



Rural Development



**ESR: Web Reporting
Manual Report Entry**

SFH Guarantee Loan Program

Welcome to Electronic Status Reporting (ESR) Web Reporting for the manual entry of loan investor and default status codes for Single Family Housing Guaranteed Loans!

ESR Web Reporting

Topics:

- **Log into ESR**
- **Enter Monthly Status Reports**
- **Enter Monthly Default Reports**

The topics we will discuss include:

- Logging into ESR,
- Entering monthly investor status reports for each loan, and
- Entering monthly default status reports for each applicable delinquent loan.

ESR Web Reporting

ESR: USDA LINC

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

The screenshot shows the USDA LINC website home page. At the top left is the USDA logo with the text "United States Department of Agriculture". To its right is the "USDA LINC Lender Interactive Network Connection" header. Below this is a navigation bar with links for "USDA LINC Home", "ESA LINC Home", "RHS LINC Home", "EHS LINC Home" (highlighted in yellow), "ESL LINC Home", "Help", "Site Map", and "Message Board".

Below the navigation bar, there is a "NOTE" on the left: "NOTE: New User button and Log On hyper link for ESR have been moved to the ESR menu." In the center, there are four service icons: "Farm Service Agency", "Rural Business Service", "Rural Housing Service", and "Rural Utilities Service". To the right of these icons is a "Relending Programs" icon and a system requirements box. The system requirements box contains the following text: "*****NOTE***** This site requires Secure Socket Layer. Therefore you must use Internet Explorer 7.0 and higher is supported on this site, however Internet Explorer version 9.0 is highly recommended and is the highest version supported. To view the help documentation you must use Adobe Acrobat".

To access ESR users will first log into USDA LINC from the web address provided on this slide.

From the USDA LINC home page please select "RHS LINC Home".

ESR Web Reporting

The screenshot displays the USDA LINC Lender Interactive Network Connection website. At the top left is the USDA logo with the text "United States Department of Agriculture". To its right is the "USDA LINC Lender Interactive Network Connection" header. Below this is a navigation bar with links for "USDA LINC Home", "FSA LINC Home", "EBS LINC Home", "EHS LINC Home", "EUS LINC Home", "Help", "Site Map", and "Message Board".

The main content area is divided into three sections:

- Single Family Guaranteed Rural Housing**
 - Electronic Status Reporting (ESR)** (highlighted in yellow)
 - [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**
 - [Lender Loan Closing/Administration](#)
 - [ID Cross Reference](#)
 - [Application Authorization](#)
 - [Lender Status Report List](#)
 - [Lender PAD Account Maintenance](#)
- Community Facilities**
 - [Lender Loan Closing/Administration](#)
 - [ID Cross Reference](#)
 - [Application Authorization](#)
 - [Lender Status Report List](#)
 - [Lender PAD Account Maintenance](#)

In the center of the page is a graphic for "TURBOCHARGE" featuring a speedometer and a green "START" button. The text "Your Guaranteed Loan Processing" is positioned above the button, and "AUTOMATED LOAN CLOSING" is below it. The slogan "Save Time! Save Money!" is also present.

Select "Electronic Status Reporting."

ESR Web Reporting

Log in with e-Authentication

- Level Two account required

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

Quick Links

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

Administrator Links

- > Local Registration Authority Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID & Password ?

User ID: DJTW002017

Password: [REDACTED]

I forgot my User ID | Password

REGISTER LOGIN

Change My Password

WARNING

Upon Login You Agree to the Following Information:

- 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:
 1. 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.
 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 3. Your consent is final and irrevocable. You may not rely on any statements or internal 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.

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


This will take you to the e-Authentication log in page.

If you have an activated User ID, please enter it along with your password. Then select “Login.”

If you do not have an activated Level Two e-Authentication account registered with the approved lender or servicer for which you are reporting monthly loan statuses for, please refer to the “ESR Introduction” training and the Gaining Access to ESR section of the ESR User Guide for step by step instructions to create and activate your own e-Auth account.

ESR Web Reporting

Successful Login



The screenshot shows the ESR Web Reporting home page. At the top left, the USDA Rural Development logo is displayed next to the text "United States Department of Agriculture Electronic Status Reporting". A navigation bar at the top right contains links for "Home", "Help", "Contact Us", and "Logoff". A breadcrumb trail indicates "You are here: Home". On the left side, there is a menu with two main sections: "EDI Reporting" (containing "Send X12 File" and "Retrieve 997 File") and "Web Reporting" (containing "Monthly Status" and "Monthly Default Status"). The "Web Reporting" section is currently selected. The main content area contains the following information:

- Send X12 File:** Upload and submit X12 status report files.
- Retrieve 997 File:** Retrieve submission status for X12 files.
- Monthly Status:** Presents Monthly Loan Status Reports associated with current set of data waiting to be submitted. Allows lender to Add, Modify or Delete status for select borrower and allows Submission of the Transaction of the Monthly Loan Status Reports.
- Monthly Default Status:** Presents Monthly Default Status Reports associated with current set of data waiting to be submitted. Allows lender to Add, Modify or Delete status for select borrower and allows Submission of the Transaction of the Monthly Default Status Reports.

