



Rural Development
U.S. DEPARTMENT OF AGRICULTURE

LENDER LOAN CLOSING (LLC) USER GUIDE

SEPTEMBER, 2021



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1 About the System

1.1 Introduction

Rural Development requires lenders to submit guaranteed loan closing transactions to the Agency via Lender Loan Closing (LLC) application. This Guide is to provide step-by-step instructions for establishing a lender pre-authorized debit account (PAD) for electronic payment of the upfront fee, provide guidance on completing the loan closing transaction, uploading critical documents, viewing documents and obtaining a status of the pending LNG request. The upfront guarantee fee is submitted through a secure government collection portal that is used by the federal government to collect non-tax revenue called “pay.gov”.

Only lenders, who have an approved Form RD 3555-16, “*Agreement for Participation in Single Family Housing Guaranteed/Insured Loan Programs of the United States Government*” and an approved **User Agreement for Single Family Housing Guarantee Lender Loan Closing** are eligible to utilize LLC. See the **SFHGLP System Access and Security Guide** at the Training and Resource Library <https://www.rd.usda.gov/resources/usda-linc-training-resource-library> for further guidance on creating an eAuthentication ID, managing ID’s, and the AASM system.

2 Establishing a PAD for pay.gov

2.1 Set-Up Pre-Authorized Debit Account (PAD) –Exclusive to Lender/Branch Appointed Security Administrators

The LLC User Agreement executed by lender designated one or more Security Administrators. A Security Administrator may be a Lender Security Administrator or a Branch Security Administrator, who may perform the following functions:

User Type	Security Role	User is allowed to....
Lender	Lender Administrator	Allows user to add and modify Pre-Authorized Debit account information for any of the lender’s branches.
Branch	Branch Administrator	Allows user to add and modify Pre-Authorized Debit account information for only the branch with which the user is associated.

All administrators must have **verified identity** in e-Authentication. See the **SFHGLP System Access and Security Guide** for further guidance.

2.2 Logging into PAD

- Visit <https://usdalinc.sc.egov.usda.gov/RHShome.do> and Click on **Lender PAD Maintenance Account**



USDA United States Department of Agriculture

USDA LINC Lender Interactive Network Connection

USDA LINC Home FSALINC Home RBS LINC Home RHS LINC Home

Single Family Guaranteed Rural Housing

- [Electronic Status Reporting \(ESR\)](#)
- [Electronic Status Reporting Corrections](#)
- [Guaranteed Annual Fee](#)
- [Loss Claim Administration](#)
- [Guaranteed Underwriting System \(GUS\)](#)
- [Legacy Guaranteed Underwriting](#)
- [Lender Loan Closing/Administration](#)
- [ID Cross Reference](#)
- [Application Authorization](#)
- [Lender PAD Account Maintenance](#)**
- [Training and Resource Library](#)

TURBOCHARGE Your Guaranteed Loan Processing!

- Enter e-Authentication user id and password.

If the user does not have a PAD Administrator role, a screen will appear stating **"You are not authorized...."**

Contact RD.NFAOC.HSB@USDA.GOV if the user needs a PAD AASM administrator role.

2.3 Adding A Pre-Authorized Debit Account (PAD)/Maintenance

The purpose of the lender Pre-Authorized Debit page is to allow security administrator authorization to:

- Add a new Pre-Authorized Debit Account
- Maintain an existing Pre-Authorized Debit Account
- Delete an existing Pre-Authorized Debit Account

If user is assigned to more than one lender, click on the appropriate lender id.

USDA United States Department of Agriculture **Lender Profile**

[LINC Home](#) | [FSA LINC Home](#) | [RBS LINC Home](#) | [RHS LINC Home](#) | [RUS LINC Home](#) | [Lender Profile](#) | [Help](#)

eAuth User ID:

Select	System	Role	Lender ID	Branch	Program Area
☐	SFHLNCLSG	Lender Administrator	38255	001	RH
☐	SFHLNCLSG	Lender Administrator	5004	001	RH
☐	SFHLNCLSG	Lender Administrator	5003	001	RH
☐	SFHLNCLSG	Lender Administrator	7001	001	RH

To add account, select **"Add Account"** on the Lender Pre-Authorized Debit. To maintain/delete an existing pre-authorized debit account, click the **Account ID** link on the Lender Pre-Authorized Debit page.

