operations Customers Profile Establishing Manual Customer Profiles Changes to Customer Profiles Inquire Producer Customer Profile Delete Producer Customer Profile 99 (Reserved)	4-1 4-3 4-7 4-13 4-15 4-17 4-18

Part 5 LDP Applications

Part 6 LDP Servicing

300	General Information	6-1
301	Correcting LDP's	6-1
302	Overpayment and Underpayments	6-4
303	Additional Information for Corrected Applications	6-7
304	Deleting Applications	6-8
305	Spot Checks	6-10
306	Reports	6-11
307-39	99 (Reserved)	

Page No.

Part 7 Interim Process

400	General Information	7-1
401	Accessing Interim Process	7-1
402	Recording LDP Payments	7-2
403	Enter a New Loan Number Screen	7-3
404	Record a Calculated Payment Screen	7-5
405	Reviewing LDP Payment Results	7-7
406	Common Payment Reports	7-9
407	Modify/Delete Calculated Payment Screen	7-11
408	Modify/Delete Calculated Payment	7-14
409	Select Loan Number Screen	7-15
410	Handling Partially Ineligible LDPs	7-17
411	Handling 100% Ineligible LDPs	7-18
412	Handling Certified and Signed Ineligible LDPs	7-19

Exhibits

1	Reports, Forms,	Abbreviations,	and Redelegations	of Authority
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- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index
- 4 Commodity Abbreviations

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Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook contains step-by-step instructions for using the web-based price support LDP software to administer LDP's for grain and oilseeds for 2015 and subsequent crop years.

B Authority and Responsibility

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

C Related FSA Handbooks

FSA handbooks related to LDP's are listed in this table.

IF the area of concern is about	THEN see	
actively engaged determinations	5-PL.	
appeals	1-APP.	
approved abbreviations, signatures, and authorizations	1-CM.	
audits and investigations	9-AO.	
conservation compliance	6-CP.	
commodity data specific to wheat, feed grains and oilseeds	2-LP Grains and Oilseeds.	
Commodity Loan Processing System (CLPS)	16-PS.	
document retention period	32-AS.	
establishing claims	58-FI.	
interest rates	50-FI.	
IRS reporting	62-FI .	
loan and LDP provisions for cotton	7-CN.	
loan and LDP provisions for honey	2-LP Honey.	
loan and LDP provisions for peanuts	2-LP Peanuts.	
loan and LDP provisions for rice	2-LP Rice.	
loan and LDP provisions for 2008 and subsequent years	8-LP.	
receipts, payments, and deposits	64-FI.	
prompt payment	61-FI.	
payment eligibility determinations	1-PL.	
subsidiary	3-PL.	

2 **Responsibilities**

A Background

The responsibilities for loan and LDP functions described in this paragraph are in addition to the responsibilities in 7-CN, 21-CN, applicable 2-LP, 8-LP, and 10-SU.

B Office Responsibilities

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

Office	Responsibilities
PECD	• Implement web-based processes to support LDP functions in State and
	County Offices.
	• Provide procedural assistance to State Offices on data entry
	requirements and software operations.
PSD	Provide program MAL and LDP policies for administering and delivering
	price support programs.
State Offices	• Provide application training to County Offices.
	• Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD and KCCO	 Provide technical assistance to State and County Offices on nonprogram-related problems.
	• Assist in correcting inventory data received from County Offices.

3 LDP Background and Functionality

A Background

<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. After the LDP application and payment information is submitted, the payment is automatically routed to NPS for processing.

Note: Eligible customers can electronically submit an LDP application using the eLDP Service from an external site. After the application is submitted, the payment is electronically routed to the administrative County Office to approve and process the LDP.

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.

B Functionality

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
- interfaces with SCIMS to obtain customer name and address information
- interfaces with web-based compliance service to determine reasonable quantities
- is supported by NPS for payment processing
- is supported by NRRS for receivable processing.

4-19 (Reserved)

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20 General Overview

A Web-Based Applications

LDP applications may be processed for the following quantities:

- stored
- sold
- delivered
- fed
- graze-out.

C Applicable Commodities

The following commodities are covered in this handbook:

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

Note: Instructions for cotton are provided in 7-CN.

20 General Overview (Continued)

B Eligible Producers

Producers must:

• be determined eligible to receive LDP services by COC or designee

Note: Producers 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.

21 Accessing eLDP Software

A Basic Information

All LDP functions:

- are within the web-based eLDP system
- can only be updated by FSA employees with Level 2 eAuthentication access.

County Office users will be directed to their administrative county eLDP web site, from which County Office eLDP actions will be initiated.

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

External customers will be directed to an external customer eLDP web site, from which LDP applications will be initiated.

B Example of the eLDP Home Screen

Following is an example of the eLDP Home Screen.

Usba United States Departme Farm Service	Agency eLDP LOAN DEFICIENCY PAYMENTS
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
eLDP Welcome F	WELCOME Wekcome to Price Support Please select an Item from the left.
Home + Application + Customer Profile + Application Reports + Profile Reports + Administrative + Administrative + Graze Out	Current servicing State/County is MARYLAND/FREDERICK. If you want to change the servicing county, select a county and clck 'Change Servicing State and County' button. Servicing State/County: MARYLAND V FREDERICK V Change Servicing State and County
Version: 26	Screen ID eLDPWelcome01 Last Modified:04/17/2017

21 Accessing eLDP Software (Continued)

C Action

From the FSA Intranet Application Page:

- CLICK "G-O"
- CLICK "LDP-Electronic Loan Deficiency Payments"
- CLICK "Logon" to display the eAuthentication Login Screen
- enter user ID and password or login using LincPass; the eLDP Home Screen will be displayed
- CLICK:
 - **"Application"** to process LDP applications (see Part 5)
 - "Customer Profiles to process customer profiles (see Part 4)
 - "Application Reports" to process application reports (see paragraph 306)
 - "Profile Reports" to process profile reports (see paragraph 306)
 - "Admin Reports" to process administrative reports (see paragraph 306)
 - "Graze Out" to process grazed out applications (see paragraph 215).

22-49 (Reserved)

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50 Establishing COC Maximum Yields

A Overview

Annually, COC's **must** determine reasonable estimates of yields for each commodity available for loan based on crop and weather conditions according to 8-LP. The yield **must** be entered in the County Commodity Yields Screen before profiles can be established.

An allocated percentage **must** be entered for each commodity placed under loan to provide the maximum quantity that can be used for loan applications in CLPS. The COC-established maximum yields and allocated percentage **must** be recorded **before** a loan or LDP is processed for a commodity.

With the exception of wool, mohair, pelts, and honey, customer profiles **cannot** be established if a COC maximum yield is not recorded.

Note: For CY 2015 and subsequent crop years, the allocated percentage **must** be entered as "100".

B Example of the County Commodity Yields Screen

		County Commodity	/ Yields		
County FSA Office: HARTLEY	State	County Code: TX205	Tele	ephone: (806)365-4453 x2	
	Cron Year: 2015 .	GO			
Commodity	Class	UOM	Irr. Yield	Non-Irr. Yield	Allocated 1
BARLEY		Bushels			
CANOLA		Cwt.			
CHICKPEAS	Large	Cwt.			
CHICKPEAS	Small	Cwt.			
CORN		Bushels			
COTTON		Lbs.			
COTTON-ELS		Lbs.			
CRAMBE		Cwt.			
DRY PEAS		Cwt.			
FLAXSEED		Cwt.			
LENTILS		Cwt.			
MUSTARD		Cwt.			
OATS		Bushels			1
PEANUTS	Runner	Tons			
PEANUTS	Spanish Southeast	Tons			
PEANUTS	Spanish Southwest	Tons	1 1 1		
PEANUTS	Valencia	Tons			2
PEANUTS	Virginia	Tons			
RAPESEED		Cwt.			
RICE	Long	Cwt.		- F 7	
RICE	Medium	Cwt.			

Following is an example of the County Commodity Yields Screen.

Establishing COC Maximum Yields (Continued)

C Field Descriptions for County Committee Yields Screen

The following table provides the field descriptions and actions for the County Committee Yields Screen.

Field/Button	Description	Action
County FSA Office	The name of the County Office.	
State/County Code	The code of the state and county.	
Telephone	The County Office telephone	
	number	
Crop Year	The crop year.	Using the "Crop Year"
		drop-down, select the
	Defaulted to the current crop year.	applicable crop year.
Commodity	The name of the commodity	
Class	The class of the commodity	
UOM	The unit of measure.	
Irr. Yld	The maximum irrigated yield	Enter the COC assigned
	assigned by the COC.	irrigated yield
Non Irr. Yld	The maximum nonirrigated yield	Enter the COC assigned
	assigned by the COC.	nonirrigated yield
Allocated %	The allocated percentage for the	Enter 100%.
	quantity.	
Submit		Click "Submit" to
		complete the process.
Cancel		Click "Cancel" to cancel
		the process.
Help		Click "Help" to get
		assistance on completing
		the process.

D Action

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From the left navigation on the eLDP Home Screen:

- CLICK "Administrative"
- CLICK "COC Max Yield"
- using the "Crop Year" drop-down, select the crop year
- enter applicable irrigated and nonirrigated yields for applicable commodities
- in the "Allocated %" field, ENTER "100"
- CLICK "Submit".

51 Adjusting COC Maximum Yields

A Overview

After the COC maximum yield has been recorded in the software, it may be necessary to adjust the maximum yield for the:

- county as a result of current harvest conditions
- producer as a result of production evidence.
- **Note:** When the COC maximum yield for a county is adjusted, only profiles after the adjustment will be established with the adjusted yield. Profiles that have already been established must be adjusted at the producer level according to paragraph 104.

B Action

From the left navigation on the eLDP Home Screen:

- CLICK "Administrative"
- CLICK "COC Max Yield"
- using the "Crop Year" drop-down, select the crop year
- enter the adjusted applicable irrigated and nonirrigated yields for applicable commodities
- in the "Allocated %" field, ENTER "100"
- CLICK "Submit".

52 Receiving E-mails

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.

52 Receiving E-mails (Continued)

B Example of County e-mail Address Screen

Following is an example of the County e-mail Address Screen.

USDA Farm Service Agency	*		Ŧ	eLDP LOAN DEFICIENCY PAYMENTS
		eLDP Home	About eLDP eLDP Help Contact Us	Exit eLDP Logout of eAuth
Administrative	Administrative->Email Contact Entry->County e-mail Ad	ddress		
Welcome Role:	County FSA Office:	State/County Code:	Telephone:	
Home Administrative Email Contact Entry - COC Max Yield - Neturn Evri Receipts - Delete EWR Receipts	State: County: Primary Email Address: Secondary Email Address:	Subrat Can	rel	
Version:26	Screen ID eLDPCntyEmail01	Divgor I Farm Service Agency (FSA) FSA Intravet Non-Discrimination Statemant Information Quali	ty FiretScy White House	

C Action

From the left navigation on the eLDP Home Screen:

- CLICK "Administrative"
- CLICK "Email County Entry"
- enter a primary and secondary e-mail address
- CLICK "Submit".

53-99 (Reserved)

Part 4 Customer Profiles

100 General Information

A Overview

A customer profile **must** be established **before** processing a loan application in CLPS or LDP in the eLDP software. The eLDP software provides the capability to establish common and joint operation profiles.

Common profiles include individual producers, corporations, and all other SCIMS business types except joint operations.

Joint operation profiles are created for entities with SCIMS business codes "02" general partnerships and "03" joint ventures.

Note: A CCC-633 EZ Page 1 must be on file **before** a customer profile can be established.

Customer profiles are county specific. If the producer has reported acreage on separate farms in multiple counties, a customer profile **must** be established in each county.

The customer's administrative County Office must complete a customer profile **before** an LDP 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 one time, each crop year, in the central eLDP processing web site for each county in which the customer desires eLDP services. The customer profile:

- contains 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 available quantity after an LDP or loan application has been submitted or corrected.

Producers with farms administered in more than 1 County Office may request to receive all of their loans and LDP's through 1 County Office. In addition, production from different counties is often commingled in the same storage structure making it in the best interest of CCC to have these loans administered by only 1 County Office. County Offices will need to adjust the yields and allocated quantity according to paragraph 104.

100 General Information (Continued)

B Compliance Data

FSA-578 **must** be completed and certified through the Crop Acreage Reporting System **before** establishing the customer profile in the eLDP system.

When FSA-578 data is not found **and** the producer is **not** a member of a joint operation, the "Commodity Detail" and "Commodity Summary" areas will be blank. The only commodities that may be manually added are:

- seed cotton
- honey
- mohair
- wool
- pelts.

If an eligible commodity does not populate, the user must first ensure that FSA-578 information is correct and COC maximum established yields and the allocated percentage is recorded.

When compliance data is found for each reported commodity, the customer profile populates the:

- reasonable quantity
- **Note:** Reasonable quantities are calculated by multiplying the COC maximum yield recorded, times the producer's share in the commodity based on the producer's reported or determined acres and irrigation status.
- allocated quantity.
- **Note:** Allocated quantities are calculated by multiplying the reasonable quantity times the allocated percentage recorded.
- **Important:** All crop acres on a farm, must be reported for any production from that farm to be eligible for MAL and LDP.

100 General Information (Continued)

C Example of the Customer Profile Screen

Following is an example of the Customer Profile Screen.

USDA Farm Service Agency	ELDP LOAN DEFICIENCY PAYMENTS
	eLDP Home About eLDP eLDP Help Contact Us Exit eLDP Logout of eAuth
Customer Profile Welcome Role: 	 Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below. Add Producer - To add a new profile for a producer's profile. Inquire Producer - To view details of a producer's profile. Deter Producer - To detate a producer's profiles. Bisable Producer - To detate a producer's profiles. Mad Diembers - To add new profiles for members of joint operation. Reference joint operation name in SCIMS customer search. Change DO Members - To selw details of a producer's profiles. Mad Diembers - To modify a profiles for members of joint operation. Reference joint operation name in SCIMS customer search. Change DO Members - To search and view member profiles of a joint operation. Reference joint operation name in SCIMS customer search. Mad Joint Operation - To add a new joint operation. Inquire Joint Operation - To view details of a joint operation. Inquire Joint Operation - To delete a joint operation. Detete Joint Operation - To delete a joint operation. Detete Joint Operation - To delete a joint operation. Detete Joint Operation - To delete a joint operation.

101 Establishing Individual Customer Profiles

A Overview

Profiles that are to be established for individuals and entities shall be created by using the "Add Producer" function.

B Example of Completed Customer Profile Screen

Following is an example of a completed customer profile.

				eLDP Home	About eLDP	eLDP Help	Contact Us	Exit eLDP	Logoot of eAath
Customer Profile	- singuire Producer- 36	Producer Search-silvof	Be Summary						
		and the second se		Profile Summary	8				
County FSA Off	Aces		State/County Cod	de.		Telephone:			
Producer Name	-					State:			
Addres	-					Zip:			
City	¥-				Emai	il Address:			
Part A - Produ	cer Terms and Cond	ditions							
			Is spot	check required for this pr	oducer?N				
Part B - Produc	cer Allocation Inform	mation							
				Cropland /	Factor: 3.0				
			-	Combined Permitted/AGE	Factor: 2.0				,
				Effective Allocation I	Factor: 1-0				
Commodity De	tail								
Commodity	Class	Farm Bundler	Compl Class	COC In. Vield	OC Non In. Ye	rid Rea	sonable Quant	ity Al	located Quantity
CANOLA	Canola	0007135	SPR	200.00		100.00	2	000.000	3,000.00
HONEY	Non-Table	ALL		0.00		0.00	300.	000.00	300,000.00
HONEY	Table	ALL		0.00		0.00	100,	000.00	100,000.00
WHEAT	Soft Red Winter	0007135	SRW	100.00		100.00	3.	000.00	3,000.00
WHEAT	Soft Red Wester	0007134	SRW	100.00		100.00	5	000.000	5,000.00
WOOL.	Graded	ALL		0.00		0.00	100.	000.00	100.000.00
WOOL	Ungraded	ALL		0.00		0.00	100.	00,000	300,000.00
Commodity Su	interaction of the second s								
Commodity	Class	63362 Date	Filed Tota	d Reasonable Quantity	Tete	al Allocated Qu	and the second se	Total Ave	lable Quantity
CANOLA	Canola	01/01/2015		3.4	00.00		3,000.00		3,000.00
HONEY	Non-Table	01/01/2015		100,0	00.000		100,000.00		100,000.00
HONEY	Table	01/01/2015		199.4	90.00		100.000.00		100.000.00
WHEAT	Soft Red Winter	01/01/2015		8.4	00.00		8,000.00		8.000.00
WOOL	Graded	01/01/2015		100.0	00.00		100.000.00		100.000.00
WOOL.	Ungraded	01/01/2015		100,0	90.000		100,000.00		100,000.00
			Low B	Broudday Variation later has	and a second sec				

101 Establishing Individual Customer Profiles

C Action

Establish a common customer profile according to the following table.



