



Retrieving & Submitting Electronic USDA Forms

Step-by-Step Instructions for Doing
Electronic Business With The Farm
Service Agency



Before submitting forms, make sure you have a version of **Adobe Acrobat Reader installed. If not, go to this website and download the *free* software.**

- 1) <http://www.adobe.com/>
- 2) Click on "Get Adobe Reader"
- 3) Follow on screen instructions for install



e-Forms

http://www.fsa.usda.gov/FSA/stateoffapp?mystate=mt&area=home&subject=landing&topic=landing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word PDF Help

Address http://www.fsa.usda.gov/FSA/stateoffapp?mystate=mt&area=home&subject=landing Go Links

USDA United States Department of Agriculture
Farm Service Agency

MONTANA

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Search FSA

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- Search Tips

Browse by Subject

- County Offices
- County PCP Data
- Daily LDP Rates
- Photo Gallery
- Programs
- Newsletters
- State News Releases
- State Events

You are here: Montana

Message from the State Executive Director

Welcome to the Montana State Farm Service Agency (FSA) website. FSA assists Montanas farmers and ranchers in preserving and promoting agriculture within Montana.

Best Wishes,
Randy Johnson

In the News

- May 23, 2007 - Women Stepping Forward for Agriculture Symposium October 2 and 3, 2007, Dillon (news release) (agenda) (flyer) (scholarship application)
- May 23, 2007 - Tribal Outreach Forum, September 24-27, 2007, Bozeman (agenda)
- May 3, 2007 - The FSA peek for May, read for important deadline dates and upcoming events.
- March 26, 2007 - DCP Deadline Extended (more)
- February 23, 2007 - FSA Accomplishments for FY 2006 explaining payments by program and by individual county. (more)
- February 13, 2007 - Counter-cyclical Payments Not Issued for Certain Crops (more)
- January 26, 2007 - FSA in Montana has submitted a plan to the National FSA headquarters to close 7 offices (more)

I Want To...

- View Directory of Office Personnel
- View Individual County Newsletters
- View National Handbooks
- View Montana Drought Map
- View FSA Hay Net

Hot Links

- 2007 County Committee Election Information
- Alphabetical Listing of Montana FSA Employees
- Information for Guarantee Lenders
- Montana Producer Handbook Fact Sheets-Fact Sheets for programs administered by FSA in Montana
- Information on Managed Haying and Grazing on CRP acres

1. Go to the Montana FSA Homepage at <http://www.fsa.usda.gov/mt>

2. Click on "Forms"



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USDA Web Based Service Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://forms.sc.egov.usda.gov/eforms/mainervlet

USDA Service Center Agencies Online Services Offices Search go

eForms

SIGN IN HELP CONTACT US FAQ'S

Home
Browse Forms
Sign In
FAQ
Help
Register
Contact Us

Welcome to the USDA Service Center eForms.

You may browse, fill in and print any of the public forms available by clicking the Browse Forms button below. If you would like to save your forms online and submit them to the appropriate USDA Service Center, you can obtain a customer ID by registering below. If you are already registered, click the Sign in button below.

We are continually adding new forms and making more forms available for electronic signature. Please check often for new updates to the site.

If you are new to the site please click here for a brief [Site Demonstration](#) to get you started.

Forms available on eForms are provided in Adobe Portable Document Format (PDF). To view these forms you need to download the [free Adobe Reader Version 5.05](#), from Adobe Systems Inc. If you would like to learn more about Adobe software before installing it [click here](#).

[BROWSE FORMS](#) [SIGN IN](#) [REGISTER](#)

SITE DEMONSTRATION
To see a brief demonstration of how to use this site effectively, [click here](#)

WHY E-FILE
[Click here](#) to find e-File benefits and how to get started. It's easy, convenient and fast

[Accessibility](#) | [Disclaimer](#) | [Nondiscrimination Statement](#) | [Privacy Statement](#) | [Freedom of Information Act](#)
USDA Home Page | Online Services Home Page | Offices

Trusted sites

start | Inbox - Microsoft Out... | Microsoft Office P... | http://www.fsa.usda... | USDA Web Based Ser... | 2:51 PM

3. Click on "Sign In"



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Warning! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://pws.sc.egov.usda.gov/siteminderagent/dmsforms/login_banner.fcc?TYPE=33554433&REALMOID=06-6a2ec62a-f201-4c5f-bcee-5139083abd7e&GUID=&SMAUTHR Go Links

