



**Rural Development**



# **Introduction to Electronic Status Reporting (ESR) SFH Guaranteed Loan Program**

Welcome to an Introductory overview of Electronic Status Report or ESR for Single Family Housing Guaranteed loans.

## ESR Introduction

### Topics

- **ESR Basics**
- **Sign up / E-Authentication**
- **Access ESR**
- **Resources**

The topics for this module include:

- Discuss ESR basics,
- Review how to sign up for e-Authentication,
- Access ESR online, and
- Review valuable resources available to ESR users.

## ESR Introduction

### 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 or ESR is very important for USDA and our lending and servicer partners.

ESR allows servicers to electronically submit monthly loan status and delinquency information for guaranteed loans.

USDA utilizes ESR to monitor the loan portfolio and lender performance.

The investor loan status and default status for each loan will now be required on a monthly basis. This will provide more timely reporting and portfolio performance metrics.

## ESR Introduction

### Electronic Status Reporting: Monthly

#### Two Options to report:

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

There are two options available for servicers in order to submit monthly loan updates:

1. **Web Reporting:** This requires the manual entry and review of each loan in a lender's portfolio through USDA's online system. or
2. **Electronic Data Interchange (EDI)** which allows servicers to submit X12 batch files. These batch files allow the entire portfolio to be uploaded and submitted to USDA in one transaction. This option eliminates the need for the servicer to manually enter data and individual loan status for each loan they service.

## ESR Introduction

### Reporting Window

#### Investor Status and Default Status Reports

- **Due by the 6<sup>th</sup> business day, 7pm CST**
- **No changes or updates allowed until the next month report**
- **Rejected/Error Corrections: Begin 13<sup>th</sup> business day – end of calendar month**

Investor Status, for current loans, and Default Status reports for delinquent loans are due by the 6<sup>th</sup> government business day before 7 pm Central Standard Time.

Once the web reporting or EDI batch submissions are received, no changes or updates to these status reports are allowed until the next month reporting timeframe is due.

If an investor status or default status is rejected by the ESR system or errors are detected, these loans will be available for review and correction through reports the servicer may access. Servicers may begin correcting these rejected loans on the 13<sup>th</sup> government business day, and will be able to resubmit corrections to the entered data until the end of the calendar month.

## ESR Introduction

### Reporting Follows Servicing!

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

When a loan is delinquent and a servicing action or multiple actions have been initiated, approved, or completed: these actions must be reported for the delinquent loan. By reporting all applicable actions or codes, USDA and the lender will have a well documented record of all efforts made to appropriately service the loan and assist the borrowers.

The approved servicer is responsible to submit timely and accurate reports to USDA as stated in the 7 CFR 3555, lender/servicer agreement, and trading partner agreement.

## ESR Introduction

### Reporting Follows Servicing: Example

- **Loan reported Delinquent (42) June 4<sup>th</sup>**
- **Loan Modification (28) approved June 20<sup>th</sup>**

**July 1<sup>st</sup> = June reporting window:**

- **Code 28: Loan Modification**

This is an example of accurate reporting when a servicing action has occurred.

- A loan is reported delinquent, or code 42, on June 4<sup>th</sup>. This would occur during the May reporting window which begins June 1<sup>st</sup>. This will indicate that the loan is a minimum of 30 days delinquent and no other servicing actions have occurred.
- On June 20<sup>th</sup> a loan modification is approved by the servicer. The servicer cannot access ESR and update this one loan status. Therefore the next opportunity to report servicing actions and/or delinquency status for this loan will be the reporting window that opens July 1<sup>st</sup>, which will allow the lender to update June loan statuses.
- When ESR is available in the first 6 government business days in July, the servicer will report the loan as a code 28 to indicate a loan modification has been approved.

## 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**

So how do you access ESR? Let's walk through each necessary step or required agreement.

