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USDA RURAL DEVELOPMENT
Single Family Housing Guaranteed Loan Program
Lender Loan Closing (LLC) Administrative Guide

July 2013



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Introduction

Rural Development offers lenders the ability to submit Guaranteed loan closing transactions to the Agency via the internet. This online capability eliminates the following:

- Form RD 1980-19: “Guaranteed Loan Closing Report”
- Form RD 1980-18, “Lender Certification”
- Up-front guarantee fee paper

The up-front guarantee fee is submitted electronically through a secure government internet collection portal that is used by the federal government to collect non-tax revenue called “pay.gov.”

Step-by-step instructions for submitting a lender loan closing to Rural Development can be found in the Lender Loan Closing User Guide.

This guide provides the necessary information for approved lenders **to request access to the Agency’s Lender Loan Closing system** through

- Preparation and submittal of the User Agreement for Single Family Housing Guarantee Lender Loan Closing (LLC)
- Creation of Level 2 e-Authentication accounts for all users
- Assignment of user roles

Lenders must have an approved Form RD 1980-16, “*Agreement for Participation in Single Family Housing Guaranteed/Insured Loan Programs of the United States Government*” to utilize the LLC system. See Section 1980.309 of RD Instruction 1980-D for lender eligibility qualifications. RD Instruction 1980-D may be found at the following website: http://www.rurdev.usda.gov/rd_instructions.html. Approved lenders will be required to enter into a User Agreement specific to LLC.

Section 1 – Getting Started

1A. Establishing Access to Lender Loan Closing (LLC)

Advance Preparation

Each approved lender accessing the Lender Loan Closing (LLC) system will be required to execute a LLC User Agreement. **Prior to completion of the LLC User Agreement:**

- Determine who the financial organization will designate as the LLC Security Administrator(s). Security Administrators will assign roles and responsibilities to other users of the organization.
- Determine whether the LLC Security Administrator will be associated with:
 - All of the financial organization’s branches, or
 - Only a specific branch or branches
- Obtain a Level 2 eAuthentication IDs for all associate(s) who are designated on the User Agreement as a LLC Security Administrator. (See section 1D: [How to Request eAuthentication \(e-Auth ID\).](#))
- Complete the LLC User Agreement – See section 1B: [User Agreement Required to Use LLC.](#)

Security Administrators will receive an automatically generated email once the lender is approved and activated to utilize the LLC system. LLC Security Administrator(s) will:

- Set up financial organization’s associate(s) with a LLC Security Role – See section 1E: [What are LLC Security Roles](#) for an explanation of LLC Security Roles and section 1F: [How LLC Administrators Assign LLC Roles to their Associate.](#)
- Security Administrator(s) set up the Pre-Authorized Debit (PAD) account to be used for payment of the up-front guarantee fees. See the **LLC User Guide** regarding [Setting-Up LLC Pre-Authorized Debit Account \(PAD\).](#)

1B. User Agreement Required to Use LLC

The User Agreement legally establishes a contract between an approved financial organization and the United States Department of Agriculture.

To access Rural Development's Guaranteed Loan System (GLS) for Lender Loan Closing (LLC), the lender must:

- Create/Activate Level 2 eAuthentication ID's for LLC Security Administrator(s)*.
- Complete and sign the LLC User Agreement.
- Submit the LLC User Agreement to USDA Rural Development, Guaranteed Loan Branch in St. Louis, MO.
- The USDA Guaranteed Loan Branch in St. Louis, MO will approve the LLC User Agreement.

* **NOTE:** Security Administrators must obtain a Level 2 eAuth ID before they can serve as LLC Security Administrators. See the “**How to Request an eAuth ID**” section of this guide for details on how to obtain an eAuth ID. Completing the user agreement form requires a valid USDA eAuth ID.

Copies of the following documents are available in the USDA LINC Training and Resource Library (<https://usdalinc.sc.egov.usda.gov/USDALincTrainingResourceLib.do>) under the Lender Loan Closing Section / Documentation and Resources:

- **User Agreement for Single Family Housing Guarantee Lender Loan Closing (LLC)**

A full and complete user agreement is required to gain access to the LLC. User agreements are submitted to the Deputy Chief Financial Officer (DCFO) in St. Louis by email to: RD.DCFO.GLB@stl.usda.gov. A representative of the lender who can legally bind the company must execute the agreement. An active Level 2 eAuthentication ID, that has passed identity verification for one or more lender appointed Security Administrators **must be noted on the agreement**. Access to the LLC occurs after the executed user agreement is received and DCFO has activated the lender Security Administrator(s). An automatically generated confirmation email will be received by the lender appointed Security Administrator.

Questions may be directed by email to: RD.DCFO.GLB@stl.usda.gov.

Fill-able Data Lender Enters on User Agreement for LLC

Tax Identification Number (TIN): Complete legal name of Business [aka: User]	
Street address of User (Street, City, State, Zip Code)	
Name of person executing Agreement for User Title of person executing Agreement for User Date of Execution	
Lender Security Administrator (SA) Information	
Name of SA #1 E-mail of SA #1 Phone Number SA #1 Fax Number of SA #1 e-Auth ID of SA #1 *	
Name of SA #2 E-mail of SA #2 Phone Number of SA #2 Fax Number of SA #2 e-Auth ID of SA #2 *	
<p>* A Level 2 e-Auth ID can also be used for Level 1 eAuth system access. Level 2 e-Auth IDs can be created online, and activated via email 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. 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@stl.usda.gov stating identity proofing is needed, and providing the users name, telephone number, and e-Auth ID they created.</p>	
Security Administrator(s) identified are valid for: <input type="checkbox"/> Only the location listed in the address above <input type="checkbox"/> All locations/branches of the organization (check only one)	
“USER” [aka Lender] By _____ <div style="text-align: center; font-size: small;">Signature</div> Title _____ <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	“Rural Development” By Signature Authority of the Deputy Administrator, Single Family Housing
By executing this form, I confirm I am a duly authorized officer of the company and represent and warrant the information in this form is complete and accurate.	
Email Address for Lender Loan Closing Agreement:	RD.DCFO.GLB@stl.usda.gov

Revised 07/2013

1C. How to Complete the Lender User Agreement for LLC

Instructions For Completing User Agreement for Single Family Housing Guarantee Lender Loan Closing (LLC)	
Name of Enterable Data	Description of Expected Information Entered
Business Identifying Information	
Tax Identification Number (TIN):	Tax Identification Number (TIN) is a unique nine digit identification number assigned to the business by the Internal Revenue Service (IRS) in the administration of tax laws.
Complete legal name of Business [aka: User]	Legal name under which the business conducts its operations. This name would mirror Form RD 1980-16, Agreement for Participation in Single Family Housing Guaranteed Loan Programs of the United States Government.
Street address of User (Street, City, State, Zip Code)	Address Information of User including: <ul style="list-style-type: none"> • Street Address • City • State • Zip Code
Name of person executing Agreement for User	Name of person executing the Lender User Agreement
Title of person executing Agreement for User	Title of person executing the Lender User Agreement
Date of Execution	Date of Execution of Lender User Agreement
LLC Security Administrator (LLC-SA) Information Where LLC-SA / referred to here as SA is defined in Glossary of Terms	
Name of SA #1	Name of LLC Security Administrator
E-mail of SA #1	E-mail of LLC Security Administrator
Phone Number SA #1	Phone number of LLC Security Administrator – including area code and (if applicable) extension
Fax Number of SA #1	Fax number of LLC Security Administrator – including area code
e-Auth ID of SA #1 *	e-Auth ID of LLC Security Administrator *Level 2 e-Auth IDs and passwords are required and can be created online at https://www.eauth.usda.gov/mainPages/eAuthSiteMap.aspx . To create a e-Auth ID, see the e-Authentication User Guide at: https://usdalinc.sc.egov.usda.gov/RHShome.do in the Training and Resource Library.
Name of SA #2	More than one LLC Security Administrator may be associated with the lender. The #2 indicates a second LLC Security Administrator designation. The same set of information must be provided for the person designated as
E-mail of SA #2	
Phone Number SA #2	