101 Establishing Individual Customer Profiles (Continued)

Step	Action
3	On the SCIMS Customer Search Screen, select the producer by entering any of the following:
	• 9 digit tax ID number
	• last 4 digits of producer's tax ID number
	• last, first name.
	Note: LDP's cannot be completed for customers not found in SCIMS.
4	On the Add Profile Terms and Conditions Screen,
	Usade States Department of Agriculture Farm Service Agency eLDP DeFICIENCY PAYMENTS
	eLDPHome About eLDP eLDPHelp Contact US Exit eLDP Logout of eAuth
	Customer Profile Customer Profile Add Profile Terms and Conditions Welcome Nucle: County FSA Office: State/County Code: Telephone:
	Home Producer Name: State: Customer Profile Address: Zip: Add Phoducer City: Email Address: - Change Producer Email Address: Email Address:
	Induite Finducer Ordeter Finducer Part A - Producer Terms and Conditions (Please check as applicable) Induite Finducer
	- Add pp = 0 Members - Change = 0 Members - Add pint Operation - Add pint Operation - Add pint Operation - Change - Dist Dest Field [Year] - Members
	Inquire Joint Operation Delete Joint Operation Continue Cancel Heip
	Screen ID eLDPrfAdd01
	sLDP Home 1 USDAgary 1 Sam, Scroles Apenor (ISSA) 1 SAL (Internet POLA Accessibility Scheme and 1 Princer Josicy 1 Iborn Scheme and 1 Information Guality Britislay 1 White Heuse
	• select the applicable crop year
	• click the radio button to answer if spot check is required for this producer
	• enter the date CCC-633-EZ, page 1 was filed
	• CLICK "Continue".

101 Establishing Individual Customer Profiles (Continued)



102 Establishing Joint Operations Customer Profiles

A Overview

Joint operation profiles are created for entities with the SCIMS business codes of "02" for general partnerships and "03" for joint ventures.

B Example of Completed Customer Profile Screen

Following is an example of a completed customer profile for a joint operation

		Inquire Joint Operati	on			
County FSA Office: FREDERICK		State/County Code: MD021	Telephone: (3	01)695-2803		
oint Venture Name: IMAJOINT	VENTURE	S	tate: MD			
Address: 1 MAIN	CTREET	Zip: 21798 Email Address:				
City:	arried (
ANTIO	114 0.34					
Is spot	check required f	Effective Date:10/12/2005 Delete Date:08/27/2009 or this joint venture?N				
Is spot Producer Names	check required f	Effective Date:10/12/2005 Delete Date:08/27/2009 or this joint venture?N Combined Permitted/AGI Factor	Cropland Factor	Actual Share (%)		
Is spot Producer Names IM Farmer A	check required f	Effective Date:10/12/2005 Delete Date:08/27/2009 or this joint venture?N Combined Permitted/AGI Factor	Cropland Factor 1.0000	Actual Share (%) 50.00		

C Action

Establish a joint operation customer profile according to the following table.



Step	Action
3	On the Information Message Screen for adding a joint operation, a message is displayed as a reminder to enter the ID of the joint operation and not the ID of the individual member of the operation.
	USDA unacidan bagenari Asectan Farm Senido Agency ELDP LOAN DEFICIENCY PAYMENTS
	CLOP Home About CLOP addP Home Contact Us Four CLOP Logard of Abut
	Customer profile Customer profile With the customer profile Customer profile Customer profile Customer profile Customer profile Customer profile Customer profile Customer profile Customer profile Customer
	CLICK " OK ".
4	On the SCIMS Customer Search Screen, select the joint operation by entering any of the following:
	• 9 digit tax ID number
	• last 4 digits of producer's tax ID number
	• last, first name.
	Note: eLDP's cannot be completed for customers not found in SCIMS.

Step	Action
5	On the Crop Year Screen,
	eLDP LOAN DEFICIENCY PAYMENTS
	eLDP Home About eLDP eLDP Holp Contact US Exit eLDP Logout of cAuth
	Customer Profile=>Add 30 Members=>Crop Year County ESA Offices TOCUMPS State /County Code: 02279 Tolenhomer (022532-6-154
	Partnership Name: Joint Venturs or General Partnership State: GA Address: 1234 Main Street Zip: 30436
	Anywhere, USA Email Address:
	Effective Date: 2015 V July V 18 V
	OK Cancel Help
	Screen ID eLDPAddJOMbr
	• select the applicable crop year
	• enter the effective date
	Important: The eLDP effective date refers to the date in which the
	profile is active for the crop year and not the date on which
	the operation was created. The effective date must be
	date if the CCC-633 EZ was not filed.
	• CLICK " OK ".
6	On the Add Joint Operation Percentages Screen,
	USDA Under States Department of Agroundance Farm Service Agency
	eLDPHeme About eLDP eLDPHetip Contact Us Exit eLDP Logout of eAuth
	Customer Profile Custom
	Home Partnership Name IMA JOINT State: NO Zip: Zip: Zip: Zip: Zip: Zip: Zip: Zip:
	Change Producer Engine Producer Dedete Producer Dedete Producer Dedete Producer
	Add to Members Its spotcheck required for this partnership? N Change 10 Members Producer Rances Combined Permitted/ACI1actor Actual Share (%) ItM EQMORE A Sourcess Itm Eqmonters It
	Change Said Operation IM FARMER B
	Vyrxisse:26 Screen ID et.DP3OAddPercent02
	CLICK "Continue".

ep					Action			
	On the Ad	d Profile 7	Ferms a	and Co	nditions Scre	een,		
	USDA Unter States Departer Farm Service	ant of Agriculture Agency					Ţ	eLDP LOAN DEFICIENCY PAYMENTS
	1 act	No.	C Yes			eLDPHome About eLD	P eLDP Help Contact Us	xit et DP Legaut of eAut
	Customer Profile	Custom	er Profile->Add 10 M	tembers->Crop Ye	er->Add Joint Operation Percentag	es-Mdd Profile Terms and Cond ile Terms and Conditions	Rons	
	Tota:: County Home: Customer Profile - Add Producer	Produc	er Name: IN Address: IN City: V	1A JOINT	State/Co	unty Codes M0031 State Zip Email Address	* MD c 20842	2846
	Defete Producer Defete Producer Disable Producer	Part	A - Producer T	erms and Cor	nditions (Please check as ap	plicable)		
	 Add RO Members Change TO Members Dagaine JO Members Add Joint Operating Change Joint Operating 	n a n ation			Spotcheck & required for this 633EZ, Page 1, D	Crop Year:201 producer.	(Day) •	Þ
	- Inquire Joint Opera - Delete Joint Opera Version:26	tion ion Screen	ID eLDPrfAdd01		Continu	Gancel Help		
	enterCLIC	the date C <u>K "Conti</u>	nue".	- /				
	 enter CLIC The profile screen. 	K " Conti le informat	nue". ion of t	he firs	t member is	displayed. S	Scroll to the b	oottom of t
	enter CLIC The profile screen.	the date C K "Contine informat	nue". ion of t	he firs	t member is	displayed. S	Scroll to the b	oottom of tl
	enter CLIC The profile screen.	the date C K "Contine e informat	ion of t	the firs	t member is	displayed. S	Scroll to the b	Allocated Quantity
	enter CLIC The profile screen.	the date C K "Contine e informat	nue ". ion of t	the firs	t member is o	COC Non-Irr. Vield 220.00 220.00	Reasonable Quantity 4,591.00 498.00	Allocated Quantity 4,591.0 498.0
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Action Step The Joint Operations Member Summary Screen will be displayed. 11 Polite-sidd ID Hembers-Scrip Teal-sidd Joint Operation Percentages-sidd Polite Terres and Conditions-sidd Polite Yeld Information-sid Hembers Sum Joint Operation Members Summary State: HD Zip: 20842 Email Address: hip Name: Address: City: The Current Joint Operation from AGE State: HD Zip: 20842 Email Address: Address: City: Crop Year: 2016 Is spotcheck required for this producer?: N **Commodity Detail** Yield Cor Farm N C 4,591.00 4,591.00 CORN Yellow 0000980 YEL 0.0 220.0 CORM Yelk 0002108 YEL YEL 0.0 220.0 220.0 498.00 498.0 CORN Yellow 0.0 2,546.00 2,546.00 CORN Yellow 0000589 YE 0.0 220.0 2,295.00 2,295.00 SOYBEANS Yellow 0000980 COH 0.0 40.0 1.093.00 1.093.00 COM 40.0 SOYBEAN 0002108 180.00 180.00 SOYBEANS Yellow 0.0 40.0 SOYBEANS Yellow 0000589 CON 0.0 40.0 1.936.00 1.936.00 SOYBEANS Yellow 0001517 COM 0.0 40.0 2,241.00 2,241.00 SOYBEANS Yellow 0001278 COM 0.0 40.0 3,084.00 3,084.00 1,845.00 SOYBEANS Yellow 0000375 COR 0.0 40.0 1,845.00 40.0 85.0 1,388.00 1,388.00 SOYBEAN COM Soft Red Winter 0002108 WHEAT 0.0 SRW Soft Red Winter Soft Red Winter Soft Red Winter WHEAT 0000529 SRW 0.0 85.0 984.00 984.00 SRW SRW SRW 4,321.00 4,763.00 2,949.00 0000333 0001517 WHEAT 0.0 85.0 4,321.00 85.0 85.0 WHEAT 0.0 4,763.00 2,949.00 Soft Red Winter WHEAT 0000363 0.0 **Commodity Su** mmary Cor 633EZ 0 fity ntity 9,930.00 Yelow CORN 08/01/2014 9,930.00 9,930.00 15,268.00 15,268.00 15,268.00 13,399.00 SOYBEANS Yellow 06/01/2016 WHEAT Soft Red Winter 08/01/2014 Producer Name: Address: State: ND Zip: 20842 City: Email Address: Crop Year: 2016 Is spotcheck required for this producer?: N dity Detail Commodity CORN Y Farm N 6 sld Irr. Vield 4,591.00 4,591. Yelk YE 220.0 0002108 CORN YE 0.0 498.00 498 CORN Yellow 0000529 YEL 0.0 220.0 2,546.00 2,546.0 220.0 2,295.00 2,295.0 CORN YE COM **SOYBEANS** Yellow 0.0 0000960 SOYBEANS Yellow 0002108 COM 0.0 40.0 180.00 180. S OYBEANS S OYBEANS 3,501.(Yellow 0000333 COM 0.0 40.0 3,501.00 000058 Yellow COM 0.0 40.0 1,936.00 2,241.00 2,241.0 SOVINEANS Yellow 0001517 COM 0.0 40.0 S-OYBEANS S-OYBEANS 0001278 COM 0.0 40.0 40.0 3,084.0 3,084.00 Yellow SOYBEANS Yellow 0000363 COM 0.0 40.0 1,388.00 1,388. Soft Red Winter Soft Red Winter 382.00 382.0 WHEAT 0002108 5RW 0.0 85.0 SRW WHEAT 0000529 0.0 85.0 984.00 WHEAT Soft Red Winter 0000333 5RW 0.0 85.0 4.321.00 4.321.0 WHEAT Soft Red Winter Soft Red Winter 0.0 85.0 85.0 4,763.0 4,763.00 2,949.00 0001517 SRW. 0000363 dity S Comm mary Commodity 633EZ Date Filed Total Reasonable Quantity 9,930.0 **Total Allocated** Total Availa 9,930. Cla Yellow CORN 9,930.00 06/01/2014 **SOYBEANS** Yellow 08/01/2016 15,268.00 15,268.00 15,268. WHEAT Soft Red Winter 08/01/2016 13,399.00 13,399.00 13,399.0 Submit Cancel Help CLICK "Submit" to complete the process.

A Joint Operation Profile Functions (Continued)

103 Establishing Manual Customer Profiles

A Manual Customer Profiles

Wool, mohair, pelts, honey are the only eligible commodities that are **not** reported on FSA-578 and **must** be entered manually.

Although reported on a FSA-578 the following crops must also be added manually:

- corn silage
- seed cotton.

B Action

Establish manual customer profiles according to the following table.



103 Establishing Manual Customer Profiles (Continued)

Step	Action
4	On the Change Profile Yield Information Screen,
	Part A - Producer Terms and Conditions Spotcheck is required for this producer.
	Part B - Producer Allocation Information
	Cropland Factor:1.0 Combined Permitted/AGI Factor 1.0
	Commodity:HONEY Class/Variety/Type:
	Reasonable Quantity: COC Irr. Yield: COC Non-Irr. Yield: COC Non-Irr. Yield:
	633EZ Date Filed: 2016 V August V 23 V
	Add Change Delete Clear
	• using drop-down select applicable commodity (Step 1)
	• using drop-down select class/variety/type (Step 2)
	• enter farm number or "All" (Step 3)
	• calculated reasonable quantity (Step 4)
	• calculated allocated quantity (Step 5)
	• CCC-633 EZ date filed (Step 6)
	• CLICK "Add".
5	After the profile has been created, scroll to bottom of the screen and,
	Sel Commodity Case Farm Number Compl Class COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity Allocated Quantity WXOL Ungraded ALL 0.00 0.00 500.00 500.00
	Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Available Quantity
	WOOL Ungraded 06/15/2016 500.00 500.00 500.00
	Submit Cancel Help
	CLICK "Submit".

104 Changes to Customer Profiles

A Change Producer Profile Function

Changes to the customer profile can be made to:

- increase or decrease quantity
- 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 in the producer's folder.

B Action

Change a customer profile according to the following table.

Step	Action
1	On the eLDP Home Screen, CLICK "Customer Profile".
2	On the Customer Profile Screen,
	USDA Uniter Department of AgainAnce Farm Service Agency eLDP LOAN DEFICIENCY PAYMENTS
	eLDPHome About eLDP Holp Contact Us Exit eLDP Logart of Auth
	Customer Profile Victorier Customer Profile Customer Profile
	RDE Home 1 USDA,dor 1 Famil, Service Application, 1530 (Statistication) 1930 Accessibility Statement 1 Environ Felory 1 Non-Distrimination Statement 1 Environ Asia Overlay 1 Mitte House
	CLICK "Change Producer".