USDA United States Department of Agriculture **Lender Pre-Authorized Debit**

[LINC Home](#) | [FSA LINC Home](#) | [RBS LINC Home](#) | [RHS LINC Home](#) | [RUS LINC Home](#) | [Lender Profile](#) | [Help](#) | [Logout](#)

Lender ID	38255	USDA-Assigned Branch	001
QU	INC		
10	VE		
DE	1906		

Current Pre-Authorized Debit Accounts

Routing Number	Account ID	Type	Global Account	SFHG Annual Fee Default	Account Description	Routing Invalid Date
07 26	13 13	Checking	No	Yes	Annual Guarantee Fee	
07 26	13 13	Checking	Yes	No	USDA - Up-Front Guarantee Fee	



Enter or edit data and click **Submit**. Only the fields with * are required.

*Note-If the Global Account is checked and needs to be modified; the user must delete the existing PAD and add a PAD account back with the changes needed.

USDA United States Department of Agriculture **Lender Pre-Authorized Debit Account Maintenance**

[Help](#) | [Logout](#)

Lender ID	38	>55	USDA-Assigned Branch	001
QU			NC	
10			NE	
DE			-1906	

Routing Information

Routing Number *

Reenter Routing Number * (When Routing Number added or changed, must reenter to confirm value entered)

Account ID *

Reenter Account ID * (When Account ID added or changed, must reenter to confirm value entered)

Account Type *

Name on File *

Description

Global Account ☐ (If checked, this Pre-Authorized Debit Account will be available for each Lender/Branch)

SFHG Annual Fee Default ☐ (This box must be checked to pay SFHG Annual Fees)

Debit Threshold Amount

Prenote Status *

Prenote Date 07/20/2021

Create Date 07/20/2021

Routing Invalid Date

If **Cancel** is selected, click **OK** to discard changes.

3 Logging in to Lender Loan Closing (LLC)

NOTE: All users must have a valid Level 2 eAuthentication ID and password with proper access granted by the financial organization's appointed Security Administrator (SA) to access LLC.

Visit <https://usdalinc.sc.egov.usda.gov/RHShome.do> . Click on Lender Loan Closing/Administration. Enter e-Authentication user id and password.

USDA United States Department of Agriculture **USDA LINC** Lender Interactive Network Connection

[USDA LINC Home](#) [FSA LINC Home](#) [RBS LINC Home](#) [RHS LINC Home](#)

Single Family Guaranteed Rural Housing

- [Electronic Status Reporting \(ESR\)](#)
- [Electronic Status Reporting Corrections](#)
- [Guaranteed Annual Fee](#)
- [Loss Claim Administration](#)
- [Guaranteed Underwriting System \(GUS\)](#)
- [Legacy Guaranteed Underwriting](#)
- [Lender Loan Closing/Administration](#)
- [ID Cross Reference](#)
- [Application Authorization](#)
- [Lender PAD Account Maintenance](#)
- [Training and Resource Library](#)

TURBOCHARGE Your Guaranteed Loan Processing!

If the user does not have an assigned role, a screen will appear stating "You are not authorized...."

Contact users financial organization's Security Administrator who can grant access to the LLC

4 Single Family Housing Lender Administration List

Single Family Housing Lender Administration List is a web page available to Single Family Housing Guarantee (SFHG) approved lenders who have a valid User Agreement to utilize the LLC. The lender ID field is pre-populated based on user sign-on and role assigned in the security management system.

From here a lender can submit a lender loan closing, cross reference a borrowers Tax ID/SSN, view documents and view payment histories. The **Single Family Housing Lender Administration List** allows the user to search for borrowers by:

- **USDA Borrower ID** (default selection). The **USDA Borrower ID** is the randomly issued Rural Development ID appearing on the *Conditional Commitment for Single Family Housing Loan Note Guarantee*.
- **Borrower SSN**
- **Borrower Name and/or State**
- **Lender Loan Number**, if populated by the lender when utilizing Rural Development's *Guaranteed Underwriting System (GUS)*.