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home About eAuthentication Help Contact Us Service Centers

*****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*****

Cancel Continue

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Done Trusted sites

start | Inboxes - Microsoft Out... | 4 Microsoft Office P... | http://www.fsa.usda... | Warning! - Microsoft ... | 2:56 PM

4. Click on Continue

e-Forms

5. Enter Your Level 2 User ID and Password and then click "Login"



e-Forms

**6. Click on
"Find Forms"**



e-Forms

USDA Web Based Service Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://myforms.sc.egov.usda.gov/myforms/formsearchservlet

USDA Service Center Agencies Online Services Offices Search go

eForms

SIGN OFF HELP CONTACT US FAQ'S

When Viewing forms, please have only one browser window open

You may search by any or all of the criteria. If you want to search by Form Number, but you only know it starts with 19, you can enter 19 and all forms beginning with 19 will be displayed.

Form Search

Agency Name: Farm Service Agency

Program Name: ALL

Form Number: 633

Subject or Topic:

Show Results: 10 Per Page

SEARCH

Home
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Trusted sites

start | Inbox - Microso... | E:\F5A Egov | Microsoft Power... | http://www.fsa... | USDA Web Base... | 2:28 PM

7. Select "Farm Service Agency."

8. Leave the program name as "ALL" or select a specific program.

9. Enter the form number. Our example will use CCC-633 EZ.

10. Click Search

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USDA Web Based Service Center - Microsoft Internet Explorer

Address: https://myforms.sc.egov.usda.gov/myforms/formsearchervlet

eForms

Home
Find Form
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New Submissions
Returned
Accepted
Saved Packages
Saved Forms
Create A Package
Sign Off

We have found 4 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 on 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 - 4

Form Number	Description	Instructions
CCC633-EZ	Used by producers who want to receive a loan deficiency payment for cotton, seed cotton, wool, mohair, unshorn pelt, and unshorn lamb pelt.	I
CCC633 Honey	This form is used to certify the quantity of honey and the eligibility for a loan.	I
CCC633WM	This form will be used by producers of wool and mohair to certify the type, quantity, and identification of production pledged to secure a CCC marketing assistance loan from FSA.	I
CCC633WM(SP)	Spanish version of CCC-633 WM. Form will be used by producers of wool & mohair to certify type, quantity, and identification of production pledged to secure a CCC marketing assistance loan from FSA.	I

NEW SEARCH

11. You must have Adobe Reader version 5.05 or higher before viewing forms.

12. All Forms with 633 as the form number will be displayed. In our example, select the form by clicking on the blue CCC-633-EZ link.

13. If you need to print or view instructions to complete the form, click the "I" icon.

e-Forms

Address: https://myforms.sc.egov.usda.gov/efcommon/eFileServices/Forms/CCC0633EZ_050804V01.pdf

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address: https://myforms.sc.egov.usda.gov/efcommon/eFileServices/Forms/CCC0633EZ_050804V01.pdf

Save a Copy Print Email Search Review & Comment Sign

Select Text 91%

Save Close Submit

This form is available electronically.

CCC-633 EZ (08-04-05) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation

Submit this form to a service center OMB No. 0580-0129

LOAN DEFICIENCY PAYMENT (LDP) AGREEMENT AND REQUEST

All eligible producers entering into this agreement **MUST** meet marketing assistance loan eligibility and have beneficial interest in the quantities covered by this agreement for the applicable crop year when signing this form. A producer is considered to have beneficial interest in the specified quantities if the producer has ALL of the following:

- risk of loss in the commodity
- title to the commodity
- control of the commodity

File this form BEFORE loss of beneficial interest (risk of loss, title, and control) to indicate your intentions to receive Loan Deficiency Payment (LDP) benefits for this crop year for all counties and all eligible harvested commodities for the individual, joint operation, or entity identified in Item 1. The CCC-633 EZ LDP Request (Page 2) or Cotton LDP Request (Page 3) must be completed BEFORE the final loan/LDP availability date to receive LDP benefits.

