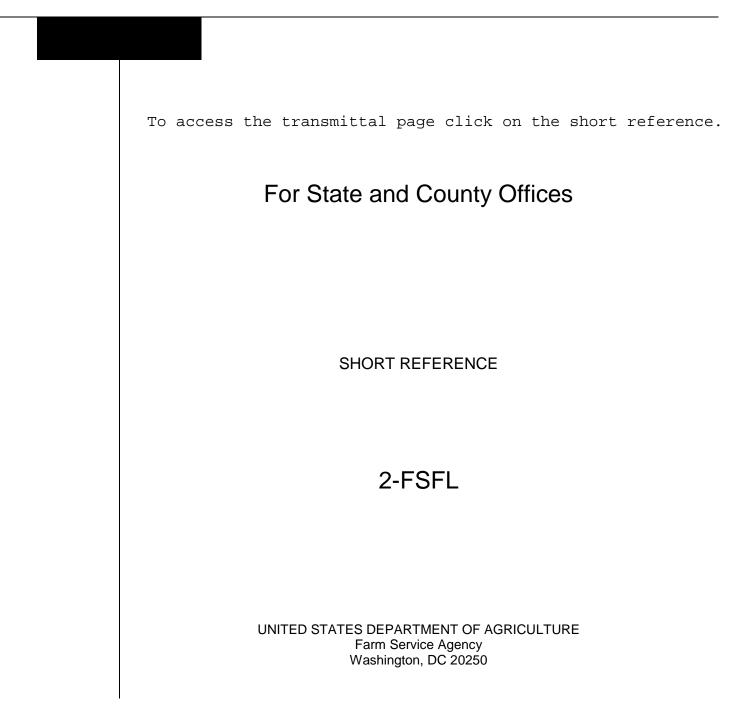


Web-Based Farm Storage Facility Loan Program Functions



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UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Web-Based Farm Storage Facility Loan Program Functions 2-FSFL

Amendment 1

Approved by: Deputy Administrator, Farm Programs

Minhael Alluto

Amendment Transmittal

A Reason for Issuance

This handbook provides procedure for web-based FSFL functions using DLS.

.

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2 Definitions of Terms Used in This Handbook

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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 DLS software to administer the FSFL program.

B Authority and Responsibilities

PECD has the authority and responsibility for the instructions in this handbook. PSD has the authority and responsibility for policy in 1-FSFL.

C Related FSA Handbooks

The following FSA handbooks concern FSFL.

IF the area of concern is about	THEN see
actively engaged determinations	4-PL.
Appeals	1-APP.
approved abbreviations, signatures, and authorizations	1-CM.
audits and investigations	9-AO.
disbursing lien search and UCC-1 recording fees	1-FI.
document retention period	25-AS.
environmental quality	1-EQ and 2-EQ.
establishing claims	58-FI.
FBP	1-FLP.
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IRS reporting	62-FI.
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sugar-related facility loans	12-SU.

2 Responsibilities

A Background

The responsibilities described in this paragraph are in addition to the responsibilities in 1-FSFL.

B Office Responsibilities

The following table describes the responsibilities of each office for FSFL activity.

Office	Responsibilities
PSD	Implement web-based processes to support FSFL functions in State and
	County Offices.
	Provide procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide application training to County Offices.
	Provide procedural assistance to County Offices on data entry
	requirements and software operations.
KC-ITSD and	Provide technical assistance to State and County Offices on
KCCO	nonprogram-related problems.

3 DLS Background and Functionality

A Background

DLS:

- is an Intranet-based web application that is part of FLPIDS
- is used to record, track, monitor, and process various account actions related to making and managing FLP loans and FSFL's
- uses eAuthentication in the same manner that State, County, and National Offices use today for other web-based programs
- operates through a Kansas City-based central web site
- is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods.

Note: The National Help Desk is only available at 800-255-2434 or 816-926-1552 during regular business hours.

B Functionality

Follow the instructions in this handbook when using DLS to accomplish automated functions for the following FSFL activities:

- loan making
- routine servicing
- special servicing
- reports.

4-19 (Reserved)

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20 DLS Definitions and Security Roles

A Basic Information

All FSFL functions:

- are within the web-based DLS currently used to process FLP applications
- can only be updated by FSA employees with Level II eAuthentication access "FSFL" role
- are no longer processed using the System 36/APSS.

B Definitions

In this part:

• <u>borrower</u> means a single borrower or a borrower who has a co-borrower/co-signer/ guarantor

Note: Borrower also means the applicant before a loan is approved.

- <u>DLS</u> means the web-based Direct Loan System
- <u>FBP</u> contains the credit analysis for the applicant/borrower
- <u>FLP employees</u> mean State and County Office employees who administer FLP's
- <u>FP employees</u> mean State and County Office employees who administer FP's, such as Price Support, Conservation, and Disaster
- <u>loans</u> mean FSFL's only
- <u>users</u> mean FSA employees with Level II eAuthentication access to DLS, **except** where specifically noted.

20 DLS Definitions and Security Roles (Continued)

C Security Roles

The following are security roles:

- FP employees with authorized access in DLS for FSFL applications will be able to fully administer FSFL's within their State
- FLP employees will continue to have the roles for FLP loans as granted by the security officer

Note: An additional "FSFL" role will be added for authorized FLP employees.

- FP employees with FLP loan approval authority will have access for FLP loans as outlined in FSA-13-A
- for FP and FLP employees, who need access to FSFL and have not already been granted access, will need to submit FSA-13-A. Contact the security officer for guidance.

21 Accessing DLS

A Farm Loan Program Systems

Access the Farm Loan Programs System from the FSA Intranet Application Page at http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp.

Note: Internet Explorer shall be used when accessing DLS.

B Example of Farm Loan Programs Systems Screen

Following is an example of the Farm Loan Programs Systems Screen.



21 Accessing DLS (Continued)

C Action

From the FSA Intranet Application Page:

- CLICK "**D-F**"
- CLICK "Farm Loan Programs System"
- CLICK "Logon" to display the eAuthentication Login Screen
- enter user ID and password or login using LincPass
- CLICK "Login" to display the Farm Loan Programs Systems Main Menu
- CLICK "Direct Loan System" under "Applications".

D Example of Welcome to the Direct Loan System Screen

Following is an example of the Welcome to the Direct Loan System Screen.

Note: The Welcome to the Direct Loan System Screen will be referenced as the DLS Home Page.



9-22-14

22 Selecting Borrowers

A Overview

Before any FSFL process can be initiated, the borrower must first be selected from the DLS Home Page.

B Example of "Select Customer" Options

Following is an example of the "Select Customer" options.

FS	5A -	tes Department of A - Farm Lo	an Progra	-	, 1			a Caller of Caller		
DLS Home	Ab	out DLS 🕨	Other FS/	\ V	Help	Con	tact Us	Logout of eA	uth	
DLS Admi ▼	n	Select C	ustomer	Das	LS- shboard	ł		ansaction anager	Acquisitions	Reports
Customer Management Loan Making		nt	the D	Dire	ct Loa	n System				
LS-Dashboard LS-Transfers & Assumptions The Direct Loan Sys PLAS Transactions Information Deliver Management, Routi Special Servicing monitor, and process various account actions re				ed Wel mprise g and t	d of t the T	the follow ransactio	ing modules; Loa n Manager. DLS	Farm Loan Prog an Making, Custo is used to record ing the direct loa	mer , track,	

C Action

From the DLS Home Page:

- CLICK "Select Customer"
- CLICK "Loan Making"
- select the borrower from the SCIMS Search Page
- the customer profile will be displayed with the SCIMS and State/County information.

Note: The "**Loan Making**" option is the starting point for **all** FSFL functions, including loan servicing.

A Overview

A customer profile:

• contains a summary of account information for FLP loans and FSFL's

- will be established during the loan making process if one does not already exist.
- **Note:** This will always be the first step in accessing a customer in "Loan Making". The user will select the customer by clicking "Select Customer", then "Loan Making" on the top navigational bar on the Direct Loan Making Main Screen. Upon selecting a customer, the system will automatically link the user to the SCIMS Customer Selection Screen.

If the applicant:

- is new to DLS, the user will be prompted to establish a 1-time customer profile by clicking "**Submit**"
- already exists in DLS, the Process Application Screen will be displayed.

B Example of Customer Profile Screen for a New Applicant in DLS

Following is an example of the Customer Profile Screen for a new applicant in DLS.

DLS Home A	bout DLS 🕨 C	ther FSA ▼	Help Cor	tact Us	Logout of eA	uth	
DLS Admin ▼	Select Cus		LS- Dashboard		ansaction mager	Acquisitions	Reports
Customer Management			ed Customer (t match any exist	ing Farm
Loan Making	Loan C	ustomer. Plea	ise create a co	respondin	g Farm Loan cu	istomer.	
LS -							
Transfer/Assum	ption		C	ustome	r Profile		
LS - Dashboard							
Special Servicing	g SCIMS	Information	n	_			
Transactions	Custome Title: Delivery A			I	Customer Type: Business Type: Fmail:	Individual Individual	
	City, Stat Zip:		_		Marital Status:	Unknown N/A	
	Tax ID:				Tax ID Type: Gender:	S Social Secu	rity
	Birth Date Employee Ethnicity Phone(s)	Relationship: Type:	Not an Employee Not Hispanic	e l	Gender: Race Type: Veteran:	Male White No	
	State/	County					
	State/Co	unty::	24018 - MD/Qu	een Anne's 🔻	•		
	Service C	enter:	24306 - MD/DEN	ITON/24011			
				Submit	Cancel		

Note: All applicants must have a customer profile established before a loan can be processed.

C Example of Process Application Screen

The Process Application Screen is the first screen displayed after a borrower is selected from SCIMS and a customer profile is created, if applicable.

Following is an example of the Process Application Screen, which will be displayed for all existing borrowers in DLS.

	Process Application							
The first time a new application is entered, select "Add Package". Add Package Action: Select an Action Go								
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date		
1	05-30-2014	11 - FS	900 2014/00006	50,000.00	Obligated	07-13-2014		
2	05-12-2014	🔘 11 - FS	901 2014/00002(P)	75,000.00	Check Processed	07-07-2014		
		🔘 11 - FS	901 2014/00003	75,000.00	Closed	07-07-2014		
3	09-11-2013	🔘 11 - FS	900 2014/00001	50,000.00	Withdrawn	05-19-2014		
4	05-20-2011	🔘 11 - FS	900 2011/00001	87,201.51	Closed	11-15-2011		

24-30 (Reserved)

Part 3 Loan Making

Section 1 Creating Applications

31 Adding Loan Package for New Applications

A Overview

A loan package contains either of the following:

- final loan
- partial and final loan.

When an applicant requests a partial and final loan at loan application time, the partial loan application is entered first followed by the final loan application.

B Action

Select a borrower according to paragraph 22. From the Process Application Screen:

- CLICK "Add Package"
- scroll to the bottom of the Customer Profile Screen
- CLICK "Cont to Loan Req".

31 Adding Loan Package for New Applications (Continued)

C Example of Bottom Half of Customer Profile Screen

Following is an example of the bottom half of the Customer Profile Screen.

