LDP Online Application

Step-by-Step Instructions for Doing Electronic Business With The Farm Service Agency
1. Type in the following web address and press “enter”
http://www.fsa.usda.gov/mt

2. Click on “Online Services”
3. Click on “eLDP”
4. Click on “Access eLDP Service”
5. Click on Continue
6. Enter Your Level 2 User ID and Password and then click “Login”
7. If you are doing business as an **INDIVIDUAL**, click "NO"

8. If you are doing business as an **ENTITY** such as a corporation or partnership, click "YES"

9. Click "Submit"
10. If you chose “Yes”, click on the entity name you are doing business for.
11. Click on “Application”
12. Click the type of application you are applying for. We will use “Sold/Delivered/Fed” in this example.

Note: Only current year’s production is eligible for an LDP.
13. Select Crop Year

14. Select Commodity

15. Select Class/Variety/Type

16. Select State/County

17. Optional: Enter farm numbers if known

18. Click “Continue”
19. Enter Share of Crop (%), Delivery Date, Quantity (bushels), and Moisture Percent.

20. More rows can be added as needed.

21. Click Calculate when finished.
e-LDP

22. Review Data to Ensure Accuracy
23. Read producer certification. If the data is incorrect, click “Edit”

24. If the data is correct, click “Submit”. When you click “Submit”, your e-LDP will be sent to the FSA Kansas City Office for electronic payment.
25. This is the confirmation page. Note your confirmation number that is on this page.
26. Click on “Application Summary as PDF” to print.
e-LDP

27. Click on “Print”. Keep in a safe place for your records.
28. Click the “OK” button.
29. If you have completed your e-LDP applications click on the “Log Out” icon.

30. Otherwise, select another application. We will use “Farm Stored” in this example.
31. A more understandable set of questions is on the next slide.

32. Answer the questions by clicking the circle next to “Yes” or “No”

33. When finished click “Continue”
e-LDP

- Is your quantity of crop eligible for a CCC loan? (it must be eligible to apply for an LDP)
- Does more than one producer have an interest in the quantity for this request? (You may only apply for your share of the commodity)
- Do/Did you have beneficial interest (title, control, & risk of loss) at the time of the LDP request date? If the answer is NO, you can fill out a sold/delivered/fed LDP.
- If a verbal or written contract or option to purchase exists on the requested quantity, has an advance payment been received?
- Does the quantity requested only include your produced share for the current crop year? (You can’t request an LDP on a landlord’s share, even if you purchased it)
- You can only request 1 LDP per quantity; click “Yes”
34. Select Crop Year
35. Select Commodity
36. Select Class/Variety/Type
37. Select State/County
38. Optional: Enter farm numbers if known
39. Click “Continue”
40. Enter Quantity of bushels

41. Enter stored location. Legal description if possible. Then click “Add”
42. To figure out bin quantity click “Calculate”

43. Click “OK”
44. Read Producer Certification. This screen gives you a chance to verify bushels and rate. Click “Submit”
45. You can print a summary by clicking "Show Printer Friendly" and then clicking "OK"
46. If you have completed your e-LDP applications click on the “Log Out” icon.