PART A - TERMS AND CONDITIONS

- The LDP rate will be based on the earlier of: a) the date beneficial interest is lost or applicable to specific commodity provisions; or b) the LDP request date as submitted on the CCC-633 EZ (Page 2) Part E. For cotton LDP's requested on CCC-633 EZ Cotton (Page 3), the LDP rate will be based on the information provided on Page 3.
- Quantities covered by this agreement were produced by the producer and not purchased or acquired directly or indirectly from any other source or committed under a marketing agreement to a Cooperative Marketing Association (CMA).
- As a condition of receiving an LDP, a producer (or members of a CMA) must first resolve delinquent federal non-tax debt(s). The debt(s) must be resolved before the final loan/LDP availability date.
- CCC may request copies of contracts and supplemental documentation to determine eligible quantity and when beneficial interest was lost.
- If a Marketing Assistance Loan (MAL) is disbursed for a quantity covered by this agreement and the MAL is repaid at a price less than principal and interest, this agreement becomes null and void for that specific quantity.
- All producers with an interest in the quantity covered by this agreement must sign a CCC-633 EZ Part C, to obtain LDP benefits.

PART B - METHODS OF PAYMENT REQUEST (Request must be submitted by final loan/LDP availability date.)

- For quantities represented by verifiable production evidence under this agreement, submission of evidence in combination with Part E of this form shall be considered a request for payment. Evidence must include sufficient data to determine producer and commodity eligibility and LDP rate.
- For quantities for which verifiable evidence is unavailable (i.e., certified quantities, fed quantities, quantities used for seed, silage, etc.), the request for payment shall be initiated by recording a certification of quantity on Part E of this form. Additional information may be requested by CCC to determine producer and commodity eligibility and LDP rate.
- Submission of an eLDP shall be a request for payment. The CCC-633 EZ Part E is not required for that specific quantity.
- For Cotton Producers Only: Producer agrees: a) any request for a module look-in or post-ginning LDP is irrevocable and cannot be cancelled or revised unless the LDP is denied due to payment limitation; b) any request for a gin-direct LDP is irrevocable on or after the date of ginning; c) entry of information on Page 3 of this application constitutes an irrevocable application for the Adjusted World Price (AWP) to be locked in on the date an accurately completed application is submitted for an LDP based on gin-provided documentation identifying the bales produced from the module/storage unit for which the AWP lock-in applies.

PART C - PRODUCER SIGNATURE AND CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part C)

I/we certify all information entered on this form is true and correct. By certifying to the terms and conditions in Part A, the producer(s) hereby enters into this agreement with CCC for all eligible commodities. The producer(s) agrees: 1) any false claim or false statement may lead to civil liability or criminal prosecution; 2) LDP's may be selected for spot-check and the producer will be required to provide supplemental documents to determine program eligibility; 3) to forgo a commodity loan on the quantity requested for LDP unless a quantity is denied LDP due to payment limitation; 4) not to refund any LDP amount in order to obtain a commodity loan; 5) this agreement and subsequent payment request is subject to CCC determination of producer and commodity eligibility subject to 7 CFR Parts 1421, 1425, 1427 and 1434; 6) that CCC shall require refund of LDP, plus interest, from the date of payment if producer(s) and/or commodity is later determined ineligible by CCC; 7) CCC shall assess administrative penalties and/or liquidated damages in accordance with 7 CFR Parts 1421, 1425, 1427 or 1434, as applicable, if

11 x 8.5 in 1 of 4

14. Complete the form online. Ensure that all required information is completed.

NOTE: On the 633EZ form, the customer will not be allowed to type in his/her name on the signature line. When FSA receives the form, the customer's name will be printed indicating the customer has Level 2 access and has signed the form electronically.

15. The form can also be saved.

e-Forms

USDA Web Based Service Center - Microsoft Internet Explorer

Address: D:\EFORMS1.htm

USDA Service Center Agencies Online Services Offices Search go

eForms

SIGN OFF HELP CONTACT US Frequently Asked Questions

Please enter a name for your saved form

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 until 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

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start | Inbox - Microsoft Out... | D:\ | eForms.ppt | USDA Web Based Ser... | 10:27 AM

16. Saving a form allows you to return to the form at a later date.

e-Forms

USDA Web Based Service Center - Microsoft Internet Explorer

Address: D:\EFORMS2.htm

eForms

SIGN OFF | HELP | CONTACT US | FAQ'S

Click on name to view form.

