

USDA GUS TRAINING LOAN APPLICATION



Training Objectives

- GUS differences between an approved USDA Lender, a Lender Agent associated with only one USDA Approved Lender, and a Lender Agent associated with multiple USDA Approved Lenders
- How to create a new application
- How to import an application
- Edit/modify an existing application



Guaranteed Underwriting System



- In order to access GUS, the user should select the Guaranteed Underwriting System (GUS) option on the USDA LINC home page.
- The e-Authentication log in page will display. Enter your e-Authentication User ID and password and select "Log in with Password".



GUS Home Page for Approved Lenders and Lender Agents

- Upon a successful log in, the home page and menu options will vary depending on the user's role and if the user is:
 - An Approved USDA Lender
 - A Lender Agent associated with only one USDA Approved Lender
 - A Lender Agent associated with multiple USDA Approved Lenders



Guaranteed Underwriting System

GUS Home Page for Approved Lenders

- This is the Home page for a USDA Approved Lender. Approved Lenders will be able to:
 - 1. Manually enter a New Application, Import an Application, access an Existing Application (use the Existing Application button or select the Applications tab).
 - 2. Utilize the Contact Us tab for assistance.
 - 3. Log out of the system.



GUS Home Page for a Lender Agent assigned to one lender

- The home page for a Lender Agent that is only associated with one USDA approved lender in GUS will show the following options:
 - 1. Manually enter a New Application, Import a New Application, access an Existing Application.
 - 2. Utilize the Contact Us tab for assistance.
 - 3. Logout of the system.



GUS Home Page for a Lender Agent assigned to multiple lenders

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Browser Recommendation X The recommended browsers for optimal usage of the GUS application is: Chrome, MS Edge and Firefox.Pop-up blockers must be turned off or configured to allow pop-up from this site. GUS uses pop-up screen to display error messages. Welcome to Rural Development's Guaranteed Underwriting System (GUS) Vou are signed in as Lender Agent: ULATest18 Level1 Tax ID: Branch Number Vou are currently assigned a security role of Lender Agent for multiple USDA lenders in GUS. Select the lender you wish to be associated with during this GUS session and press the "Submit" button. Lender Name Lender ID Lender Branch Actions New Application Import Application Existing Applications	USDA Rural Development					Level1, ULATest18
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GUS Home Page for a Lender Agent assigned to multiple lenders, continued

 If the Lender Agent selects Existing Application on the previous screen, they will be directed to the Loan List / Loan Search screen which will allow the user to search and access all loans they have started or submitted to the selected approved lender.

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Last 7 d	ays 🛔	All Submissions	Enter value here	All States	Q Find Loan	



The GUS home page contains three action buttons:

- 1. New Application
- 2. Import Application
- 3. Existing Application



GUS Home Page – New Application



GUS New Application

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HOME APPLICATIONS CONTACT US				
GUS Application ID	Borrower N	ame Borrower ID Lender Loan Number Most Rec	ent Activity Activity Timestamp User	
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* Zip Code ① XXXXX-XXXX Zip Code Lookup				
Display Property Map				
> Household Member Information				
> Monthly Gross Income For All Household Men	nbers			
Previous Next	LEGEND: (*) Required (P) Preliminar	y (F) Final		Save Application Close Cancel ?

GUS Home Page – Import Application (Lender Agent/Broker)

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APPLICATIONS CONTACT US
Browser Recommendation × The recommended browsers for optimal usage of the GUS application is: Chrome, MS Edge and Firefox.Pop-up blockers must be turned off or configured to allow pop-up from this site. GUS uses pop-up screen to display error messages. Velocity Welcome to Rural Development's Guaranteed Underwriting System (GUS)
You are signed in as Lender Agent: ULATest18 Level1 Tax ID: 542118883 Branch Number: 15 You are currently assigned a security role of Lender Agent for multiple USDA lenders in GUS. Select the lender you wish to be associated with during this GUS session.
Lender Name Lender ID Lender Branch Actions
WELLS FARGO BANK N.A. 941347393 630 New Application Existing Applications

GUS Home Page – Import Application (Lender and Branch Representative)



GUS Home Page – Import Application, Upload File

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	<image/> Request Import of New Application Networks etailing of the are permitted to create a new application (i.e., not in withdrawn status) in GUS. i ling imports that include a lender Loan Number, that is already associated with an existing application in GUS, will be created. i control to existing applications must be made manually in the GUS application. i values to existing applications must be made manually in the GUS application. i will Monto 3.4 XML format musy be imported. i winder: Duplicate application may be established if user attempts to import the file multiple times. i file to import i file to import i winder: Duplicate application files i winder: Duplicate application may be established if user attempts to import the file multiple times.	
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Steps:

- 1. Select the **Upload Files** button, or
- 2. Select the **drop files** button
- Select the file you want to upload or drag from your file system and select the **Open** button.
- The file will begin to immediately upload. Once the file has completed uploading, a green check mark will appear, and the user can select the **Done** button.

