

**For:** State and County Offices, CMA's (except cotton), and Peanut DMA's

**Electronic Loan Deficiency Payments (eLDP's) Available Nationwide on September 20, 2004**

**Approved by:** Acting Deputy Administrator, Farm Programs

*Bradley Karmen*

**1 Overview**

**A Background**

FSA has developed a PC-accessible eLDP process that has been beta-tested over the last 2 crop years in selected counties nationwide. Training sessions for eLDP have been conducted for all State Office price support specialists.

Effective **September 20, 2004**, LDP's can be processed through either of the following:

- the eLDP function according to this notice
- the LDP option in APSS on the AS/400 computer in the traditional manner.

eLDP is an **optional** service that provides an **additional** means of farm program delivery to FSA customers (producers). eLDP customers can use their PC to submit an application to a central processing site where the payment is calculated. After the eLDP calculation is approved for payment by a Kansas City-based Accounting Certification Officer, the payment is automatically routed by electronic funds transfer (EFT) to the customer's bank account.

**Note:** For eLDP applications submitted by the County Office on behalf of customers to the central processing site, eLDP will be calculated and then routed to the County Office for payment certification and special processing according to Notice FI-2651.

To be eligible for eLDP, customers must first complete a **one-time** action **each crop year** that involves:

- signing-up and being approved for eLDP at their County Office
- having an eLDP Customer Profile established at the central eLDP processing site by their County Office.

Disposal Date	Distribution
April 1, 2005	State Offices; State Offices relay to County Offices; FAX to CMA's (except cotton) and Peanut DMA's

## Notice PS-495

### 1 Overview (Continued)

#### A Background (Continued)

The initial eLDP release provides eLDP processing capabilities to **both** customers from **external locations** and to **County Offices** for customers. Additional eLDP capabilities will be provided over time through successive national releases. See subparagraph 2 A.

#### B Purpose

This notice provides important information about:

- initial eLDP processing capabilities and planned enhancements (paragraph 2)
- the eLDP process and eLDP eligibility (paragraph 3)
- getting set up for eLDP's (paragraph 4)
- security and gaining access to the eLDP processing site (paragraph 5)
- eLDP functions available to County Offices (paragraph 6)
- submitting eLDP applications from an external location (paragraph 7)
- making eLDP inquiries from an external location (paragraph 8)
- additional eLDP facts and actions (paragraph 9).

### 2 Initial eLDP Processing Capabilities and Planned Enhancements

#### A Initial eLDP Capabilities

Effective **September 20, 2004**, eLDP's for eligible commodities can be submitted to the central eLDP processing site, according to subparagraph 3 C, by:

- a **customer** with a level 2 Authentication Account, using PC from an external location, such as from the farm

**Note:** External customers can submit eLDP for:

- themselves
- the benefit of an entity provided they are authorized and have been set up "to represent" in the **Representative Link Management System** (eRep) database. See Notice CM-500.

**Example:** A person who is authorized to act on behalf of the entity and is recorded in eRep to "represent" a partnership can submit eLDP for that partnership to the central eLDP site.

- a **County Office** using their PC for the benefit of any customer who goes to the County Office and requests eLDP.

## Notice PS-495

### 2 Initial eLDP Processing Capabilities and Planned Enhancements (Continued)

#### B Planned eLDP Process Enhancements

Future national releases planned for calendar year 2004 and beyond will expand eLDP processing capabilities to:

- allow eLDP for upland cotton that will be limited for the first year to being processed for customers by County Offices
- allow eLDP for small chickpeas and lentils
- provide additional customer capabilities as they are needed, such as for joint applications
- provide a process for “holding” eLDP applications that have been submitted to the central processing site when NPS is “down” for maintenance or inoperable
- provide an automatic validation at the central processing site to ensure that COC has certified harvest has begun in the customer’s county for the requested eLDP commodity
- eliminate the need for Customer Profiles when all enabling function data can be “read” directly from real time relational data bases, such as acreage reports, PLM’s, etc.

#### C County Office Actions for eLDP

County Offices shall:

- become familiar with the eLDP process according to this notice
- publicize the availability of eLDP’s
- assist customers with completing CCC-634-E
- establish Customer Profiles for customers
- ensure that eRep roles are established as authorized and applicable
- ensure that customers wanting to do eLDP’s have established eAuthentication Accounts
- ensure that the SCIMS linking process is completed for customers wanting to do eLDP’s
- help customers file eLDP applications from external locations.

## Notice PS-495

### 3 eLDP Process and eLDP Eligibility

#### A eLDP Process

eLDP:

- operates through a Kansas City-based central web site
- is available 24/7, **except** during routine backup and maintenance periods, and uses the applicable LDP rate where the commodity is stored until the next rate is announced
- interfaces with SCIMS to obtain customer name and address information

**Note:** See 1-CM and Notice AO-1295.

- is supported by the National Payment Service and EFT for payment processing

**Note:** See Notice FI-2651.

- System assigns, by crop year, a unique eLDP number (50,000 series) and a State and county code to each eLDP to distinguish it from a County Office or CMA processed LDP transaction, and prints eLDP's on APSS-generated LDP Summary Reports.

### 3 eLDP Process and eLDP Eligibility (Continued)

#### B Eligible eLDP Customers

eLDP customers must:

- be determined eligible to receive eLDP services by COC or designee
- as an entity, have 100 percent interest in the certified quantity for which eLDP is requested
- have an active USDA eAuthentication Level 2 account, according to subparagraph 6 C.

**Note:** The customer's eAuthentication Level 2 account must be linked to their SCIMS account according to Notice AO-1295.

- have a valid **e-mail** address established in SCIMS
- be set up for direct deposit
- have a legacy link in SCIMS to the county where the profile will be established.

#### C Eligible Commodities

After COC has certified in the COC minutes that harvest for the applicable commodity has begun in the county, eLDP's are available for:

- wheat, barley, and oats
- corn (including corn silage), grain sorghum, and rice
- soybeans, all of the minor oilseeds, and peanuts
- dry peas, honey, wool, mohair, and unshorn pelts.

## 4 Getting Set Up for eLDP's

### A Requesting eLDP Services

To enable eLDP processing:

- each **customer**, by the applicable entity, shall **request** eLDP services **one time each** crop year by:
  - completing the applicable sections of CCC-634-E, according to Exhibit 1
  - submitting it to their County Office for review and approval
- **County Offices** shall:
  - complete CCC-634-E, Parts C and D
  - determine customer and commodity eligibility according to 8-LP
  - establish a Customer Profile according to paragraph 6.

**Important:** After a Customer Profile has been established, it shall be maintained and updated by the County Office. Customers can view but **not** change the Customer Profile function. For “view” instructions, see subparagraph 8 C.

### B Setting PLM Allocations for eLDP

To facilitate monitoring PLM's for eLDP, and LDP's issued through APSS, the County Office shall set applicable PLM allocations, by commodity, in the Customer Profile according to subparagraph 6 F.

When the County Office sets a customer PLM allocation for eLDP in the Customer Profile, a corresponding PLM allocation for that customer is **automatically** set by a download process in APSS on the County Office AS/400 computer. In the event that the update to the County Office AS/400 is unsuccessful, an error message will be displayed indicating that the download was unsuccessful. The County Office can establish the PLM allocation for eLDP manually on the AS/400 computer by selecting option 8 from the Price Support Loan/LDP Servicing Main Menu Screen PVA005.

## Notice PS-495

### 4 Getting Set Up for eLDP's (Continued)

#### B Setting PLM Allocations for eLDP (Continued)

Price support PLM's (market loan gains plus LDP's) are:

- \$75,000 for cotton, rice, grains, oilseeds, and pulse crops ("Regular PLM" file)
- \$75,000 for peanuts, honey, wool, mohair, and pelts ("Other PLM" file).

**Important:** County Office personnel shall ensure that all applicable PLM settings have been established for customers in their respective Customer Profiles **before** customers can successfully process eLDP's.

When a customer submits an eLDP application to the central eLDP processing site, the eLDP process will **validate** that PLM allocations for eLDP have been set for all applicable commodities in that customer's Customer Profile. Applications for which PLM exceeds the limit set in the Customer Profile will be rejected. As eLDP's are disbursed, the payment limitation set in the customer profiles decreases.

## Notice PS-495

### 5 eLDP Security and Access to the eLDP Processing Site

#### A Security, User ID's, and Passwords

Access to the eLDP central processing site is secured by means of a user ID and password through the **eAuthentication** registration Level 2 process. Information about obtaining user ID's and passwords to transact electronic business with USDA, and Level 2, can be found:

- for external customers in Notice AO-1292
- for County Office users in Notice IRM-355
- at the USDA web site **www.usda.gov** by first clicking on "View USDA Customer Statement", and then clicking on "Get a Login".

The following can access eLDP:

- all eLDP external customers who have a valid eAuthentication user ID, a password, and an eLDP Customer Profile
- all County Office users who have a valid eAuthentication user ID and a password.

