

**For:** State and County Offices

**Web-based Payment Processing Software (eEWE) for Processing Approved  
Ewe Lamb Replacement and Retention Payment Program (ELRRPP) Applications**

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



**1 Overview**

**A Background**

Notice LD-549 provided policy and procedure for ELRRPP. Notice PS-499 provided instructions for recording FSA-384 data using new Web-based software (eEWE).

The eEWE Web-based **payment processing software is being** made available with the issuance of this notice.

eEWE payment processing software allows authorized FSA State and County Office employees to process ELRRPP payments using the Web-based National Financial Services and National Payment Services (NPS) software systems. See Notice FI-2651 for NPS guidelines.

FSA County Offices shall complete ELRRPP payments when notified that PSD has activated processing using the EWE Web-based software.

**B Purpose**

This notice:

- provides detailed instructions for using the new Web-based eEWE **payment processing** software to process eEWE applications for payment
- **instructs County Offices to begin disbursing payments to approved ELRRPP applicants using the eEWE payment software.**

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2006	State Offices; State Offices relay to County Offices

## Notice PS-502

### 2 General Information

#### A Secure eEWE Web Site

County Offices will initiate eEWE payment processing functions on a secure Web site that requires authorized users to have current eAuthentication user ID and password. See subparagraph D for authorization instructions.

#### B eEWE Payment Processing

Payment processing software has been developed to allow authorized FSA employees to process eEWE payments online using the eEWE Web-based software.

ELRRPP payments **cannot** be processed until the following have occurred:

- National Office Program Manager has:
  - reviewed National Payment Obligations to determine whether prorating is necessary
  - activated payment processing
- FMD has:
  - entered the FSA funds allocation into eFunds control
  - read the eEWE database to determine payment obligations in “Approved” status
  - populated individual counties with allocations based on “Approved” obligations in eFunds control
- FSA County Office has:
  - entered FSA-384 application online and made certain that the applicant has met all program requirements
  - approved FSA-384 applications in the eEWE web-based software
  - reviewed all approved applications in eEWE Web-based software and selected those applications to be passed on to accounting.

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### 2 General Information (Continued)

#### C eFunds Control

The payment processing cycle will not complete unless the funds are made available for a county attempting to process payments. If payments being processed exceed the eFunds specifically allocated to that county, the County Office will be prevented from completing payment processing for any applications exceeding the eFunds allocation.

To ensure that funds are available for applications in “Approved” status for a given payment cycle, County Offices shall perform eEWE editing and approval prior to payment processing.

If a county receives a message while processing payments that insufficient funds are available to continue payment processing, contact Stacy Carroll, PSD at 202-690-8037.

#### D eAuthentication and Web Site Access

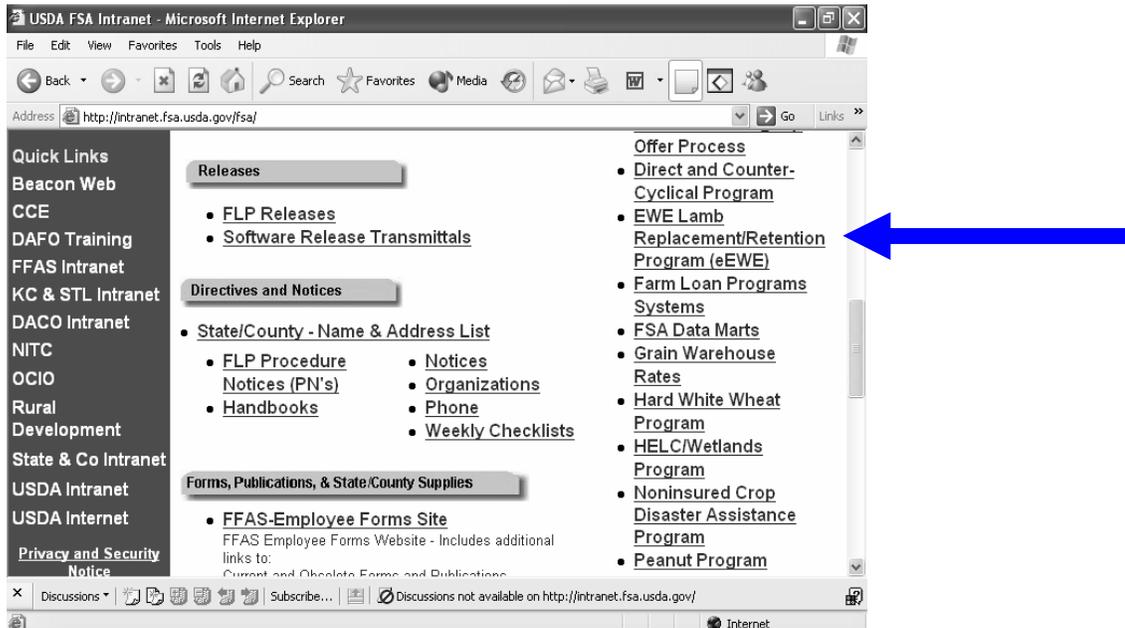
Access to the eEWE Application and Payment Process requires an eAuthentication user ID and password. See Notice IRM-355 for information on eAuthentication procedures. The KC-Application Development Center Security Office is responsible for all FSA program delivery security issues and functions.