104 Changes to Customer Profiles (Continued)

Step	Action
3	On the Producer Search Screen,
	Customer Profile Customer Profile ::>Change Producer :>Producer Search Webcare Rade: Sa. Country ISA Officer :RECERCK State/Country Code: IEC021 Telephoner: (301)/075-2803 Nome Country Exa Officer :RECERCK State/Country Code: IEC021 Telephoner: (301)/075-2803 Country Exa Office: :RECERCK State/Country Code: IEC021 Telephoner: (301)/075-2803 Country Exa Office: :RECERCE State / Country Exa Office: :RECERCE State / Country Exa Office: :RECERCE Country Exa Office: :RECERCE State all operations from this page for current session Easth By Producer: ID Melp Change: D0 Kein bers : Add Joke Operation : Ch
	 using the "Crop Year" drop-down, select the crop year CLICK either: "List All Producers" "Search By Producer ID".
4	On the Change Profile Yield Information Screen,
	Part B - Producer Allocation Information Crop Year:2016 Cropland Factor:t.0 Combined Permitted/AGI Factor(10 Combined Permitted/AGI
	Commodity Detail Sel Commodity Class Farm Number Compl Class COC Irr, Yield COC Non-Irr, Yield Reasonable Quantity Allocated Quantity
	• BARLEY Barley 0000318 WTR 0.00 65.00 1,040.00 1,040.00 C CRFN Y'ellow 0005741 Y'EL 0.00 140.00 2,172.00 2,372.00 C CORN Y'ellow 0005704 YEL 0.00 140.00 5,628.00 5,628.00 C CORN Y'ellow 0000111 YEL 0.00 140.00 2,205.00 2,265.00 C CORN Y'ellow 0000323 YEL 0.00 140.00 9,712.00 9,712.00 C CORN Y'ellow 0000400 YEL 0.00 140.00 2,206.00 2,266.00 C CORN Y'ellow 0000323 YEL 0.00 140.00 9,712.00 2,276.00 C CORN Y'ellow 00003023 YEL 0.00 140.00 9,685.00 2,276.00 C CORN Y'ellow 00003018 YEL 0.00 140.00 9,685.00 9,685.00 C CORN Y'ellow 0000318 YEL 0.00
	 click the radio button of applicable commodity/farm number change applicable information accordingly.
5	After all changes have been made, click:
	 "Add" after adding new commodities "Change" after modifying existing commodity "Delete" when deleting an existing commodity. CLICK "Submit". The customer profile will be updated to reflect changes.
105 Inquire Producer Customer Profile

A Overview

County Offices can choose to view a customer profile that has been established.

B Example of Inquire Screen for Customer Profile

The following is an example of the Customer Profile Inquire Screen.

Customer Profile-Singuike Producer ->Producer Search ->Profile Summary Profile Summary County FSA Office: FREDERICK State/County Code: M0021 Telephone: (301/695-2803 Producer Name: M FARMER State Zip Address: Carbon State Zip Gity: Em ail Address. Part A Producer Terms and Conditions Part B - Producer Allocation Information Crop Year: 2016 Combined permitted/ACI Factor: 1.0 Commodity Detail Commodity Detail Commodity Class Farm Number Complete Science Allocated Quantity A Commodity Summary Commodity Class 633E/2 Date Filed Total Reasonable Quantity Total Allocated Quantity Total Allocated Quantity OK Profile Summary as PDF	and a second	and the second		and a state of the	eLDPI	Home	About eLDP	eLDP Help	Contact Us	Exit eLDP
Frome Frome County FSA Office: FREDERICK State/County Code: M0021 Telephone: (301,8695-2803) Producer Name: IM FARMER Zip Address: Zip Email Address. Part A - Producer Terms and Conditions Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Commodity Detail Commodity Class Commodity Detail 0.00 Commodity Summary 0.00 Commodity Summary State Joint Place Controlity Class 633EZ Date Filed Total Reasonable Quantity Total Reasonable Quantity OCTION-SELS SELS 11/01/2015	Customer Profile-	>Inquire Producer	->Producer Se	arch->Profile Summ	Brofile C					
Producer Name: IM FARMER State Address: Zjp City: Email Address. Part A - Producer Terms and Conditions Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Combined Permitted/ACL Factor: 1.0 Effective Allocation Factor: 1.0 Effective Allocation Factor: 1.0 Commodity Detail COTTON-SELS SELS ALL Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Tota	County FSA Offi	ce: FREDERICK		s	tate/County Code: MD	021	Y	Tel	ephone: (301)69	5-2803
Producer Name: Address: City: IM FARMER Mdress: Email Address. State Zip Email Address. Part A - Producer Terms and Conditions Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Yeat: 2015 Cropland Factor: 1.0 Combined Particle 7.10 Effective Allocation Factor: 1.0 Commodity Detail COC COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity A COTTON-SELS SELS ALL 0.00 0.00 3,500.00 A Commodity Summary Control Sells Sells 11/01/2015 3,500.00 3,500.00 A OK Profile Surmary as PDF Otel Surmary as PDF D D D D D				1.5				2.72		
Address: Zp City: Email Address. Part A - Producer Terms and Conditions Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Commodity Detail Commodity Class Commodity Summary SELS Autor Sells S13EZ Date Filed Total Reasonable Quantity Total Reasonable Quantity Cort Coversells 3,500.00 Commodity Summary SELS York Profile Summary as PDF	Producer Name							State		
City: Email Address. Part A - Producer Terms and Conditions Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Commodity Detail Commodity Edits Commodity Detail 0.00 Control-SELS SELS ALL 0.00 Commodity Summary Commodity Class Ocommodity Class Ocommodity Class Ocommodity SELS ALL 0.00 Out Control-SELS SELS SELS 11/01/2015 OK Profile Summary as PDF	Address	IM FARMER						Zir		
Part A - Producer Terms and Conditions Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Combined Permitted/AQI Factor: 1.0 Effective Allocation Factor: 1.0 Commodity Detail Commodity Class Farm Number Compl Class COC Irr. Yield Reasonable Quantity A Commodity Summary Commodity Class 5ELS ALL 0.00 0.00 3,500.00 A Corr ON-SELS SELS 11/01/2015 Total Reasonable Quantity Total Allocated Quantity Total Allocated Quantity Total Allocated Quantity OX Profile Summary as PDF Profile Summary as PDF Profile Summary as PDF	City							mail Address		
Part A - Producer Terms and Conditions Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Combined Permitted/ALF factor: 1.0 Combined Permitted/ALF factor: 1.0 Commodity Detail Commodity Class Farm Number Compl Class COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity A Commodity Summary 0.00 0.00 3,500.00 Commodity Class SELS ALL 0.00 0.00 3,500.00 Commodity Summary Control Reasonable Quantity 3,500.00 3,500.00 3,500.00 OK Profile Summary as PDF Profile Summary as PDF										
Is spotcheck required for this producer?N Part B - Producer Allocation Information Crop Year: 2016 Crophond Pactor: 1.0 Combined Permted/ACI Pactor: 1.0 Effective Allocation Factor: 1.0 Effective Allocation Factor: 1.0 Commodity Detail Commodity Class Farm Number Compl Class COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity Allocated Quantity Allocated Quantity Total Allocated Quantity Tot	Part A - Produ	er Terms and Co	nditions							
Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Combined Permitted/AGI Factor: 1.0 Effective Allocation Factor: 1.0 Commodity Detail Commodity Class Farm Number Compl Class COC Irr, Yield Reasonable Quantity A Commodity Summary Commodity Class 633EZ Date Filed 0.00 0.00 3,500.00 Cort ON-SELS SELS 11/01/2015 Total Reasonable Quantity Total Allocated Quantity Total Av OK Profile Summary as PDF OK Profile Summary as PDF OK	Turca Produ	contracting und co			is spotcheck required	for this p	producer?N			
Part B - Producer Allocation Information Crop Year: 2016 Cropland Factor: 1.0 Commodity Detail Commodity Detail Commodity Class Farm Number Compl Class COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity A COTTON-SELS SELS ALL 0.00 0.00 3,500.00 Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Av COTTON-SELS SELS 11/01/2015 3,500.00 3,500.00 OK Profile Summary as PDF			1							
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Combined Permitted/AGI Factor: 1.0 Effective Allocation Factor: 1.0 Commodity Detail Commodity Class Farm Number Compl Class COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity / COTTON-SELS SELS ALL 0.00 0.00 3,500.00 Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Av COTTON-SELS SELS 11/01/2015 3,500.00 3,500.00						Cropland	i Factor: 1.0			
Effective Allocation Factor: 1.0 Commodity Detail Commodity Class Farm Number Compl Class COC Irr. Yield COO Non-Irr. Yield Reasonable Quantity Allocated Quantity Allocated Quantity Allocated Quantity Total Alloca					Combined Perm	itted/AGI	Factor: 1.0			
Commodity Detail Compositive Class Farm Number Compl Class COC Trr, Yield COC Non-Trr. Yield Reasonable Quantity A COTTOR-SELS SELS ALL 0.00 0.00 3,500.00 3,500.00 Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Ave COTTOR-SELS SELS 11/01/2015 3,500.00					Effective	Allocation	Factor: 1.0			
Commodity Detail Commodity Class Farm Number Compl Class COC Trr, Yield COC Non-Irr, Yield Reasonable Quantity A COTTON-SELS SELS ALL 0.00 0.00 3,500.00 Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Allocated Quantity COTTON-SELS SELS 11/01/2015 3,500.00 3,500.00 3,500.00										
Commodity Detail Commodity Class Farm Number Compl Class COC Trr, Yield COC Non-Trr, Yield Reasonable Quantity A COTTON-SELS SELS ALL 0.00 0.00 3,500.00 Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Allocated Quantity COTTON-SELS SELS 11/01/2015 3,500.00 3,										
Commodity Class Farm Number Compl Class COC Irr. Yield COC Non-Irr. Yield Reasonable Quantity ////////////////////////////////////	Commodity De	ail								
COTTON-SELS SELS ALL 0.00 0.00 3,500.00 Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Allocated Quantity COTTON-SELS SELS 11/01/2015 3,500.00 3,500.00 OK Profile Summary as PDF	Commodity	Class Fa	rm Number	Compl Class	COC Irr. Yield	C00	C Non-Irr. Yiel	d Rea	isonable Quanti	ity A
Commodity Summary Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Allocated Quantity Total Allocated Quantity Total Average COTTON-SELS SELS 11/01/2015 3,500.00 3,500.00 3,500.00	COTTON-SELS	SELS ALL			0.00)		0.00	3,	500.00
Commodity Class 633EZ Date Filed Total Reasonable Quantity Total Allocated Quantity Total Av COTTON-SELS SELS 11/01/2015 3,500.00 3,500.00 3,500.00	Commodity Su	nmary								
COTTON-SELS SELS 11/01/2015 OK Profile Summary as PDF	Commodity	Class	633E7 Date	Filed To	tal Reasonable Quar	atity	Total	Allocated Or	antity	Total Ava
OK Profile Summary as PDF	COTTON-SELS	SELS 11/	01/2015	r neu To	turricu sonuore quin	3.500.0	00	Anocarco qu	3,500.00	TOTAL PLAT
OK Profile Summary as PDF	and the states					2,0001			-,	
Prome Summary as Pur					OK Profile S	Summanua	AR POF			
					Profile 3	ournersary a	as PDT			

C Action

From the eLDP Home Screen,

- CLICK "Customer Profile"
- CLICK "Change Producer"
- select the producer by clicking either:
 - "List All Producers"
 - "Search by Producer ID"
- CLICK "**OK**" to exit.

Note: Users can also click "Profile Summary as PDF" and print, if needed.

106 Delete Producer Customer Profile

A Overview

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.

B Example of Delete Profile Screen

Following is an example of the Delete Profile Screen.

Usba United States Department of Aprice Farm Service Agency	then 1			矛	ELDP LOAN DEFICIENCY PAYMENTS
Va ck	A ALL TRAIL		RIV C		I Wast
		eLDP Home	About eLDP eLDP Hel	p Contact Us Exit eL	DP Logout of eAuth
Customer Profile Welcome	Customer Profile->Delete Producer->P	Producer Search->Delete Profile Delete Profile	e		
Role:	County FSA Office: FREDERICK	State/County Code: MD021	T	elephone: (301)695-2803	
Home Customer Profile - Add Producer - Change Producer	Producer Name IM FARMER Address City		Sta Z Email Addre	te: DC ip: 20007 ss:	
- Delete Producer	÷g.	Crop Y	ear : 2016		
- Disable Producer - Enable Producer - Add JO Members		To delete this producer's Crop Year profile, clic	k the 'Delete Crop Year' butt	ion.	
- Inquire JO Members		To delete all Crop Years for this producer's profile,	click the 'Delete Producer' b	outton.	
 Add Joint Operation Change Joint Operation Inquire Joint Operation Delete Joint Operation 		Delete Crop Year Delete Produc	er Cancel Help	1	
Version:26	Screen ID eLDPPrflDel01				

106 Delete Producer Customer Profile (Continued)

C Action

From the eLDP Home Screen,

- CLICK "Customer Profile"
- CLICK "Delete Producer"
- using "Crop Year" drop-down select applicable crop year
- select the producer by clicking either:
 - "List All Producers"
 - "Search by Producer ID"
- CLICK:
 - "Delete Crop Year" to delete a specific crop year
 - "Delete Producer" to delete all profiles for the producer.
 - **Note:** If an eLDP application has been processed for a specific year, the customer profile **cannot** be deleted for that specific year. All other crop years may be deleted.

107-199 (Reserved)

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200 General Information

A LDP Requests Submitted to County Offices

LDP requests that are submitted to the County Office are considered complete when the County Office receives a completed and signed CCC-633 EZ, page 2, 3 or 4.

B LDP Requests Submitted Online by External Customers

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

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

LDP applications from external locations for external customers other than "individuals" require the applicable "role" to be established for the filing person in RLMS.

201 Processing LDP Applications

A Overview

LDP applications may be processed for the following quantities:

- farm-stored certified
- farm-stored measured
- warehouse-stored
- sold
- delivered
- fed
- open storage
- graze-out.

201 Processing LDP Applications (Continued)

B Example of LDP Application Screen

Following is an example of the LDP Application Screen.

USDA United States Department of Age Farm Service Agen	eLDP LOAN DEFICIENCY PAYMENTS
	eLDPHome About eLDP eLDPHop Contact Us Exit eLDP Logout of eAuth
Application Welcome Role: Home	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 Farm Stored eLDP application for a producer.
Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored - Add EWR	 Add Sold/Delivered/Fed - To add an eLDP application for quantities that are either sold, fed or have requested date of delivery. Add Open Storage - To add an eLDP application for quantities that are either of the farm and beneficial interest has been maintained. Add Warehouse Stored - To add a Warehouse Stored eLDP application for a producer. Add EWR - To add a EWR eLDP application for a producer. Add Cotton - To add a Cotton en EDP application for a producer. Inquire - To view eLDP application details of a producer. Cotton - To view eLDP application details of a producer.
- Inquire - Correct - Delete Version:26	O Delete - To delete an eLDP application for a producer. Screen ID eLDPApplMain01

C Action

From the eLDP Home Screen:

- CLICK "Application"
- CLICK:
 - "Add Farm Stored" to add a farm stored LDP
 - **"Add Sold/Delivered/Fed"** to add an LDP application for quantities that are either sold, fed or have requested date of delivery
 - **"Add Open Storage"** to add an LDP application for quantities that are stored off the farm and beneficial interest has been maintained
 - "Add Warehouse Stored" to add a warehouse stored LDP application for a producer
 - "Add EWR" to add a EWR eLDP application for a producer
 - "Add Cotton" to add a cotton eLDP application for a producer
 - "Inquire" to view eLDP application details of a producer
 - "Correct" to correct eLDP application details of a producer
 - "Delete" to delete an eLDP application for a producer
- using drop-down select applicable crop year.
 - **Note:** When an application is for multiple producers, all producers **must** be selected **before** entering application details.

202 Farm-Stored Application Storage Location Screen

A Overview

Farm stored LDP applications are for applications in which the producer has beneficial interest and the commodity is stored on the farm.

The LDP rate is based on the date of request.

B Example of Add Farm-Stored Application Storage Location Screen

The following is an example of the Add Farm Stored Application Storage Location Screen.