#### B Accessing eLDP Processing Site

External customers and County Office users shall access the eLDP site by:

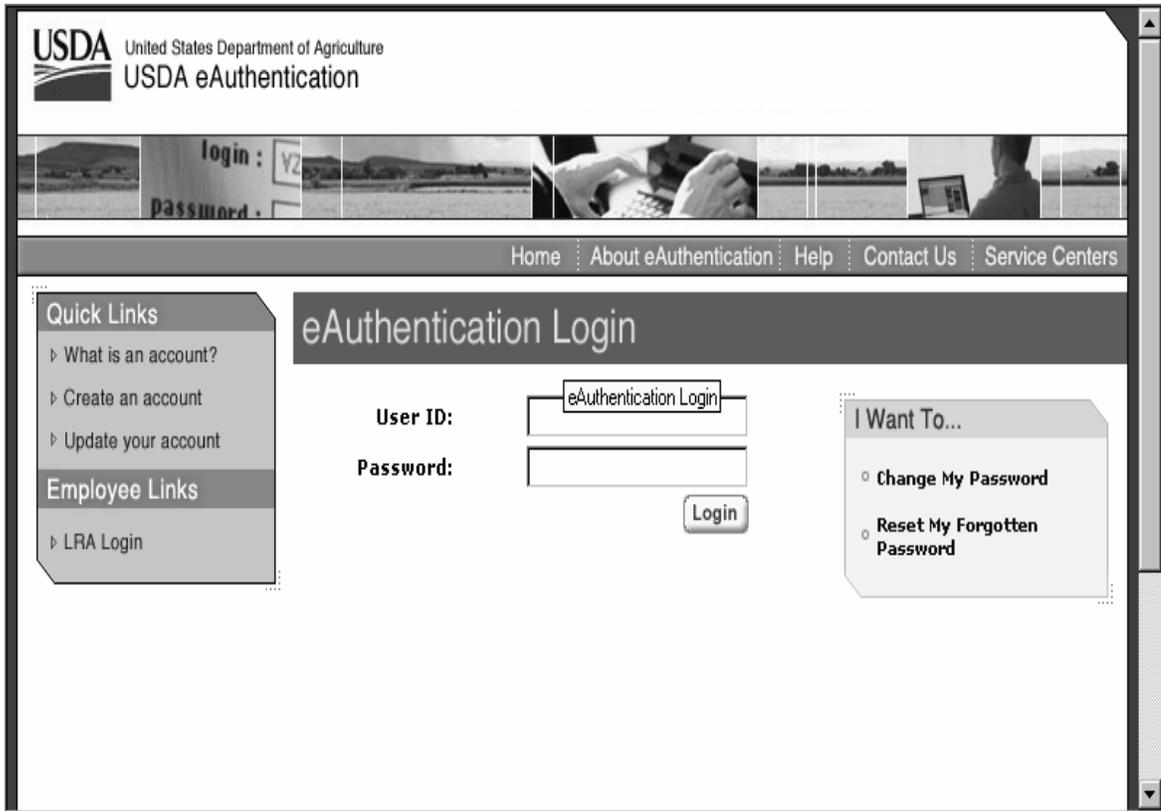
- accessing the FSA web site at **www.fsa.usda.gov/dafp/psd**
- clicking on "**eLDP Functions**".

When these actions are taken, a warning screen will first be displayed that will allow the user to "Continue", and then the eAuthentication Screen will be displayed.

5 eLDP Security and Access to the eLDP Processing Site (Continued)

C eAuthentication Login

This is an example of the eAuthentication Screen for entry of a user ID and password.



After successful login through eAuthentication, eLDP:

- **County Office** users will be directed to a county eLDP site, from which all County Office eLDP actions will be initiated

**Note:** See paragraph 6.

- **external customers** will be directed to an external customer eLDP site, from which eLDP applications will be initiated

**Note:** See paragraph 7.

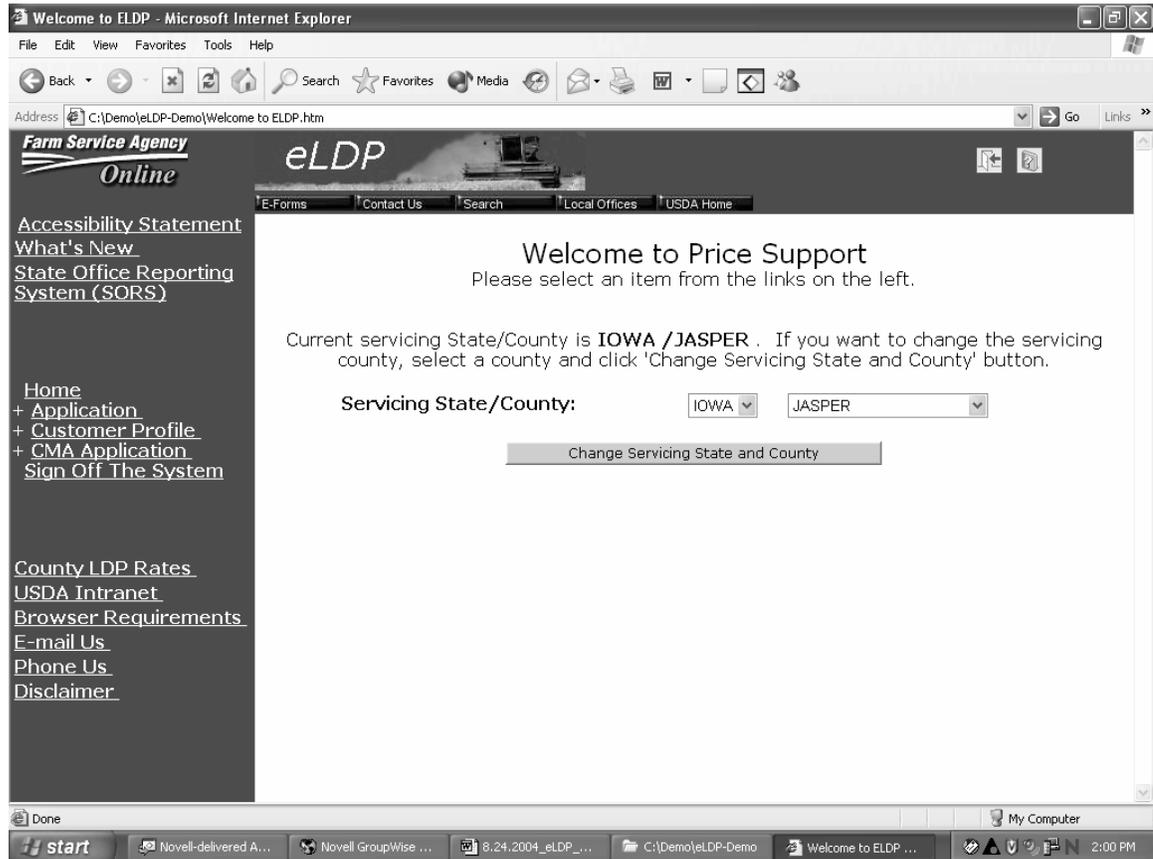
- **State Office** users will have inquiry capabilities to view customer profiles and eLDP transactions processed within the State.

## Notice PS-495

### 6 eLDP Functions Available to County Offices

#### A “Welcome to Price Support” Page

After logging-in through eAuthentication according to subparagraph 5 C, County Offices are directed to the “Welcome to Price Support” page as shown in the following example.

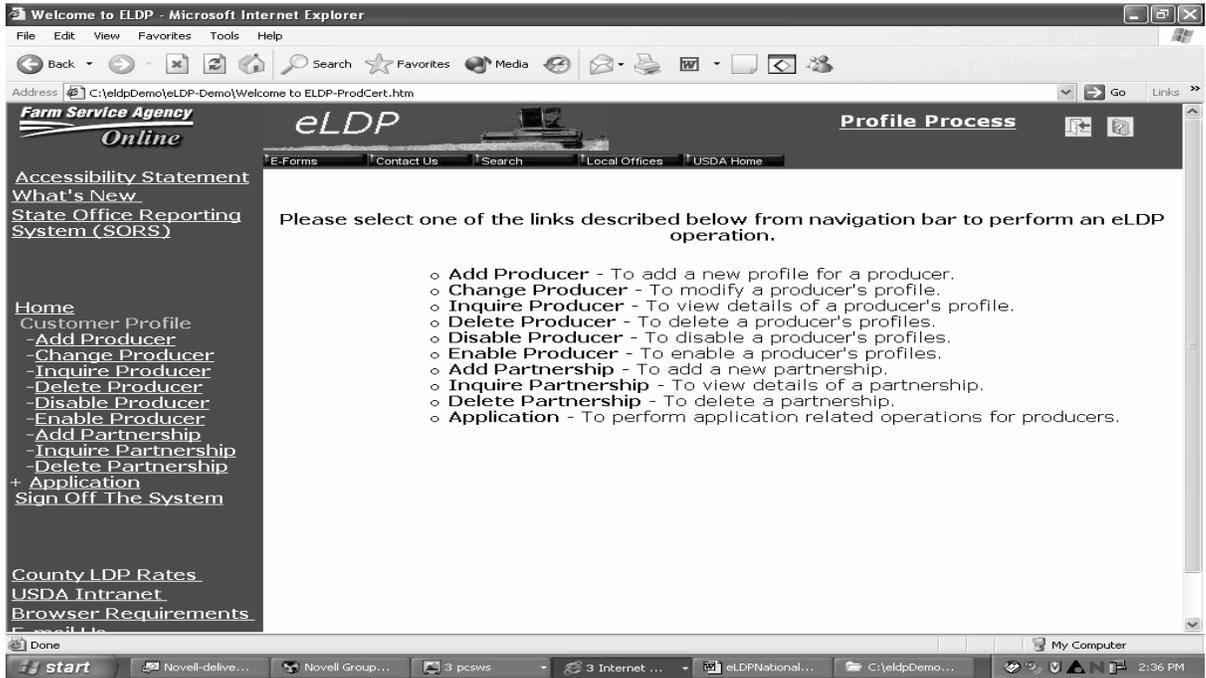


**Note:** When this screen is displayed for external customers, the customer will first be asked who they want to transact business for, themselves, or for an “entity” they have been set up “to represent”. When applicable, their representative “role” will be called from the eRep database to facilitate further processing.

6 eLDP Functions Available to County Offices

B County Office Functions Screen

When County Office users click “+Customer Profile” on the “Welcome to Price Support” page shown in subparagraph A, the following County Office functions screen will be displayed.



County Offices can process eLDP functions according to this table.

Function	Selection	Action
Profiles	+Customer Profile	
	-Add Producer	Add a producer in a Common Customer Profile.
	-Change Producer	Make changes in a Common Customer Profile.
	-Inquire Producer	View a Common Customer Profile.
	-Delete Producer	Delete a complete Common Customer Profile.
	-Disable Producer	Disable a customer from using the eLDP process.
	-Enable Producer	Re-enable a disabled producer in a Common Customer Profile.
	-Add Partnership	Add a Partnership Profile.
	-Inquire Partnership	View a Partnership Profile.
	-Delete Partnership	Delete a Partnership Profile.
Applications	+Application	
	-Add Application	Add eLDP application for producer.
	-Inquire Application	View eLDP application details of a producer.
	-Delete Application	Delete an eLDP application for a producer.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### C General Information About Customer Profiles

At this time, these are the 2 types of eLDP Customer Profiles.

- **Common Customer Profile** is used for an individual, corporation, limited liability partnership, limited liability company, or limited partnership. See “Add Producer” instructions in subparagraphs D through G.
- **Partnership Profile** is used for general partnerships. See “Add Partnership” instructions in subparagraphs H through L.

CMA and DMA eLDP processing:

- **does not** require a Customer Profile
- is facilitated by **Master Reference Tables** that are maintained by PSD’s CMA/DMA Program Manager.