Saved Forms

Name	Form Number/Title	Last Saved	Delete
ELDP2006	CCC 633-EZ Used by producers who want to receive a loan deficiency payment for cotton, seed cotton, wool, mohair, unshorn pelt, and unshorn lamb pelt.	04/05/2006	<input type="radio"/>

Home
Find Form
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New Submissions
Returned
Accepted
Saved Packages
Saved Forms
Create A Package
Sign Off

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start | Inbox - Microsoft Out... | D:\ | eForms.ppt | USDA Web Based Ser... | 10:30 AM

17. If you have saved a form, click on the "Saved Forms" link to continue.

18. Now, click on the name you gave the form.



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Address: https://myforms.sc.egov.usda.gov/efcommon/eFileServices/Forms/CCC0633EZ_050804V01.pdf

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Save a Copy Print Email Search Review & Comment Sign

Select Text 91%

Save Close Submit

This form is available electronically.

CCC-633 EZ (08-04-05) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation

Submit this form to a service center OMB No. 0580-0129

LOAN DEFICIENCY PAYMENT (LDP) AGREEMENT AND REQUEST

All eligible producers entering into this agreement **MUST** meet marketing assistance loan eligibility and have beneficial interest in the quantities covered by this agreement for the applicable crop year when signing this form. A producer is considered to have beneficial interest in the specified quantities if the producer has ALL of the following:

- risk of loss in the commodity
- title to the commodity
- control of the commodity

File this form **BEFORE** loss of beneficial interest (risk of loss, title, and control) to indicate your intentions to receive Loan Deficiency Payment (LDP) benefits for this crop year for all counties and all eligible harvested commodities for the individual, joint operation, or entity identified in Item 1. The CCC-633 EZ - LDP Request (Page 2) or Cotton LDP Request (Page 3) must be completed **BEFORE** the final loan/LDP availability date to receive LDP benefits.

PART A - TERMS AND CONDITIONS

- The LDP rate will be based on the earlier of: a) the date beneficial interest is lost as applicable to specific commodity provisions; or b) the LDP request date as submitted on the CCC-633 EZ (Page 2) Part E. For cotton LDPs requested on CCC-633 EZ Cotton (Page 3), the LDP rate will be based on the information provided on Page 3.
- Quantities covered by this agreement were produced by the producer and not purchased or acquired directly or indirectly from any other source or committed under a marketing agreement to a Cooperative Marketing Association (CMA).
- As a condition of receiving an LDP, a producer (or members of a CMA) must first resolve delinquent federal non-tax debt(s). The debt(s) must be resolved **before** the final loan/LDP availability date.
- CCC may request copies of contracts and supplemental documentation to determine eligible quantity and when beneficial interest was lost.
- If a Marketing Assistance Loan (MAL) is disbursed for a quantity covered by this agreement and the MAL is repaid at a price **less** than principal and interest, this agreement becomes null and void for that specific quantity.
- All producers with an interest in the quantity covered by this agreement must sign a CCC-633 EZ Part C, to obtain LDP benefits.

PART B - METHODS OF PAYMENT REQUEST (Request must be submitted by final loan/LDP availability date.)

- For quantities represented by verifiable production evidence under this agreement, submission of evidence in combination with Part E of this form shall be considered a request for payment. Evidence must include sufficient data to determine producer and commodity eligibility and LDP rate.
- For quantities for which verifiable evidence is unavailable (i.e., certified quantities, fed quantities, quantities used for seed, silage, etc.), the request for payment shall be initiated by recording a certification of quantity on Part E of this form. Additional information may be requested by CCC to determine producer and commodity eligibility and LDP rate.
- Submission of an eLDP shall be a request for payment. The CCC-633 EZ Part E is not required for that specific quantity.
- For Cotton Producers Only: Producer agrees: a) any request for a module lock-in or post-ginning LDP is irrevocable and cannot be cancelled or revised unless the LDP is denied due to payment limitation; b) any request for a gin-direct LDP is irrevocable on or after the date of ginning; c) entry of information on Page 3 of this application constitutes an irrevocable application for the Adjusted World Price (AWP) to be locked in on the date an accurately completed application is submitted for an LDP based on gin-provided documentation identifying the bales produced from the module/storage unit for which the AWP lock-in applies.