USDA United States Department of Agriculture Farm Service Agency			eLDP LOAN DEFICIENCY PAYMENTS
		eLDPHome About eLD	P eLDP Help Contact Us Exit eLDP Logout of eAuth
Application	Application- >Add Farm Stored- >Producer S	earch->Storage Location	
All of a second s		Storage Location	
Roler	County FSA Office: FREDERICK	State/County Code: MD021	Telephone; (301)695-2803
Home Application - Add Sold/Delivered/Fed - Add Sold/Delivered/Fed - Add Warehouse Stored - Add EWR - Add EWR - Add Coton - Inquire - Correct	Producer Name: IM FARMER Address: City: Part B - Producer Payment Information Crop Year Commodity	State: MD Zip: Email Address: 2016 BARLEY V Class/Variety/Type: Barley Class/Variety/Type: Gain Hay Stage	
Delete	State/County Where Stored	MARYLAND V FREDERICK V	
1000	Request Date	2017 V January V 27 V	
Version: 20	COC Approval Date	2017 V January V 27 V	
20	Is this a costillad at D02	e Yas O No	
	for the second second second		
	kererence numbers (Max. 3)		
		Continue Cancel Help	

202 Farm-Stored Application Storage Location Screen (Continued)

C Field Descriptions and Actions for the Add Farm Stored Application Storage Location Screen

The following table provides the field descriptions and actions for the Add Farm Stored Application Storage Location Screen.

Field/Button	Description	Action
Crop Year	Displays the crop year selected from the Producer Search Screen.	No action is required if crop year is correct.
		If crop year is incorrect, CLICK "Cancel" to restart the process.
Commodity	Only commodities that have established profiles are displayed.	Using the "Commodity" drop- down, select the commodity.
Class/Variety/Type	The class/variety/type of the commodity selected.	Using the "Class/Variety/Type" drop-down, select the class/variety/type for the commodity selected.
Commodity Type Indicator	Indicates whether the application is for:grainhay	Choose the applicable commodity type.
	• silage.	
State/County Where Stored	The state and county where the commodity is stored.	Using the "State/County Where Stored" drop-down, select the applicable state and county.
Request Date	The date the producer signed the CCC-633 EZ, page 2, 3 or 4. This date is used to determine the LDP rate.	Using the "Request Date" drop-down, select the request date.
COC Approval Date	The date that COC approved the LDP request. The COC approval date is the date used to determine any applicable prompt payment interest.	Using the "COC Approval Date" drop-down, select the COC approval date.

202 Farm-Stored Application Storage Location Screen (Continued)

Field/Button	Description	Action
Is this a certified	An indicator whether the LDP is	No action is needed for
eLDP?	certified or has submitted	certified applications.
	production evidence with	
	application.	CLICK "No" for
		applications with production
	Indicator is defaulted to "Yes".	evidence.
Reference Numbers	The reference field allows for an	Enter up to 3 farm numbers
(Max 3)	alpha or numeric entry. More	(optional).
	than 1 farm number may be	
	entered in each of the reference	
	fields. Data entered in the	
	reference field will appear on the	
	producer transaction statement.	
Continue		CLICK "Continue" to
		proceed to the Storage
		Details Screen.
Cancel		CLICK "Cancel" to cancel
		the application.
Help		CLICK "Help" to view
		additional information for
		the screen details.

C Field Descriptions and Actions for the Add Farm Stored Application Storage Location Screen (Continued)

203 Farm-Stored Application Location - Payment Information Screen

A Overview

After the storage information is entered, the Payment Information Screen is displayed allowing users to enter the quantity requested. The software will calculate the payment after the quantity is entered.

B Example of the Farm-Stored Application Location - Payment Information Screen

The following is an example of the Farm-Stored Application Location-Payment Information Screen.

				eLDP Home	About eLDP	eLDP Help Cont
	Application > Add Farm Charad > Producer Coards > Charage Lag	ation - Daymont Information				
plication	Application->Add Panin Stored->Producer Search->Storage Loc		Payment Information			
10	County FSA Office: MEDINA	State/County Code: TX	(325		Telephone: (830)426-2013 x2
ounty						
	Producer Name:					State: TX
	Address: IM FARMER					Zip: 78016
ation	City:				Email Ad	dress:
Farm Stored						
Sold/Delivered/Fed						
Warehouse Stored	Part B - Producer Payment Information					
I EWR	Crop Year: 2016					
d Cotton	Commodity: WHEAT	Class/Variety/Type	: Hard Red Winter			
uire	State/County Where Stored: TEXAS/MEDINA					
rect	Request Date: 07/06/2016	COC Approval Date	: 07/19/2016			
ete	Is this a certified eLDP?: Yes					
	Commodity Type Indicator: Grain					
11:20	Reference Numbers (Max. 3):					
	Quantity:	Bushels	Bin Quantity Calculator	(optional)		
	Stored Location:					
		Add	Change Delete C	lear		
	Storage Details					
	Sel Quantity(I	Bushels)			St	ored Location
	•		500.00		Hender	son Farm FSN XXXX
		Total	Net Quantity: 500.00 Bushels			
			LDP Rate: \$0.50			
		Total Disbursem	ent Amount: \$250.00			
		Associated Fa	rm Numbers: 0006754			
		Color Color	ait Dask Canaal	Liele		
		Subr	nic back Cancel	Help		

203 Farm-Stored Application Location - Payment Information Screen (Continued)

C Field Descriptions and Actions for the Farm-Stored Application Location – Payment Information Screen

The following table provides the field descriptions and actions for the Farm-Stored Application Location - Payment Information Screen.

Field/Button	Description	Action
Quantity	The quantity requested.	Enter the quantity requested.
Bin Quantity	An optional button to calculate	See paragraph 205 for using
Calculator (optional)	quantities using a bin calculator.	the bin calculator.
Storage Location	The location where the	Enter the storage location
	commodity is stored.	where the commodity is stored.
Add		CLICK "Add" to add the
		quantity to the application.
Change		CLICK "Change" to change
		the quantity to the application
		that was previously added.
Delete		CLICK "Delete" to delete the
		quantity to the application that
		was previously added.
Help		CLICK "Help" to view
		additional information for the
		screen details.
Total Net Quantity	The total net quantity of the	
	application.	
LDP Rate	The LDP rate in effect based on	
	the LDP request date entered on	
	the Farm-Stored Application	
	Screen.	
Total Disbursement	The calculated amount of the	
Amount	request.	
Associated Farm	The farm numbers entered on	
Numbers	the Farm-Stored Application	
	Screen.	
Submit		CLICK "Submit " to proceed
		to the Application Summary
		Screen.
Cancel		CLICK "Cancel" to cancel the
		application.
Back		CLICK "Back " to return to the
		Farm-Stored Application
		Screen.
Help		CLICK "Help" to view
		additional information for the
		screen details.

204 Farm-Stored Application Summary Screen

A Overview

After the required information is entered, the software calculates the LDP payment and the Application Summary Screen will be displayed.

B Example of Farm-Stored Application Summary Screen.

The following is an example of the Farm-Stored Application Summary Screen.

			eLDP Home About eLDP eLDP Help Contact Us Ex
Application	Application->Add Farm Stored	->Producer Search->Storage Location->Payment Information->Application Summary	,
Velcome	County FSA Office: MEDINA	State/County Code: TX325	Telephone: (830)426-2013 x2
ole: County			
	Droducer Name		State: TY
lome	Addroce	M FARMER	Zin: 79016
pplication	City		Email Address:
- Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage	ury.		Lindi Address.
- Add Warehouse Stored - Add EWP		Cron Year: 2016	el DP Number: 50001
- Add Cotton		Commodity: WHEAT	Class/Variety/Type: Hard Red Winter
		State/County Where Stored: TEXAS/MEDINA	ouss, functi, ripernara noa mitar
		Commodity Type Indicator: Grain	
- Delete		Boquested Date: 07/05/2016	
		COC Approval Date: 07/00/2010	Dichurcement Date: 07/10/2016 02:21 DM
ersion:20		Confirmation#: 48533409	Confirmation Date: 07/19/2016 02:38 PM
	-	Quantity Balance: 250.00	
	Storage Details		an an transform
			Stored Location
		400.00	Troup Farm
		250.00	Trail Cam Rd
		300.00	Homestead
		Total Quantity: 1,450.00 Bus	hels
		LDP Rate: \$0.50	
		Total Disbursement Amount: \$725.00	
		Associated Farm Numbers: 0006754	
		OK Application Summary as	s PDF
	Screen ID el DPAnniSum03		

C Action

On the Application Summary Screen,

- CLICK "Application Summary as PDF"
- print PDF of application and file in the producer's folder
- CLICK **"OK"** to exit the application.

205 Bin Quantity Calculator for Farm-Stored Applications

A 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.

B Example of Bin Calculator

Following is an example of the bin calculator.

eldp - Bin Q	uantity Calculator -	Internet Explorer			
Commodity	/:	WHEAT			
Class/Vari	ety/Type:	Hard Red Winter			
Should 'Gr	oss' quantity be	adjusted for moisture?:	⊖Yes ●No M	Aoisture Percent: 0.0	
Test Weight:	0.0				
Length:	0.0	Diameter:	0.0	Cone Height:	0.0
Height:	0.0	Circumference	0.0	Cone Depth:	0.0
Width:	0.0			Cone Diameter:	0.0
Cubic Feet	Deduction:	0.0			
Cubic Feet	of any addition	al quantity: 0.0			
Calculate					
Calculated Bin Quantity: 0.00					
		0	K Cancel		

C Action

From the Add Farm-Stored Storage Location Screen,

- CLICK "Bin Calculator"
- enter the applicable information from CCC-677-1
- CLICK "Calculate"
- CLICK "OK".

The calculated quantity will populate in the quantity field.

206 Sold/Delivered/Fed Application Storage Location Screen

A Overview

Sold/Delivered/Fed LDP applications are for applications in which the producer has lost beneficial interest and the commodity is not available.

The LDP rate is based on the date beneficial interest was lost.

B Example of Sold/Delivered/Fed Application Storage Location Screen

The following is an example of the Sold/Delivered/Fed Application Storage Location Screen.

USDA Farm Service Agency				eLDP LOAN DEFICIENCY PAYMENTS
		eLDP Home	About cLDP cLDP	Itelp Contact Us Exit eLDP Logout of eAuth
Application	Application->Add Sold/Delivered/Fed->Producer	Search->Storage Location Storage Locat	ion	
Welcome Role:	County FSA Office: FREDERICK	State/County Code: MD021		Telephone: (301)695-2803
Home Application - Add Farm Stored - Add Sold/Delivered/Fed	Producer Name IM FARMER Address City	Stat Zi Email Addres	e: MD p: 21769 s:	
- Add Open Storage - Add Warehouse Stored	Part B - Producer Payment Information			
- Add EWR - Add Cotton - Inquire - Correct - Delete	Crop Year: 201 Commodity: EA Com State/County where delivered: MA	6 RLEY V Class/Variety/Type: Barley V modty Type Indicator: @Grain OHay OSilage RYLAND V FREDERICK V		
Version:26	Certification Date: 20 Is this a certified eLDP?: 〇	7 V January V 28 V V res No		
	Reference Numbers (Max. 3):			
	anna e an an Bhadalachadh airge Philippi (1996) (1996)	Continue Cancel	Help	

C Field Descriptions and Actions for the Sold/Delivered/Fed Application Storage Location Screen

The following table provides the field descriptions and actions for Sold/Delivered/Fed Application Storage Location Screen for sold/delivered/fed applications.

Field/Button	Description	Action
Crop Year	Displays the crop year selected	No action is required if
	from the Producer Search Screen.	crop year is correct.
		If crop year is incorrect, CLICK "Cancel" to restart the process.
Commodity	Only commodities that have	Using the "Commodity"
	established profiles are displayed.	drop-down, select the
		commodity.

206 Sold/Delivered/Fed Application Storage Location Screen (Continued)

Field/Button	Description	Action
Class/Variety/Type	The class/variety/type of the	Using the
	commodity selected.	"Class/Variety/Type" drop-
		down, select the
		class/variety/type for the
		commodity selected.
Commodity Type	Indicates whether the	Click the applicable
Indicator	application is for:	commodity type.
	• grain	
	• hay	
	• silage.	
State/County Where	The state and county where the	Using the "State/County
Delivered	commodity was	Where Delivered"
	sold/delivered/fed.	drop-down, select the
		applicable state and county
Certification Date	The date the producer signed the	Using the Certification
	CCC-055 EZ, page 2, 5 of 4.	Date drop-down, select the
	This date is used to determine	lequest date.
	the LDP rate	
Is this a certified	An indicator whether the LDP is	No action is needed for
eLDP?	certified or has submitted	certified application
	production evidence with	continea apprication.
	application.	CLICK "Yes" for
	11	applications without
	Indicator is defaulted to "No".	production evidence.
Reference Numbers	The reference field allows for an	Enter up to 3 farm numbers
(Max 3)	alpha or numeric entry. More	(optional).
	than 1 farm number may be	
	entered in each of the reference	
	fields. Data entered in the	
	reference field will appear on	
	the producer's transaction	
	statement.	
Continue		CLICK "Continue" to
		proceed to the Payment
Canaal		Information Screen.
Cancel		CLICK "Cancel" to cancel
Holp		CLICK "Holp? to view
пер		additional information for the
		auditional information for the
1		SUICCII UCIAIIS.

C Field Descriptions and Actions for the Sold/Delivered/Fed Application Storage Location Screen (Continued)

207 Sold/Delivered/Fed Application Payment Information Screen

A Overview

After the storage information is entered, the Payment Information Screen will be displayed. The user will enter the quantities based on the date the quantity was sold, delivered, or fed.

B Example of Storage Location-Payment Information Screen

The following is an example of the Storage-Location Payment Information Screen.

			eLDP Home	About eLDP	eLDP Help	Contact Us Exit eLDF	Logout of eAuth
Application	Application->Add Sold/D	elivered/Fed->Producer Search->Storag	Location->Payment Information Payment Inform	ation			
Welcome Pole: "	County FSA Office: FRE	DERICK	State/County Code: MD021		Telej	hone: (301)695-2803	
Home Application - Add Fam Stored - Add Sold/Delivered/Fed - Add Open Storage	Producer Name Address City	IM FARMER	Stat Zi Email Addres	e: MD ip: 21769 is:			
- Add Warchouse Stored - Add EWR - Add Cotton - Inquire - Correct - Delete Version:26	Part B - Producer Payment Information Crop Year: 2016 Commodity: BARLEY State/County where delivered: MARYLANU/FREDERICK 633EZ Date Filed: 10/15/2016 Certification Date: 01/28/2017 Is this a certified eLDP? No Reference Numbers (Max. 3): Share of Crop (%): 100.0000 Summary Quantity Information						
	Line#	Sold/Delivered/Fed D	ate	Quantity (Bushels)		Moisture Percent	
	1	2017 💙 Jan 💙 [Day] 🗸					Clear
	2	2017 💙 Jan 💙 [Day] 🗸					Clear
	3	[2017 🗸 Jan 🗸 [Day] 🗸					Clear
	4	2017 💙 Jan 💙 [Day] 🗸					Clear
	5	2017 💙 Jan 💙 [Day] 🗸					Clear
			Rows to add: 1 ¥	Add Rows			
			Calculate Back C	ancel Help			

C Field Descriptions and Actions for Sold/Delivered/Fed Application Payment Information Screen

The following table provides the field descriptions and actions for Sold/Delivered/Fed Application Payment Information Screen.

Field/Button	Description	Action
Share of Crop (%)	The share percentage of the application.	No action is needed when share percentage is 100%.
	Defaulted to 100%.	Change to a lower percentage when applicable.
Sold/Delivered/Fed	The date the commodity was	Using the
Date	sold, delivered or fed.	"Sold/Delivered/Fed Date"
		drop-down, select the date
		the commodity was sold,
		delivered or fed.