Instructions For Completing User Agreement for Single Family Housing Guarantee Lender Loan Closing (LLC)	
Name of Enterable Data	Description of Expected Information Entered
Fax Number of SA #2	the LLC Security Administrator #1.
e-Auth ID of SA #2 *	If more than two LLC Security Administrators are desired, provide similar information for each additional person as an addendum attached to the agreement.
Security Administrator(s) valid for: <input type="checkbox"/> Only the location listed in the address above <input type="checkbox"/> All locations of the organization (Check only one)	<p>The Security Administrator will be able to assign the Application Authorization Security Management (AASM) role to lender users based on the option selected:</p> <ul style="list-style-type: none"> • To any person within their financial organization (i.e. any location/branch) <ul style="list-style-type: none"> ○ Check the All locations of the organization checkbox ○ This is referred to as a Lender Administrator • To any person within a specific branch of the financial organization (i.e. specific location/branch) <ul style="list-style-type: none"> ○ Check the Only the location listed in the address above checkbox ○ This is referred to as a Branch Administrator <p>NOTE (1): This designation is required for each LLC Security Administrator requested.</p> <p>NOTE (2): A Security Administrator may be defined as either a Lender Administrator or a Branch Administrator but not both (i.e. Check only one instruction applies). If there is more than one Security Administrator, select the appropriate option for each Security Administrator.</p>
Signature Section	
USER – By:	Signature of person executing the Lender User Agreement
USER – Title:	Title of person executing the Lender User Agreement
Rural Development – By:	Rural Development Representative executing the Lender User Agreement NOTE: USDA personnel completes this item
Rural Development – Title:	Title of Rural Development Representative executing the Lender User Agreement NOTE: USDA personnel completes this item
Emailing Address Section	
Email Address	Email the LLC User Agreement - USDA, Rural Development

1D. How to Request eAuthentication (e-Auth ID)

The Lender Loan Closing (LLC)/Administration is web-based and requires a LLC user be authenticated to use the system. The USDA uses an **eAuthentication ID** (eAuth ID) to protect the system and its lender/borrower confidential information. An eAuthentication ID provides multiple levels of security access based on the level assigned to that ID. The level needed for the LLC system is as follows:

To set up the Pre-Authorized Debit (PAD) account required to process payments in LLC:

- A **Level 2** eAuth ID is required to access the Pre-Authorized Debit system where the PAD account is created and maintained. (Background: Each lender making up-front fee payments is expected to authorize automatic withdrawal from a default PAD account – the payment is processed through the Pay.gov system). This eAuth ID will also be the lender’s Security Administrator for LLC.

To process automated loan closing as a User:

- A **Level 2** eAuth ID is required to access the LLC system

What is an eAuthentication ID (eAuth ID)?

An eAuthentication account is a method to allow authorized lenders to interact with USDA websites online. It gives the lender the ability to identify itself to the USDA via a user ID and password. Users gain the convenience of transacting business with USDA online at any time and from any computer, with internet access.

An eAuthentication account consists of a user ID, a password and a customer profile which contains information about the user that permits all USDA applications to identify if the user has the correct permissions to view the websites they attempted to access.

Currently, USDA offers accounts with Level 1 access and accounts with Level 2 access for the general public and USDA customers. The LLC system will require a Level 2 access.

Note: The user must have a valid email address to register for an eAuthentication account.

For further guidance on requesting an e-Auth ID, refer to the e-Authentication guide at the Training and Resource Library at: <https://usdalinc.sc.egov.usda.gov/RHShome.do>.

What is Level 2 Access?

An account with Level 2 access allows the user to enter USDA applications that have been determined to need of higher security requirements or restrictions and the need to verify the identity of each user.

Registering for an eAuthentication account with Level 2 access is easy but requires additional steps than a Level 1 account. The user will create a customer profile with their name, personal contact information, a User ID and a password for the user's USDA account. The user will then receive an automatically generated email from USDA asking the user to respond to the email to confirm the account within seven (7) days. If the user does not respond to the email asking to confirm the account within seven (7) days, the user will have to restart the registration process over by creating another profile and will need to select a new User ID.

Hints:

- Once the user creates a User ID, it cannot be changed.
- The users first and last names must be entered in your profile **exactly as they appear on the identification** they will be taking to the Service Center to prove identity.
- The user should create a password that they will be able to remember.

The next step in the Level 2 process is to make an appointment with a Local Registration Authority (LRA) at a USDA Service Center. Press the "[Find an LRA](#)" link at the top of the eAuthentication web page to locate the centers convenient to you. The user will need to appear in person before the LRA so that they may validate the user's identification and match it to the user's USDA Level 2 profile. The user must respond to the confirmation email before going to the Service Center to visit the LRA or the LRA will not be able to activate the account.

If traveling to a service center for identification the user must bring one of the following acceptable forms of government-issued photo identification:

- State or Province-issued Driver's License or Photo Identification card from the United States or Canada
- U.S. Military or US Federal Government employment PIV/CAC (Smart) identification card (DoD, DoS, DHS, etc.)
- Valid passport from one of the following countries: Andorra, Australia, Austria, Belgium, Bermuda, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guam, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Marshall Islands, Mexico, Micronesia, Monaco, the Netherlands, Northern Mariana Islands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovak Republic, Slovenia, South Korea (Republic of Korea), Spain, Sweden, Switzerland, the United Kingdom or the United States of America.

Alternatively, you may request identity proofing by emailing RD.DCFO.GLB@stl.usda.gov. This option is only available to those potential users where a LRA is not located in your local area. If utilizing this option, the lender must ensure all users have obtained and activated their Level 2 e-Authentication ID prior to requesting assistance.

- In the subject line of the communication insert: ***Request for Identity Proof – Level 2***
- In the body of the email, include your financial organization, TIN number, name, email, eAuthentication ID, telephone and fax number.

The financial institution will be unable to be activated to utilize LLC until the account has been granted Level 2 access by a USDA LRA.

Questions may also be directed to RD.DCFO.GLB@stl.usda.gov.

How to Begin eAuth ID Request

INTERNET EXPLORER (IE):

- IE8 may not work with “Compatibility View” turned on for some eAuthentication pages (e.g. registration). You must turn it off to work.
- IE9 needs "Compatibility View" turned on for some eAuthentication pages.

To request an eAuth ID, go to the eAuthentication page at: <https://www.eauth.usda.gov/MainPages/index.aspx>.

The eAuthentication page is presented. Press either of the “Create an Account” link to begin the process.



Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: eAuthentication Home

eAuthentication Home

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account Page](#).

Press Create an account or
Create an Account Page

Selection of **Create an Account** link presents the **Create an Account** page.

On the **Create an Account** page:

- Select the **Register for a Level 2 Account** link to request a Level 2 eAuth ID. See section below [How User Obtains Level 2 eAuthentication ID \(e-Auth ID\)](#) for further details about Level 2.

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and "United States Department of Agriculture USDA eAuthentication". At the top right is the EAS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, Find an LRA. A breadcrumb trail reads "You are here: eAuthentication Account Registration". A large green banner reads "Create an Account - Getting Started".

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Visit your Local Registration Authority (LRA)

[Log into Your Profile](#)

To Request Level 2 Account access, press the Register for a Level 2 Account button

A red arrow points from this text box to the "Register for a Level 2 Account" button.

Footer: eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

How User Obtains Level 2 eAuthentication ID (e-Auth ID)

The **Register for a Level 2 account** button opens the **Register for Your Account – Level 2 / Level 2 Access Account Registration** web page. Enter user information on this web page.



Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

You are here: [eAuthentication Account Registration](#) > [Account Request Form](#)

Register for Your Account - Level 2

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 2 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Press Help for additional instructions

Red * indicates data must be entered for this field

Press question mark (?) next to any area you need help with - A new pop-up Help window will display with helpful information.

User Information ?

Required Field*

First Name*

Middle Initial

Last Name*

Address*

City*

State*

Zip/Postal Code*

Country*

Contact Information ?

