



United States
Department of
Agriculture

Rural Development



*Electronic Application Submission Using eForms
Presented by the Single Family Housing Direct Loan Division*

Revision Date: July 27, 2017

eForms highlights

- ❑ eForms allows applicants, loan application packagers, self help grantees, and others to submit applications electronically.
- ❑ Applications that are "accepted" in eForms upload into Rural Development's (RD or Agency) loan origination system (a.k.a. UniFi) automatically where they can be "parsed" for further processing.
- ❑ Intermediaries under the certified loan application packaging process are required to submit applications via eForms.

As previously mentioned, intermediaries are required to submit loan application packages electronically using the eForms system.

To help intermediaries meet this requirement, RD State Offices are responsible for ensuring that:

- Their offices are properly set up in the eForms system.
- Their staff is familiar with the eForms field office user guide.
- Their staff reviews applications received via eForms in a timely manner and promptly takes the appropriate action.

eForms

There are three major steps to the electronic application submission using eForms:

1. The submitter's submission of a loan application package.
2. The Agency's review of the submitted package which will result in accepting the application, returning the application, or re-directing the application.
3. The Agency's importing and parsing of the application into UniFi once an application is accepted.

eForms – Step 1 (Submitter's Submission)

To submit loan application packages via eForms, intermediaries must:

- ✓ Request access to eForms (i.e. a Level 2 eAuthentication account). Each staff member that will submit applications will need to request access individually.
- ✓ Complete Form RD 410-4, Uniform Residential Loan Application, from eForms.
- ✓ Following the Agency's stacking order, attach the additional required documentation outlined in Handbook-1-3550, Attachments 3-A and 3-J.
- ✓ Submit the application to the "right" RD office.

eForms – Step 1 (Submitter's Submission)

Level 2 eAuthentication account - what is it and how do I get it?

A Level 2 eAuthentication account, which consists of a User ID, password, and user profile, allows the user to enter an application with high security requirements through a USDA website portal.

To register for a Level 2 eAuthentication account you will need to visit the following site and provide certain information used to verify your identify.

<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2>

eForms – Step 1 (Submitter's Submission)

After a Level 2 eAuthentication account has been established, it's time to log into eForms to complete and submit an application package.

<http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my [User ID](#) | [Password](#)

REGISTER **LOGIN**

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

eForms – Step 1 (Submitter's Submission)

There are three ways to complete Form RD 410-4 (Uniform Residential Loan Application):

- Import the industry standard Form 1003,
- Complete the 410-4 online within eForms, and
- Export the 410-4, complete offline, and then import the completed form into eForms.

Always make sure the instruction icon appears next to the 410-4 being submitted!



eForms – Step 1 (Submitter's Submission)

USDA United States Department of Agriculture
Service Center Agencies eForms

Logoff

eForms

- ▶ Browse Forms
- ▶ Create Package
- ▶ Saved Forms
- ▶ Saved Packages
- ▶ Import External Form

Workspace

- ▶ Returned Packages
- ▶ Cosign Packages
- ▶ Received Packages

Inbox

- ▶ Collecting Signatures
- ▶ Pending Packages
- ▶ Completed Packages

Outbox

You are here: Home > Browse Forms

Welcome to eForms

eForms allows you to search for forms by Agency Name, Program Name, Service Name, Form Number, Title or Keywords, and Show Results. The forms on this page are those that are currently installed on your system.

Pending Actions

Pending Submitted Package:

Browse Forms

You may search for a form by completing any of the fields below or just all forms.

Agency Name:

Program Name:

Service Name:

Form Number:

Title or Keywords:

Show Results:

OR

Form Number	Form Title	Help
⊕ RD 410-4	Uniform Residential Loan Application	<input type="button" value="Upload 1003 Form"/>

eForms – Step 1 (Submitter's Submission)

Please upload 1003 form data to be filled into a 410-4 form. The following list of forms may be imported, if they are the correct revision:

1003 form

No uploaded files

Please select the data

Input File: Browse...

Supplemental Form(Excel format): Browse...

Saved Form Name:

Add

Close

Save

Submit

Form RD 410-4
(Rev. 10-06)

Position 3

Form Approved
OMB No. 0575-0

APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application

eForms – Step 1 (Submitter's Submission)

Form Number	Form Title	Help
RD 410-4	Uniform Residential Loan Application	  Upload 1003 Form

Export icon

Import External Form

This import facility allows specially prepared eForms forms to be imported from your computer after they have been edited off-line. The following list of forms may be the correct revision:

Importable Forms List
RD 410-4
RD 3555-16
RD 3555-21

Please select the form you wish to import by using the browse and then click on the form into your Saved Forms area.

PDF File: No file chosen

Saved Form Name:

Importable Forms List
RD 410-4
RD 3555-16
RD 3555-21

Please select the form you wish to import by using the browse and then click on the form into your Saved Forms area.

PDF File: RD410-4 Shaw.pdf

Saved Form Name:

Saved Forms

These are the forms you have previously saved. They may be custom packages, you may choose from any of these forms to

Name	Status	C
<input type="checkbox"/> [Name]	Active	02/
<input type="checkbox"/> [Name]	Active	02/
<input type="checkbox"/> [Name]	Active	10/
<input type="checkbox"/> Shaw 4104-4	Active	03/

eForms – Step 1 (Submitter's Submission)

Create Package

Please select the forms by checking the box next to the form name to be included. Including forms in a package and submitting it to a service center will not remove Forms folder.

Add To Package	Name	Status	Last Saved
<input type="checkbox"/>	+ G)-4	Active	02/14/2017
<input type="checkbox"/>	+ H	Active	02/14/2017
<input type="checkbox"/>	+ J	Active	02/14/2017
<input checked="" type="checkbox"/>	+ Shaw 4104-4	Active	02/14/2017

Create Package

Please enter a unique name for this package.