## ESR Introduction

### Gain Access to ESR

#### 1. Approved USDA Lender / Servicer

- Form RD 3555-16
- <https://forms.sc.egov.usda.gov/eForms/searchAction.do>



Your company or each company that you may work with to service USDA guaranteed loans, must have an approved Lender/Servicer Agreement on file with USDA. This agreement is Form RD 3555-16 and available online at the weblink provided.

# ESR Introduction

## Gain Access to ESR

### 1. Approved USDA Lender / Servicer

- Form RD 3555-16

USDA Form RD 3555-16  
(Rev. 12-14)

**AGREEMENT FOR PARTICIPATION  
IN SINGLE FAMILY HOUSING  
GUARANTEED-INSURED LOAN PROGRAMS  
OF THE UNITED STATES GOVERNMENT**

FORM APPROVED  
OMB No. 0575-0179

**INTRODUCTION**

The purpose of this Agreement is to establish the Lender as an approved participant, servicer, or holder of single family housing loans for the Rural Housing Service (RHS), and to provide general terms and conditions for originating and servicing such loans.

Agency/Department Name (Required)	Participating Lender
Address	Tax Identification No.
	Home Office Address
	Telephone No.

At the time of this agreement, the Lender is designated as an ESR Approved Lender, and has the authority assigned to such Lenders under Agency regulations. The Agency may, in its own discretion, change such designation upon written notification to the Lender.

**PART I - GENERAL REQUIREMENTS**

This part sets forth the requirements for participation in single family housing guaranteed insured loan programs of the Federal Government. Notwithstanding any other provisions of this Agreement, should there be a conflict between this Agreement and any statute or Agency rule or regulation, the latter shall prevail.

**A. Duties and Responsibilities of the Agency**

1. **Person or Claims.** The Agency agrees to make payment on its claims in accordance with the terms of the guarantee insurance and consistent with Agency regulations.
2. **Information on Regulations and Guidelines.** The Agency shall make all reasonable efforts to provide the Lender with information concerning regulations and guidelines that the Lender is required to follow to be in compliance with the Agency's guaranteed insured loan program.
3. **Personnel Available for Consultation.** The Agency shall make personnel available for consultation on interpretations of Agency regulations and guidelines. The Lender may consult with Agency personnel regarding internal underwriting, loan closing, loan servicing, and loan liquidation questions.
4. **Agency Review of Lender Actions.** In conducting reviews of specific actions taken by the Lender, the Agency shall determine the propriety of any actions taken by the Lender based on the facts available at the time the specific action was taken. It is understood by the Agency and intended by this Agreement that the Lender has the authority to exercise reasonable judgment in performing any non-supervised act within its authority. However, the Agency reserves the right to question any act performed or conclusion drawn by the Lender which is inconsistent with the Agreement or Agency regulations or guidelines.
5. **Lender Right to Appeal Adverse Actions.** The Agency shall clearly state in its regulations which adverse actions taken by the Agency may be appealed by the Lender. The regulations shall provide procedures and requirements for such appeals.

**B. General Requirements for the Lender**

1. **Eligibility to Participate.** The Lender, to be an approved participant with the Agency in its guaranteed insured loan program, must be a corporation or other acceptable legal entity, as defined by Agency regulations, with legal authority to participate in the program.
  - The Agency will determine whether the Lender meets all eligibility requirements for participation in the Agency's guaranteed insured loan program.
  - The Lender must continue to meet the Agency's lender eligibility requirements at all times, as determined by the Agency during the term of this Agreement.
2. **Knowledge of Program Requirements.** The Lender is required to obtain and keep itself informed of all program regulations and guidelines, including all amendments and revisions of program requirements and policies.
3. **Notification.** The Lender shall immediately notify the Agency in writing if the Lender:
  - Causes to possess the minimum net capital and/or an acceptable level of liquidity/working capital, as required under this Agreement;
  - Becomes insolvent;
  - Has filed for any type of bankruptcy protection, has been forced into involuntary bankruptcy, or has requested an assignment for the benefit of creditors;

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a valid OMB control number. It will not conduct a collection of information unless it displays a valid OMB control number. Send comments regarding this collection of information collection to Washington, DC 20503.