Home Phone

Email*

Confirm Email*

Login Information ?

User ID* invalid!

Password* invalid!

Confirm Password*

Security Information ?

Mother's Maiden Name*

Birth Date*

Four Digit PIN*

Security Questions ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1*

2*

3*

4*

[Continue](#)

Instructions For Completing Register for Your Account – Level 2 web page

NOTE: Asterisk (*) indicates Field REQUIRED

User Information

First Name* (required)	Enter your first name exactly as it appears on your government issued photo ID (e.g. state driver's license).
Middle Initial	The middle initial is limited to one character and is not required.
Last Name* (required)	Enter your last name exactly as it appears on your government issued photo ID (e.g. state driver's license).  Do you have “Jr”, “Sr” in your name? Enter Last Name-Suffix For example: If your name is John Smith, Jr., enter Last Name As Smith-Jr.
Address* (required)	Enter your home address exactly as it appears on your government issued photo ID (e.g. state driver's license).
City* (required)	Enter your city exactly as it appears on your government issued photo ID (e.g. state driver's license).
State* (required)	Select your state exactly as it appears on your government issued photo ID (e.g. state driver's license).
Zip/Postal Code* (required)	Enter your home postal / zip code exactly as it appears on your government issued photo ID (e.g. state driver's license).
Country Name* (required)	Select your country Note: If you are entering an address outside the USA, please select 'NQ - unknown' for your State.

Contact Information

Home Phone	Please enter your phone number in the text boxes provided.
Email* (required)	The email address provided will be used to confirm your identity to activate your account initially. It also may be used for correspondence periodically. 'Email' must contain the '@' symbol and one letter must precede it. 'Email' must contain the '.' symbol and one letter must precede it.
Confirm Email* (required)	Re-enter Email entered above – must match Email

Login Information

Instructions For Completing Register for Your Account – Level 2 web page

NOTE: Asterisk (*) indicates Field REQUIRED

User ID* (required)	Create a permanent User ID that you will remember. For example, your first initial and last name (e.g. jsmith). The User ID must be a minimum of 6 characters and cannot exceed 20 characters.
Password* (required)	<p>Please create a password that you will remember. Your password is case sensitive.</p> <p>The 'Password' must contain at least one uppercase letter, at least one lowercase letter, and at least one non-alphabetical character.</p> <p>All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria:</p> <p>Required Characters</p> <ul style="list-style-type: none"> • Minimum 12 Characters – Maximum 24 Characters • Must include at least one each of the following: uppercase, lowercase, a number, and special character (! # \$ % = + : ; , ? * -) • Password must be changed every 60 Days • Previous 24 passwords may not be reused <p>Restricted Information (Do Not Use)</p> <ul style="list-style-type: none"> • Dictionary Words • Profile Information: Your name, Mother's Maiden Name, Date of Birth, PIN, Phone Number, Email, etc. <p>Note: We will require you to change your password every 180 days.</p>
Confirm Password* (required)	Re-enter Password entered above – must match Password
Security Information	
Mother's Maiden Name* (required)	Enter your mother's maiden name.
Birth Date* (required)	<p>Please enter your date of birth using this format mm/dd/yyyy.</p> <p>The month, days, and years must be numbers.</p>
Four Digit PIN* (required)	<p>Create a four digit personal identification number (PIN) that you will remember.</p> <p>NOTE: You cannot use a zero as the first digit.</p>

Security Questions

Four Security Questions* (required)

Systems use the answers to your security questions to verify your identity for access.

Create four security questions and answers by selecting a question from each row and answering the question in the text box to the right of the question.

1*

2*

3*

4*

Question Selections are:

Select...

- What is the name of your first pet?
- What city was your first job in?
- What was the name of high school where you graduated?
- What is the name of your first school?
- What city did you graduate high school?
- What is your best friend's last name?
- What city were you born in?
- What is your father's middle name?
- What was the make of your first vehicle?
- What is your favorite cartoon character?
- What was your high school mascot?
- What is the name of the first street you remember living on?
- What is your first teacher's name?
- What is your paternal grandmother's first name?
- What is your paternal grandfather's first name?
- What was your grandfather's occupation?
- Who is your best friend from childhood?
- Who was your prom date?
- What is the name of the university that you attended?

Continuation of the Process

Any Validation Error messages that apply are presented at bottom of the page.

Correct the error and press the **Continue** button

Validation Errors:

- First Name is required!
- Last Name is required!
- Email is required!
- Confirm Email is required!
- User ID is required!
- Password is required!
- Confirm Password is required!
- Security Question #1 is required!
- Answer #1 is required!
- Security Question #2 is required!
- Answer #2 is required!
- Security Question #3 is required!
- Answer #3 is required!
- Security Question #4 is required!
- Answer #4 is required!

Continue

Review what you entered. If you need to correct information, select the **Edit** button on the bottom of the screen.

Edit Submit

If the information you entered is correct, select **Submit** button on the bottom of the screen

Edit Submit

Continuation of the Process

If the account has been successfully created, print the **Confirmation email** web page.

Follow the instructions presented on the page; specifically the confirmation email instructions.

The screenshot shows the USDA eAuthentication website. At the top, there is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. Below the navigation bar, there is a section for 'Quick Links' and 'Administrator Links'. The main content area is titled 'Create an eAuthentication Account' and 'Step 3 of 4 - Print Confirmation email'. It states that the account has been created but requires one more step to complete registration. It provides instructions on how to receive the confirmation email and what to do if it is not received after 24 hours. It also includes 'eAuthentication Account Information' such as User ID and Email, and a list of steps for 'Level 2 access activation process'.

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: [eAuthentication Account Registration](#) > Account Request Confirmation

Create an eAuthentication Account

Step 3 of 4 - Print Confirmation email

Account Created:

Your account has been created but you have one more step required to complete your registration!

Your confirmation email from eAuthHelpDesk@ftc.usda.gov should arrive within 1 hour. Please follow the instructions in the email complete step 4 of your registration.

eAuthentication Account Information:

User ID: GAFtester
Email: @stl.usda.gov

Level 2 access activation process:

- Follow the instructions provided in the confirmation email
- Visit the [eAuthentication web site](#)
- Click on "Update Your Account" to verify your information.
- Present your Government issued photo ID (e.g. state issued driver's license) to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. [Find an LRA](#)

Note: You will NOT be able to conduct official electronic business transactions with the USDA via the Internet until your account has been granted Level 2 Access by a USDA LRA.

If after 24 hours you do not receive the confirmation email:

- Check the email filters of your provider and email client.
- Contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

Please [print this page](#) for future reference.

The system will send a confirmation e-mail to your specified business e-mail address. Read the e-mail completely, print it for your personal records, and press the **ACTIVATE MY ACCOUNT** link in Paragraph 3.

The screenshot shows an email from eeaa-support@ocis.usda.gov with the subject 'eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access'. The email content includes a congratulatory message for creating the account and instructions for activating Level 2 access. It lists four steps: waiting 10 minutes, clicking 'ACTIVATE MY ACCOUNT', reviewing account information, and presenting a government-issued photo ID to a Local Registration Authority (LRA). A red arrow points to the 'ACTIVATE MY ACCOUNT' link in step 2. Another red arrow points to the 'REGISTER FOR YOUR LEVEL 2 ACCOUNT' link in step 4. A box highlights the text 'Additional verification is required for Level 2. Follow the instructions given in this email'. The email also provides the User ID (GAFtester) and email address (@stl.usda.gov) and includes contact information for the ITS Service Desk.

From: eeaa-support@ocis.usda.gov Sent: Wed 9/12/2012 11:43 A

To:

Cc:

Subject: eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access

Step 4 of 4 - Instructions to Activate Your USDA Account with Level 2 Access

Congratulations GAFtester, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

- Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 2 access.
- Click [ACTIVATE MY ACCOUNT](#)

NOTE: Once you click the activation link, you will have an account with limited access that allows you to review and manage your account information online.