### 3 Accessing eWE Application Process Home Page

#### A FSA Intranet Home Page

County Offices shall access eWE functions from the **FSA Intranet Home Page** at <http://intranet.fsa.usda.gov/fsa/>. Under the “Programs” heading, click on “EWE Lamb Replacement/Retention Program (eWE)”. eAuthentication and Authorization Screen will be displayed for the user to enter credentials. After successful access, the Ewe Lamb Home Page will be displayed.

This is an example of the **Intranet** site where “EWE Lamb Replacement/Retention Program” is selected.



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### 3 Accessing eWE Application Process Home Page (Continued)

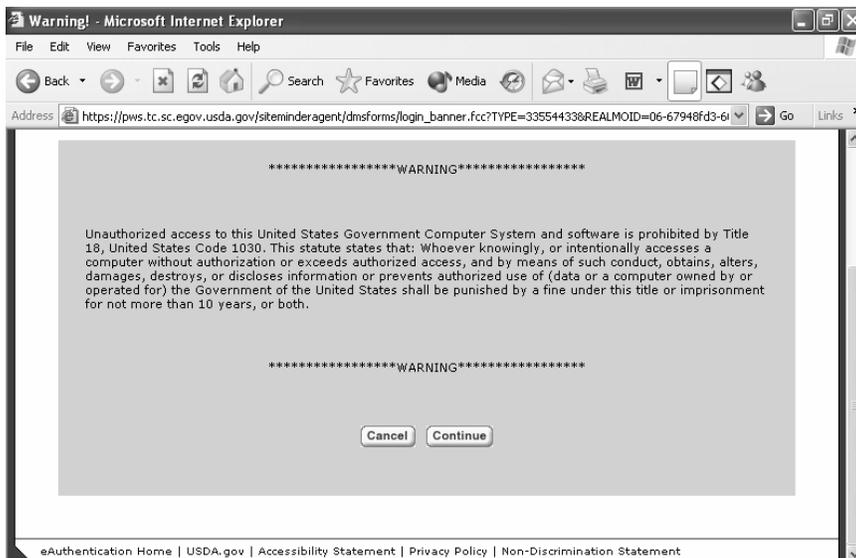
#### B eAuthentication Authorization

After the user has selected “EWE Lamb Replacement/Retention” under “Programs” on the FSA Intranet Page, and the eAuthentication site has been accessed according to subparagraph 3 A, users will navigate through several screens, using their eAuthentication user ID and password.

This example shows the **top** view of the eAuthentication site.



This example shows the **bottom** view of the eAuthentication site.



User will click “Continue” to continue the eAuthentication process.

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### 3 Accessing eWE Application Process Home Page (Continued)

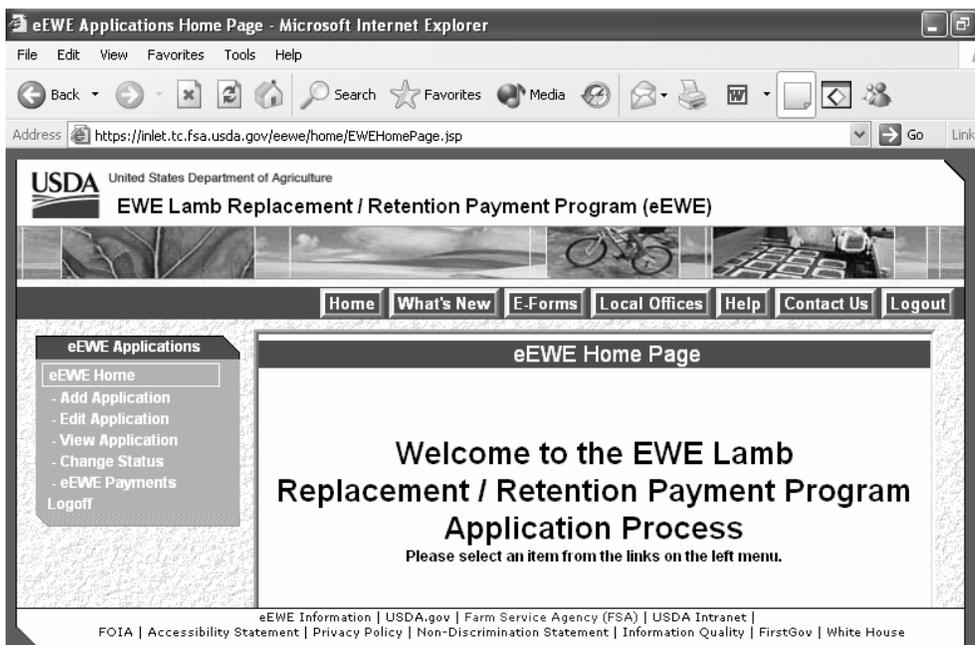
#### B eAuthentication Authorization (Continued)

The eAuthentication Login Screen will be displayed. The user shall enter eAuthentication user ID and password (see subparagraph 2 D) and click on the "Login" button. Following is an example of the screen.



#### C eWE Home Page

This is an example of the Home Page for accessing either **Application** or **Payment Processing**.



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### 4 eEWE Payment Processing

#### A Capabilities

From the blue banner on the left side of the eEWE Payment Process Home Page, authorized users can **release, cancel, or view payments**.