Outstanding	1 Del	ot - Far	<u>m</u> Storag	e Facility	1				
Loan Number	Loan Number Date		Loan Amour	nt Loan		Unpaid Principal Amount Cus		tomer Type	Interest Rate
State County Code		of Last ment	Annual Installment Payment	t Curren Sta		Unpaid Intere Amount	est Re	ated Entity	Loan Status
2014/00001	15-1	1-2011	\$87,201.		'	\$63,647	.43	В	2.250%
24021		1-2013	\$13,603.4	46 \$1.	82	\$11	77	PR	ACT
Past Debt I	nforr	nation	- Direct						
	O (Rest Fund Code - Loan No Clos		iginal ructured) Paid Si ng Date iginal		l Status Class of Write		VriteOff	New L	.oan #
			tured) Loan Amt	Date Pa	id in Full				
No Information A	vailable		AIII						
Past Debt I			- Guarant	eed					
				Terminatir	n Reasor	1		Primary	Borr Id
Loan # - Loan				Settlement/				-	
		An	nount	Date				Primary Borr Name	
No Information Available									
Past Debt I	Past Debt Information - Farm Storage Facility								
Loan Nu			Original Closi	ng Date	Origina	al Loan Amour	nt	Paid Sta	
State Coun		e	original close	ing bute	ongin			Date Paid i	n Full
No Information A									
Previous De			iess - Dire	ect					
Fund Code -	Set	ttlement Date	Settlemer	nt Amount	Amou	nt Repaid	Custome	Primary	Borr Id
Loan No - Loan	Set	ttlement			Date	of Last			
Туре		Туре				lection	.,,,,,	Primary B	orr Name
No Information A	No Information Available								
Previous De	ebt Fo	orgiver	iess - Gua	aranteed					
	Loan # - Loan Type Net Loss Amount Net Loss Amount Loss Type Customer Type Customer Type								
No Information Available									
Borrower Training Information <u>Training History</u>									
No Information A									
Account Fla	g Inf	ormati	on						
	ng Typ			Flag Descrip	otion Type	e		Flag Date	
No Information A	vailable								
	Submit Cont to Loan Req Reset Cancel								

32 Add Application Package and Loan Request

A Overview

"Loan Making" is divided into the following 4 screens:

- Loan Info
- Facility
- Farm Production
- Disposition, which is available only after a loan application has been submitted.

Users can move between the screens to enter information by clicking either of the following:

- the applicable tab
- "Next" at the bottom of the screen.

Notes: If a field is required on the specific screen as indicated by an asterisk, users must enter the required information before moving to another screen.

Use tabs only after an application is created. Using tabs during the creation of the loan may not always save information entered.

Applicants have the option at loan application time to request either of the following:

- a partial and final loan
- only a final loan.
- **Important:** For applicants requesting a partial and final loan, users **must** enter the partial loan application **before** entering the final loan application as DLS will populate information entered in the partial loan to the final loan. Failure to do so will force the user to enter the same information twice.

32 Add Application Package and Loan Request (Continued)

B Example of Add Application Package & Loan Request Detail Screen

Following is an example of the Add Application Package & Loan Request Detail Screen.

pplication Package Detail Information							
Date Received :							
oan Request Detail	Infor	mation					
Request Type:	Select	▼	Emergency Designation #:				
Init/Sub:	Select CL	Subsequent					
Beginning Farmer:	EE EM	No	Prevailing Claimant: 🔘 Yes 🛛 💿 No				
Streamlined Loan:	FO	No	Priority Consideration: 🕥 Yes 🛛 💿 No				
oan Information	IL _						
Requested Loan Amt:	OL-A OL-M	Farm Storage Facility Loar	Incomplete Letter Date1:				
Application Completed Date:	OL-T OL-Y		Incomplete Letter Date2:				

C Action

From the Add Application Package & Loan Request Detail Screen, CLICK "**FS**" from the "Request Type" drop-down list. The Loan Info Screen will be displayed.

Note: The "Date Received" field can be left blank and will automatically populate after "FS" is selected. If the application received date is earlier than the system date, the user can change it on the Loan Info Screen.

33 Loan Information

A Overview

The Loan Info Screen contains general information about the loan.

B Example of Loan Info Screen

Following is an example of the Loan Info Screen after "FS" is selected.

Add Applica	Add Application Package & Loan Request Detail							
Loan Info Facility F	Farm Production							
All required fields are denoted by an a								
Application Package Det	ail Information							
* Date Received:	05-27-2014	Request Type:	FS					
FSFL Loan Information								
*FSA Admin State:	Select 🔹	*FSA Admin County:	Select 🔻					
*Requested Loan Amt:		* Partial/Final Indicator:	🔘 Partial 🍳 Final					
Total Requested Loan Amount:		* Fiscal Year:	2014					
Delinquent Indicator:	🔘 Yes 💿 No	Loan Term:	Select 🔻					
Application Completed Date:		Incomplete Letter Date1:						
Incomplete Letter Date2:								
*Purpose of Loan:								
			-					
	Submit Next	Cancel						

33 Loan Information (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Loan Info Screen.

Field/Button	Description	Action	
	Application Package Detail Inform	nation	
Date Received	It is the date the signed CCC-185 is received in the County Office.	The current date is automatically populated once "FS" is requested for the "Request Type"; however, users can change to an earlier date when the application was not entered in DLS on the same day it was received in the County Office. Note: A warning message will be displayed if the date entered is greater than	
		7 calendar days before the system date.	
Request Type	"FS" means "Farm Storage".	"FS" will be displayed.	
	FSFL Loan Information		
FSA Admin State	The office location where the applicant's loan will be serviced.	Using the drop-down list, select the applicable State.	
FSA Admin County		Using the drop-down list, select the applicable county.	
Requested Loan Amt	The requested amount of the loan.	Enter the requested loan amount. If the loan being entered is for the partial loan, enter the amount of the partial loan that can be up to 50 percent of the total requested loan amount.	
Partial/Final Indicator	Identifies whether the loan is for a partial or final loan. The system defaults to "Final".	Select " Partial " or " Final ".	

33 Loan Information (Continued)

Field/Button	Description	Action
	FSFL Loan Information (Continu	ied)
Total Requested Loan Amount	The total amount for both partial and final loans, as applicable.	Enter the total amount for both partial and final loans.
		Note: If "Final" is selected, this field is grayed out.
Fiscal Year	The year in which the loan will be approved. For loans requested in August or September, users will have the option to select the future FY if it is known that the loan will not be approved in the current FY.	Field is defaulted to the current FY and cannot be changed unless the loan is requested in August or September.
Delinquent Indicator	Identifies if an applicant is delinquent according to DCIA rules.	Field is defaulted to " No ". Select " Yes " only if the applicant is delinquent.
Loan Term	The term of the loan.	Select "7", "10", or "12" from the drop-down list according to 1-FSFL, paragraph 23.
Application Completed Date	The date all information has been submitted by the applicant. Leave blank if all information has not been submitted at the time of request.	 Enter the date by doing either of the following: entering the date in the "mm/dd/yyyy" format
	Note: Initially leave this field blank when doing a partial or final loan. While the loan is in "Received" status, changes made to the partial loan will populate to the final loan. Once the partial loan is in "Completed" status, any updates to the partial loan will not populate to the final loan.	 clicking the calendar icon. Note: Users cannot delete the "Application Complete Date" after clicking "Submit".

C Field Descriptions and Actions (Continued)

33 Loan Information (Continued)

Field/Button	Description	Action
	FSFL Loan Information (Continu	ied)
Incomplete Letter Date1	The date the first letter was mailed to the applicant requesting additional information.	Enter the date by doing either of the following:
Incomplete Letter Date2	The date the second letter was mailed to the applicant requesting additional information.	 entering the date in the "mm/dd/yyyy" format clicking the calendar icon. Note: Users cannot delete
		the "Application Complete Date" after clicking "Submit".
Purpose of Loan	A free-form field to enter the reason for requesting the loan.	Enter the purpose for the loan.

C Field Descriptions and Actions (Continued)

CLICK:

- "Submit" to submit the application for review
- "Next" to proceed to the Facility Screen
- "Cancel" to cancel the application process.
- **Note:** Do **not** click "Submit" until **after** users have entered both the facility and farm production information. If the user clicks "Submit" before completing the loan application, the user will need to re-access the loan to complete the application according to paragraph 101 using the "Update Loan Request" option.

34 Facility Information

A Overview

The Facility Screen contains information about the facility and is divided into the following 2 sections:

- Facility Information
- Real Estate Information.

34 Facility Information (Continued)

B Example of Facility Screen

Following is an example of the Facility Screen.

Add Application Package & Loan Request Detail					
	Farm Production				
All required fields are denoted by an a Facility Information	asterisk (*).				
Equipment Purchased or Tentative Purchase Date:					
Proposed Structure:	Storage Bin Storage Crib Upright Silo Flat Storage				
Purchased From:					
Real Estate Information					
Owner Name:					
Address Line 1:					
Address Line 2:					
City:					
State:	Select Zip Code: -				
Lien Holder:					
Lien Search Date:					
	Submit Previous Next Cancel				

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Facility Screen.

Field/Button	Description	Action						
Facility Information								
Equipment	It is the date the equipment was	Enter the date by doing either of						
Purchased or	purchased or a future date if	ture date if the following:						
Tentative	equipment has not been purchased.							
Purchase Date		• entering the date in the						
	Enter the earliest date for multiple	"mm/dd/yyyy" format						
	dates.							
		• clicking the calendar icon.						

34 Facility Information (Continued)

Field/Button	Description	Action					
Facility Information (Continued)							
Proposed	Identifies the proposed structures	Using the drop-down list, select					
Structure	and applicable components.	the structure or structures.					
		Hold the " Ctrl " key when					
		clicking multiple structures or					
		components.					
Purchased From	A free-form field to enter from	Enter the name of who the					
	whom the equipment was purchased.	equipment was purchased.					
	Real Estate Informatio	on					
Owner Name	A free-form field to enter the name	Enter the name and address of					
Address Line 1	and address of the owner of the	the person or persons who own					
Address Line 2	real estate.	the real estate.					
City							
State	If no physical address exits, enter						
Zip Code	the legal description of the						
1	structure in the "Address Line 1"						
	field.						
Lien Holder	A free-form field to enter the lien	Enter the name of the lien					
	holder.	holder.					
Lien Search Date	The date of the initial lien search.	Enter the date by doing either of					
		the following:					
		• entering the date in the					
		"mm/dd/yyyy" format					
		• clicking the calendar icon.					

C Field Descriptions and Actions (Continued)

CLICK:

- "Submit" to submit the application for review
- "Previous" to return to the Loan Info Screen
- "Next" to proceed to the Farm Production Screen
- "Cancel" to cancel the application process.
- **Note:** Do **not** click "Submit" until **after** users have entered both the facility and farm production information. If the user clicks "Submit" before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the "Update Loan Request" option.

35 Farm Production Information

A Overview

The Farm Production Screen contains information about the farm production used to calculate additional storage needs.

B Example of Farm Production Screen

Following is an example of the Farm Production Screen.

	Update Loan Request Detail								
Lo	an Info	Facility	Farn	n Production	Disposit	tion			
	quired fields m Produc		l by an a	asterisk (*).					
Sel		uber,County	,State	Commo	lity	Acres	Yield Per Acre	Yr	Total Production
	Select	•	•	Select	•				
	0003008,N	emaha,KS 🔻	·	WHEAT	-	300.00	75.00	2	45,000.00
	0003008,N	emaha,KS	•	CORN/GRAIN	-	250	210	2	105,000.00
	Add Farm	Update	Farm	Delete Farm		Total Estima	ated Produ	ction:	150,000.00
						Exi	sting Capa	city:	0.00
						Additional Ca	pacity Nee	eded:	150,000.00
Proposed Structure Capacity:							20000.00		
								130,000.00	
Compute									
	Submit Previous Next Cancel								

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Farm Production Screen.

Field/Button	Description	Action						
Facility Production								
Farm Number, County, State	Using the drop-down list, select the applicable farm number.							
	Co-applicant farms will not be populated. If production is to be added for co-applicants, select "ALL" to enter applicable production. Users have the option to select "ALL" to combine acres/production for all farms for a single commodity.							
Commodity	Lists all eligible commodities. This list does not validate against selected storage structure.	Using the drop-down list, select the commodity.						
Acres	The average acres of the commodity.	Enter the 3-year average acres for the specific commodity.						
Yield Per Acre	The COC-established yield for the commodity.	Enter the commodity yield, as applicable. After the yield has been entered, CLICK " Add						
	Farm".							

