

Quick Reference Upload Loss Mitigation Documents

Enter all information as you normally would to Add Loss Mitigation in USDALINC. On the Add Loss Mitigation screen you will click SUBMIT and then will receive the Suspension Page as follows:

USDA Loss Mitigation Suspension
[Help](#)
[Lender Upload Document](#)

Borrower ID: [REDACTED] Name: [REDACTED]

Workout Recommendation: SPECIAL FORBEARANCE

Loss Mitigation has been suspended for the following reasons. FAX supporting documentation to CSC (314) 457-4463.

0003 LENDER IS NOT DELEGATED FOR MITIGATION TYPE

Click the hyperlink 'Lender Upload Document' above from the Loss Mitigation Suspension page.

OR

Click the hyperlink 'Lender Upload Document' from the View/Update Loss Mitigation page.



View/Update Loss Mitigation



[Lender Upload Document](#)

Section Bookmarks

[Borrower Information](#)

[Loan Information](#)

[Special Forbearance Information](#)

[Lender Information](#)

[Property Information](#)

[Comments](#)

[Mitigation Information](#)

[Financial Information](#)

General Information

Servicing Office
Agency Loan Number
Fiscal Year of Obligation
Create User ID/Date
Last Update User ID/Date
Submitting Organization ID/Branch
Submitting Organization Name



Borrower Information

Geo State/County
Borrower ID/Name



Lender Information

Servicing Lender
Lender ID/Branch
Name

Contact Name *

Last

First

Contact Phone *

Extension

Contact Fax *

Contact Email Address *

Lender Loan Number



Following are the doc types available for Loss Mitigation:

- User **must** upload one of the below highlighted document types to create a Loss Mitigation transaction.
- Upload other loss mitigation documents according to document type based upon indexes provided.

Doc Type Code	Doc Type Description
<i>Applicable to All Loss Mitigation Types</i>	
11013	Appraisal
11015	HUD-1 Settlement Statement
11018	Bankruptcy Correspondence
11023	Credit Report
11024	Verification of Employment
11044	Listing Agreement
<i>Special Forbearance</i>	
11001	Spec Forbearance Servicing Plan
<i>Modification</i>	
11002	Modification Servicing Plan
11008	Reamortization Agreement
11060	Report of Loan Modification Status (Modification Not Executed)
<i>Special Servicing Modification</i>	
11061	Special Servicing Modification Servicing Plan
11008	Reamortization Agreement
11060	Report of Loan Modification Status (Modification Not Executed)
<i>Pre-Foreclosure Sale</i>	
11003	Short Payoff Servicing Plan
<i>PFS Plan</i>	
11003	Short Payoff Servicing Plan
<i>Deed in Lieu</i>	
11004	Deed in Lieu Servicing Plan

Borrower Information

Borrower ID/Name
Address



Password protected PDF files will not be accepted. Individual documents may be added to the image repository by entering information into the Add and Index Individual Documents(s) section. File size is limited to no more than 30 MB per document or file.

Add and Index Individual Document(s) into the Image Repository

Individual documents added to the system with specified index values will retain their original file format. User must select the Type of Document and provide the File path for each individual document on a separate row by selecting the Browse pushbutton. If additional rows are needed, press the Insert more Documents pushbutton and three additional rows will appear. Up to 12 individual documents can be uploaded at a time. Press the Submit Document(s) pushbutton to upload the document(s) into the image repository.

Type of Document	File Name	
11001 Spec Forbearance Servic	C:\Documents and Settings	Browse...
Select		Browse...
Select		Browse...

Select the Type of Document and then click Browse to select the File. If you have more than 3 documents to upload click the 'Insert more Documents' button. A total of 12 documents can be added at one time.

Click the 'Submit Document(s)' button when all documents have been selected.

You will get the following pop up:

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?



Click 'Yes' if you agree to Submit the package

The screenshot shows the USDA Lender Upload Document(s) interface. At the top is the USDA logo and the title 'Lender Upload Document(s)'. Below the title are several navigation links: 'LING HOME', 'FSA LING HOME', 'RBS LING HOME', 'RHS LING HOME', 'RUS LING HOME', and 'HELP'. A section titled 'Borrower Information' contains fields for 'Borrower ID/Name' and 'Address', with the latter field obscured by a black box. A red warning message states: 'Password protected PDF files will not be accepted. Individual documents may be added to the image repository by entering information into the Add and Index Individual Documents(s) section. File size is limited to no more than 30 MB per document or file.' Below this is the 'Add and Index Individual Document(s) into the Image Repository' section. It includes a table with columns for 'Type of Document' and 'File Name'. The first row has a dropdown menu with '11001 Spec Forbearance Servic...' selected and a text field containing 'C:\Documents and Settings\'. Each row has a 'Browse...' button. Below the table is an 'Insert more Documents' button. At the bottom of the form are four buttons: 'Submit Document(s)', 'Reset', 'Upload Documents Completed', and 'Cancel'. An arrow points from the 'Upload Documents Completed' button to the text below.

Click the 'Upload Documents Completed' button when you have finished uploading documents.

To View the documents you upload click on 'Lender Display Document' hyperlink:

USDA GLS Lender Loss Claim Administration
[RMS LUND home](#) | [Lender Profile](#) | [Help](#) | [Logout](#)

Loss Mitigation
[Add Loss Mitigation](#)
[Loss Mitigation List \(Access to View/Upload Loss Mitigation\)](#)
[Lender Display Document](#)

User Authorization
[Maintain Lender/Branch Representative](#)

Enter the Borrower ID, Borrower SSN or Lender Loan Number and click OK.

USDA Borrower/Lender Loan Number Identification
[Help](#)

Identifying Information

Borrower ID (Random ID/Account Number)

Borrower SSN

Lender Loan Number



Lender Display Documents

[LINC Home](#) | [FSA LINC Home](#) | [RBS LINC Home](#) | [RHS LINC Home](#) | [RUS LINC Home](#) | [Help](#)

Borrower Information

Borrower ID/Name
Address



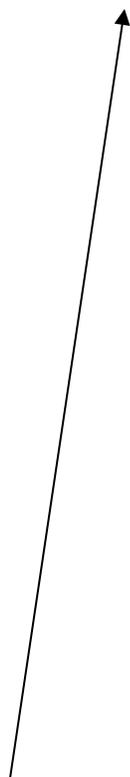
Document Class *

It may take several minutes for individually indexed documents to process and be available for display. It may take one to two hours for batch file documents to process and be available for display. Please be patient!

Click [Document Description](#) hyperlink to display the document you wish to view.

Document Type	Document Description	Upload Date
11004	Deed in Lieu Servicing Plan	3/4/2014

Cancel



Documents uploaded are displayed on this page.