The Lender/Servicer Agreement is four pages long. This is an image of the first page.

## ESR Introduction

### Gain Access to ESR

#### 2. Activated e-Authentication Account: Level Two

- Each user must establish their own account
- Shared accounts are unauthorized

The next step will be to secure an activated e-Authentication account with Level Two access.

Each user that will access ESR or any USDA system must have their own e-Auth account. Sharing one account between two or more users is unauthorized. If shared accounts are discovered by USDA it may result in the trading partner and approved participant agreements being revoked.

# ESR Introduction

## ESR: USDA LINC

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

The screenshot shows the USDA LINC website interface. At the top left is the USDA logo with the text "United States Department of Agriculture". To its right is the text "USDA LINC Lender Interactive Network Connection". Below this is a navigation bar with several links: "USDA LINC Home", "ESA LINC Home", "RBS LINC Home", "RHS LINC Home" (highlighted in yellow), "RUS 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." To the right of the note are four service icons: "Farm Service Agency", "Rural Business Service", "Rural Housing Service", and "Rural Utilities Service". Each icon has a corresponding text label below it. To the right of these icons is a "Relending Programs" icon with a text label below it. At the bottom right, there is a "NOTES" box with the following text: "This site requires Secure Sockets 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".

Creating a Level Two e-Auth account is easy!

First access the USDA LINC home page, and select RHS LINC Home.

# ESR Introduction

USDA United States Department of Agriculture **USDA LINC** Lender Interactive Network Connection

[USDA LINC Home](#) [FSA LINC Home](#) [EBS LINC Home](#) [EHS LINC Home](#) [EUS LINC Home](#) [Help](#) [Site Map](#) [Message Board](#)

**Single Family Guaranteed Rural Housing**

- [Electronic Status Reporting \(ESR\)](#)
- [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](#)

**TURBOCHARGE** Your Guaranteed Loan Processing

Save Time! Save Money!

**AUTOMATED LOAN CLOSING** **START**

Select Electronic Status Reporting.

## ESR Introduction

### 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](#)

**eAuthentication Login**

**LincPass (PIV)** ?

**User ID & Password** ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID: DJTW002017  
Password: [masked]  
[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.

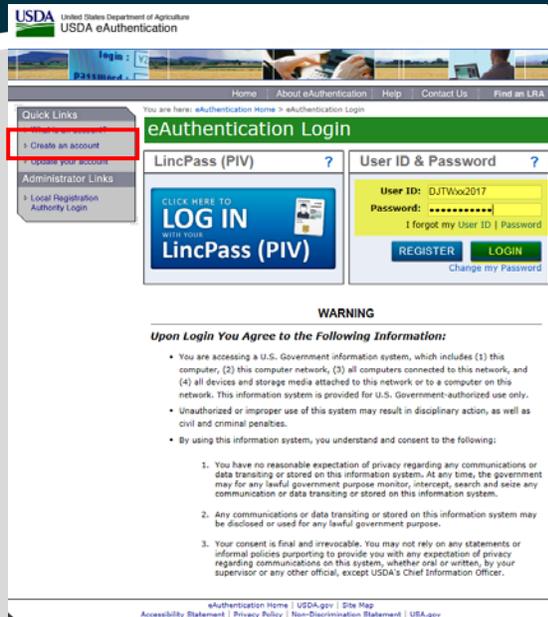
[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)  
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

If you already have a Level Two e-Auth account, you can enter your User ID and Password to log in.

## ESR Introduction

### Need an e-Authentication Account?

- Select Create an account



The screenshot shows the USDA eAuthentication Login page. The header includes the USDA logo and navigation links. A 'Quick Links' menu on the left contains a red-bordered box around the 'Create an account' link, with a red arrow pointing to it. The main content area features a 'LincPass (PIV)' login button and a 'User ID & Password' form with fields for User ID (DJTWoo2017) and Password, along with 'REGISTER' and 'LOGIN' buttons. Below the form is a 'WARNING' section with a list of terms and conditions.