#### B Release Payments

The **“Release Payment”** function allows authorized users to select a producer that needs to be paid, and pass this request on to NPS for further validation. See subparagraph 5 A.

#### C Cancel Payment

The **“Cancel Payment”** function allows authorized users to select a producer whose payment has already been processed to be canceled. See subparagraph 5 B.

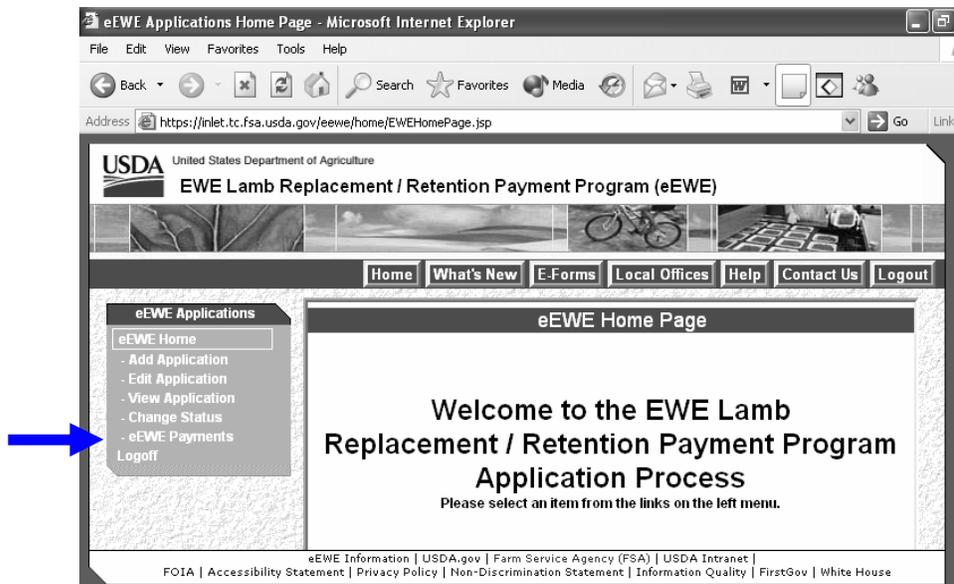
#### D View Payments

The **“View Payment”** function allows authorized users to view all payments that have been processed in the eEWE software. See subparagraph 5 C.

#### E Accessing the eEWE Payment Process Home Page

After user has accessed the eEWE Home Page according to paragraph 3, user will click **“Payments”** on the blue banner on the left side of the eEWE Home Page.

This is an example of the eEWE Home Page, where the payment link is included.

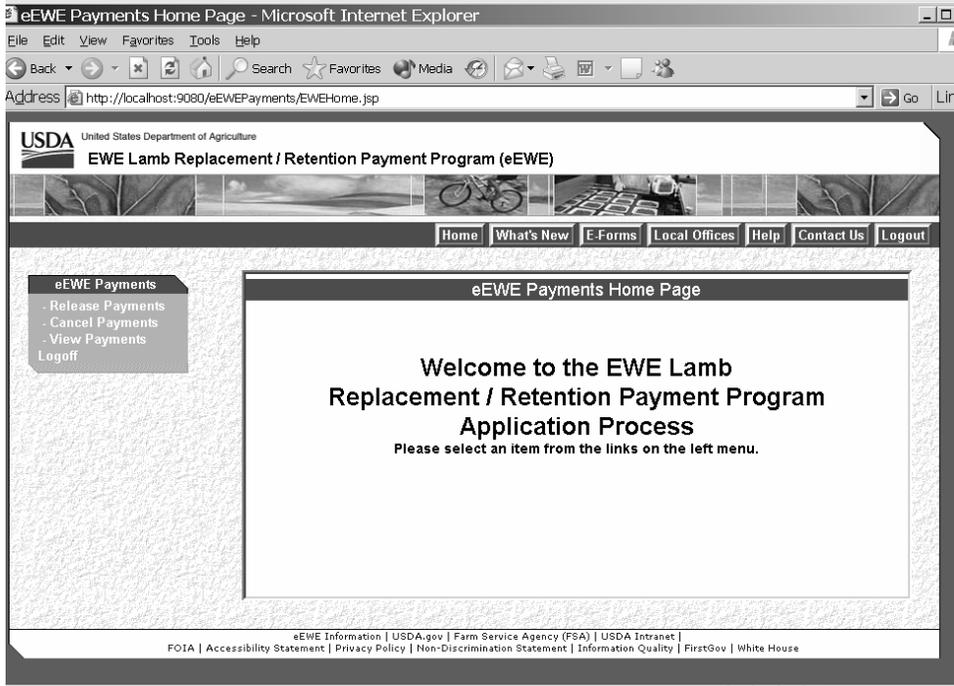


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### 4 eEWE Payment Processing (Continued)

#### E Accessing the eEWE Payment Process Home Page (Continued)

Select “Payment” to access the eEWE Payment Process” Home Page. Following is an example of the page.

