



RCAC

www.rcac.org

**eForms Training for Self-Help Grantees
SH Conference 2025**

A vibrant, stylized illustration of a tropical beach scene. The foreground is filled with lush green foliage, including large dark green leaves and clusters of small pink and purple flowers. In the middle ground, a bright blue ocean meets a sandy beach under a clear, light blue sky. The word "Welcome!" is written in a large, white, sans-serif font across the center of the image.

Welcome!

After this session you will be able to...

- Login to eForms
- Complete 410-4 Uniform Residential Loan Application
- Create loan package and attach documents
- Submit full loan package
- Know where to get help



Login for eForms

- Navigate to [eForms Home \(usda.gov\)](https://usda.gov)
(forms.sc.egov.usda.gov)

- Click on Login



****Note: You must have full access to eForms to submit packages. Full access to eForms requires identity verification within the system or in person local Rural Development Office.**



The screenshot shows the USDA Service Center Agencies eForms website. At the top, there is a navigation bar with links for Home, About eForms, Help, Contact Us, and Login. Below the navigation bar, there is a breadcrumb trail that says "You are here: Home". The main heading is "Welcome to the USDA Service Center Agencies eForms." followed by a paragraph explaining that eForms allows users to search for and complete forms for Farm Service Agency (FSA), Natural Conservation Service (NRCS), and Rural Development (RD). There are two ways to use the site: 1. Click the "Browse Forms" menu option on the left to search for a form, complete it, and then mail or fax it to a local service center. 2. Complete forms online and submit them electronically to a local service center, which allows saving forms and submitting multiple forms at once. A note states that users need a USDA eAuthentication ID and Password with a verified identity, which can be obtained by registering. Below this, there are two buttons: "Login" and "Register". A red arrow points to the "Login" button.



Official eForms Login Page

 An official website of the United States government [Here's how you know](#) ▾

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

Customer Login

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

-  **Login.gov** >
Enter Login.gov Email Address and Password
-  **eAuth User ID** >
Enter User ID and Password

SHARES Login vs eForms Login



SHARES

An official website of the United States government [Here's how you know](#) ▼

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▼ | HELP ▼

Customer Login

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

-  **Login.gov**
Enter Login.gov Email Address and Password >
-  **eAuth User ID**
Enter User ID and Password >

eForms

An official website of the United States government [Here's how you know](#) ▼

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▼ | HELP ▼

Customer Login

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

-  **Login.gov**
Enter Login.gov Email Address and Password >
-  **eAuth User ID**
Enter User ID and Password >

Why do we use eForms?

- It is now required to submit all loan applications via eForms.
- Using eForms eliminates duplicative work for RD Staff.
- Submitting through eForms allows RD to easily transfer the information directly into their loan system without having to manually enter the information
- Provides a way to prove and track your submissions
- Saves Time for everyone!





Compile Your Documentation

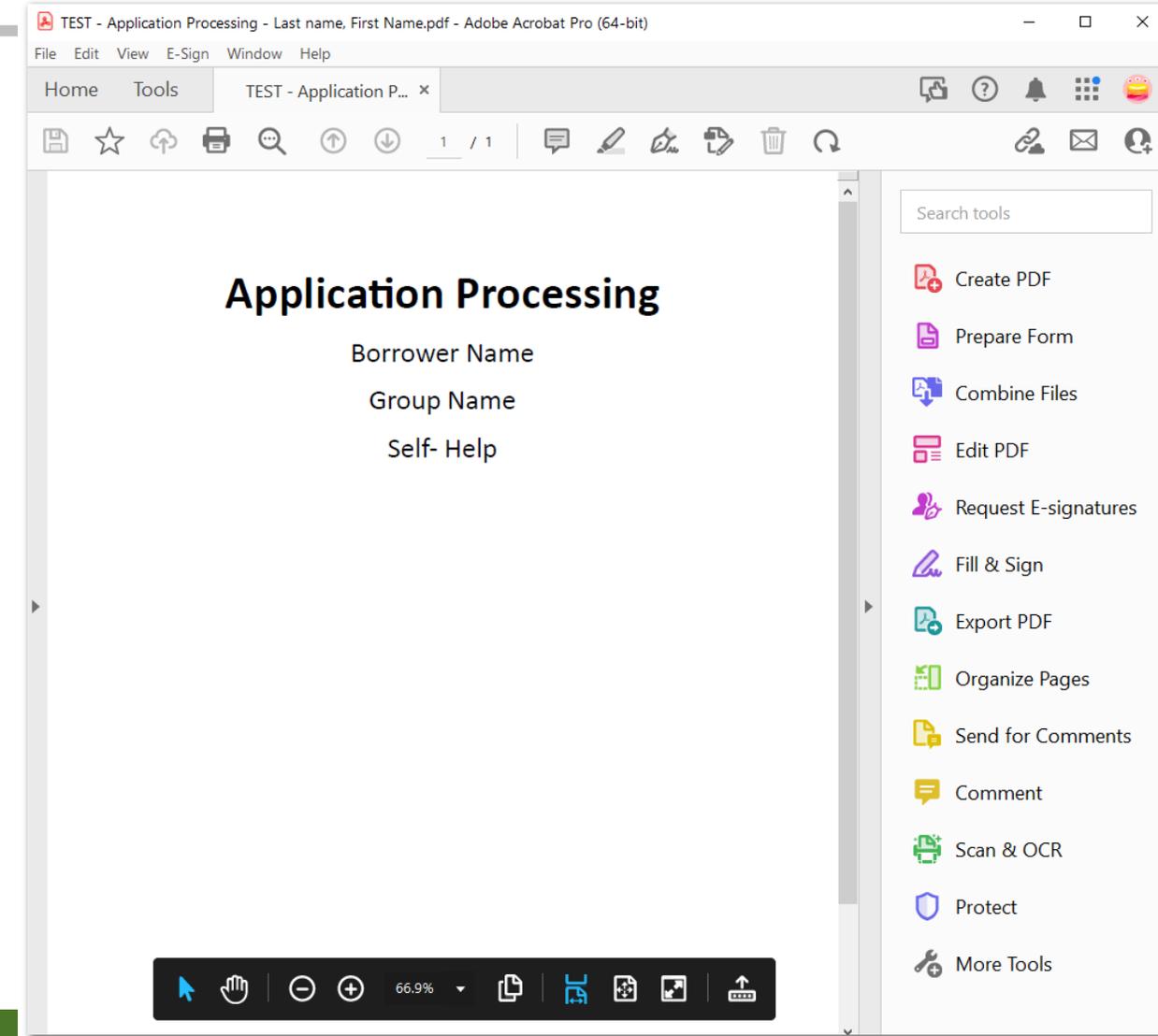
The screenshot shows a Windows File Explorer window titled "eForms" located in OneDrive. The ribbon includes "File", "Home", "Share", and "View". The main pane displays a list of files and folders. The left sidebar shows the navigation pane with "OneDrive - Rural Community Assistance Corporation" selected. The main pane shows the following files and folders:

Name	Date modified
0--WIP	
Submitting Packages in eForms.pptx	6/7/2023 9:02 AM
TEST - Application Processing - Last name, First Name.pdf	6/1/2023 10:09 AM
TEST - Assets - Last Name, First Name.pdf	6/1/2023 10:08 AM
TEST - Credit - Last Name, First Name.pdf	6/1/2023 10:08 AM
TEST - Deductions - Last Name, First Name.pdf	6/1/2023 10:08 AM
TEST - Income - Last Name, First Name.pdf	6/1/2023 10:09 AM
TEST - Last Name, First Name - Self Help - 410-4.pdf	6/1/2023 10:04 AM
TEST - Other - Last Name, First Name.pdf	6/1/2023 10:07 AM
TEST - Worksheet for Computing Income - Max Loan Calculator - Last Name, First Name.xlsx	6/1/2023 10:13 AM

Use Cover Pages for Each Section



- Create a cover page for each section



Documentation

- Each section should be saved as a separate PDF (Excel for the Income Calculator)
 - Application Processing
 - Income
 - Deductions
 - Assets
 - Credit
 - Other
 - Income Calculator



****Note: Your local RD office may ask you to change the order of these sections**

Need to Know Before Submitting 410-4



- Have the most up to date copy of the 410-4 by downloading from eForms
- Do not use punctuation on the form.
- Do not use hyphens or slashes in SSN or DOB fields
- Do not click on any co-applicant fields
- Double and triple check information on the form before you submit (i.e. spelling, ID information and DOB)

Login to eForms

- Navigate to the eForms login page you bookmarked
- Click on Login.gov

An official website of the United States government [Here's how you know](#) ▼

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

eAuth

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▼ | HELP ▼

Customer Login

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

-  **Login.gov**
Enter Login.gov Email Address and Password >
-  **eAuth User ID**
Enter User ID and Password >



Sign in

- Enter your email address (username)
- Enter your Password
- Click Sign In

LOGIN.GOV



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account

Sign in for existing users

Email address

Password

Show password

Sign in

[Sign in with your government employee ID](#)

Enter One-time Code

- Enter your one-time code that you either received via email or text
- Click Submit



An official website of the United States government [Here's how you know](#) ▾

LOGIN.GOV | USDA

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-4952.
This code will expire in 10 minutes.

One-time code
Example: 123456

 Remember this browser

Submit

[Send another code](#)

Download and Complete 410-4



- Click on Browse Forms



****Tip: If you only need to get the 410-4 and you are not ready to submit the package in eForms, you are not required to login to gain access to Browse Forms. Please see the handout for the link to that page.**

USDA United States Department of Agriculture
Service Center Agencies eForms

Logoff Home About eForms Help Contact Us

You are here: Home

eForms

- ▶ Browse Forms
- Workspace**
 - ▶ Create Package
 - ▶ Saved Forms
 - ▶ Saved Packages
 - ▶ Import External Form
- Inbox**
 - ▶ Returned Packages
 - ▶ Cosign Packages
 - ▶ Received Packages
- Outbox**
 - ▶ Collecting Signatures
 - ▶ Pending Packages
 - ▶ Completed Packages
- Request**
 - ▶ To Cosign
 - ▶ Package

Welcome to the USDA Service Center Agencies eForms.

eForms allows you to search for and complete forms requesting services from Farm Service Agency (FSA), Natural Conservation Service (NRCS) and Rural Development (RD). Some of the features of eForms are:

- You can complete forms and save them in your Saved Forms Workspace.
- You can put multiple forms in a package and save it in your Saved Packages Workspace.
- You can submit forms or packages electronically to your local service center.
- You will receive notice if your form or package has been accepted for processing or if it is being returned for additional information.
- Your signature will be processed electronically on specific forms. See the form instructions to determine if a form is eligible for electronic signature.

To get started, click Browse Forms on the left of the page and search for a form. The forms on this site are in PDF format. You will need to have the free Adobe Acrobat Reader installed on your computer.

Pending Actions

Category	Count
Pending Submitted Packages	1
Returned Packages	1

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

Find Form



USDA United States Department of Agriculture
Service Center Agencies eForms

Home | About eForms | Help | Contact Us | Login

You are here: [Home](#) / [Browse Forms Search](#)

Browse Forms

You may search for a form by completing any of the fields below or just click Search for a list of all forms. You can view and print the forms without signing in. If you would like to save and submit the forms electronically, click login.

When viewing the forms, please have only **one** browser window open.

Agency Name:

Program Name:

Service Name:

Form Number:

Title or Keywords:

Show Results:

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

- Enter 410-4 into the Form Number Field
- Click Search

Export Icon

You are here: [Home](#) / [Search](#) / [Forms](#)

Browse Forms

We have found **1** forms which satisfy your search criteria. You may now view any of the forms below by clicking on the form number. To see the instructions on how to complete the form, click on the instruction button in the Help column.

To view these forms, you will need to have the free [Adobe Acrobat Reader](#) installed on your computer.

eForms can be accessed using modern browsers, such as Microsoft Edge and Google Chrome. If you experience an issue accessing a form on the eForms site, please review the attached Web Browser Settings. If you still have any access issues, please contact the RD Help Desk at RD.HD@usda.gov to request assistance. When viewing a form, please have only **one** browser window open.
[Web Browser Settings](#)

1 - 1 of 1

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

[New Search](#)

Note: A red arrow points to the export icon in the Help column, with a tooltip that reads "Export form for offline completion."