C Field Descriptions and Actions (Continued)

E: 11/D 44	Destation	
Field/Button	Description	Action
Total Production	A calculated field based on the average	
	acres times the yield times applicable	
	years of storage needs.	
	For grains and hay, the total production	
	is multiplied by 2.	
	For cold storage, the total production is	
	multiplied by 1.	
Total Estimated	The sum of all production entered.	
Production		
Note: Repeat the p	process for additional farms and commo	odities.
Existing Capacity	The applicant's existing storage	Enter the existing storage
	capacity.	capacity.
Additional	A calculated field that subtracts the	
Capacity Needed	existing capacity from the total	
	estimated production.	
Proposed Structure	The proposed structure capacity	Enter the proposed capacity,
Capacity	requested on the loan.	then CLICK "Compute".
		_
		For hay storage, enter the
		tons calculated from the
		worksheet in 1-FSFL,
		Exhibit 6, subparagraph A,
		line item 5.
Eligibility and	A calculated field that subtracts the	A positive number indicates
Proration Indicator	proposed structure capacity from the	the applicant is eligible
	additional capacity needed.	based on storage needs.
		A negative number indicates
		that the applicant does not
		meet the additional storage
		needs; however, a negative
		value is acceptable for loans
		with handling only.
		with numering only.

D Example of Completed Farm Production Screen

Following is an example of a successfully completed Farm Production Screen.

	Add Application Package & Loan Request Detail								
All rec		Facility re denoted by		rm Production erisk (*).					
Far Sel	m Produc Farm Nun	ction nber,County,S	State	Commodity		Acres	Yield Per Acre	Yr	Total Production
	Select	-		Select	•				
	ALL	•		CORN/GRAIN	▼	100	185	2	37,000.00
	ALL	•		SOYBEANS	•	250	50	2	25,000.00
	Add Farm	Update Fa	arm	Delete Farm		Total Estim	nated Produ	ction	: 62,000.00
						Exi	sting Capad	ity:	20000
						Additional Ca	pacity Need	led:	42,000.00
	Proposed Structure Capacity: 38000								
Eligibility and Proration Indicator: 4,000.00									
Compute									
	Submit Previous Cancel								

E Editing the Farm Production Screen

To make edits to a line item after it is initially entered:

- click the "Sel" radio button of the line item to edit
- make applicable edits
- CLICK "Update Farm".

To delete a line item currently displayed:

- click the "Sel" radio button of the line item to delete
- CLICK "Delete Farm".

E Editing the Farm Production Screen (Continued)

After all farm production has been successfully entered, CLICK:

- "**Submit**" to submit the application for review
- "**Previous**" to return to the Facility Screen
- "Next" to proceed to the Loan Info Screen
- "Cancel" to cancel the application process.
- **Note:** Do **not** click "Submit" until **after** users have entered both the facility and farm production information. If the user clicks "Submit" before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the "Update Loan Request" option.

36 Creating a Partial and Final Loan

A Overview

Applicants who requested a partial and final loan will have 2 loans in 1 loan package. The partial loan is always entered first, followed by the final loan.

Initial information entered in the partial loan will automatically populate to the final loan.

Important: Any information entered in the partial loan after it is in "Complete" status will **not** populate to the final loan. Users will have to enter information in both partial and final loans.

B Action

Select a borrower according to paragraph 22. From the Process Application Screen:

- CLICK "Add Package"
- scroll to the bottom of the Customer Profile Screen
- CLICK "Cont to Loan Req"
- using the "Request Type" drop-down list, CLICK "FS".

36 Creating a Partial and Final Loan (Continued)

B Action (Continued)

On the Loan Info Screen:

- using the drop-down lists, select the State and county
- enter up to 50 percent of the total loan amount for both structures in the "Requested Loan Amt" field
- select "Partial"
- enter 100 percent of the loan amount in the "Total Requested Loan Amount" field
- review and edit the delinquent indicator, as necessary
- using the drop-down list, select the loan term
- enter the "Application Completed Date" **only** if the application is complete at time of request

Note: Users cannot delete the "Application Completed Date" after clicking "Submit".

- enter all types of structures in the "Purpose of Loan" field
- CLICK "**Next**".

On the Facility Screen:

- enter all information according to paragraph 34
- CLICK "Next".

On the Farm Production Screen:

- enter the production according to paragraph 35
- CLICK "Submit".

36 Creating a Partial and Final Loan (Continued)

B Action (Continued)

After the user clicks "Submit", the Process Application Screen will be displayed and the radio button is selected for the "Request Type" for the partial loan just entered.

From the Process Application Screen:

- using the drop-down list, select "Add Loan Request"
- CLICK "Go" to display the Add Application Package & Loan Request Detail Screen
- on the Loan Info Screen, enter the remaining balance of the "Total Requested Loan Amount" for the final loan
- CLICK "**Submit**".

Note: The final loan application is created.

37 Creating a Loan Application When Grain and Hay Are Combined on 1 Loan

A Overview

FSFL procedure allows an applicant to combine a loan request for both grain and hay structures under 1 loan.

Users will:

- only enter the farm production to determine storage needs for the grain structure
- attach a completed hay worksheet to CCC-185 according to 1-FSFL, Exhibit 6.

38-99 (Reserved)

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Section 2 Updating Applications

100 Modifying Applications

A Overview

After a loan package has been created, the following options are available:

- Add Loan Request
- Update Loan Request
- View Loan Request
- Withdraw Loan Request
- Delete Loan Request
- Link Related Entity
- View Related Entity
- Update Related Entity
- Unlink Related Entity.

Note: Only use "Add Loan Request" to add a final loan to a created partial loan request.

B Statuses

The following table describes the statuses of a loan.

Status	Descriptions
Appeal	Application is in appeal.
Approved	Application has been approved by COC or STC.
Check Request	Checks have been requested from Treasury.
Closed	Loan has closed and loan servicing actions can be processed.
Completed	Application has all information submitted and is ready to be
	approved or disapproved.
Disapproved	Application has been disapproved by COC or STC.
Obligated	Funds have been received from Treasury.
Obligation	Approved loan is awaiting funds from Treasury. Loan is locked for
Pending	editing.
Received	Application has been submitted but is not complete.
Rejected	Application has been rejected.
Settled	Loan has been paid in full or has been liquidated.
Withdrawn	Application has been withdrawn by the producer.

Note: Deleted applications or loans will never be displayed on the Process Application Screen.

100 Modifying Applications (Continued)

C Example of Actions After Loan Package Has Been Created

Following is an example of the actions available after a loan package has been created.

	Process Application							
Pac Add	e first t kage". Package)		pplication	n is ente	ered, sele	ct "Add	
Action: Select an Action Select an Action Add Loan Request								
S.No		View Lo Withdra	Loan Request oan Request aw Loan Request	Type of \ssistance Loan #	Amount	Status	Status Date	
1		Link Rel	Loan Request ated Entity elated Entity	900 14/00005(P)	800.00	Received	07-24-2014	
2	05-20-20	Update	Related Entity Related Entity	900 14/00004(P)	100.00	Check Processed	06-17-2014	
	L		0 11 - FS	900 2014/00006	100.00	Completed	05-20-2014	
3	05-16-20	014	🔘 11 - FS	900 2014/00001	8,000.00	Check Processed	06-19-2014	
4	05-16-20	014	🔘 11 - FS	900 2014/00002(P)	1,500.00	Check Processed	06-19-2014	
5	04-11-20	011	🔘 30 - CL	590 01	47,300.00	Check Processed (Closed)	06-05-2013	

A Overview

Modifications can be made to a loan application up until the loan is in "Obligation Pending" status.

Note: The loan is locked for editing while in "Obligation Pending" status. Once the status is "Obligated", the loan can be modified.

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the "Action" drop-down list to display available options
- CLICK "Update Loan Request"
- CLICK "Go" to display the Update Loan Request Screen.

The Add Application Package & Loan Request Detail Screen will be displayed.

Edit the loan, as applicable, by clicking between tabs or by clicking "Next". After edits have been entered, CLICK "**Submit**". If the user does **not** want to save edits, CLICK "**Cancel**".

102 View Loan Request

A Overview

This function allows the user to view the loan request details.

102 View Loan Request (Continued)

B Example of View Loan Request Screen

Following is an example of the View Loan Request Screen.

FSFL Loan Information						
FSA Admin State:				in County:		
Requested Loan Amt:		Partial/Final Indicator: Final				
Total Requested Loan Amount:				iscal Year:		
Delinquent Indicator:		-		oan Term: 3	/ years	
Application Completed Date:	08/11/2008		omplete Let			
Incomplete Letter Date2:			ipment Purc Itative Purcl		05/05/2008	
Proposed Structure:						
Purpose of Loan:	PURCHASE, CONSTRUC STORAGE CAPACITY OF BUSHELS	T, ERECT AN 5124 BUSH	ND INSTALL 2 HELS BIN 2 - 1	STORAGE BI STORAGE CA	NS. BIN 1 - PACITY OF 3764	
Purchased From:	SHANKS AG SERVICE I	NC.				
Lien Holder:						
Real Estate Information						
Owner Name:						
Address Line 1:						
Address Line 2:						
City:					_	
State:				Zip Code: (0	
Farm Production		_				
Farm Number,County,State	Commodity	Acres	Yield Per Acre	Yr	Total Production	
0000775, Cortland, NY	CORN/GRAIN	10.00	135.00	2	2,700.00	
0000775, Cortland, NY	OATS	12.50	40.00	2	1,000.00	
0000871, Broome, NY	CORN/GRAIN	44.70	135.00	2	12,069.00	
0000871, Broome, NY	OATS	15.60	40.00	2	1,248.00	
0000871, Broome, NY	SOYBEANS	32.40	45.00	2	2,916.00	
		Tota	l Estimated	Production:	19,933.00	
			Existir	ng Capacity:	10,002.59	
		Addi	tional Capac	ity Needed:	9,930.41	
		Propo	sed Structu	re Capacity:	8,888.00	
		•	and Proratio		1,042.41	
Eligibility Information						
Elig Decision Date:	08/11/2008	Elia D	ecision Dete	rmination:	=ligible	
Elig Decision Letter Date:						
Disposition Information						
Final Disposition:	Approved		Final Dispos	ition Date: (08/11/2008	
In Appeal:			Appeal St	atus Date:		
Approved Amount:	\$44,900.00	Lien Search Date: 04/22/2008				
Reasons:						
Explanation:						
Reason for No Final Disposition: Explanation: Additional Information						

C Action

From the Process Application Screen:

- click the radio button of the loan to view
- click the "Action" drop-down list to display available options
- CLICK "View Loan Request"
- CLICK "Go" to display the View Loan Request Screen.

103 Withdraw Loan Request

A Overview

A loan request can:

- only be withdrawn by the applicant
- be requested at any time before an approved loan is closed.
- **Note:** The loan is locked for editing while in "Obligation Pending" status. Once the status is "Obligated", the loan can be withdrawn.
- **Important:** Once a check has been requested for disbursement in NPS, but has not yet been signed and certified and the applicant decides not to close the loan, users can use the "Withdraw" option. If the check has been signed and certified and the applicant decides to withdraw, contact the National Office for assistance in withdrawing.

B Example of Withdraw Loan Request Screen

Withdraw Loan Request									
All required fields are	All required fields are denoted by an asterisk (*).								
Loan Number	Date Received	Request Type	Type of Assistance	Requested Loan Amount	Status				
2013/00001	04/19/2013	FS	000	49,500.00	Received				
Withdraw Date			Explanatio	n					
*									
*Are you sure you want to withdraw this loan request? O Yes O No Submit Cancel									

Following is an example of the Withdraw Loan Request Screen.

103 Withdraw Loan Request (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to withdraw
- click the "Action" drop-down list to display available options
- CLICK "Withdraw Loan Request"
- CLICK "Go" to display the Withdraw Loan Request Screen
- enter the withdraw date of the request
- enter an explanation for the withdraw request
- select "Yes" to the question, "Are you sure you want to withdraw this loan request?"
- CLICK "Submit".

