SHARES

Self-Help Automated Reporting & Evaluation System

Requirements

- Access must be granted; usually takes a week
  - eAuth Level 2

- Computer

  Only Excel & Internet access needed

- Web address (bookmark it!)

  https://shares.sc.egov.usda.gov

Access: Create Your Account

Access, Next Steps

- ID verified online or checked at RD Servicing Center

- SHARES Access Form is submitted to grantee's state ISS POC
  User's full name, eAuth login ID, phone, and e-mail

- We add new grantees through National RD

Navigation

- Modules
    Basic groups of input screens (Grant, Borrower, Reports)

- Tabs
    Subscreens of modules, divided by data category

- Searching
    Less is MORE; must use exact spelling

- Bread Crumbs
    Shortcuts back to higher data list

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Helpful Hints

- Avoid duplicate borrower error:
  - Always enter/edit lot info in grant navigation
  - Only use Borrower/Lot tab to match an available lot to a borrower.

- Use reports for error checking
  - Grant Construction Report
  - 502 Loans Funded or Borrower Funds & Equity
  - Borrower Demographic Report