Package Name:

USDA Receiving Agency:

Saved Packages

These are the packages you have previously saved. You may submit  or delete  these packages, and if you open them up you may add, edit or delete the forms they contain. You open packages by clicking on their name.

Name	Last Updated	Agency	Actions
A Shaw	03/16/2017	RD	  <input type="button" value="Submit"/>

eForms – Step 1 (Submitter's Submission)

Submit the application to a pre-determined county and office.

The screenshot illustrates the USDA eForms submission process. It is divided into three main sections:

- Left Panel (eForms Navigation):** A vertical menu with categories: eForms, Workspace, Create Package, Saved Forms (highlighted), Import External Form, Info, Returned Packages, Copy Packages, Received Packages, Outlook, Collecting Signatures, Pending Packages, Completed Packages, Request, To-Do, and Package.
- Center Panel (Saved Forms):** A map of the United States with the instruction "Please select a state on the map below to locate your package." The map shows various states with their abbreviations.
- Right Panel (Eastern Virginia Counties):** A map of Eastern Virginia counties with the instruction "Click on the map to select a county." Below the map is a list of independent cities and their corresponding county numbers:

Independent Cities	County Number
1 Lexington	11 Petersburg
2 Buena Vista	12 Richmond
3 Bedford	13 Williamsburg
4 Lynchburg	14 Suffolk
5 Danville	15 Chesapeake
7 Emporia	16 Virginia Beach
8 Franklin	17 Norfolk
9 Colonial Heights	18 Portsmouth
10 Hopewell	19 Hampton
	20 Newport News
	21 Poquoson
- Far Right Panel (Service Center Locator):** A page titled "Service Center Locator" for the USDA. It features a navigation bar with links: Text Version, Home, State Map, USDA, FSA, NRCS, RD, Complete Office Listing. Below this, it specifies "Serving SOUTHAMPTON County, Virginia" and lists two service centers:
 - COURTLAND SERVICE CENTER:** 22313 MAIN ST, COURTLAND, VA 23837-1026. Phone: (757) 653-2532, Fax: (855) 592-3182. Links: [Street Map](#), [Driving Directions](#), [Mailing Address](#). Services: [Farm Service Agency](#), [Natural Resources Conservation Service](#), [Rural Development \(Area Office\)](#), [Conservation District](#).
 - EMPORIA SERVICE CENTER:** 706 S MAIN ST, EMPORIA, VA 23847-2532. Phone: (434) 634-2462, Fax: (855) 592-3184. Link: [Mailing Address](#). Service: [Conservation District](#).

eForms – Step 1 (Submitter's Submission)

Saved Packages

Please click on a previously selected service center or use the map to select a new service center:

[Text Version](#)

Name	Address	Action
HARRISON SERVICE CENTER	402 N WALNUT ST STE 127 HARRISON AR, 72601-3621	<input type="button" value="Select"/> <input type="button" value="Map"/>
AMITE SERVICE CENTER	805 W OAK ST AMITE LA, 70422-2750	<input type="button" value="Select"/> <input type="button" value="Map"/>
CONCORD SERVICE CENTER	10 FERRY ST CONCORD NH, 03301-5081	<input type="button" value="Select"/> <input type="button" value="Map"/>



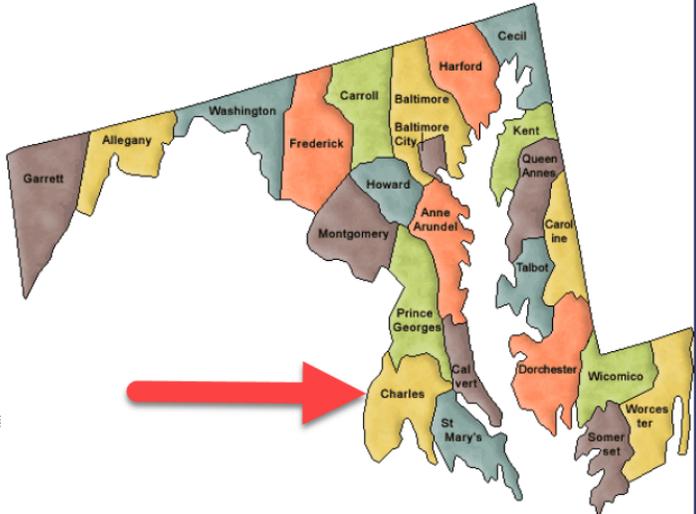
eForms – Step 1 (Submitter's Submission)

In this example, the intermediary in Maryland was instructed to select CHARLES County from the map (or text version) and then select the LA PLATA SERVICE CENTER.

You are here: [Home](#) / [Saved Forms](#) / [Name Package](#) / [State](#) / [County](#)

Saved Forms

Please use the map to select a county for the service center in Maryland:



The map shows the following counties: Garrett, Allegany, Washington, Frederick, Carroll, Baltimore, Harford, Cecil, Howard, Baltimore City, Kent, Queen Annes, Montgomery, Anne Arundel, Caroline, Talbot, Prince Georges, Calvert, Dorchester, Wicomico, Charles, St Mary's, Worcester, and Somerset. A red arrow points to Charles County.

USDA.gov | Farm Service Agency | Natural Resources Conservation Service | Rural Development
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Site: 973	LA PLATA SERVICE CENTER 101 CATALPA DR LA PLATA, MD 20646-4319	(301) 934-9588 (855) 419-8410 fax
Office: 109848 RD	CHARLES COUNTY SERVICE CENTER 101 CATALPA DRIVE, SUITE 106A LA PLATA, MD 20646	(301) 934-9588 x 108 (855) 401-6645 fax

eForms – Step 1 (Submitter's Submission)

Following the Agency's stacking order, it's now time for the intermediary to attach the additional required documentation outlined in Handbook-1-3550, Attachments 3-A and 3-J.

