Lender Security
Administrator's Access to the
USDA LINC Site
Security Administrator Responsibilities

- Manage which lender staff has access to FSA records: 4 levels:
  - Lender Representative
  - Lender Viewer
  - Branch Representative
  - Branch Viewer

FSA Data, safely locked away...
SA Info to be provided to FSA

- Lender Name: ________________________________

- Employee Name: ________________________________ (If a Backup, state so too)

- Level-2 eAuth ID: ________________________________ (NOT your password)

- Best ph #: ________________________________

- FSA Branch #: ________________________________ (You just tell FSA the town your person works in & FSA can easily get the Branch Number.)
Clicking on either link will allow the Lender Representative to access GLS.
Hyperlink for Lender Representative to add other lender staff to GLS
**********WARNING**********

This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

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

Click Continue
Log in using your Level 2 e-Auth ID previously provided to FSA
Lender Security Administrator: “Maintaining users in AASM”
Maintaining users in AASM
Enter lender tax ID and click the "Add User" button
Enter Level 2 e-Auth ID for the Lender employee to be added
"Inactive" is used to deny access to a user, if an employee leaves a lending institution.
For FSA, the Authorized System field must be Level 2 e-Auth
See next screen for detail on Security Role

Note: You may add the users Phone and Fax Numbers
<table>
<thead>
<tr>
<th>Security Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lender Representative</td>
<td>Allows the user to enter transactions for all of the lender's branches.</td>
</tr>
<tr>
<td>Lender Viewer</td>
<td>Allows the user <strong>view only</strong> capabilities of all transactions associated with the lender Tax ID for all branches.</td>
</tr>
<tr>
<td>Branch Representative</td>
<td>Allows the user to enter transactions for only the lender branch for which the user is associated.</td>
</tr>
<tr>
<td>Branch Viewer</td>
<td>Allows the user <strong>view only</strong> capabilities of all transactions for the branch for which the user is associated.</td>
</tr>
</tbody>
</table>
I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.

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

Are you sure you want to Submit the package?
Establish Lender / Branch Representative Authorization

- eAuth User ID: RWPW04
- Last Name: 
- First Name: patty
- Phone/Ext: (405)742-
- Fax: 
- Email Address: @example.com
- Assurance Level: 2
- Debarred Indicator: 
- Status: Active
- Authorized System: Guaranteed Loan System - Level 2
- Security Role: Branch Representative

Microsoft Internet Explorer
User has been successfully saved. Do you wish to add more users?
[OK] [Cancel]
The lender's employee will receive an email notice that he/she has been added to the AASM system.
The “Maintain” function in the Action drop down box allows change to the Status field (Active vs. Inactive) or change in Security Roles.
Lender’s Security Administrator access to the USDA LINC Site (Summary):

1. The person designated by the lender as the lender’s Security Administrator (SA) must obtain a Level 2 eAuthentication ID.

2. Report to your local FSA Service Center the name of the lender’s designated SA. Local FSA staff will forward information to the Farm Loan Program Section in the State Office. The State Office will add the designated SA to the Application Authorization Security Management (AASM) system, which gives the SA access to FSA’s electronic reporting systems.

3. The Lender Security Administrator will receive an email notification after FSA adds him/her to the AASM system. The email includes the USDA LINC website address. **(See sample email language below):**
   “You have been authorized as a Security Administrator in Guaranteed Loan System - Level 2 (GLSLVL2). Your Guaranteed Loan System - Level 2 (GLSLVL2) users should go to the following eAuthentication web site to self-register for level 2 security to obtain an ID and password:  www.eAuth.egov.usda.gov."

4. Then you can log-on to the Guaranteed Loan System - Level 2 (GLSLVL2) web site located at https://usdalinc.sc.egov.usda.gov to delegate access to the Guaranteed Loan System - Level 2 (GLSLVL2) for all of your users.”

**Note:** Any user who already has a level 2 eAuthentication account does not need to self-register again. The Security Administrator should delegate access using the existing level 2 eAuthentication ID for other lender users.