Become a GUS Lender

Single Family Housing Guaranteed Loan Program
Things change!

• Every effort has been made to ensure training references are accurate at the time of publication.

• Always reference the most recent USDA publications available online.
HOW TO PARTICIPATE
**USDA Approved lenders**

1. Maintain USDA approved lender status
2. Complete GUS approval paperwork
3. Activate an e-Authentication ID and password for Security Administrators
4. Complete GUS required training
5. Receive approval from USDA
Third Party Originators, Brokers, etc.

1. Work with an approved USDA lender as an “Agent”
2. Activate an e-Authentication ID and password
3. Agents may be granted access to originate loans with an approved lender
USDA LINC: Training and Resource Library


Guaranteed Underwriting System (GUS)

Training
1. GUS Overview Training (mp4)

Documentation & Resources
1. GUS Training (PDF)
2. GUS User Guide (PDF)
4. Gaining Access To GUS Fillable Forms (PDF)
5. Gaining Access To GUS Guide (PDF)
6. LOS/POS Tested Listing (PDF)

Some items may change due to updates
e-Authentication:

- Set up ID
- Select password
- Activate ID

USDA RURAL DEVELOPMENT
Single Family Housing Guaranteed Loan Program

Gaining Access to the Guaranteed Underwriting System (GUS)

October 2013
e-Authentication: Account & Passwords


2. Gaining Access to GUS: pages 17 – 19
e-Authentication: Account & Passwords

3. Register for LEVEL ONE access

4. Activation email must be executed within 7 days of receipt
E-Authentication Tips

1. One e-Auth account per user
2. Do not share an e-Auth ID account with another party
3. Keep passwords protected and do not share them with approved lenders or USDA
4. Do not miss out on activating the account within 7 days of receipt of email
GUS Training

1. USDA LINC Training and Resource Library
2. Scroll to “Guaranteed Underwriting System (GUS)”
3. Complete required module(s) under “Training”
4. Security Administrators and Users with Final Underwriting Submission must complete training
GUS User Agreement

1. Complete GUS User Agreement: USDA LINC
2. Must be an approved USDA lender

Guaranteed Underwriting System (GUS)

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GUS User Agreement

• Read all 8 pages
• List 2 SA’s
• Refer to Page 20 of Gaining Access guide
• Fillable form
• Email to address listed
GUS Training Certification

- Include with GUS User Agreement
GUS Training Certification

Post GUS Approval:

• New employees may complete GUS training
• No evidence of completion is required to be submitted to USDA
USDA Review & Approval

1. USDA will email the SA’s listed on the GUS User Agreement of approval
2. SA’s may log into GUS
3. Employees may provide activated e-Auth ID’s to SA’s
4. SA’s may grant employee access
5. Reference: Gaining Access to GUS Guide
SA Actions

- Pages 26 - 38
- Add, Modify, and Delete Users
- Step by Step help
Future Changes?

- Add SA
- Delete SA

Security

Training

1. Lender eAuth Training for SFH (FLASH)

Documentation & Resources

1. Additional Lender Security Administrator - Fillable (PDF)
Request for Adding or Removing a Security Administrator
Single Family Housing Guarantee Loan Program
Automated Systems

This request is for:
1. Add a Security Administrator user;
2. Remove a Security Administrator role;
3. Inactivate a Security Administrator user.

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.

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 documents) to [email protected] (Re: USDA). If establishing a new role, the user will be notified by a system generated email once the user’s role is established.

System Definitions

Below is a description of each system:
1. GUS - Guaranteed Underwriting System: This system is for Single Family Housing Guaranteed Loan applicants to enter the guaranteed loan applications and submit them to the Agency’s underwriting system, which will provide an underwriting recommendation on the loan and determine eligibility of the applicant, loan, and property. Loans are submitted to the Agency electronically via GUS and will include manual file submissions.
2. SFHAN.FEES - Single Family Housing Annual Fees System: This system is for Single Family Housing Guaranteed Loan servicers to access and pay the monthly bills for annual fees due on their portfolio.
3. SFHG.PAD - Single Family Housing Guaranteed Pre-Authorized Debt - Guaranteed Annual Fees System: This system is for Single Family Housing Guaranteed Loan servicers to use to set up their Pre-Authorized Debt (PAD) accounts that they will use to pay the annual fees that are owed.
4. SFHNC.LS3 - Single Family Housing Loan Closing System: This system is for Single Family Housing Guaranteed Loan servicers to use to electronically submit their loan closing transactions. The system avoids the use of Form SFH5404 - Loan Closing Report, and allows lender to submit the upfront guarantee fee electronically. Access to the system requires the ability to set up the PAD account that will be used to pay the guarantee fees. All required documents are uploaded to the system and the Loan Note Guarantee generated by the system once approved by the Agency.
5. ERSSFH - Electronic Status Reporting System for Single Family Housing: This system is for Single Family Housing Loan servicers to submit their monthly default status report and quarterly default status reports. Electronic reporting is required.
6. LOSSMIT - Loss Mitigation System for SFH: This system is utilized by approved Single Family Housing Guaranteed Loan servicers to submit loan servicing plans electronically to the Agency and upload all required supporting documentation. Servicers input and upload any servicing data. Non-Delegated servicers input their servicing plans for Agency review and approval.
7. SFHLOS.S - Single Family Housing Loss Claims System: This system is for Single Family Housing Guaranteed Loan servicers to enter and submit their loss claims to the Agency electronically to collect on the guarantee and upload all required documentation.
Future Changes?

• Changes to a Branch

Guaranteed Underwriting System (GUS)

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WELCOME!!
Guaranteed Loan Program Regulation

7 CFR Part 3555

• 8 Subparts: A – H
• Appendix 1

HB-1-3555

• Provides guidance to support the regulation
• HB is not the rule
• 20 Chapters
7 CFR Part 3555

7 CFR Part 3555

HB-1-3555 SFH Guaranteed Loan Program Technical Handbook

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Chapter 1 - Overview
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Chapter 9 - Income Analysis
Chapter 10 - Credit Analysis
Chapter 11 - Ratio Analysis
Chapter 12 - Property and Appraisal Requirements
Chapter 13 - Special Property Types
Chapter 14 - Funding Priorities
Chapter 15 - Submitting the Application Package
Chapter 16 - Closing the Loan and Requesting the Guarantee
Chapter 17 - Regular Servicing-Performing Loans
Chapter 18 - Servicing Non-Performing Loans - Accounts with Repayment Problems
Chapter 19 - Custodial and Real Estate Owned Property
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Acronyms

Glossary

Appendix 1 - 7 CFR part 3555
Appendix 2 - Forms and Instructions
Appendix 3 - Review and Appeals
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Appendix 5 - Income Limits
Appendix 6 - Interest Assistance
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Appendix 9 - Penalties
Appendix 10 - Unnumbered Letter and State Supplements
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]
Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program!
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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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