- Log in to review the account information you provided and ensure your first name, last name, and date of birth are correct by clicking on the [MODIFY MY CUSTOMER PROFILE](#) link.

NOTE: If your first name, last name, or date of birth do not match your government-issued photo ID, you will need to create another eAuthentication Level 2 account with a different User ID by clicking on the [REGISTER FOR YOUR LEVEL 2 ACCOUNT](#) link.

- Take your government-issued picture ID (e.g. state-issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office. To find the nearest USDA Service Center office, go to <http://offices.sc.egov.usda.gov/locator/app?type=ira>

We recommend that you call ahead to ensure that an employee trained as a USDA LRA will be available when you plan to visit the Service Center.

NOTE: Until a USDA LRA activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

The User ID you created is: GAFtester
The email address you provided is: @stl.usda.gov

Additional verification is required for Level 2. Follow the instructions given in this email

Please retain this information for future reference.

If you need further assistance, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

Continuation of the Process

When you activate the account the Account Activation web page is presented.

Note: A public customer requesting Level 2 access must visit a USDA Service Center for identity-proofing by a Local Registration Authority (LRA).

Alternatively when a LRA is not located in your local area, the lender may request assistance. Email RD.DCFO.GLB@stl.usda.gov. See guidance earlier on information to be submitted.

The screenshot shows the USDA eAuthentication Account Activation page. At the top, it features the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main content area has a green header "Account Activation" and a message: "Thank you, your account has been activated." It then provides instructions for different user types: "If you are a USDA Federal Employee, no further action is needed.", "Please wait approximately 20 minutes from the time of activation before using this account.", "If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.", and "If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed." A "Close Window" button is located below the instructions. On the left side, there are "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration Authority Login). At the bottom, there are links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "www.FirstGov.gov".

1E. LLC User Types and LLC Security Roles

LLC User Types

The Lender Loan Closing (LLC) System has different user types:

- A **Lender Type** is associated with a specific Lender ID / USDA Branch Number and is granted global authority to service all of the lender's branches. When a user is assigned a lender type, the user is allowed to process loan closings for any of the lender's branches. For example:
 - Lender ID = 123456789 has three branches (# 001, 002, 003)
 - Lender's associate works at Branch #001 and is assigned a user type of Lender. This user can work on loan closings related to Branch # 001, Branch # 002 and Branch # 003.
- A **Branch Type** is associated with a specific Lender ID / USDA Branch Number and is granted limited authority to service only the branch with which they are associated. When a user is assigned a branch type, the user is allowed to process loan closings for only a specified branch. For example:
 - Lender ID = 123456789 has three branches (# 001, 002, 003)
 - Lender's associate works at Branch #002 and is assigned a user type of Branch associated with Branch #002. This user can work on loan closing payments related to Branch #002 only.

LLC Security Roles

The Lender Loan Closing (LLC) system has different security roles that are assigned through the Application Authorization Security Management (AASM) system. Security Administrators may access AASM through the Application Authorization menu at the following website to assign roles to users:

<https://usdalinc.sc.egov.usda.gov/RHShome.do>.

A security role defines:

- How much functionality the LLC user is granted. Functionality includes viewing, creating, submitting and administering lender loan closings
- Which user type the user is assigned.

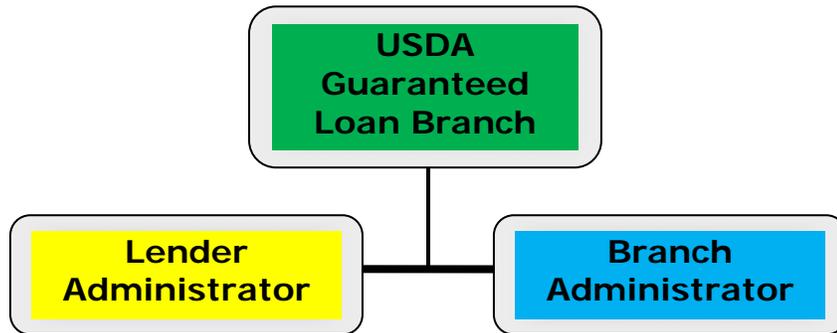
The LLC Security Roles that can be assigned through AASM are described below:

LLC Security Roles Assigned through AASM		
User Type	Security Role	You are allowed to....
Lender	Lender Administrator	Allows the user to grant lender or branch roles to other users assigned to any of the lender's branches. Also allows the user full update and submit authority for all of the lender's branches.
	Lender Representative	Allows the user to perform loan closing transactions associated with the lender ID for all branches.
	Lender Viewer	Allows the user to view loan closing transactions associated with the lender ID for all branches.
Branch	Branch Administrator	Allows the user to grant branch roles for only the lender branch for which the user is associated. Also allows the user full update and submit authority for only the lender branch for which the user is associated
	Branch Representative	Allows the user to perform loan closing transactions for only the lender branch for which the user is associated.
	Branch Viewer	Allows the user to view loan closing transactions for only the lender branch for which the user is associated.

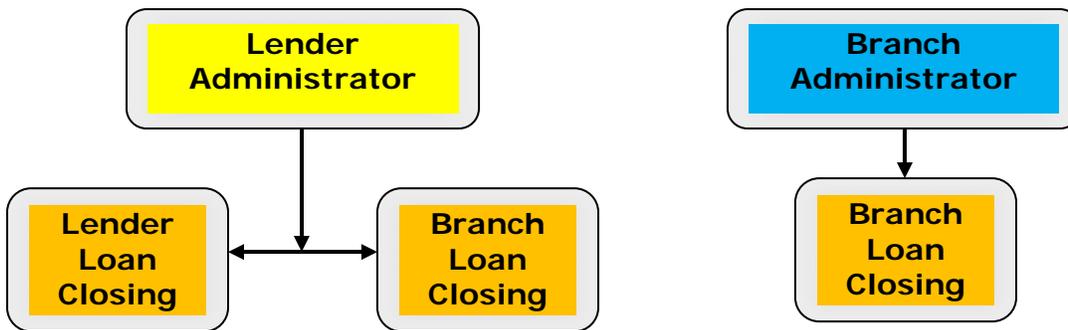
Who Assigns LLC Security Roles?

LLC security roles are assigned through the Application Authorization Security Management (AASM) system where:

- Security Administrator roles are assigned by the USDA Guaranteed Loan Branch as shown below:



- All other user security roles are assigned by Lender or Branch Administrators as shown below at the following website: <https://usdalinc.sc.egov.usda.gov/RHShome.do> under the Application Authorization link.



1F. How LLC Administrators Assign LLC Roles to Their Associates

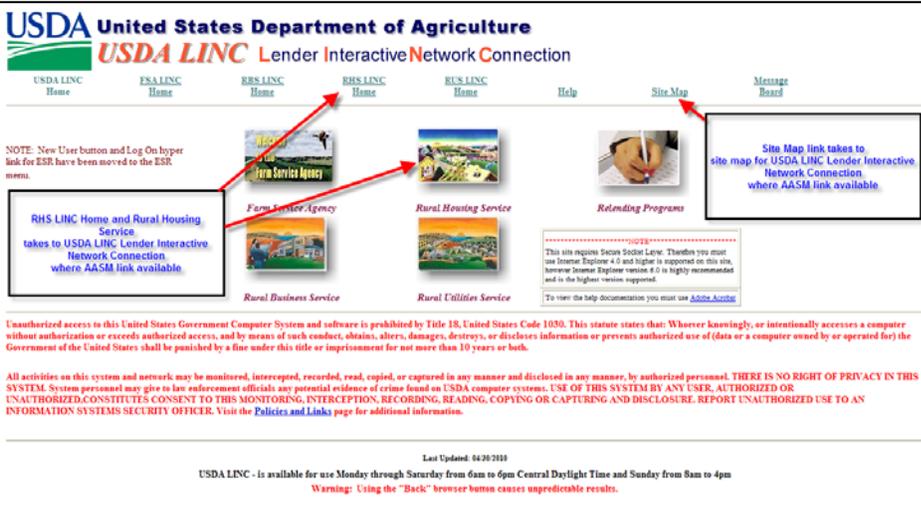
Section 1E: [LLC User Types and LLC Security Roles](#) defined LLC User Types, LLC Security Roles and who assigns the LLC Security Roles.

