Request for Adding or Removing a Security Administrator
SFH Guarantee Loan Program Automated Systems

This request is to:
1. Add a Security Administrator user; or
2. Remove a Security Administrator role

This form is utilized by lenders with an existing user agreement for automated systems. If the lender does not have a current system user agreement*, then one must be completed by the lender and submitted to USDA Rural Development for approval. See the [Training and Resource Library](#) on USDA LINC for all system user agreements.

Once the below form is completed and signed by a duly authorized officer (a person with the signatory authority to bind the organization to contractual agreements) of the company, the agreement may be sent in electronic format (scanned or imaged document) to RD.SO.HSB@usda.gov . If establishing a new role or updating a role, the user will be notified by a system generated email once the user's role is established/updated.

All systems are accessed from https://usdalinc.sc.egov.usda.gov/RHShome.do

System Definitions
Below is a description of each SFH Guaranteed System:

1. **GUS - Guaranteed Underwriting System:** An automated underwriting system for submitting and processing Rural Development Single Family Housing Guaranteed Loans. GUS allows lenders to electronically process loan applications and submit those applications and corresponding documents to the Agency.

2. **SFHANLFEES – SFH Annual Fees system:** For loan servicers to access and pay the monthly bills for annual fees due on their portfolio.

3. **SFHGPAD – SFH Guaranteed Pre-Authorized Debit:** For loan servicers to set up their Pre-Authorized Debit (PAD) accounts which is included in the Annual Fee and MRA User Agreements to pay Annual Fees and MRA Receivables that are owed.

4. **SFHLNCLSG - SFH Loan Closing System:** For approved lenders to electronically submit their loan closing transactions including the Guarantee Fee. Security Administrator access to the system includes the ability to set up the PAD account that will be used to pay the guarantee fees.

5. **ESRSFH – Electronic Status Reporting System for SFH:** For loan servicers to submit their monthly default status reports and quarterly/monthly status reports. Electronic reporting is required.

6. **LOSSMIT – Loss Mitigation System for SFH:** For loan servicers to submit loan servicing plans electronically to the Agency and upload all required supporting documentation. Delegated servicers input and approve their own servicing plans. Non-Delegated servicers input their servicing plans for Agency review and approval.

7. **SFHLOSS - SFH Loss Claim System:** For loan servicers to enter and submit their loss claims to the Agency electronically to collect on the guarantee and upload all required documentation.

8. **MRARCV – Mortgage Recovery Advance Receivable:** For loan servicers to access and pay the MRA Receivable due on loans in their portfolio.

9. **GLSLVL1 – Guaranteed Loan System – Level 1:** For loan servicers to access the ID Cross Reference option to look up borrower ids based on Social Security Numbers for loans associated with specific lender. *No user agreement required

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Taxing Identification Number (TIN) & Branch: _____

Complete legal name of Business _____

Address _____

(City, State, Zip Code) _____

As an authorized representative for the Lender indicated above, we are requesting the following action(s) as indicated below:

REQUEST #1

Name (Last, First, MI): _____

E-mail: _____

Phone Number and Ext: _____

eAuth/Login.gov User ID: * _____

System ID: *   GUS   SFHANLFEES   SFHGPAD   SFHLNCLSG   ESRSFH

LOSSMIT   SFH LOSS   MRARCV   GLSLVL1

Action Requested: Add   Delete

Security Administrator valid for: :   **Only the location/branch listed in the address above**

All locations/branches of the organization

REQUEST #2

Name (Last, First, MI): _____

E-mail: _____

Phone Number and Ext: _____

eAuth/Login.gov User ID: * _____

System ID: *   GUS   SFHANLFEES   SFHGPAD   SFHLNCLSG   ESRSFH

LOSSMIT   SFH LOSS   MRARCV   GLSLVL1

Action Requested: Add   Delete

Security Administrator valid for: **Only the location/branch listed in the address above**

All locations/branches of the organization

*Verified Identity eAuth/Login.gov IDs are required for the following systems: ESR, LOSSMITG; SFHGPAD; SFHLNCLSG; SFHLOSS and MRARCV. All other systems require an unverified eAuth/Login.gov ID; however, a Verified Identity eAuth/Login.gov ID can also be used for an unverified system access. All EAuth/Login.gov ID's can be created online at https://www.eauth.usda.gov/eauth/b/usda/home . For additional assistance with eAuth ID's visit the Training and Resource Library on LINC (https://www.rd.usda.gov/resources/usda-linc-training-resource-library) and locate the System Access and Security Guide on the left hand menu.

Approved Lender

By: _____
Signature

Title: _____

(Printed Name) _____

By executing this form, I confirm I am a duly authorized officer of the company and represent and warrant the information in this form as complete and accurate.

"Rural Development"

By Signature Authority of the Deputy Administrator,

Single Family Housing, USDA, Rural Housing Service