# USDA Guaranteed Underwriting System (GUS)

# Lender Test Environment (LTE)

USDA LTE Security Administrator – Quick Reference Guide

Version 2/10/23 – Subject to Change

# USDA AASM LTE SA Overview



We'll take you to your destination in just a moment...
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Each lender will need to identify their Lender TEST Environment (LTE) GUS Security Administrator (SA) and test users. These individuals are required to establish a unique USDA **test eAuthentication account** by visiting https://www.cert.eauth.usda.gov/eauth/b/usda/login.

As a Security Administrator in the AASM (Application Authorization Security Management System) you will need to understand how to manage your lending organization's LTE test users.  This application is used to provide test users access to GUS LTE.

GUS LTE is separate from the GUS Production environment.  LTE users are not required to have access to the GUS Production environment.



## BASIC GOVERNANCE

- This environment is currently limited to GUS LTE and AASM LTE access only

- As a LTE partner, your SA **_TEST_** eAuthentication User ID and other information must be identified on the GUS LTE Addendum for your LTE SA credentials to be set up in AASM LTE by USDA

- If a GUS LTE SA needs to be removed or added, contact **SFHGSystemIntegration@usda.gov**

  Please DO NOT contact the phone number published in AASM LTE for a SA role change. Please email the SFHG System Integration mailbox for assistance.
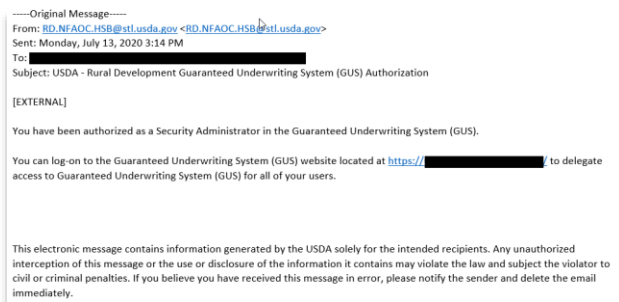
## AASM USER AND ROLE MANAGEMENT

- A user attempting to log into GUS LTE who has NOT been added to AASM LTE will not be granted access to GUS LTE

- The use of AASM LTE is limited to Security Administrators.  They have the ability to add, modify and remove security access to GUS LTE for non-Security Administrator users

- If the LTE SA will also be a GUS LTE tester, and will test a role that is more limited than their SA GUS role, he or she will need a second test account – this will require the use of a second and unique email address and TEST eAuthentication test account

# USDA AASM LTE & LTE SA Access

Once USDA reviews, approves and sets up your SA access to AASM LTE, the LTE SA added to the AASM LTE application will receive an email notifying him/her they have been added to AASM LTE.

Sample email



Once successfully logged into AASM LTE, your lender SA will be able to perform standard security functions. Functions include,

- Confirm your test lender information is accurate

- Query users aligned to your lender account

- Add, modify and remove users

- Add and modify a user's test security role

## CONFIRMING SA ACCESS TO AASM LTE

Once your approved, added, LTE SA attempts to log into the AASM LTE environment, they will be eAuthenticated using the TEST eAuthentication account credentials - and redirected to AASM LTE home page.

Steps for the lender SA to log into AASM LTE:

- Access https://aasm-le.cert.sc.egov.usda.gov

- Enter your TEST eAuthentication account credentials (User ID and Password)

  - If SA eAuth is successful, the SA will be presented with the AASM LTE User List page

  - If SA eAuth is not successful set up may be inaccurate or credentials incorrect, the application will not present

  - If the SA cannot correct for a forgotten or incorrect user ID or password through visiting https://www.cert.eauth.usda.gov/home  please contact SFHGSystemIntegration@usda.gov. PLEASE DO NOT CONTACT THE RD HELPDESK – or production support teams with test related questions.

## CONFIRMING ACCESS FOR TEST USERS

**For test users to access GUS LTE** *each test user must create a TEST eAuthentication account and provide their USER ID to your LTE SA for security set up.*

The below steps can be conducted, including live access to testers, within 30 minutes or less.

- For security reasons, each individual tester will create their own test eAuthentication account

- The test users will provide their LTE SA with their test eAuthentication User ID and the security role they will be testing (Representative with Final Submit Authority, Representative, Viewer, Lender Agent, etc.)

- The LTE SA will align security privileges and testing role in the AASM LTE system

- AASM LTE application will automatically notify the tester, via their User ID email, their security access has been granted to GUS LTE and where to access the application

## ALIGNING A TEST USERS SECURITY ACCESS & SECURITY ROLE

Adding a test user account:

- Confirm your lender information is correct

    - Your lender ID should populate
    - Branch number is for Branch set up
    - For System ID always select 'GUS'

- Select the ADD USER button



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If the tester will be testing multiple roles, the LTE SA has rights to flip a tester's role as needed.

If the LTE Security Admin will be testing as a GUS LTE user, the SA has all the roles/permissions of a standard representative with final submit authority - they can perform testing without creating an additional account. The SA would need a second test eAuthentication, account using a separate and unique email address, if they want to test using a restricted level role (e.g. Representative or Viewer).