The additional documents required for a complete application are to be combined into one document and placed in the approved stacking order.

Application Processing
Form RD 3550-1, "Authorization to Release Information" for each adult member of the household.
Income
Form RD 1910-5, Request for Verification of Employment
Form RD 3550-4, Employment and Asset Verification
Alimony <i>(last 12 mo pymt history provided by court appointed entity; if not available a copy of separation agreement or divorce decree to be stacked with Deduction information later in this checklist.)</i>
Attachment 4-A, Worksheet for Computing Income
Child Support <i>(last 12 mo pymt history provided by court appointed entity; if not available a copy of separation agreement or divorce decree, to be stacked with Deduction information later in this checklist.)</i>
IRS Form 1099-MISC
IRS Form 4506-T, Request for Transcript of Tax Return
IRS Form W2, Wage and Tax Statement
Paycheck stubs (four consecutive weeks)
Documentation of Pensions / Annuities
Documentation of Public Assistance
Self-Employment Income
Social Security / VA benefits
Tax Returns (and applicable Schedules and Transcripts)
Unemployment Benefits
Written explanation of employment history <i>(of less than two years or employment gaps in excess of 30 days within the last two years.)</i>
Other income
Deductions
Form 1944-4, Disability Assistance
Child care expenses <i>(for dependents 12 years of age or younger)</i>
Separation/Divorce/Paternity/Property Settlement Agreement
Educational Assistance Expenses
Copy of school transcript <i>(For a household member who is a full-time student and 18 years of age or older)</i>
Medical expenses <i>(out of pocket, annual medical expenses (for applicants 62 years of age and older, or individuals with a disability) who wish to be considered for a deduction to household income.)</i>
Assets
Two most recent asset/bank statements
Credit
Written explanation of derogatory items in applicant's credit history
Verification of identity
Packager Info
Disclosure letter
Preliminary credit analysis
Application / eligibility narrative

eForms – Step 1 (Submitter's Submission)

Saved Packages

Please review the following information for the **Shaw** package. If it is correct, enter any comments and attach any supporting documents that you want to accompany the package and on the **Submit** button at the bottom of the page.

Forms

Name	Description
Shaw 4104-4	Uniform Residential Loan Application

Attachments

Name	Description	Act
------	-------------	-----

There are currently no attachments for this package.

Add

If you would like to provide the service center with any comments about them here:

Please select the file and enter a description of why it is being attached to this package.

Attachment File:

Choose File No file chosen

Attachment File

Description:

Please select the file and enter a description of why it is being attached to this package.

Attachment File:

Additional Documents in Browse...

Additional documents in stacking order

Description:

Add

Cancel

eForms – Step 1 (Submitter's Submission)

Add

If you would like to provide the service center with any comments about this package, please enter them here:

Loan Package for Shaw. Her \$25 check will be delivered asap.

Your USDA eAuthentication account email address is **Loan, @usda.gov**. All notifications pertaining to this package will be sent to this email address. If this is not the address you wish to have used, you must change it through the [USDA eAuthentication](#). Any changes to your eAuthentication profile will require that you log out of eForms and back in again to take affect.

You have selected the following service center:

Service Center: HARRISON SERVICE CENTER
402 N WALNUT ST STE 127
HARRISON, AR 72601-3621

Phone Number: 8707418600

Submit

eForms – Step 1 (Submitter's Submission)

Saved Packages

USDA Submission Confirmation

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?

Confirm

Cancel

eForms – Step 1 (Submitter's Submission)

USDA Successful Submission

You have completed the submission process for
Package **Shaw**.

It is now waiting USDA review for further processing.

Confirmation Number: **103923-1**

Retain this Confirmation Number to reference this package in any future correspondence.

You may track the progress of this package in your "Outbox Packages" folder.



eForms Package 103923-1 Submittal

eFormsManager@one.usda.gov

 Follow up.

sent: Thu 3/16/2017 10:10 AM

to:

Package 103923-1 was successfully submitted on Thursday, March 16th, 2017 at 10:09am to:

HARRISON SERVICE CENTER
402 N WALNUT ST STE 127
HARRISON, AR 72601-3621

It is now pending a review for completeness. You will be notified further once this has been done.

Please do not respond to this email, as it was automatically generated by the eForms system.

eForms Automation

eForms – Step 2 (Agency’s Review)

Step 1 ends with an email notification to the submitter about a successful eForms submission and Step 2 begins with an email notification to RD about an eForms package submittal.

From: eFormsManager@one.usda.gov [mailto:eFormsManager@one.usda.gov]

Sent: Tuesday, February 14, 2017 8:10 PM

To:

Subject: eForms Package 109200- Submittal

Package 109200- was submitted by on Tuesday, February 14th, 2017 at 7:09pm.

Click [here](#) to review this package.

Please do not respond to this email, as it was automatically generated by the eForms system.

eForms Automation

eForms – Step 2 (Agency's Review)

The appropriate RD staff in the receiving RD office will review the application received via eForms in a timely manner and promptly take the appropriate action. They will either:

- Accept,
- Return, or
- Re-direct the application.

eForms – Step 2 (Agency's Review)

These are the forms that are contained by package **102025-** . Click on a form name to open and review it. Once all the forms for this package have been reviewed, you will be able to accept, re-redirect, or return this package.

Name	Status	Last Updated	Actions
RD 410-4	Active	07/20/2016	
T. [redacted].pdf	Active	07/20/2016	

Accept **Re-direct** **Return** **Comments** **History** **Employee Edit** **Close**

Internet Explorer

What do you want to do with displayattachment.pdf?

