USDA GUS TRAINING
How to Become a GUS Lender and Set Up Users
Training Objectives:

- Understand the steps the lender needs to take to access GUS.
  - Two ways to participate in the USDA Guaranteed Loan Program using GUS – Approved Lender or Lender Agent (Broker).
- Get familiar with the USDA LINC Training and Resources site.
- Setting up an e-Authentication account.
- Understand important forms necessary to complete for approval and for future updates.
- Understanding the role of the Security Administrator.
Gaining Access to GUS for USDA Approved Lenders

- Maintain USDA Approved Lender status.
- Complete GUS required training.
- Activate an e-Authentication ID and password for Security Administrators.
- Complete GUS approval paperwork.
- Receive approval from USDA.
Gaining Access to GUS for Third Party Originators and Brokers

Third Party Originators and Brokers
• Work with an approved USDA lender as an Agent.
• Activate an e-Authentication ID and password.
• Provide USDA Approved Lender with e-Auth ID and lender agent tax id.
• USDA approved lender will set lender agent up in GUS to originate loans.
GUS training must be completed by all required parties who will be accessing GUS before the GUS lender application is submitted to USDA for review.

- Scroll down to the Guaranteed Underwriting System (GUS) section.
- Under “Training” there will be GUS training modules for review.
- Security Administrators and Users with Final Underwriting Submission privileges are also required to complete the GUS trainings.
USDA LINC: Training and Resource Library
https://rd.usda.gov/page/usda-linc-training-resource-library
Setting Up an e-Authentication Account

**Step 1:** Log onto the e-Authentication website [https://www.eauth.usda.gov/](https://www.eauth.usda.gov/)

**Step 2:** Utilize the “SFHGLP System Access and Security Guide” to view step by step instructions on setting up the e-Authentication account.
  - This can be found under the Security section of the USDA LINC Training & Resources webpage.

**Step 3:** Register for LEVEL ONE access. GUS only requires a LEVEL ONE access. Complete all of the required data fields. You can create your own unique e-Auth ID and password. All passwords remain in the possession of the e-Auth account holder.

**Step 4:** An activation email will be sent to you typically within 24 hours. There is a link in the email that must be selected in order to activate the e-Auth ID.
E-Authentication Tips:

1. One e-Authentication account per user.
2. Do NOT share an e-Authentication account with another user.
3. Keep passwords protected and do not share them with other USDA lenders or USDA employees.
4. Make sure to complete activation within 7 days or receipt of activation email.
The GUS User Agreement is located within the Gaining Access to GUS Fillable Forms link in the GUS training section.

Only approved USDA lenders can apply for GUS access.

The form is 8 pages; Read all pages and fill out form and email to the address listed on the form.
USDA Review and Approval

- USDA will email the Security Administrators on the GUS User Agreement when approval is granted or if additional is needed.
- Security Administrators may log into GUS.
- Employees may provide activated e-Authorization ID’s to Security Administrators.
- Security Administrators may grant employee access.
If your complete GUS application loan package has been approved by USDA, you can now originate guaranteed loans through USDA's own Guaranteed Underwriting System! Welcome to GUS!!
Security Administrator Role

- In the SFHGLP System Access and Security Guide, there are step by step directions for a System Administrator to enter the Authorization screen and set up employees and agents.
- Approved lenders cannot add or delete Security Administrator’s without assistance from USDA.
  - When a lender needs to add or delete a Security Administrator, they should go to the USDA LINC Training and Resource Library webpage. Scroll down to the “Security” section under “Documentation and Resources.” The “Additional Lender Security Administrator” fillable form is available for completion.
**GUS – Application Authorization Security Management (AASM)**

Welcome to Rural Development’s Guaranteed Underwriting System (GUS)

- NEW APPLICATION
- IMPORT APPLICATION
- EXISTING APPLICATION
GUS – Application Authorization Security Management (AASM), continued...
Security Administrator Role

- When a lender needs to add or delete a Security Administrator, they should go to the USDA LINC Training and Resource Library webpage.

- Scroll down to the Security section under Documentation and Resources. The Additional Lender Security Administrator fillable form is available for completion.
Changes to a Branch or Security Administrator Needed

If changes are needed for a Branch or a Security Administrator needs to be added, changed or removed, go to this link and fill out this form.

Requesting Changes to a Branch and Add/Change/Remove Security Administrator

• The Additional Lender Security Administrator – Fillable includes a Lender Request for Branch Addition/Modification to the Rural Development Database.

• If there are changes to a branch address or point of contact needed, this form may be completed and emailed to USDA.
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