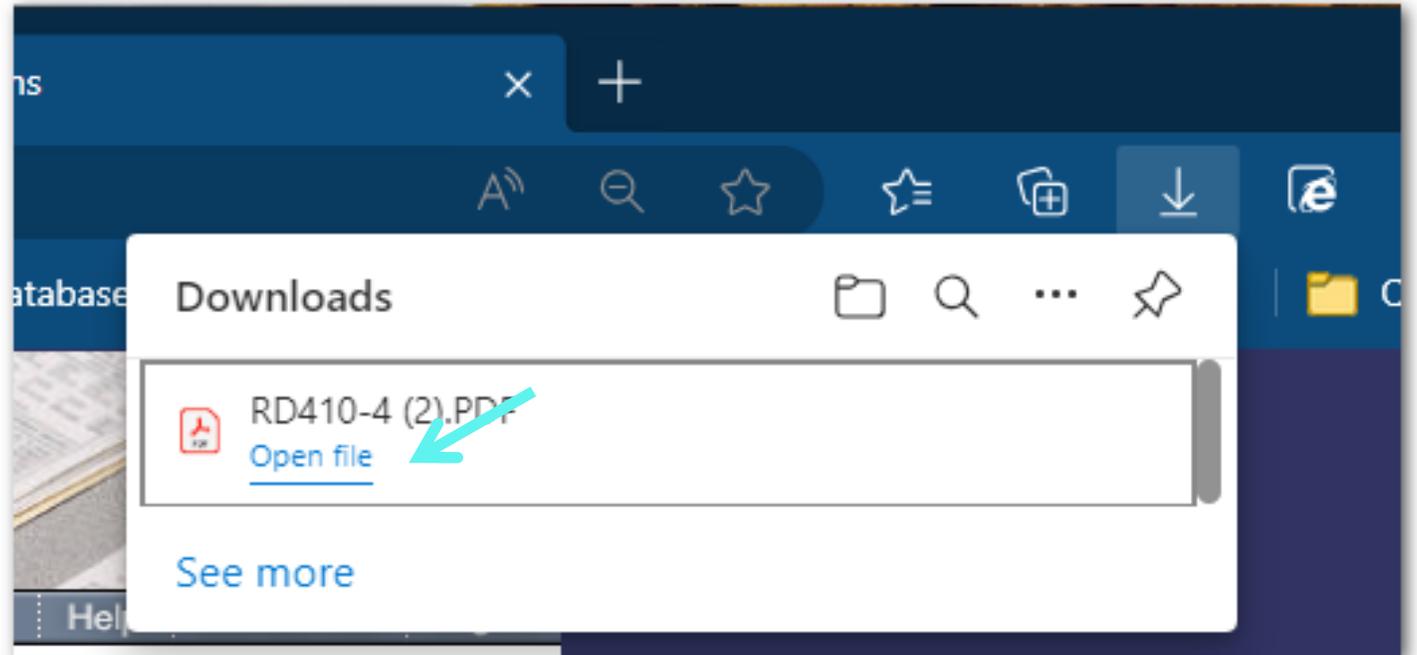
- Click export icon to download the form to your computer





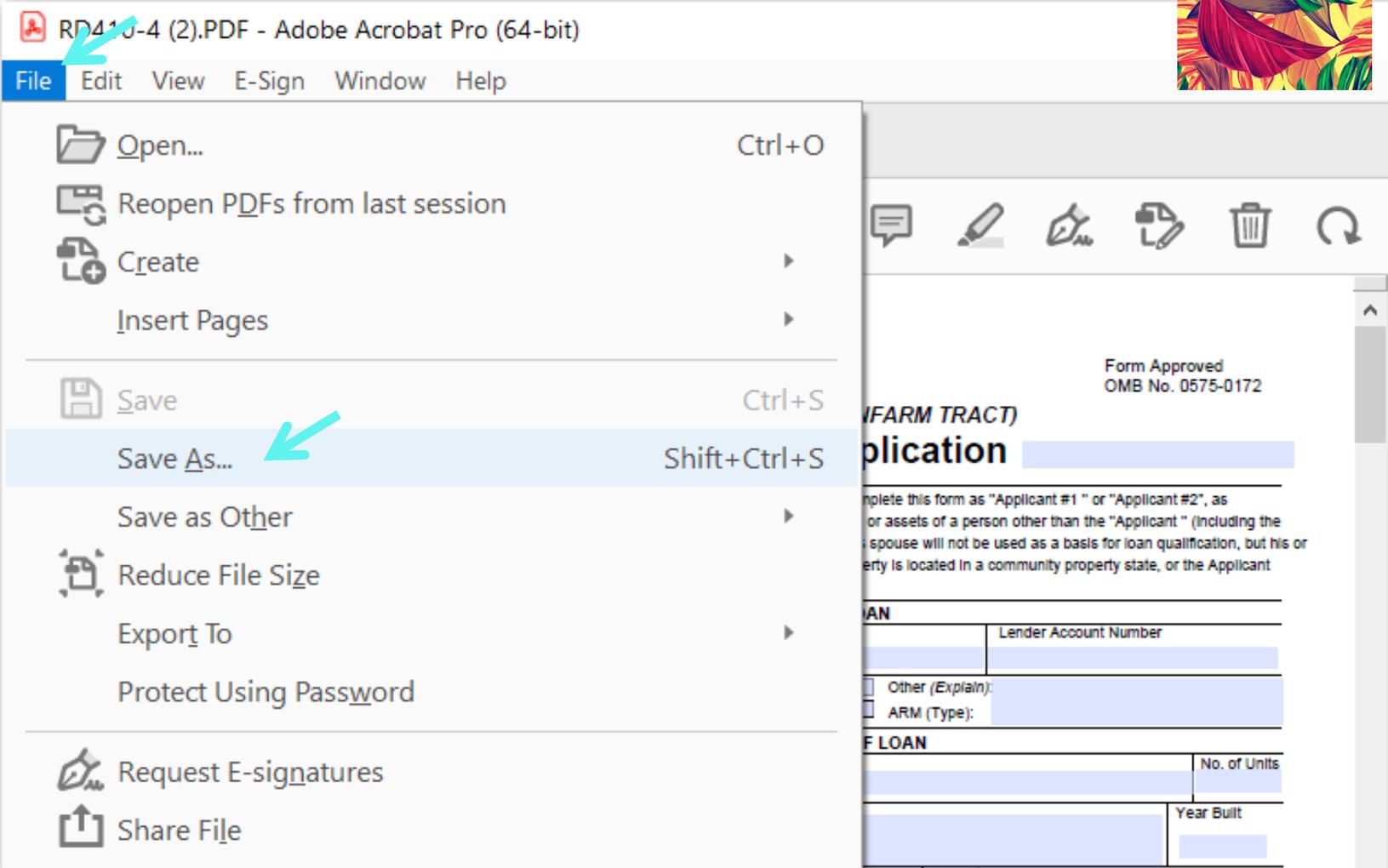
Open File

- In the downloads box in the right-hand corner of Edge click on Open File under the form you just downloaded