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- Type the full User ID in eAuth User ID, partial entry and wild cards are not supported



> *NOTE: Your test account users will NOT return for selection if the user has not properly created and registered their account via https://www.cert.eauth.usda.gov/eauth/b/usda/login page or the home page https://www.cert.eauth.usda.gov/home.*

- Once the User ID is confirmed, enter the user's phone number

- 'Save' and 'Add Role'

Once the user is added and their security role to GUS LTE is aligned and saved, *that user will receive an email notification from the AASM LTE system letting them know they have been aligned.*

## ADDING OR MODIFYING YOUR TEST USER SECURITY ROLE

Aligning the user's security role to test GUS LTE is based on what security scenario you would like to see your user test. The information in the below screenshot define roles for use and will be presented to the lender administrator in the AASM LTE set up when adding or modifying a security role.



**ADD**: When adding a security role to a test user account, add the user and move to the option to 'add role' - you will need to complete all requested security role boxes presented and save.

**MODIFY**: To modify a user's existing security role, search and select a user, then switch their security role.

The LTE SA can switch a user's security role as needed, with the exception of their own administrator role.
*Administrators must see USDA TEST team for updates to a lender administrator role. Please do not call production support.*

- From the main AASM LTE page - query the user and submit

- Select the *user's role link* aligned to their

- User Role Maintenance window will appear, confirm the user selected, edit their security role, and save

## LOGGING INTO GUS LTE

USDA approved lenders that are set up correctly in AASM LTE, and where the lender TEST SA as set up the test users in AASM LTE for their lender account, will access GUS LTE and authenticate their security credentials using https://usdalinc-le.cert.sc.egov.usda.gov/RHShome.do.

Each tester

- will log into GUS LTE

- **may** be presented with the GUS LTE Interface log in page (Salesforce UI)

    If presented, please select "URLA Community eAuth"

- will always be verified through USDA test eAuth credentials
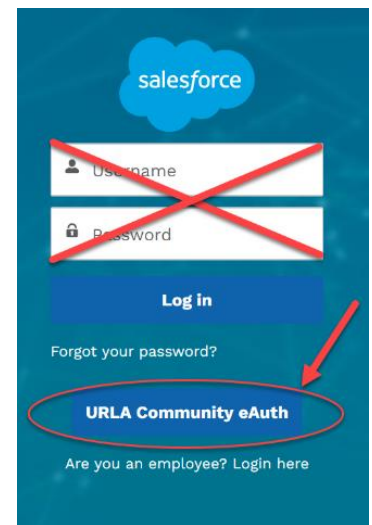


**There are two levels of eAuthentication.**

- Does the user have a TEST eAuthentication account with aligned security privileges needed to access GUS LTE?  This authentication will be required in the test environment and the user will be prompted with a screen similar to the one on the right however the banner background may change.

- Is the test user identify verified (L2) or Unverified (L1)?

    Users should NOT be asked to verify their identity in the test environment.
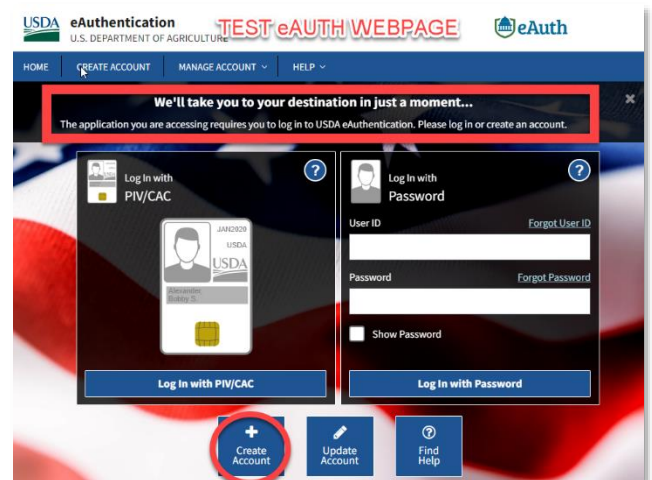
## TESTING A LENDER AGENT SECURITY ROLE

To assist lenders with testing a 'lender agent' security role in the Lender Test Environment, USDA will supply a dummy company for lender agent role alignment. Lenders will need to create the lender agent test account as lender would any test account. Then, follow the below instructions when setting up or modifying a user's test role to lender agent security role.



**Lender Administrator will:**

- Log in to AASM LTE,

- Add a test account for lender agent use,

  or

  Modify an existing test account to the security role of Lender Agent.

**Then, the Lender Administrator will be prompted to complete the below:**

- Select Authorized System option 'Guaranteed Underwriting System'

- Select Security Role option 'Lender Agent' (the page will dynamically display additional fields)

- Select your Lender ID

- Select the USDA Assigned Branch Nbr (001 is an example)

- Enter the dummy Lender Agent ID (i.e. Tax ID) 987654321 – Company name will reflect "URLA Lender Agent Organization"

- Enter the dummy Lender Agent USDA Assigned Branch Nbr for the 001