This section explains how the LLC Security Roles are assigned to the organization’s associates using the Application Authorization Security Management (AASM) system. The organization’s Security Administrator uses AASM to add and maintain LLC security roles for those associates requiring access to LLC to process loan closings.

How to Log into Application Authorization Security Management (AASM)

The user logging into AASM must have an active Lender/Branch Security Administrator role to access the system. If the user needs a Security Administrator role, see the **Contact** web page for whom to contact.

Logging into AASM

Instructions For Logging into AASM	
<p>To access the AASM system, go to the USDA Lender Interactive Network Connection (USDA LINC) website at https://usdalinc.sc.egov.usda.gov</p> <p>Select one of the following links to advance to the RHS - USDA LINC Lender Interactive Network Connection page which contains a link to AASM:</p> <ul style="list-style-type: none">• RHS LINC Home (in header)• Rural Housing Service icon <p>Select the Site Map link in the header to access the USDA LINC Lender Interactive Network Connection page which contains a link to AASM.</p>	 <p>The screenshot shows the USDA LINC website header with navigation links: USDA LINC Home, FSA LINC Home, ERS LINC Home, RHS LINC Home, RUS LINC Home, Help, Site Map, and Message Board. A note indicates that the New User button and Log On hyper link for ESR have been moved to the ESR menu. A box highlights the RHS LINC Home and Rural Housing Service link, stating it takes to the USDA LINC Lender Interactive Network Connection where AASM is available. Another box highlights the Site Map link, stating it takes to the site map for USDA LINC Lender Interactive Network Connection where AASM is available. A security warning at the bottom states that the site requires Secure Socket Layer (SSL) and that unauthorized access is prohibited.</p>

Instructions For Logging into AASM

From the RHS - USDA LINC Lender Interactive Network Connection page, select **Application Authorization**

USDA United States Department of Agriculture
USDA LINC Lender Interactive Network Connection

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

Single Family Guaranteed Rural Housing

- [Electronic Status Reporting \(ESR\)](#)
- [Guaranteed Annual Fee](#)
- [Loss Claim Administration](#)
- [Guaranteed Underwriting System \(GUS\)](#)
- [Lender Loan Closing/Administration](#)
- [ID Cross Reference](#)
- [Application Authorization](#)
- [Lender PAD Account Maintenance](#)
- [Training and Resource Library](#)

Multi-Family Housing

Link to AASM

From the site map for the USDA LINC Lender Interactive Network Connection page, select **Application Authorization**

USDA United States Department of Agriculture
USDA LINC Lender Interactive Network Connection

- [USDA LINC Home](#)
 - [FSA LINC Home](#)
 - [Lender Loan Closing/Administration](#)
 - [ID Cross Reference](#)
 - [Application Authorization](#)
 - [Lender Status Report List](#)
 - [Lender PAD Account Maintenance](#)
 - [RBS LINC Home](#)
 - [Lender Loan Closing/Administration](#)
 - [ID Cross Reference](#)
 - [Application Authorization](#)
 - [Lender Status Report List](#)
 - [Lender PAD Account Maintenance](#)
 - [RHS LINC Home](#)
 - Single Family Guaranteed Rural Housing
 - [Electronic Status Reporting \(ESR\)](#)
 - [Guaranteed Annual Fee](#)
 - [Loss Claim Administration](#)
 - [Trading Partner Agreement - Addendum E](#)
 - [Guaranteed Underwriting System \(GUS\)](#)
 - [Lender Loan Closing/Administration](#)
 - [ID Cross Reference](#)
 - [Application Authorization](#)
 - [Lender PAD Account Maintenance](#)
 - [Training and Resource Library](#)

Link to AASM

Instructions For Logging into AASM

From USDA eAuthentication page -
Select **I Agree**

 United States Department of Agriculture
USDA eAuthentication



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

Select "I Agree"

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Instructions For Logging into AASM

From the eAuthentication Login page:

- Enter **User ID**
- Enter **Password**
- Select **Login**

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration
- ▶ Authority Login

eAuthentication Login

Login with my User ID and Password

User ID: [Forgot your User ID?](#)

Password: [Forgot your Password?](#) [Change My Password](#)

Enter User ID and Password

Press Login

Login with my USDA LincPass

USDA employees & contractors may now use their LincPass to login. Instructions:

1. Please verify your LincPass is inserted into the card reader for your USDA computer.
2. Click the yellow "Login with my LincPass" button above.
3. A pop-up box "Choose a digital certificate" may appear.
4. Select the first or second certificate with your name and click "OK".
 - First time users:
 - Try your first certificate.
 - If your login fails then change your selection to your second certificate.
 - The certificate (first or second) that works for you will be the same for future logins.
5. Enter your LincPass PIN at pin prompt, if required.

If the user does not have a Security Administrator role, this screen appears stating “You are not authorized.....”



Contact the USDA Guaranteed Loan Branch if a Security Administrator role is needed. Email RD.DCFO.GLB@stl.usda.gov.

Application Authorization Security Management

You are not authorized to use Application Authentication System Management.

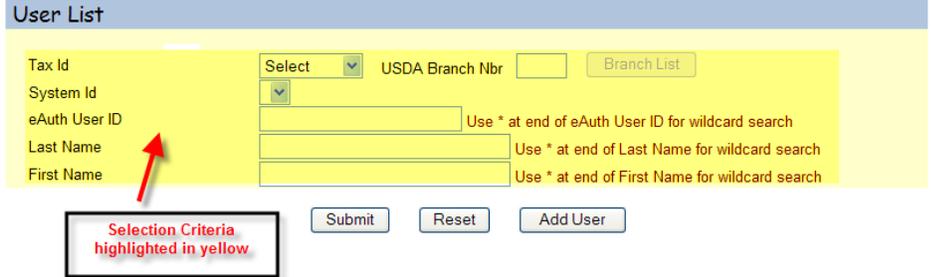
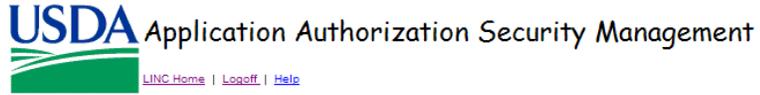
Please contact your security administrator.

Instructions for Using AASM to Assign Security Roles

Application Authorization Security Management page

Actions available on page:

- LINC Home - returns to the RHS - USDA LINC Lender Interactive Network Connection page.
- Logoff - logs off system.
- Submit button – uses the selection criteria entered and searches for data meeting the criteria. Details are provided later in this table.
- Reset button – resets the search selection criteria.
- Add User button – takes the user to the AASM User Maintenance page. Details are provided in the [Adding / Maintaining AASM Users](#) section below.



Name of Search Criteria	Useful Information About Search Criteria
Tax Id	<p>Required</p> <p>A dropdown box lists all the Tax Ids the administrator is authorized to represent.</p> <p>A Tax Id must be selected from the dropdown list</p>
USDA Branch Nbr / Branch List	<p>Required</p> <p>Once the Tax Id is selected, the Branch List button is available to select the USDA Branch Nbr desired.</p>
System Id	<p>Required</p> <p>A dropdown box lists all the System Ids the Security Administrator is authorized to access.</p> <p>For LLC, select SFHLNCLSG</p>
eAuth User ID	<p>Optional – if entered, the value is included in the search criteria. Use asterisk (*) for wild card search – i.e. if enter Smit* - system may return:</p> <ul style="list-style-type: none"> • Smith, John • Smithy, Joe • Smittle, Tom

Instructions for Using AASM to Assign Security Roles

	Last Name	Optional – if entered, the value is included in the search criteria. Use asterisk (*) for wild card search. See wild card search description under eAuth User ID
	First Name	Optional – if entered, the value is included in the search criteria. Use asterisk (*) for wild card search. See wild card search description under eAuth User ID

Select **Submit** to search for and present data matching the entered search criteria.