Save 410-4 to Computer

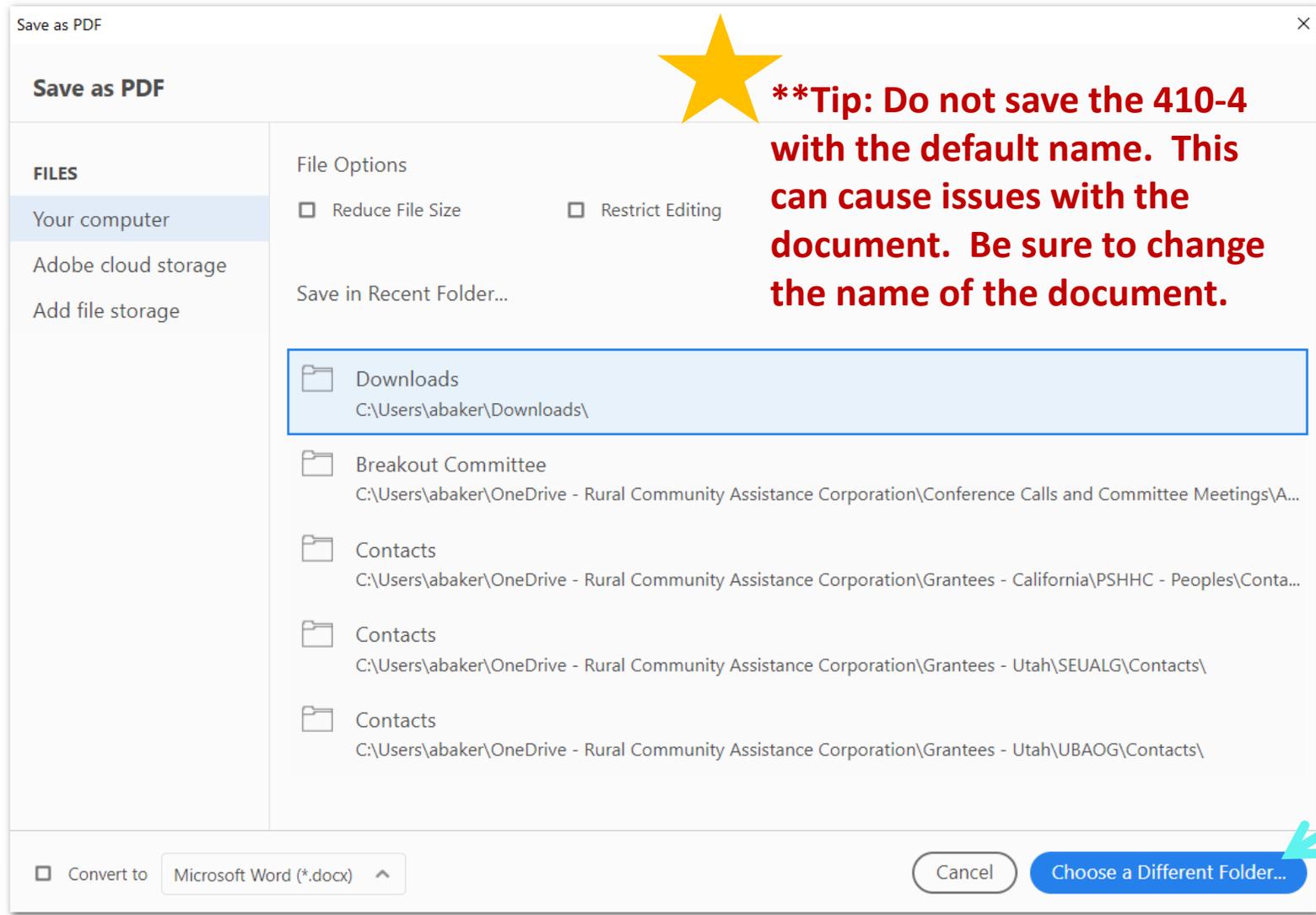
- Click File
- Click Save AS



The screenshot shows the Adobe Acrobat Pro interface. The title bar reads "RD410-4 (2).PDF - Adobe Acrobat Pro (64-bit)". The "File" menu is open, and the "Save As..." option is highlighted with a blue background and a red arrow. Other menu items include "Open...", "Reopen PDFs from last session", "Create", "Insert Pages", "Save", "Save as Other", "Reduce File Size", "Export To", "Protect Using Password", "Request E-signatures", and "Share File". The background shows a portion of a PDF form with fields for "Lender Account Number", "Other (Explain)", "ARM (Type)", "No. of Units", and "Year Built".