PART C - PRODUCER SIGNATURE AND CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part C)

I/we certify all information entered on this form is true and correct. By certifying to the terms and conditions in Part A, the producer(s) hereby enters into this agreement with CCC for all eligible commodities. The producer(s) agrees: 1) any false claim or false statement may lead to civil liability or criminal prosecution; 2) LDPs may be selected for spot-check and the producer will be required to provide supplemental documents to determine program eligibility; 3) to forgo a commodity loan on the quantity requested for LDP unless a quantity is denied LDP due to payment limitation; 4) not to refund any LDP amount in order to obtain a commodity loan; 5) this agreement and subsequent payment request is subject to CCC determination of producer and commodity eligibility subject to 7 CFR Parts 1421, 1425, 1427 and 1434; 6) that CCC shall require refund of LDP, plus interest, from the date of payment if producer(s) and/or commodity is later determined ineligible by CCC; 7) CCC shall assess administrative penalties and/or liquidated damages in accordance with 7 CFR Parts 1421, 1425, 1427 or 1434, as applicable, if

11 x 8.5 in 1 of 4

Done Trusted sites

start eGovScreen.doc -... Farm Service Age... https://myforms.s... 1:56 PM

19. When finished, click "Submit"

e-Forms

USDA Web Based Service Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://myforms.sc.egov.usda.gov/myforms/select_state.jsp

[Text Only](#)

Please select a service center near you to receive your forms

Click On Your State

WA OR CA NV UT AZ NM TX AK
ID WY CO KS OK AR LA
ND SD NE IA MO IL TN MS AL GA FL
MN WI MI IN OH WV VA NC SC
NH VT ME MA CT RI NJ DE MD DC
GU AS FM PW MP MH
PR VI

Done Trusted sites 1:56 PM

20. After clicking “submit” on the form, click on the State where you want the form submitted.

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The screenshot shows a Microsoft Internet Explorer browser window displaying the USDA Service Center Locator website. The address bar shows the URL: <http://offices.sc.egov.usda.gov/locator/app?service=page/CountyMap&state=MT&stateName=Montana&stateCode=30>. The page title is "USDA Service Center Locator - County Map". The website header includes the USDA logo and the text "Service Center Locator". Below the header is a navigation menu with links for "Text Version", "Home", "USDA eForms", "USDA", "FSA", "NRCS", and "RD". The main content area is titled "Montana Counties" and contains the instruction "Click on the map to select a county". A map of Montana is displayed, with each county labeled. A red arrow points from a yellow callout box to a small white box with the text "Click on a county" positioned over the Blaine county area on the map. At the bottom of the page, there is a footer that reads: "This service is provided by the USDA - Office Information Profile System. Suggestions or Comments about this site? Mail to: OIP Webmaster". The Windows taskbar at the bottom shows the start button, several open applications (Windows Explorer, Inbox - Microsoft..., WinZip - eGovTrain..., eForms.ppt), and the system tray with the time 11:37 AM.

21. Click on the county where the form is to be submitted.

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USDA Web Based Service Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://myforms.sc.egov.usda.gov/myforms/siteservlet?st=39&cnty=143>

USDA Service Center Agencies Online Services Offices Search go

eForms

SIGN OFF HELP CONTACT US FAQ'S

You have chosen [blank] county. Please select a service center office:

Name	Agency	Address	Map
<input type="radio"/> Any USDA Service Center		Any town, Montana	MAP

Home
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start eGovScreen.doc - ... Farm Service Age... USDA Web Based ... Trusted sites 1:57 PM