GUS Home Page – Import Application, Successful Upload

An official website of the United States government Here's how you know	
USDA Rural Development U.S. DEPARTMENT OF AGRICULTURE	Level2, ULATest32
HOME APPLICATIONS CONTACT US	
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Reminder: Duplicate application may be established if user attempts to import the file multiple times.	
File to Import	
File Name	
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Application successfully imported: GUS Application ID is 0000004881	
Application successfully imported, dos Application o is 000004861	

GUS Home Page – Import Application, Unsuccessful File Import Reasons

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	 Note • File imports are permitted to create a new application in GUS. • File imports are not permitted to update an existing application (i.e. not in withdrawn status) in GUS. • File imports that include a Lender Loan Number, that is already associated with an existing application in GUS, will be rejected. • Updates to existing applications must be made manually in the GUS application. • Only MISMO 3.4 XML format may be imported. • The import: Duplicate application may be established if user attempts to import the file multiple times. • File to Import • File Name • Upload Files Or drop files 	
	The import of the application was unsuccessful:	
	Import Unsuccessful: Lender Loan Number is associated with an existing application in the system [0000004878] and is not eligible for update via a file import. Updates to an existing application must be made manually after opening the application in GUS.	
	Correct errors and re-upload file	

GUS Home Page – Important Import Application Tips

IMPORTANT:

- If a Lender Loan Number already exists in GUS, the loan import will fail. The user must manually update the application within GUS.
- Imported files do not constitute a complete loan application.
- Please note, while most data elements of the lender's XML file are imported into GUS, there are a few that are excluded.
- Review each GUS application page. Review all data fields. Ensure the entries are correct and supported with documentation in the permanent loan file.
- The credit report does not import with the loan file.
 - Users may reissue an existing report or order a new credit report from the "Credit/Underwriting" GUS application page.
 - A preliminary or final underwriting submission cannot occur without a valid credit report included in the GUS loan file.

GUS Home Page – Existing Application Button and Applications Tab

An official website of the United States government Here's how you know >	
USDA Rural Development U.S. DEPARTMENT OF AGRICULTURE	Level2, ULATest32
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GUS– Existing Lead, Loan List/Loan Search

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1	Date/Name Search Begin-End Date Range Last 365 days Today Last 7 days Last 7 days Last 21 days Last 21 days Last 20 days Last 60 days Last 60 days Last 60 days	Submis * Submis Pretimi ast Modified	ssion Status inary Submissions d Date Range 07/23/20	Enter Search Value Here Firstimer	0 Submissio	* Property State All States	:	Q Find Loan	2 App Status Pending	Date Approved	•

SEARCH FUNCTIONALITY

1) Search Functionality: There are 4 ways to search for an application in GUS:

- Date/Name Search
- Borrower SSN
- Lender Loan Number
- GUS Application ID Number

2 Select the radio button for the preferred search criteria, enter the criteria and select **Find Loan**.

3 Select the column headers to sort by that header.

When search results return, select the link for the **Primary Borrower's**

OR Select the Underwriting Recommendation link (if applicable) to enter the loan.

(5) Search results page selection

GUS–Loan List/Loan Search – Date/Name Search

An official website of the United States government <u>Here's how you</u>	know >									(1) Select the Date/Name Search radio button.
	• Enter the desired s • Press Refresh Data	an List / Loan Se der you are currently a search criteria below button to refresh th	and press Find Lo. e search criteria.		eting the criteria will be displayed tom Date to specify both a Begin	ł below. ning Date and Ending Date. Custom Da	te searches are limited	d to a 365 consecutiv	re day	(2) Enter in search filters including Begin-End Date Range, Submission Status, Search Value and Property State.
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SEARCH FUNCTIONALITY

GUS–Loan List/Loan Search – Borrower Social Security Number



GUS–Loan List/Loan Search – Lender Loan Number



GUS–Loan List/Loan Search – GUS Application ID Number

An official website of the United States government Here's how you it	ow >	(1) Select the GUS Application ID Number radio button.
USDA Rural Development	HOME APPLICATIONS CONTACT US	2 Enter GUS Application ID Number.
	 Loan List / Loan Search Lender you are currently associated with: Enter the desired search criteria below and press Find Loan button. Applications meeting the criteria will be displayed below. Press Refresh Data button to refresh the search criteria. For Begin-End Date Range, choose a default option from the dropdown or select Custom Date to specify both a Beginning Date and Ending Date. Custom Date searches are limited to a 365 consecutive day range (e.g., 05/01/2018 - 04/30/2019). Date/Name Search Borrower Social Security Number Lender Loan Number GUS Application ID Number Refresh Data 	 3 Select the Find Loan button. 4 When search results return, select the link for the Primary Borrower's name
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SEARCH FUNCTIONALITY

GUS–Search Results

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