Choose Folder



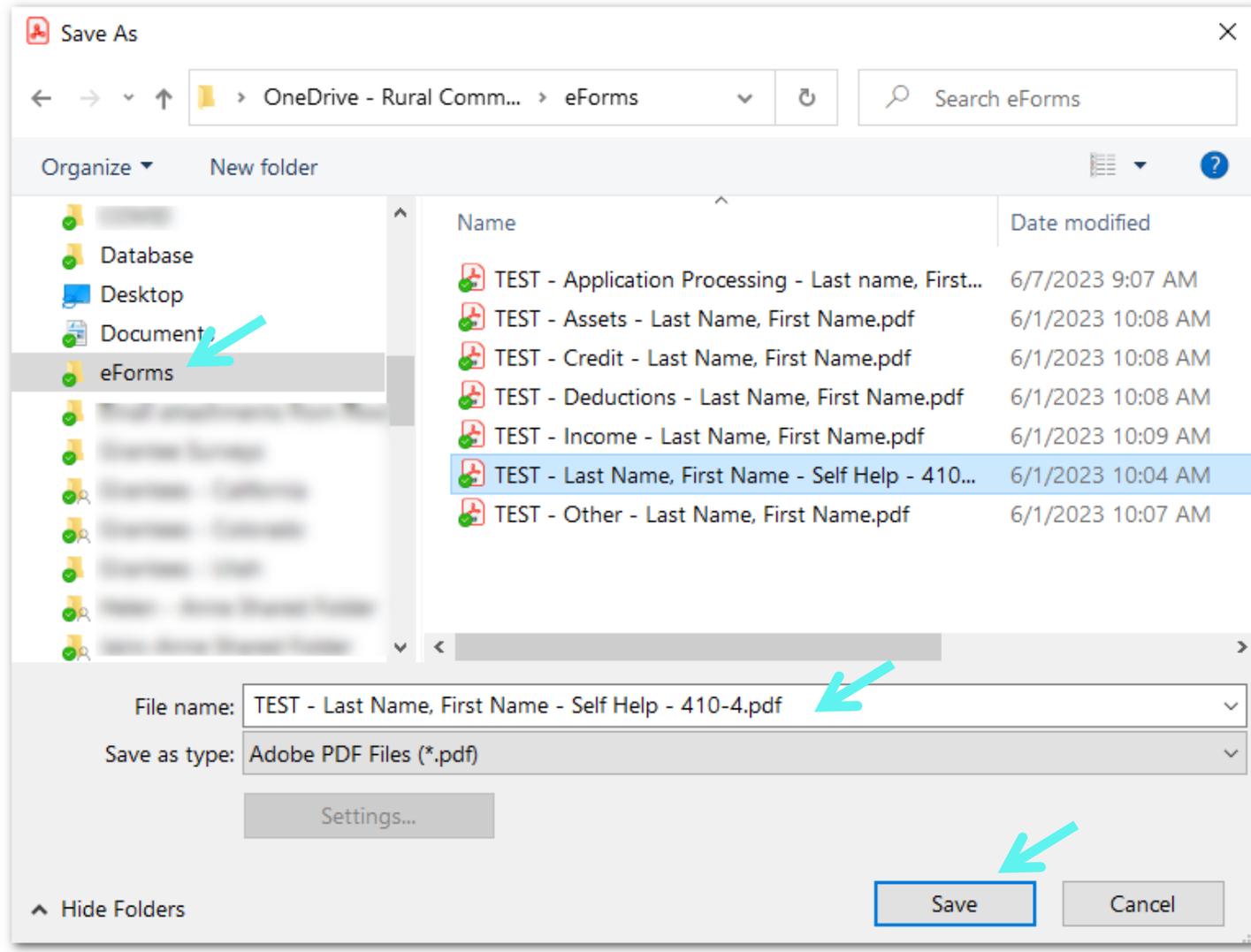
- Click on Choose a Different Folder



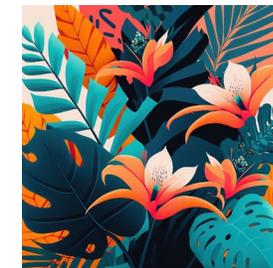
Locate Folder, Name & Save File



****Tip: Use a similar naming convention to: Last Name, First Name - 410-4 – Self Help**



- Locate the folder you would like to save it in.
- Name the File
- Click Save



Complete 410-4



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 Applied for:	<input type="checkbox"/> V.A.	<input type="checkbox"/> Conventional	<input type="checkbox"/> Other:	Agency Case Number	Lender Account Number
	<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

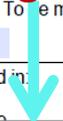
Purpose of Loan	<input type="checkbox"/> Purchase	<input type="checkbox"/> Construction	<input type="checkbox"/> Other (Explain):	Property will be:	
	<input type="checkbox"/> Refinance	<input checked="" type="checkbox"/> Construction-Permanent		<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Secondary Residence

Complete this line if construction or construction-permanent loan.					
Year Lot Acquired	Original Cost	Amount Existing Liens	(a) Present Value of Lot	(b) Cost of Improvements	Total (a + b)
	\$	\$	\$	\$	\$ 0.00

Complete this line if this is a refinance loan.					
Year Acquired	Original Cost	Amount Existing Liens	Purpose of Refinance	Describe Improvements	<input type="checkbox"/> Made <input type="checkbox"/> To be made
	\$	\$		Cost: \$	

Title will be held in what Name(s)	Manner in which Title will be held	Estate will be held in:
		<input type="checkbox"/> Fee Simple

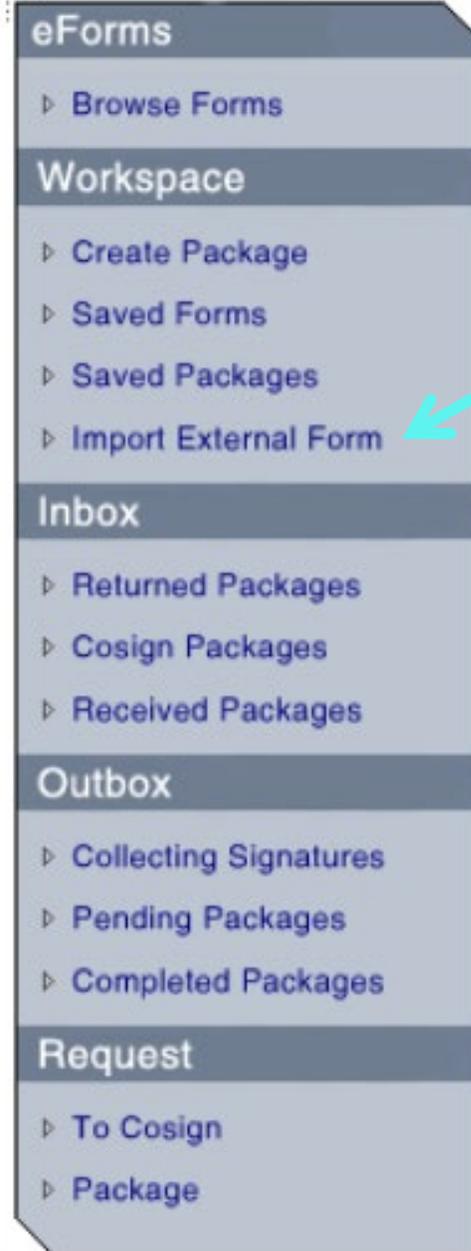
Continue
completing
through
page 8



- Complete Mortgage Applied for choice
- Skip to Purpose of Loan & Property will be Sections
- Skip to Title will be held in what Name field
- Continue filling out the form through page 8