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

At the bottom of the page, there is a footer with the text: "Electronic Status Reporting Home | USDA.gov Accessibility Statement | Privacy Policy | Non-Discrimination Statement".

A successful login for ESR will direct you to this home page.

ESR Web Reporting

Reporting Options

1. **Web Reporting: Manual entry of loan status and default reports**
2. **Electronic Data Interchange (EDI) X12 files (batch file submission)**

There are two reporting options available:

1. **Web Reporting:** This is the option discussed in this training presentation. Web reporting is the manual data entry of each individual loan in regards to monthly status and default status.
2. The second option is EDI or Electronic Data Interchange. EDI allows servicers to create and upload X12 batch files directly into ESR and then retrieve rejection and/or correction reports.

Both options are available to all loan servicers. Please determine the appropriate reporting method for your needs.

ESR Web Reporting

Reporting Window

Investor Status and Default Status Reports

- **Open the 1st of the month - 6th business day, 7pm CST**
- **No changes or updates allowed until the next month report**
- **Rejected/Error Corrections: Begin 13th business day – end of calendar month**

All monthly investor status and default status reports may begin on the first of the month and are due by the sixth government business day at 7 pm Central Standard Time.

No changes or updates to any loan or default status will be allowed until the next monthly reporting period.

Rejected loan statuses and/or identified errors may be corrected beginning the 13th government business day of the month until the end of that calendar month.

ESR Web Reporting

Menu Options

- EDI Reporting
- **Web Reporting**

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

Home Help Contact Us Logoff

You are here: Home

EDI Reporting

- Send X12 File
- Retrieve 997 File

Web Reporting

- Monthly Status
- Monthly Default Status

Send X12 File: Upload and submit X12 status report files.

Retrieve 997 File: Retrieve submission status for X12 files.

Monthly Status: Presents Monthly Loan Status Reports associated with current set of data waiting to be submitted. Allows lender to Add, Modify or Delete status for select borrower and allows Submission of the Transaction of the Monthly Loan Status Reports.

Monthly Default Status: Presents Monthly Default Status Reports associated with current set of data waiting to be submitted. Allows lender to Add, Modify or Delete status for select borrower and allows Submission of the Transaction of the Monthly Default Status Reports.

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

Electronic Status Reporting Home | USDA.gov
Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Web Reporting includes the options of:

- Monthly Status: for loans that are not delinquent, and
- Monthly Default Status: for loans that are currently delinquent.

ESR Web Reporting

Monthly Status

- Entire Portfolio
- Every Month

Report Cycle:

- 1st day of the month thru 6th Government business day, 7pm CST

The screenshot shows the USDA Electronic Status Reporting web application. At the top, the USDA Rural Development logo is displayed alongside the text "United States Department of Agriculture Electronic Status Reporting". A navigation bar includes links for "Home", "Help", "Contact Us", and "Logout". A sidebar menu on the left lists "EDl Reporting" (with sub-items "Send X12 File" and "Retrieve 997 File") and "Web Reporting" (with sub-items "Monthly Status" and "Monthly Default Status"). The "Monthly Status" option is highlighted with a red box. The main content area provides instructions for "Send X12 File", "Retrieve 997 File", "Monthly Status", and "Monthly Default Status". A warning message states: "Any transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost." The footer contains links for "Electronic Status Reporting Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

The Monthly Status option must be completed for the entire portfolio of guaranteed loans, and it is due each month.

Remember, the reporting window opens the first day of the month and is due by the 6th government business day at 7pm Central Standard Time!

To begin the manual entry of monthly status reports for guaranteed loans that are not delinquent, select "Monthly Status."

ESR Web Reporting

- Enter SSN
- Retrieve Borrower

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

Home Help Contact Us Logoff

You are here: Home / Monthly Status

Monthly Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

Print Submit Transmission

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010
 Borrower SSN: Retrieve Borrower

	Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Unpaid Prin.	Prin/Int Payment	Total Amt Delinquent	Invsor Rpt Action Cd
Mod Del	999999999	Test, Testertester	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	01 = ACTIVE
Mod Del	999999999	Doe, John	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	01 = ACTIVE

This is the “Monthly Status Retrieve/Review Transmission” home page.

Your Lender ID, USDA Assigned Branch, and Report Date will be listed at the top of the page.

You must enter the Borrower Social Security Number in order to update their monthly status for this reporting period. Then select “Retrieve Borrower.”

