

Using Level-2 Access for Processing Loan Applications and Interest Assistance Forms

FSA eFORMS SITE

Summary: To save and submit loan application and/or Interest Assistance claim forms, you must have a USDA eAuthentication Account with Level 2 Access (User ID and password). To find out how to get a Level 2 Access Account click on the [“REGISTER”](#) button on the eForms Home Page.

You can save a form at any time to your [“SAVED FORMS”](#) folder. If you are completing a long form, you should save the form often to make sure you do not lose any information, if you are unexpectedly disconnected from eForms.

If you need to submit more than one form, you can save each form, and then group them together by using [“CREATE A PACKAGE”](#).

You will be asked to select a Service Center office where you would like to send your form/package.

You will also be able to attach files from your own computer to the form/package you are submitting.

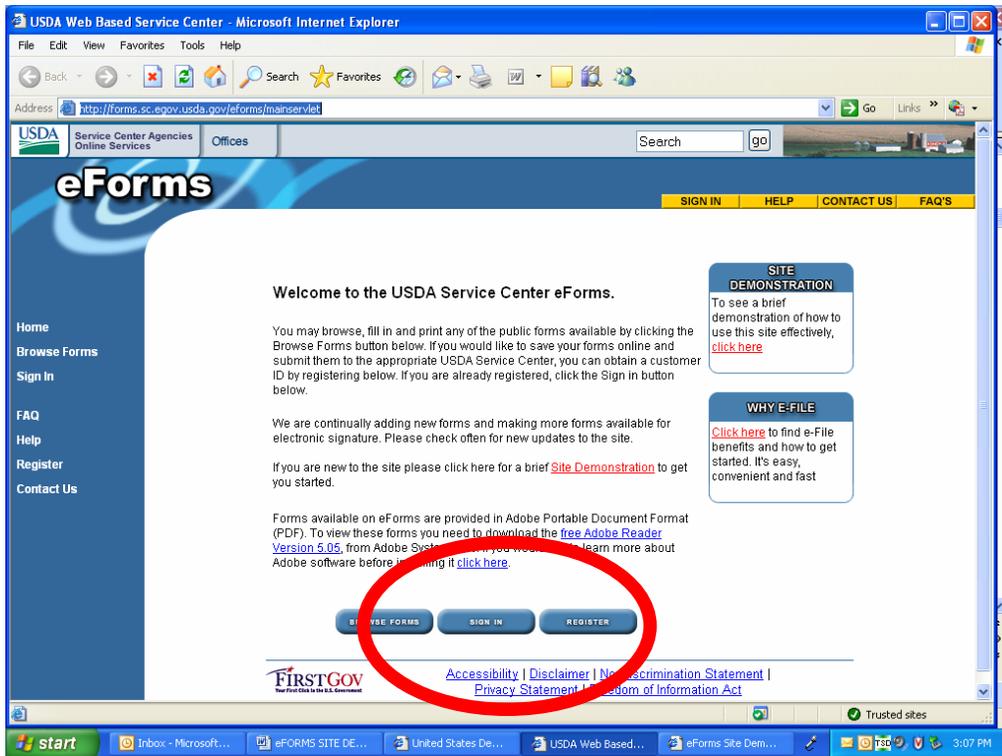
We request you enter an email address. It is not required but it will greatly improve the service we can provide if we have to return a form to you for some reason. If needed, we will send an email notice to you explaining that we had to return your form and ask that you check your account.

Once you have submitted a form/package you can check the status by going to your account and checking your Folders.

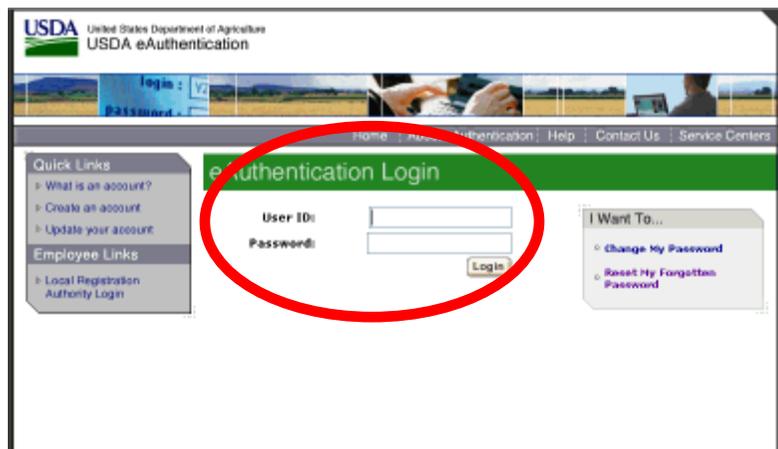
Accepted forms/packages only mean that the forms are completed properly and the Service Center can begin their review for eligibility/approval of the request. The Service Center will contact you to let you know the status and outcome of your specific request.