Note: If the user has been assigned an LLC security role with access to all branches, the Branch search field will be editable. If the user LLC security role indicates they may only access a specific branch the Branch search field will be auto-populated and protected.

Single Family Housing Lender Administration List

[ID Cross Reference](#)
[Payment History](#)
[SFH Lender Administration List](#)
[Help](#)

Search/Include Criteria

Search by:

Lender ID382603955

Branch

List

☒ USDA Borrower ID

☐ Borrower SSN

☐ Name/State

All States ▼

☐ Lender Loan Number

Include:

Lender Type

Originating ▼

Request Type

Obligations ▼

Loan Status

All Statuses ▼

Submit

Reset

4.1 Submitting a Lender Loan Closing

Log into USDA LINC, choose RHS LINC Home and Lender Loan Closing/Administration

Lender Profile:

- If user is assigned to more than 1 lender, user will need to choose the lender with the select button and the SFH Lender Administration List will open.
- If user is not assigned to more than one lender the SFH Lender Administration List will automatically open

Select	System	Role	Lender ID	Branch	Program Area
☐	SFHLNCLSG	Lender Administrator	3	001	RH
☐	SFHLNCLSG	Lender Administrator	5	001	RH
☐	SFHLNCLSG	Lender Administrator	5	001	RH
☐	SFHLNCLSG	Lender Administrator	7	001	RH

The branch will automatically populate if user is only assigned to one branch, if user is assigned to multiple branches user can edit the field.

- Search by **USDA Borrower ID, SSN, Name or Lender Loan Number** – Input data
- **Lender Type: Originating**
- **Request Type: Obligation**
- **Submit**

Information regarding the obligated loan displays. The **Status** of the loan will indicate **Obligated**.

Action Dropdown: Add/Update Closing

Select **Action** and press **Borrower ID** hyperlink

Single Family Housing Lender Administration List

State	County	Borrower ID/SSN	Borrower Name	Lender Loan Number	USDA Op Number	Amount	USDA Lender Branch	Status
10	054	4	H	Not Available	40	\$136,363.00	001	OBLIGATED



The **GLS Add/Update Loan Closing** web page is partially completed with information submitted by the lender when requesting a *Conditional Commitment for Single Family Housing Loan Note Guarantee*. The **GLS Add Loan Closing** screen appears for an initial request. The editable fields of this page will be completed by the lender. A field is editable if not “grayed” out.

Borrower Information and **Application Information** is pre-populated based upon information input from the lender’s application.

Lender Information

- **Originating Lender** represents the financial organization who received the *Conditional Commitment for Single Family Housing Loan Note Guarantee*.
- **Servicing Lender** will be pre-populated with **Originating Lender** information. Edit this field if the **Servicing Lender** is different from the originating lender.
 - Enter the tax identification number in the **Servicing Lender ID** field.
 - Users may select the **List** button to select the correct branch for the servicing lender.

Single Family Housing Add Loan Closing

[SFH Lender Administration List](#)

[SFH Add Loan Closing](#)

[Help](#)

[Borrower Information](#) / [Application Information](#) / [Lender Information](#) / [Pre-Authorized Debit Accounts](#) / [L](#)

Borrower Information

Borrower ID: 46[REDACTED]7 **Name:** HA[REDACTED]M

Address: 31[REDACTED]
M[REDACTED]

Property Address: 3[REDACTED]
M[REDACTED]

Geographic State: 10[REDACTED]

Geographic County: 08[REDACTED]

Application Information

GLS Application Number: 10[REDACTED]

Received Date: 04/[REDACTED]

GUS Application ID: 25[REDACTED]

Lender Information

Originating Lender

***Lender ID:** [REDACTED] ***USDA-Assigned Branch:** 001 [List](#) [Confirm](#)

Name: Q[REDACTED]

Address: [REDACTED]
[REDACTED]

Servicing Lender

***Lender ID:** 3[REDACTED] ***USDA-Assigned Branch:** 001 [List](#) [Confirm](#)

☐ Same as Originating

Name: [REDACTED]

Address: [REDACTED]
[REDACTED]

- Edit this field if the **Holding Lender** is different from the **Originating Lender**.
 - Enter the tax identification number in the **Holding Lender ID** field.
 - Users may select the **List** button to select the correct branch for the servicing lender.
 - Loans that are part of a Ginnie Mae pool do not require data modification in this field.