207 Sold/Delivered/Fed Application Payment Information Screen (Continued)

- **Field/Button** Description Action The quantity of the commodity Enter the quantity. Quantity that was sold, delivered or fed. **Moisture Percent** An optional field used to adjust Enter the moisture commodity for moisture percentage. Increases the number of rows. Rows to add Using the "Rows to add" drop-down enter the number of rows to add. CLICK "Add Rows" to add Add Rows additional rows. CLICK "Calculate" and the Calculate system will: • determine the LDP rate based on the request date of the application for the State and location where the commodity is stored deduct any applicable • moisture. CLICK "Continue" to Continue proceed to the Payment Information Screen. CLICK "Cancel" to cancel Cancel the application. CLICK "Help" to view Help additional information for the screen details.
- C Field Descriptions and Actions for Sold/Delivered/Fed Application Payment Information Screen (Continued)

208 Sold/Delivered/Fed Application Payment Information Summary Screen (Continued)

A Overview

After the dates and quantities are entered, the Payment Information screen will be redisplayed for review by the County Office.

B Example of the Sold/Delivered/Fed Application Payment Information Summary Screen

Following is an example of the Sold/Delivered/Fed Application Payment Information Summary Screen.

USDA United States Department of Age Farm Service Agend	collare 259					eLDP LOAN DEFIC PAYM	IENCY ENTS
			eLDP Home	About eLDP	eLDP Help Contact Us	Exit eLDP Los	gout of eAuth
Application Welcome	Application->Add Sold/Delivered/Fed->Producer Sec County FSA Office: ALLEN	arch->Storage Loca State/Cou	tion->Payment Information Payment Informa mty Code: K5001	ation	Telephone: (620)365-29	01	
Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage - Add Warehouse Stored	Producer Namt IM FARMER Address City Part B - Producer Payment Information		Emi	State: KS Zip: 66 ail Address:	720		
- Add FWR - Add Cotton - Inquire - Correct - Delete Version:26	Crop Year: 2016 Commodity: WHEAT State/County where delivered: KANSAS/ALLEN 633EZ Date Filed: 03/10/2016 Is this a certified eLDP?: No Commodity Type Indicator: Grah Reference Numbers (Max, 3): 123 Share of Crop (%): 100.0000		Class/Variety, Certification	/Type: Hard Re Date: 10/15/2	d Winter 016		
	Summary Quantity Information						
	Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	N	let Quantity(Bushels)	LDP Rate	Amount
	Total Net Quantity: 1,000,00 0.41 410,00 Total Gross Quantity: 1,000,00 Bushels Average LDP Rate: 50,41 Total Disbursement Amount: \$410,00 Average LDP Rate: 50,41 50,41 Total Disbursement Amount: \$410,00 Associated Farm Numbers: 5005194,0005193 50,500 Submit Edit Cancel Help 50,500 </th						

C Action

On the Payment Information Summary Screen:

- CLICK "Submit" to proceed to the Application Summary Screen
- CLICK "Edit" to edit the application
- CLICK **"Cancel"** to cancel the application
- CLICK "Help" to see help instructions for this screen.

On the Application Summary Screen,

- CLICK "Application Summary as PDF"
- print PDF of application and file in producer's folder
- CLICK "**OK**" to exit the application.

209 Open Storage Application Storage Location Screen

A Overview

Open storage applications are for applications in which the producer has beneficial interest and the commodity is available. The commodity may or may not be stored on the farm.

The LDP rate is based on the date of request.

B Example of the Open Storage Application Storage Location Screen

Following is an example of the Open Storage Application Storage Location Screen.

United States Department of Agrouture Farm Service Agency				eLDP LOAN DEFICIENCY PAYMENTS
	······································	eLDP Home	About eLDP eLDP Help	Contact Us Exit eLDP Logout of eAuth
Application Welcome	Application->Add Open Storage->Producer St	earch->Storage Location Storage Location State/County Code: KS001	n	ne: (620)365-2901
Role: County Home Application - Add Farm Stored - Add Sold/Delivered/Fed	Producer Name: IM FARMER Address: City:	Emai	State: KS Zip: 66720 il Address	
- Add Open Storage - Add Warehouse Stored - Add EWR - Add Cotton - Inquire - Correct	Part B - Producer Payment Information Crop Year: 2 Commodity: [016 WHEAT Class/Variety/Type: Hard Red Winter v commodity Type Indicator: @Grain OHay O Silage]	
- Delete Version:26	State/County Where Stored: Request Date: COC Approval Date: Is this a certified eLDP?:	KANSAS ALLEN V 2016 November 15 Imv 2016 November 16 Imv OYes No Imv Imv		
	Reference Numbers (Max. 3): [1	Continue Cancel	Help	

C Field Descriptions and Actions for Open Storage Application Storage Location Screen

The following table provides the field descriptions and actions for the Open Storage Application Storage Location Screen.

Field/Button	Description	Action
Crop Year	Displays the crop year selected	No action is required if crop
	from the Producer Search Screen.	year is correct.
		If crop year is incorrect, CLICK "Cancel" to restart the process.
Commodity	Only commodities that have	Using the "Commodity"
	established profiles are displayed.	drop-down, select the
		commodity.

209 Open Storage Application Storage Location Screen (Continued)

Field/Button	Description	Action
Class/Variety/Type	The class/variety/type of the	Using the "Class/Variety/Type"
	commodity selected.	drop-down, select the
		class/variety/type for the
		commodity selected.
Commodity Type	Indicates whether the application	Click the applicable commodity
Indicator	1s for:	type.
	• grain	
State/Country Whene	• shage.	Using the "State/County Whene
State/County where	The state and county where the	Using the "State/County where Store" drop down, salest the
Stored	commonty is stored.	applicable state and county
Request Date	The date the producer signed the	Using the "Request Date" drop
Request Date	CCC-633 FZ, page 2, 3 or 4	down select the request date
	CCC 035 LZ, page 2, 5 of 4.	down, select the request dute.
	This date is used to determine the	
	LDP rate.	
COC Approval Date	The date that COC approved the	Using the "COC Approval Date"
	LDP request.	drop-down, select the COC
	_	approval date.
	The COC approval date is the	
	date used to determine any	
	applicable prompt payment	
	interest.	
Is this a certified eLDP?	An indicator whether the LDP is	No action is needed for certified
	certified or has submitted	application.
	production evidence with	CLICK "Nor" for applications
	application.	with production evidence
	Indicator is defaulted to "No"	with production evidence.
Reference Numbers	The reference field allows for an	Enter up to 3 farm numbers
(Max 3)	alpha or numeric entry. More	(optional).
	than 1 farm number may be	
	entered in each of the reference	
	fields. Data entered in the	
	reference field will appear on the	
	producer transaction statement.	
Continue		CLICK "Continue" to proceed to
~		the Storage Details Screen.
Cancel		CLICK "Cancel" to cancel the
		application.
Help		CLICK "Help" to view additional
		information for the screen details.

C Field Descriptions and Actions for Open Storage Application Storage Location Screen (Continued)

210 Open Storage Application Payment Information Screen

A Overview

After the storage information has been entered, the Payment Information screen will be displayed

B Example of Open Storage Application Payment Information Screen

Following is an example of the Open Storage Application Payment Information Screen.

Application	Application->Add Open Storad	e->Producer Search->Storage Locat	ion->Payment Informat	tion	n nup conact of Exector -	coyouc or criatii
Welcome DevCountyEmpl Role: County	County [FSA Office: ALLEN	State,	Payment 1 County Code: KS001	Information	Telephone: (620)365-2901	
Home Application - Add Farm Stored - Add Gald Delivered / Fed - Add Open Storage - Add Warehouse Stored - Add Cotton - Inquire - Correct - Delete Version:26	Producer Name: IM FAR Address: City: Part B - Producer Payment Crop Ye Commodi State/County Where Ston Request Da Is this a certified eLD Commodity Type Indicat Reference Numbers (Max. Share of Crop (cer Name: IM FARMER State: KS Address: Zip: 66720 City: Email Address: i - Producer Payment Information Crop Year: 2016 Commodity: WHEAT Commodity: WHEAT Class/Variety/Type: Hard Red Winter ://outry Where Stored: KANSAS/ALLEN Request Date: 11/15/2016 COC Approval Date: 11/16/2016 Is this a certified eLDP?: No Is this a certified eLDP?: No Formediate: 11/16/2016 Share of Crop (%): 100 0000				
	Summary Quantity Inf	ormation				
	Line#	Location/Reference#		Quantity (Bushels)	Moisture Percent	
	1					Clear
	2					Clear
	3					Clear
	4					Clear
	5					Clear
			Rows to add:	1 V Add Rows		
			Calculate Bac	k Cancel Help		

C Field Descriptions and Actions for the Open Storage Application Payment Information Screen

The following table provides the field descriptions and actions for an the Open Storage Application Payment Information Screen for sold/delivered/fed applications.

Field/Button	Description	Action
Share of Crop (%)	The share percentage of the application	No action is needed when share percentage is 100%
	Defaulted to 100%.	Change to a lower
		percentage when applicable.
Location/Reference#	The location of where the	Enter the location of where
	commodity is stored.	the commodity is stored.
Quantity	The quantity of the commodity is	Enter the quantity.
	stored.	

210 Open Storage Application Payment Information Screen (Continued)

Field/Button	Description	Action
Moisture Percent	An optional field used to adjust commodity for moisture	Enter the moisture percentage.
Clear		Click to clear the entries.
Rows to add	Increases the number of rows.	Using the "Rows to add" drop- down enter the number of rows to add.
Add Rows		CLICK "Add Rows" to add additional rows.
Calculate		 CLICK "Calculate" and the system will: determine the LDP rate based on the request date of the application for the State and location where the commodity is stored deduct any applicable
Continue		moisture.CLICK "Continue" toproceed to the PaymentInformation Screen.
Cancel		CLICK "Cancel" to cancel the application.
Help		CLICK "Help" to view additional information for the screen details.

C Field Descriptions and Actions for the Open Storage Application Payment Information Screen (Continued)

211 Open Storage Application Payment Information Summary Screen

A Overview

After the dates and quantities are entered, the Payment Information Screen will be redisplayed for review by the County Office.

B Example of Open Storage Payment Information Summary Screen

Following is an example of the Open Storage Payment Information Summary Screen.

USDA United States Department of Agricultu Farm Service Agency					7	LOAN DEFICI PAYME	
			eLDP Home	About eLDP eLDP Help Cont	tact Us	Exit eLDP Log	out of eAuth
Application	Application- >Add Open Storage- >Producer S	earch->Storage Locatio	on->Payment Information				
Welcome			Payment Informa	ition			
Role: County	County FSA Office: ALLEN	State/0	County Code: KS001	Telephone: (62	0)365-2901		
Home Application - Add Farm Stored - Add Sold/Delivered/Fed	Producer Name IM FARMER Address City		Ema	State: KS Zip: 66720 il Address:			
- Add Open Storage - Add Warchouse Stored - Add EWR - Add Cotton - Inquire - Correct - Delete Version:20	Part B - Producer Payment Information Crop Year: 2016 Commodity: WHEAT State/County Where Stored: KANSAS/A Request Date: 11/15/201 Is this a certified eLDP?: No Commodity Type Indicator: Grain Reference Numbers (Max. 3): 123 Share of Crop (%): 100.0000 Summary Quantity Information	LLEN 6	Class/Variety/Type COC Approval Date	: Hard Red Winter : 11/16/2016			
	Location/Reference#	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)		LDP Rate	Amount
	ABC Warehouse	250.00	0.00		250.00	0.31	77.5
	ABC Warehouse	125.00	0.00		125.00	0.31	38.
	ABC Warehouse	300.00	0.00		300.00	0.31	93.0
Total Net Quantity: 675.00 Bushels Total Gross Quantity: 675.00 Bushels LDP Rate: \$0.31 Total Disbursement Amount: \$209.25 Associated Farm Numbers: 0005194,0005193							

C Action

On the Payment Information Screen:

- CLICK "Submit" to proceed to the Application Summary Screen
- CLICK **"Edit"** to edit the application
- CLICK "Cancel" to cancel the application
- CLICK "Help" to see help instructions for this screen.

On the Application Summary Screen:

- CLICK "Application Summary as PDF"
- print PDF of application and file in producer's folder
- CLICK "**OK**" to exit the application.

212 Warehouse-Stored Application Storage Location Screen

A Overview

Warehouse applications are for applications in which the producer has beneficial interest and the commodity is stored at a warehouse. The producer has a warehouse receipt.

The LDP rate is based on the date of request.

B Example of Warehouse-Stored Application Storage Location Screen

Following is an example of the Warehouse-Stored Application Storage Location Screen.

USDA Farm Service Agency			ELDP LOAN DEFICIENCY PAYMENTS
		eLDP Home Ab	ut eLDP eLDPHelp Contact Us Exit eLDP Legout of eAuth
Application	Application- >Add Warehouse Stored- >Producer Search- >St	orage Location	
Welcome		Storage Location	
Role:	County FSA Office: ALLEN	State/County Code: KS001	Telephone: (620)365-2901
Home Application - Add Farm Stored - Add Sold/Delivered/Fed - Add Open Storage	Producer Name IIM FARMER Address City	Em ail Ac	State: KS Zip: 66720 dress:
- Add Warehouse Stored	Part B - Producer Payment Information		
- Add EWR	Crop Year: 2016		
- Inquire - Correct	Commodity: CORN Commodity Type	Class/Variety/Type: Yellow Y Indicator: O Grain O Hay	
- Delete	State/County Where Stored: KANSAS	V ALLEN V	
Marrien DC	Warehouse Code:	the second se	
Version:20	Request Date: 2017 V Janua		
	COC Assessed Dates 2017 No land		
	COC Approval Date: 2017 V Janua		
	is this a certified eLLP7: U Yes I No		
	Reference Numbers (Max. 3):		
		Coetinue Cancel H	lo

C Field Descriptions and Actions for the Warehouse-Stored Application Storage Location Screen

The following table provides the field descriptions and actions for the Warehouse-Stored Application Storage Location Screen.

Field/Button	Description	Action
Crop Year	Displays the crop year selected from	No action is required if
	the Producer Search Screen.	crop year is correct.
		If crop year is incorrect, CLICK " Cancel " to restart the process
Commodity Only commodities that have established profiles are displayed		Using the "Commodity" drop-down, select the commodity.

212 Warehouse-Stored Application Storage Location Screen (Continued)

Field/Button	Description	Action
Class/Variety/Type	The class/variety/type of the	Using the "Class/Variety/Type"
	commodity selected.	drop-down, select the
		class/variety/type for the
		commodity selected
Commodity Type	Indicates whether the application	Do not change the defaulted
Indicator	is for:	commodity indicator of "Grain".
	• grain	
	• hay	
	• silage.	
~ ~~	Defaulted to "Grain".	
State/County Where	The state and county where the	Using the "State/County Where
Stored	commodity is stored.	Stored drop-down, select the
		applicable state and county.
warehouse Code	The code of the warehouse where	Enter the numeric warehouse
	the commodity is stored.	
Request Date	The date the producer signed the $CCC(22)$ E7 mass 2.2 ml	Using the "Request Date" drop-
	CCC-655 EZ, page 2, 5 of 4.	down, select the request date.
	This date is used to determine the	
	I DP rate	
COC Approval Date	The date that COC approved the	Using the "COC Approval Date"
eoe Appioval Date	LDP request	dron-down select the COC
		approval date.
	The COC approval date is the date	
	used to determine any applicable	
	prompt payment interest.	
Is this a certified eLDP?	An indicator whether the LDP is	No action is needed for certified
	certified or has submitted	application.
	production evidence with	
	application.	CLICK "Yes" for applications
		that did not submit the warehouse
	Indicator is defaulted to "No".	receipt with the application.
Reference Numbers	The reference field allows for an	Enter up to 3 farm numbers
(Max 3)	alpha or numeric entry. More than	(optional).
	1 farm number may be entered in	
	each of the reference fields. Data	
	entered in the reference field will	
	appear on the producer transaction	
	statement.	