From: formsadmin.sc.egov.usda.gov

- Open**
The file won't be saved automatically.
- Save
- Save as

Cancel

Form RD 410-4 (Rev. 10-06) Position 3 Form Approved OMB No. 0575-0172

APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application

This application is designed to be completed by the applicant with the lender's assistance. Applicants should complete this form as "Applicant #1" or "Applicant #2", as applicable. All Applicants must provide information (and the appropriate box checked) when the income or assets of a person other than the "Applicant" (including the Applicant's spouse) will be used as a basis for loan qualification or the income or assets of the Applicant's spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Applicant resides in a community property state, the security property is located in a community property state, or the Applicant is relying on other property located in a community property state as a basis for repayment of the loan.

I. TYPE OF MORTGAGE AND TERMS OF LOAN

Mortgage	<input type="checkbox"/> V.A. <input type="checkbox"/> Conventional <input type="checkbox"/> Other: _____	Agency Case Number	Lender Account Number
Applied for:	<input type="checkbox"/> FHA <input checked="" type="checkbox"/> USDA/Rural Housing Service		
Amount	Interest Rate	No. of Months	Amortization Type: <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (Explain): _____
\$ _____	% _____	_____	<input type="checkbox"/> GPM <input type="checkbox"/> ARM (Type): _____

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Subject Property Address (Street, City, State, ZIP)	No. of Units
Legal Description of Subject Property (Attach description if necessary)	Year Built

eForms – Step 2 (Agency's Review)

These are the forms that are contained by package **102025-1**. Click on a form name to open and review it. Once all the forms for this package have been reviewed, you will be able to accept, re-direct, or return this package.

Name	Status	Last Updated
⊕ RD 410-4	Active	07/20/2016
⊕ T. f	Active	07/20/2016

Accept Re-direct **Return** Comments History Emplo

Department of Agriculture
eForms Administration

Home About eForms Help Contact Us Logoff

You are here: Home / Inbox / Items / Return Reason

Inbox

Package Confirmation Number: 103923-
Package Owner: F

Please enter the reason for returning this package.

-Page 2 annual income was listed instead of monthly. Please indicate rent.
-Page 6 list annual wages and child care cost.

Thank you,

Continue Cancel

eForms – Step 2 (Agency's Review)

What happens if an application wasn't sent to the pre-determined RD Service Center?

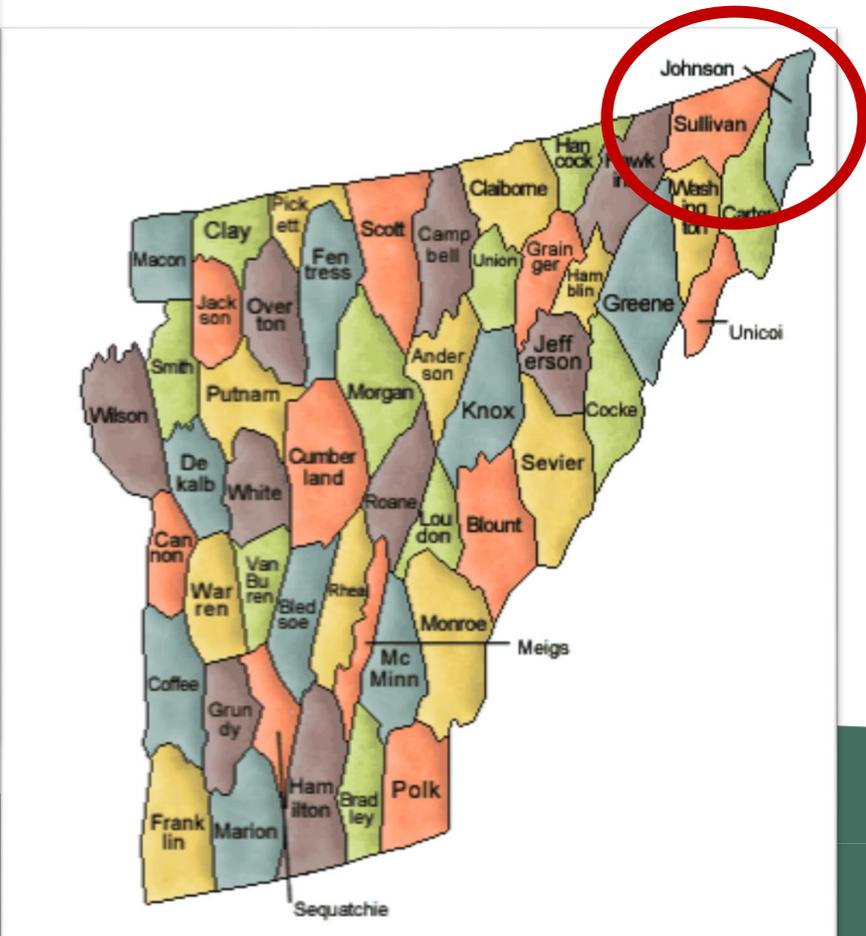
Inbox

These are the forms that are contained by package **102025-**_____. Click on a form name to open and review it. Once all the forms for this package have been reviewed, you will be able to accept, re-direct, or return this package.