Pre-Authorized Debit Accounts

Select Account to be debited for Loan Closing Fees

Routing Number	Account ID	Account Type	Name on File
☐ 011000224	13	CHECKING	C. [REDACTED] Account
☐ 011000224	13	CHECKING	UP [REDACTED] [REDACTED] [REDACTED] R

Add Account

The lender may modify the PAD information by selecting the **Add Account** hyperlink. The lender will be taken to the **Lender Pre-Authorized Debit Account Maintenance** page. The lender may modify/update information at this page.



- Enter the **Promissory Note Amount** as is appears on the Promissory Note.
(If the amount is less than displayed, the lender will be prompted with a pop-up to confirm the change requested when submitting the Lender Loan Closing. Once accepted, the **Loan Amount** of record will be modified to the lower amount entered by the lender. The original loan amount or a higher amount is not allowed to be entered.)
- Complete the **Closing Date**. The **Closing Date** represents the Date of Settlement in Section I on the HUD-1 Settlement Statement.
- Complete the **Maturity Date**, as it appears on the Promissory Note.
- The **Interest Rate Basis** defaults to 365 days. It can be changed to 360 days by selecting the drop-down box.
- Enter the **Guar Interest Rate** from the Promissory Note. The interest rate may be less than the Conditional Commitment but not more.
- Complete/modify the **Contact Phone Number**.

The **Fee** section is pre-populated based upon the **Loan Amount** established for the **Upfront Guarantee Fee** and the current **Technology Fee** amount.

If the **Loan Amount** decreases, the **Upfront Guarantee fee** amount is modified when the page is submitted by the lender.

The **Deposit Date** will remain blank until the fees have been transferred from the lenders PAD account.

Loan Terms

Loan Amount:	\$136,363.00
*Promissory Note Amount:	99999999.99
	☐ Same as Loan Amount
*Closing (Settlement) Date:	mm/dd/yyyy
*Maturity Date:	mm/dd/yyyy
Percent of Guarantee:	90%
*Interest Rate Basis:	365 DAYS
*Guaranteed Interest Rate from Promissory Note:	99.9999
*Contact Phone Number:	() - - - - -
Ext:	

IMPORTANT NOTE:

An increase in the **Promissory Note Amount** or **Interest Rate** will require the loan be re-underwritten and supportive documentation submitted to Rural Development **PRIOR** to the lender submitting the loan for closing. For processing, this request will be treated as a new loan request. Ratios exceeding those already approved by the agency may result in denial of the Loan Note Guarantee request.

Fees

Upfront Guarantee Fee	Purpose Code:	3 - INITIAL CLOSING (FEE)
	Amount:	\$1,363.63
	Deposit Date:	
Technology Fee	Amount:	\$25.00
	Deposit Date:	



- The Lender may obtain an **Annual Fee Amortization Schedule** by selecting the hyperlink. If the **Promissory Note** amount differs from the **Loan Amount** the amortization schedule will not be updated until the lender has submitted the closing. At that time, the lender may revisit the **Add/Update Loan Closing** page to retrieve an updated amortization schedule.
- The Lender may view previously uploaded documents by selecting the **Lender Display Document(s)** hyperlink.
- The lender can upload documents by selecting the **Lender Upload Documents** hyperlink. The Promissory Note and The Closing Disclosure must be uploaded before user can **Submit** the closing. See section **4.2 Uploading Documents** for additional guidance.
- In the **Lender Loan Comments** section, insert any comments or clarifications regarding the loan.
- Click **Submit**

Additional Closing Information

Annual Fee for First Year: \$473.76 Annual Fee Amortization Schedule Lender Display Document(s) Lender Upload Document(s)

☐ Loan Securitized into a Ginnie Mae Pool

*Loan Note Guarantee Email Recipients:

Lender Loan Comments

Submit

Confirm Lender Submission

Click **OK**

Cancel will take user back to the **Single Family Housing Add Loan Closing** page so user can edit the data.