C Field Descriptions and Actions for the Warehouse-Stored Application Storage Location Screen (Continued)

212 Warehouse-Stored Application Storage Location Screen (Continued)

C Field Descriptions and Actions for the Warehouse Stored Application Storage Location Screen (Continued)

Field/Button	Description	Action
Continue		CLICK "Continue" to proceed
		to the Storage Details Screen.
Cancel		CLICK "Cancel" to cancel the
		application.
Help		CLICK "Help" to view
		additional information for the
		screen details.

213 Warehouse-Stored Application Payment Information Screen

A Overview

After the storage information has been entered, the Payment Information Screen will be displayed.

B Example of Warehouse-Stored Application Payment Information Screen

Following is an example of the Warehouse-Stored Application Payment Information Screen

		CLOF HOME	noutceor ceorney contactos exit	CEDF LOGOR OF CHURN
Application	Application- >Add Warehouse Stored- >Producer	Search->Storage Location->Payment Information		
Welcome	Courts FCA Offices ALLEN	Payment Informa	ation Telephone (COD)205 2001	
Role: County	County FSA Office: ALLEN	State/County Code: KS001	Telephone: (620)365-2901	
Application	Address		State: KS	
- Add Farm Stored	City:	Ema	ail Address	
- Add Sold/Delivered/Fed				
- Add Open Storage	Part B - Producer Payment Information			
- Add EWR	Crop Vear: 2016			
- Add Cotton	Commodity: WHEAT	Class/Variety/Type	: Hard Red Winter	
- Inquire - Correct	State/County Where Stored: KANSAS/ALLE	N		
- Delete	Request Date: 11/14/2016	COC Approval Date	: 11/15/2016	
	Warehouse Code: 12345			
Version:26	Commodity Type Indicator: Grain			
	Reference Numbers (Max. 3): 123			
	Summary Quantity Information			
	tine#	Warehouse Receipt#	Quantity	
			(Bushels)	
	1	123	123	Cear
	2	124	345	Clear
	3	125	586 ×	Clear
	4			Clear
	5			Clear
	Rows to add: 1 V Add Rows			
		Calculate Back Ca	incel Help	

213 Warehouse-Stored Application Payment Information Screen (Continued)

Field/Button Description Action The warehouse receipt. Enter the numeric warehouse Warehouse Receipt # receipt. The quantity of the Quantity Enter the quantity. commodity for the specific warehouse receipt. Click to clear the entries. Clear Rows to add Using the "Rows to add" Increases the number of rows. drop-down enter the number of rows to add. CLICK "Add Rows" to add Add Rows additional rows. Calculate CLICK "Calculate" and the system will: • determine the LDP rate based on the request date of the application for the State and location where the commodity is stored deduct any applicable • moisture. CLICK "Continue" to Continue proceed to the Payment Information Screen. CLICK "Cancel" to cancel Cancel the application. CLICK "Help" to view Help additional information for the screen details.

C Field Descriptions and Actions for the Storage Location-Payment Information Screen

214 Warehouse-Stored Application Payment Information Summary Screen

A Overview

After the dates and quantities are entered, the Payment Information Screen will be redisplayed for review by the County Office.

B Example of the Warehouse-Stored Application Payment Information Summary Screen

Following is an example of the Warehouse-Stored Application Payment Information Summary Screen.

USDA Usted States Department of Agrouture Farm Service Agency				Ť	eLDP LOAN DEFICIENCY PAYMENTS
		eLDPHome A	bout eLDP eLDP	Help Contact Us Exit	ELDP Logout of eAuth
Application	Application->Add Warehouse Stored->Producer Search	->Storage Location->Payment Information			
Welcome DevCountyEmpl	County ESA Office: ALLEN	Payment Informate State/County Code: K5001	n	Telephone: (620)365-2901	
Role: County	14	change county country country of the			
Home	Producer Name:		State: KS		
Application	Address:		Zip: 66720		
 Add Farm Stored Add Sold /Dolivered /Fad 	City:	Em ail /	iddress:		
- Add Open Storage					
Add Warehouse Stored	Part B - Producer Payment Information				
- Add EWR	Crop Year: 2016				
Add Cotton	Commodity: WHEAT	Class/Variety/Type: H	and Red Winter		
- Inquire	State/County Where Stored: KANSAS/ALLEN				
Delete	Request Date: 11/14/2016	COC Approval Date: 11	/15/2016		
	Warehouse Code: 12345				
Version:26	Is this a certified eLDP?: No				
	Commodity Type Indicator: Grain				
	Reference Numbers (Max. 3): 123				
	Summary Quantity Information				
	Warehouse Receipt#	Quantity (Bushels		LDP Rate	Amount
	123	a second a s	123.00	0.30	36.90
	124		345.00	0.30	103.50
	125		586.00	0.30	175.80
		Total Net Quantity: 1,054.00 Bu	shels		
		LDP Rate: \$0.30			
		Total Disbursement Amount: \$316.20			
		Associated Farm Numbers: 0005194,00	05193		
		Submit Edit Cancel	Help		

C Action

On the Summary Quantity Information Screen, CLICK:

- "Submit" to proceed to the Application Summary Screen
- **"Edit"** to edit the application
- "Cancel" to cancel the application
- "Help" to see help instructions for this screen.

On the Application Summary Screen,

- CLICK "Application Summary as PDF"
- print PDF of application and file in producer's folder
- CLICK "**OK**" to exit the application.

A Overview

Graze-out applications are for applications in which the producer did not harvest the commodity but instead grazed cattle on those acres.

The LDP rate is based on the date of request.

Graze-out applications do not require a customer profile.

Notes: A separate graze-out application must be submitted for each farm as carried by FSA.

Before any part of a graze-out request can be entered into eLDP, eFunds must be allocated. See 8-LP, subparagraph 1103 A.

B Action

Process a graze-out application according to the following table.



215 Graze-Out Applications (Continued)

B Action (Continued)

Step	Action		
3	On the Crop Year Screen,		
	Graze Out Welcome DevCountyEmpl Rome Graze Out->Add->Crop Year County FSA Office: SEDGWICK State/County Code: K5173 Telephone: (316)721-6127 County FSA Office: SEDGWICK Continue Graze Out Add Crop Year: [2016 V Continue] Cancel Help Screen ID eLDPGrazeOutCropYear • using the "Crop Year" drop-down, select the crop year		
	CLICK "Continue".		
4	 On "SCIMS Customer Search Screen", Select the joint operation by entering any of the following: 9 digit tax ID number last 4 digits of producer's tax ID number. last, first name. Note: eLDP's cannot be completed for customers not found in SCIMS.		
5	On the Producer List-Graze Out Application Screen,		
	Image: Internet Transmission of Agency Image: Control of Agency Image: Internet Transmission of Agency Image: Control of Agency Image: Internet Transmission of Agency Image: Control of C		
	 CLICK: the radio button next to the producer (Step 1) "Continue" after all producers have been selected (Step 2). Note: When the application is for multiple producers, user must click "Add Producers ID" to select additional producers. 		

215 Graze-Out Applications (Continued)

B Action (Continued)

Step	Α	ction	
6	On the Graze-Out Location Screen,		
	Graze Out Graze Out->Add->Producer List - Graze Out A	oplication->Graze Out Location	
	Welcome DevCountyEmpl County FSA Office: SEDGWICK Role: County	State/County Code: KS173 Telephone: (316)721-6127	
	Home Producer Name: IM FARMER Graze Out Address:	State: KS Zip: 67052	
	- Add City: - Inquire - Delete	Email Address:	
	Part B - Producer Payment Information Version:26		
	Coprear 2008 Commodity: WHEAT	Class/Variety/Type: Hard Red Winter	
	State/County: KANSAS	V SEDGWICK V	
	Request Date: 2016 V N	ovember V 3 V	
	Is the quantity from a farm Over @N		
	enrolled in ACRE?: 0 100 0 11 Commodity Yield: 38	·	
	Reference Numbers (Max. 3):		
		Continue Cancel Help	
	 commodity class/variety/type state county request date COC approval date enter the commodity yield enter the farm number in the referent Note: Graze-out applications require number. CLICK "Continue". 	ce field e a separate application for each farm	
	Note: Leave "No" to the question about	t the farm being enrolled in ACRE.	

215 Graze-Out Applications (Continued)

B Action (Continued)



216-299 (Reserved)

Part 6 LDP Servicing

300 General Information

A Overview

County Offices shall process corrections when the LDP is later determined to contain errors.

B Corrected LDP's

LDP's originally processed and later corrected or deleted will have a:

- receivable automatically established in NRRS when the corrected amount is less than the original amount
- payable generated in NPS for the difference when the corrected amount is greater than the original amount.

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

C Correcting vs Deleting LDP's

Applications with the following errors cannot be corrected and must be deleted and re-entered:

- application type
- crop year
- commodity
- producer.

301 Correcting LDP's

A Correcting Application

The following fields can be corrected based on applicable application type:

- class/variety/type
- state and county where stored
- requested date
- certification date
- COC approval date
- reference numbers
- warehouse code.
- **Note:** The commodity and crop year cannot be corrected. For applications in which the incorrect commodity or crop year was entered, the application must be deleted and re-entered according to Part 7.

301 Correcting LDP's (Continued)

B Action

County Offices shall process LDP corrections according to the following table.

Step	Action		
1	From the eLDP Home Screen, CLICK "Application".		
2	On the Application Screen,		
	USDA beved states Capathour et Agoncuire Farm Service Agoncy CLDP Home About cLDP clDP Hidp Contact the Exit cLDP Lopout of cAwth		
	Application We come Mel: County Nome Applications Applications • Add Farm Stored - To add a farm Stored + D ^a application for a producer. • Add Farm Stored - To add a netD ^a application for a producer. • Add Farm Stored - To add a netD ^a application for a producer. • Add Sold/Delivered/Fed - To add a netD ^a application for a producer. • Add down Storage • Add Warehouse Stored • Add Varehouse Stored • Add Cotton • Add Cotton • Add Cotton • Correct - To correct • Correct - To correct = To delte en eLP ^a application for a producer. • Delete - To delte an eLP ^a application for a producer. • Delete - To delte an eLP ^a application for a producer. • Delete - To delte an eLP ^a application for a producer. • Delete - To delte an eLP ^a application for a producer. • Delete - To delte an eLP ^a application for a producer. • Delete - To delte an eLP ^a application for a producer.		
	CLICK "Correct"		
3	On the "Producer Search " Screen,		
_			
	Application->Correct->Producer Search Producer Search		
	County FSA Office: MEDINA State/County Code: 1X325 Telephone: (830)426-2013 x2		
	Crop Year: 2016 🗸		
	Start all operations from this page for current session		
	List All Producers Search By Producer ID Help		
	eLDP Number:		
	Search Application Help		
	Search by LDP number according to either of the following:		
	 producer ID I DP number 		

301 Correcting LDP's (Continued)

B Action (Continued)

Step	Action		
4	On the Application Summary Screen,		
	Application->Correct->Producer Search->Application Summary		
	Application Summary County FSA Office: LUBBOCK State/County Code: TX303 Telephone: (806)785-5644 x2		
	Producer Name: IM FARMER State: TX		
	Address: Zip: 79382 City: Email Address: xxx@gmail.com		
	Crop Year: 2016 eLDP Number: 10011 Commodity: WHEAT Class/Variety/Type: Hard Red Winter State/County Where Stored: TEXAS/LUBBOCK		
	Commodity Type Indicator: Grain Requested Date: 10/07/2016 COC Approval Date: 10/07/2016 Disbursement Date: 10/11/2016 03:35 PM Confirmation#: 51333938 Confirmation Date: 10/11/2016 03:35 PM Quantity Balance: 2, 530.50 Warehouse Code: 92021 Reference Numbers (Max. 3):		
	Summary Quantity Information		
	Warehouse Receipt# Quantity (Bushels) LDP Rate Amount 99927588 569.50 0.24 136.68		
	Total Quantity: 569.50 Bushels LDP Rate: \$0.24		
	Total Disbursement Amount: \$136.68 Associated Farm Numbers: 0000363		
	Associated Farm Numbers: 0000363		
	Correct Application Cancel Application Summary as PUP		
	CLICK "Correct Application".		
5	On the Storage Location Screen,		
	 make applicable changes based on application type CLICK "Continue". 		
6	On the Payment Information Screen,		
	 make applicable changes based on application type CLICK "Calculate". 		
	The Payment Information Screen will be redisplayed updating changes made to the application.		

302 Overpayments and Underpayments

A Overview

Once the correction has been submitted, the Payment Information Screen will be redisplayed. A message will be displayed with the results of the correction.

B Actions

County Offices shall complete the correction according to the following table.

Result	Action		
Underpayment	If the correction results in an underpayment, a message will be displayed		
	indicating the specific amount of the additional payment. The eLDP		
	software will send the additional amount to NPS for processing.		
	β.		
	Application->Correct->Producer Search->Application Summary->Storage Location->Payment Information Payment Information		
	County FSA Office: LUBBOCK State/County Code: 17303 Telephone: (806)785-5644 x2		
	Producer Name: IM FARMER State: TX Address: Zip: 79382		
	City: Email Address: xxx@gmail.com		
	Message: The current disbursement amount for MFASMER is greater than the original disbursement amount by the difference/increase of \$1,230.12 Part 8 - Producer Payment Information		
	Crop Year: 2016 eLDP Number: 10011 Crom modifie: WHEAT Classe/Wariery (Tenge Hard Red Winter		
	State/County Where Stored: TEXAS/LUBBOCK		
	Warehouse Code: 92021		
	Is this a certified eLDP?: No Commodity Type Indicator: Grain		
	Reference Numbers (Max. 3): 363		
	Summary Quantity Information Wambourg Percent & Quantity IDD Pate Amount		
	Operation (Bushels) Operation Mount 99927588 5,695.00 0.24 1,366.80		
	Total Net Quantity: 5,695.00 Bushels LDP Rate: \$0.24		
	Total Disbursement Amount: \$1,366.80 Associated Farm Numbers: 0000353		
	Submit Edt Cancel Help		
	• 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.		
	• Process the additional payment in NPS according to 1-FI.		
302 Overpayments and Underpayments (Continued)

B Action (Continued)

Result	Action
Overpayment	If the modifications result in an overpayment, a message will be displayed indicating the specific amount of the receivable being established.
	T Application->Correct->Producer Search->Application Summary->Storage Location->Payment Information Payment Information
	County FSA Office: LUBBOCK State/County Code: DX303 Telephone: (906)785-5644 x2
	Producer Name: MFARMER State: TX Address: Zip: 79382 City: Email Address: xxx@gmail.com
	Message: The current disbursement amount for IM FARMER is less than the original disbursement amount by the difference/decrease of \$64.68 Part 8 - Parducer Parment Information
	Crop Year: 2016 eLDP Number: 10011 Commodity: WHEAT Class (Variety/Type: Hard Red Winter
	State/County Where: Stored: TEXAS/LUBBOCK Request Date: 10/07/2016 COC Approval Date: 10/07/2016 Warehouse: Code: 92021 Is this a certified eLDP?: No Commodity Type Indicator: Grain Reference Numbers (Max. 3): 363
	Summary Quantity Information
	Warehouse Receipt# Quantity (Bushels) LDP Rate Amount 00022588 200.00 0.24 22.00
	Total Net Quantity: 300.00 Bushels LDP Rate: \$0.24 Total Disbursement Amount: \$72.00 Associated Farm Numbers: 0000363 Submit Edit Cancel Help
	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.
	• Process receivable in NRRS according to 64-FI.