But if you need to establish an e-Auth account, please select “Create an account” from the Quick Links menu.

Enter the required information to set up a new account.

## ESR Introduction

# Create e-Authentication Account: LEVEL TWO

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

The screenshot displays the USDA LINC Lender Interactive Network Connection website. At the top, it says "SFH Electronic Status Reporting" and "USDA Lender Interactive Network Connection". The main heading is "Gaining Access to ESR". Below this, there are several links: "Updating Account from Level 1 to Level 2", "Obtaining an eAuthentication Account for Level 2", "eAuthentication Errors", "Forgot your User ID", "Change User Password", "Forgotten User Password", and "eAuthentication Q&A".

Under the heading "Updating your Account from Level 1 to Level 2", there are three numbered steps:

1. Type in <https://usdalinc.sr.eopw.usda.gov/> and press Enter. The USDA LINC Home page is displayed.
2. Click RHS LINC Home.
3. Click Electronic Status Reporting (ESR).

The screenshot shows a navigation bar with "ESR LINC Home" and "ESR LINC Home" buttons. Below this, there is a "Quick Links" section with a red box around the "Update your Account" link. The "Update your Account" link is highlighted in green.

Step 4: In the Quick Links box click Update your Account. The screenshot shows the "eAuthentication Home" page with a "Welcome" message and a "Create an Account" button.

There is step by step assistance available to help you complete the data fields contained with the ESR User Guide in the “Gaining Access to ESR” section.

This portion of the user guide helps users to establish a new e-Authentication account or update an existing Level One e-Auth account to a Level Two.

Be alert for an email that will arrive and contain a link to activate the e-Authentication account. If you fail to click on the activation link, your account will not be active.

## 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>

The final item required from your company is an approved trading partner agreement in order to access USDA online systems. This agreement is available from the USDA LINC Training and Resource Library. The current weblink is shown on this slide.

The screenshot shows the USDA LINC Training & Resource Library website. The main navigation bar includes links for Home, About RD, Programs & Services, Browse by State, Newsroom, Publications, and Contact Us. The current page is titled "USDA LINC Training & Resource Library" and features a sidebar with "Programs & Services" and "Library" sections. The main content area lists various topics, with "Electronic Status Reporting" highlighted in yellow. Below this, a list of "Documentation & Resources - Current" is shown, with the "Trading Partner Agreement" also highlighted in yellow.

**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**

When you are on the Training and Resource Library site, near the top, there is a list of topics contained on this webpage. Rather than scrolling down the page to find the ESR section, you can click directly on “Electronic Status Reporting” and then arrive directly at this section.

The Trading Partner Agreement is available under the Documentation and Resources.

# ESR Introduction

## Agreement

- 7 pages
- Fillable pdf

USDA United States Department of Agriculture Clear Form

### Basic Trading Partner Agreement Electronic Status Reporting

**1.0 INTRODUCTION**

This agreement between the U.S. Department of Agriculture (USDA), Rural Housing Service (RHS), and [redacted] hereafter known as Trading Partner, prescribes the general procedures and policies to be followed when accessing the Electronic Status Reporting (ESR) application used for transmitting and receiving electronic loan default and loan status reports to RHS.

The Trading Partner Agreement (Agreement) is a key document in the implementation process of ESR. This Agreement sets forth the rights and obligations of the ESR trading parties and outlines the conditions that will allow the parties to communicate electronically with each other.

**1.0 DEFINITIONS**

**Application Authorization Security Management system (AASM)** – a secured Web application used to authorize access to other USDA applications once the user has an e-Auth ID of the appropriate level for the desired application.

**E-Authentication system (e-Auth)** – a system used by USDA agencies to enable customers to obtain authenticated accounts that will allow them to access USDA Web applications and services via the Internet.