**Before** an eLDP application can be submitted to the central **eLDP** processing site from either an **external site** or a **County Office**, a Customer Profile must:

- be established **one time each** crop year at the central eLDP processing site, for each county in which the customer desires eLDP services, according to this paragraph by the customer’s County Office, that contains:
  - customer and commodity eligibility information
  - customer PLM for eLDP
  - producer’s reasonable production, by commodity
- be updated over time by the customer’s County Office whenever existing Customer Profile entries change.

County Offices must “link” a customer’s eAuthentication ID to SCIMS. See Notice AO-1295.

**Notice PS-495**

**6 eLDP Functions Available to County Offices (Continued)**

**D “Add Producer” Function for Common Customer Profiles**

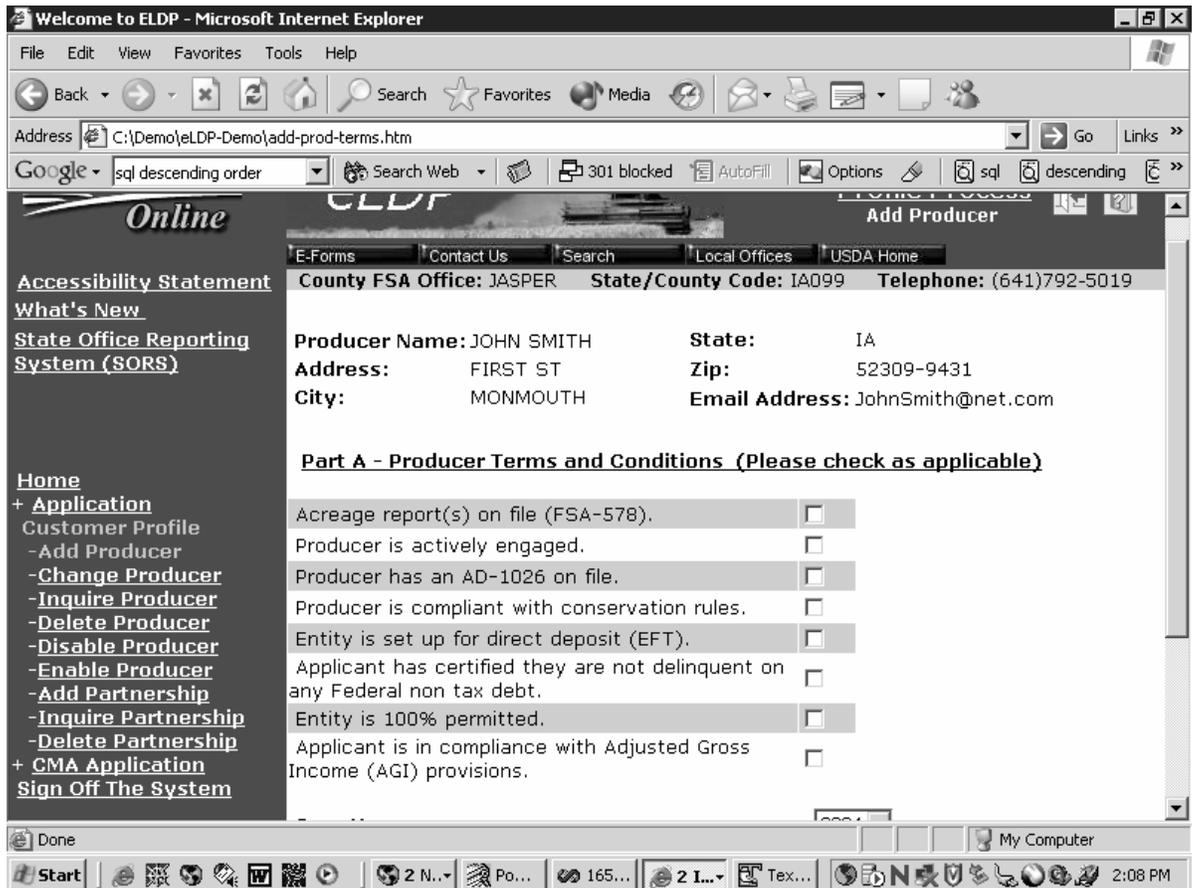
To establish a **Common Customer Profile** for an individual, corporation, limited liability partnership, limited liability company, or limited partnership, use the “Add Producer” function according to the steps in this table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On the “Welcome to Price Support” page shown in subparagraph A, use drop-down boxes to select the customer’s State and county.	Customer Profiles are county specific. If the customer is multi-county and wishes to participate in more than 1 county, a Customer Profile must be established in each county.
2	Select “+ Customer Profile”.	eLDP Profile Process Screen will be displayed.
3	Select “Add Producer”.	A SCIMS screen will be displayed and allow for selection of desired customer.
4	Use “SCIMS Search” to find the desired customer to “add”.	Customer will be displayed.  <b>Reminder:</b> eLDP’s cannot be completed for customers <b>not</b> found in SCIMS.
5	Select the customer to be added.	The eLDP Profile Process <b>Part A – Producer Terms and Conditions</b> Screen will be displayed.

6 eLDP Functions Available to County Offices (Continued)

E “Add Producer” Eligibility Questions

This is an example of the eLDP Profile Process **Part A – Producer Terms and Conditions** Screen for answering eligibility questions for a Common Customer Profile.



Answer the questions under “Part A - Producer Terms and Conditions” to determine customer eligibility. To be “eligible”, **all** blocks must be checked.

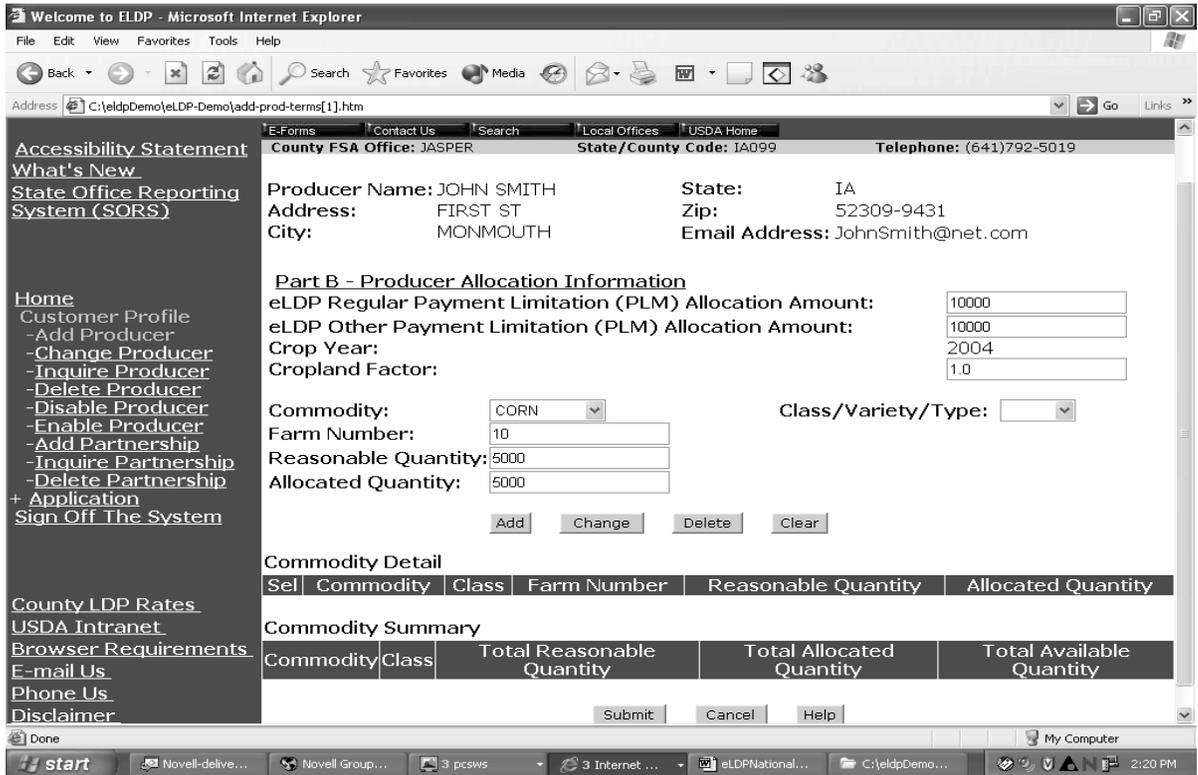
**Note:** Future eLDP process enhancements will provide links to **real time** web-based eligibility records as they are made available, thus eliminating the need for County Office personnel to manually answer eligibility questions.

After the crop year has been selected, and the optional indicator for required spot checks has been set, click on “Submit”. eLDP Profile Process **Part B – Producer Allocation Information** Screen will be displayed.

6 eLDP Functions Available to County Offices (Continued)

F “Add Producer” Allocations

This is an example of the eLDP Profile Process **Part B – Producer Allocation Information** Screen for making allocations for Common Customer Profiles.



Enter the following required allocation information:

- eLDP payment limitation amounts
- cropland factor
- commodity, farm number, and class/variety/type
- reasonable quantity, obtained from price support eligibility queries, for the farm number
- allocated quantity from the reasonable quantity for the farm.

After allocations have been made for each commodity and farm, click on “Add”. Additional commodities and farms can be added to complete the profile. After all commodities and farms have been entered, click “Submit”. Summary information for the completed Common Customer Profile will be displayed.

6 eLDP Functions Available to County Offices (Continued)

G "Add Producer" Summary Information

This is an example of a completed eLDP Common Customer Profile.

**Welcome to ELDP - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [C:\Demo\elDLP-Demo\add-prod-alloc\[1\]\\_submit.htm](C:\Demo\elDLP-Demo\add-prod-alloc[1]_submit.htm) Go Links

Google Search Web 252 blocked AutoFill Options

**System (SORS)**

Home  
 + **Application**  
 Customer Profile  
 - Add Producer  
 - Change Producer  
 - Inquire Producer  
 - Delete Producer  
 - Disable Producer  
 - Enable Producer  
 - Add Partnership  
 - Inquire Partnership  
 - Delete Partnership  
 + **CMA Application**  
 Sign Off The System

County LDP Rates  
 USDA Intranet  
 Browser Requirements

**Producer Name:** JOHN SMITH      **State:** IA  
**Address:** FIRST ST      **Zip:** 52309-9431  
**City:** MONMOUTH      **Email Address:** JohnSmith@net.com

**Part A - Producer Terms and Conditions**  
 Is spotcheck required for this producer? Y

**Part B - Producer Allocation Information**  
 eLDP Regular Payment Limitation (PLM) Allocation Amount: \$10,000.00  
 eLDP Regular Available Amount: \$10,000.00  
 eLDP Other Payment Limitation (PLM) Allocation Amount: \$10,000.00  
 eLDP Other Available Amount: \$10,000.00  
 Crop Year: 2004  
 Cropland Factor: 1.0

**Commodity Detail**

Commodity	Class	Farm Number	Reasonable Quantity	Allocated Quantity
CORN	Yellow	10	5,000.00	5,000.00

**Commodity Summary**

	Total Reasonable	Total Allocated	Total Available

My Computer

Start 2 N... J2EE ... chgsT... Welc... 2:17 PM

**6 eLDP Functions Available to County Offices (Continued)**

**H Establishing Partnership Profiles**

Establish a Partnership Profile according to these 2 steps.