The loan will be withdrawn and no further action can be processed on this loan.

Note: To cancel the withdraw process, CLICK "Cancel".

104 Delete Loan Request

A Overview

A loan can be deleted when an error has occurred by the user. Loans can be deleted at any time up until a check has been requested for disbursement.

Note: Loans deleted will no longer display on the Process Application Screen.

B Example of Delete Loan Request Screen

Following is an example of the Delete Loan Request Screen.

Delete Loan Request							
Date Received	Requ	est Type	Type of Assistance	Requested Loan Amount	Status	Status Date	
04-19-2013		FS	000	49,500.00	Received	04-19-2013	
Reason		Explanation					
Select -						*	
Input Error Other Unknown Are you sure you want to delete this loan request? Ves O No Submit Cancel							

104 Delete Loan Request (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to delete
- click the "Action" drop-down list to display available options
- CLICK "Delete Loan Request"
- CLICK "Go" to display the Delete Loan Request Screen
- click the reason from the drop-down list
- enter an explanation for the delete request
- select "Yes" to the question, "Are you sure you want to delete this loan request?"
- CLICK "Submit".

The loan will be deleted and no further action can be processed. If the loan is accidently deleted, the loan will have to be re-entered.

105 Updating Migrated Loans From System 36

A Overview

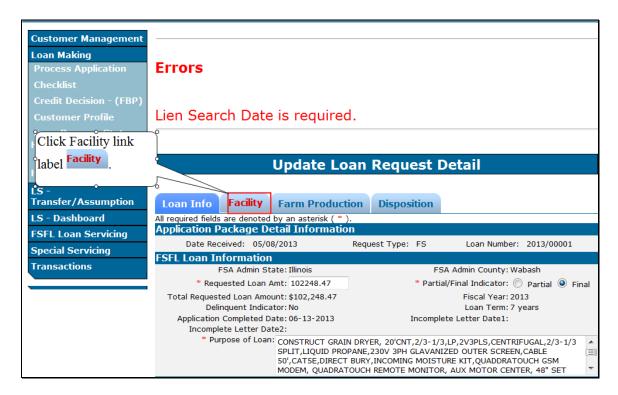
All existing FSFL approved and closed loans were migrated in September 2014 from the System 36 to DLS. Approved loans may be migrated with missing information, and updates will be required before requesting the check or closing the loan. DLS contains field validations and will alert the user of what data is missing.

Note: Updating migrated loans does **not** apply to closed loans as they are locked for editing after being closed.

105 Updating Migrated Loans From System 36 (Continued)

B Example of Common Error Message

Following is an example of a common error message found on converted loans.



C Action

From the Process Application Screen:

- click the radio button of the applicable loan
- click the "Action" drop-down list to display available options
- CLICK "Update Loan Request"
- CLICK "Go"
- CLICK "Submit" for DLS to display the errors that need to be completed
- click the applicable tab and complete missing information
- CLICK "Submit" when all missing information has been addressed.

106-199 (Reserved)

Section 3 Related Entities

200 Link Related Entities

A Overview

Related entities are 1 of the following:

- co-borrowers
- co-signers
- guarantors.

Note: Related entities can only be linked to a borrower after a loan package has been created.

B Example of Link Related Entity Screen

Following is an example of the Link Related Entity Screen.

Customer Management					
Loan Making			Link	Related	Entity
Process Application					
Checklist			nformation:		
Credit Decision -	Received	Туре	Related Entity Name	Tax ID	Related Entity Type
(FBP)	04-19-2013	FS	SMITH, JOHN A		🔘 Coborrower 🔘 Cosigner 🔘 Guarantor
Customer Profile					
Loan Request Status History			(Submit	incel
Transaction Status History					
LS - Transfer/Assumption					
Loan Servicing					
Special Servicing					
Transactions					

200 Link Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the applicable loan
- click the "Action" drop-down list to display available options
- CLICK "Link Related Entity"
- CLICK "Go" to display the SCIMS Search Page
- select the related entity to display the Link Related Entity Screen
- click the applicable "Related Entity Type" radio button
- CLICK "Submit" to complete the process
- CLICK "Cancel" to cancel the process.

Repeat the process for additional related entities.

Note: If the related entity is new to DLS, users will be prompted to submit a customer profile before linking the entity.

201 View Related Entities

A Overview

This function allows the user to view related entities.

B Example of View Related Entity(s) Screen

Following is an example of the View Related Entity(s) Screen.

Customer							
Management	View Related Entity(s)						
Loan Making							
Process Application		6					
Checklist	Related Entity In Date Received	nformation: Request Type	Related Entity Name	Tax ID	Related Entity Type		
Credit Decision -	04-19-2013	FS	SMITH , JOHN A		Coborrower		
(FBP)							
Customer Profile			Cancel				
Loan Request Status							
History							
Transaction Status							
History							
LS -							
Transfer/Assumption							
Loan Servicing							
Special Servicing							
Transactions							

201 View Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to view
- click the "Action" drop-down list to display available options
- CLICK "View Related Entity"
- CLICK "Go" to display the View Related Entity(s) Screen.

202 Update Related Entities

A Overview

This function allows the user to update the related entity type. This function can only be performed after an entity has been linked to the borrower.

B Example of Update Related Entity Screen

Following is an example of the Update Related Entity Screen.

Customer Management					
Loan Making			Upda	te Relate	d Entity
Process Application	Deleted F				
Checklist		Request	nformation: Related Entity Name	Tax ID	Related Entity Type
Credit Decision - (FBP)	Received 04-19-2013	Type FS	SMITH , JOHN A		Oborrower Cosigner Guarantor Guarantor
Customer Profile	04-19-2013	FS	SMITH , JANE A		Coborrower Cosigner Guarantor
Loan Request Status History Transaction Status			(Submit	ncel
History					
LS - Transfer/Assumption					
Loan Servicing					
Special Servicing					
Transactions					

202 Update Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to modify
- click the "Action" drop-down list to display available options
- CLICK "Update Related Entity"
- CLICK "Go" to display the Update Related Entity Screen
- edit the related entity type, as applicable
- CLICK "Submit" to complete the process
- CLICK "Cancel" to cancel the process.

203 Unlink Related Entities

A Overview

This function allows the user to unlink related entities before a loan has been closed. If entities need to be removed after the loan has closed, the user will update accordingly using the customer profile.

Note: Before unlinking a related entity that involves selecting "Deceased", "Divorce", or "Other" as result of divorce or death, see 1-FSFL, paragraphs 176, 177, and 234 for further instructions.

B Example of Unlink Related Entity Screen

Following is an example of the Unlink Related Entity Screen.

Customer Management			Unlink	Related Entity		
Loan Making			UIIIIK			
Process Application						
Checklist	Related Ent Selection	Date Received	ON: Request Type	Related Entity Name	Tax ID	Related Entity
Credit Decision - (FBP)	\bigcirc	04-19-2013	FS	SMITH , JOHN A		Type Coborrower
Customer Profile		04-19-2013	FS	SMITH , JANE A		Coborrower
Loan Request Status History Transaction Status History LS - Transfer/Assumption	Select Select Deceased Divorced Other	d	sure you want to u	Explanation		*
Loan Servicing Special Servicing Transactions			Sub	Cancel		

203 Unlink Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the applicable loan
- click the "Action" drop-down list to display available options
- CLICK "Unlink Related Entity"
- CLICK "Go" to display the Unlink Related Entity Screen
- click the radio button of the related entity to unlink
- select the reason from the drop-down list
- enter an explanation, as applicable
- select "Yes" to the question, "Are you sure you want to unlink this related entity?"
- CLICK "**Submit**" to complete the process
- CLICK "Cancel" to cancel the process.

204-299 (Reserved)

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300 Credit Decision

A Overview

After a loan application is submitted in DLS, the next step is to determine credit worthiness.

Authorized FSA users with loan approval authority will enter the applicable information needed to make a credit decision in FBP.

The credit decision date from FBP automatically populates in DLS under the Disposition Screen.

B Action

After an application has been requested, the FSA employee with loan approval authority will complete the financials in FBP and enter a credit status of either of the following:

- recommend approve
- recommend disapprove.

After an application has been acted on by COC or STC, the FSA employee with loan approval authority will update the credit decision as either of the following:

- approved
- disapproved.

301 Disposition

A Overview

The Disposition Screen contains the following:

- credit decision date
- COC or STC disposition (approval/disapproval) for the loan.

When a loan package contains a partial and final loan, each loan must be approved separately.

301 Disposition (Continued)

B Example of Disposition Screen

Following is an example of the Disposition Screen.

Update Loan Request Detail						
Loan Info Facility	/ Farm Production Disposition					
All required fields are denoted b	y an asterisk (*).					
Disposition Informa	tion					
Final Disposition:	Select Final Disposition Date:					
In Appeal:	Select Appeal Status Date:					
Reason for No Final Disposition:	Select	•				
Explanation:		* •				
Approval Informatio	n					
Original COC/STC Decision Date:	Final COC/STC Decision Date:					
Approved Amount:						
Rejection Information	on					
Reason(s) for Rejection:		-				
Reasons:	Add Reason	_				
	Remove Reason					
Explanation:						
Copierration		•				
		-				
Additional Informati	ion					
Remarks:						
		Ŧ				
	Submit Previous Cancel					

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the loan to modify
- click the "Action" drop-down list to display available options
- CLICK "Update Loan Request"
- CLICK "Go"
- click the "Disposition" tab.

The following table provides the field descriptions and actions for the Disposition Screen.

Field/Button	Description	Action						
	Disposition Information							
Final Disposition	The credit decision from FBP ("Approved" or "Rejected").	Using the drop-down list, select the applicable credit decision ("Approved" or						
	DLS will not display any FBP credit decisions completed before the complete	"Rejected").						
	date for this application.Note: If a credit decision has not been entered in FBP, the user will only be able to see "Rejected".	Note: This action must be performed before selecting the "Final Disposition Date".						
Final Disposition Date	The date of the credit decision. This date is retrieved from FBP.	Using the drop-down list, select the applicable credit decision date. The field cannot be overridden						
		and only dates that display can be selected.						
In Appeal	Identifies if the loan is in an appeal status. Lists available appeal statuses.	Using the drop-down list, select the applicable status.						
Appeal Status Date	The date that corresponds to the appeal status.	Enter the date by doing either of the following:						
		 entering the date in the "mm/dd/yyyy" format clicking the calendar icon. 						

301 Disposition (Continued)

С	Field Descriptions a	nd Actions (Continued)
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Field/Button	Description	Action
	Disposition Information (Continu	ied)
Reason for No Final	Identifies a reason why FSFL cannot be	Using the drop-down list,
Disposition	approved or rejected.	select the applicable reason.
Explanation	A free-form field to expand on the reason	Enter any additional
	for no disposition.	information, as applicable.
	Approval Information	
Original COC/STC	This date of the first COC or STC	Enter the date by doing either
Decision Date	decision.	of the following:
Final COC/STC	This is the date of the COC or STC	
Decision Date	decision for increases in the loan amount.	• entering the date in the "mm/dd/yyyy" format
		• clicking the calendar icon.
		Note: This is the same date as the credit decision date.
Approved Amount	The amount that COC or STC approved the loan.	Enter the approved loan amount.
	Rejection Information	
Reason(s) for	Identifies a reason for the loan being	Select the reason or reasons
Rejection	rejected.	from the drop-down list.
		To enter more than 1 reason, hold the "Ctrl" key when selecting. CLICK "Add Reason".
Explanation	A free-form field to allow the user to enter	Enter any additional
(Rejection)	more information about the rejection.	information, as applicable.
	Additional Information	
Remarks	Allows users to enter any additional	Enter any additional
	information.	information, as applicable.

Note: CLICK:

- "Submit" to complete the process
- "Cancel" to cancel the process.