**Electronic Data Interchange (EDI)** – an electronic communication method that provides standards for exchanging data via any electronic means. It is the computer-to-computer interchange of strictly formatted messages that represent documents other than monetary instruments. EDI implies a sequence of messages between two parties, either of whom may serve as originator or recipient. The formatted data representing the documents may be transmitted from originator to recipient via telecommunications or physically transported on electronic storage media.

**USDA LINC** – the U.S. Department of Agriculture's Lender Interactive Network Connection (LINC) web site.

**GRN LINC** – the Single Family Guaranteed Rural Housing section of the RHS LINC web site. This section provides links to the Electronic Status Reporting application as well as other SFH Guaranteed applications and information available to lenders.

**RHS LINC** – a sub-section of the Rural Housing section of the USDA LINC web site.

**Rural Housing Service Business Day** – a RHS business day is a day in which RHS is officially open for normal business at its St. Louis, Missouri, office.

**Rural Housing Service ESR Implementation Guide** – a RHS-provided manual that describes the electronic submission of business documents to RHS.

**Rural Housing Service Processor** – the RHS-owned computer that receives electronic business documents from the RHS ESR Web Server for subsequent processing by the appropriate RHS computer application program.

**Service Bureau** – an agent of the Trading Partner authorized by the Trading Partner to submit business documents electronically to RHS. The Trading Partner must specify this relationship in a properly executed addendum to this agreement.

**System** – The Electronic Status Reporting web application and supporting AASM and e-Auth applications and systems.

**Trading Partner** – the RHS approved lender (identifiable by the 9-digit lender tax ID number and RHS-issued 3-digit branch number) who consents to the electronic exchange of pertinent business documents in accordance with all specifications of the agreement.

**Trading Partner Security Administrator** – an employee of the Trading Partner (Lender) designated by the Trading Partner and granted access to AASM so that they can authorize ESR access to additional users of the Trading Partner.

This is the first page of the Trading Partner Agreement. It is 7 pages in length and is in a fillable pdf format.

# ESR Introduction

## Agreement

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

USDA United States Department of Agriculture  
12.0 APPROVAL

Clear Form

Tax Identification Number (TM): \_\_\_\_\_  
USDA Issue Branch Number (TPA's Servicing Branch): \_\_\_\_\_  
Complete legal name of Business (aka: Trading Partner): \_\_\_\_\_  
Street address of Trading Partner: \_\_\_\_\_  
City, St, Zip Code: \_\_\_\_\_

TPA (Lender) Branch Security Administrator (SA) Information

Name of SA #1	_____	Name of SA #2	_____
Email of SA #1	_____	E-mail of SA #2	_____
Phone Number SA #1	_____	Phone Number of SA #2	_____
Fax Number of SA #1	_____	Fax Number of SA #2	_____
e-Auth ID of SA #1 *	_____	e-Auth ID of SA #2 *	_____

\* A Level 2 e-Auth ID is required for Electronic Status Reporting. The Level 2 e-Auth ID can also be used for systems requiring Level 1 e-Auth system access. Level 2 e-Auth IDs can be created online at <http://www.usda.gov/esa/esa>. Click on "Create and Account" and then click on "Register for a Level 2 Account". The e-Auth ID must be activated by clicking on the activate link in the email the user receives after applying for an e-Auth account. Additionally, Level 2 activation cannot occur without identity proofing. This can be accomplished online by clicking on <http://www.usda.gov/esa/esa> and entering the new Level 2 e-Auth ID and password created in the previous step. Identity proofing may also be completed by contacting a USDA Loan Repayment Authority (LRA). An LRA location can be located online at <http://www.usda.gov/esa/esa>. If unsuccessful filing an LRA, please send an email request to [JLFRAC@BBS17.USDA.GOV](mailto:JLFRAC@BBS17.USDA.GOV) stating identity proofing is needed, and providing the users name, telephone number, and e-Auth ID they created.

