

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

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

START HERE OR HERE!

HOME | **CREATE ACCOUNT** | MANAGE ACCOUNT ▾ | HELP ▾

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.

Log In with PIV/CAC

JAN2020
USDA
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Alexander, Bobby S

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In with PIV/CAC **Log In with Password**

+ Create Account **✎** Update Account **?** Find Help

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