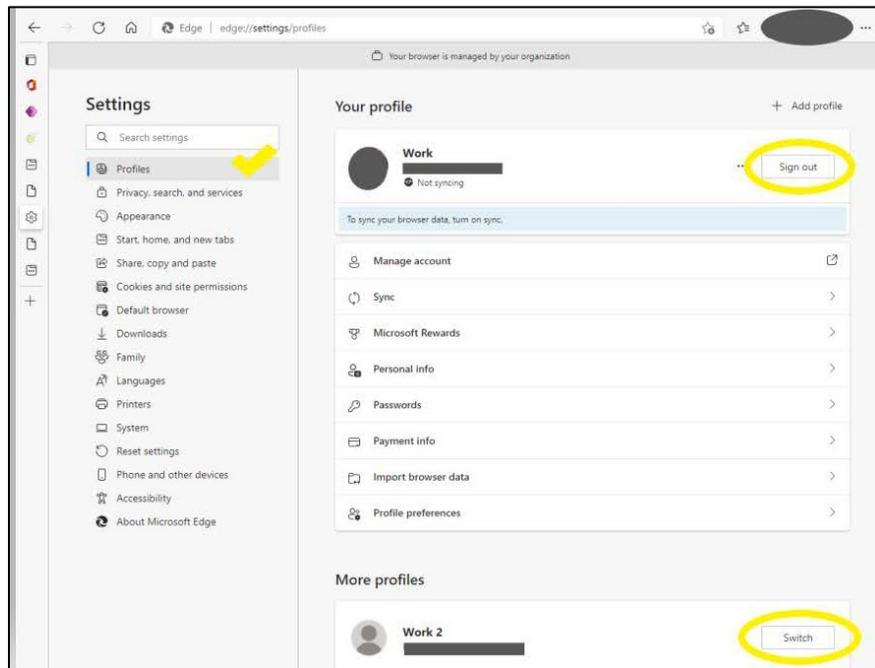


# Food Supply Chain Loan Guarantee Program Step by Step Instructions for Uploading Loan Applications

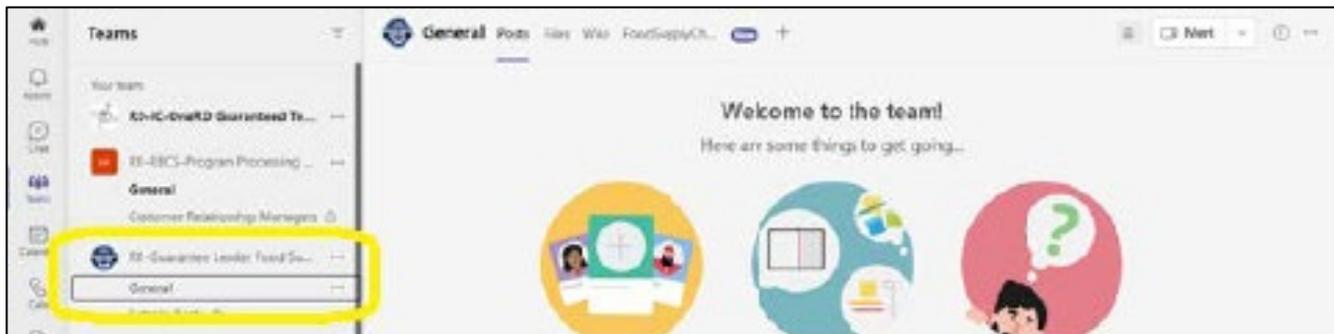
**Please note before beginning:** If you have another Microsoft Teams™ account, you will need to sign out of it before you can switch to your Food Supply Chain Teams account. This can only be done in a Microsoft Edge browser, and is done by typing in the url `edge://settings/profiles`