Confirm Lender Submission

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.

My statements on any submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith.

I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001, of the United States Code.)

Are you sure you want to Submit the package?

OK

Cancel



Confirm Lender Loan Closing popup

Click **OK**

Confirm Lender Loan Closing

By selecting OK, I certify on behalf of the lender I represent, that this loan has been properly closed, adequately secured interests obtained, all conditions set forth on the Conditional Commitment have been met, and all required supporting documentation provided to Rural Development by the lender.

This certification may be accepted as material representation this loan meets the requirements of the Single Family Housing Guaranteed Rural Housing Loan program.

Upon receipt and acceptance of the conditions/requirements of the Conditional Commitment and the guarantee fee in the appropriate amount, Rural Development will execute and issue the Loan Note Guarantee.

OK Cancel

Note: Cancel
will take user
back to the
**Single Family
Housing Add
Loan Closing**
page so user
can edit the
data.

If applicable, Confirm Reduced Loan Amount

Click **OK**

Confirm Reduced Loan Amount

The entered Promissory Note amount is LESS than the USDA obligated Loan Amount. The difference of \$1,111.00 will automatically be modified on the USDA system. The modification will result in a loan amount of \$110,000.00.

The reduced loan amount may also reduce the amount of the guaranteed fee and annual fee.

Press OK to continue with the reduced loan amount or Cancel to return to the Add Loan Closing page without closing the loan.

OK Cancel

Confirm Pre-authorized Debit

Click **OK**

Note: If a reduced loan amount is confirmed the Upfront Guarantee fee will automatically be reduced.

Confirm Pre-authorized Debit

Pre-authorized Debit transactions will be processed for the following:

Upfront Guarantee Fee: \$1,512.62

Technology Fee: \$25.00

Debit Account:

Routing Number: 072000326

Account ID: 13131313

OK Cancel

Message

Loan Closing has been successfully submitted to USDA for processing
Click **OK**

Note: User can update closing information the same day as submission, but user cannot change the information once the pad has been processed for payment. An error will trigger if fees have been settled

Message

Loan Closing has been successfully submitted to USDA for processing.

OK

GLS Lender Loan Closing Confirmation

Review of the information submitted.
User can choose **Print** or **Cancel** –
Cancel will return user to the **Single Family Housing Update Loan Closing** page

To enter a new loan closing click on
SFH Lender Administration List



United States
Department of
Agriculture

GLS Lender Loan Closing Confirmation

A Guaranteed Loan Closing has been submitted to the USDA as detailed below:

Lender Information

Lender Name Q1
Lender Tax ID 38
USDA Assigned Branch Number 00.

Borrower Information

Borrower ID/Name 60 NY

Property Address

Address 17 S
B.A. 11

Details Relating to Loan Closing

Loan Closing Submitted By E
Loan Closing Initial Submission Date 08/17/2021
Loan Closing Last Change Date 08/17/2021
Loan Amount \$151,262.00
USDA Obligation Loan Number 45
Upfront Guarantee Fee \$1,512.62
Technology Fee \$25.00

Payment Amount	Date Submitted	Pay.gov Tracking ID	Payment Purpose
\$1,512.62		Not Available Yet	Upfront Guarantee Fee
\$25.00		Not Available Yet	Technology Fee

Print

Cancel

4.2 Uploading Documents

Documents for Lender Loan Closing may be uploaded from the **Single Family Housing Lender Administration List** or the **Single Family Housing Add Loan Closing** screens.

To access the **Lender Upload Document(s)** page from the **Single Family Housing Lender Administration List** page.

- Search by USDA Borrower ID, SSN, Name or Lender Loan Number – Input data
- **Lender Type:** Originating
- **Request Type:** Obligation

Click **Submit**

Information regarding the obligated loan displays. The **Status** of the loan will indicate **Obligated**.

Action Dropdown: Upload Documents

Click **Borrower ID** hyperlink

To access the **Lender Upload Document(s)** page from the **Single Family Housing Add Loan Closing** page.