302-349 (Reserved)

Part 5 Requesting Funding

350 Obligate Loan Request

A Overview

After a loan has been approved, the obligation process must be **immediately** initiated.

The obligation process is **not** a real-time event. Requests will be sent electronically to Treasury and requested funds will display in DLS normally within 2 to 3 workdays.

Note: The loan will be locked for editing when the loan is in "Obligation Pending" status.

B Example of Loan Obligation Screen

Following is an example of the Loan Obligation Screen.

	Loan Oblig	ation	
All required fields are denote	ed by an asterisk (*).		
Loan Information		Loan Req Status Date: 07/07/2014	
		Loan Req Status: A	Approved
	07/07/2014 11 - Capital Improvements/Constructi 900 - Farm Storage Faciity Loan-7Yr	Request Type: on Costs	FS
* Collateral: (Press and hold the CTRL key to select multiple)			
Approved Loan Amount: Interest Rate: COC/STC Decision Date:	2.125%	Loan Expiration Date: Repayment Period:	
Credit Action Info	mation		
Loan Approval Date: Loan Approval Official: Comments/Req:		Title:	COR
	Request Funding Can	cel	

350 Obligate Loan Request (Continued)

C Action

Immediately after approving a loan, the user will:

- CLICK "**Obligate Loan Request**" from the left navigation bar on the Process Application Screen
- using the drop-down list, click the type of collateral

Note: For multiple types of collateral, press and hold the "Ctrl" key and click the applicable types. Each collateral type will be highlighted.

• CLICK "Request Funding".

351 Increases to Approved Loan Amount

A Overview

When a borrower is approved for an increase in the original approved loan amount:

- a new credit decision approval date must be entered in DLS
- a new COC or STC decision date is required
- the new increased amount must be entered
- the new obligated amount is automatically sent to Treasury for obligation; however, users cannot request a check until the obligation is received back in DLS.
- **Note:** DLS will **not** accept an approved increase without a new credit decision date. A modified credit decision and corresponding approved date will need to be entered in FBP for the increased loan amount to be approved regardless of the percentage of increase.

351 Increases to Approved Loan Amount (Continued)

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the "Action" drop-down list to display available options
- CLICK "Update Loan Request"
- CLICK "Go"
- enter the new requested loan amount on the Loan Info Screen
- click the "**Disposition**" tab
- using the drop-down list, select the new credit decision date in the "**Final Disposition Date**" field
- update the "Final COC/STC Decision Date" field
- enter the new approved loan amount in the "Approved Amount" field
- enter any remarks in the Additional Information Section (optional)
- CLICK "Submit".
- **Important:** Users must enter the increased amount on the "Disposition" tab **before** clicking "Submit". Failure to do so will **not** obligate the increase and a new credit decision must be performed on another day.

9-22-14

352 Decreases to Approved Loan Amount

Par. 352

A Overview

When a borrower requests a decrease to an approved loan amount, the approved loan amount **must** be adjusted:

- on the Disposition Screen
- before processing the check request.

Note: Do **not** adjust the loan amount on the Loan Info Screen. Decreases in approved loan amounts are only made on the Disposition Screen.

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the "Action" drop-down list to display available options
- CLICK "Update Loan Request"
- CLICK "Go"
- click the "**Disposition**" tab
- enter the revised loan amount in the "Approved Amount" field
- enter any remarks in the Additional Information Section (optional)
- CLICK "Submit".

Note: DLS will automatically generate a decrease to Treasury.

353-399 (Reserved)

400 Check Request

A Overview

When a borrower has completed the structures and submitted receipts, the user will request funds before closing the loan. Funds will be disbursed to the following:

- borrower
- alternate payees
- borrower and alternate payees.

The user will perform 2 processes when disbursing funds for an approved loan. The processes **must** be executed in the following order:

- check request
- loan closing.

Important: The check request process is **always** executed before the loan closing process regardless if funds are going by EFT or Treasury check.

Checks requested in DLS must equal the approved loan amount. If the sum of receipts is:

- more than the approved amount, see paragraph 351 to increase the approved loan amount
- less than the approved amount, see paragraph 352 to decrease the approved loan amount.

After the check request has been completed in DLS, users will then sign and certify the check request in NPS according to 1-FI.

400 Check Request (Continued)

B Example of Check Request Screen

Following is an example of the Check Request Screen.

Check Requ	est
All required fields are denoted by an asterisk (*).	
Loan Information	Loan Req Status Date: 04/10/2014 Loan Req Status: Obligated
Date Received: 04/10/2014 Use of Funds: 11 - Capital Improvements/Constructio Type of Assistance: 900 - Farm Storage Faciity Loan-7Yr	
Collateral: 1 - Real Estate Only Interest Rate: 2.125% COC/STC Decision Date: 04/10/2014	Approved Loan Amount: \$30,000.00 Repayment Period: 7
Credit Action Information	
Loan Approval Date: 04/10/2014 Loan Approval Official: Title: COR Comments/Req:	
Check Request Information	
* Lien Search Date:	
Select * Check Request Amount *	Alternate Payee Indicator
	🔘 Yes 💿 No
Total Requested Check Amount:	
Add Check	
Check Request	Cancel

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK "**Check Request**" from the left navigation bar.

400 Check Request (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Check Request Screen.

Field/Button	Description	Action
	Check Request Information	
Lien Search Date	The final lien search date after the structure has been completed.	Enter the date by doing either of the following:
		• entering the date in the "mm/dd/yyyy" format
		• clicking the calendar icon.
Check Request Amount	The amount of check to be disbursed.	Enter the amount in dollars and cents.
	Note: All checks must total the approved loan amount.	
Alternate Payee Indicator	Indicate whether the check will be issued to the borrower or an alternate payee.	Click the applicable " Yes " or " No " radio button.
	Users will identify the alternate payee in NPS.	Note: There can be multiple alternate payees, but there can only be 1 nonalternate payee.

If:

- only 1 check is being requested, CLICK "Check Request"
- multiple checks are being requested, CLICK "**Add Check**". Add additional checks as applicable. After all checks have been entered, CLICK "**Check Request**". The Process Application Screen will be displayed, and the status of the loan will be updated to "Check Processed".
- **Important:** After the user clicks "Check Request", users will **not** be able to re-access the Check Request Screen to make changes. If an error is discovered after "Check Request" is clicked, users will need to contact the National Office for assistance.

Note: CLICK "Cancel" to cancel the process.

400 Check Request (Continued)

D Disbursement Cancellation for Disbursement That Will Not Be Re-Issued

When the borrower informs the County Office after the check request process has been completed that they **no** longer want FSFL's, use the following table to cancel the disbursement.

Action
The County Office shall:
• write " VOID " on the check and make a photocopy for the file
• mail the check marked " VOID " to Treasury at the following address:
Philadelphia Regional Financial Center P.O. Box 51320
Philadelphia, PA 19154
• not use Federal Express to mail checks to Treasury
 send an e-mail to FSA's Payment Management Office in Kansas City at RA.mokansasc2-PMO-TreasuryPay, explaining why checks are being returned.
The County Office shall send an e-mail, to both of the following, requesting that the
check be re-issued payable to CCC:
Rhonda Quinlan at rhonda.quinlan@kcc.usda.gov
 Mary Grisham at mary.grisham@kcc.usda.gov.
Note: The e-mail shall include the producer's name, check number, and address to send the re-issued check.
The County Office shall cancel FSFL, according to paragraph 104. DLS will send
loan information to NRRS and an overpayment receivable will be created.
When the overpayment receivable has been created in NPS, and the re-issued check
made payable to CCC is received in the County Office, the check must be applied as
a collection to the receivable.

401 Loan Closing

A Overview

Loan closing occurs **after** the applicant has signed CCC-186. The Amortization Schedule will be displayed after the closing date is entered.

Users will enter the Amortization Schedule figures displayed on CCC-186, as applicable.

On the morning of closing:

- prepare CCC-186 according to subparagraph C
- screen print and attach the Amortization Schedule to CCC-186.

Important: Do **not** prepare CCC-186 on any other day.

B Example of Loan Closing Screen

Following is an example of the Loan Closing Screen.

	Loan	Closing	
All required fields are denoted by	/ an asterisk (*).		
Loan Information			
Date Received: 05/16/20	014	Loan Number: 2	2014/00002
Type of Assistance: 900 - FS	SFL - 7 Year	Loan Amount: S	\$2,000.00
Mailing Address 1: PO BOX	992	Interest Rate: 2	2.250%
Mailing Address 2:		Obligation Date: (06/09/2014
Mailing City, State, CHINOO Zip:	K, MT, 59523		
Disbursement Date: 06/17/20	014	* Closing Date:	
Real Estate Mortgage Filing Date:		UCC-1 Financing Statement Filing Date:	
* Equipment Delivered Date:		* Equipment Installed Date:	
* Erected/Installed By:			
Sut	Cancel		

401 Loan Closing (Continued)

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK "Loan Closing" from the left navigation bar
- enter the closing date and PRESS "Tab" to display the Amortization Schedule
- enter the annual installment amounts on CCC-186
- borrower signs CCC-186
- complete the loan closing process in DLS according to the following table.

The following table provides the field descriptions and actions for the Loan Closing Screen.

Field/Button	Description	Action
	Loan Information	
Closing Date	The date the borrower signs CCC-186.	Enter the date by doing
Real Estate	The date the real estate mortgage was	either of the following:
Mortgage Filing	filed.	
Date		• entering the date in the
UCC-1 Financing	The date UCC-1 was filed.	"mm/dd/yyyy" format
Statement Filing		
Date		• clicking the calendar
Equipment	The date the equipment was delivered.	icon.
Delivered Date	If there were several deliveries, enter	
	the earliest date.	
Equipment	The date the equipment was installed	
Installed Date	and completed.	
Erected/Installed	Name of the vendor who installed the	Enter information, as
Ву	structure.	applicable.

CLICK:

- "Submit" to complete the loan closing
- "Cancel" to cancel the loan closing.

401 Loan Closing (Continued)

D Example of Completed Loan Closing Screen

Following is an example of a completed Loan Closing Screen.

	l	oan Closing				
Loan Information						
Date Rece	eived: 05/22/2014		Loan N	lumber: 2014/00001		
Type of Assist	ance: 900 - Farm Sto	rage Faciity Loan-7Yr	Loan A	Loan Amount: \$100,000.00		
Mailing Address 1:		Intere	Interest Rate: 2.250%			
Mailing Address 2:		Obligatio	on Date: 08/21/2014			
Mailing City, State	e, Zip:		-			
2 11	Date: 08/26/2014		Closir	ng Date: 08/26/2014		
Real Estate Mortgage			UCC-1 Financing			
Filing Date:			Statement Filing Date:			
Equipment Delivered		Equipment Installed				
	Date: 08/25/2014			Date: 08/25/2014		
Erected/Installe	ed By: abc					
Amortization Sche	dule					
Installment Number	Installment Date	Principal	Interest	Total Installment		
1	08/26/2015	\$13,350.02	\$2,250.00	\$15,600.02		
2	08/26/2016	\$13,650.40	\$1,949.62	\$15,600.02		
3	08/26/2017	\$13,957.53	\$1,642.49	\$15,600.02		
4	08/26/2018	\$14,271.57	\$1,328.45	\$15,600.02		
5	08/26/2019	\$14,592.68	\$1,007.34	\$15,600.02		
6	08/26/2020	\$14,921.02	\$679.00	\$15,600.02		
7	08/26/2021	\$15,256.78	\$343.28	\$15,600.06		
	Cancel					

A Overview

When a loan is to be disbursed and closed on the same day because 100 percent of the monies will be disbursed to the borrower by EFT and a loan closing agent is **not** required, users shall complete the following in this order:

• execute the check request process

Note: Do not sign and certify in NPS until after the borrower has signed CCC-186.