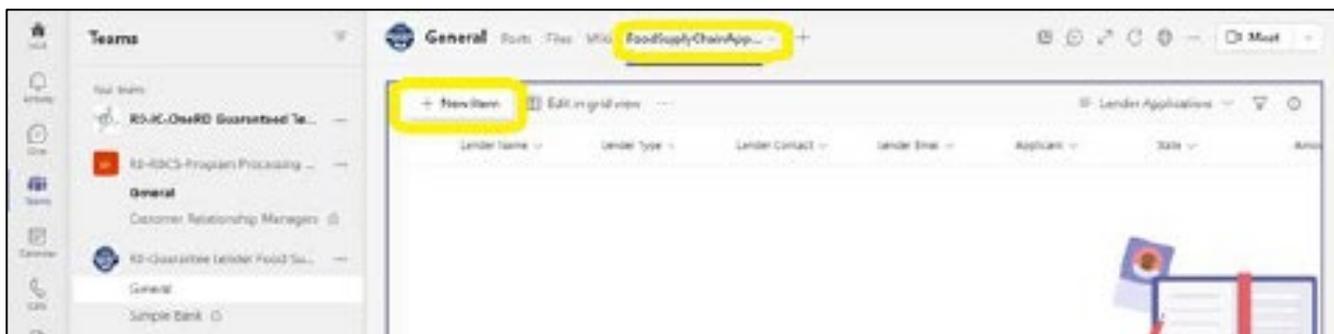
Once you have ensured you are signed out, you can sign into USDA's Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-teams/log-in>. Click "Sign in" and it should then prompt you to your USDA login page. Log in with your password.



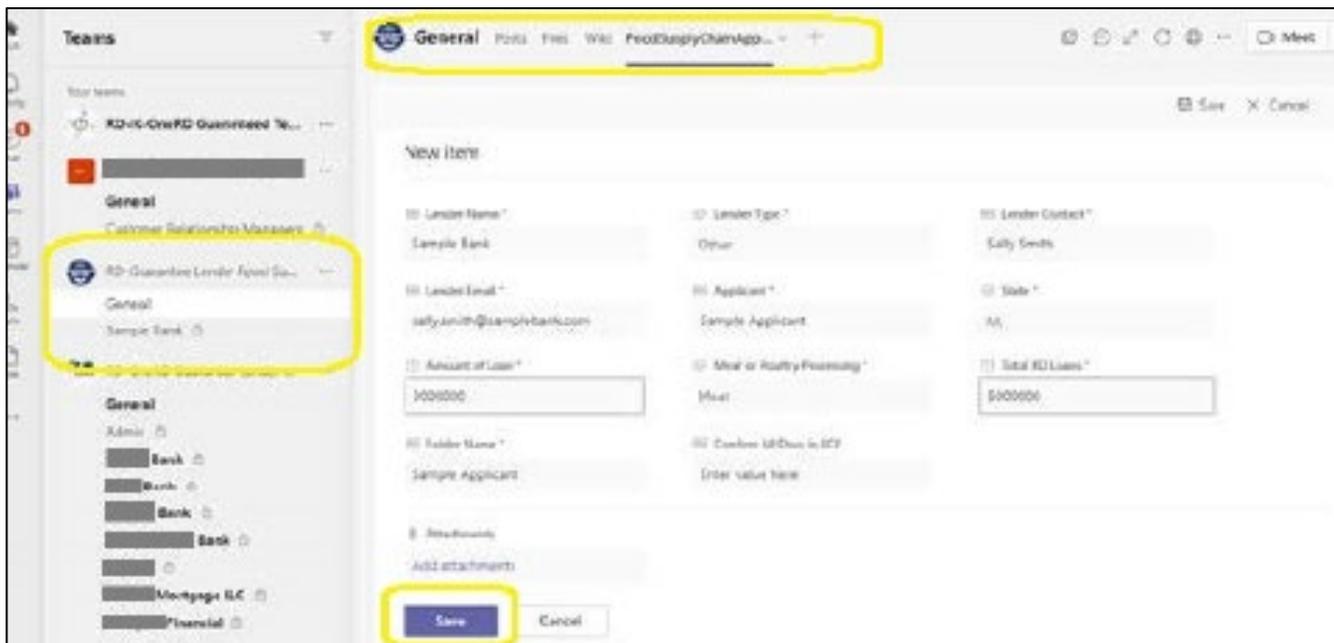
On your main Teams page, under the listing of your teams, you should see the RD Guaranteed Lender Food Supply Chain Teams channel. Click on "General."