Name of person executing Agreement for Trading Partner: \_\_\_\_\_  
Title of person executing Agreement for Trading Partner: \_\_\_\_\_  
Date of Execution: \_\_\_\_\_

Complete this section if using a Service Bureau to send and receive ESI transactions

Service Bureau Name: \_\_\_\_\_  
Service Bureau Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, St, Zip Code: \_\_\_\_\_  
Service Bureau Contact Email Address: \_\_\_\_\_  
Service Bureau Contact Phone Number: \_\_\_\_\_

NOTE: By identifying a Service Bureau on this Agreement, you are hereby authorizing RHS to communicate with identified Service Bureau with respect to the delivery and receipt of business documents of the said Trading Partner and it is understood that the Trading Partner's obligations under this agreement and applicable Rural Housing Service reference procedures remain fully in force.

<b>"Trading Partner" (aka Lender/Servicer)</b>	<b>"RHS"</b>
By: _____ Signature _____ Title _____ Date _____ <small>By executing this form, I confirm I am a duly authorized officer of the company and represent and warrant the information in this form is complete and accurate.</small>	By Signature Authority of the Deputy Administrator, Single Family Housing _____

The 6<sup>th</sup> page of the agreement will capture a lot of very important information including:

- Lender/Servicer Information
- Security Administrators: It is recommended that two Security Administrators are included. In the event that one SA is on vacation, ill, or leaves the company, there will be at least one other SA available to activate employees in USDA systems and add or remove privileges.
- Lenders and Servicers may submit the trading partner agreement with an electronic signature.

## ESR Introduction

### Agreement

- **Page 7 of 7**
- **Where to submit**
- **Electronic option preferred**
- **SA's receive email confirmation of approval**



United States  
Department of  
Agriculture

**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: 877-636-3786  
Email: [RD.NFAOC.HSB@STL.USDA.GOV](mailto:RD.NFAOC.HSB@STL.USDA.GOV)

Send Completed/Signed Trading Partner Agreement to:  
[RD.NFAOC.HSB@STL.USDA.GOV](mailto:RD.NFAOC.HSB@STL.USDA.GOV)

The final page of the agreement will include instructions on how to submit the completed form to USDA.

Emailing the form to USDA is preferred. It allows for a more efficient delivery and receipt for all parties.

When the trading partner agreement is approved by USDA, the SA's listed on page 6 will receive an email confirmation that the company is now approved to use the ESR system.

**NOW LOGIN!**



If your company has been approved by USDA to participate in the guaranteed loan program and access USDA systems AND you have an activated Level Two e-Authentication User ID:  
**IT'S TIME TO LOGIN AND START REPORTING!**

# ESR Introduction

## ESR: USDA LINC

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

USDA United States Department of Agriculture **USDA LINC** Lender Interactive Network Connection

USDA LINC Home ESA LINC Home RBS LINC Home **ESR LINC Home** RUS LINC Home Help Site Map Message Board

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

Farm Service Agency  
Rural Business Service  
Rural Housing Service  
Rural Utilities Service  
Relending Programs

This site requires Secure Sockets 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

Access ESR from the USDA LINC home page, by selecting “RHS LINC Home”.

# ESR Introduction

The screenshot displays the USDA LINC Lender Interactive Network Connection website. The header includes the USDA logo and the text "United States Department of Agriculture" and "USDA LINC Lender Interactive Network Connection". Below the header, there are navigation 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, there is a graphic for "TURBOCHARGE" featuring a speedometer and a "START" button. The text "Your Guaranteed Loan Processing" is visible next to the speedometer. Below the speedometer, it says "Save Time! Save Money!" and "AUTOMATED LOAN CLOSING".

Select the "Electronic Status Reporting (ESR)" link.

## ESR Introduction

### 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](#)

**eAuthentication Login**

**LincPass (PIV)** ?

**User ID & Password** ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID: DJTWoo2017

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](#)

Enter your activated User ID and Password for your Level Two e-Auth account, and then select “Login.”

