



# USDA GUS TRAINING

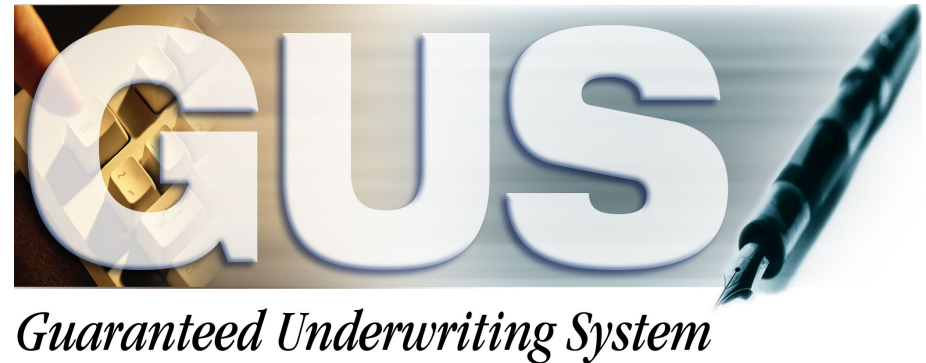
## APPLICATION DOCUMENTS AND REQUEST FORMS



Rural Development  
U.S. DEPARTMENT OF AGRICULTURE

# Training Objectives:

- Understanding of how to utilize the Application Documents and Request Forms tabs in GUS.
  - Upload a document to GUS.
  - Document requirements for upload process.
  - Submit and view documents in GUS.





# Application Documents: Initial Steps

Eligibility Borrower Information Assets and Liabilities Real Estate Loan and Property Information **Application Documents** More... ▾

## Application Documents

Borrower Information

**2** Borrower ID / Name Borrower Address

Upload Documents


Add and Index Individual Document(s) into Image Repository

**3** File Upload Instructions

- Acceptable file formats are Adobe PDF and TIF (no password protected PDF files)
- Password protected documents are not permitted.
- Maximum File Size Is **100MB**.
- User must make a selection for "**Type of Document**" prior to adding files using the Upload feature.
- Up to **10** individual documents can be uploaded at a time.
- Select "**Submit Document(s)**" to attach document(s) to application for submission to USDA.

Type of Document	File Name	Submission Status	Actions
<b>4</b> 10011 Request for Guarante Choose One 10002 Appraisal Report 10006 Underwriting 10011 Request for Guarantee	<b>5</b> Upload Files Or drop files		Submit Document(s)

Note: It may take several minutes for individually indexed documents to process and be available for display.

- Click the "**Display Document**"  button icon to display the document you wish to view.

Type of Document	Document Description	Upload Date	Actions
No documents exist for this borrower ID / Lender tax ID			

## Steps:

1. Navigate to the **Application Documents** tab from the More drop-down.
2. Review the borrower information.
3. Review the file upload instructions (also review **Note** section highlighted in yellow on page).
4. Select the **Type of Document** to upload.
5. Select the **Upload Files** button to select a file from the user's system.

# Application Documents: Next Steps

## Application Documents

### Borrower Information

Borrower ID / Name	Borrower Address

### Upload Documents

Add and Index Individual Document(s) into Image Repository

#### File Upload Instructions

- Acceptable file formats are Adobe PDF and TIF (no password protected PDF files)
- Password protected documents are not permitted
- Maximum File Size Is **100MB**.
- User must make a selection for "Type of Document"
- Up to **10** individual documents can be uploaded
- Select "**Submit Document(s)**" to attach

#### Type of Document

10011 Request for Guarante

#### Submitted Documents

Note: It may take several minutes to process the upload.

- Click the "**Display Document**" button

### Upload Files

Upload Test Doc.pdf  
45 KB

1 of 1 file uploaded

Done

## Steps:

1. Select the document to be uploaded from the user's system.
2. Click **Open** to attach to the loan application.
3. Wait for the upload to complete as indicated in the **Upload Files** dialogue box. Select the **Done** button when the upload is complete.

# Application Documents: Final Steps

Type of Document	File Name	Submission Status	Actions
<div>Choose One</div>			
10011 Request for Guarantee	Upload Test Doc.pdf	Not Submitted	

1 Submit Document(s)

## Submitted Documents

Note: It may take several minutes for individually indexed documents to process and be available for display.

• Click the "Display Document" button Icon to display the document you wish to view.

Type of Document	Document Description	Upload Date	Actions
2 10011	Request for Guarantee	9/14/2020	3

4 First Previous Next Last

### Steps:

1. To submit the selected and uploaded document(s), select the **Submit Document(s)** button.
2. Submitted documents appear in the **Submitted Documents** section.
3. Select the eye icon under the **Actions** column to view the document.
4. Use the action buttons to navigate through the submitted document(s).

# Request Forms

Eligibility Borrower Information Assets and Liabilities Real Estate Loan and Property Information **Request Forms** More...▼

Display Form 3555-21 - Request for Single Family Housing Loan Guarantee

You may select up to 2 borrowers at a time to View or Print. If there are more than 2 borrowers please complete additional forms.

Borrower Name	
<input checked="" type="checkbox"/>	Borrower 1: Firsttimer, Alice <b>1</b>

**Display Form** **2**

Form RD 3555-21 (Rev. 10-19) **3** UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RURAL HOUSING SERVICE Form Approved OMB No. 0575-0179 REQUEST FOR SINGLE FAMILY HOUSING LOAN GUARANTEE

Approved Lender: _____	Approved Lender Tax ID No.: _____
Contact: _____	Approved Lender E-Mail: _____
Phone Number: _____	
Third Party Originator (TPO): _____	TPO Tax ID No.: _____

Please issue a Conditional Commitment for Single Family Housing Loan Guarantee in the following case:

Applicant Information (Please complete or mark as appropriate)	Co-Applicant Information (Please complete or mark as appropriate)
Name: _____	Name: _____
SSN: _____	SSN: _____
Veteran: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No
The applicant <input type="checkbox"/> has <input checked="" type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____	The applicant <input type="checkbox"/> has <input type="checkbox"/> does not have a relationship with any current Rural Development employee. Explain: _____
GSA/SAM Exclusion: <input type="checkbox"/> Yes <input type="checkbox"/> No (Check Yes if any party is excluded, otherwise check No)	Date GSA/SAM Checked: 09/08/2020

## Steps:

1. Navigate to the **Request Forms** tab and select the borrowers to be included on the **Form 3555-21**.
2. Select the **Display Form** button.
3. Depending on your browser, the downloaded **Form 3555-21** file will be available in Downloads or otherwise available for selection.

## Note:

Data on this form and throughout this guide is sample data only.



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