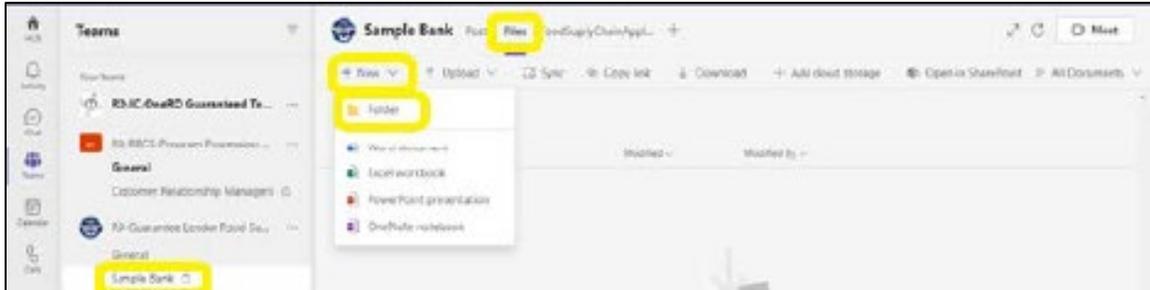
Click on "Food Supply Chain Application" and then "New Item."



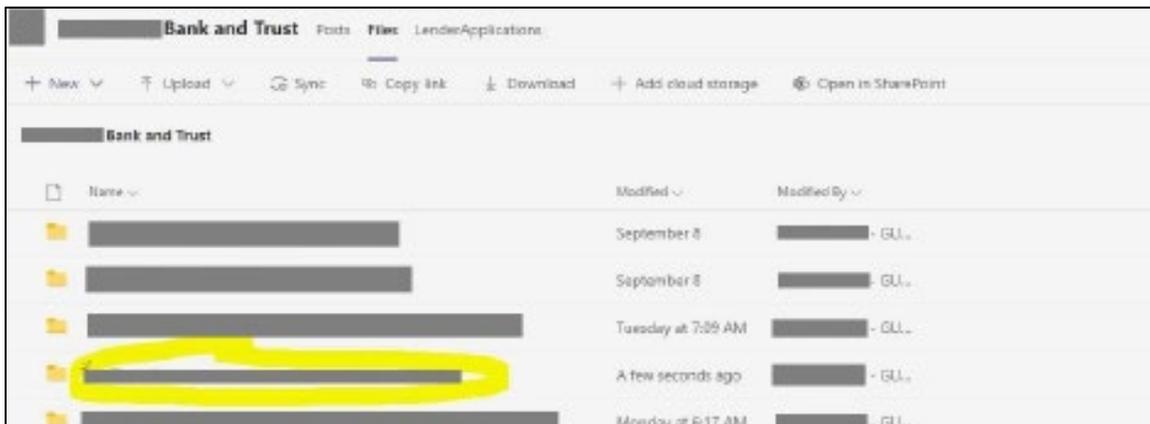
Fill in your loan information and click "Save." All loans that have been uploaded will appear when saved.



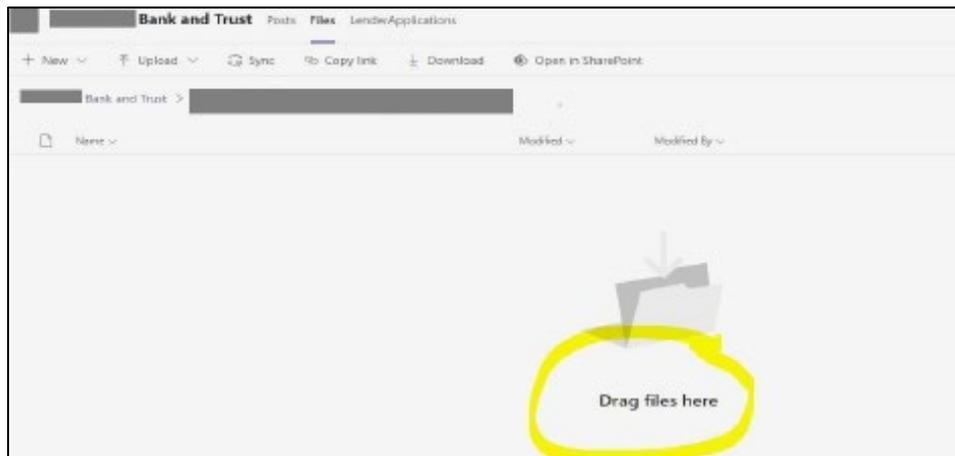
Once complete, click on your specific institution (for example, 'Sample Bank & Trust'). Click on "Files" and then "New." Select "Folder" and then use the naming convention (State–Loan Program–Loan Amount–Loan Name).



Click on the folder that was just created.



Drag files to upload any necessary documents.



If you have questions, please contact the Food Supply Chain Loan Guarantee team at [foodsupplychainloans@usda.gov](mailto:foodsupplychainloans@usda.gov)