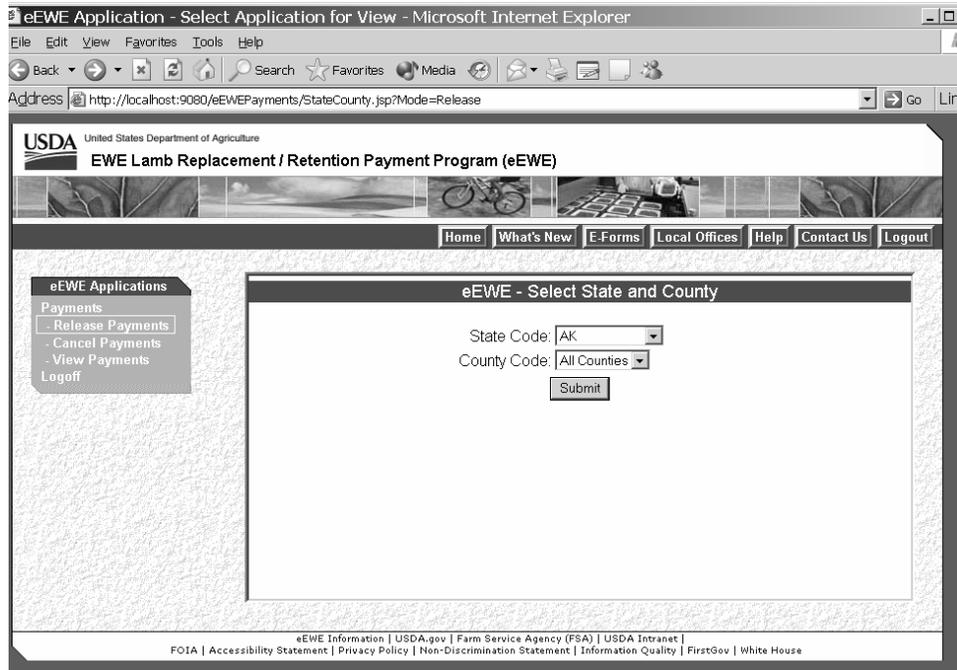


## 5 Using eEWE Payment Function

### A Releasing Payments

When the “**Release Payment**” function is selected, according to paragraph 4, users can select all applications that need to be paid.

This example shows a view of the Select Application for Payment Page.



After the user selects the applicable State and county code from the drop down boxes, the Select Application for Payment List Page will be displayed showing all applications not yet processed by:

- application number
- State and county code
- producer name
- share percentage
- payment refusal.

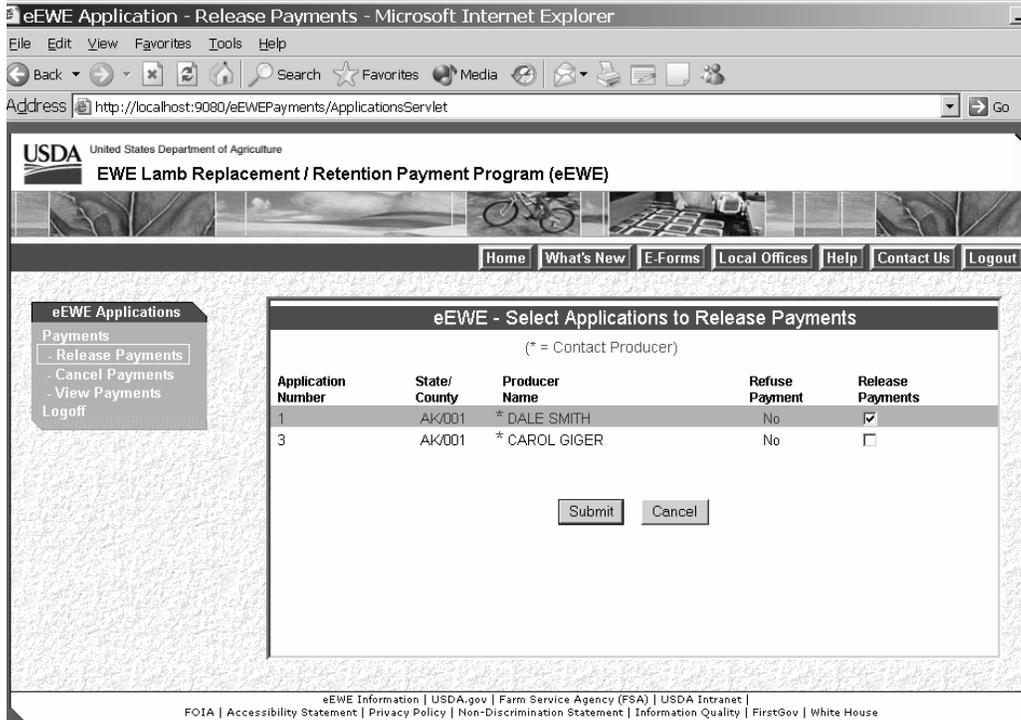
**Note:** To reduce errors which could further delay processing of payments, County Offices **must** be sure that they select the applicable and/or correct State and county in which they are processing payments.

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### 5 Using the Payment Processing Function (Continued)

#### A Releasing Payments (Continued)

This example shows the Select Application to Release Payments List Page.



From the Select Applications to Release Payments List Page, users can:

- select the applications to be paid by clicking on the “**Release Payments**” box to include that application in the batch to be processed in that payment cycle
- click “Submit” at the bottom of the list to continue payment processing.