22. Click on the circle next to the service center you want the form to go to.

e-Forms

23. Office where the form will be sent electronically is stated.

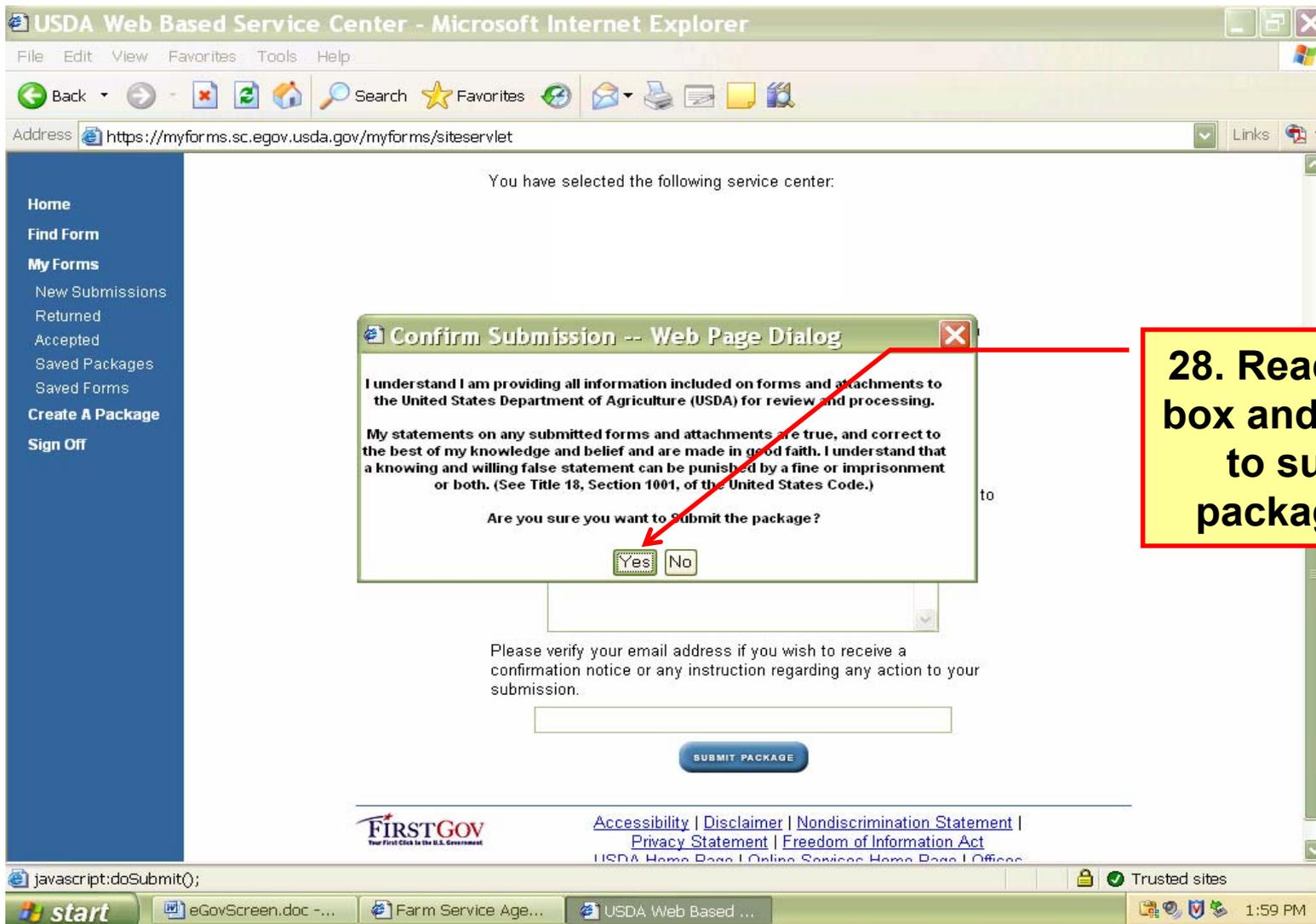
24. Click attach if you want to submit an optional attachment. This is normally not needed.

25. Area to add optional comments.

26. By providing your e-mail address, you will immediately receive a confirmation email.

27. Click on "Submit Package" to send the form.

e-Forms



The screenshot shows a Microsoft Internet Explorer browser window titled "USDA Web Based Service Center - Microsoft Internet Explorer". The address bar shows the URL "https://myforms.sc.egov.usda.gov/myforms/siteservlet". The page content includes a navigation menu on the left with options like "Home", "Find Form", "My Forms", "New Submissions", "Returned", "Accepted", "Saved Packages", "Saved Forms", "Create A Package", and "Sign Off". The main content area displays a confirmation dialog box titled "Confirm Submission -- Web Page Dialog". The dialog box contains the following text: "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?". Below the text are "Yes" and "No" buttons. A red arrow points from the "Yes" button to a yellow callout box on the right. Below the dialog box, there is a text input field for email verification and a "SUBMIT PACKAGE" button. The footer of the page includes the "FIRSTGOV" logo and links for "Accessibility", "Disclaimer", "Nondiscrimination Statement", "Privacy Statement", and "Freedom of Information Act". The browser's status bar shows "Trusted sites" and the system tray displays the time "1:59 PM".