302 Overpayments and Underpayments (Continued)

B Action (Continued)

Result	Action			
No Change	A message will be displayed indicating that the changes did not affect the			
-	payment.			
	Application->Correct->Producer Search->Application Summary->Storage Location->Payment Information->Application Summary			
	County FSA Office: LU880CX State/County Code: TX303 Telephone: (806)785-5644 x2			
	Producer Name: Address: City: Email Address: ∞o@gma1.com			
	Message: The application disbursement amount did not change for producer IM FARMER			
	Crop Year: 2016 eLDP Number: 10011 Commodity: WHEAT Class/Variety/Type: Hard Red Winter State/County Where Stored: TEXAS/LUBBOCK Commodity Type Indicator: Grain			
	Requested Date: 10/07/2016 Disbursement Date: 10/11/2016 03:35 PM C.OCC. Approval Date: 10/07/2016 Disbursement Date: 10/11/2016 03:35 PM Confirmation Date: 10/11/2016 03:35 PM Confirmation Date: 10/11/2016 03:35 PM Quantity Balance: 10,430.50 Warehouse Code: 92021 Reference Numbers (Max. 3): 363 Code: 92021			
	Summary Quantity Information			
	Warehouse Receipt# Quantity LDP Rate Amount			
	99927/588 569.50 0.24 135.68 Total Quantity: 569.50 Bushels LDP Rate: \$0.24 Total Usbursement Amount: \$136.68 Associated Farm Number: 000063			
	DK Application Summary as PDF Back To Top?			
	In the following example, the certification date was changed. The corrected date resulted in no change to the application amount.			
	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 LDP application information.			

303 Additional Information for Corrected Applications

A 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.

B 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.

C Example of Corrected Applications

(Crop Year	eLDP Number	Requested Date	Commodity	Total Quantity	Total Amount	Status	Confirmation Number
	2016	10001	07/07/2016	WHEAT	5,000.00	250.000	С	52323342
	2016	10002	09/20/2016	WHEAT	500.00	95.00		52322431
	2016	10003	09/22/2016	WHEAT	500.00	85.00		52323345
	2016	10004	09/10/2016	WHEAT	2,000.00	480.00		52322492
Select A	1	C	lear All					
			OK	Cancel Help	Application List as PDI	F		
						0.		Back To Top^

If:

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

304 Deleting Applications

A Overview

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

- was entered in error
- cannot be corrected according to paragraph 300.

B Example of Delete Application Screen

Following is an example of the Delete Application Screen.

Application->Delete	e->Producer Search->Application	Summary					
		Арр	lication Summary				
County FSA Office	LUBBOCK	State/County Code	: TX303		Telephone: (806)785-5644 x2		
Producer Name: Address: City:	IM FARMER	IRMER			82 ⊉gmail.com		
	co Co State/County Whe	Crop Year: 2016 mmodity: WHEAT re Stored: TEXAS/LUBBOCK			eLDP Number: 10011 Class/Variety/Type: Hard Red V	Vinter	
	Commodity Type	Indicator: Grain					
Requested Date: 10/07/2016 COC Approval Date: 10/07/2016 Confirmation#: 51333938 Quantity Balance: 30,430.50 Warehouse Code: 92021 Reference Numbers (Max. 3): 363				Disbursement Date: 10/11/2016 Confirmation Date: 10/11/2016	5 03:35 PM 5 03:35 PM		
		Summary	Quantity Informati	on			
	Warehouse Receipt#		Quantity (Bushels)		LDP Rate	Amount	
	99927588			569.50	0.24		136.68
		Total Q LI Total Disbursement / Associated Farm Nr Delete Application Ca	uantity: 569.50 Bushels DP Rate: \$0.24 Amount: \$136.68 umbers: 0000363 ancel Application	Summar	y as PDF		

304 Deleting Applications (Continued)

C Action

From the eLDP Home Screen:

- CLICK "Application"
- CLICK **"Delete"**
- search for applicable producers by clicking either:
 - "List All Producers" a list of all common producers with eLDP profiles will be displayed
 - "Add Producer ID" SCIMS search page will appear allowing user to search by name or Tax ID
- CLICK **"Delete Application**
- a message will be displayed that the application has been successfully deleted.

Notes: A receivable will automatically be established. NRRS automatically sends demand letters according to 64-FI to notify the producer of the amount due.

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.

305 Spot Checks

A Spot Checks Resulting in a Shortage

When a spot check results in a shortage, County Offices shall:

- 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

When a spot check results in a violation, County Offices shall,

- 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.
- **Important:** NRRS-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 the eLDP using eLDP web software.

306 Reports

A Overview

Reports are available for:

- administrative
 - COC yields
- applications
 - production evidence
 - denied market gain
 - by date/producer
 - by county/commodity
 - by count/amoun.
- profiles
 - with farm numbers
 - without farm numbers
 - by county/commodity
 - by CCC-633-EZ date field.

B Action

From the eLDP Home Screen, click one of the following, as applicable:

- "Admin Reports" for administrative reports
- "Application Reports" for applications reports
- **"Profile Reports"** for profile reports
- enter variables for the reports
- the specific report is displayed.

307-399 (Reserved)

•

Part 7 Interim Process

400 General Information

A Overview

The eLDP software has not been fully updated to accommodate the mandates of the 2014 Farm Bill.

The eLDP software continues to use "person" rules that applied under 1-PL provisions so it is not designed to use direct attribution rules in 5-PL. Efforts are underway to modify this process to use the applicable rules but a projected release date has not yet been defined.

Although these software applications do not fully comply with 5-PL rules, they can be used to compute the LDP amount, as applicable.

B Software Status

The eLDP software does not accommodate the direct attribution and payment limitation rules under 5-PL provisions. Software enhancements are ongoing; however a temporary solution is needed for any crop where a market gain or LDP is applicable.

To meet the 2014 Farm Bill mandatory requirements, the eLDP software has been modified to process LDP payments regardless of eligibility to generate the full payment.

C Payment Processing

MLG/LDP amounts recorded in the system are processed every 15 minutes between 6 a.m. and 7 p.m. central time.

Note: See 9-CM for information for accessing the Common Payment Reports System

A Overview

The LDP Interim Process is a web-based system developed to record LDP amounts so that the applicable eligibility and payment limitation provisions can be applied until the applicable systems can be enhanced.

B Accessing LDP Interim Process

Access the LDP Interim Process from the FSA Intranet Application Page:

- CLICK "G-O"
- CLICK "LDP Interim Loan Deficiency Payment Attribution"
- CLICK "Logon" to display the eAuthentication Login Screen
- enter user ID and password or login using LincPass.

The Market Gain Screen will be displayed

Note: Currently County Offices are the only authorized users to enter LDP payment information in the Interim Process.

402 Recording LDP Payments

A Overview

After the LDP is processed County Offices must enter the payment information in the Interim Process **before** certifying and signing the payment in NPS.

B Action

County Offices shall record the LDP payment information according to the following table.

Step	Action	Result
1	On the Select an Administrative State/County	The Main Menu Screen
	Screen:	will be displayed.
	• select the crop year associated with the market	
	gain or LDP	
	• select the administrative State and county	
	associated with the producer's loan or LDP	
	CLICK "Continue".	
2	On the Main Menu Screen, CLICK "Record a	The SCIMS Search
	Calculated Payment".	Screen will be displayed.
3	The SCIMS Search Screen provides various options	The Enter a New Loan
	for selecting a producer.	Number Screen will be
		displayed with the
	Enter the producer information using the desired	selected producer name.
	option and select the applicable producer to continue.	
4	On the Enter a New Loan Number Screen:	The Record a Calculated
		Payment Screen will be
	• enter the loan number	displayed.
	• select the commodity associated with the loan	
	• CLICK "Continue".	

402 Recording LDP Payments (Continued)

B Actions (Continued)

County Offices shall record the LDP payment information according to the following table.

Step	Action	Result
5	On the Record a Calculated Payment Screen:	The Record Calculated
	• enter the transaction date associated with the loan repayment	Payment Confirmation Screen will be displayed.
	• enter the market gain amount for the selected producer and loan	
	 using the Organization drop-down, SELECT "County Office" 	
	Note: Although CMA's, LSA's, and DMA's are listed, a separate process has been developed to record market gains processed through those organizations.	
	• CLICK "Submit" .	
6	On the Record Calculated Payment Confirmation	The Main Menu will be
	Screen, CLICK the "Confirm" button to record the	redisplayed with a message
	market gain.	confirming the payment has been added.

A Overview

The Enter a New Loan Number Screen allows the user to specify the:

- loan number associated with the market gain
- commodity associated with the market gain.

B Example of Enter a New Loan Number Screen (Continued)

Following is an example of the Enter a New Loan Number Screen.

USDA United States Department of A	griculture		
Farm Service Ag	ency		MAL Market Gain (MG)
		the subscriptions is subscription in	
	MG Home	About FSA Help Conta	act Us Exit MG Logout of eAuth
MG Menu Welcome	Enter a new Loan N	ımber	
Role: County User	Year: 2014 Admin	State: Mississippi	Admin County: Coahoma
Payments Change State/County Main Menu	Producer:		
	E Loan Number	nter a new Loan Numb :	er
	Commodity	Select Commodity Commodity	•
	Continue		

C Options and Corrective Actions

The following options are available on the Enter a New Loan Number Screen.

Option	Action
Change	Option on the left navigation menu allows the user to go back to the
State/County	Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the
	Main Menu.
Continue	Continues to the Record Calculated Payment Screen.

403 Enter a New Loan Number Screen (Continued)

C Options and Corrective Actions (Continued)

The following error messages may be displayed on the Enter a New Loan Number Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action
A Loan Number selection is required	Ensure the loan number has been entered.
A Commodity selection is required	Ensure the commodity was selected from the drop- down list.
Loan Numbers can contain letters and numbers only. No spaces or special characters allowed.	Correct the loan number by removing the spaces and/or special characters, such as hyphens.

404 Record a Calculated Payment Screen

A Overview

The Record a Calculated Payment Screen allows the user to record information about the market gain associated with the selected producer and loan repayment.

Important: The amount recorded on this screen should be the full market gain before any eligibility or payment limitation reductions are applied. The attribution process will compute the required reductions.

404 Record a Calculated Payment Screen (Continued)

B Example of Record a Calculated Payment Screen

Following is an example of the Record a Calculated Payment Screen

USDA United States Department of A Farm Service Ag	ency	*12	MAL Market Gain (MG)
		MC Home About ESA Hole C	Contact Us Evit MC Logout of Auth
MG Menu Welcome	Record a C	Calculated Payment	
Role: County User Payments Change State/County Main Menu	Year: 2014 Producer:	Admin State: Mississippi Loan Number: 1 Payment Type: MG	Admin County: Coahoma Commodity: COTTON Payment Identifier: 001
	MG Transaction Organiz	Date: Am (MM/DD/YYYY) zation: Organization	nount (\$) : 0.00
		Submit	cel

C Options and Corrective Actions

The following options are available on the Record Calculated Payment Screen.

Option	Action
Change	Option on the left navigation menu allows the user to go back to the
State/County	Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the
	Main Menu.
Submit	Displays the confirmation screen to record the payment. Once
	confirmed, returns to the Main Menu.
Cancel	Discontinues the process and returns to the Main Menu without saving
	the payment amount.

404 Record a Calculated Payment Screen (Continued)

C Options and Corrective Actions (Continued)

The following error messages may be displayed on the Record a Calculated Payment Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action
Transaction Date is	A valid date was not entered.
empty or invalid.	
Transaction date cannot	Date entered must be the date the market gain transaction
be later than current	occurred and cannot be later than the current system date.
date.	
Transaction Date must	Re-enter the transaction date. Examples of acceptable dates are
be entered as	as follows:
MMDDYYYY,	
MM/DD/YYYY,	• 10202014 • 102014
MMDDYY, or	• 10/20/2014 • 10/20/14
MM/DD/YY format.	
The amount must use	Re-enter the market gain amount using the following rules.
two decimal places.	Payment amounts recorded shall:
Payment Amount is	
empty or not numeric.	• be entered in dollars and cents
Payment amount must	
be greater than 0.	• not include something other than numeric values, such as a
	\$, comma or character
	• be greater than \$0.00.
Organization selected is	For all market gains associated with loans administered by FSA
required.	County Offices, SELECT "FSA County Office".

A Overview

The interim MLG/CCE/LDP attribution process has been developed to:

- run through the applicable eligibility certifications/determinations
- attribute amounts to the payment entity and members, if applicable
- control payment limitation using direct attribution rules.

B Action

County Offices shall process the LDP through the Interim Process according to the following table.

Step	Action			
1	Process the application accord	ing to Part 5.		
	Screen print the calculated LDP to be issued to document the amount that will be entered in the Interim Market Gain Attribution process.			
	Complete the payment in eLD	P, but do not certify and sign the payment in NPS.		
	Note: If the LDP was erroneously certified and signed and it is later determined that all or part of the market gain is ineligible, correct the application according to Part 6.			
2	Access the Interim Loan Deficiency Payment process and record the LDP according to paragraph 402.			
3	Review the Submitted Payment Report in the Common Payment Reports System according to 9-CM and paragraph 405.			
	IF the Submitted Payment			
	Report indicates the	Report indicates the		
	following in the "Reduced			
	Payment" column for the			
	producer THEN			
	"No"	• the producer is eligible to receive the full LDP		
		• County Offices shall certify and sign the payment in NPS.		
	"Yes"	• the producer is not eligible to receive the LDP or a portion of the LDP based on the information currently in the system		
		• proceed to step 4.		

405 Reviewing LDP Payment Results (Continued)

B Action (Continued)

Step	Action				
4	The producer will be listed on the Nonpayment Report with the exact reason for ineligibility.				
	Note: The interim process runs on a 15 minute timer, but the process for the Nonpayment Report only runs nightly. County Offices shall wait until the next business day to determine the reason for the ineligible condition unless it can be determined by manually reviewing the producer subsidiary files.				
	IF the condition listed on				
	the Nonpayment Report is	the Nonpayment Report is THEN			
	valid and the producer is not proceed to subparagraph B. eligible for the LDP				
	invalid and the system needs to be updated to reflect the producer's eligibility	correct the applicable system based on all eligibility documentation on file.			
	1 0 7	The payment will reprocess during the next night's batch process and steps 3 and 4 can be repeated by reviewing the Submitted Payment and Nonpayment Reports.			
		Note : Because the nonpayment process is not real time, County Offices shall review all eligibility information to ensure the entire record is updated correctly for the producer. This will prevent further delays with processing the LDP.			

406 Common Payment Reports

A Overview

See 9-CM for additional information on:

- the eligibility rules applicable for MLG's and LDP's
- common payment reports.

B Reports

The following reports are available for market gain and LDP transactions.

		Availability of
Report	How to Use This Report	Data
Submitted	This reports lists market gain and LDP amounts	Updated every
Payment	attributed in full or in part.	15 minutes
Report		between 6 a.m.
	The "Reduced Payment" column on the report can be	to 7 p.m. central
	used to determine if the market gain or LDP was	time.
	reduced. If reduced, then the Nonpayment Report can	
	be used to determine the reason for the reduction.	
Pending	This report lists market gain or LDP amounts that have	Updated every
Overpayment	been recorded, then subsequently modified or deleted	15 minutes
Report	which would result in the producer being "overpaid".	between 6 a.m.
		to 7 p.m. central
	Example : Market gain recorded for Producer A.	time.
	Several weeks later the County Office sets	
	Producer A's AGI eligibility to "Not	
	Compliant". The producer would then be	
	listed on this report.	
	Unlike other programs, this process does not interface	
	to NRRS so the listed overpayment will not be	
	transferred to NRRS.	

