ESR Introduction

Topics

• ESR Basics
• Sign up / E-Authentication
• Access ESR
• Resources
Electronic Status Reporting: ESR

- Electronically capture current loan status and delinquency information
- Monitor USDA portfolio and lender performance
- Servicers report loan and default status monthly
Electronic Status Reporting: Monthly

Two Options to report:

1. Web Reporting: Individual manual entry/review
2. Transmit/Review EDI X12 files (batch submissions)
ESR Introduction

Reporting Window

Investor Status and Default Status Reports

• Due by the 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
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Reporting Follows Servicing!

- Report each DQ and/or servicing event(s)
- Approved Lender/Servicer is responsible for timely/accurate reporting
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Reporting Follows Servicing: Example

- Loan reported Delinquent (42) June 4th
- Loan Modification (28) approved June 20th

July 1st = June reporting window:

- Code 28: Loan Modification
ESR Introduction

Gain Access to ESR

1. Approved USDA Lender / Servicer

2. Activated e-Authentication Account: Level Two

3. Approved Trading Partner Agreement w/USDA
ESR Introduction

Gain Access to ESR

1. Approved USDA Lender / Servicer
   - Form RD 3555-16
   - https://forms.sc.egov.usda.gov/eForms/searchAction.do
ESR Introduction

Gain Access to ESR

1. Approved USDA Lender / Servicer

   • Form RD 3555-16
Gain Access to ESR

2. Activated e-Authentication Account: Level Two

• Each user must establish their own account

• Shared accounts are unauthorized
ESR Introduction

Log in with e-Authentication

- Level Two account required
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Need an e-Authentication Account?

• Select Create an account
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Create e-Authentication Account: LEVEL TWO

- ESR User Guide: Gaining Access to ESR
- Step by Step Instructions
- Provide activated e-Auth ID to SA
ESR Introduction

Gain Access to ESR

3. Approved Trading Partner Agreement w/USDA
   • USDA LINC Training and Resource Library
   • https://www.rd.usda.gov/programs-services/lenders/usda-linc-training-resource-library
ESR Introduction

ESR User Agreement

Electronic Status Reporting (ESR)

Documentation & Resources - Current

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 May, 2017
4. Trading Partner Agreement
ESR Introduction

Agreement

• 7 pages

• Fillable pdf
ESR Introduction

Agreement

- Page 6 of 7
- Servicer Information
- SA Information
- Electronic signature
ESR Introduction

Agreement

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• Where to submit

• Electronic option preferred

• SA’s receive email confirmation of approval

USDA, RHS ESR/EDI Contact:
Housing Services Branch
Guaranteed Loan Division
National Financial and Accounting Operations Center
4300 Goodfellow Blvd.
Building 104, Post H50, FC-1322
St. Louis, MO 63120
Telephone: 877-836-3780
Email: RD.NFACC.HSB@STL.USDA.GOV

Send Completed/Signed Trading Partner Agreement to:
RD.NFACC.HSB@STL.USDA.GOV
NOW LOGIN!
ESR Introduction

ESR: USDA LINC

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

NOTE: New User button and Log On hyperlink for ESR have been moved to the ESR menu.
ESR Introduction
ESR Introduction

Log in with E-Authentication

- Level Two account required
Successful Login

ED| 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.
ESR Introduction

USDA LINC: Training and Resource Library


Electronic Status Reporting (ESR)

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4. Trading Partner Agreement

Additional Trainings and Resources Coming Soon!
ESR Introduction

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- User Guide
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GovDelivery Sign Up

GovDelivery Sign Up

Email Updates
To sign up for updates or to access your subscriber preferences, please enter your contact information below.

*Email Address

Submit  Cancel
# ESR Help

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log In problems</td>
<td><a href="mailto:RD.NFAOC.HSB@STL.USDA.GOV">RD.NFAOC.HSB@STL.USDA.GOV</a></td>
</tr>
<tr>
<td>Access to ESR</td>
<td>1-877-636-3789 option 1</td>
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<tr>
<td>Correction/Rejection questions</td>
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<tr>
<td>Technical questions</td>
<td><a href="mailto:RD.GLS.PROD@one.usda.gov">RD.GLS.PROD@one.usda.gov</a></td>
</tr>
<tr>
<td>Business/Operation questions</td>
<td><a href="mailto:SFHGLDPROGRAM@wdc.usda.gov">SFHGLDPROGRAM@wdc.usda.gov</a></td>
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</tbody>
</table>
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