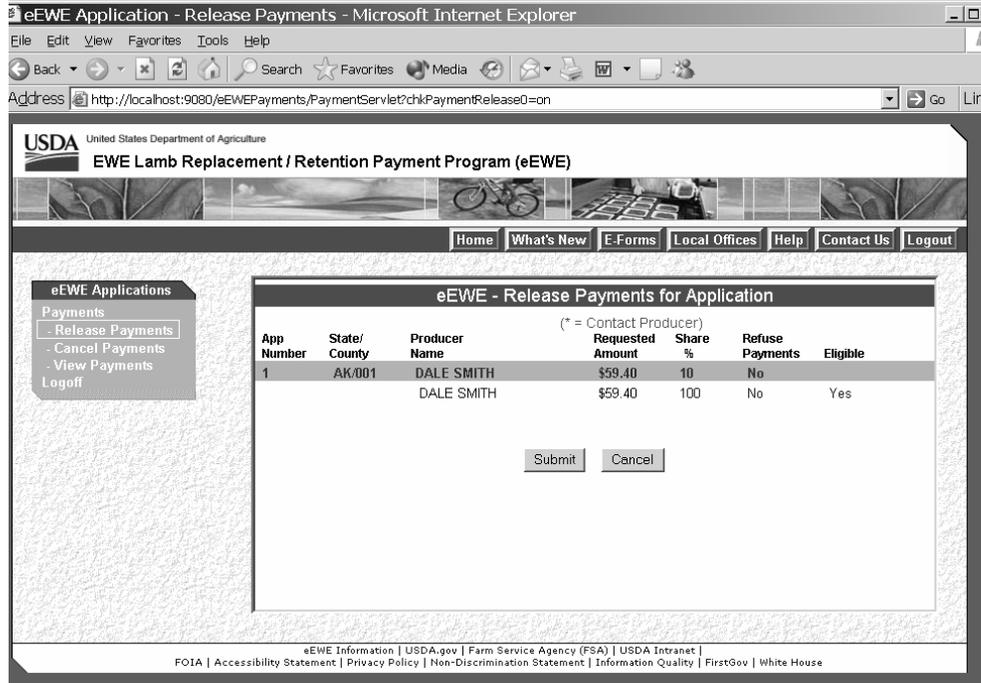
eEWE payment software will initiate an eligibility check of the entity to be paid, and any component members (if components exist), as well as calculate the requested payment amount based on the number of lambs and producer shares; and then automatically display the results on the Release Payment Confirmation Page.

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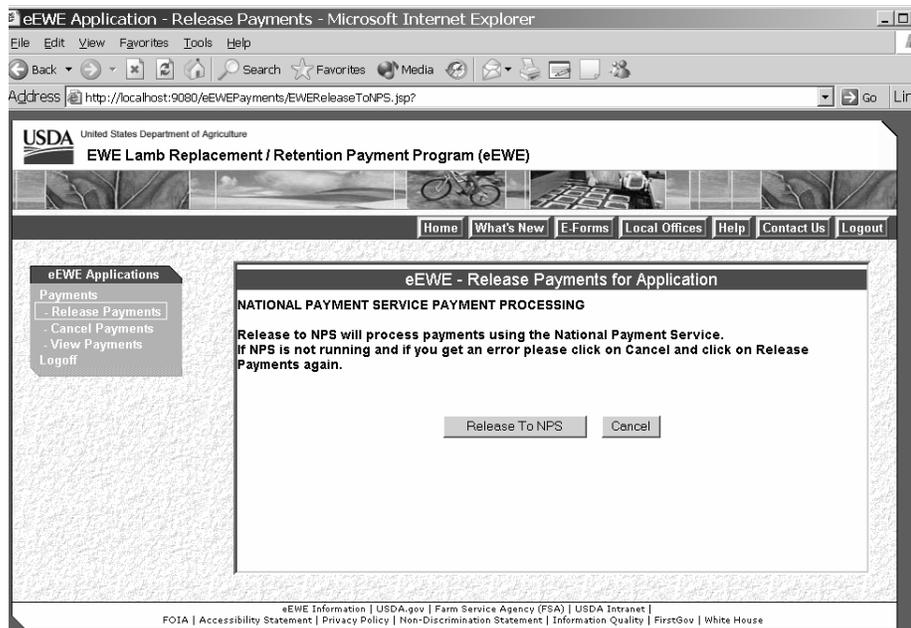
### 5 Using the Payment Processing Function (Continued)

#### A Releasing Payments (Continued)

This is an example of the Release Payment Confirmation Page.



After the user clicks "Submit" on the Release Payment Confirmation Page, the Release Payments for Application Page will be displayed as shown in the following example.