28. Read the dialog box and click "Yes" to submit the package to FSA.

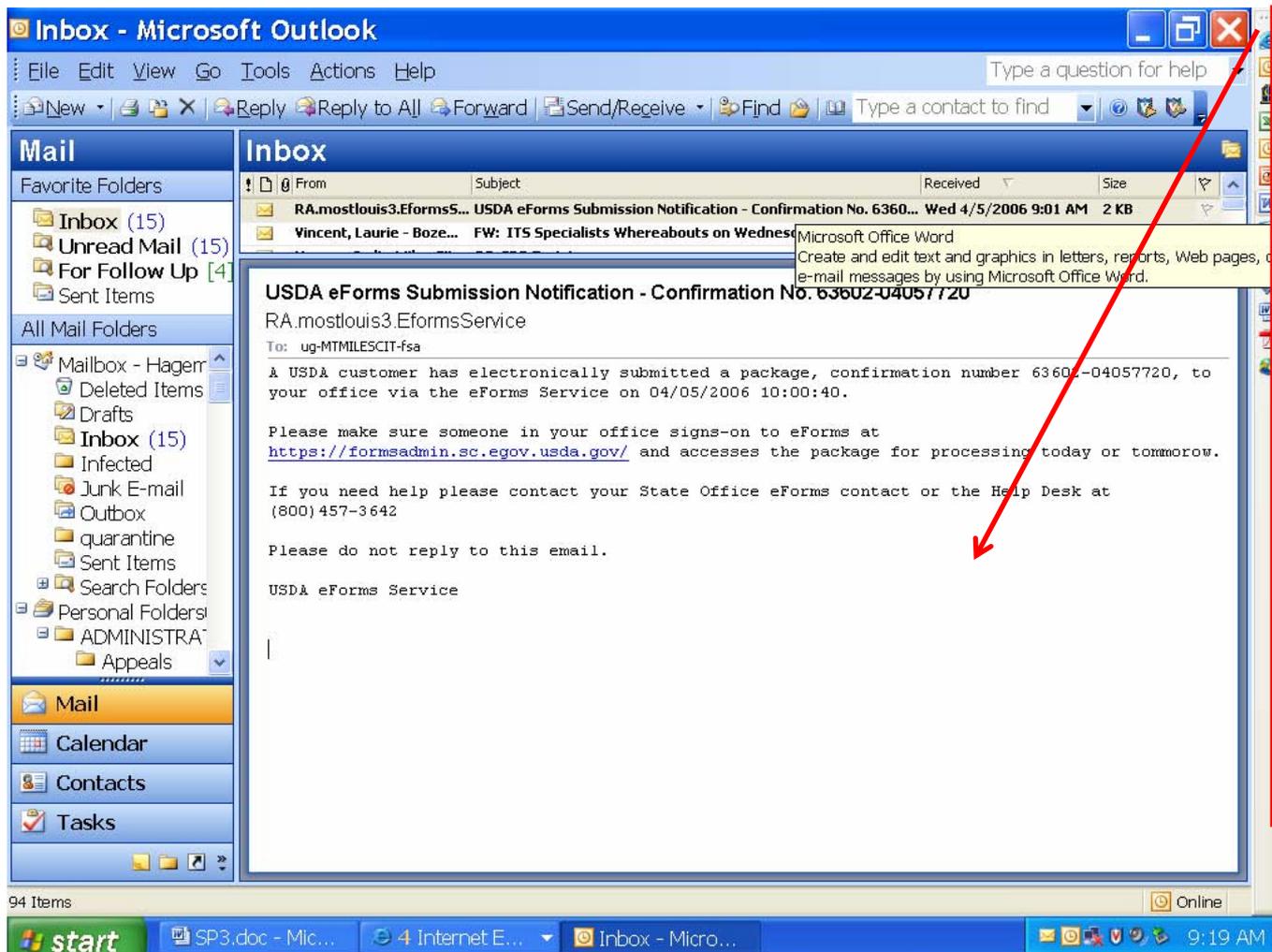
e-Forms

29. Note your confirmation number or print this page (Click on File>Print). FSA will review the form you submitted and will accept or reject it.