ESR Web Reporting

First Time Report

- Complete data fields

Repeat Entry

- Most data fields completed
- Update necessary items

The screenshot shows the USDA Electronic Status Reporting (ESR) web application interface. The header includes the USDA Rural Development logo and the text 'United States Department of Agriculture Electronic Status Reporting'. A navigation menu on the left lists 'EDI Reporting' (Send X12 File, Retrieve 997 File) and 'Web Reporting' (Monthly Status, Monthly Default Status). The main content area is titled 'Monthly Status Reporting on Individual Borrower' and contains a form with the following fields and values:

Lender ID:	123456789
USDA Assigned Branch:	001
Report Date:	12/31/2010
Borrower SSN:	111111111
Borrower was not included in previous monthly reporting cycle. Please enter data.	
Borrower Last Name*:	<input type="text"/>
Borrower First Name*:	<input type="text"/>
Borrower Middle Initial:	<input type="text"/>
Property Location*:	Select One ▾
Lender Loan Number*:	<input type="text"/>
Unpaid Principal:	0.00 (Example 5000.00)
Principal/Interest Payment*:	0.00 (Example 500.00)
Total Amount Delinquent:	0.00 (Include P&I Only for loans >= 30 days past due)
Investor Reporting Action Code*:	Select One ▾

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page includes 'Electronic Status Reporting Home | USDA.gov', 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement'.

If this is the first time you have reported for this borrower, you must complete the data fields that are displayed on this slide.

If this is not the first time you have reported for this borrower, the bulk of this information will automatically be completed for you. Please review all of the information to ensure accuracy.

The “Investor Status Reporting Action Code” must always be completed.

ESR Web Reporting

Investor Reporting Action Code

The screenshot shows the USDA Electronic Status Reporting (ESR) web application. The header includes the USDA Rural Development logo and the text 'United States Department of Agriculture Electronic Status Reporting'. A navigation menu on the left lists 'EDI Reporting' (Send X12 File, Retrieve 997 File) and 'Web Reporting' (Monthly Status, Monthly Default Status). The main content area is titled 'Monthly Status Reporting on Individual Borrower' and contains a form with the following fields and values:

Lender ID:	123456789
USDA Assigned Branch:	001
Report Date:	12/31/2010
Borrower SSN:	111111111
Borrower was not included in previous monthly reporting cycle. Please enter data.	
Borrower Last Name*:	<input type="text"/>
Borrower First Name*:	<input type="text"/>
Borrower Middle Initial:	<input type="text"/>
Property Location*:	Select One <input type="text"/>
Lender Loan Number*:	<input type="text"/>
Unpaid Principal:	0.00 (Example 5000.00)
Principal/Interest Payment*:	0.00 (Example 500.00)
Total Amount Delinquent:	0.00 (Include P&I Only for loans >= 30 days past due)
Investor Reporting Action Code*:	Select One 01 = Active 02 = Loss Pending 09 = Payoff 10 = Service Transfer

A 'Save' button is located below the form fields. The footer contains the text: 'Electronic Status Reporting Home | USDA.gov Accessibility Statement | Privacy Policy | Non-Discrimination Statement'.


“Investor Reporting Action Code” options include:

- 01: Active
- 02: Loss Pending,
- 09: Payoff, and
- 10: Servicing Transfer.

Make the correct selection for the monthly status of this loan.

ESR Web Reporting

Review and Save

 United States Department of Agriculture
Electronic Status Reporting

Home Help Contact Us Logoff

You are here: Home / Monthly Status / Monthly Status Reporting on Individual Borrower

Monthly Status Reporting on Individual Borrower

ED I Reporting

- Send X12 File
- Retrieve 997 File

Web Reporting

- Monthly Status
- Monthly Default Status

Lender ID: 123456789
USDA Assigned Branch: 001
Report Date: 12/31/2010
Borrower SSN: 111111111

Borrower was not included in previous monthly reporting cycle. Please enter data.

Borrower Last Name*: Jackson
Borrower First Name*: Joe
Borrower Middle Initial: P
Property Location*: IL
Lender Loan Number*: 12345678
Unpaid Principal: 135678.55 (Example 5000.00)
Principal/Interest Payment*: 344.80 (Example 500.00)
Total Amount Delinquent: 0.00 (Include P&I Only for loans >= 30 days past due)
Investor Reporting Action Code*: 01 = Active

Save Cancel

Electronic Status Reporting Home | USDA.gov
Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Review all of the entered information and ensure there are no errors. Select "Save."