Import External Form

- Import External Form



Import External Form



****Tip: Use a similar naming convention to: Last Name, First Name - 410-4 – Self Help**

You are here: [Home](#) / [Import Form](#)

Import External Form

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

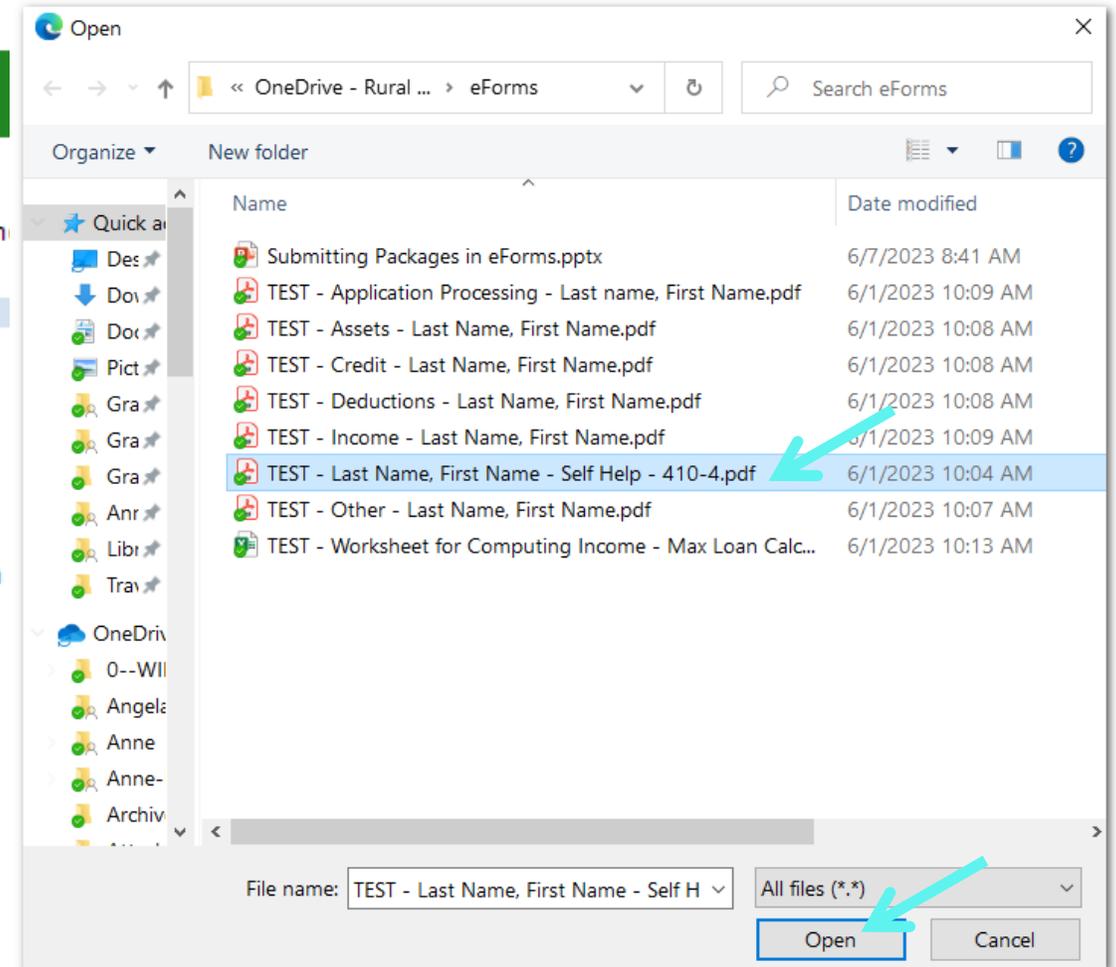
Importable Forms List

CCC 802
NRCS-CPA- 41
NRCS-CPA- 41A
RD 410-4
RD 3555-16

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

PDF File: TEST - Last...p - 410-4.pdf

Saved Form Name:



Create Package



- Click on Create Page

You are here: [Home](#) / [Saved Forms](#)

Saved Forms

These are the forms you have previously saved. They may be edited or deleted. When creating custom packages, you may choose from any of these forms to fill the package.

Name	Status	Created	Actions
<input type="checkbox"/> TEST - Borrower Name - 410-4 - Self Help	Active	06/07/2023	 

The screenshot shows a web interface with a sidebar on the left containing navigation options: eForms, Browse Forms, Workspace, Create Package (highlighted with a red arrow), Saved Forms (highlighted in green), Saved Packages, Import External Form, and Inbox. The main content area displays the 'Saved Forms' section with a breadcrumb trail, a title, a descriptive paragraph, and a table of saved forms.

Custom Package



- Click Create Package then Custom Package

You are here: [Home](#) / [Create Package](#)

Create Package

What kind of package would you like to create?

A custom package is created by adding any forms from your Saved Forms area.

A service package is created with blank copies of all of the forms associated with that service, ready for you to fill out.

[Custom Package](#) [Service Package](#)

ADD 410-4

- Click on check box next to the 410-4 that you saved
- Click Continue

You are here: [Home](#) / [Create Package](#) / [Custom Package](#)

Create Package

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

Add To Package	Name	Status	Last Saved	Actions
<input checked="" type="checkbox"/>	+ Borrower Name - Self Help - 410-4	Active	06/07/2023	
<input type="checkbox"/>	+ Last Name, First Name - Self Help - 410-4 - Test	Active	06/05/2023	

[Continue](#) [Cancel](#)





Name Package

You are here: [Home](#) / [Create Package](#) / [Custom Package](#) / [Name Package](#)

Create Package

Please enter a unique name for this package.