- Select **Lender Upload Document(s)** from the **Additional Closing Information** section.

Single Family Housing Lender Administration List

[ID Cross Reference](#) [Payment History](#) [SFH Lender Administration List](#) [Help](#)

Search/Include Criteria

Search by:

Lender ID Branch List

☒ USDA Borrower ID

☐ Borrower SSN

☐ Name/State All States

☐ Lender Loan Number

Include:

Lender Type

Request Type

Loan Status

Select Action and press [Borrower ID](#) hyperlink you wish to take action on:

Action

State	County	Borrower ID/ SSN	Borrower Name	Lender Loan Number
		60221		N

Additional Closing Information

Annual Fee for First Year: \$347.20

The **Lender Upload Document(s)** page is separated into **Individual Document(s)** or documents contained within a **File**.

For Lender Loan Closing **Add and Index Individual Documents into the Image Repository** is to be used.

At a minimum, the **Promissory Note** and **Closing Disclosure** are required to be uploaded as **individual documents**. Other documents may be uploaded in this section as requested by the Conditional Commitment.

- Select **Type of Document**
- Choose **File**

3 fields are given but more can be added by clicking **Insert More Documents**

- Click **Submit Documents**

The user will receive a confirmation message regarding submission of the documents.

- Click **OK** to forms message

Once documents have uploaded the file name will appear beside the document choice.

- Click **Upload Documents Completed**

User will return to the screen in which user chose to upload documents from.

Note: Documents cannot be uploaded after Loan Note Guarantee has been issued by the agency.

USDA United States Department of Agriculture **Lender Upload Document(s)**
[LINC Home](#) | [FSA LINC Home](#) | [RBS LINC Home](#) | [RHS LINC Home](#) | [RUS LINC Home](#) | [Lender Profile](#) | [Help](#)

Borrower Information

Borrower ID/Name
Address

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). Individual documents or batch files (multiple documents within same file) may be uploaded in the applicable section below. File size is limited to 30MB. Individual documents and batch files may not be uploaded simultaneously.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

Type of Document	File Name
10001 Promissory Note	Choose File Test - ECF.pdf
10016 Closing Disclosure	Choose File Test Page.pdf
Select	Choose File No file chosen

[Insert more Documents](#)

[Submit Document\(s\)](#) [Reset](#) [Upload Documents Completed](#) [Cancel](#)

guarloan.test.sc.egov.usda.gov says

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.

My statements on any submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith.

I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section ...)

[OK](#) [Cancel](#)

USDA United States Department of Agriculture **Lender Upload Document(s)**
[LINC Home](#) | [FSA LINC Home](#) | [RBS LINC Home](#) | [RHS LINC Home](#) | [RUS LINC Home](#) | [Lender Profile](#) | [Help](#)

Borrower Information

Borrower ID/Name
Address

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). Individual documents or batch files (multiple documents within same file) may be uploaded in the applicable section below. File size is limited to 30MB. Individual documents and batch files may not be uploaded simultaneously.

Add and Index Individual Document(s) into the Image Repository

User must select the Type of Document and provide the location for each individual document on a separate row by selecting the "Browse" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual documents.

Type of Document	File Name	Upload Status
10001	Test - ECF.pdf	Successful
10016	Test Page.pdf	Successful
Select	Choose File No file chosen	
Select	Choose File No file chosen	
Select	Choose File No file chosen	

[Insert more Documents](#)

[Submit Document\(s\)](#) [Reset](#) [Upload Documents Completed](#) [Cancel](#)



4.3 Lender Display Documents/Viewing the Loan Note Guarantee(LNG)

Uploaded documents and the LNG for Lender Loan Closing may be viewed from the **Single Family Housing Lender Administration List** or the **Single Family Housing Add Loan Closing** screens.

To access the **Display Document(s)** page from the **Single Family Housing Lender Administration List** page.

- Search by USDA Borrower ID, SSN, Name or Lender Loan Number – Input data
- **Lender Type:** Originating
- **Request Type:** Obligation or Loans (if the LNG has been issued)

Click **Submit**

Information regarding the **Request Type** displays.