<b>Step</b>	<b>Action</b>
1	Establish Common Producer Profiles for each member of the general partnership according to subparagraphs D through G
2	Use the “Add Partnership” function according to subparagraphs I through L.

**I “Add Partnership” Function for Partnership Profiles**

Use the “Add Partnership” function according to the steps in this table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On the “Welcome to Price Support” page shown in subparagraph A, use drop-down boxes to select the customer’s State and county.	Customer Profiles are county specific. If the partnership is multi-county and wishes to participate in more than 1 county, a Partnership Profile must be established in each county.
2	Select “+ Customer Profile”.	eLDP Profile Process will be displayed.
3	Select “Add Partnership”.	A SCIMS screen will be displayed and allow for selection of desired partnership.
4	Use profile “Search” to find the desired partners to “add” by selecting each member of the partnership and then clicking “OK”.	Partners selected will be added to partnership.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### J “Add Partnership” Records Found

This is an example of the Add Partnership Screen showing the records found by a profile search.

**Explanation:** The Profile Process will display all of the persons for whom a Common Customer Profile have already been established by the County Office.

The screenshot displays the eLDP 'Add Partnership' screen. The page header includes 'Farm Service Agency Online' and 'eLDP Profile Process Add Partnership'. The search results show 13 records found for 'ABC FARMS' in Jasper, IA. The table below lists the producers found:

Producer Name	Tax Id	Tax Id Type	Address	City	State	Status
<input type="checkbox"/> A & A NURSERY	999999999	E	455 ST	GREENDALE	IN	A
<input type="checkbox"/> IAN CHAPPEL	343434343	S	678 ST	AMHERST	SD	A
<input type="checkbox"/> DANIEL CLARK	111111111	S	NINTH AVE	CASTLEWOOD	SD	A
<input type="checkbox"/> JOHN JOHNSON	444444444	S	SECOND ST	HECLA	SD	A
<input type="checkbox"/> MIKE POLLACK	222222222	S	789 ST	ROSELAND	NE	A
<input type="checkbox"/> JOHN SMITH	555555555	S	FIRST ST	MONMOUTH	IA	A
<input type="checkbox"/> JOSE SMITH	777777777	S	908 ST	HUDSON	WI	A
<input type="checkbox"/> MARK TAYLOR	454545454	S	4TH ST	HOT SPRINGS VILLAGE	AR	A
<input type="checkbox"/> MIKE TURNER	888888888	S	123 ST	ADRIAN	MIN	A
<input type="checkbox"/> DAN WEBBER	666666688	S	555 ST	HECLA	SD	A

From the Common Customer Profiles listed, select the members of the partnership for which the Partnership Profile is being created, and click on “OK”.

An Add Partnership Screen for entering partnership member’s shares will be displayed.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### K “Add Partnership” Member’s Shares

This is an example of the Add Partnership Screen for entering shares for the members of the general partnership.

Welcome to ELDP - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address D:\Welcome to ELDP-ProdCert-Add-Partnership[2].htm

**Farm Service Agency Online** **eLDP** **Profile Process Add Partnership**

E-Forms Contact Us Search Local Offices USDA Home

County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019

Partnership Name: ABC FARMS State: IA  
Address: PO BOX XYZ Zip: 50208-0845  
City: NEWTON Email Address: abcfarm@net.com

Spotcheck is required for this partnership.

Cropland Factor

Producer Names:  
JOHN SMITH Partnership %   
MIKE TURNER Partnership %

Add Partnership Cancel Help

Make entries for:

- spotcheck
- cropland factor
- partnership members' shares.

After all entries have been made, click on “Add Partnership”. An Add Partnership summary page will be displayed.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### L “Add Partnership” Summary Information

This is an example of the Add Partnership Screen that displays partnership summary information.

The screenshot shows a web browser window titled "Welcome to ELDP - Microsoft Internet Explorer". The address bar shows "D:\Welcome to ELDP-ProdCert-Add-Partnership[3].htm". The page content includes a navigation menu on the left with links like "Accessibility Statement", "What's New", "State Office Reporting System (SORS)", "Home", "Customer Profile", "Add Producer", "Change Producer", "Inquire Producer", "Delete Producer", "Disable Producer", "Enable Producer", "Add Partnership", "Inquire Partnership", "Delete Partnership", "Application", and "Sign Off The System". The main content area is titled "Profile Process Add Partnership" and displays the following information:

County FSA Office: JASPER      State/County Code: IA099      Telephone: (641)792-5019

Partnership Name: ABC FARMS      State: IA  
Address: PO BOX XYZ      Zip: 50208-0845  
City: NEWTON      Email Address: abcfarms@net.com

Is spotcheck required for this producer? N  
Cropland Factor 1.0

Producer Names:  
JOHN SMITH      Partnership %: 50.0000  
MIKE TURNER      Partnership %: 50.0000

Buttons: OK, Show Printer Friendly

The taskbar at the bottom shows the start button, several open applications (Novell-delive..., Novell Group..., Mail To:, Microsoft Word, D:\), and the system tray with the time 6:39 PM.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### M County Offices Submitting an eLDP for a Customer

County Offices can use their PC to submit an eLDP **application** to the central processing site for a customer, provided that customer has had a Customer Profile already established by their County Office and the customer submits a completed CCC-633 LDP request according to 8-LP, Part 3.

For eLDP applications submitted by the County Office on behalf of customers to the central processing site, eLDP will be calculated and then routed to the County Office for payment certification and special processing according to Notice FI-2651.

When County Offices use this option to file an **eLDP** application for a customer:

- the eLDP process is essentially the same as that described in paragraph 7 for an eLDP application from an external location, **except** that County Offices have the capability to enter an LDP “**approval date**” for requests that were made before the actual processing date

**Note:** This allows the customer to receive the LDP rate for the date of the requested action.

- click on “Submit”; the application is “live” and will be sent to NPS for processing.

County Office employees can process eLDP’s for individuals and entities. County Offices **do not** require an eRep “representative link” to file eLDP’s . The Representative Link Management System is a requirement for customers, **not** employees, who want someone to represent their entity online to conduct USDA business electronically. See subparagraph 2 A.

#### N County Offices Using “+Application”

After accessing the Welcome to Price Support Screen according to subparagraph A, County Offices shall click on “+Application” to begin the process of submitting an eLDP Application.

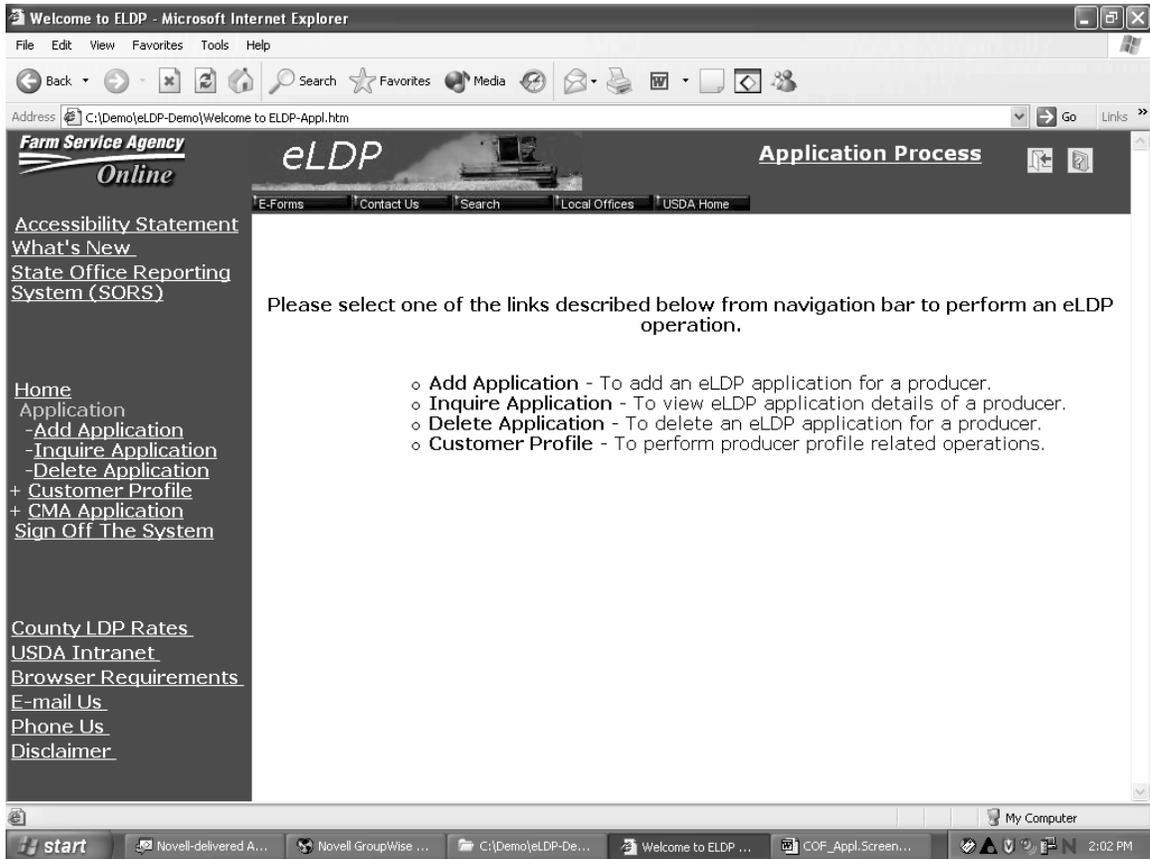
The Application Process screen will be displayed showing application options.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### O County Office Application Options

This is an example of the Application Process screen showing application options.