Name	Status	Last Updated	Actions
+ RD 410-4	Active	07/20/2016	
+ T.	Active	06/29/2016	

Accept Re-direct Return Comments History Employee Edit Close

eForms – Step 2 (Agency's Review)



eForms – Step 2 (Agency's Review)

Name	Agency	Address	Action
GREENEVILLE SERVICE CENTER (65540)	RD	214 N COLLEGE ST GREENEVILLE TN, 37745-5167	Select Map
BLOUNTVILLE SERVICE CENTER (65662)	FSA	2942 HIGHWAY 394 BLOUNTVILLE TN, 37617	Select Map
BLOUNTVILLE SERVICE CENTER (65664)	NRCS	2942 HIGHWAY 394 BLOUNTVILLE TN, 37617	Select Map
KNOXVILLE AREA OFFICE (80107)	NRCS	9737 COGDILL RD KNOXVILLE TN, 37932	Select Map
NRCS-FSA STATE OFFICE (101031)	FSA	801 BROADWAY STE 675 NASHVILLE TN, 37203-3878	Select Map
NRCS-FSA STATE OFFICE (101032)	NRCS	801 BROADWAY STE 675 NASHVILLE TN, 37203-3878	Select Map
NASHVILLE SERVICE CENTER & RD STATE OFFICE (101035)	RD	3322 W END AVE STE 300 NASHVILLE TN, 37203-1084	Select Map
CHATTANOOGA SERVICE CENTER (101185)	NRCS	6183 ADAMSON CIR CHATTANOOGA TN, 37416	Select Map
LEWISBURG SERVICE CENTER (103471)	NRCS	1171 NASHVILLE HWY LEWISBURG TN, 37091-2236	Select Map
COLUMBIA SERVICE CENTER (103473)	NRCS	811 HATCHER LN COLUMBIA TN, 38401-3523	Select Map
BLOUNTVILLE SERVICE CENTER (103497)	CD	2942 HIGHWAY 394 BLOUNTVILLE TN, 37617	Select Map
MURFREESBORO SERVICE CENTER (103610)	NRCS	315 JOHN R RICE BLVD LANE AGRI-PARK MURFREESBORO TN, 37129	Select Map
BLOUNTVILLE SERVICE CENTER (107721)	OCIO	2942 HIGHWAY 394 BLOUNTVILLE TN, 37617	Select Map

Name	Agency	Address	Action
GREENEVILLE SERVICE CENTER (65540)	RD	214 N COLLEGE ST GREENEVILLE TN, 37745-5167	Select Map Select
BLOUNTVILLE SERVICE CENTER (65662)	FSA	2942 HIGHWAY 394 BLOUNTVILLE TN, 37617	Select Map
BLOUNTVILLE SERVICE CENTER (65664)	NRCS	2942 HIGHWAY 394 BLOUNTVILLE TN, 37617	Select Map
KNOXVILLE AREA OFFICE (80107)	NRCS	9737 COGDILL RD KNOXVILLE TN, 37932	Select Map
NRCS-FSA STATE OFFICE (101031)	FSA	801 BROADWAY STE 675 NASHVILLE TN, 37203-3878	Select Map

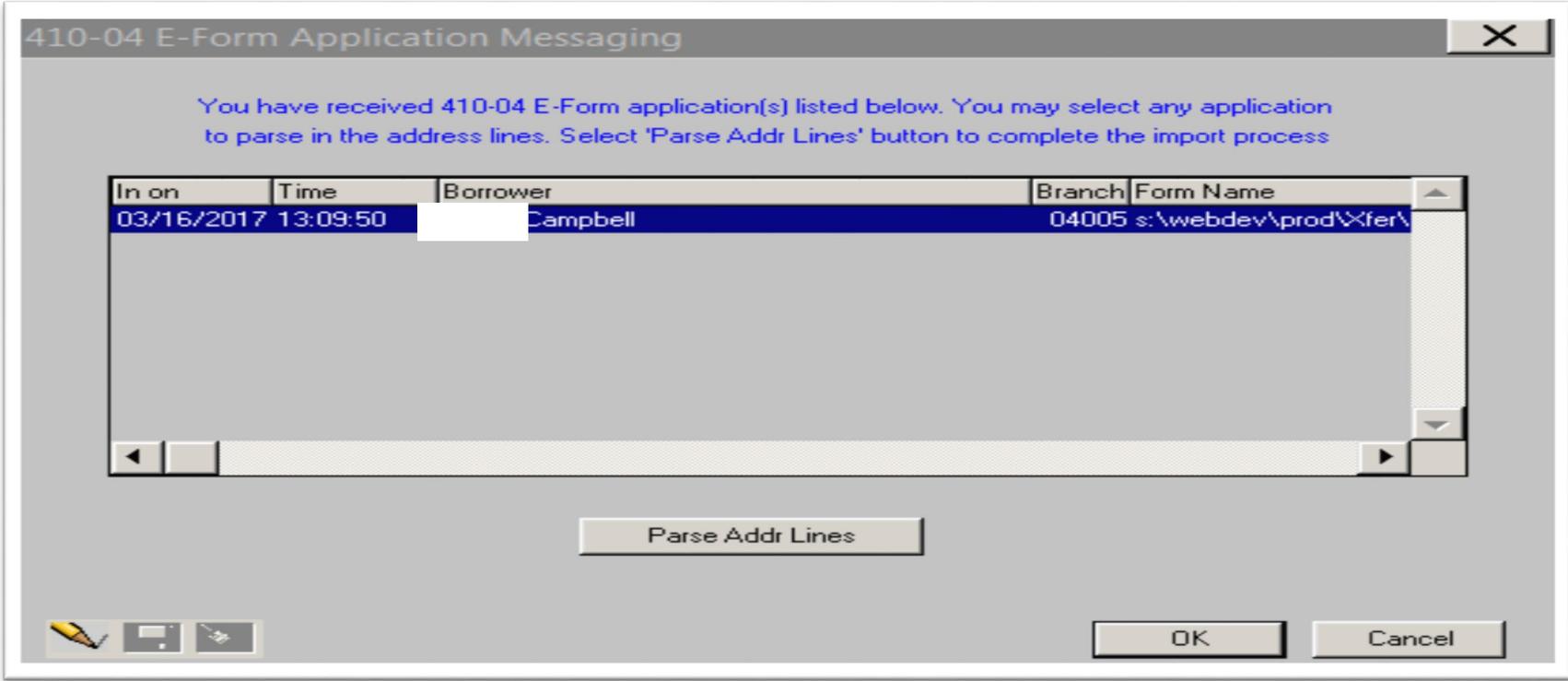
eForms – Step 2 (Agency's Review)