Action Dropdown: Display Documents

Click **Borrower ID** hyperlink

To access the **Lender Display Document(s)** page from the **Single Family Housing Add Loan Closing** page.

- Select **Lender Display Document(s)** from the **Additional Closing Information** section.

Lender ID Branch

☒ USDA Borrower ID

☐ Borrower SSN

☐ Name/State

☐ Lender Loan Number

Include:

Lender Type

Request Type

Loan Status

Action

State	County	Borrower ID/ SSN	Borrower Name	Lender Loan Number	USDA Loan Number	Amount	USDA Lender Branch	Status

Additional Closing Information

Annual Fee for First Year: \$347.20

4.4 Lender Loan Closing Confirmation

The lender receives a **Lender Loan Closing Confirmation** once the loan is successfully submitted to the agency. The confirmation flows from the GLS Update Loan Closing page however this page can be viewed at any time before the Loan Note Guarantee is issued by the agency.

To access **Lender Loan Closing Confirmation** page from the **Single Family Housing Lender Administration List** page.

- Search by USDA Borrower ID, SSN, Name or Lender Loan Number – Input data
- **Lender Type:** Originating
- **Request Type:** Obligation

Click **Submit**

Information regarding the **Request Type** displays.

Action Dropdown: Lender Loan Closing Confirmation

Click **Borrower ID** hyperlink

GLS Lender Loan Closing Confirmation will display. Choose **Print** or **Cancel**. **Cancel** returns the user to the **Single Family Housing Lender Administration List** page.

Single Family Housing Lender Administration List

[ID Cross Reference](#)
[Payment History](#)
[SFH Lender Administration List](#)
[Help](#)

Search/Include Criteria

Search by:

Lender ID 362603955
 Branch

☒ **USDA Borrower ID**
 602214943

☐ Borrower SSN

☐ Name/State

☐ Lender Loan Number

Include:

Lender Type: Originating

Request Type: Obligations

Loan Status: All Statuses

Select Action and press **Borrower ID** hyperlink you wish to take action on:

Action: Lender Loan Closing Confirmation

State	County	Borrower ID/SSN	Borrower Name

USDA United States Department of Agriculture GLS Lender Loan Closing Confirmation

A Guaranteed Loan Closing has been submitted to the USDA as detailed below:

Lender Information	
Lender Name	Q
Lender Tax ID	31
USDA Assigned Branch Number	06

Borrower Information	
Borrower ID/Name	602214943

Property Address	
Address	17
	B

Details Relating to Loan Closing	
Loan Closing Submitted By	
Loan Closing Initial Submission Date	08/17/2021
Loan Closing Last Change Date	08/17/2021
Loan Amount	\$151,262.00
USDA Obligation Loan Number	45
Upfront Guarantee Fee	\$1,512.62
Technology Fee	\$25.00

Payment Amount	Date Submitted	Pay.gov Tracking ID	Payment Purpose
\$1,512.62	08/18/2021	3FPLCNK2	Upfront Guarantee Fee
\$25.00	08/18/2021	3FPLCNK3	Technology Fee

4.5 Payment History

The **Lender Payment History** web page allows the user (originating lender) to view the guaranteed fee payments made during a specified date range. Only payments made using **Pre-Authorized Debit (PAD)** are shown on this page. The user enters a beginning and ending date and all guaranteed fee payments made during that period are returned. The requested date range can start and end on any valid date but is limited to a maximum span of 3 months.

Select the **Payment History** tab from the **Single Family Housing Lender Administration List**.

The following selection criteria can be used to filter the list of payments returned by the search:

- Lender Branch
- Borrower SSN
- Borrower ID
- Lender Loan Number
- Date Range

Click Submit.

Borrower Information is displayed.

Click Cancel to return to the **Single Family Housing Lender Administration List**

Note - The Lender Branch criteria is only available when the user has a lender level assigned security role.