Select option “-Add Application”. An Application Process Screen will be displayed showing the Customer Profile records found by a profile search.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### P Profiles Found Screen

This is an example of the Profiles Found Screen.

**Explanation:** The Profile Process will display all of the persons for whom a Common Customer Profile have already been established by the County Office.

The screenshot shows a web browser window titled "Welcome to ELDP - Microsoft Internet Explorer". The address bar shows "C:\Demo\ELDP-Demo\Welcome to ELDP-App-Add.htm". The page content includes a header for "Farm Service Agency Online" and "eLDP Application Process". Below the header, there are navigation links for "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home". The main content area displays search criteria: "County FSA Office: JASPER", "State/County Code: IA099", and "Telephone: (641)792-5019". There are input fields for "Producer Name", "Tax Id", "Tax Id Type", and "Crop Year". Below these fields are "Search" and "Show All" buttons. A table below the search fields shows 14 records found, with "1 to 10 of 14" displayed. The table has columns for "Producer Name", "Tax Id", "Tax Id Type", "Address", "City", "State", and "Status".

Producer Name	Tax Id	Tax Id Type	Address	City	State	Status
<input type="radio"/> A & A NURSERY	999999999	E	455 ST	GREENDALE	IN	A
<input type="radio"/> ABC FARMS	123456789	E	PO BOX XYZ	NEWTON	IA	A
<input type="radio"/> IAN CHAPPEL	343434343	S	678 ST	AMHERST	SD	A
<input type="radio"/> DANIEL CLARK	111111111	S	NINTH AVE	CASTLEWOOD	SD	A
<input type="radio"/> JOHN JOHNSON	444444444	S	SECOND ST	HECLA	SD	A
<input type="radio"/> MIKE POLLACK	222222222	S	789 ST	ROSELAND	NE	A
<input type="radio"/> JOHN SMITH	555555555	S	FIRST ST	MONMOUTH	IA	A
<input type="radio"/> JOSE SMITH	777777777	S	908 ST	HUDSON	WI	A
<input type="radio"/> MARK TAYLOR	454545454	S	4TH ST	HOT SPRINGS VILLAGE	AR	A
<input type="radio"/> MIKE TURNER	888888888	S	123 ST	ADRIAN	MN	A

County Offices shall:

- select the desired customer
- scroll to the bottom of the screen and click on "OK".

An Application Process Screen showing **Part A – Producer Terms and Conditions** will be displayed.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### Q Terms and Conditions

This is an example of the Application Process screen **Part A – Producer Terms and Conditions**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the eLDP application process. The browser title is "Welcome to ELDP - Microsoft Internet Explorer". The address bar shows the URL: "C:\Demo\elDP-Demo\Welcome to ELDP-AppI-Add[1].htm". The page content includes a navigation menu on the left with links like "Accessibility Statement", "What's New", "State Office Reporting System (SORS)", "Home", "Application", "Add Application", "Inquire Application", "Delete Application", "Customer Profile", "CMA Application", and "Sign Off The System". The main content area is titled "Application Process" and "Add Application". It displays the following information: "County FSA Office: JASPER", "State/County Code: IA099", and "Telephone: (641)792-5019". Below this, the producer information is listed: "Producer Name: JOHN SMITH", "Address: FIRST ST", "City: MONMOUTH", "State: IA", "Zip: 52309-9431", and "Email Address: JohnSmith@net.com". The section "Part A - Producer Terms and Conditions (Please check applicable 'Yes' or 'No'.)" contains five questions with radio button options for "Yes" and "No":  
1. "Is the quantity of this request eligible to be pledged as collateral for a CCC loan?" (Yes  No )  
2. "Does more than one producer have an interest in the quantity for this request? If 'YES', then a manual LDP must be completed at the Local Service Center." (Yes  No )  
3. "Does the producer requesting this LDP have TITLE, control and risk of loss (beneficial interest) in accordance with 7 CFR Part 1421 at the time of this LDP request?" (Yes  No )  
4. "Has the producer requesting this LDP entered into a contract or option to purchase either verbally or in writing?" (Yes  No )  
5. "Was the quantity of this request produced by the producer requesting this LDP and has not been purchased or acquired directly or indirectly from another source?" (Yes  No )  
6. "Is this the only LDP requested for this quantity?" (Yes  No )  
At the bottom of the form are three buttons: "Next", "Cancel", and "Help".

All questions must be answered.

The answer to question 4 can be either “Y” or “N”. If the answer is “Y”, the eLDP is flagged as a required spot check.

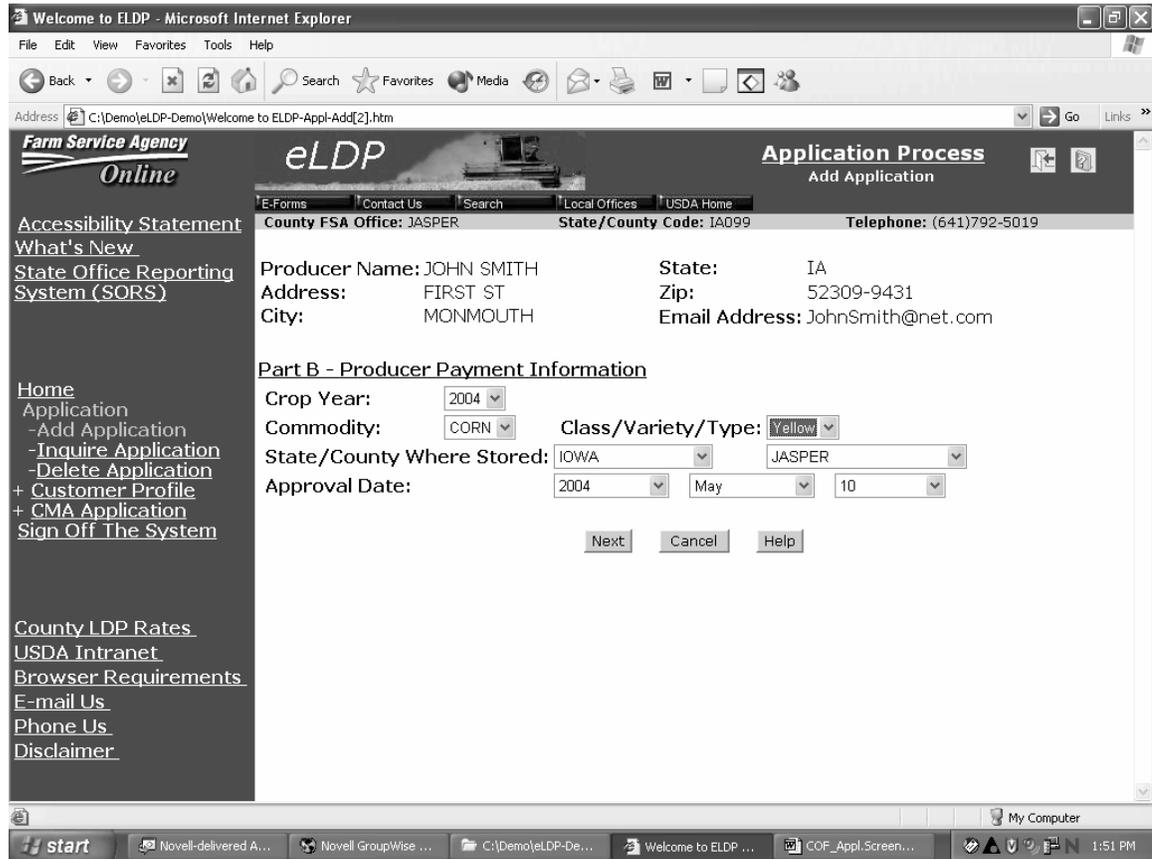
For customers who have had previous eLDP applications processed, the answers to the questions default to the previous entries, but they can be changed as applicable.

After all questions have been answered, click on “Next” and the Application Process Screen for selection of crop year, commodity, and other information will be displayed.

6 eLDP Functions Available to County Offices (Continued)

R Crop Year and Commodity

This is an example of the Application Process Screen for crop year, commodity, and other information.



From the applicable drop-down box, select the:

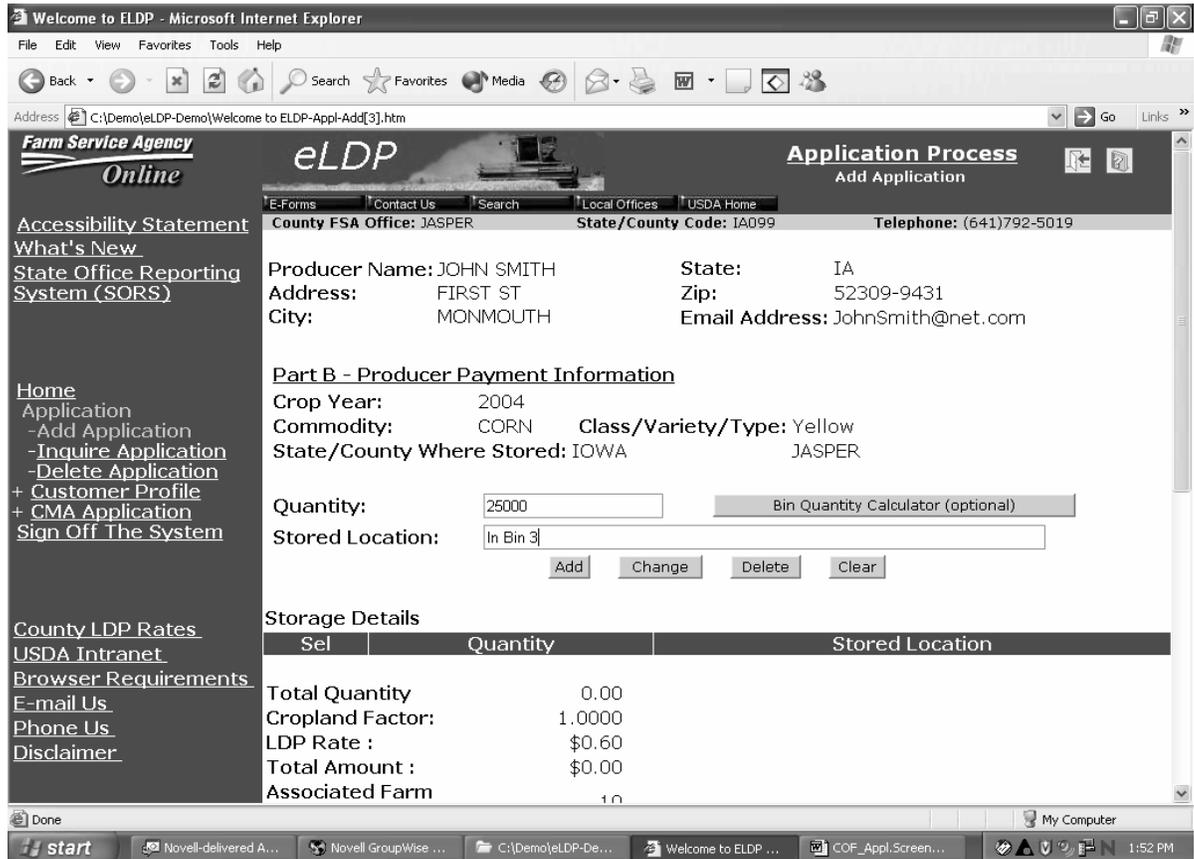
- crop year
- commodity
- class/variety/type
- State and county where the commodity is stored
- approval date, which defaults to the transaction date.