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### 5 Using the Payment Processing Function (Continued)

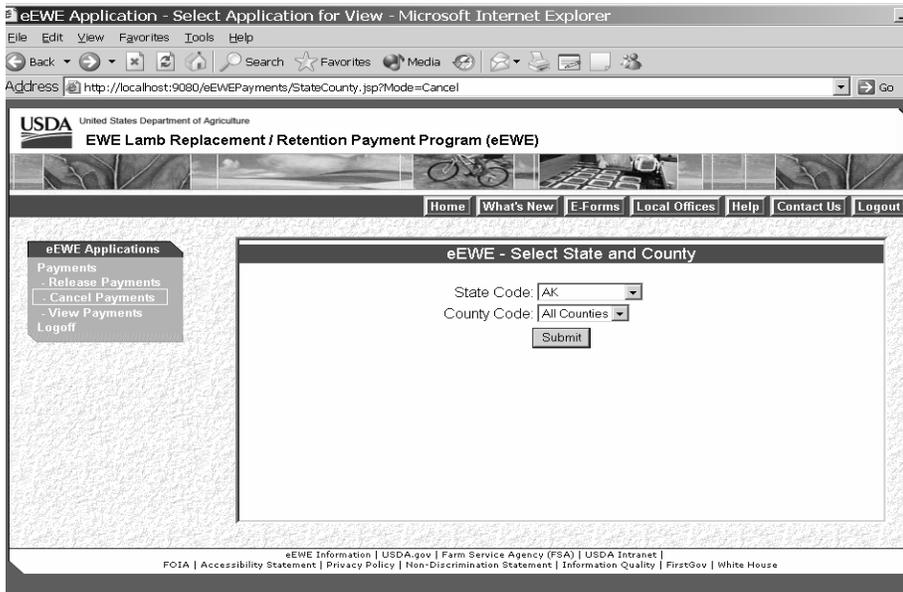
#### A Releasing Payments (Continued)

Click **“Release to NPS”** to pass the payment request to NPS, where further validations will occur, and all other accounting processing needed to process the payment. A confirmation page will automatically be displayed with a transaction date and transaction number.

#### B Canceling Payments

When the **“Cancel Payment”** function is selected, according to paragraph 4, users can select all applications in which a payment was processed, to be cancelled.

This example shows a view of the Select Application to Cancel Payment Page.



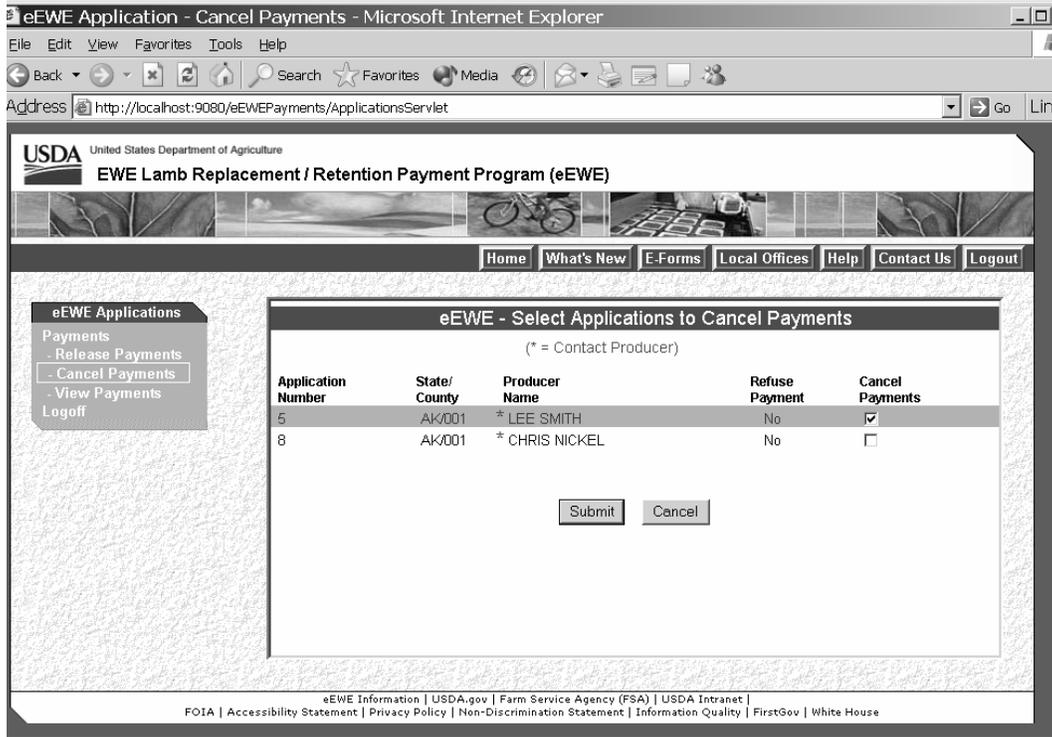
After the user selects the applicable State and county code from the drop down boxes, the Select Application for Payment List Page will be displayed showing all applications by:

- application number
- producer name
- State and county code
- share percentage
- payment refusal.

5 Using the Payment Processing Function (Continued)

B Canceling Payments (Continued))

This example shows a view of the Select Application to Cancel Payment List Page.



From the Select Applications to Cancel Payments List Page, users can:

- select the applications to be cancelled by clicking on the “**Cancel Payment**” box
- click “Submit” at the bottom of the list to cancel payment.