If errors are encountered, correct the entry and select **Submit** again

If no records are found the **Validation Errors** section will display.

If no errors are encountered the results of the search are returned. Details are displayed at the bottom of the page

Tax Id

Tax ID must be selected

Validation Errors

No records found for the search criteria entered.

Application Authorization Security Management
LINC Home | Logoff | Help

User List

Tax Id USDA Branch Nbr

System Id

eAuth User ID Use * at end of eAuth User ID for wildcard search

Last Name Use * at end of Last Name for wildcard search

First Name Use * at end of First Name for wildcard search

Action:

Results blocked for security purposes.

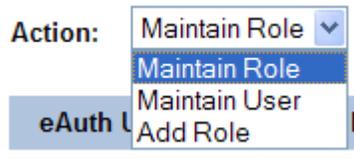
eAuth User ID	Name	Status	System	Role	Tax Id	Branch	Program
		Active	GLSLVL2	Lender Administrator	941347393	001	RH
		Active	GLSLVL2	Lender Administrator	941347393	496	RH

Instructions for Using AASM to Assign Security Roles

The **Action** dropdown lists the actions that can be applied to a selected user. The available actions are:

- Add Role and Maintain Role - takes the user to the AASM User Role Maintenance page. Details for the page are provided in the [AASM User Role Maintenance Web Page - Add / Maintain / Delete User Role](#) section of this guide.
 - Select the appropriate Role

- Maintain User - takes the user to the AASM User Maintenance page. Details for the page are provided in the [AASM User Maintenance Web Page - Adding / Maintain AASM Users](#) section of this guide.
 - Select the link related to eAuth User ID



If you get



The Action selected and the link pressed must be valid combination.

- Maintain Role – press link related to Role
- Maintain User – press link related to eAuth User ID
- Add Role – press link related to Role

Action:

eAuth User ID	Name	Status	System	Role	Tax Id	Branch	Program
XXXXXXXXXX		Active	GLSLVL2	Lender Administrator	941347393	001	RH
XXXXXXXXXX		Active	GLSLVL2	Lender Administrator	941347393	496	RH

Related to Maintain User Action

Related to Maintain Role / Add Role Actions

AASM User Maintenance Web Page - Adding / Maintaining AASM Users

Purpose of AASM User Maintenance Web Page

Allows an authorized Security Administrator to:

- Add a new AASM role
- View an existing AASM user
- Maintain an existing AASM user

Access AASM User Maintenance Web Page

From **AASM User List** web page:

- Press **Add User** button to add a **new user**. Adding a new user requires a secondary function of assigning a role once the user is established.
- Select “**Maintain User**” Action for an existing user and press link for the eAuth User Id of the user to be updated

Screen Prints of AASM User Maintenance Web Page

When adding user, the initial page presentation initializes the data as shown below:

USDA Application Authorization Security Management
[LINC Home](#) | [Logoff](#) | [Help](#)

User Maintenance

eAuth User ID *

Name

Phone/Extn *

Fax

Email Address

Assurance Level

When viewing / maintaining user, the initial page presentation displays the existing information for the selected eAuthentication ID as shown below:

User Maintenance

eAuth User ID *

Name

Phone/Extn *

Fax

Email Address

Assurance Level 2

Status * Active

Sections Displayed on AASM User Maintenance Web Page

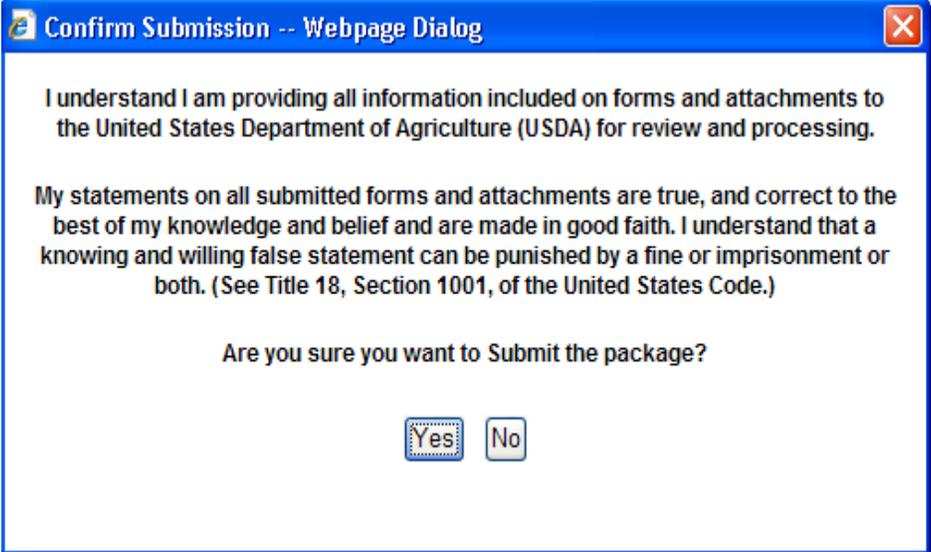
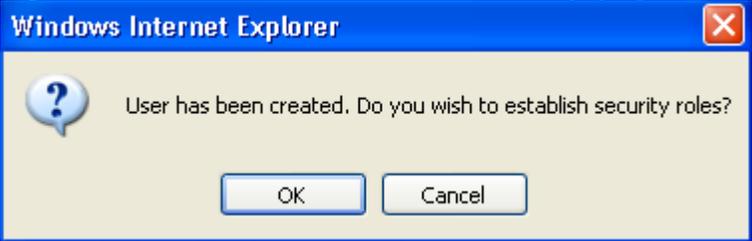
User Maintenance Label	Description / How to fill in data
eAuth User ID * (required)	eAuth User ID When adding a user: the field is initially blank and must be entered When viewing / maintaining a user the field is protected and pre-filled with the eAuth User Id selected on the AASM User List web page.
Name	Name of the person owning the eAuth User ID This field is protected and populates based upon the eAuth User ID from information provided by the user when the ID was established <ul style="list-style-type: none"> • When adding a user the field is automatically filled in once a valid eAuth User ID entered. • When viewing / maintaining a user the field is pre-filled with the name associated with the eAuth User ID.
Phone/Extn* (phone required)	Phone number / Extension Number (if applies) Enterable <ul style="list-style-type: none"> • When adding a user the field is initially blank and the phone must be entered. Extension is optional. • When viewing / maintaining a user the field is pre-filled with the existing data.

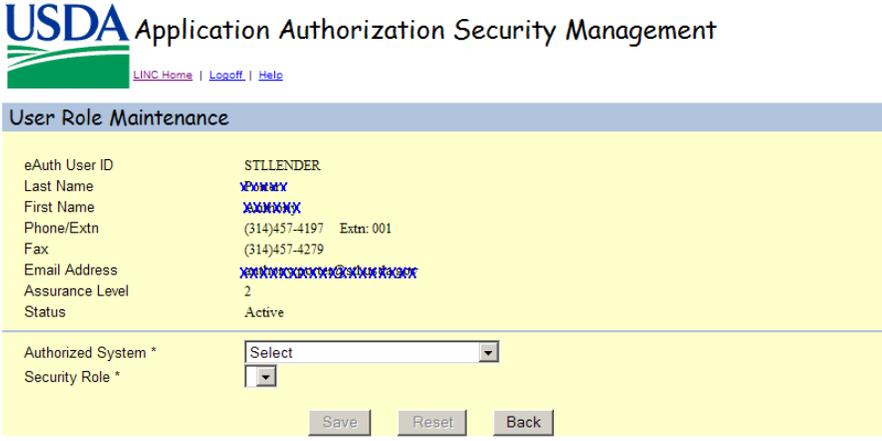
Fax	<p>Fax number</p> <p>This field is enterable.</p> <ul style="list-style-type: none"> • When adding a user the field is initially blank. Fax number is optional. • When viewing / maintaining a user the field is pre-filled with the existing data.
Email Address	<p>Email Address of the person owning the eAuth User ID</p> <p>This field is protected.</p> <ul style="list-style-type: none"> • When adding a user the field is automatically filled in once a valid eAuth User ID is entered. • When viewing / maintaining a user the field is pre-filled with the Email Address associated with the eAuth User ID.