Click on “Next”. The Application Process Screen showing **Part B – Producer Payment Information** will be displayed.

6 eLDP Functions Available to County Offices (Continued)

S Quantity and Location

This is an example of the Application Process Screen showing **Part B – Producer Payment Information.**



Enter the desired “quantity” and the “stored location”, and click “Add”. Keep making entries until all quantities and locations have been entered. The total quantity and the storage details for all entries will be displayed.

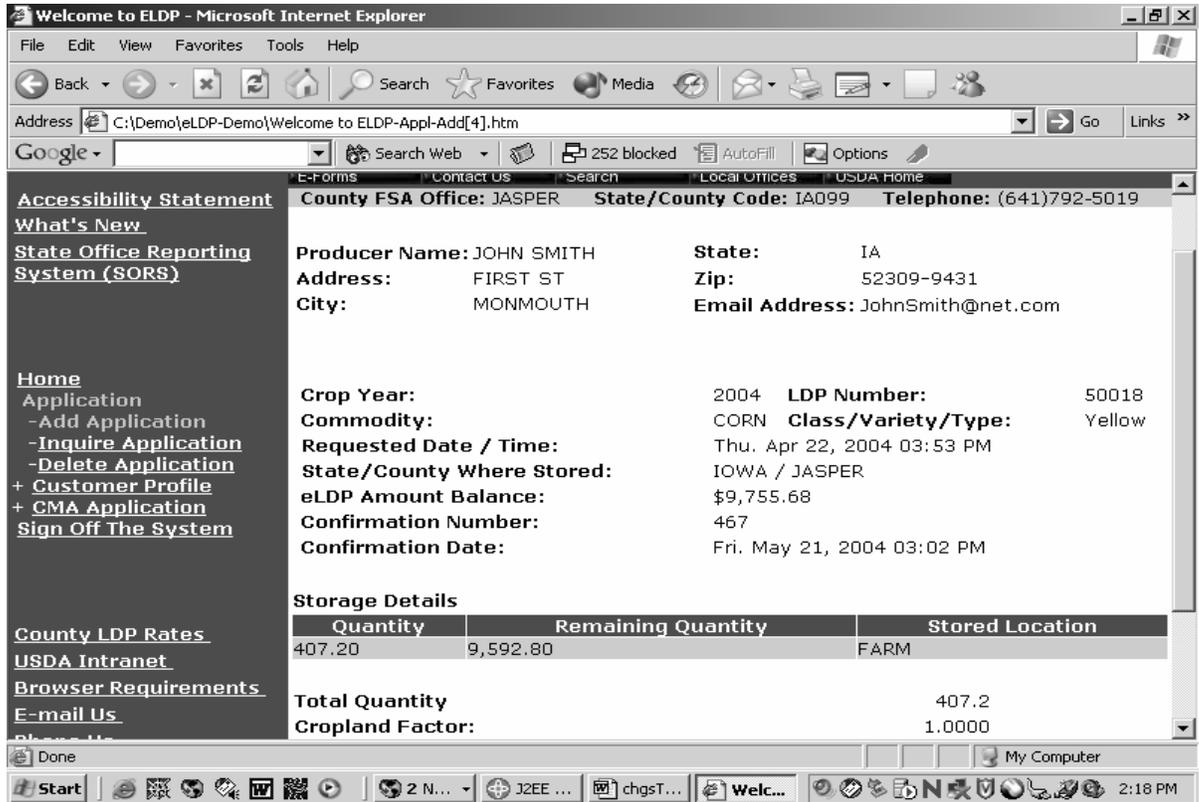
Scroll down to the bottom to **Part C – Producer Certification.** To submit the eLDP application, click on “Submit”. The eLDP application will be submitted to NPS for review and approval by an Accounting Certification Officer. An eLDP Application Process Summary Screen will be displayed.

## Notice PS-495

### 6 eLDP Functions Available to County Offices (Continued)

#### T eLDP Summary Display

This is an example of the Application Process Summary Screen.



To complete the eLDP transaction, scroll to the bottom of the screen and click on "OK". The Application Process Add/Inquire Screen will be redisplayed as shown in subparagraph O.

**Notice PS-495**

**7 Submitting an eLDP Application From an External Site**

**A Applications From External Sites**

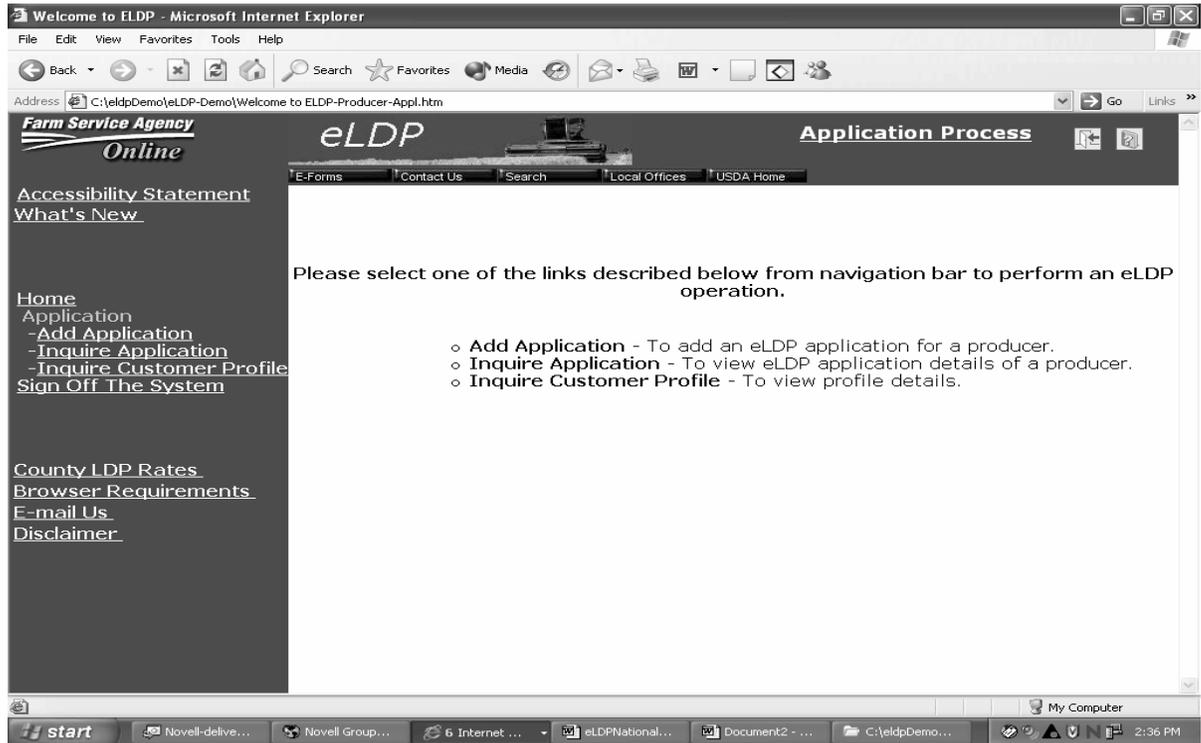
Customers from external sites, such as the farm, who have been authorized for eLDP and who have already had a Customer Profile established for them by the County Office, can use their PC to submit an eLDP application to the central processing site. eLDP applications from external locations for customers other than “individuals” require the applicable “role” to be established for the filing person in the Representative Link Management System. See subparagraph 2 A. This table provides the steps for submitting an eLDP application from an external location.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Customer logs into the eLDP web site. See subparagraph 5 B.	eAuthentication Screen is displayed. See subparagraph 5 C.
2	Customer enters eAuthentication user ID and password.	The Welcome to Price Support Screen will be displayed.  The customers will be asked if they wish to do business as themselves, or for an entity they have been set up to represent. The initial prompt will default to “No” (themselves), but will allow the customer to select “Yes” (represent an entity) when applicable.
3	Customer selects “Yes” or “No”, then clicks “Submit”.	<ul style="list-style-type: none"> <li>• If “Yes”, the customer selects the entity they want to transact business for and then clicks “Submit” and receives Welcome to Price Support Screen with message indicating they can successfully represent the business.</li> <li>• If “No”, Welcome to Price Support Screen.</li> </ul>
4	On the Welcome to Price Support Screen, selects “+Application”.	The Application Process Screen will be displayed and provide “add” and “inquire” functions. Go to subparagraph B.  For customers with multiple profiles, the customer must select the county in which the eLDP will be filed for this request.

## 7 Submitting an eLDP Application From an External Site (Continued)

### B Add or Inquire

This is an example of the Application Process Screen that provides users “add” and “inquire” functions.