ESR Web Reporting

- **Modify or Delete Individual Borrowers**
- **Save**

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

You are here: Home / Monthly Status

Monthly Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

[Print](#) [Submit Transmission](#)

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010
 Borrower SSN: [Retrieve Borrower](#)

	Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Unpaid Prin.	Prin/Int Payment	Total Amt Delinquent	Invsor Rpt Action Cd
Mod/Del	999999999	Test, Testertester	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	01 = ACTIVE

If any borrowers require a modification of data entered or if you wish to delete the individual borrower record, you may do so by selecting the “Mod/Del” options highlighted on this slide.

Once selected, the borrower record will display. This will allow you to make corrections or delete the record. Once you have made your changes, select “Save.”

ESR Web Reporting

Submit Transmission

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

You are here: Home / Monthly Status

Monthly Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

Print **Submit Transmission**

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010
 Borrower SSN: Retrieve Borrower

	Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Unpaid Prin.	Prin/Int Payment	Total Amt Delinquent	Invsur Rpt Action Cd
Mod Del	000000000	Test, Testertester	000000000	MO	\$999,999.99	\$999,999.99	\$999,999.99	01 = ACTIVE
Mod Del	999999999	Doe, John	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	01 = ACTIVE
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff
Mod Del	999999999	Smith, Susan	999999999	MO	\$999,999.99	\$999,999.99	\$999,999.99	09 = Payoff

When all borrowers have been reported, you may select “Submit Transmission” to send all data to USDA.

ESR Web Reporting

Transmission Confirmed

- **Number of records**
- **Date**
- **Print**

The screenshot displays the USDA Electronic Status Reporting (ESR) web application interface. At the top, the USDA logo and "United States Department of Agriculture Electronic Status Reporting" are visible. A navigation menu includes "Home", "Help", "Contact Us", and "Logoff". The main content area is titled "Monthly Status Retrieve / Review Transmission" and contains the following text: "Monthly transmission has been accepted. 9 records were transmitted on 12/31/2010. Please print page as a receipt of submitted transmission." A "Print" button is located below this text. On the left side of the interface, there is a sidebar menu with "EDi Reporting" and "Web Reporting" sections. Under "Web Reporting", "Monthly Status" is selected and highlighted in green. At the bottom of the page, there is a footer with the text: "Electronic Status Reporting Home | USDA.gov Accessibility Statement | Privacy Policy | Non-Discrimination Statement".

A successful transmission will be confirmed. It will include how many records you submitted and the date. If you wish to print a receipt of the submitted transaction you may do so from this page.

This will confirm that all monthly investor status reports have been transmitted.

ESR Web Reporting

Monthly Default Status

- Every DQ Loan
- Every Month

Report Due:

- **1st day of the month thru 6th Government business day, 7pm CST**

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

Home Help Contact Us Logoff

You are here: Home

ED I Reporting

- › Send X12 File
- › Retrieve 997 File

Web Reporting

- › Monthly Status
- › **Monthly Default Status**

Send X12 File: Upload and submit X12 status report files.

Retrieve 997 File: Retrieve submission status for X12 files.

Monthly Status: Presents Monthly Loan Status Reports associated with current set of data waiting to be submitted. Allows lender to Add, Modify or Delete status for select borrower and allows Submission of the Transaction of the Monthly Loan Status Reports.

Monthly Default Status: Presents Monthly Default Status Reports associated with current set of data waiting to be submitted. Allows lender to Add, Modify or Delete status for select borrower and allows Submission of the Transaction of the Monthly Default Status Reports.

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

Electronic Status Reporting Home | USDA.gov
Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Next will be the delinquent loans. Returning to the ESR home page you may select “Monthly Default Status.”

This report must also be completed for each delinquent guaranteed loan every month.

Reporting for default status codes also begins on the first of the month and all are due by the sixth government business day at 7pm Central Standard Time.

ESR Web Reporting

Monthly Default Status

- Enter Borrower SSN
- Retrieve Borrower

USDA United States Department of Agriculture
Rural Development Electronic Status Reporting

You are here: Home / Monthly Default Status

Default Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

[Print](#) [Submit Transmission](#)

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010

Borrower SSN: [Retrieve Borrower](#)

Borrower SSN	Borrower Name	Lender Loan Nbr	Prog Loc	Due Date of Last Installment Received	Status of Mortgage	Status Reason
Mod Del 999999999	Testertester-testt	999999999	MO	11/01/2010	42 = FORECLOSURE COMPLETED	003 = ILLNESS OF PRIN MORT FAM MEMB
Mod Del 999999999	Test, Testertester	999999999	MO	11/01/2010	42 = FORECLOSURE COMPLETED	003 = ILLNESS OF PRIN MORT FAM MEMB
Mod Del 999999999	Test, Testertester	999999999	MO	11/01/2010	42 = FORECLOSURE COMPLETED	003 = ILLNESS OF PRIN MORT FAM MEMB
Mod Del 999999999	Test, Testertester	999999999	MO	11/01/2010	42 = FORECLOSURE COMPLETED	003 = ILLNESS OF PRIN MORT FAM MEMB

The “Default Status Retrieve / Review Transmission” home page will also display the Lender ID, USDA Assigned Branch, and Report Date.