Inbox

Package Confirmation Number: 102025-
Package Owner:

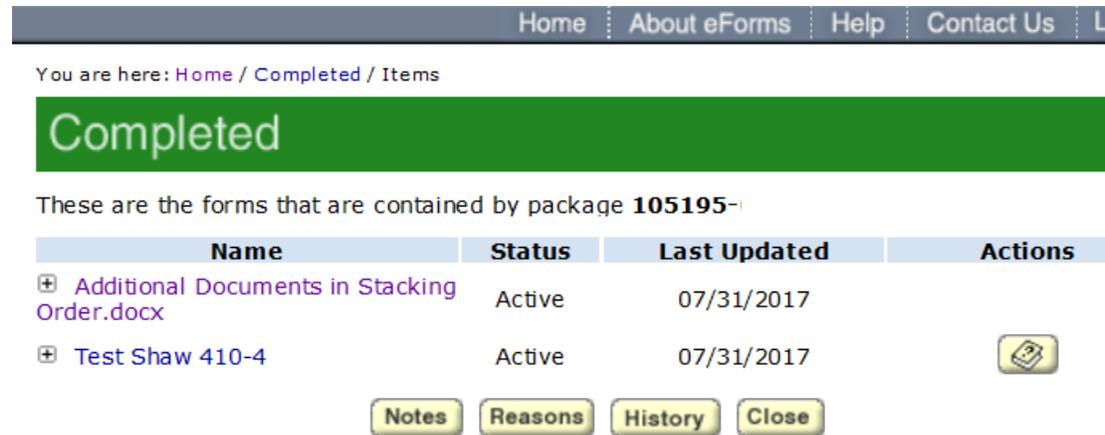
Please enter the reason for redirecting this package.

eForms – Step 3 (Importing and Parsing into UniFi)



eForms – Step 3 (Importing and Parsing into UniFi)

TIP – when reviewing the application in UniFi to complete all necessary fields, go to the 410-4 from the completed mailbox and have that open to refer to.



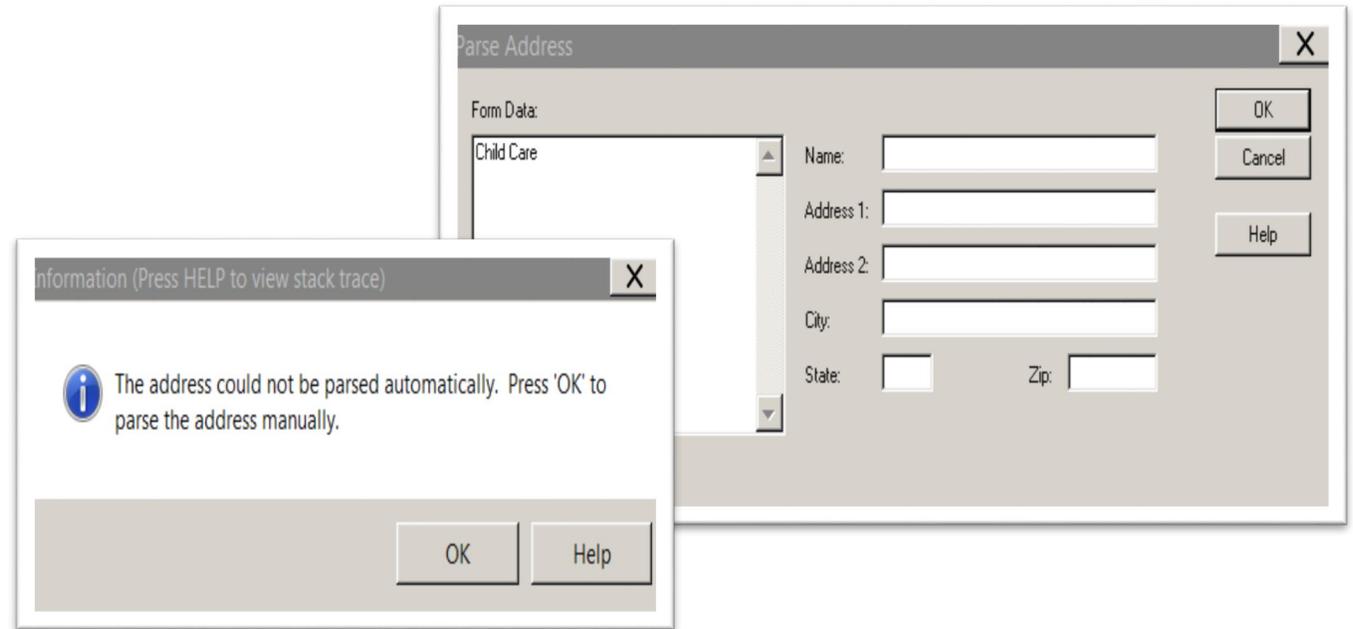
The screenshot shows the UniFi interface. At the top, there is a navigation bar with links for Home, About eForms, Help, Contact Us, and Log Out. Below this, a breadcrumb trail reads 'You are here: Home / Completed / Items'. A prominent green bar with the word 'Completed' in white text is displayed. Underneath, a message states 'These are the forms that are contained by package 105195-1'. A table lists the forms with columns for Name, Status, Last Updated, and Actions. The first row is 'Additional Documents in Stacking Order.docx' with status 'Active' and last updated '07/31/2017'. The second row is 'Test Shaw 410-4' with status 'Active' and last updated '07/31/2017'. Below the table, there are four buttons: Notes, Reasons, History, and Close.