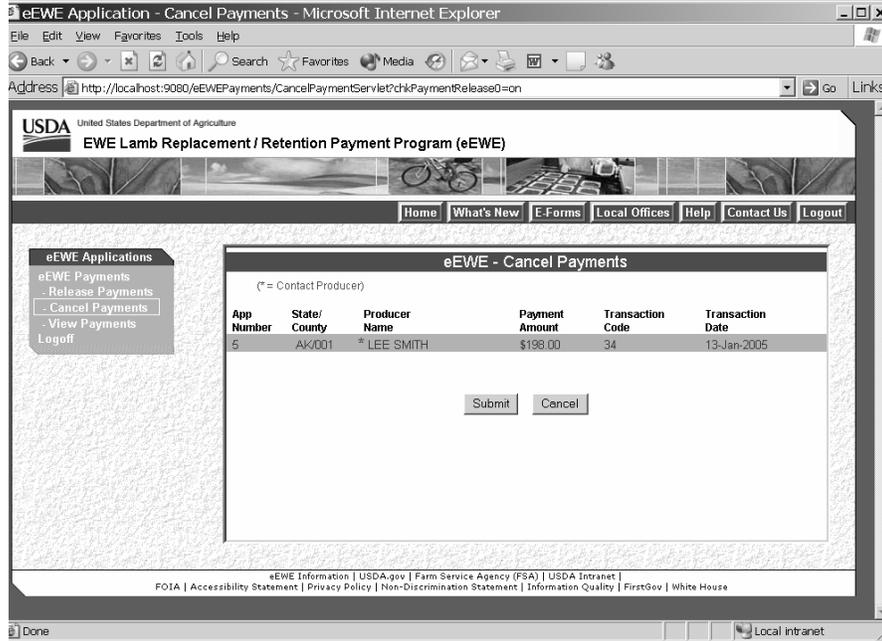
Clicking “Submit” will automatically display a Cancel Payment Confirmation Page.

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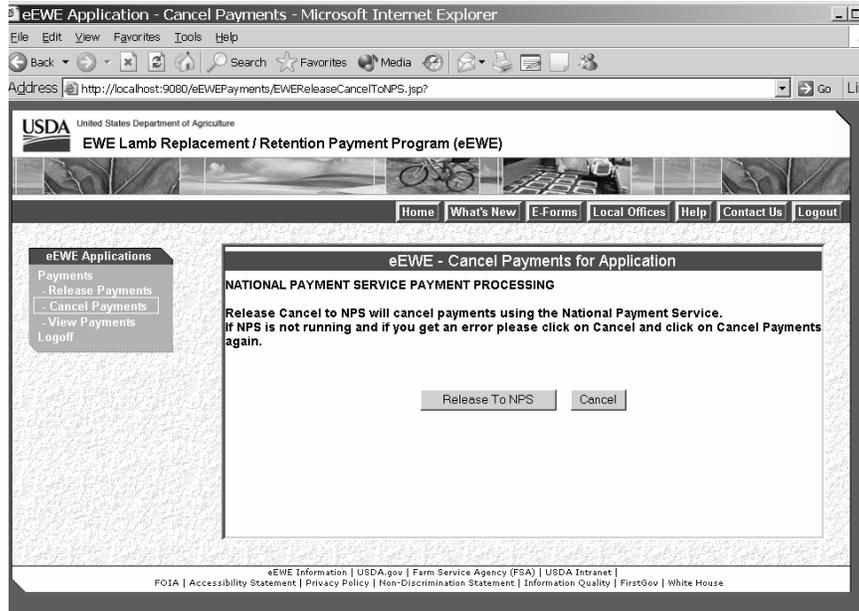
### 5 Using the Payment Processing Function (Continued)

#### B Canceling Payments (Continued)

This is an example of the Confirmation Cancel Payment Page.



After the user clicks “submit” on the Confirmation Cancel Payment Page, the Cancel Payments for Application Page will be displayed as shown in the following example.



## 5 Using the Payment Processing Function (Continued)

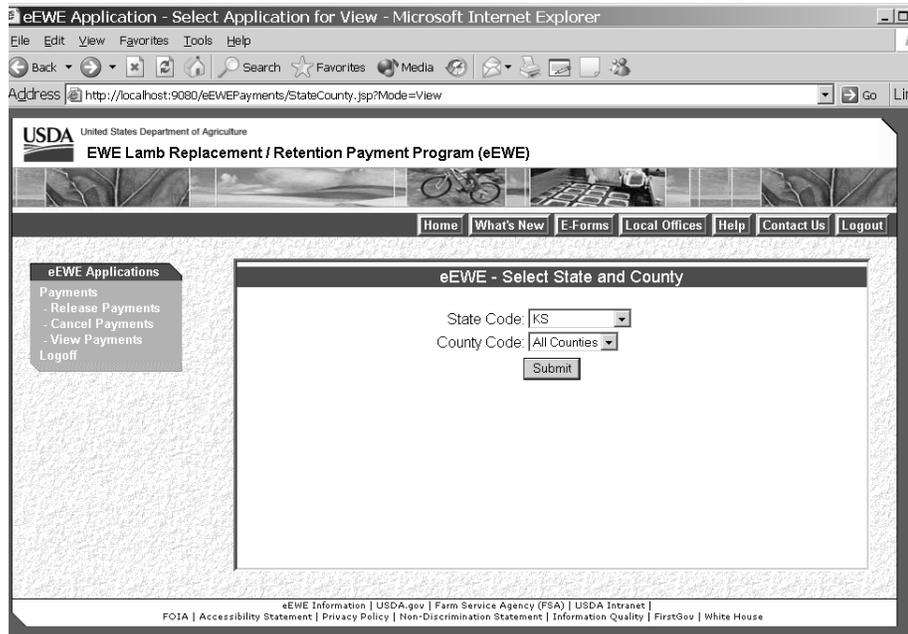
### B Canceling Payments (Continued)

Click “**Release to NPS**” to pass the cancel payment request to NPS, where all other accounting functions will take place.