You may enter the Borrower Social Security Number and then select “Retrieve Borrower.”

ESR Web Reporting

First Time Report

- Complete data fields
- First entry = 42

USDA United States Department of Agriculture
Rural Development Electronic Status Reporting

You are here: Home / Monthly Status / Monthly Default Status Reporting on Individual Borrower

Default Status Reporting on Individual Borrower

EDR Reporting
Send X12 File
Retrieve 987 File

Web Reporting
Monthly Status
Monthly Default Status

Lender ID: 123456789
USDA Assigned Branch: 001
Report Date: 12/31/2010
Borrower SSN: 111111111
Borrower was not included in previous monthly reporting cycle. Please enter data.

Borrower Last Name*: Jefferson
Borrower First Name*: William
Borrower Middle Initial: G
Property Location*: FL
Lender Loan Number*: 3458938

Due Date of Last Installment Received*: 04/01/2017 (Example mm/dd/yyyy) Delete Status
Status of Mortgage*: 08/03/2017 (Example mm/dd/yyyy)
Status of Mortgage*: Select One
Status Reason Code*: Select One

Due Date of Last Installment Received*: (Example mm/dd/yyyy) Delete Status
Status of Mortgage Date*: (Example mm/dd/yyyy)
Status of Mortgage*: Select One
Status Reason Code*: Select One

To add additional Status of Mortgage code, click the "Add Status" button. Once all the Status of Mortgage codes have been entered, click the "Save" button.

Save Add Status Cancel

The borrower's record will display.

If this is the first time you are entering the borrower as delinquent, please complete all of the applicable data fields.

Delinquent loans must always have the first "Status of Mortgage" code 42 selected to state the loan is delinquent. This will open the default event.

ESR Web Reporting

First Report/Multiple Codes

- Enter each code to capture each default event
- 2 default code opportunities available
- Use “Add Status” to report additional codes

USDA United States Department of Agriculture
Rural Development Electronic Status Reporting

You are here: Home / Monthly Status / Monthly Default Status Reporting on Individual Borrower

Default Status Reporting on Individual Borrower

EDR Reporting
Send X12 File
Retrieve 987 File

Web Reporting
Monthly Status
Monthly Default Status

Lender ID: 123456789
USDA Assigned Branch: 001
Report Date: 12/31/2010
Borrower SSN: 111111111
Borrower was not included in previous monthly reporting cycle. Please enter data.

Borrower Last Name*: Jefferson
Borrower First Name*: William
Borrower Middle Initial: G
Property Location*: FL
Lender Loan Number*: 3458938

Due Date of Last Installment Received*: 04/01/2017 (Example mm/dd/yyyy) Delete Status
Status of Mortgage*: 08/03/2017 (Example mm/dd/yyyy)
Status of Mortgage*: Select One
Status Reason Code*: Select One

Due Date of Last Installment Received*: (Example mm/dd/yyyy) Delete Status
Status of Mortgage*: (Example mm/dd/yyyy)
Status of Mortgage*: Select One
Status Reason Code*: Select One

To add additional Status of Mortgage code, click the "Add Status" button. Once all the Status of Mortgage codes have been entered, click the "Save" button.

Save Add Status Cancel

If additional “Status of Mortgage” codes are applicable to this reporting cycle, these must be entered as well. The more codes entered, the better information USDA has available to determine the success of servicing options.

The first time you enter a borrower you have the opportunity to capture two “Status of Mortgage” codes on this screen. If more than two codes are applicable for the borrower, there is an “Add Status” button available at the bottom of the screen. By selecting this, ESR will allow you to enter more than two codes.

Status of Mortgage

Status of Mortgage*:

Select One

- 06 = FORMAL FORBEARANCE PLAN
- 08 = TRIAL PAYMENT PLAN
- 09 = SPECIAL FORBEARANCE
- 11 = PROMISE TO PAY
- 12 = REPAYMENT/INFORMAL FORBEARANCE PLAN
- 13 = PAID IN FULL
- 15 = PREFORECLOSURE ACCEPTANCE PLAN AVAILABLE
- 17 = PRE-FORECLOSURE SALE COMPLETED
- 1A = FORECLOSURE SALE HELD
- 1E = EVICTION STARTED
- 20 = REINSTATED BY MORTGAGOR W/O LOSS MITIGATION INTERVENTION
- 21 = REINSTATED BY ASSUMPTOR
- 24 = GOVERNMENT SEIZURE
- 26 = REFINANCE STARTED
- 28 = MODIFICATION STARTED
- 29 = CHARGE-OFF
- 30 = THIRD PARTY SALE
- 31 = PROBATE
- 32 = MILITARY INDULGENCE
- 33 = CONTESTED FORECLOSURE
- 34 = NATURAL DISASTER
- 36 = RD-SLS MORTGAGE RECOVERY ADVANCE STARTED
- 37 = RD-SLS MORTGAGE RECOVER ADVANCE MODIFICATION STARTED
- 39 = RD-SLS TRIAL PAYMENT PLAN
- 41 = RD-SLS MODIFICATION/MORTGAGE RECOVERY ADVANCE
- 42 = DELINQUENT
- 44 = DEED-IN-LIEU STARTED
- 47 = DEED-IN-LIEU COMPLETED
- 48 = LOSS CLAIM
- 59 = CHAPTER 12-BANKRUPTCY
- 65 = CHAPTER 7-BANKRUPTCY
- 66 = CHAPTER 11-BANKRUPTCY
- 67 = CHAPTER 13-BANKRUPTCY
- 68 = FIRST LEGAL ACTION TO COMMENCE FORECLOSURE
- 69 = BANKRUPTCY PLAN CONFIRMED
- 73 = PROPERTY REDEEMED
- 76 = BANKRUPTCY COURT CLEARANCE OBTAINED
- 78 = BORROWER PROGRAM ASSISTANCE RECEIVED
- 95 = STATE MANDATED DELAY &/OR MEDIATION
- 98 = REINSTATED AFTER LOSS MITIGATION INTERVENTION
- AA = COMPLETED FINANCIALS RECEIVED AND IN REVIEW
- AO = INELIGIBLE FOR LOSS MITIGATION
- AP = INELIGIBLE FOR LOSS MITIGATION DUE TO NO RESPONSE
- AQ = OPTION FAILURE
- AS = RD MORATORIUM
- AW = FIRST RPC
- H4 = CERTIFIED LETTER
- H5 = WORKOUT PACKAGE COMPLETED

This slide displays all of the “Status of Mortgage” codes available to the servicer.

There are many options, so please report all applicable codes for each delinquent loan.

ESR Web Reporting

Status Reason Code

- Avoid 015 “Other”
- 015 = DOCUMENT

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

You are here: Home / Monthly Status / Monthly Default Status Reporting on Individual Borrower

Default Status Reporting on Individual Borrower

EDI Reporting
Send X12 File
Retrieve 997 File

Web Reporting
Quarterly Status
Monthly Default Status

Lender ID: 123456789
USDA Assigned Branch: 001
Report Date: 12/31/2010
Borrower SSN: 111111111

Borrower was not included in previous monthly reporting cycle. Please enter data.

Borrower Last Name*: Jones
Borrower First Name*: Jill
Borrower Middle Initial: J
Property Location*: FL
Lender Loan Number*: 12345678
Due Date of Last Installment Received*: 06/12/2017 (Example mm/dd/yyyy)
Status of Mortgage*: 42 = DELINQUENT

Status Reason Code*:
Select One
001 = DEATH OF PRIN MORTO
002 = ILLNESS OF PRIN MORT
003 = ILLNESS OF PRIN MORT FAM MEMB
004 = DEATH OF PRIN MORT FAM MEMB
005 = MARITAL DIFFICULTIES
006 = CURTAILMENT OF INCOME
007 = EXCESSIVE OBLIGATIONS
008 = ABANDONMENT OF PROPERTY
009 = DISTANT EMPLOYMENT TRANSFER
010 = NEIGHBORHOOD PROBLEM
011 = PROPERTY PROBLEM
012 = INABILITY TO SELL PROPERTY
013 = INABILITY TO RENT PROPERTY
014 = MILITARY SERVICE
015 = OTHER

Save

Electronic Status Reporting Accessibility Statement | Privacy Policy

The “Status Reason Code” is also an invaluable data entry to assist USDA to offer viable servicing options and maintain the health of the portfolio.

If you choose “015: Other” then DOCUMENT the loan file with the “Other” reason for the default. There are 14 viable options that are typically the prime reasons for a default to occur. Therefore, when “Other” is selected, USDA will be looking for additional servicing notes and supporting documentation to be retained in the servicing loan file.

“Other” will typically apply to delinquencies due to natural disasters or the reinstatement of a delinquent account. As stated earlier, there would be plenty of documentation available to support the selection of “Other” in these circumstances.

ESR Web Reporting

Save the entry

USDA United States Department of Agriculture
Rural Development Electronic Status Reporting

You are here: Home / Monthly Status / Monthly Default Status Reporting on Individual Borrower

Default Status Reporting on Individual Borrower

EDI Reporting
Send X12 File
Retrieve 987 File

Web Reporting
Monthly Status
Monthly Default Status

Lender ID: 123456789
USDA Assigned Branch: 001
Report Date: 12/31/2010
Borrower SSN: 111111111
Borrower was not included in previous monthly reporting cycle. Please enter data.