- CLICK "Close Loan"
- enter the current date as the closing date
- PRESS "**Tab**" to display the Amortization Schedule
- using the Amortization Schedule, enter the installment figures on CCC-186 accordingly
- have the borrower sign CCC-186
- complete the loan closing process according to 1-FSFL, Part 7
- process EFT in NPS.

Note: When a borrower is using a closing agent or title company, EFT is **not** allowed.

403 Loan Request Status History

A Overview

At any time during the loan making process, users can view the progress of a specific loan.

B Example of Loan Request Status History Screen

Following is an example of the Loan Request Status History Screen.

Loai S.No	n Request Statu Selection Results Request Type	ıs History	0-2014 13:30:09 CDT Refresh Requested
S.No	Selection Results	ıs History	Refresh
S.No	Selection Results		
S.No	Selection Results		
	Request Type	Date Received	
1			Loan Amount
-	FS	02-23-2010	50,000.00
2	S FS	03-20-2007	92,000.00
	Select		
ce:	FS 2010/00004 900 - Farm Storage F	- aciity Loan-7Yr	
Date	Statu	5	Days at Status
23-2010	Receive	ed	9
)4-2010	Complet	ed	0
04-2010	Approve	ed	251
0-2010			6
6-2010			2
	Closed	1	
	4-2010 4-2010 0-2010	44-2010 Complet 44-2010 Approve 0-2010 Obligate 6-2010 Check Proc	4-2010 Completed 4-2010 Approved 0-2010 Obligated 6-2010 Check Processed

C Action

From the Process Application Screen:

- click the radio button of the loan
- CLICK "Loan Request Status History" from the left navigation bar
- CLICK "Select".

The transaction history will be displayed.

Note: Users have the option to print a printer-friendly version of this screen.

404-459 (Reserved)

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Part 7 Loan Servicing

Section 1 Routine Servicing

460 General Information

A Overview

After a loan has closed, users will then be able to perform the following actions:

- loan inquiry
- payment
- assumption
- reverse payment
- reapply S/36 payment
- create bankruptcy plan
- liquidation.

B Example of Select Facility Loan to Service Screen

Following is an example of the Select Facility Loan to Service Screen.

Loan Making		Select Facility Loan to Service						
LS - Transfer/Assumption			Action:	Select an Action		io		
LS - Dashboard	Select	Loan Number	Fund Code	Select an Action	ın	Loan Amount	Term	Status
FSFL Loan Servicing		2006/00001	11	Payment Assumption	5	\$20,434.00	7	Settled
Select Facility Loan	\bigcirc	2008/00001	11	Reverse Payment Reapply S/36 Payment	в	\$7,602.00	7	Settled
Special Servicing	۲	2012/00005	11	Create Bankruptcy Plan	2	\$50,000.00	7	Active
Transactions				Equidation				

C Action

Select the borrower according to paragraph 22.

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK "FSFL Loan Servicing" from the left navigation bar.

The Select Facility Loan to Service Screen will be defaulted. Select the action from the drop-down list accordingly.

461 Facility Loan Inquiry

A Overview

The FSFL Loan Inquiry Screen will:

- display the Summary Screen that displays summary information for a loan
- display the History Screen that displays detailed history information for a loan
- replace the System 36 Payment History Report.

B Example of FSFL Loan Inquiry Screen

Following is an example of the FSFL Loan Inquiry Screen when the Summary Screen is displayed. The Summary Screen is divided into the following 3 sections:

- Loan Information
- Installment Status
- Loan Payoff as of Accrual Date.

			Printer Friendly
	FSFL Loa	n Inquiry	
Summary History	Y		
Loan Information			
Loan Number:	2013/00001	Loan Amount:	\$335,934.36
FSA State:	Florida (12)	Loan Term:	12
FSA County:	Hendry (051)	Interest Rate:	2.125%
Installment Status			
Current Amount Due:	\$0.00	Next Installment Date:	11/15/2014
Daily Interest Accrual:	\$19.557822	Next Installment Amount:	\$32,010.18
Payment Status:	\$0.00 Current	Next Installment Total Due:	\$32,010.18
Loan Payoff as of Ac	ccrual Date		
		Outstanding Loan Principal:	\$335,934.36
Accrual Date:	09/11/2014 🗾	Outstanding Loan Interest:	\$5,867.35
		Total Outstanding Loan Amount:	\$341,801.71
	Cancel Make Payr	nent	

461 Facility Loan Inquiry (Continued)

B Example of FSFL Loan Inquiry Screen (Continued)

Following is an example of the Facility Loan Inquiry Screen when the History Screen is displayed. The History Screen is divided into the following 2 sections:

- Loan Information
- Loan History Transactions.

	Facility Lo	oan Inquiry		
Summary Histo	гу			
Loan Information				
Loan Number:	2010/00001	L	oan Amount:	\$20,000.00
FSA State:	Maryland(24)		Loan Term:	7
FSA County:	Anne Arundel(003)	Ir	nterest Rate:	3.250%
Loan History Trans	actions			
Effective Date	Transaction Type	Transaction Amount	Transaction Da	te and Time
05/28/2013	Payment	\$3,222.07	05/28/2	013 00:00:00
06/21/2012	Payment	\$3,263.69	06/21/2	012 00:00:00
06/07/2011	Payment	\$3,240.44	06/07/2	011 00:00:00
	Loan Creation	\$20,000.00	06/07/2	010 00:00:00

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "Loan Inquiry"
- CLICK "Go" to display the FSFL Loan Inquiry Screen.

The Summary Screen is the defaulted screen. Click the "History" tab to view the loan history transactions.

Note: Users have the option to make a payment directly from the Summary Screen. See paragraph 462 for instructions for recording payments.

462 Payment

A Overview

The Payment Screen allows the user to process a payment received for the loan. Information entered in DLS will be automatically sent to NRRS for processing.

Important: Users will **not** enter any FSFL payment information in NRRS. Users will prepare CCC-257's according to 3-FI.

B Example of Payment Screen

Following is an example of the Payment Screen.

Payment					
All required fields are denoted	l by an asterisk (*).				
Loan Information					
Loan Number:	2010/00001		Loan Amount:	\$20,000.00	
FSA State:	Maryland(24)		Loan Term:	7	
FSA County:	Anne Arundel(003)		Interest Rate:	3.250%	
Payment Details					
* Payment Date:	06/02/2014 💽		* Payment Amount:		
Remittance Details					
* Remitter Name:			* Total Remittance Amount:		
* Remittance Type:	Select	•	* Remittance Number:		
	Next Cancel				

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Payment Screen.

Field/Button	Description	Action			
Payment Details					
Payment Date	The date the payment was received in the Service Center.	No action needed if payment date is the current date.			
	The date is defaulted to the current date but a previous date can be entered.	If the payment was received before the system date, enter the date by doing either of the			
	Note: If the date is greater than 7 calendar days before the system date, a warning message will be displayed.	following:entering the date in the "mm/dd/yyyy" format			
		• clicking the calendar icon.			

462 Payment (Continued)

Field/Button	Description	Action				
	Payment Details (Continued)					
Payment Amount	Payment Amount The dollar amount of the payment for the En loan. cer					
	Remittance Details					
Remitter Name	The name of the person or persons submitting the payment.	This is a free-form field. Enter the name of the borrower.				
	The remitter can be someone other than the borrower.					
Total Remittance Amount	Enter the total remittance being submitted. It can be equal to or greater than the payment amount.	Enter the amount in dollars and cents.				
Remittance Type	The type of remittance. The following options are available:	Select the applicable remittance type from the drop-down list.				
	Cashier's CheckCheck					
	 Money Order Multi-party Check Treasury Offset Payment 					
	• Wire.					
Remittance Number	The number associated with the remittance type, such as check number.	Enter the number associated with the remittance type.				
		When a borrower submits cash, leave this field blank.				

C Field Descriptions and Actions (Continued)

After applicable information is entered:

- CLICK "Next" to display the Payment Confirmation Screen
- CLICK "**Printer Friendly**" and print a receipt for the borrower and loan folder.

462 Payment (Continued)

D Example of Payment Confirmation Screen

Following is an example of the Payment Confirmation Screen.

Customer Management				
Lean Maldan			Printer Friendly	
Loan Making LS -	Payment Confirmation			
Transfer/Assumption				
LS - Dashboard	Loan Information			
	Loan Number: 2012/00005	Loan Amount:	\$50,000.00	
FSFL Loan Servicing	FSA State: Kansas (20)	Loan Term:	7	
Select Facility Loan	FSA County: Doniphan (043)	Interest Rate:	1.000%	
	Payment Details			
Special Servicing	Payment Date: 08/27/2014	Payment Amount:	\$5,000.00	
Transactions		Payment Interest Amount:	\$861.64	
	New Loan Balance: \$45,861.64	Payment Principal Amount:	\$4,138.36	
`	Remittance Details			
	Remitter Name: Joe Farmer	Total Remittance Amount:	\$5,000.00	
	Remittance Type: Check	Remittance Number:	1234	
	Submit Previous	Cancel		

From the Payment Confirmation Screen:

- CLICK "Submit" to complete the payment
- CLICK "Previous" to return to the previous screen
- CLICK "Cancel" to cancel the payment.

E Certifying and Signing Payment Requests in NPS

After submitting the check request, the County Office must access NPS to:

- enter payee information for each payable
- complete certification and signing for each payable.

Note: If payables are **not** certified and signed **before** the 3 p.m. c.t. cutoff time for payments, payments will be delayed.

463-499 (Reserved)

500 Reverse Payment

A Overview

The Reverse Payment Screen allows for System 36 or DLS payment reversals.

Payment transactions that have been recorded for the loan will be listed on the Reverse Payment Screen. Only 1 transaction can be reversed at a time beginning with the most recent transaction.

Note: See 64-FI for further instructions for reconciling NRRS for payments that have been reversed.

B Example of Reverse Payment Screen

Following is an example of the Reverse Payment Screen.

Reverse Payment							
Loan Inform	Loan Information						
Loan	Number: 2011/00001		Loan Amount	\$87,201.51			
F	SA State: Maryland (24)		Loan Term	: 7			
FS	A County: Frederick (021	.)	Interest Rate	2.250%			
Payments Re	eceived						
The payment tra transaction can		n recorded for this loan ar	e listed below. Only the n	nost recent			
Select	Payment Date	Payment Principal	Payment Interest	Payment Total			
۲	11/13/2013	\$11,896.53	\$1,699.74	\$13,596.27			
	11/13/2012	\$11,657.55	\$1,951.28	\$13,608.83			
	Next Cancel						

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "Reverse Payment"
- CLICK "Go" to display the Reverse Payment Screen
- CLICK "Next" to display the Reverse Payment Confirmation Screen.

500 Reverse Payment (Continued)

C Action (Continued)

Following is an example of the Reverse Payment Confirmation Screen.

Reverse Payment Confirmation				
Loan Information				
Loan Number: 20	010/00003	Loan Amount:	\$50,000.00	
FSA State: Ma	aryland(24)	Loan Term:	7	
FSA County: Ba	altimore(005)	Interest Rate:	3.125%	
Payments to Reverse)			
The following payment has been	n selected to be reversed:			
Payment Date: 08	8/09/2013	Payment Principal:	\$6,886.95	
		Payment Interest:	\$1,148.23	
		Payment Total:	\$8,035.18	
	Submit Cancel			

From the Reverse Payment Confirmation Screen:

- CLICK "Submit" to reverse the payment
- CLICK "**Cancel**" to cancel the reversal.

Repeat the process for additional reversals.

To re-enter payments originally made in:

- DLS, process the payment using the "Payment" option according to paragraph 462
- System 36, process the payment using the "Reapply S/36 Payment" option according to paragraph 501.
- **Note:** Do **not** use the "Payments" option to re-enter System 36 payments that were originally entered incorrectly.

501 Reapply S/36 Payment

A Overview

The "Reapply S/36 Payment" option allows for re-entry of payments originally processed on the System 36. Use this option to reapply a System 36 payment that was:

- reversed for an earlier payment to be reversed
- originally entered with an incorrect payment date.