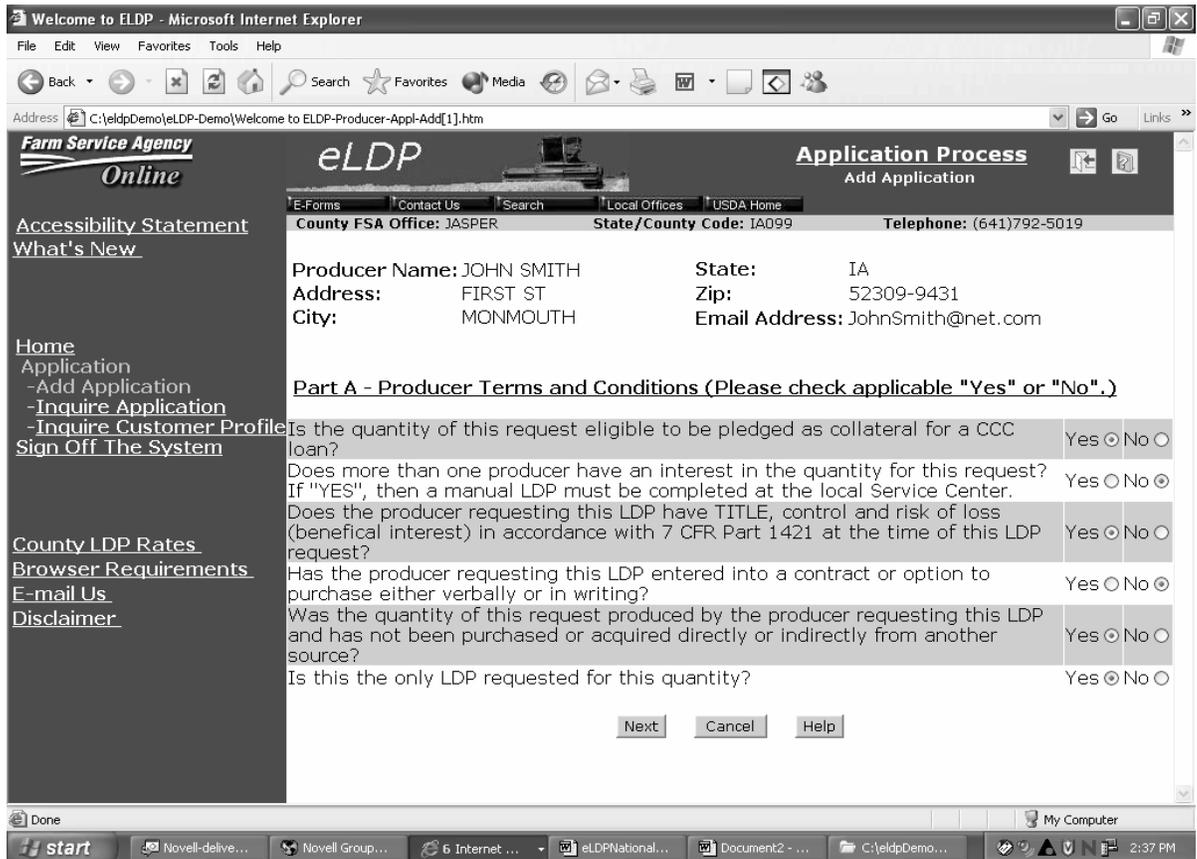
To submit an application, click on “Add Application”, and the Application Process Screen **Part A – Producer Terms and Conditions** will be displayed.

To make an “inquiry”, click the applicable option. See paragraph 8.

7 Submitting an eLDP Application From an External Site (Continued)

C Terms and Conditions

This is an example of the Application Process Screen **Part A – Producer Terms and Conditions**.



All questions **must** be answered.

The answer to question 4 can be either “Y” or “N”. If the answer is “Y”, the eLDP is flagged as a required spot check.

For customers who have had previous eLDP applications processed, the answers to the questions default to the previous entries, but they can be changed as applicable.

After all questions have been answered, click on “Next” and the Application Process Screen for selection of crop year, commodity, and other information will be displayed.

## Notice PS-495

### 7 Submitting an eLDP Application From an External Site (Continued)

#### D Crop Year and Commodity

This is an example of the Application Process Screen for crop year, commodity, and other information.

Microsoft Internet Explorer window: Welcome to ELDP - Microsoft Internet Explorer

Address: C:\yldpDemo\ELDP-Demo\Welcome to ELDP-Producer-App-Add[2].htm

**Farm Service Agency Online**

**eLDP** **Application Process**  
Add Application

E-Forms | Contact Us | Search | Local Offices | USDA Home

County FSA Office: JASPER    State/County Code: IA099    Telephone: (641)792-5019

Producer Name: JOHN SMITH    State: IA  
Address: FIRST ST    Zip: 52309-9431  
City: MONMOUTH    Email Address: JohnSmith@net.com

**Part B - Producer Payment Information**

Crop Year: 2004  
Commodity: CORN    Class/Variety/Type: Yellow  
State/County Where Stored: IOWA    JASPER

Next    Cancel    Help

Done    My Computer

start    Novell-delivered A...    Novell GroupWise ...    Welcome to ELDP ...    USDA Web Servic...    eLDPNational01 onl...    4:09 PM

From the applicable drop-down box, select the:

- crop year
- commodity
- class/variety/type
- State and county where the commodity is stored.

Click on “Next”. The Application Process Screen showing both **Part B – Producer Payment Information** and **Part C – Producer Certification** will be displayed.

## Notice PS-495

### 7 Submitting an eLDP Application From an External Site (Continued)

#### E Quantity, Location, and Certification

This is an example of the Application Process Screen showing both **Part B – Producer Payment Information** and **Part C – Producer Certification**.

**Online**

**Accessibility Statement**  
**What's New**

**Home**  
Application  
-Add Application  
-Inquire Application  
-Inquire Customer Profile  
Sign Off The System

**County LDP Rates**  
**Browser Requirements**  
**E-mail Us**  
**Disclaimer**

**Add Application**

E-Forms    Contact Us    Search    Local Offices    USDA Home

**County FSA Office:** JASPER    **State/County Code:** IA099    **Telephone:** (641)792-5019

**Producer Name:** JOHN SMITH    **State:** IA  
**Address:** FIRST ST    **Zip:** 52309-9431  
**City:** MONMOUTH    **Email Address:** JohnSmith@net.com

**Part B - Producer Payment Information**

**Crop Year:** 2004  
**Commodity:** CORN    **Class/Variety/Type:** Yellow  
**State/County Where Stored:** IOWA    JASPER

**Quantity:**    

**Stored Location:**                

**Storage Details**

Sel	Quantity	Stored Location
Total Quantity	0.00	
Cropland Factor:	1.0000	
LDP Rate :	\$0.60	
Total Amount :	\$0.00	
Associated Farm Numbers	10	

Total Quantity    0.00  
Cropland Factor:    1.0000  
LDP Rate :    \$0.60  
Total Amount :    \$0.00  
Associated Farm Numbers    10

**Part C - Producer Certification**

I certify that all information entered on this request is true and correct. By completing and reviewing Part A and by submitting this request the producer ("Producer"), hereby makes a claim for payment from the Commodity Credit Corporation (CCC) with respect to the commodity described in Part B and agrees to accept the loan deficiency payment (LDP) rate in effect for the applicable commodity for the county where the commodity is stored and the rate in effect as of the date of this LDP request. The producer further understands that with respect to the commodity described in Part B (1) to receive payment for the commodity, a request for payment must be made at the County FSA Office where the farm records are kept; (2) any false claim or false statement made may lead to civil liability or criminal prosecution; (3) this LDP may be selected for spot check and the producer will be required to provide supplemental documents to determine program eligibility; (4) that the producer agrees to forgo a commodity loan on the quantity requested for LDP and that the producer may not repay or refund any LDP amount in order to obtain a commodity loan; (5) CCC may require copies of sales contracts for the production represented by this application; (6) this application is subject to determination by CCC of the Producer's eligibility to receive LDP, and that this application and CCC's determination are subject to 7 CFR Part 1421, as applicable; (7) CCC shall require the refund of the LDP amount, plus interest from the date of payment if the producer is later determined by CCC to be ineligible for the LDP; and (8) CCC shall assess liquidated damages in accordance with 7 CFR Part 1421, as applicable, if the producer misrepresented the eligible commodity indicated above; and (9) that maximum eligible quantity determinations must equal the yield used for determining disaster or crop insurance payments, as applicable.

Done    My Computer

start    Novell-delive...    Novell Group...    6 Internet ...    eLDPNational...    Document2 - ...    C:\eldpDemo...    2:39 PM

7 Submitting an eLDP Application From an External Site (Continued)

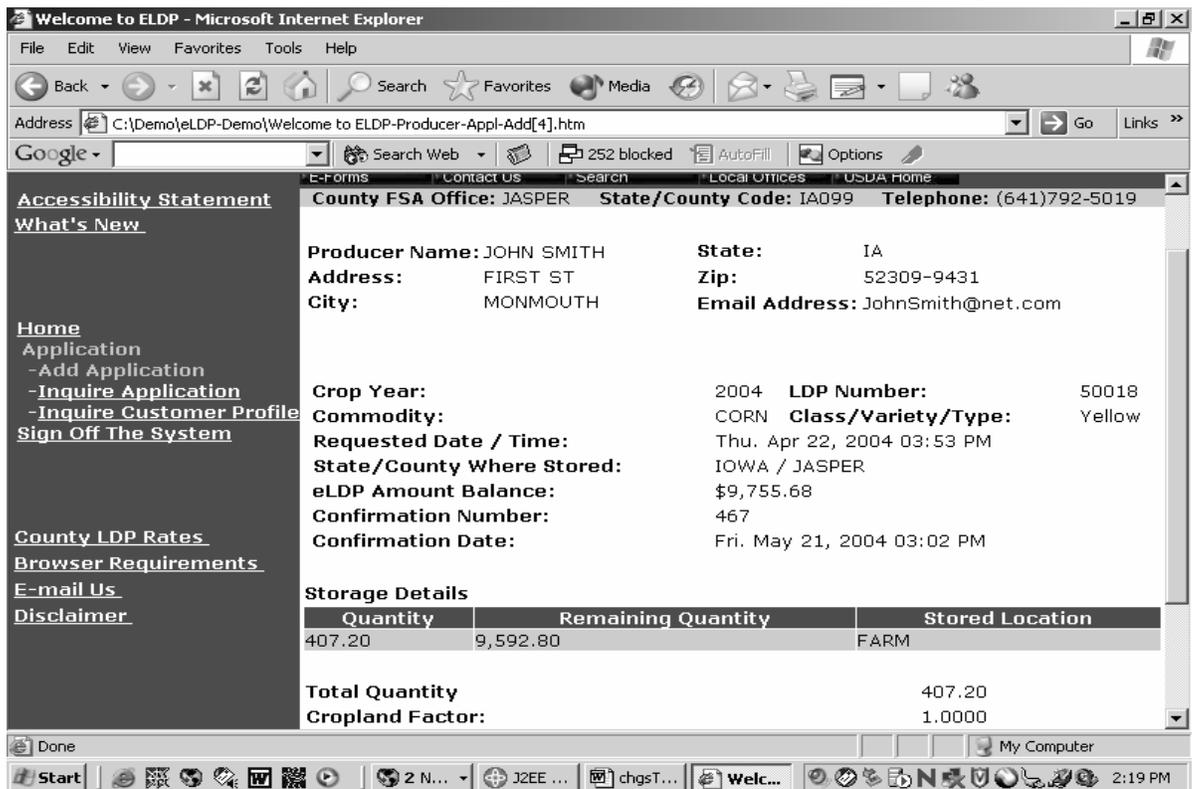
E Quantity, Location, and Certification (Continued)

In **Part B – Producer Payment Information**, enter the desired “quantity” and the “stored location”, and click “Add”. Keep making entries until all quantities and locations have been entered. The total quantity and the storage details for all entries will be displayed.