Borrower Last Name*: Jefferson
Borrower First Name*: William
Borrower Middle Initial: G
Property Location*: FL
Lender Loan Number*: 3458938

Due Date of Last Installment Received*: 04/01/2017 (Example mm/dd/yyyy) Delete Status
Status of Mortgage*: 08/03/2017 (Example mm/dd/yyyy)
Status of Mortgage*: 42 = DELINQUENT
Status Reason Code*: 007 = EXCESSIVE OBLIGATIONS

Due Date of Last Installment Received*: (Example mm/dd/yyyy) Delete Status
Status of Mortgage Date*: (Example mm/dd/yyyy)
Status of Mortgage*: Select One
Status Reason Code*: Select One

To add additional Status of Mortgage code, click the 'Add Status' button. Once all the Status of Mortgage codes have been entered, click the 'Save' button.

Save Add Status Cancel

When all of the delinquent borrower data has been entered, review the entries and select "Save."

ESR Web Reporting

Multiple Code Result

- All codes display
- Excellent reporting!

You are here: Home / Monthly Default Status

Default Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

Print Submit Transmission

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010
 Borrower SSN: Retrieve Borrower

	Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Due Date of Last Installment Received	Status of Mortgage Date	Status of Mortgage	Status Reason
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	34	015
...					mm/dd/yyyy	mm/dd/yyyy	78	015

When the record is saved it will display on the home page for review.

Please carefully review multiple default codes when reported.

In this example of the highlighted multiple code entry, the borrower was reported as:

- First code 42 to open the default event, this was due to Status Reason Code "003" for Illness of principal mortgage family member
- Second, code 34 to denote a natural disaster has affected the dwelling and/or employment of the borrower, the Status Reason Code is "015" for "Other." This is an appropriate selection because there is no Status Reason Code for natural disasters, and
- Finally code 78, which indicates the borrower has applied for or has been approved to receive payment assistance through a local, state, or federal agency. The Status Reason Code remains at "015" for "Other" which continues to apply because none of the other codes would be appropriate.

This is excellent reporting which paints a very clear picture of the borrower's current position.

ESR Web Reporting

Default Reporting Tips

- All **NEW** delinquency events must begin with code 42
- Report all applicable codes for the default event
- Thorough reporting assists all parties

Don't forget:

- All new delinquency events that are reported must begin with a "Status of Mortgage" code 42 for delinquent. Once the 42 is reported it will not be necessary to repeat again unless you revert back to it after a failed loss mitigation option or other eligible scenario.
- Report ALL applicable codes for the default event, and
- Remember: the more thorough you are in reporting these events, the more information USDA can analyze performance in order to offer you and our rural homeowners additional servicing options and flexibilities.

ESR Web Reporting

Review Monthly Defaults

You are here: Home / Monthly Default Status

Default Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

[Print](#) [Submit Transmission](#)

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010
 Borrower SSN: [Retrieve Borrower](#)

Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Due Date of Last Installment Received	Status of Mortgage Date	Status of Mortgage	Status Reason
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	24	015
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	78	015
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003

When all monthly defaults have been reported, you can review the entire list from the “Default Status Retrieve / Review Transmission” home page.

ESR Web Reporting

- **Modify or Delete Individual Borrowers**
- **Save**

USDA Rural Development United States Department of Agriculture Electronic Status Reporting

You are here: [Home](#) / [Monthly Default Status](#)

Default Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

[Print](#) [Submit Transmission](#)

Lender ID: 123456789
 USDA Assigned Branch: 001
 Report Date: 12/31/2010
 Borrower SSN: [Retrieve Borrower](#)

	Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Due Date of Last Installment Received	Status of Mortgage Date	Status of Mortgage	Status Reason
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	34	015
Mod Del					mm/dd/yyyy	mm/dd/yyyy	78	015

If any individual report requires a modification or you wish to delete the record, select the “Modify/Delete” option.

The individual borrower report will display. After you make corrections or choose to delete the file, select “Save.”

ESR Web Reporting

Submit Transmission

USDA United States Department of Agriculture
rural Electronic Status Reporting

You are here: Home / Monthly Default Status

Default Status Retrieve / Review Transmission

Any Transmission not reviewed and submitted by 7:00 PM (CST) of the Federal Government's sixth working day following the end of the month will be lost.

Print **Submit Transmission**

Lender ID: 123456789
USDA Assigned Branch: 001
Report Date: 12/31/2010
Borrower SSN: Retrieve Borrower

	Borrower SSN	Borrower Name	Lender Loan Nbr	Prop Loc	Due Date of Last Installment Received	Status of Mortgage Date	Status of Mortgage	Status Reason
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	24	015
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	78	015
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003
Mod Del	999999999	Test, Testertester	999999999	MO	mm/dd/yyyy	mm/dd/yyyy	42	003

Select "Submit Transmission" to send all monthly default status reports to USDA.