Borrower ID / SSN	Borrower Name	Lender Loan Number	Loan Amount	Clsng Subm / PAD Subm	Loan Closing Status	Guar/Tech Fee Amt Pd	Guar/Tech Fee Status
*****3000		Fee2	\$ 151,262.00	08/17/2021 08/18/2021	PROCESSED	\$1,512.62 \$25.00	SETTLED SETTLED

4.6 ID Cross Reference

The **ID Cross Reference** button allows the user to search for an unknown USDA **Borrower ID** when a Social Security number is known

Select the **ID Cross Reference** tab from the **Single Family Housing Lender Administration List**.

- The **ID Cross Reference** web page displays.
- Select the **Tax ID/SSN** button. Input borrower's SSN.
- Select **Submit**.

Results of search returned. Select **ID Number** hyperlink to populate the **borrower ID** on the **RH Lender Administration List** web page.

Single Family Housing Lender Administration List

[ID Cross Reference](#) [Payment History](#) [SFH Lender Administration List](#) [Help](#)

ID Number	Tax ID/SSN	Name/Birth Date	Address/Telephone	GLS Role
	*****3000	BIRTH DATE: 01/01/2000		INDIVIDUAL BORROWER



4.7 View Loan

The **Single Family Housing Lender Administration List** allows the user to search the loan by status and view loan information. This feature is only available to the holding lender.

To access the **Display Document(s)** page from the **Single Family Housing Lender Administration List** page.

- Search by USDA Borrower ID, SSN, Name or Lender Loan Number – Input data
- **Lender Type:** Originating
- **Request Type:** Loans
- **Loan Status:**
 - All Statuses (Default)

Click **Submit**

Information regarding the **Request Type** displays.

Action: View Loan – Allows the lender to view the GLS View Loan page in GLS.

Click **Borrower ID** hyperlink

The **GLS Loan View** displays.

View **Annual Fee Amortization Schedule, Lender Display Document(s)**, from the **Additional Loan Information** section

View **Annual Fee Due Date, Fee Amount** and **(Payments/Refunds)** from the **SFH Annual Fees** section.

The **Lender Loan Closing/Admin List** links at the top of the page returns the user to the **Single Family Housing Lender Administration List** page.

Single Family Housing Lender Administration List

[ID Cross Reference](#)

[Payment History](#)

[SFH Lender Administration List](#)

[Help](#)

Search/Include Criteria

Search by:

Lender ID

Branch

List

☒ USDA Borrower ID

☐ Borrower SSN

☐ Name/State

☐ Lender Loan Number

All States

Include:

Lender Type

Originating

Request Type

Loans

Loan Status

All Statuses

Submit

Reset

Select Action and press [Borrower ID](#) hyperlink you wish to take action on:

Action

View Loan

State	County	Borrower ID/ SSN	Borrower Name	Lender Loan Number	USDA Loan Number	Amount	USDA Lender Branch	Status
						\$88,888.00	001	CLOSED

Additional Loan Information

Condition Placed on Guarantee:	NO	
Debt Offset Eligibility:	NO	
Liability Release Date:	Loan Sold:	NO
Total Loss Amount:	Loss Count:	0
Last Loss Type:		
Interest Assistance Code:	2 INELIGIBLE FOR INT ASST PRGM	
Active Interest Assistance:	NO	
Annual Fee Percent:	0.3500%	
Subject to Indemnification:	YES	
Fraud Indemnification:	NO	
Security Property Partial Release:	NO	
Lender Loan Closing		
Agency Approval	Approved By:	
	Title:	RHS OFFICIAL
	Approval Date:	08/31/2021

[Annual Fee Amortization Schedule](#)

[Lender Display Document\(s\)](#)

SFH Annual Fees

[Add Late Fee](#)

				PAYMENTS / REFUNDS					
Fiscal Year	Due Date	Fee Amount	Balance Due	Date	Lender	Source	Deposit Date	Status	Amount
Fiscal Year Fees									
2021	09/01/2022	\$307.89							
	Total	\$307.89						GAF Total	
								Total Processed	



5 Contact US

Technical Issues: GUS/GLS	RD.HD@usda.gov or 800-457-3642 Option 2, Option 2
Technical Issues: e-Authentication	https://www.eauth.usda.gov/eauth/b/usda/contactus https://www.eauth.usda.gov/eauth/b/usda/faq
Training & Guides	USDA LINC Training & Resource Library