



Guaranteed Loan Lender USDA LINC SFH Electronic Status Reporting Help

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ABOUT SFH ELECTRONIC STATUS REPORTING

Lenders with 100 or more loans must submit their loan status information via electronic status reporting (ESR).

ESR is the exchange of standardized information by computer application-to-computer application between private industry and Rural Housing Service (RHS). This exchange is accomplished by accessing the USDA LINC Electronic Status Reporting web pages.



For more information about electronically exchanging business documents with RHS using the X12 file format access the [EDI Implementation Guide](#).

At this time, the standardized information we are exchanging is guaranteed loan annual status and monthly default status information. As lenders convert to web reporting, loan status reporting will be required on a quarterly basis, rather than an annual basis. Lenders will continue to report defaults on a monthly basis.



A loan is delinquent if it is 30 or more days past due. For example: A loan is considered 30 days delinquent if the June 1st installment has not been paid as of June 30th. A loan is 60 days delinquent if the May 1st installment has not been paid as of June 30th.

The GRH LINC is the starting point for status reporting, whether you are using ESR or Web Reporting input pages. The menus on the GRH LINC divide the web site into four major sections: Electronic Status Reporting Page, Web Reporting Page, Forms Page, and Other Links Page. The options available on each GRH LINC page are described below.

Electronic Status Reporting	Send X12 Files Retrieve 997 Files
Web Reporting	Report Quarterly Status Report Monthly Default Status
Forms	Not Available
Other Links	View and/or print the EDI Implementation Guide. View and/or print USDA LINC Help.

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ACCESSING THE GRH LINC FOR ESR

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
4. Click **LOG ON**. The User Login page is displayed.
5. Enter your User ID and Password. Click **LOGIN**.
6. Click **OK** in the LOGIN SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.

HELPFUL HINTS: You have three attempts to enter your correct password. After the third time, your User ID and User Password is suspended. If you forget your user password, refer to the Help for "Security."

7. Click **RHS LINC HOME**. The RHS LINC Home page is displayed.
8. Click **Single Family Guaranteed Rural Housing**. The GRH LINC Home page is displayed.
9. Click **Electronic Status Reporting**. The GRH LINC Home page is redisplayed with the following menu options for Electronic Status Reporting.
 - Send X12 File
 - Retrieve 997 File

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SENDING SFH X12 FILES

Once you have accessed the GRH LINC, you can send EDI X12 transaction sets (TS) 203, Secondary Mortgage Market Investor Report, and TS 264, Mortgage Loan Default Status to the EDI translator. You can send TS 203 and TS 204 in the same X12 file.



An X12 file cannot exceed 100 megabytes.

1. Click **Send X12 File**. The Send EDI X12 Files page is displayed.

2. Enter the X12 file name, if you know it, or click **Browse**.

HELPFUL HINT:

If you click **Browse**, you will receive a dialog box that either:

- Contains a dropdown list that allows you to select (double click) a file from any drive available on the Desk Top or Laptop executing the page. Click **OPEN** to display the file name on the Send EDI X12 Files page, or
- Contains a File Name box that allows you to type in the file name or select (double click) a file name from the list. Click **OPEN** to display the file name on the Send EDI X12 Files page.

3. Click **Submit Transmission**. The Send EDI X12 File Transfer Confirmation page is displayed. Print this page for your files.
4. Wait one hour and then access the Lender Retrieve 997 Screen to verify that the translator has accepted the file.

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DISPLAYING SFH 997 FILES

The TS 997 (Functional Acknowledgment) informs the lender if the translator accepted the transferred EDI X12 file. If the translator did not accept the file, TS 997 details all errors that exist in the X12 file. Once you have accessed the GRH LINC, you will be able to display TS's 997 for TS 203, Secondary Mortgage Market Investor Report, and TS 264, Mortgage Loan Default.

1. Click **Electronic Status Reporting**. The GRH LINC Home page is redisplayed with the following menu options for Electronic Status Reporting.
 - Send X12 File
 - Retrieve 997 File
2. Click **Retrieve 997 File**. The Lender Retrieve 997 Screen is displayed. All TS's 997 created for X12 files that have been transferred during the previous six calendar months are displayed. TS's 997 are deleted when the current date is the same as the date of the file plus six months and one day. For example, a file dated 1/31/00 would be deleted 08/01/00.

HELPFUL HINTS:

- The TS 997 file names correspond to the assigned names on the Send EDI X12 File Transfer Confirmation page.
- If you do not receive an X12 TS 997 within one hour after your submission, please contact the Guaranteed Loan Branch at 877-636-3789 or email them at RD.DCFO.GLB@stl.usda.gov.

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RETRIEVING SFH 997 FILES

To retrieve a TS 997 file that was not accepted by the translator, follow the steps below. You can either display or save the X12 files to your desktop.

HELPFUL HINT: The TS 997 file names correspond to the assigned names on the Send EDI X12 File Transfer Confirmation page.

To display the X12 files:

Click the desired X12 file hyperlink. The X12 file is displayed on your screen.

To save the X12 files to your desktop:

1. Right click the desired X12 file hyperlink.
2. Click **Save Link As** in the popup dialog box.
3. Complete the **File Name** and **Save As Type** boxes in the popup dialog box.
4. Click **Save**. Once you have downloaded the file to your desktop, you can make the necessary corrections and resubmit the X12 file.

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