Food Supply Chain Loan Guarantee Program Step by Step Instructions for Uploading Loan Applications

Please note before beginning: If you have another Microsoft Teams[™] account, you will need to sign out of it before you can switch to your Food Supply Chain Teams account. This can only be done in a Microsoft Edge browser, and is is done by typing in the url edge://settings/profiles

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Once you have ensured you are signed out, you can sign into USDA's Microsoft Teams at https://www.microsoft.com/en-us/microsoft-teams/log-in. Click "Sign in" and it should then prompt you to your USDA login page. Log in with your password.

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	Show Password
Log In with PIV/CAC	Log In with Password

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On your main Teams page, under the listing of your teams, you should see the RD Guaranteed Lender Food Supply Chain Teams channel. Click on "General."

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Click on "Food Supply Chain Application" and then "New Item."



Fill in your loan information and click "Save." All loans that have been uploaded will appear when saved.

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Once complete, click on your specific institution (for example, 'Sample Bank & Trust'). Click on "Files" and then "New." Select "Folder" and then use the naming convention (State–Loan Program–Loan Amount–Loan Name).

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If you have questions, please contact the Food Supply Chain Loan Guarantee team at <u>foodsupplychainloans@usda.gov</u>