

Request for Adding or Removing a Security Administrator Single Family Housing Guarantee Loan Program Automated Systems

This request is to:

1. Add a Security Administrator user; or
2. Remove a Security Administrator role; or
3. Inactivate a Security Administrator user.

This form is utilized by lenders with an existing user agreement for automated systems. If the lender does not have a current system user agreement then one must be completed by the lender and submitted to USDA Rural Development for approval.

Once the below form is completed and signed by a duly authorized officer (a person with the signatory authority to bind the organization to contractual agreements) of the company, the agreement may be sent in electronic format (scanned or imaged document) to RD.DCFO.GLB@stl.usda.gov. If establishing a new role, the user will be notified by a system generated email once the user's role is established.

Request to Add/Remove Security Administrator(s)

Taxing Identification Number (TIN): _____
Complete legal name of Business _____
Address _____
(Street, City, State, Zip Code) _____

As an authorized representative for the Lender indicated above, we are requesting the following action(s) as indicated below:

REQUEST #1

Name (Last, First, MI): _____
E-mail: _____
Phone Number and Ext: _____ Phone Ext: _____
Fax Number: _____
eAuth User ID: * _____
System ID: * _____
Action Requested: _____
Security Administrator valid for: Only the location/branch listed in the address above
 All locations/branches of the organization
 Only location/branch at: _____

REQUEST #2

Name (Last, First, MI): _____
E-mail: _____
Phone Number and Ext: _____ Phone Ext: _____
Fax Number: _____
eAuth User ID: * _____
System ID: * _____
Action Requested: _____
Security Administrator valid for: Only the location/branch listed in the address above
 All locations/branches of the organization
 Only location/branch at: _____

*Level 2 eAuth IDs are required for the following systems: LOSSMITG; SFHGPPAD; SFHLNCLSG; and SFHLOSS. All other systems require a Level 1 eAuth ID; however, a Level 2 eAuth ID can also be used for Level 1 eAuth system access.
EAuth ID's can be created online at <http://www.eauth.egov.usda.gov>. The eAuth ID must be activated by clicking on the activate link in the email the user receives after applying for an eAuth account.
Level 2 eAuth IDs can be created online, and activated via email at <http://www.eauth.egov.usda.gov>. Additionally, your Level 2 activation cannot occur without identity proofing by a USDA Local Registration Authority (LRA). An LRA location can be located online at <http://www.eauth.egov.usda.gov>, Find LRA. If unsuccessful finding an LRA please send an email request to RD.DCFO.GLB@sil.usda.gov stating identity proofing is needed, and providing the users name, telephone number, and e-Auth ID they created.

Approved Lender

By: _____
Signature

Title: _____

(Printed Name)
By executing this form, I confirm I am a duly authorized officer of the company and represent and warrant the information in this form as complete and accurate.

"Rural Development"

By: _____
Signature

Title: Deputy Administrator, Single Family Housing