Assurance Level	<p>eAuth ID Level 1 or Level 2 [Level 2 is required for LLC]</p> <p>This field is protected.</p> <ul style="list-style-type: none"> • When adding a user the field is automatically filled in once a valid eAuth User ID is entered. • When viewing / maintaining a user the field is pre-filled with Assurance Level associated with the eAuth User ID.
Status*	<p>This field is protected.</p> <ul style="list-style-type: none"> • When adding a user the field is automatically filled in once a valid eAuth User ID is entered. • When viewing / maintaining a user the field is pre-filled with the Status of the eAuth User ID. Values are: <ul style="list-style-type: none"> • Active • Inactive

Buttons on AASM User Maintenance Web Page

Button	Actions Performed when Button Pressed
Save	<p>Validates the data entered.</p> <ul style="list-style-type: none"> • If error(s) are found, pop-ups present the error(s) for user action. Errors are discussed below. • If no errors are found, a Confirmation Submission pop-up is presented.

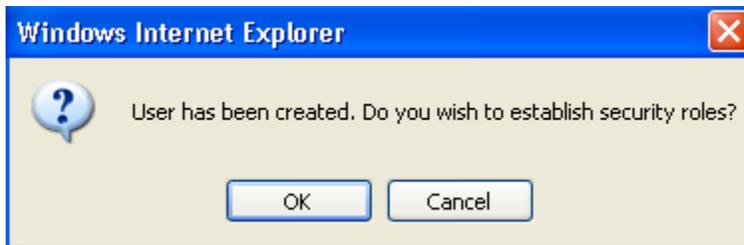
Button	Actions Performed when Button Pressed
	<div data-bbox="548 170 1479 722" style="border: 1px solid blue; padding: 5px;">  </div> <ul style="list-style-type: none"> • Select No to remain on AASM User Maintenance web page. • Select Yes to save the data that has been entered. • When adding a new User – the “User has been created...” pop-up is <div data-bbox="716 932 1468 1173" style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div> <p>presented.</p> <ul style="list-style-type: none"> • Select OK to present the AASM User Role Maintenance web page where a role can be added to the new user • Select Cancel to return to the AASM User List web page • When maintaining an existing User the <ul style="list-style-type: none"> ▪ Update Successful pop-up is presented <div data-bbox="644 1430 1050 1671" style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> ▪ Select OK to return to AASM User List web page
Reset	Removes any information entered on the AASM User Maintenance web page since the last save.
Back	Returns to the AASM User List web page

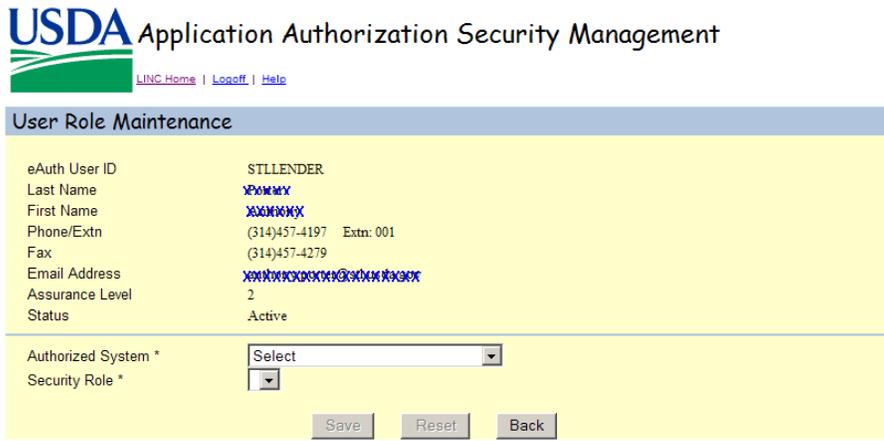
Button	Actions Performed when Button Pressed
<p>Add Role</p>	<p>Disabled when adding a user.</p> <p>Enabled when viewing / maintaining a user.</p> <p>Selection of Add Role presents the AASM User Role Maintenance web page</p>  <p>The screenshot displays the 'User Role Maintenance' interface. It features a header with the USDA logo and the text 'Application Authorization Security Management'. Below this, there are navigation links for 'LINC Home', 'Logout', and 'Help'. The main content area shows user information: eAuth User ID (STLENDER), Last Name (STLENDER), First Name (STLENDER), Phone/Extn ((314)457-4197 Extn: 001), Fax ((314)457-4279), Email Address (XXXXXXXXXX@XXXXXXX.GOV), Assurance Level (2), and Status (Active). At the bottom, there are two dropdown menus for 'Authorized System *' (set to 'Select') and 'Security Role *'. Three buttons are visible: 'Save', 'Reset', and 'Back'.</p> <p>Security Roles Ordered in Descending Level of Administrative Functionality :</p>

Access AASM User Role Maintenance Web Page

From AASM User List web page, the lender has the following options:

- Select the “**Add Role**” Action and press the link for the eAuth User ID of the desired user
 - This option is used to **add a new role to an existing user**.
- Select the “**Add Role**” Action and press the link for the Role for the desired user
 - This option is used to **add the selected role to the user for a new lender/USDA branch number**.
- Select “**Maintain Role**” Action and press the link for the Role of the user to be updated.
- Select the **OK** button in this pop-up which is presented when a new AASM user is added.



<p>Add Role</p> <ul style="list-style-type: none"> • Select the Add Role Action and press the link for the eAuth User ID of the desired user • The User Role Maintenance page displays • This option is used to add a new role to an an existing user. 	<p>Select Add Role presents the AASM User Role Maintenance web page</p>  <p>The screenshot shows the USDA Application Authorization Security Management interface. At the top, it says 'USDA Application Authorization Security Management' with links for 'LINC Home', 'Logout', and 'Help'. Below that is the 'User Role Maintenance' section. It displays user information: eAuth User ID (STLENDER), Last Name (STLENDER), First Name (STLENDER), Phone/Extn ((314)457-4197 Extn: 001), Fax ((314)457-4279), Email Address (STLENDER@USDA.GOV), Assurance Level (2), and Status (Active). There are two dropdown menus: 'Authorized System *' (set to 'Select') and 'Security Role *'. At the bottom are 'Save', 'Reset', and 'Back' buttons. A note at the very bottom says 'Security Roles Ordered in Descending Level of Administrative Functionality:'.</p>
<p>Selecting the Authorized System activates the Security Roles available at the bottom of the displayed page.</p>	<p>Select Add Role presents the AASM User Role Maintenance web page</p>

- The correct selection for LLC is **SFH Loan Closing**.

USDA Application Authorization Security Management

[LINC Home](#) | [Logout](#) | [Help](#)

User Role Maintenance

eAuth User ID	eAuth ID
Last Name	Name
First Name	Name
Phone/Extn	(999)999.9999
Fax	(999)999.9999
Email Address	penny.nowak@stl.usda.gov
Assurance Level	2
Status	Inactive

Authorized System *	<input type="text" value="Select"/>
Security Role *	<input type="text"/>

- **Security Roles** are displayed at the bottom of the screen.
- Utilize the drop down box and select the role to be assigned the user

Selecting the Security Role activates:

- Lender ID and
- USDA Assigned branch Nbr

USDA Application Authorization Security Management
[LINC Home](#) | [Logout](#) | [Help](#)

User Role Maintenance

eAuth User ID: eAuth ID
 Last Name: Name
 First Name: Name
 Phone/Extn: (999)999-9999
 Fax: (999)999-9999
 Email Address: penny.nowak@stl.usda.gov
 Assurance Level: 2
 Status: Inactive

Authorized System * [Select]
 Security Role * []

[Save] [Reset] [Back]

Security Roles Ordered in Descending Level of Administrative Functionality :

- Branch Representative: Allows the user to enter transactions for only the lender branch for which the user is associated.
- Branch Viewer: Allows the user view only capabilities of all transactions for the branch for which the user is associated.
- Lender Representative: Allows the user to enter transactions for all of the lender's branches.
- Lender Viewer: Allows the user view only capabilities of all transactions associated with the lender Tax ID for all branches.