Note: Using this option is a rare occurrence. For all other corrections, contact the National Office for assistance.

B Example of Reapply S/36 Payment Screen

Following is an example of the Reapply S/36 Payment Screen.

Customer Management					
Loan Making	Reapply S/36 Payment				
LS -	All required fields are	All required fields are denoted by an asterisk (*).			
Transfer/Assumption	Loan Informatio	on			
LS - Dashboard		ımber: 2009/00006 State: Iowa (19)		Loan Amount Loan Term	
FSFL Loan Servicing		ounty: Adair (001)		Interest Rate	
Select Facility Loan		Reversed S/36 Payments The following payments have been reversed and may be reapplied.			
Special Servicing	Select	Payment Date	Payment Principal	Payment Interest	Payment Total
Transactions				\$8,012.43	
`	Payment Details	S			
	* Payment	Date: 11/16/2013		* Schedule of Deposit	:
		Next Cancel			

C Field Descriptions and Actions

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "Reapply S/36 Payment"
- CLICK "Go" to display the Reapply S/36 Payment Screen.

501 Reapply S/36 Payment (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Reapply S/36 Payment Screen.

Field/Button	Description	Action
	Payment Details	
Payment Date	The date the payment was received in the Service Center.	Enter the date by doing either of the following:
	The date is defaulted to the current date and will need to be changed to the actual date the payment was received in the Service Center.	 entering the date in the "mm/dd/yyyy" format clicking the calendar icon.
Schedule of	The CCC-257 number associated	Enter the CCC-257 number.
Deposit	with this payment.	

Following is an example of the Payment Confirmation Screen.

Customer Management Loan Making	Payment Confirmation			
LS - Transfer/Assumption	Loan Information			
IS - Dashboard	Loan Number: 2009/00006	Loan Amount:	\$50,000.00	
LS - Dasnboard	FSA State: Iowa (19)	Loan Term:	7	
FSFL Loan Servicing	FSA County: Adair (001)	Interest Rate:	3.250%	
Select Facility Loan	Payment Details			
	Payment Date: 11/15/2013	Payment Amount:	\$8,012.43	
Special Servicing	Schedule of Deposit: 456	Payment Interest Amount:	\$884.78	
Transactions	New Loan Balance: \$22,802.51	Payment Principal Amount:	\$7,127.65	
	Submit Previou	s Cancel		

From the Payment Confirmation Screen:

- CLICK "**Submit**" to complete the process
- CLICK "**Previous**" to return to the previous screen
- CLICK "Cancel" to cancel the process.

502-549 (Reserved)

550 Assumptions

A Overview

The FSFL Assumption Screen allows a borrower to assume the loan. The borrower that assumes the loan must have an approved credit decision in FBP before the user can process the assumption in DLS.

B Example of FSFL Assumption Screen

Following is an example of the FSFL Assumption Screen.

FSFL Assumption					
All required fields are denoted b	y an asteris	k (*).			
Loan Information					
Loan Number: 2009	9/00001		Loan Amount:	\$209,440.00	
FSA State: Arka	ansas (05)		Loan Term:	7	
FSA County: Chic	ot (017)		Interest Rate:	2.250%	
Borrower Details					
Select	Custom	er Name	Tax ID	*Type	
CASH BILBERRY FAR	м		XXX-XX-5065	Primary 🔻	
	Borrower			Select Coborrower	
Assumptions Details				Cosigner Guarantor	
*Eligibility Decision Date:	Select 🔻	*Effective	Date: 09/12/2	Primary	
Remarks:					
	-				
Loan Status at Assumption	ion				
		Outstanding Loan Pr		\$93,711.95	
		Outstanding Loan Ir		\$2,437.79	
		Total Outstanding Loan A	mount:	\$96,149.74	
		Submit Cancel			

550 Assumptions (Continued)

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "Assumption"
- CLICK "Go" to display the FSFL Assumption Screen
- CLICK "Find Borrower" to display the SCIMS Search Page
- select the borrower who is assuming the loan

Note: The FSFL Assumption Screen will be redisplayed.

- select the borrower who will no longer be associated with the loan
- CLICK "Delete Borrower"
- select the borrower who is assuming the loan
- using the "**Type**" drop-down list, select the applicable type
- using the "Eligibility Decision Date" drop-down list, select the credit decision date
- enter the effective date of the assumption
- enter any applicable remarks in the "Remarks" section
- CLICK "**Submit**" to complete the assumption
- CLICK "Cancel" to cancel the assumption.

551 Liquidations

A Overview

The liquidation process:

- is processed in DLS after the loan has been liquidated
- transfers outstanding balances to NRRS for further processing
- closes out the loan in DLS.

Important: After a loan is liquidated in DLS, no further transactions for that loan are allowed in DLS. All transactions are processed in NRRS. If a refund is due a borrower, NRRS will send the refund to NPS for further processing.

B Example of Liquidation Screen

Following is an example of the Liquidation Screen.

Liquid	Liquidation					
All required fields are denoted by an asterisk (*).						
Loan Information						
Loan Number: 2007/00006	Loan Amount:	\$50,000.00				
FSA State: Iowa (19)	Loan Term:	7				
FSA County: Boone (015)	Interest Rate:	4.625%				
Update of Liquidation Status						
* Notification of Disposition Letter: 08/26/2014	Outstanding Loan Principal: Outstanding Loan Interest:	\$8,147.05 \$346.86				
	Total Outstanding Loan Amount:	\$8,493.91				
	l transfer the balance to NRRS as a recei to continue? s	vable.				
Submit	Cancel					

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "Liquidation"
- CLICK "Go" to display the Liquidation Screen
- enter the notification of disposition letter date
- CLICK "Yes" to continue with the liquidation process
- CLICK "Submit" to complete the liquidation
- CLICK "Cancel" to cancel the liquidation.

552 Create Bankruptcy Plan

A Overview

The Create Bankruptcy Plan Screen allows for the entry of the bankruptcy plan received.

Note: During FY 2015, only National Office users will be able to create bankruptcy plans.

B Example of Create Bankruptcy Plan Screen

Following is an example of the Create Bankruptcy Plan Screen.

Create Bankruptcy Plan						
All required fields are denoted by	All required fields are denoted by an asterisk (*).					
Court Approved Plan Deta	ails					
Loan Number: 2	2014/00002	Outstandi	ng Loan Principal:	\$4,013.56		
* Effective Date:	09/09/2014	Cutstandi	ng Loan Interest:	\$0.00		
* Expiration Date:						
Part I - Secured Debt Por	tion					
* New Secured Principal:		* New Secur	red Interest Rate:			
	Secureo	d Debt Installments				
Select Du	ie Date	Principal Due	Interest Due			
	Add Installmen	t Delete Install	ment			
Part II - Unsecured Debt	Portion					
* New Unsecured Principal:		* New Unsecur	red Interest Rate:			
	Unsecure	ed Debt Installments	5			
Select Du	ie Date	Principal Due	Interest Due			
	Add Installment Delete Installment					
Submit Cancel						

C Field Descriptions and Actions

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "Create Bankruptcy Plan"
- CLICK "Go" to display the Create Bankruptcy Plan Screen.

552 Create Bankruptcy Plan (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Create Bankruptcy Plan Screen.

Field/Button	Description	Action				
	Court Approved Plan Details					
Effective Date	The effective date of the bankruptcy plan.	Enter the date by doing either of the following:				
	The date is defaulted to the current date and will need to be changed to the effective date according to the bankruptcy plan.	 entering the date in the "mm/dd/yyyy" format clicking the calendar 				
Expiration Date	The date the plan expires.	icon.				
	Part I – Secured Debt Portio	n				
New Secured Principal	The amount of the new secured principal.	Enter in dollars and cents.				
New Secured Interest Rate	The interest rate of the plan.	Enter as "XX.XXX" percent.				
Due Date	The due date of the installment.	 Enter the date by doing either of the following: entering the date in the "mm/dd/yyyy" format clicking the calendar icon. 				
Principal Due	The amount of the principal due with the installment.	Enter in dollars and cents.				
Interest Due	The amount of interest due with the installment.	CLICK " Add Installment " to add other installments, as applicable.				
	Part II – Unsecured Debt Port					
New Unsecured Principal	The amount of the new unsecured principal.	Enter in dollars and cents				
New Unsecured Interest Rate	The interest rate of the plan.	Enter as "XX.XXX" percent.				

552 Create Bankruptcy Plan (Continued)

Field/Button	Description	Action
	Part II – Unsecured Debt Portion (Co	ontinued)
Due Date	The due date of the installment.	Enter the date by doing either of the following:
		• entering the date in the "mm/dd/yyyy" format
		• clicking the calendar icon.
Principal Due	The amount of the principal due with the installment.	Enter in dollars and cents.
Interest Due	The amount of interest due with the installment.	CLICK " Add Installment " to add other installments, as applicable.

C Field Descriptions and Actions (Continued)

From the Create Bankruptcy Plan Screen:

- CLICK "Submit" to complete the bankruptcy process
- CLICK "Cancel" to cancel the process.

Following is an example of the redisplayed Select Facility Loan to Service Screen after a bankruptcy plan has been created.

	Select Facility Loan to Service										
	Action: Select an Action - Go										
Select	Loan Number	Fund Code	Loan Type	Date of Loan	Loan Amount	Term	Status				
\bigcirc	2005/00001	11	FS	10/26/2005	\$42,329.00	7	Settled				
\bigcirc	2010/00002	11	FS	05/03/2010	\$50,000.00	7	Bankruptcy Original				
۲	2010/00002	11	FS	06/01/2014	\$30,884.84	7	Bankruptcy				

Note: The original loan now has a "Bankruptcy Original" status and the plan created has a "Bankruptcy" status.

A Overview

The bankruptcy process applies all bankruptcy payments back to the original loan, settles the bankruptcy loan, and reactivates the original loan.

Note: For FY 2015, only National Office users will be able to complete this process.

B Example of Complete Bankruptcy Process Screen

Following is an example of the Complete Bankruptcy Process Screen.

Complete Bankruptcy Process										
Loan Infor	Loan Information									
Bankruptcy Loan Number: 2010/00002 Original Loan Number: 2010/00002										
Effective	Effective Date of Bankruptcy: 06/01/2014 Original FSFL Disbursement Date: 06/01/2014									
Apply Bank	Apply Bankruptcy Payments to Original Loan									
Secured Debt Payments Received										
	Payment Number	Date Due	Date Paid	Amount of Payment						
	ι	Insecured Debt P	ayments Received							
	Payment Number	Date Due	Date Paid	Amount of Payment						
	This process will apply all bankruptcy loan payments bank to the original loan, settle the bankruptcy loan, and reactivate the original loan.									

From the redisplayed Select Facility Loan to Service Screen:

- click the radio button of the applicable bankrupt loan
- using the "Action" drop-down list, CLICK "Complete Bankruptcy Process"
- CLICK "Go"
- CLICK "**Submit**" to complete the process
- CLICK "Cancel" to cancel the process.

554-599 (Reserved)

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Part 8 Reporting

600 General Information

A Overview

Administrative reports are included in the FLPIDS Hyperion Data Mart.

Users will use Hyperion to create and run FSFL reports.

B Accessing Hyperion Reports User Guide

The Hyperion Reports User Guide contains instructions for gaining access and running reports.

Users shall access the Hyperion Reports User Guide by clicking https://amistad.sc.egov.usda.gov/flp/InformationalLinks?Action=Manuals&caller=index.

The Hyperion Reports User Guide provides instructions to:

- gain access to Hyperion
- run reports.