30. To submit another form, click "Return to Find Form"

31. If you are done, Click "Sign Off"

e-Forms



32. FSA will receive an e-mail notifying them that a form has been submitted. If your form is incomplete, it will be rejected and your form package will be returned to you electronically. You will need to *re-submit* the package after you correct the form.

e-Forms (Employees Only)

http://intranet.fsa.usda.gov/fsatraining/Illinois%20eGov%20Update/4eformsdraft.ppt#474,45,Slide - Microsoft Internet Explorer

File Edit Browse Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://intranet.fsa.usda.gov/fsatraining/Illinois%20eGov%20Update/4eformsdraft.ppt#474,45,Slide 45 Go Links

Service Center eForms

Home
[eForms Work Queue](#)
 Open Items
 New Redirected
 New
 Pending
 Accepted
 Returned
 Advanced Selection
 View Online Reports
 Find Forms
 Create A Package
 My Forms
 Saved Packages
 Saved Forms
 User Guide
 Training Guide

EFORMS SERVICING

Select Option

- eForms Work Queue
- View Online Reports
- Find Forms
- Create a Package
- My Forms

[CONTINUE](#)

Warning: This site is for authorized USDA employees only.

start | Inbox - Microsoft Out... | http://intranet.fsa.us... | E:\PSA Egov | Microsoft PowerPoint ... | 8:19 AM

33. After clicking the hyperlink on the email, select “eForms work queue” to access forms.

e-Forms (Employees Only)

The screenshot displays the 'Service Center eForms' application. The main content area is titled 'eFORMS WORK QUEUE' and includes a search filter section. Under 'Status Types', there are checkboxes for 'Open Items', 'New Redirected', 'New', 'Pending', 'Accepted', and 'Returned'. Under 'Time Period', there are radio buttons for 'All Dates' and 'Date Range', with 'Beginning' and 'Ending' date pickers. A 'Specific Confirmation Number' field is also present. A red arrow points to the 'Time Period' section. A calendar pop-up for May 2002 is visible in the bottom right of the application window.

34. Forms can be searched for in this area by specific categories.

e-Forms (Employees Only)

Address: http://intranet.fsa.usda.gov/fsatraining/Illinois%20eGov%20Update/4eformsdraft.ppt#472,47,Slide 47

Service Center eForms

USDA Service Center Agencies Online Services Offices Search go SIGN OFF HELP CONTACT US

New Redirected

Customer Name	Confirmation#	Submitted	Last Update	History	Comments
Baker, Paul	1021861-0528362	05/28/2002	05/28/2002	U	V

ACCEPT REDIRECT RETURN VIEW CONTENTS

New

Customer Name	Confirmation#	Submitted	Last Update	History	Comments
Baker, Paul	61001-0528361	05/28/2002	05/28/2002	U	V
Don, Kerry	61001-0528350	05/28/2002	05/28/2002	U	V
Don, Kerry	61001-0528354	05/28/2002	05/28/2002	U	V
Don, Kerry	61001-0528355	05/28/2002	05/28/2002	U	V
Don, Kerry	61001-0528356	05/28/2002	05/28/2002	U	V
Hernandez, Waqaine	61001-0528358	05/28/2002	05/28/2002	U	V
Hernandez, Waqaine	61001-0528360	05/28/2002	05/28/2002	U	V

ACCEPT REDIRECT RETURN VIEW CONTENTS

Pending

Customer Name	Confirmation#	Submitted	Last Update	History	Comments
Hernandez, Waqaine	61001-0528352	05/28/2002	05/28/2002	U	V

ACCEPT REDIRECT RETURN VIEW CONTENTS

invascript:showSelectPackage[?]

35. New Redirected items are packages that have been redirected to your office.

36. New items are packages that have not been viewed yet.

37. Pending items are packages that have been viewed but not accepted, redirected, or returned.

e-Forms (Employees Only)

Service Center eForms

Customer Name	Confirmation#	Submitted	Last Update	History	Comments
Baker, Paul	61001-0506113	05/06/2002	05/06/2002		

Buttons: ACCEPT, REDIRECT, RETURN, VIEW CONTENTS

EFORMS SERVICING

Please provide a Reason to the customer for Returning forms

Please complete item #4 with your social security number. If you have any questions, please call the Rural Development Jackson County office at 314-555-9875. Thank you. Peggy Stroud

Button: RETURN

38. Employees can send forms back by selecting a customer and clicking "Return".

39. Employees can accept forms by selecting a customer and clicking "Accept".