Package Name:

USDA Receiving Agency:

- Name the Package
- Click Create Package

****Tip: Use a similar naming convention to:
Last Name, First Name - Self Help – Group Name**

This will help the RD Office identify that it is a Self-Help File



Action Button

You are here: [Home](#) / [Saved Packages](#)

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
Borrower Name - Self Help - Group Name	06/01/2023	RD	 
Sample Self Help Agency2	12/22/2021	RD	 <input type="button" value="Submit"/>
Test Borrower name - Self Help - Group Name	06/07/2023	RD	 

- Click Action button for the borrower's file to start submission process

Choose Servicing Center

- Click on the appropriate State



USDA United States Department of Agriculture
Service Center Agencies eForms

Home About eForms Help Contact Us Logoff

You are here: Home / Saved Packages / State

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
WRAY SERVICE CENTER	247 N CLAY ST # 1 WRAY CO, 80758-1320	Select Map

GU AS FM PW MP MH AK VI HI PR

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



Choose County

- Choose the county that your service center is located in.

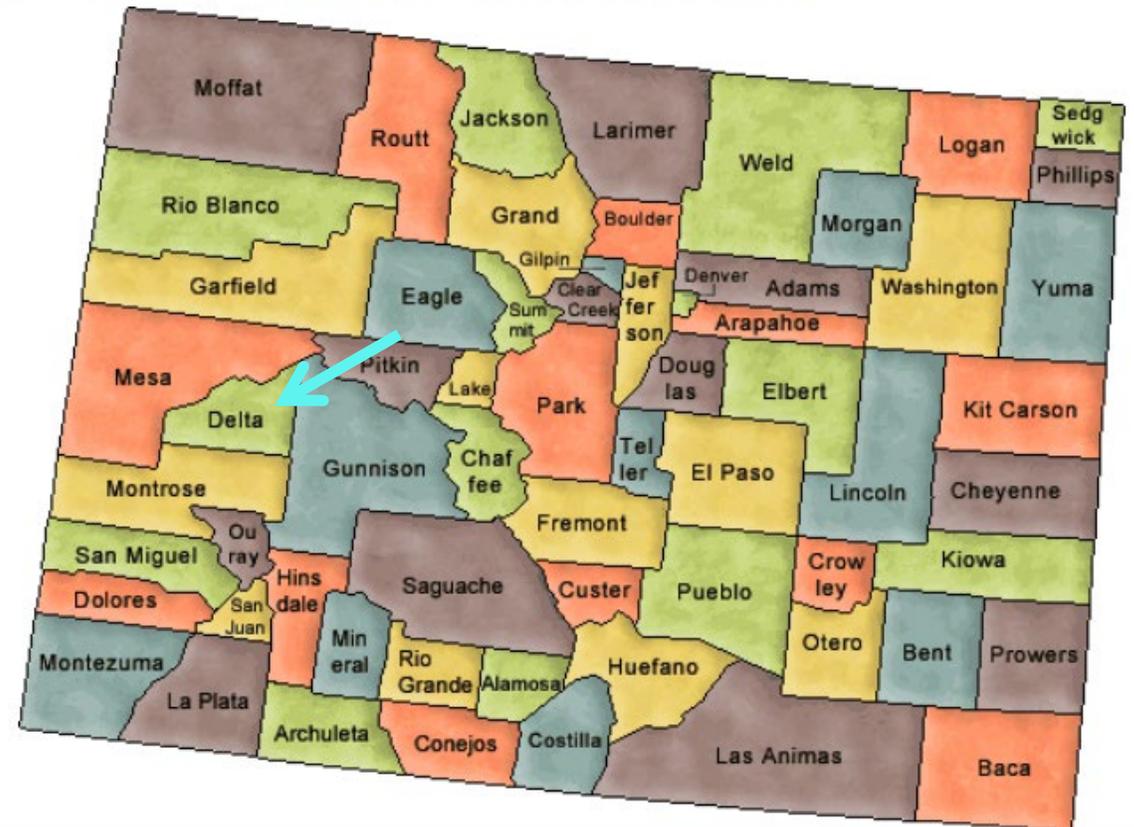


****Important to know: Be sure to check with your loan specialist to find out which office your state's loan servicing center is in. Many state RD offices send all loan packages to one servicing center then the packages are disbursed from there.**

You are here: [Home](#) / [Saved Packages](#) / [State](#) / [County](#)

Saved Packages

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



Select your service center

You are here: [Home](#) / [Saved Packages](#) / [State](#) / [County](#) / [Office](#)

Saved Packages

You have chosen **DELTA** county in **Colorado**. Please select one of the following service center offices:

Name	Address	Action
COLORADO STATE OFFICE	WEST 6TH AVENUE & KIPLING STREET, BUILDING 56 DENVER CO, 80225	Select Map
DELTA SERVICE CENTER	690 INDUSTRIAL BLVD DELTA CO, 81416-2812	Select Map



- Select your Service Center

Add Attachments

- Click Add in the Attachments Section



You are here: [Home](#) / [Saved Packages](#) / [State](#) / [County](#) / [Office](#) / [Submit Package](#)

Saved Packages

Please review the following information for the **Test - Borrower Name - Self Help - Group Name or N** package. If it is correct, enter any comments and attach any supporting documents that you want to accompany the package and click on the **Submit** button at the bottom of the page.

Forms

Name	Description
TEST - Borrower Name - 410-4 - Self Help	Uniform Residential Loan Application

Attachments

Name	Description	Action
------	-------------	--------

There are currently no attachments for this package.

[Add](#)



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

Your USDA eAuthentication account email address is **abaker@rcac.org**. 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: DELTA SERVICE CENTER
690 INDUSTRIAL BLVD
DELTA, CO 81416-2812

Phone Number: 9708745726

Fax Number: 8444967211

[Submit](#)



Locate Files

You are here: [Home](#) / [Saved Packages](#) / [State](#) / [County](#) / [Office](#) / [Submit Package](#) / [Add Attachment](#)

Saved Packages

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

Attachment File:

Choose File

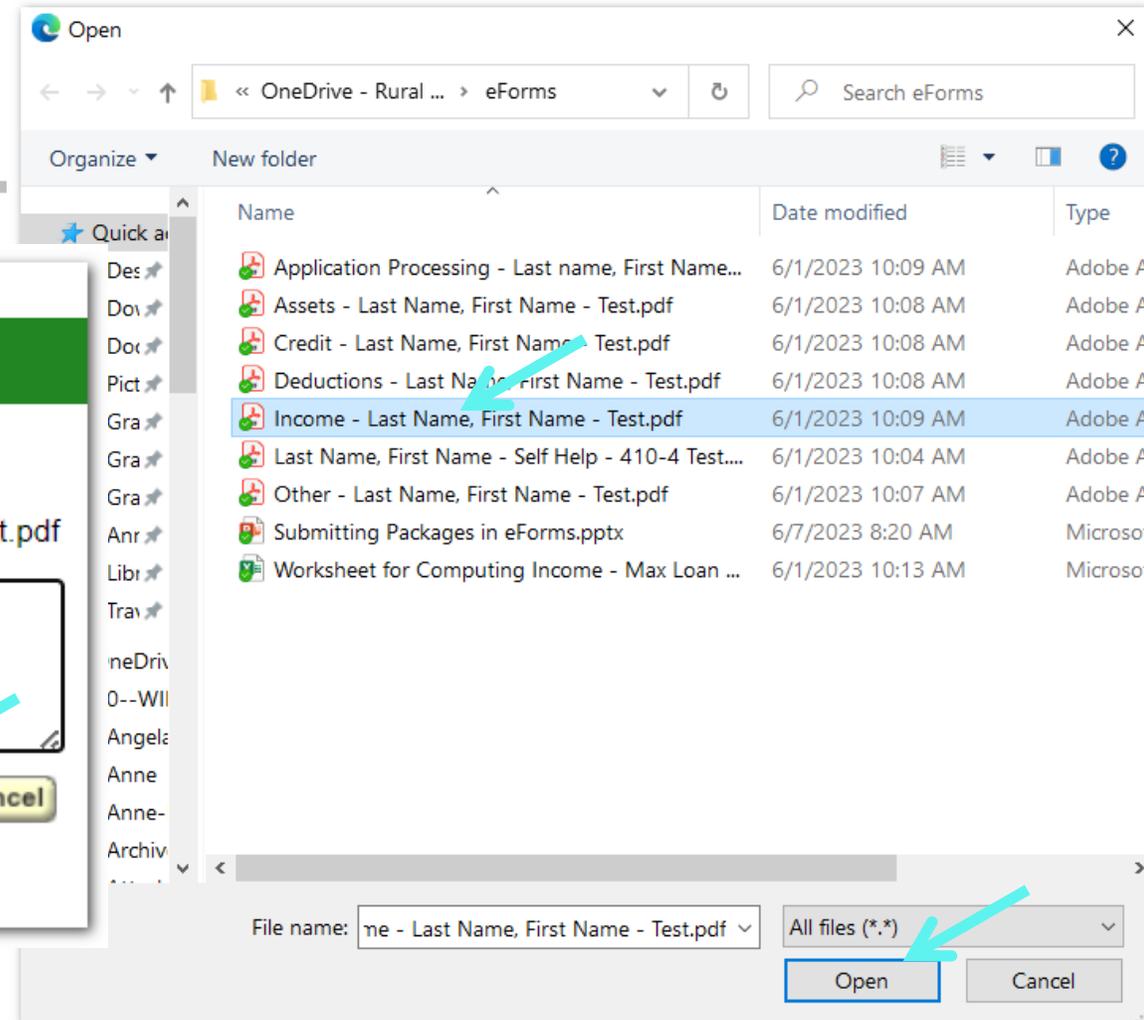
Application ... me - Test.pdf

Description:

Borrower Name - Application Processing

Add

Cancel



Saved Packages

Please review the following information for the **Test - Borrower Name1 - Self Help - Group Name** or package. If it is correct, enter any comments and attach any supporting documents that you want to accompany the package and click on the **Submit** button at the bottom of the page.

Forms

Name	Description
TEST - Borrower Name - 410-4 - Self Help	Uniform Residential Loan Application

Attachments

Name	Description	Action
TEST - Application Processing - Last name, First Name.pdf	TEST - Application Processing - Borrower name	
TEST - Income - Last Name, First Name.pdf	TEST - Income - Borrower Name	
TEST - Deductions - Last Name, First Name.pdf	TEST - Deductions - Borrower Name	
TEST - Assets - Last Name, First Name.pdf	TEST - Assets - Borrower Name	
TEST - Credit - Last Name, First Name.pdf	TEST - Credit - Borrower Name	
TEST - Other - Last Name, First Name.pdf	TEST - Other - Borrower Name	
TEST - Worksheet for Computing Income - Max Loan Calculator - Last Name, First Name.xlsx	TEST - Worksheet for Computing Income - Borrower name	

Add

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

Self Help Group - Eureka 1

Your USDA eAuthentication account email address is **abaker@rcac.org**. 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: DELTA SERVICE CENTER
690 INDUSTRIAL BLVD
DELTA, CO 81416-2812

Phone Number: 9708745726
Fax Number: 8444967211

Submit

Repeat Process & Submit

- Repeat the process adding them in the order shown here or in the order your specific RD office wants them.
- Add any comments you'd like to add
- Click Submit



****Tip: Suggested Attachment Order**



- Application Processing
- Income
- Deductions
- Assets
- Credit
- Other
- Income Calculator



Submission Confirmation

You are here: [Home](#) / [Saved Packages](#) / [Instructions](#)

Saved Packages

USDA Successful Submission

You have completed the submission process for

Package **Test - Borrower Name - Self Help - Group Name or N.**

It is now waiting USDA review for further processing.

Confirmation Number: **107438-060849705**

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

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

Ok

- Be sure to print or print to PDF the page with your confirmation and place it in the borrower's loan file.



Email Confirmation



- Print or Save to PDF and put in Borrower's loan file

eForms Package 107438-060849705 Submittal

 eFormsManager@one.usda.gov
To  Anne Baker

  Reply  Reply All  Forward  

Thu 6/8/2023 7:41 AM

You don't often get email from eformsmanager@one.usda.gov. [Learn why this is important](#)

Angela Baker

Package 107438-060849705 was successfully submitted on Thursday, June 8th, 2023 at 9:41am to:

DELTA SERVICE CENTER
690 INDUSTRIAL BLVD
DELTA, CO 81416-2812

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

Questions, Support or Access Problems



SITE	PHONE	FAQS
eForms	1-800-457-3642 Option 2	N/A
eAuth	1-800-457-3642 Option 1	eAuthentication (usda.gov)

****If you have questions about a specific loan package you have submitted, please contact your local RD office.**

Questions