C Example of FLPIDS Manuals Screen

Following is an example of the FLPIDS Manuals Screen

	Manuals
Logon	Guides
Informational Links AUTOMATED SYSTEMS	 National FLP PT Guide FLPRA National Office Review Process Guide FLPRA State Office Review Process Guide FMMI User's Guide
ALERTS Automation Updates	Instructions/Flowcharts
FLP Marketing Helpful Links	FmHA and RD
Manuals Presentations	Software User Guides/Indices
	DLS-Loan Making User's Guide
Version: fmm-app-web- 1.1.0 (2014-06- 18 14:50:57)	 DLS-Loan Servicing User's Guide Updated 06/16/2014 Direct Loan System - Training Presentations Loan Servicing Questions Special Servicing: SS Quick User Reference Special Servicing Charts eDALR\$ User Guide GLS - Guaranteed Loan System GLS - User Guide Inventory Property User Guide Inventory Property User Guide Changes to the FSA/Farm Loan Program EFT System Training Presentation State FBP Coordinator User Guide Farm Business Plan - Training Presentations
	Training Manuals
	 Emergency Loan Training Manual EM Pasture Loss Calculation Example EM Loss Loan Calculation Examples FLOT Orientation Manual FLOT Trainer/Trainee Manual FMMI Program Loan Cost Expense - Training Presentations Personally Identifiable Information (PII) measures implemented in LINC Personally Identifiable Information (PII) measures implemented in GLS

601 Direct Application Report

A Overview

The Direct Application Report displays all FSFL's without regard to loan status.

Note: This report replaces the System 36 FSFL Status Report.

B Example of Direct Application Report

Following is an example of the Direct Application Report.

EXAMPLE:										
UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY DIRECT APPLICATIONS Direct Application Report 10/01/2013 – 09/30/2014										
Report Selection Criteria: State: XXXXXXXXXXXXXXXX District: 599 Servicing Office: 99-399 XX County: XXXXXXXXXXXXXXXX	xxxxxxxxxxxx	xxx		Program Type: All Status: All			Eth Ra Ge			
Sort 1: by SS#ID#	Sort 2: None Sort 3: None									
SS#ID#/ Name/ FSFL Nbr	Race Ethnicity/ Gender/ Status	Carry Over/ Vet	App Rcy Dt/ App Cmp Dt/ #Days Rcy to Cmp	Elig Date/ Elig Det/ #Days Rcv to Elig	1 st <u>Disp</u> Dt/ #Days <u>Cmp</u> to 1 st <u>Disp</u>	Final Disp Dt/ Final Disp	Oblig Date/ Date to County/	Close Date/ #Days Oblig to Close	Loan Amt Req/ Loan Amt Apr/	Type/ TOA
***-**-9999	W/NotHisp	с	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	\$999,999.99	OL-Y
*****	Female	Y	99/99/9999	E	999	Α	99/99/9999	999	\$999,999.99	999
9999/99999	Received		999	999	Notes xxxxxxxx	000000000000000000000000000000000000000	200000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	
***_**-9999	W/NotHisp	С	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	\$999,999.99	OL-Y
*****	Female	N	99/99/9999	E	999	А	99/99/9999	999	\$999,999.99	999
9999/99999	Received		999	999	Notes xxxxxxxx	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	
***-**-9999	W/NotHisp	С	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	\$999,999.99	OL-Y
xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Female	Y	99/99/9999	E	999	А	99/99/9999	999	\$999,999.99	999
9999/99999	Received		999	999	Notes xxxxxxx	000000000000000000000000000000000000000	****	000000000000000000000000000000000000000	****	
***-**-9999	W/NotHisp	С	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	\$999,999.99	OL-Y
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Female	N	99/99/9999	E	999	А	99/99/9999	999	\$999,999.99	999
9999/99999	Received		999	999	Notes xxxxxxx	000000000000000000000000000000000000000	****	****	****	*****

A Overview

This process generates a report of funded FSFL's that have **not** been disbursed.

B Example of Undisbursed Obligations Report

Following is an example of the Undisbursed Obligations Report.

			UNITE	D STATES DEPART FARM SERVIO DIRECT LOAN Undisbursed Oblig	E AGENCY SERVICING	CULTURE			Page # Date TOD
	STATE: All								
	DISTRICT: A	dl							
	SERVICING (OFFICE: All							
	COUNTY: AI	I							
i.									
FLP									
MAIL	SVC OFFICE	CUSTOMER NAME/ CASE NBR	LOAN NBR/ LOAN TYPE	OBLIGATION FY/ OBLIGATION DATE	OBLIGATION AMOUNT	DISBURSED AMOUNT	UNDISBURSED AMOUNT	FUND CODE/ TOA	DIR OR GUAR/ BF CODE
MAIL	OFFICE								
MAIL CODE	OFFICE	CASE NBR	LOAN TYPE	OBLIGATION DATE	AMOUNT	AMOUNT	AMOUNT	TOA	BF CODE
MAIL CODE	OFFICE XXXXXXXXX	CASE NBR	LOAN TYPE 99	OBLIGATION DATE 9999	AMOUNT	AMOUNT	AMOUNT	TOA 99	BF CODE X
MAIL CODE 99-399	OFFICE XXXXXXXXX	CASE NBR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LOAN TYPE 99 XX	OBLIGATION DATE 9999 99/99/9999	AMOUNT 	AMOUNT 	AMOUNT 	TOA 99 999	BF CODE X X
MAIL CODE 99-399	OFFICE XXXXXXXXX XXXXXXXXX	CASE NBR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	200AN TYPE 99 XX 99	OBLIGATION DATE 9999 99/99/9999 9999	AMOUNT 	AMOUNT 	AMOUNT 	TOA 99 999 999	BF CODE X X X X
MAIL CODE 99-399 99-399	OFFICE XXXXXXXXX XXXXXXXXX	CASE NBR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LOAN TYPE 99 XX 99 XX 99 XX	OBLIGATION DATE 9999 99/99/9999 9999 99/99/9999	AMOUNT \$999,999.99 \$999,999.99	AMOUNT \$999,999.99 \$999,999.99	AMOUNT \$999,999.99 \$999,999.99	TOA 99 999 999 999 999	BF CODE X X X X X
MAIL CODE 99-399 99-399	ÖFFICE	CASE NBR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LOAN TYPE 99 XX 99 XX 99 XX 99	OBLIGATION DATE 9999 99/99/9999 9999 99/99/9999 99/99/9	AMOUNT \$999,999.99 \$999,999.99	AMOUNT \$999,999.99 \$999,999.99	AMOUNT \$999,999.99 \$999,999.99	TOA 99 999 999 99 999 999	BF CODE X X X X X X X X

A Overview

The Payment Reminder Report lists outstanding FSFL's due between a specific timeframe.

B Example of Payment Reminder Report

Following is an example of the Payment Reminder Report.

UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY ROUTINE SERVICING Payment Reminder Report										
	DISTRICT: 5 SERVICING (COUNTY: XX PROGRAM T	OFFICE: 99-399 XXXXXXXX XXXXXXXXXXXXXXX								
FLP MAIL CODE	SVC OFFICE	CUSTOMER NAME	ADDRESS	CASE NUMBER	LOAN NBR	LOAN DATE/ LOAN AMOUNT	PRINCIPAL BALANCE/ DAILY INT ACC	INSTMNT DATE/ INSTMNT AMOUNT	TOTAL AMOUNT DUE	
99-399	XXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99-999-9999	99	99/99/9999 \$999,999.99	\$999,999.99 \$99.9999	99/99/9999 \$999,999.99	\$99,999.99	*
99-399	XXXXXXXXX	*****	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99-999-9999	9999/99999	99/99/9999 \$999,999.99	\$999,999.99 \$99.9999	99/99/9999 \$999,999.99	\$99,999.99	+
99-399	XXXXXXXXX	*****	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99-999-9999	99	99/99/9999 \$999,999.99	\$999,999.99 \$99.9999	99/99/9999 \$999,999.99	\$99,999.99	
99-399	XXXXXXXXX	*****	XXXXXXXXXXXXXXXXXXXXX XX 99999	99-999-9999	99	99/99/9999 \$999,999.99	\$999,999.99 \$99.9999	99/99/9999 \$999,999.99	\$99,999.99	*

604 Borrower Financing Statement Monitoring Report

A Overview

The Borrower Financing Statement Monitoring Report lists information about security filings.

B Example of Borrower Financing Statement Monitoring Report

Following is an example of the Borrower Financing Statement Monitoring Report.

	EXAMPLE:	Select State By Servicing Office								
				STATES DEPAI FARM SER DIRECT LO/ wer Financing St	Page # Date TOD					
	DISTRICT: 59 SERVICING C	XXXXXXXXXXXXX 99 DFFICE: 99-399 XXXXXXXXXX XXXXXXXXXXXXXXX YPE: All	XXXXXX							
FLP MAIL CODE	SVC OFFICE	BORROWER NAME	CASE NBR	ORIGINAL FILING NUMBER/ ORIGINAL FILING DATE	ST/CTY WHERE FILED	SECURITY INSTRUMENT TYPE	SECURITY TYPE	ALERT DATE	EXPIRATION DATE	TERMINATION DATE
99-399	XXXXXXXX	*****	99-999-9999	0702154780	99-099	UCC	****	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	*****	99-999-9999	0702154780 99/99/9999	99-099	MVL	*****	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	*****	99-999-9999	0702154780 99/99/9999	99-099	EFS	****	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	*****	99-999-9999	0702154780 99/99/9999	99-099	FFS	****	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXXX	*****	99-999-9999	0702154780 99/99/9999	99-099	CFS	*****	99/99/9999	99/99/9999	99/99/9999
	UCC – Unif CFS – Cent EFS – Effer FFS – Fixtu MVL – Moto	STRUMENT TYPE: orm Commercial Code ralized Filing System ctive Filing System re Filing Statement or Vehicle Lien u Financing Statement								

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
CCC-185	Loan Application and Approval for Farm Storage		33, 37
	and Drying Equipment Loan Program		
CCC-186	Farm Storage Facility Loan Program Promissory		401, 402
	Note and Security Agreement		
CCC-257	Schedule of Deposit		462, 501
FSA-13-A	Data Security Access Authorization Form		20
UCC-1	National Financing Statement		2,401

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
FLPIDS	Farm Loan Program Information Delivery System	4, 600, Ex. 2
FP	Farm Program	20, Ex. 2

Redelegations of Authority

None.

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Definitions of Terms Used in This Handbook

Borrower

Borrower means a single borrower or a borrower who has a co-borrower/co-signer/guarantor.

Note: Borrower also means the applicant before a loan is approved.

Customer Profile

<u>Customer profile</u> is a summary of account information for a borrower. This is for both FLP loans and FSFL's.

Direct Loan System (DLS)

<u>DLS</u> is an Intranet-based web application that is part of FLPIDS. DLS is comprised of the following modules:

- Loan Making
- Customer Management
- Routine Servicing
- Special Servicing
- Transaction Manager.

Note: DLS is used to record, track, monitor, and process various account actions related to making and managing FLP loans and FSFL's.

Disposition

Disposition is the decision for the loan, such as approved or disapproved.

Farm Business Plan (FBP)

<u>FBP</u> is a web-based software that captures the financials of a loan applicant. FBP is used to determine credit worthiness. Only authorized FSA employees with "FLP" role have access.

FLP Employees

FLP employees mean State and County Office employees who administer FLP's.

FP Employees

<u>FP employees</u> mean State and County Office employees who administer FP's, such as Price Support, Conservation, and Disaster

Definitions of Terms Used in This Handbook (Continued)

Loan Package

<u>Loan package</u> consists of an application and other necessary information to make a loan determination. For FSFL, the loan package will contain either of the following:

- partial and final loan applications
- only final application.

Loans

Loans mean FSFL's only.

Payment

<u>Payment</u> is the amount paid by a borrower on their FSFL. In the System 36, this was known as a "repayment".

Related Entity

<u>Related entity</u> is any person or persons other than the borrower who is responsible for the debt on the loan. Related entities are a co-borrower, co-signer, or guarantor.

Users

<u>Users</u> mean FSA employees with Level II eAuthentication access to DLS, **except** where specifically noted.