### C Viewing Payments

When the “**View Payment**” function is selected, according to paragraph 4, users can select all applications in which a payment was processed, to view.

This example shows a view of the Select Application to View Payment Page.



After the user selects the applicable State and county code from the drop down boxes, the Select Application to View Payment List Page will be displayed showing all applications by:

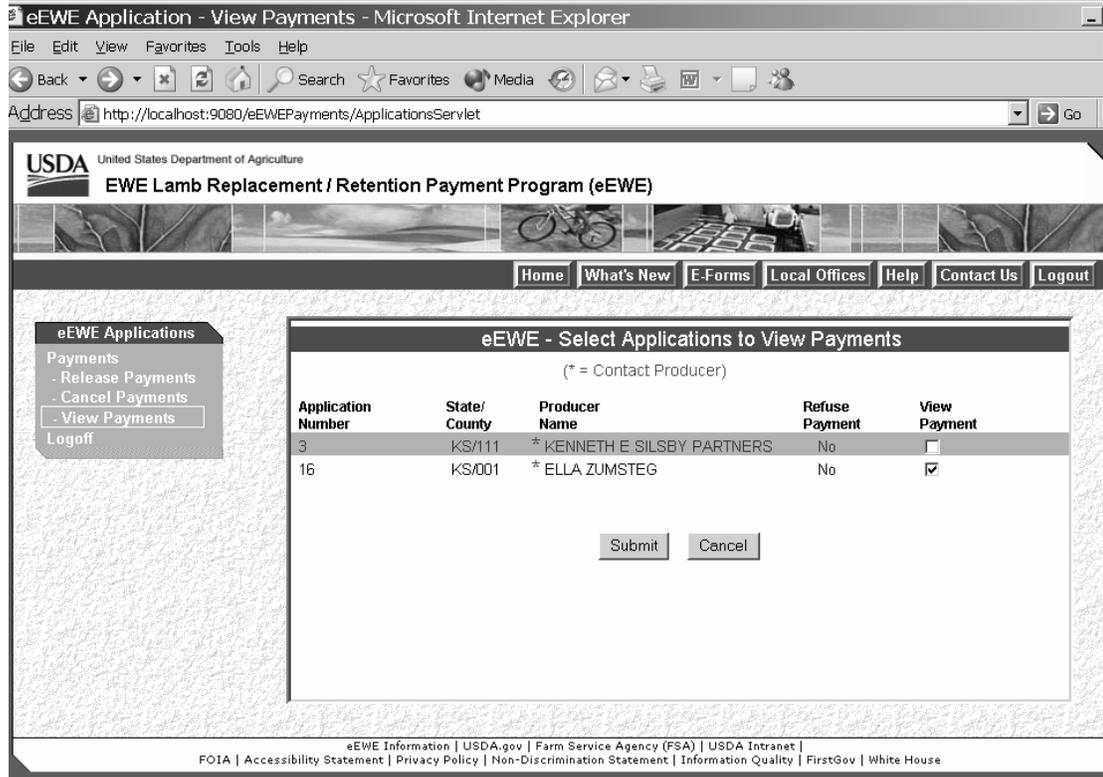
- application number
- State and county code
- producer name
- share percentage
- payment refusal.

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### 5 Using the Payment Processing Function (Continued)

#### C Viewing Payments (Continued)

This example shows a view of the Select Application to View Payment List Page.



From the Select Applications to View Payments List Page, users can:

- select the applications to be viewed by clicking on the “**View Payment**” box
- click “Submit” at the bottom of the list to view payment information.

After clicking “Submit”, the View Payment Summary Page will be displayed, showing information by:

- application number
- State and county code
- producer name
- payment amount
- transaction code
- transaction date
- status.

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### 5 Using the Payment Processing Function (Continued)

#### C Viewing Payments (Continued)

This is an example of the View Payment Summary Page.

The screenshot shows a web browser window titled "eEWE Application - View Payments - Microsoft Internet Explorer". The address bar shows the URL: <http://localhost:9080/eEWEPayments/ViewPaymentServlet?chkPaymentRelease1=on>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, there is a sidebar with "eEWE Applications" and a menu with options: eEWE Payments, - Release Payments, - Cancel Payments, - View Payments, and Logoff. The main content area is titled "eEWE - Cancel Payments" and includes a note "( \* = Contact Producer)". Below this is a table with the following data:

App Number	State/ County	Producer Name	Payment Amount	Transaction Code	Transaction Date	Paid Status
16	KS/001	* ELLA ZUMSTEG	\$1,008.00	36	13-Jan-2005	Paid

An "OK" button is located below the table. At the bottom of the page, there is a footer with links for eEWE Information, USDA.gov, Farm Service Agency (FSA), USDA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

#### D Contact

If a County Office is experiencing problems with eEWE software or correcting errors in the database, contact Shanita Hines, Program Specialist, PSD, Automation Branch by either of the following:

- telephone at 202-720-9888
- e-mail to [Shanita.Hines@wdc.usda.gov](mailto:Shanita.Hines@wdc.usda.gov).