QUICK REFERENCE UPLOAD LOSS CLAIM DOCUMENTS

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

USDA Confirmation

RHS LINC Home | Lender Profile | Help | Logoff

Lender Upload Document

Submit Confirmation

Loss Claim has been transmitted.

Date of Transmission   7/31/2013
Borrower ID
Borrower Name
Servicing Lender Loan Number
Date of Claim   2/25/2014

Please print this page as a receipt of submission of transmission.
For questions contact CSC toll free at 1-866-550-5887.

Documentation for the following should be forwarded to CSC with this sheet:
ML99005T   Submit serv. history/notes and attys chronology to support liquid. time frame
ML99015T   Submit invoice, Attys chronology & all serv. notes to support Atty Lqd Fees
ML99016T   Submit invoice, Attys chronology & all serv. notes to support Atty Lqd costs

[Print]   [View Loss Claim]   [Main Menu]

Click the hyperlink 'Lender Upload Document' above from the Confirmation page.

OR

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

Following is a list of Doc Types available for Loss Claim upload:

- User **must** upload the following documents to create the loss claim task:
    - 11056   Loss Claim Confirmation Page
    - 11012   Add/Update/View Loss Claim
- Upload loss claim documents according to document type based upon indexes provided.
- The documents should support the costs and activities from the default date to the settlement date. Please do not include invoices prior to the current default.

Doc Type Code	Doc Type Description
11008	Reamortization Agreement
11009	Loss Claim Worksheet Checklist
11012	Single Family GRH Automated Loss Claim Worksheet/Add/Update View Loss Claim
11013	Appraisal
11014	RHS Property Disposition Plan
11015	HUD-1 Settlement Statment
11016	Property Tax Correspondence
11017	Property Insurance Correspondence
11018	Bankruptcy Correspondence
11019	Attorney Correspondence
11020	Invoices and Expenses
11021	System Lender Notes
11022	Miscellaneous Loss Claim Documents
11026	Sale Documents
11030	Foreclosure Bidding Instructions
11038	Foreclosure Deed
11039	Additional Loss
11043	Lender Financial History
11044	Listing Agreement
11056	Loss Claim Confirmation Page
11062	Detailed Inspection Reports

This will take you to the Upload Document Page as follows:

USDA Lender Upload Document(s)

LINC Home | FSA LINC Home | RBS LINC Home | RHS LINC Home | RUS LINC Home | Help

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	Upload Status
11021	System notes.pdf	Successful
11056 Loss Claim Confirmation	H:\Upload Documents from	Browse...
11013 Appraisal	H:\Upload Documents from	Browse...
11015 HUD-1 Settlement Statme	H:\Upload Documents from	Browse...
11043 Lender Financial History	H:\Upload Documents from	Browse...
11012 Single Family GRH Autom	H:\Upload Documents from	Browse...
11022 Miscellaneous Loss Clai	H:\Upload Documents from	Browse...

Insert more Documents

Submit Document(s)   Reset   Upload Documents Completed   Cancel

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?

Yes   No

Click 'Yes' if you agree to Submit the package

USDA Lender Upload Document(s)

LINC Home | FSA LINC Home | RBS LINC Home | RHS LINC Home | RUS LINC Home | Help

Borrower Information
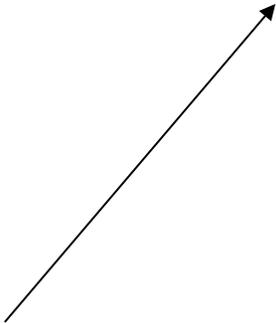
Borrower ID/Name
Address

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.

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Type of Document	File Name	Upload Status
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11043 Lender Financial History	H:\Upload Documents from	Browse...
11012 Single Family GRH Autom	H:\Upload Documents from	Browse...
11022 Miscellaneous Loss Clai	H:\Upload Documents from	Browse...

Insert more Documents

Submit Document(s)   Reset   Upload Documents Completed   Cancel

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

RHS LINC Home | Lender Profile | Help | Logoff

Loss Claim Update
Add/Update Loss Claim
Add Recovery Calculator
Update Recovery Calculator

Loss Claim Inquiry
View Property Disposition Summary
View Submitted Loss Claim
Claim Status List
Threshold Edit Code List
Lender Display Document
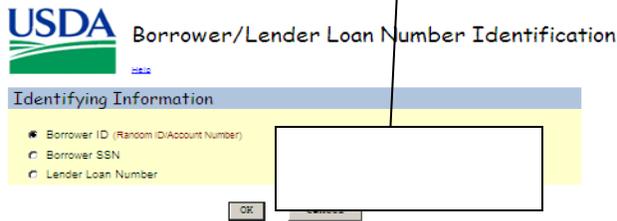
Reports
Advice of Payment
Loss Claim Confirmation

Documentation
Loss Claim Administration User Guide (PDF)
Loss Claim Ready References (PDF)
Frequently Asked Questions (PDF)
Guaranteed Servicing Contact Information (PDF)

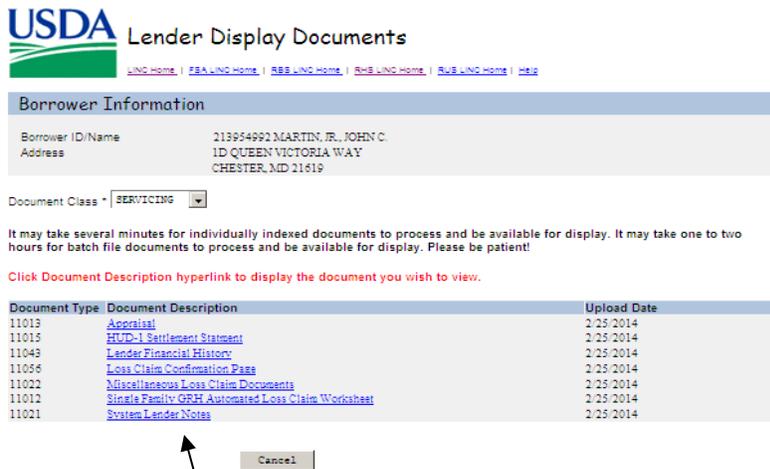**User Authorization**
Maintain Lender/Branch Representative

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

[OK]   [Cancel]

USDA Lender Display Documents

LINC Home | FSA LINC Home | RBS LINC Home | RHS LINC Home | RUS LINC Home | Help

Borrower Information

Borrower ID/Name	213954992 MARTIN, JR., JOHN C.
Address	1D QUEEN VICTORIA WAY
	CHESTER, MD 21619

Document Class * [SERVICING ▾]

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
11013	Appraisal	2/25/2014
11015	HUD-1 Settlement Statment	2/25/2014
11043	Lender Financial History	2/25/2014
11056	Loss Claim Confirmation Page	2/25/2014
11022	Miscellaneous Loss Claim Documents	2/25/2014
11012	Single Family GRH Automated Loss Claim Worksheet	2/25/2014
11021	System Lender Notes	2/25/2014

[Cancel]

Documents uploaded are displayed