The following pages are screen prints and further explanations.

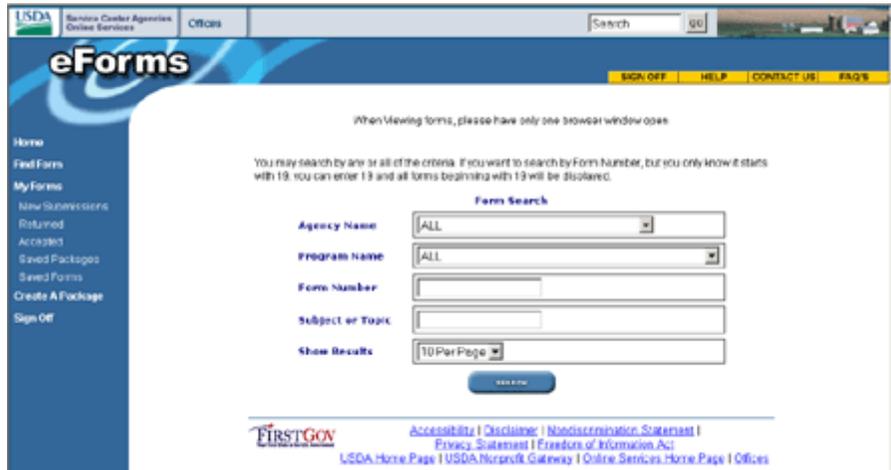
Screen #1: Go to FSA's web site and then click on the SIGN IN buttonWeb site:



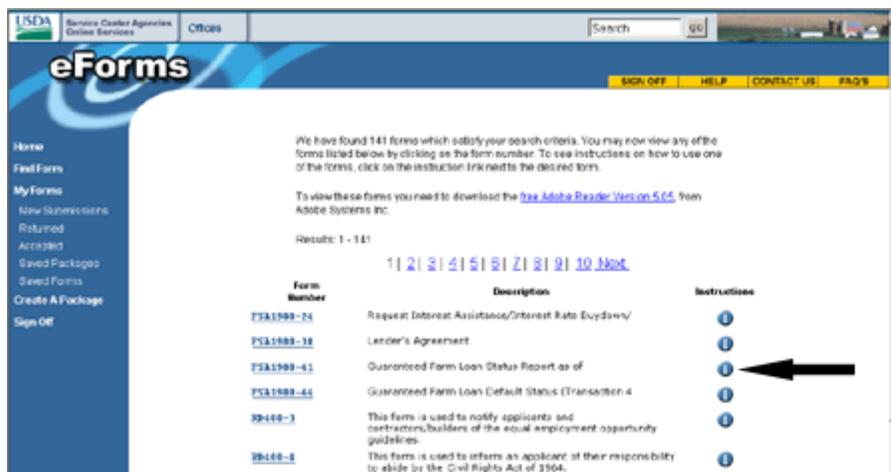
Screen #2: Enter your USDA eAuthentication User ID and password.



Screen #3: You can search criteria to find the forms you want.



Screen #4: All forms meeting your search criteria will be displayed. Either click on the **I** button to view Instructions for completing the form as shown next, or...



(Optional) Screen #4B: The instructions let you know who completes the form, why it is used, if it will be accepted with an electronic signature and how to complete the form. Consider printing the instructions to use while you are completing the form.

Lenders must complete items 1 through 13 and items 16-26.

Items 1-13

Fld Name / Item No.	Instruction
1 Borrower's Case Number	Enter the borrower's FSA case number. The borrower's FSA case number is their state and county code and the borrower's social security number or IRS tax identification number.
2	Enter the borrower's last name, first name, then middle initial, in that order.