- **Input Lender ID**
- **Input USDA Assigned Branch Nbr by selecting the "Branch List" button**
- **Check "RH"**
- **Select "Save"**

USDA Application Authorization Security Management
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User Role Maintenance

eAuth User ID: STILLENDER
 Last Name: PERRY
 First Name: XXXXXX
 Phone/Extn: (314)457-4197 Extn: 001
 Fax: (314)457-4279
 Email Address: XXXXXX@XXX.XXX
 Assurance Level: 2
 Status: Active

Authorized System * []
 Security Role * []
 Lender ID * 941347393
 USDA Assigned Branch Nbr * 001 [BranchList]
 Loan Program * ([X] RH)

[Save] [Reset] [Back]

Security Roles Ordered in Descending Level of Administrative Functionality :

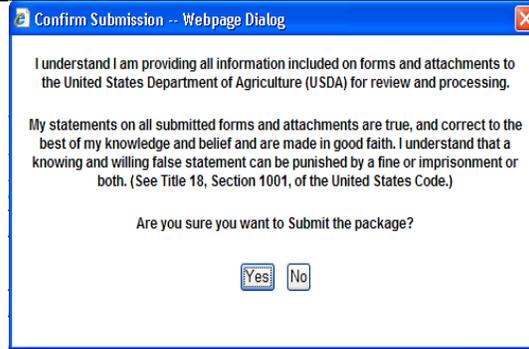
Save

- Available when

When the **Save** button is selected the **Confirmation Submission** pop-up is presented.

maintaining an existing role or adding a new role.

- For example: changing role from Lender Loan Closing to Branch Loan Closing.



- Select No to remain on AASM User Role Maintenance web page.
- Select Yes to proceed and validate the data.
 - If error(s) are found the errors are presented for user action. Errors are discussed below.

- The Update Successful pop-up is presented.



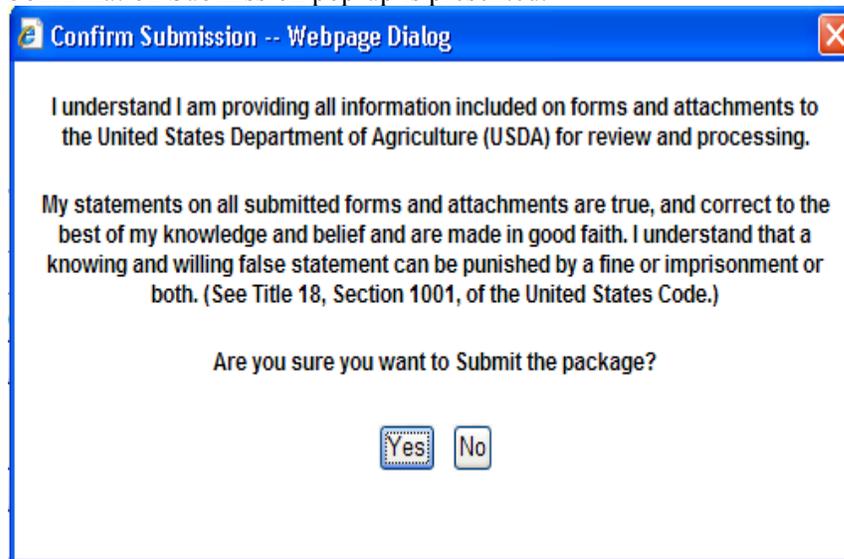
- Select **OK** to return to the AASM User Role Maintenance web page.

To Remove a Role

- Available when removing all roles associated with an eAuth ID

When the **Remove Role** button is selected the

Confirmation Submission pop-up is presented.



- Select **No** to remain on AASM User Role Maintenance web page.

- Select **Yes** to proceed:
 - The Remove Role Successful popup is presented.



- Select **OK** to return to the AASM User List web page. The page states “No records found for the search criteria entered” because all the role(s) have been removed from the eAuth User ID.

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Validation Errors

No records found for the search criteria entered.

User List

Tax Id USDA Branch Nbr

Reset When the **Reset Button** is selected any information entered on the AASM User Role Maintenance web page since the last save is removed.

Back When the **Back** button is selected the user returns to the AASM User List web page

1G. Modifying / Deleting / Adding Security Administrators

Additional **Security Administrators** cannot be added without the assistance of the Deputy Chief Financial Officer (DCFO). Requests to delete, add, and/or modify roles for users assigned as **Security Administrators** for the lender must be made via communication to DCFO at the following address by a person authorized by your organization:

Deputy Chief Financial Officer (DCFO) Accountant
St. Louis, Missouri
RD.DCFO.GLB@stl.usda.gov

At the RHS-LINC website (<https://usdalinc.sc.egov.usda.gov/RHShome.do>) at the Training and Resource library, a fillable form is available to lenders to request modification, deletion or additional Security Administrators. The request must come from a person authorized to bind the lender and include the following information for additional **Security Administrators**:

- ▶ **Lender Name as it appears on the Lender Agreement**
- ▶ **Lender ID**
- ▶ **Name of Security Administrator to be added/deleted/modified**
- ▶ **eAuth User ID**
- ▶ **USDA Branch # to be assigned**
- ▶ **Telephone and Fax Number**

Appointed Lender Security Administrators may modify, delete or add **users** within your organization. Security Administrators will be modified, deleted or added by DCFO when a lender utilizes the form provided.

Section 2 – Glossary of Terms

Glossary of Terms

Acronyms / Terms	Definition
Approved Lender	A lender with an approved lender’s agreement from Rural Development.
AASM	Application Authorization Security Management System
DCFO	Deputy Chief Financial Officer for Rural Development aka “USDA Finance Office”
eAuth ID	eAuth ID is a common abbreviation for e-Authentication
e-Authentication	A Government-wide security access system
GLS	Guaranteed Loan System. This system is only available to USDA Agency employees.
LLC	Lender Loan Closing
LLC-SA	LLC Security Administrator (SA) – the individual assigned by an organization to delegate access to the Lender Loan Closing System system.
RD	Rural Development
Pay.gov	Pay.gov can be used to make secure electronic payments to Federal Government Agencies. Payments can be made directly from a bank account.
PAD	Pre-Authorized Debit. A default bank account defined by the Lender used to submit a lender loan closing up-front guarantee fee using Pay.gov (or other such method).
PAD Global Account Indicator	PAD Global Account Indicator: <ul style="list-style-type: none"> • Yes - this Pre-Authorized Debit Account is available for every Lender/Branch. • No - this Pre-Authorized Debit Account is available for a specific Lender/Branch only.
PII	Personally Identifiable Information
SA	Security Administrator
SFHG	Single Family Housing Guaranteed

Acronyms / Terms	Definition
TIN	Taxing Identification Number
User Instructions	Instructions for use of the System, given by Rural Development to User from time to time through required training, or by notification through the System, including notification to User to review and follow instructions posted on Rural Development’s Internet site.

Section 3 - Resources and Help Information

The following contact information is provided, detailed by the subject of the question:

Questions regarding....

- Technical issues related to eAuthentication IDs
- Previously established User ID and Password issues with eAuthentication

-
- Questions regarding Lender Loan Closing (LLC) functionality

-
- Guaranteed program and policy questions related to loan closing

-
- Published program and policy regulations including supplementary administrative notices

Resource....

eAuth Help Desk.
Call toll free **1-800-457-3642**
Select **Option 1**

Or email:

eAuthHelpDesk@ftc.usda.gov

Email questions to:
RD.DCFO.GLB@stl.usda.gov

Your local USDA Loan Guarantee program office. A list of offices can be found at http://www.rurdev.usda.gov/recd_map.html

Found at:
<http://www.rurdev.usda.gov/RegulationsAndGuidance.html>
Search for 1980-D.