Scroll down to the bottom of **Part C – Producer Certification**. To submit the eLDP application, click on “Submit”. The eLDP application will be submitted to NPS for review and approval by an Accounting Certification Officer. An eLDP Application Process Summary Screen will be displayed.

F eLDP Summary Display

This is an example of the Application Process Summary Screen.



To complete the eLDP transaction, click on “OK”. The Application Process “add” and “inquire” Screen will be redisplayed as shown in subparagraph B.

## 8 Making eLDP Inquiries From an External Location

### A Inquiry Options

To make an eLDP “inquiry” from an external location, follow the instructions in subparagraphs 7 A and B. Both employees and customers can inquire about eLDP’s.

On the screen shown in subparagraph 7 B, select 1 of these inquiry options:

- “Inquire Application”; go to subparagraph B
- “Inquire Customer Profile”; go to subparagraph C.

### B Inquire Application

This is an example of the screen that is displayed when “Inquire Application” is selected in subparagraph A.

The screenshot shows a web browser window titled "Welcome to ELDP - Microsoft Internet Explorer". The address bar shows the URL: C:\Demo\ELDP-Demo\Welcome to ELDP-Producer-Appl-Inquire[1].htm. The page content includes a navigation menu on the left with links like "Home", "Application", and "Add Application". The main content area displays user information for "JOHN SMITH" from "MONMOUTH, IA", with a "Crop Year" of 2004 and "Commodity" of CORN. Below this is a search form with "Search" and "Show All" buttons. At the bottom, a table lists 2 records found.

	Crop Year	LDP Number	Commodity	Total Quantity	Total Amount	Status	Confirmation Number
<input type="checkbox"/>	2004	50018	CORN	407.20	244.32		467
<input type="checkbox"/>	2004	50303	CORN	300.0	180.00		

## Notice PS-495

### 8 Making eLDP Inquiries From an External Location (Continued)

#### C Inquire Customer Profile

This is an example of the screen that is displayed when “Inquire Customer Profile” is selected in subparagraph A.

The screenshot shows a Microsoft Internet Explorer browser window titled "Welcome to ELDP - Microsoft Internet Explorer". The address bar shows the URL: C:\Demo\ELDP-Demo\Welcome to ELDP-Producer-ProdCert-inquire[1].htm. The page content includes a navigation menu on the left and a main content area with the following information:

**County FSA Office:** JASPER    **State/County Code:** IA099    **Telephone:** (641)792-5019

**Producer Name:** JOHN SMITH    **State:** IA  
**Address:** FIRST ST    **Zip:** 52309-9431  
**City:** MONMOUTH    **Email Address:** JohnSmith@net.com

**Part A - Producer Terms and Conditions**  
**Is spotcheck required for this producer?** Y

**Part B - Producer Allocation Information**  
eLDP Regular Payment Limitation (PLM) Allocation Amount: \$10,000.00  
eLDP Regular Available Amount: \$9,575.68  
eLDP Other Payment Limitation (PLM) Allocation Amount: \$10,000.00  
eLDP Other Available Amount: \$10,000.00  
**Crop Year:** 2004  
**Cropland Factor:** 1.0

**Commodity Detail**

Commodity	Class	Farm Number	Reasonable Quantity	Allocated Quantity
CORN	Yellow	10	10,000.00	407.20
CORN	Yellow	953	10,000.00	300.00

## 9 Additional eLDP Facts and Actions

### A Validations, Reviews, and Approvals

The eLDP process has been designed to be “user friendly” and to provide customers with screen messages and “HELP” throughout the process. These capabilities have been developed based on feedback from producers during the eLDP beta-tests.

eLDP application system validations occur as each on-line entry is made by the customer by means of electronic “checks” against corresponding data in the applicable Customer Profile. Customers **cannot** proceed beyond the point of a validation failure. These validations have been designed to minimize the need for corrections after eLDP has been processed.

### B After eLDP Actions

After eLDP has been processed, the central eLDP processing site downloads eLDP data transmissions to the producer’s County Office where the following AS/400-based functions are automatically updated:

- price support “Running Account” eligibility queries
- LDP Summary Reports
- market gain reporting
- eLDP spot-checking, where 25 percent of them will be randomly selected for spot check.

### C eLDP Correction Actions

After eLDP has been processed and it is determined that an error occurred in the original transaction, **only** the customer’s County Office can “correct” that condition. Instructions for processing eLDP correction actions will be provided to County Offices in a future notice.

### D Requesting “Help”

eLDP users, both **external customers** and **County Offices**, who require assistance in addition to that provided by eLDP Process Help Screens, shall call FSA’s Kansas City-based **Help Desk** at **1-800-255-2434**, option 3 for software and for eLDP’s.

CCC-634-E, Request for Electronic Loan Deficiency Payment (eLDP) Services

A Instructions for Completing CCC-634-E

Item	Instructions
1A and 1B	Enter the producer’s name, address, and telephone number.
2A and 2B	Enter County Office name, address, and telephone number.
3	Enter producer tax ID number.
4	Enter applicable crop year.
5A and 5B	<p>Enter the producer’s farm numbers. Producer may enter farm number, if known. County Offices must verify.</p> <p>Enter requested eLDP allocated quantity.</p> <p><b>Note:</b> Allocated quantity entered cannot exceed the COC established maximum eligible quantity for the applicable crop.</p>
6	<p>Enter the commodities to be established in the customer profile for future eLDP processing.</p> <p><b>Note:</b> Cotton is excluded.</p>
Part B	Producers shall agree to the certification of the terms and conditions and all other information provided by signing CCC-634-E. Producers must enter the date CCC-634-E was signed.
Part C	CCC representative shall approve or disapprove CCC-634-E by completing items 8A through 10, as applicable. The date entered in item 8C shall be the date the CCC-634-E request is approved or disapproved by COC. County Offices shall also record reasons for disapproval, as applicable. Notify the producer of the disapproval and send a copy to the producer.
Part D	<p>Customer Profile Information must be completed by the County Office.</p> <p>Items 11a through 15, answer “Yes” or “No “ based on eligibility information provided by the producer. Eligibility information must be determined and verified based on information obtained from CCC-634-E or existing sources of data filed in the County Office.</p> <p>Items 16A through 16D, enter commodity, farm number, COC estimated maximum eligible quantity for LDP and the eLDP allocated quantity provided in item 5B. County Offices shall use the enhanced Price Support queries to verify maximum eligible quantity.</p>

CCC-634-E, Request for Electronic Loan Deficiency Payment (eLDP) Services (Continued)

B Example of CCC-634-E

This form is available electronically		Form Approved - OMB No. 0560-0220	
CCC-634-E (09-02-04)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
REQUEST FOR ELECTRONIC LOAN DEFICIENCY PAYMENT (eLDP) SERVICES			
PART A - GENERAL INFORMATION			
1A. PRODUCER'S NAME AND ADDRESS (Including ZIP Code)		2A. COUNTY OFFICE NAME AND ADDRESS (Including ZIP Code)	
1B. TELEPHONE NUMBER (Including Area Code):		2B. TELEPHONE NUMBER (Including Area Code):	
3. PRODUCER TAX ID NUMBER		4. CROP YEAR	
5A. FARM NUMBER(s)	5B. REQUESTED eLDP ALLOCATED QUANTITY	6. COMMODITY (ies) (Excluding Cotton)	
PART B - PRODUCER CERTIFICATION AND SIGNATURE			
<p><i>I certify that all information entered on this form is true and correct. I understand to obtain approval for participating in the eLDP program that:</i></p> <p>(1) <i>The County Committee, or designee, must determine that I meet the producer eligibility requirements according to the marketing assistance loan and LDP program policy provisions, according to 7 CFR, Part 1421, and conservation compliance rules.</i></p> <p>(2) <i>The requested commodity(ies) in Item 6 must meet the commodity eligibility requirements for marketing assistance loans and LDP's.</i></p> <p>(3) <i>Each farm listed in Part A, Item 5 meet all applicable eligibility requirements for participation.</i></p> <p>(4) <i>I must have completed a Direct Deposit Sign-Up form, SF-1199A.</i></p> <p><i>I understand that the County Committee will approve or disapprove access to eLDP Services based on the information provided in Part A and any additional information currently on file with the Farm Service Agency. I further understand that this is NOT a Loan Deficiency Payment Certification and Application, CCC-633 LDP request. If at any time my eligibility or the commodity(ies) requested in Item 6 changes or any adverse determination by CCC affects my eligibility for participating in the eLDP program, then access to eLDP services may be suspended and or revoked. I also understand that providing a false certification to the government may be punishable by imprisonment, fines, and other penalties. All information provided herein is subject to verification by the Commodity Credit Corporation. The provision of criminal and civil fraud statutes that apply to this certification, includes 18 USC 286, 297, 371, 641, 651, 1001 and 1014; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.</i></p>			
7A. PRODUCER'S SIGNATURE		7B. DATE (MM-DD-YYYY)	
PART C - COC DETERMINATION (For County Office Use Only)			
8A. SIGNATURE OF APPROVING OFFICIAL		8B. TITLE OF APPROVING OFFICIAL	8C. DATE (MM-DD-YYYY)
9. APPLICATION STATUS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		10. REASON FOR DISAPPROVAL	
<p><b>NOTE:</b> <i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is 7 USC § 7231 et seq and 7 CFR Parts 1421 and 1427. The information will be used to determine eligibility and the amount of program benefits. Furnishing the requested information is voluntary, however, failure to furnish the correct complete information will result in a determination of ineligibility for program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001, 1004, 15 USC 714m, and 31 USC 3729, may be applicable to the information provided.</i></p> <p><i>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0220. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</i></p> <p><b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p> <p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>			

