



United States Department of Agriculture
Rural Development

Illinois GRH Update

April 9, 2015

TURN TIMES

We are currently processing complete applications received April 8, 2015. Current turn times can be found on our [website!](#)

HANDBOOK 3555

The handbook can be accessed on the [RD Handbooks website.](#)

NEED A FORM?

Forms for the new 3555 regulation can be found on the Agency's [eForms website.](#)

2015 INCOME LIMITS

Income limits for 2015 have been released and most Illinois counties realized an increase in limits! Check them out [here!](#)

QUESTIONS?

*Toll Free
866-481-9575*

Email

Champaign-GRH@il.usda.gov



UPLOADING DOCS IN GUS

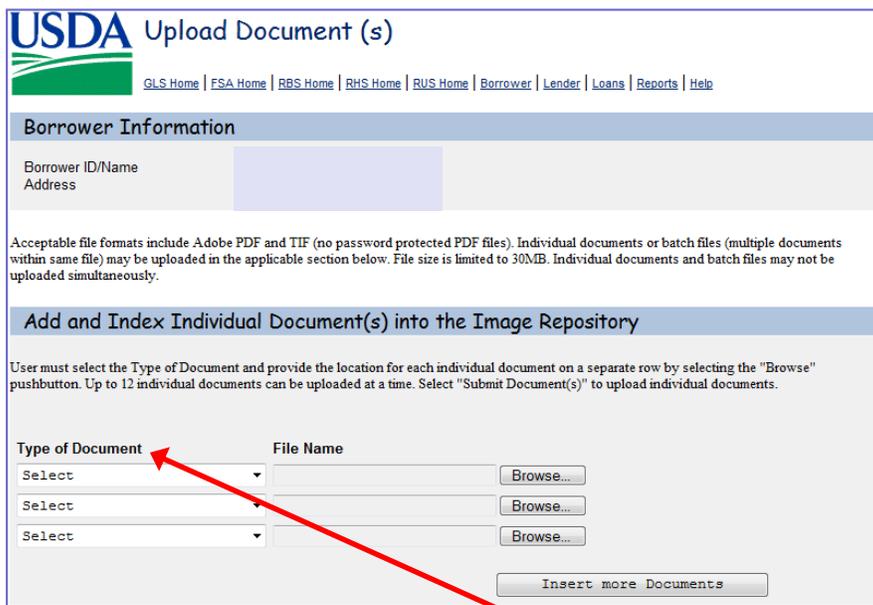


GUS
Guaranteed Underwriting System

- Eligibility
- Loan Terms
- Borrower
- Employment
- Income and Expenses
- Assets and Liabilities
- Transaction Details
- Additional Data
- Credit / Underwriting
- View Findings
- Request Forms
- USDA Administration
- GUS Reports
- Loan List
- Data Modified
- View Documents
- Upload Documents**
- GUS User Guide

For lenders using the Agency's Guaranteed Underwriting System (GUS), enhancements have been made to the system that now allows lenders to upload documentation in GUS - no more emailing the documents separately!

Once a final submit is complete and the final GUS Findings Report has been reviewed, click on 'Upload Documents' in the left menu. This will open a new screen (below).



USDA Upload Document (s)
[GLS Home](#) | [FSA Home](#) | [RBS Home](#) | [RHS Home](#) | [RUS Home](#) | [Borrower](#) | [Lender](#) | [Loans](#) | [Reports](#) | [Help](#)

Borrower Information

Borrower ID/Name
Address

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). Individual documents or batch files (multiple documents within same file) may be uploaded in the applicable section below. File size is limited to 30MB. Individual documents and batch files may not be uploaded simultaneously.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

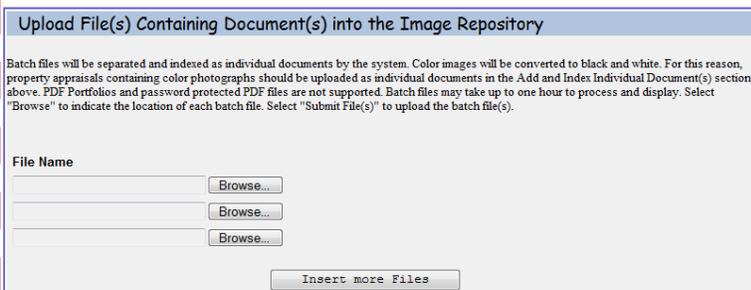
Type of Document	File Name	
Select		<input type="button" value="Browse..."/>
Select		<input type="button" value="Browse..."/>
Select		<input type="button" value="Browse..."/>

To add individual documents, select from the 'Type of Document' drop-down menu, browse for your document and add it. A suggestion for easier uploading and Agency viewing is to upload all documents except for the appraisal as 'Underwriting' and then uploading the appraisal separately. The Agency recommends uploading the appraisal separately in order to maintain the picture integrity of the document.

Users are also able to do a 'batch upload' which is at the bottom of the upload screen (lower left). Batch uploads will take longer due to the system separating out the documents and naming them for you. It is still recommended to upload the appraisal separately within the

batch document section as batch uploads are in black and white only and photo integrity is lost.

If unable to upload, the Agency will still accept emailed packages and will upload the documents for the lender.



Upload File(s) Containing Document(s) into the Image Repository

Batch files will be separated and indexed as individual documents by the system. Color images will be converted to black and white. For this reason, property appraisals containing color photographs should be uploaded as individual documents in the Add and Index Individual Document(s) section above. PDF Portfolios and password protected PDF files are not supported. Batch files may take up to one hour to process and display. Select "Browse" to indicate the location of each batch file. Select "Submit File(s)" to upload the batch file(s).

File Name



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