(Back to) Screen #4: To access the form, click on the form number. It may take seconds to several minutes to load the Adobe form depending on your line speed (example; 56K modem or cable) and the size of the form. You must have Adobe Reader Version 5.05 installed on your computer to access the form.

USDA Service Center Agencies Online Services eForms

We have found 141 forms which satisfy your search criteria. You may now view any of the forms listed below by clicking on the form number. To see instructions or how to use one of the forms, click on the instruction link next to the desired form.

To view these forms you need to download the [free Adobe Reader Version 5.05](#) from Adobe Systems Inc.

Results: 1 - 141

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next

Form Number	Description	Instructions
FSA1999-74	Request Interest Assistance/Interest Rate Buydowns/	1
FSA1998-38	Lender's Agreement	1
FSA1999-41	Guaranteed Farm Loan Status Report as of	1
FSA1999-44	Guaranteed Farm Loan Default Status (Transaction 4	1
9B168-3	This form is used to notify applicants and contractors/builders of the equal employment opportunity guidelines.	1
9B168-4	This form is used to inform an applicant of their responsibility to abide by the Civil Rights Act of 1964.	1

Screen #5 (a sample form): Complete the form. When you have finished completing the form, you can either **SAVE** the form or **SUBMIT** the form to a Service Center Office. We suggest saving the form so it will be available for next year's application or annual claim.

Save Close Submit

UNITED STATES DEPARTMENT OF AGRICULTURE

NOTICE TO CONTRACTORS AND APPLICANTS

Attached is a nondiscrimination poster. In accordance with the terms of your construction contract with _____;
(Name of Borrower or Recipient of Grant)
 the poster is to be displayed in all employment offices, on bulletin boards, and in other conspicuous places available to employees and applicants for employment. The poster must be displayed in the same manner by your subcontractors who are subject to the equal opportunity provisions of your contract, and you are required to furnish them with such posters. Additional copies of the posters may be obtained from this office.

Any reference to Federal Government contract or contractors in the standard forms or posters is to be interpreted to include any contract for construction work financed in whole or in part with a United States Department of Agriculture (USDA) loan or grant.

Screen #6: Enter a name for your saved form. Each saved form must have a different name. Saved forms will go in your **SAVED FORMS** folder, which is on the list of options on the left.

USDA Service Center Agencies Online Services Offices Search

eForms SIGN OFF HELP CONTACT US PAGE

Home
 Feed Forms
 My Forms
 New Submissions
 Returned
 Archived
Saved Forms
 Sign Off

Please enter a name for your saved form

Loan Application

Saving a form only puts it in a holding area in your My Forms account. You must SUBMIT your form before it will be processed.

Once you save a form, it will remain in your saved forms folder unless you choose to delete it. Selecting a saved form and submitting it to a service center will not remove it from your Saved Forms folder.

SAVE

FIRST GOV
 Accessibility | Privacy | Nondiscrimination Statement |
 Privacy Statement | Freedom of Information Act
 USDA Home Page | USDA Nonprofit Gateway | Online Services Home Page | Offices

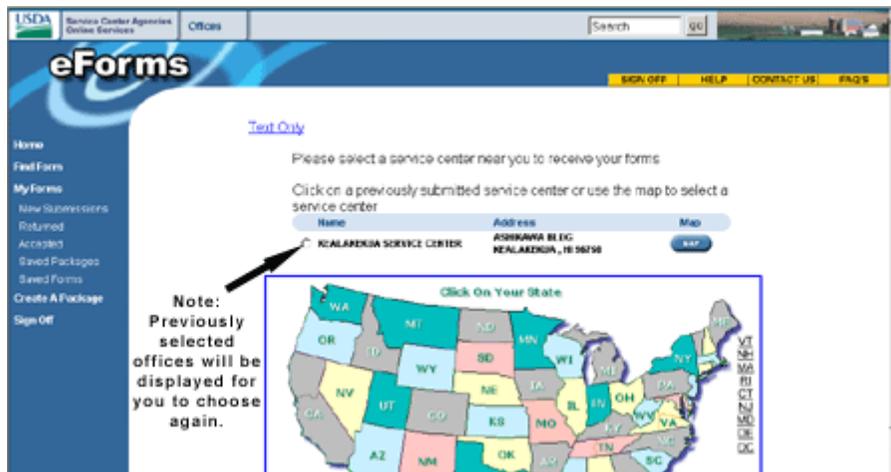
Screen #7: You can group saved forms together in a “package” and submit one package to a Service Center. Click on **CREATE A PACKAGE** and select the forms to include in your package.