406 Common Payment Reports (Continued)

B Reports (Continued)

			Availability of
Report	How	Data	
Nonpayment	This report lists prod	lucers and members that are	Updated nightly
Report	ineligible for the man	rket gain or LDP with the reason of	at 3 a.m. central
	ineligibility. If the re	eason listed is not valid, then	time.
	corrective action sho	uld be taken to update the	
	applicable system.		
	Once updated, the m	arket gain or LDP will not	
	reprocess until the ni	ghtly payment batch.	
	Recommendation :	If updating eligibility information,	
		County Offices shall review all	
		eligibility criteria to ensure all	
		information is updated for the	
		next batch process. Otherwise,	
		the County Office may have to	
		wait another day to determine if	
		the producer is eligible for the	
		market gain or LDP.	
Payment	Report lists all marke	et gains and LDP's for the selected	Updated nightly
History	producer.		at 3 a.m. central
Summary			time.

407 Modify/Delete Calculated Payment Screen

A Overview

The Modify/Delete Calculated Payment Screen allows the user to modify or delete the market gain that was previously recorded. When modifying amounts, the market gain amount entered:

- shall be the full calculated market gain for the applicable producer and loan
 - **Example**: \$1,000.00 was originally recorded as the market gain. It is then determined the market gain was \$1,500.00. When modifying, the \$1,500.00 should be the modified amount rather than the \$500 difference between the original transaction and the actual amount.
- must be recorded in dollars and cents
- must be greater than \$0.

B Example of Modify/Delete Calculated a Payment Screen\

Following is an example of the Modify/Delete a Calculated Payment Screen.

USDA United States Department of Ag	riculture	0	
Farm Service Age	ency		MAL Market Gain (MG)
		MG Home About FSA Help	Contact Us Exit MG Logout of eAuth
MG Menu Welcome	Modify/De	lete a Calculated Payment	
Role: County User Payments Change State/County Main Menu	Year: 2014 Producer:	Admin State: Mississippi Loan Number: 2 Payment Type: MG	Admin County: Coahoma Commodity: UPLAND Payment Identifier: 002
3	MG Transaction Organization	Date: 10/20/2014 (MM/DD/YYYY) : FSA County Office Modify Delete	Amount (\$) : [500.00

407 Modify/Delete Calculated Payment Screen (Continued)

C Options and Corrective Actions

The following options are available on the Modify/Delete Calculated Payment Screen.

Option	Action		
Change	Option on the left navigation menu allows the user to go back to the		
State/County	Home Screen.	-	
Main Menu	Option on the left	t navigation menu allows the user to go back to the	
	Main Menu.		
Modify	Displays the Mod	lify Calculated Payment Confirmation Screen to	
	confirm the modi	fied payment amount is correct. Once confirmed:	
	• the payment the	riggers to reprocess to determine if the producer is over	
	or underpaid		
	• the Main Menu is redisplayed.		
	IF the market		
	gain is THEN		
	earned the additional market gain will be processed		
		attributed to the payment entity and members, if	
		applicable.	
	overpaid	the producer is listed on the Pending Overpayment	
	Report. See 9-CM.		
Delete	Displays the Delete Calculated Payment Confirmation Screen to confirm		
	the market gain should be deleted. Once confirmed, the payment		
	triggers to reprocess in order to remove the attribution amounts.		
Cancel	Discontinues the process and returns to the Main Menu without saving		
	the changes made to the market gain amount.		

407 Modify/Delete Calculated Payment Screen (Continued)

C Options and Corrective Actions (Continued)

The following error messages may be displayed on the Modify/Delete Calculated Payment Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action	
Transaction Date is	A valid date was not entered.	
empty or invalid		
Transaction date	Date entered must be the date the market gain transaction	
cannot be later than	occurred and cannot be later than the current system date.	
current date		
Transaction Date must	Re-enter the transaction date. Examples of acceptable dates are	
be entered as	as follows:	
MMDDYYYY,		
MM/DD/YYYY,	 10202014 102014 	
MMDDYY, or	• 10/20/2014 • 10/20/14.	
MM/DD/YY format		
The amount must use two decimal places	Re-enter the market gain amount using the following rules. Payment amounts recorded shall:	
Payment Amount is empty or not numeric	• be entered in dollars and cents	
Payment amount must	• not include something other than numeric values, such as a	
be greater than 0.	\$, comma or character	
	• be greater than \$0.00.	
Organization selected	An organization shall be selected. For all market gains	
is required.	associated with loans administered by FSA County Offices,	
	SELECT "FSA County Office".	

Reminder: The Submitted Payment Report is "live" data so it should be refreshed every 15 minutes. However, the Nonpayment Report is not "live" data and the report information is not available until the next business day.

407 Modify/Delete Calculated Payment Screen (Continued)

IF the producer	THEN
fully meets all eligibility	• the producer is listed on the Submitted Payment
payment limitation	Report
	• "No" is listed in the "Reduced Payment" column.
partially meets eligibility	• the producer is listed on the Submitted Payment
limitation during the processing	Report
of the applicable transaction	• "Yes" is listed in the "Reduced Payment" column
	• the producer is listed on the Nonpayment Report with the specific reason for the nonpayment condition.
does not meet the eligibility	the producer is listed on the Nonpayment Report with
requirements or has already	the specific reason for the nonpayment condition.
reached payment limitation	
before this transaction was	
recorded	

C Options and Corrective Actions (Continued)

408 Modifying/Deleting Calculated Payment

A Overview

After the LDP has been entered according to paragraph 402, there may be situations that required modifying or deleting the payment.

B Action

County Offices shall modify/delete the LDP payment information in the Interim Process according to the following table

Step	Action	Result
1	On the Select an Administrative State/County Screen:	The Main Menu will be
		displayed.
	• select the crop year associated with the market	
	gain or LDP	
	• coloct the administrative state and county	
	• select the administrative state and county	
	associated with the producer's toan of LDP	
	• CLICK "Continue" .	
2	On the Main Menu, CLICK "Modify/Delete a	The SCIMS Search
	Calculated Payment".	Screen will be displayed.
3	The SCIMS Search Screen provides various options	The Select a Loan
	for selecting a producer. Enter the producer	Number Screen will be
	information using the desired option and select the	displayed with the
	applicable producer to continue.	selected producer name.
4	On the Select a Loan Number Screen, select the	The Modify/Delete
	following for the loan and market gain data that needs	Calculated Payment
	to be modified or deleted, select the:	Screen will be displayed.
	• loan number from the drop-down list	
	• market gain data from the drop-down list	
	Note : All market gains recorded for the selected loan and producer will be listed in the "Payment" field with the date of the transaction and the commodity code associated with the market gain.	
	• CLICK "Continue" .	

408 Modifying/Deleting Calculated Payment (Continued)

B Action (Continued)

Step		Action	Result
5	On the Modify/Delete Calculated Payment Screen the		
	recorded market gain amount is displayed.		
	IF the user		
	wants to	THEN	
	modify the	• the information originally	The Modify Calculated
	market gain	recorded is display	Payment Confirmation
	information		Screen will be displayed.
	previously	• revise the incorrect data	
	recorded		
		• CLICK "Modify".	
	delete the	• the information originally	The Delete Calculated
	payment	recorded is display	Payment Confirmation
		1 2	Screen will be displayed.
		• CLICK "Delete".	
6	On the Modify/I	Delete Calculated Payment	The Main Menu will be
	Confirmation Screen, click "Confirm" to modify or		redisplayed with a
	delete the payment amount.		message confirming the
			payment has been
			modified or deleted.

A Overview

The Select a Loan Number Screen allows the user to select the loan number and transaction that needs to be modified or deleted. The following provisions apply to this screen.

- The "Loan Number" field is a drop-down list that includes all market gain transactions for the selected producer.
- The "Payment" field is a drop-down list that includes all transactions for the selected loan number. The data in the transaction field includes:
 - date the transaction was processed
 - commodity with the transaction occurrence.
- **Example**: The commodity code for Upland Cotton is "6100". For the 1st transaction processed on 10/20/2014, the "10/20/2014 6100-001" is listed in the "Payment" field. If there is another market gain on 10/20/2104, then a second entry will be listed as "10/20/2014 6100-002".

B Example of the Select a Loan Number Screen

Farm Service A	Agriculture gency		MAL Market Gain (MG)
		MG Home About FSA	Help Contact Us Exit MG Logout of eAuth
MG Menu Welcome	Select a Lo	an Number	
Role: County User Payments	Year: 2014	Admin State: Missis Loan Number: 2	sippi Admin County: Coahoma
Change State/County Main Menu	Producer:		
I.		Select a Loa	n Number
		Loan Number: 2	v
		Select a Pa	ayment
		Payment: Paym - Paym 10/20/20 10/20/20	ent ent 014 6100-001 014 6100-002

Following is an example of the Select a Loan Number Screen.

409 Select a Loan Number Screen

C Options and Corrective Actions

The following options are available on the Select a Loan Number Screen.

Option	Action
Change	Option on the left navigation menu allows the user to go back to the
State/County	Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the
	Main Menu.
Continue	Continues to the Modify/Delete a Calculated Payment Screen.

The following error messages may be displayed on the Select a Loan Number Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action	
A Loan Number selection is	Select the loan number from the drop-down list to be	
required.	deleted or modified.	
A Payment selection is	Select the transaction from the drop-down list to be	
required.	deleted. The following data is included for each	
	transaction:	
	• date the transaction was processed	
	• commodity with the transaction occurrence.	

410 Handling Partially Ineligible LDP's

A Overview

When an LDP is partially unearned, a manual receivable must be established **before** certifying and signing the payment in NPS.

Complete the process according to subparagraph 402 B if both of the following apply:

- the amount listed on the Nonpayment Report is less than the LDP amount sent to NPS
- County Office has verified the producer ineligible reason listed on the Nonpayment Report is valid and the producer is not eligible for the full LDP.

410 Handling Partially Ineligible LDP's (Continued)

B Action

County Offices shall process partially ineligible LDP's through the Interim Process according to the following table.

Step	Action					
1	Manually create a new receivable in NRRS using the code "XXLDPCOMM"					
	(where "XX" is the fiscal year and "COMM" is the commodity).					
	Example: "16LDPCORN".					
	Note : See Exhibit 4 for the commodity abbreviations to replace "COMM".					
2	On the New Receivable Page, enter the following.					
	Field	Data Entered				
	Date of Indebtedness	Date in mm/dd/yyyy format.				
	Budget Fiscal Year	Fiscal year of the LDP.				
	State/County	State and county codes where the LDP is administered.				
	Program Amount	Enter ineligible LDP amount.				
	Discovery Code	"Program Operations".				
	Basis Code	Select 1 of the following:				
		• "Noncompliance with Program Requirements"				
		• "Overpayment Because of Payment Limitations"				
		"Program Earnings Exceeded"				
		• "Receivable Generated due to Eligibility Issues".				
	Reference Type	LD – Loan Deficiency.				
	Reference Number	LDP Number.				
3	In the "remarks" section, en	ter the reason for creating a receivable. Complete the				
	receivable.					
4	Certify and sign the payment in NPS.					
	Note: Users may need to click "Reset Payment Process" to insure the receivable is					
	offset.					

411 Handling 100 Percent Ineligible LDP's

Par. 411

A Overview

When a producer is determined to be ineligible for the full LDP before it has been certified and signed in NPS, the LDP should be deleted.

Complete the process according to the following if **both** of the following apply:

- the amount listed on the Nonpayment Report is equal to the LDP amount sent to NPS
- County Office has verified the producer ineligible reason listed on the Nonpayment Report is valid and the producer is not eligible for the full LDP.

B Action

LDP applications that are 100 percent ineligible shall be deleted in both the eLDP system according to paragraph 304 **and** the Interim Process according to paragraph 408.

A Overview

When the LDP has been certified and signed in NPS and is later determined to be ineligible (partial or 100 percent), a manual receivable must be established.

B Action

County Offices shall process ineligible LDP's that have been certified and signed according to the following table.

Step	Action				
1	Manually create a new receivable in NRRS using the code "XXLDPCOMM"				
	(where "XX" is the fiscal year and "COMM" is the commodity).				
	Example: "16LDPCORN".				
	Note: See Exhibit 4 for the commodity obbraviations to rankee "COMM"				
2	On the New Pageiyeble Screen, enter the following:				
2	Field	Data Entered			
	Date of Indebtedness	Date in mm/dd/vvvv format.			
	Budget Fiscal Year	Fiscal year of the LDP.			
	State/County	State and county codes where the LDP is administered.			
	Program Amount	Enter ineligible LDP amount.			
	Discovery Code	"Program Operations".			
	Basis Code	Select 1 of the following:			
		• "Noncompliance with Program Requirements"			
		• "Overpayment Because of Payment Limitations"			
		• "Program Earnings Exceeded"			
		• "Receivable Generated due to Eligibility Issues".			
	Reference Type	LD – Loan Deficiency.			
	Reference Number	LDP Number.			
2	In the "remerke" section	Date in mm/dd/yyyy format.			
5	In the "remarks" section, enter the reason for creating a receivable. Complete the				
4	Notify the producer of overnayment according to 64-FI				
5	If the producer is only partially ineligible, do not delete the LDP from the Interim				
5	Process because the eligible amount must be attributed for payment limitation				
	purposes.				

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Reports, Forms, Abbreviations, and Relegations of Authority

Reports

None.

Forms

This table lists the forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and		100-104, 200,
	Request		202, 206, 209,
			212, 306
FSA-578	Report of Acreage		100, 103, 104

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
eLDP	electronic Loan Deficiency Payment	text
RLMS	Representative Link Management System	200

Redelegations of Authority

None.

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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

National Receipts and Receivables Service (NRRS)

<u>NRRS</u> is a centralized, web-based accounting application that interfaces with web-based program applications to complete receipts and recevables 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.

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.

Title	Reference
Add Joint Operation Information Message Screen	102
Add Joint Operation Percentages Screen	102
Add Profile Terms and Conditions Screen	101, 102
Add Profile Yield Information Screen	101
Application Summary Screen	301
Bin Calculator Screen	205
Change Profile Yield Information Screen	103, 104
County Commodity Yield Screen	50
County e-mail Address Screen	52
Crop Year Screen	102, 215
Customer Profile Screen	100-104
Delete Application Screen	304
Delete Profile Screen	106
eLDP Home Screen	21, 101
Enter a New Loan Number Screen	403
Farm-Stored Application Payment Information Summary Screen	214
Farm-Stored Application Storage Location Payment Information Screen	203
Farm-Stored Application Storage Location Screen	202
Farm-Stored Application Summary Screen	204
Graze-Out Location Screen	215
Graze-Out Payment Information Screen	215
Graze Out Screen	215
Inquire Customer Profile	105
Joint Operations Member Summary Screen	102
LDP Application Screen	201
Modify/Delete a Calculated Payment Screen	407
Open Storage Application Payment Information Screen	210
Open Storage Application Payment Information Summary Screen	211
Producer List-Graze Out Application Screen	215
Producer Search Screen	104, 301
Record a Calculated Payment Screen	404
Select a Loan Number	409
Sold/Delivered/Fed Application Storage Location Screen	206
Sold/Delivered/Fed Application Storage Location Payment Information Screen	207
Sold/Delivered/Fed Application Payment Information Summary Screen	208
Warehouse Stored Application Storage Location Screen	212
Warehouse-Stored Application Payment Information Screen	213

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Commodity Abbreviations

Use the following abbreviations to replace "COMM" when manually creating a receivable in NRRS using the code "XXLDPCOMM".

Commodity	COMM Abbreviation
Barley	BRLY
Canola Seed	CAN
Chickpeas (large and small)	СНКР
Cotton Seed (Oilseed)	CNS
Corn	CORN
Crambe Oilseed	CRAM
Flaxseed	FLX
Grain Sorghum	SORG
Honey	HONY
Lentils (Dry)	LEND
Mustard Seed	MUS
Oats	OATS
Peanuts	PNUT
Peas (dry whole)	PEAD
Rapeseed	RAP
Rice	RICE
Safflower Seed	SAF
Sesame	SEME
Soybean	SOYA
Sunflower (oil type and confectioner)	SUN
Sunflower Seed	SFN
Unshorn Pelts	PELT
Upland Cotton	UPCN
Wheat	WHT
Wool	WOOL

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