Financial Services allows customers that have a registered level 2 e-authentication ID and password to create the following:

- **Assignments** – transfer of eligible FSA or CCC payment to 3rd party.
- **Joint Payments** – payment made to customer and 3rd party.
- **Direct Deposits** – transfer of payments electronically from payer to payee’s bank account.
Financial Services
Location

• https://arcticocean.sc.egov.usda.gov/FSA FS/login.do
Logging On To Financial Services

***************WARNING***************

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

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

***************WARNING***************

Select “I Agree” from the e-auth warning screen
Logging On to Financial Services (Cont.)

Enter level 2-eAuth User ID and Password

Select “Login”
Links on the FSAFS Menu, allow customers to add, view or change Financial Services information.
Direct Deposit Waiver

If a Direct Deposit Waiver request is submitted, it will be applied to all counties. This option will delete all direct deposit accounts.

Customer payments will be disbursed via checks.
Adding Direct Deposit

- Enter the Routing and Account Number
- Select the applicable Account Type: Checking or Savings
- Select the applicable Owner Type: Business or Personal

**NOTE:** The first elected direct deposit account will reflect “all” payments to that account. Customer may further specify sub-accounts for particular program benefits. Sub-accounts can be specified by county or county and reference type.
Adding Direct Deposit
(Cont.)

- Click “Add Account”
- The Direct Deposit will then be added to all counties or the specified county and Reference.
- Customer may choose to view information or add additional direct deposit sub-accounts.

If creating a sub-account “Payments For” will allow Direct Deposits:
- for a specific county.
- for a specific county and a specific reference type (example: Farm Number) and reference number (example: 1111).
Adding Joint Payments

- Select “Program Category”.
- Select the Program Category from the dropdown menu and enter the Program/Contract Year.  **Note:** For multi-year CRP contracts enter the contract year.

  or

- If the program is not listed in the Program Category dropdown box, click Program Alpha Code and enter the alpha program code used for the program.

- Enter the “Joint Payee Name”
- Click “Continue”
Assignments

• Assignments are the transfer of right to receive a payment from an assignor to an assignee. Only program benefits applicable to FSA or CCC that are eligible for assignment will be allowed. This action will instruct FSA to make payment for a specified amount to the assignee.

• With an assignment, a direct deposit or paper check is made payable to the assignee.

• If the participant has program payments in more than one county, an assignment can be created for program payments resulting from:
  – All counties that the producer participates in
  – Payments in a specific county
  – A specific payment in a specific county

• Terms Used:
  – Assignor – Customer who earned the FSA/CCC payment.
  – Assignee - Party that the payment(s) will go to.
• This is an example of an assignment by category for a specific program payment in a specific county.

• Select the “Program Category” radio button. Select the applicable program from the drop down box. Enter the “Contract Year” of the applicable contract. Select the applicable State/County. Select the reference, which would be “Contract Number” for this program and enter the applicable number. Enter the “Assignee Tax ID” and ID Type. Enter the amount of the assignment.

You will need the assignee’s Tax ID number and type.

Click “Continue”

Total amount of assignment.
• Customer may select to “Show All Assignee Locations”.
• Select the applicable state and county assignee location/bank branch that the assignment is applicable to.
• Click “Add Assignment”
Assignments: Multi-Year Payments

This is an example of a Multi-Year CRP Annual Rental Assignment.

Enter the amount to be assigned over the life of the contract.

Click “Continue”

NOTE: Program Year is the year of the CRP Contract.
Assignments: Multi-Year Payments (Cont.)

Enter the amounts to be paid to assignee for each payment year.

When the assignment has been added by the assignor, the assignee will log into Financial Services with their level 2-euth and accept the assignment request.

- Click “Calculate” to verify that amount entered equals total assignment.
- Click “Add Assignment”