Screen #8: Enter a name for your saved package. The package will be put into your **SAVED PACKAGES** folder where you can submit, modify or delete the package.



Screen #9: Select the Service Center office where you want to send your form/package. Click on a state, then a county.



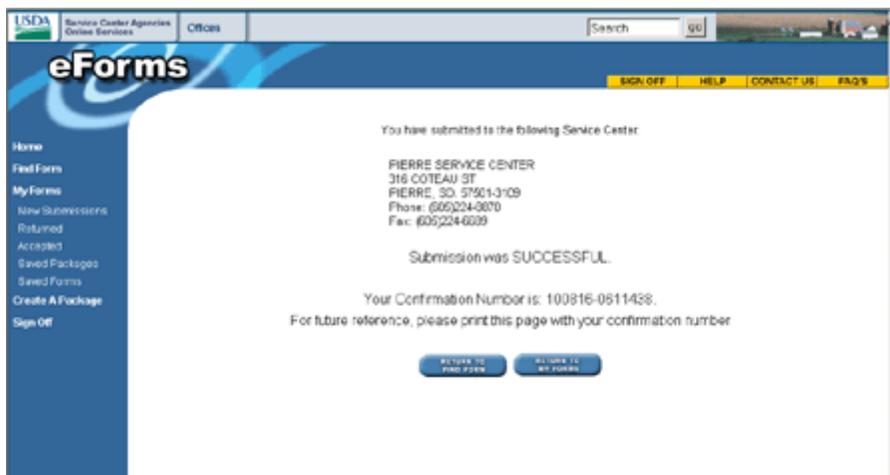
Screen #10: The offices that service the state and county you selected will be displayed. Select one.



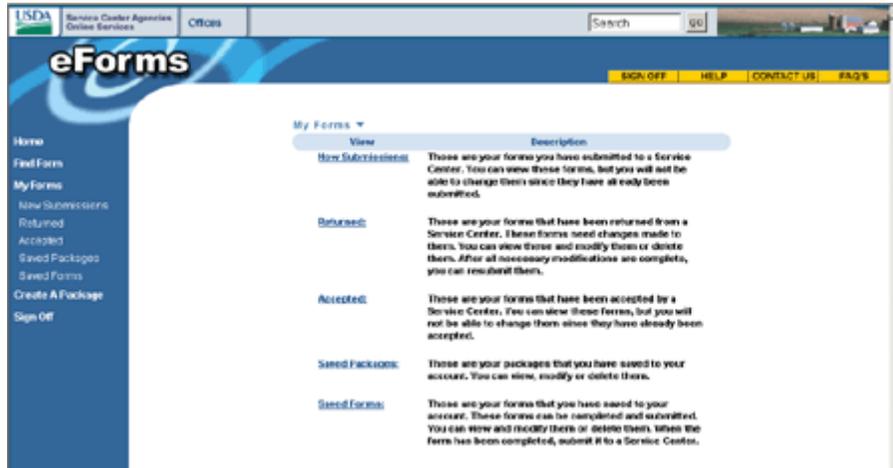
Screen #11: You should attach a file(s) from your computer or enter any comments about your form/package you would like to provide. For example, attach a scanned copy of your Statement of Activity showing all disbursement and payments and your average daily principal balance calculations for IA claims. Enter your email address. Click on **SUBMIT PACKAGE**.



Screen #12: You should print this page with your confirmation number.



Screen #13: Click on **MY FORMS** to see the list of your folders and a description of what is included in each folder. You can view forms/packages that have been submitted, returned and accepted.



Screen #14: You will find a returned form/package in your **RETURNED** folder. Click on the **R** button for an explanation of why the form/package was returned. If you wish, you can resubmit the form/package, after you have made the necessary changes.