ESR Web Reporting

Transmission Confirmed

- **Number of records**
- **Date**
- **Print**

The screenshot displays the USDA Electronic Status Reporting (ESR) web application interface. At the top left, the USDA logo and "Rural Development" text are visible, along with the "United States Department of Agriculture Electronic Status Reporting" title. A navigation menu includes "Home", "Help", "Contact Us", and "Logoff". The main content area features a breadcrumb trail "You are here: Home / Monthly Default Status" and a green header "Default Status Retrieve / Review Transmission". The central message states: "Monthly default transmission has been accepted. 9 records were transmitted on 12/31/2010. Please print page as a receipt of submitted transmission." A "Print" button is located below the message. On the left side, a sidebar menu lists "EDI Reporting" (with sub-items "Send X12 File" and "Retrieve 997 File") and "Web Reporting" (with sub-items "Monthly Status" and "Monthly Default Status", which is currently selected). The footer contains the text "Electronic Status Reporting Home | USDA.gov" and links for "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

A successful transmission will be confirmed. It will include how many records you submitted and the date. If you wish to print a receipt of the submitted transaction you may do so from this page.

This will confirm that all monthly default status reports have been transmitted.

ESR Resources

USDA LINC

<https://www.rd.usda.gov/programs-services/lenders/usda-linc-training-resource-library>

The screenshot shows the USDA LINC Training and Resource Library website. A red starburst graphic with the text "Updated As Needed!" is overlaid on the right side of the page. A blue-bordered callout box titled "Electronic Status Reporting (ESR)" is positioned over the "Documentation & Resources - Current" section of the website. The callout box contains a numbered list of four items: 1. ESR Implementation Guide (Current Guide) (PDF), 2. ESR Implementation Guide for the April 1, 2018 Effective Date (PDF) - revised May, 2017, 3. ESR Implementation Guide Release Notes for the April 1, 2018 Effective Date (PDF) - revised August, 2017, and 4. Trading Partner Agreement.

USDA LINC’s Training and Resource Library website provides a wealth of information and training for ESR and many other USDA Single Family Housing Guaranteed Loan topics including origination, the Guaranteed Underwriting System (GUS), and Loss claims.

You may access ESR information by selecting “Electronic Status Reporting” from the list of links at the top of the Training and Resource Library, or you may scroll down the page until you locate this section. All training and documentation materials will be updated as necessary.

ESR Resources

ESR User Guide

Coming Soon!



SFH Electronic Status Reporting
USDA Lender Interactive Network Connection

SFH Web Reporting

[About SFH Web Reporting](#)
[Entering Monthly Status Reports](#)
[Reviewing Monthly Status Reports](#)
[Modifying Monthly Status Reports](#)
[Deleting Monthly Status Reports](#)
[Submitting Monthly Status Reports](#)
[Entering Monthly Default Status Reports](#)
[Reviewing Monthly Default Status Reports](#)
[Modifying Monthly Default Status Reports](#)
[Deleting Monthly Default Status Reports](#)
[Submitting Monthly Default Status Reports](#)

ABOUT SFH WEB REPORTING

Only lenders/servicers with less than 100 loans should use the Web Reporting input pages to submit guaranteed loan status and mortgage loan default status information. Loan status reporting for all loans is required on a Monthly basis, rather than a quarterly basis. Lenders/servicers will continue to report delinquent loans and 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 USDA LINC, Rural Housing Service page is the starting point for Electronic Status Reporting, whether you are using EDI or Web Reporting. The menus on the USDA LINC Electronic Status Reporting page into 2 major sections with 2 additional sections under each major section. Below is the menu layout.

3. EDI Reporting
 - Send X12 File
 - Retrieve 997 File
4. Web Reporting
 - Quarterly Status
 - Monthly Default Status

The ESR User Guide will soon be added to the USDA LINC Training and Resource Library to assist users to navigate to topics for assistance.

This slide displays the specific help section for Web Reporting.

ESR Resources

ESR Help

ISSUE	CONTACT
Log In problems Access to ESR Correction/Rejection questions	RD.NFAOC.HSB@STL.USDA.GOV 1-877-636-3789 option 1
Technical questions	RD.GLS.PROD@one.usda.gov
Business/Operation questions	SFHGLDPROGRAM@wdc.usda.gov

This table provides specific resources to assist you with any ESR related questions or technical issues you may encounter. Depending upon your current needs, USDA has a contact option that you can reach out to for help.



This will conclude this session. Thank you very much for your time!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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We are proud to help you serve more rural homebuyers nationwide.