## ESR Introduction

### Successful Login

The screenshot shows the USDA Electronic Status Reporting (ESR) home page. At the top left is the USDA Rural Development logo. To its right is the text "United States Department of Agriculture" and "Electronic Status Reporting". On the right side of the header is a photograph of a computer mouse and keyboard. Below the header is a navigation bar with links for "Home", "Help", "Contact Us", and "Logout". A breadcrumb trail reads "You are here: Home". The main content area is divided into two columns. The left column contains a sidebar with two main sections: "EDI Reporting" and "Web Reporting". Under "EDI Reporting" are links for "Send X12 File" and "Retrieve 997 File". Under "Web Reporting" are links for "Monthly Status" and "Monthly Default Status". The right column contains the following text: "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." Below this is a bolded warning: "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 is a footer with the text "Electronic Status Reporting Home | USDA.gov" and "Accessibility Statement | Privacy Policy | Non-Discrimination Statement".

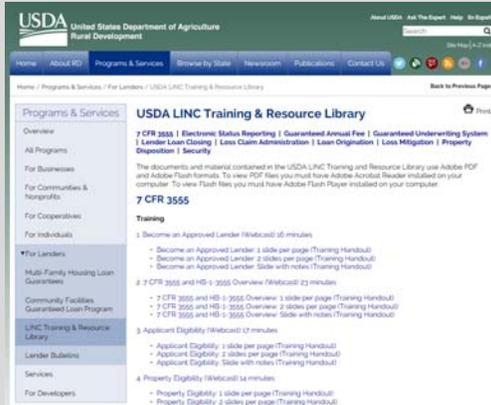
A successful login will place you at the ESR home page.

From this screen you will be able to select your reporting method of EDI or Web Reporting.

# ESR Introduction

## USDA LINC: Training and Resource Library

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



### 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

Additional Trainings and Resources  
Coming Soon!

Just a reminder that the USDA LINC Training and Resource Library is a wealth of training and documentation resources. New items will be posted as they become available.

# ESR Introduction

## Table of Contents

- **User Guide**

The ESR User Guide features a Table of Contents that has many easily accessible topics to assist you in entering your monthly investor and default status reports. The User Guide is coming soon/available on the USDA LINC Training and Resource Library.

## ESR Resources

### GovDelivery Sign Up

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

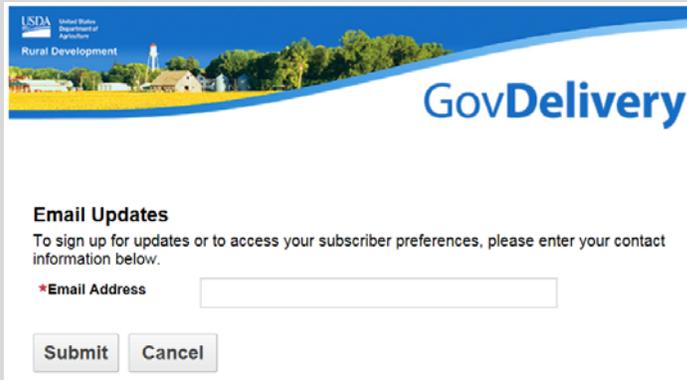


Please sign up for GovDelivery messages. USDA sends out origination (including GUS) and servicing messages to alert lending, servicing, and real estate professional partners of new publications, clarifications, and additional program updates.

From the USDA LINC Training and Resource Library home page, you can click on the third option from the left, which has a picture of a letter on it.

## ESR Resources

### GovDelivery Sign Up



USDA United States Department of Agriculture Rural Development

GovDelivery

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

\*Email Address

Submit Cancel

This will take you to the GovDelivery sign up page. You may unsubscribe to any updates you select at any time.

## ESR Resources

### ESR Help

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

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



This will conclude the ESR Introduction session. Thank you for joining us today!

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](mailto:program.intake@usda.gov).

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Thank you for your support of the Single Family Housing Guaranteed Loan Program. We appreciate the opportunity to help you assist rural homebuyers and homeowners across the nation.