Name	Status	Last Updated	Actions
+ Additional Documents in Stacking Order.docx	Active	07/31/2017	
+ Test Shaw 410-4	Active	07/31/2017	

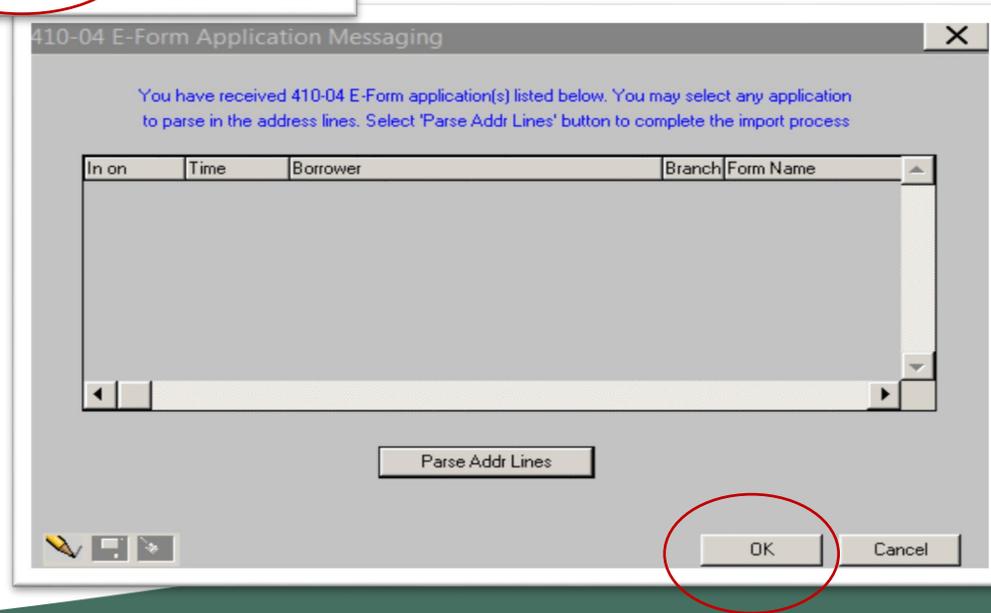
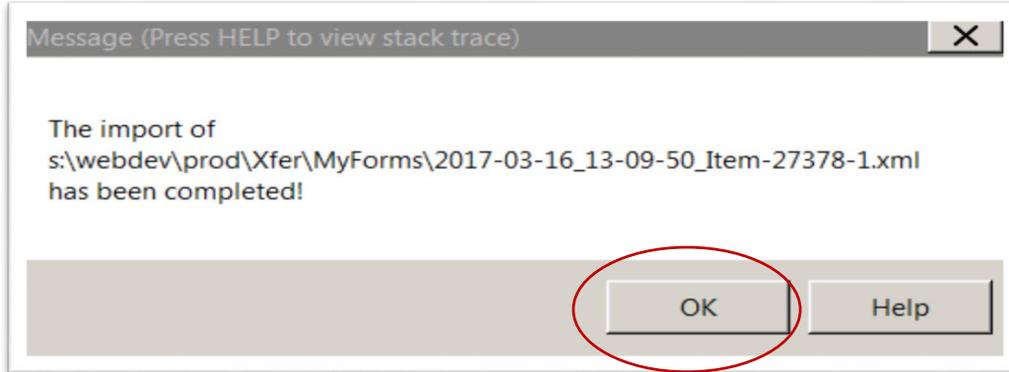
[Notes](#) [Reasons](#) [History](#) [Close](#)

eForms – Step 3 (Importing and Parsing into UniFi)

Parsing pop-up messages...



eForms – Step 3 (Importing and Parsing into UniFi)



eForms – Step 3 (Importing and Parsing into UniFi)

BE AWARE that phone numbers may become jumbled during the parsing process.

The screenshot shows a software interface with a menu on the left and a form on the right. The menu includes sections like 'Prequal Menu', 'Registration', 'Processing', and 'Links'. The form on the right is titled 'Borr# Name Form#' and contains the following fields:

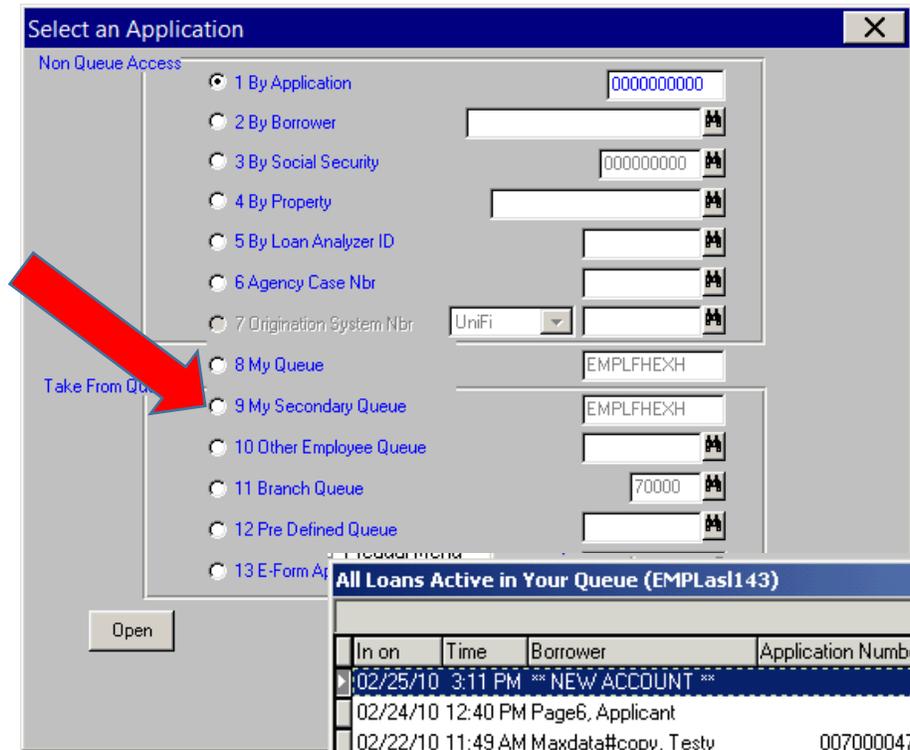
Borr#	Name	Form#
01	K.	01

Below the table, there are several form fields:

- Borrower is a Corporation Form Nbr 01
- Borr. Name: K.
- Spouse Borr Nbr: 00 Military/Foreign Address
- Borr. Address: [Empty]
- Borr. Address 2: [Empty]
- Borr. City: Harrison St AR
- Borr. Zip Code: 72601 Phone: (870) -68-8-16 (circled in red)
- Military/Foreign Addr: [Empty]
- Active Military?: [Dropdown]
- CAIVR Code: [Dropdown]

eForms – Step 3 (Importing and Parsing into UniFi)

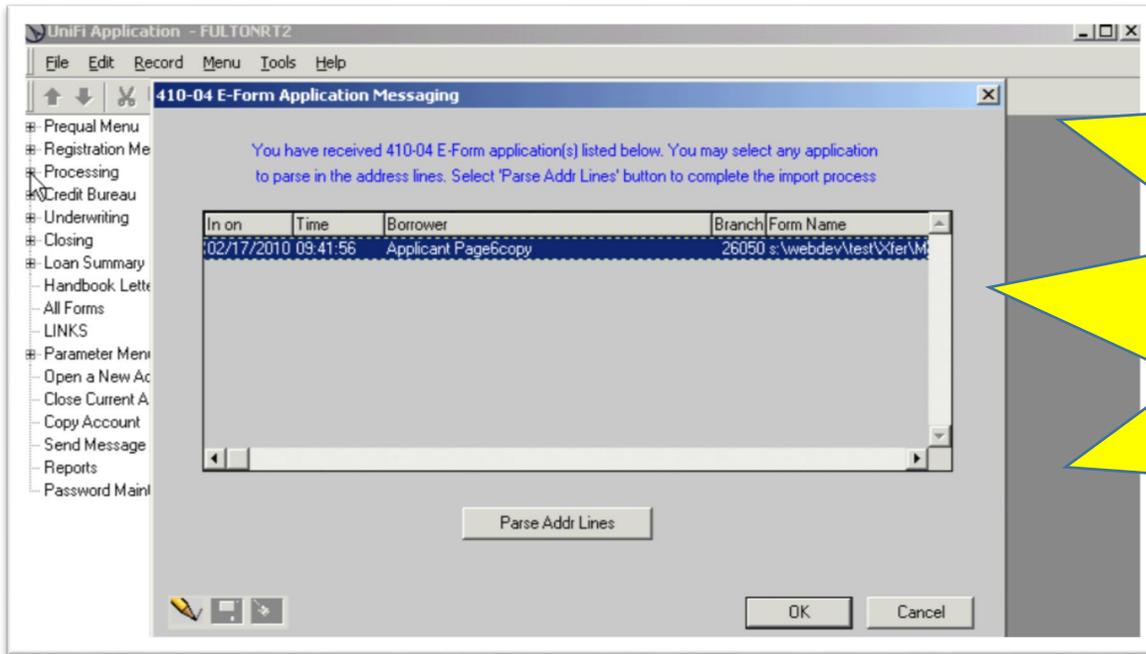
BE AWARE that if you accidentally close an application without fully completing it, you have to access it using the **My Secondary Queue** option from the Select an Application pop-up.



The screenshot shows a 'Select an Application' dialog box with a red arrow pointing to the '9 My Secondary Queue' option. The dialog box has a title bar with a close button (X). It contains a list of radio buttons for different application selection methods. The '9 My Secondary Queue' option is selected. Below the list, there are several input fields and a dropdown menu. The 'UniFi' dropdown is visible. At the bottom of the dialog box, there is an 'Open' button.

In on	Time	Borrower	Application Number	Branch	Stage	Exp Close Dt	Purp	Prod	Comments/Task
02/25/10	3:11 PM	** NEW ACCOUNT **		? 26050	00		10	00000	Account Created New
02/24/10	12:40 PM	Page6, Applicant		? 26050	00		00	00000	Opened Non Queue
02/22/10	11:49 AM	Maxdata#copy, Testy	0070000479	18090	20	11/19/2004	20	00250	Opened Non Queue
02/19/10	2:24 PM	** NEW ACCOUNT **		? 26050	00		40	00000	Opened Non Queue
02/18/10	2:16 PM	** NEW ACCOUNT **		? 26050	00		40	00000	Account Created New

eForms – Step 3 (Importing and Parsing into UniFi)



**More information
on parsing is
available in the
field office user
guide.**

Troubleshooting

Users (to include RD and external partners) having issues with eForms are encouraged to contact the RD Help Desk. They are the best resource to help with technical issues and can track issues and identify potential trends. RD Help Desk cannot assist with questions regarding loan or grant origination. Program related questions should be directed to your local RD Servicing Office.

Below is the contact information for the RD Help Desk:

- ✓ E-mail: RD.HD@STL.USDA.GOV
- ✓ Phone: 800-457-3642, select **USDA Applications (Press 2)**; then select **Rural Development (Press 2)**

Servicing Office locations can be found by navigating to:

<https://offices.sc.egov.usda.gov/locator/app>

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