

Purpose

The purpose of this work instruction is to provide procedure on how to add a co-borrower to a loan package.

Trigger



Perform this procedure when the primary borrower elects to have a co-borrower on the loan request.




Prerequisites

- Borrower and Co-Borrower must provide an application fee of \$100.00.
- Borrower and Co-Borrower must both sign the CCC-185 when submitted.
- Borrower and Co-Borrower must both submit supporting documents for separate financial analyses.
- Loan package must be created with a Primary Borrower.
- Review procedure on how to create a loan request.

Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

Note type	Icon	Description
A general note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.

<p>Acritical note</p>		<p>Use this note to specify something that MUST NOT be done during the procedure.</p>
<p>Contact someone</p>		<p>Use this icon to specify to the end-user the need to initiate a communication within the organization due to an event in the procedure.</p>
<p>A reference is available</p>		<p>Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.</p>

Procedure

1. This procedure begins on the application fee tab in the loan request package.

DLS-FSFL Add Application Fee

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

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Application Fee

Loan Info | **App Fee** | RE

All required fields are denoted by an asterisk (*).

Application Details
 Date Received: 04/28/2017 Request Type: FS Fiscal Year: 2017

Application Fee Details

	Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
<input type="radio"/>	04/28/2017	DOE, JANE	\$100.00	Check	FREDERICK, MD	786696	\$100.00	Success

Total Application fee used: \$0.00
 Total Application fee available: \$100.00
 Total Application fee: \$100.00

Add Payment

Next Previous Cancel

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 https://int1-intranet-apps.fsa.usda.gov/flp/DirectLoanMaking/ApplicationFee.do

2. Click Add Payment.

DLS-FSFL Application Fee Remitter Name

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:


Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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3. Click Remitter Name: dropdown list .

 Remitter is the name on the check.

It can be different than the borrower.

DLS-FSFL Application Fee Remitter Name

The screenshot shows the USDA FSA - Farm Loan Programs - Direct Loan Making application interface. The page is titled "Application Fee" and contains several sections:

- Customer Management** (left sidebar): Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, Transactions.
- Application Fee** (main content):
 - Loan Info** and **App Fee** tabs.
 - All required fields are denoted by an asterisk (*).
 - Remittance Details** section:
 - * Remitter Name: Select (dropdown menu showing "DOE, JANE" and "Select from SCIMS"). A tooltip points to this field with the text "Select the Remitter Name".
 - * Remittance Amount: [text input]
 - * Remittance Type: Select from SCIMS (dropdown menu).
 - * Remittance State: Select (dropdown menu).
 - * Office: Select (dropdown menu).
 - * Remittance County: Select (dropdown menu).
 - * Remittance Number: [text input]
 - Payment Type** section: Payment Type: Application Fee (dropdown menu).
 - Payment Details** section:
 - * Payment Amount: [text input]
 - * Payment Date: [calendar icon]

At the bottom of the page, there are "Submit" and "Cancel" buttons, and a footer with the text: "Build Version: DLS-LoanMaking-Maven-web-4.8.2 Build Date: (Apr-28-2017 10:09 AM) Home | FSA Internet | FSA Intranet | USDA.gov |"

4. Click **Select from SCIMS**.



You can search using SCIMS to select a remitter other than borrower.

Remitter must have valid TIN in SCIMS.

DLS-FSFL Application Fee Remittance Amount

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Application Fee

Loan Info **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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5. Click Remittance Amount text box.

DLS-FSFL Application Fee Remittance Amount

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type

Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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6. As required, complete/review the following fields:

Field	R/O/C	Description
Remittance Amount	R	Example: 100.00



The remittance amount should equal the amount received from the remitter.

Example: The amount on the check.

DLS-FSFL Application Fee Remittance Type

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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7. Click Remittance Type dropdown list .

DLS-FSFL Application Fee Remittance Type

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: DOE, JOHN
 * Remittance Type: **Select**
 * Remittance State: _____
 * Office: _____

* Remittance Amount: 100.00
 * Check/Item Number: _____
 * Remittance County: **Select**

Payment Type
 Payment Type: Application Fee

Payment Details

* Payment Amount: _____
 * Payment Date: _____

Submit **Cancel**


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8. Click **Check**.

DLS-FSFL Application Fee Check/Item Number

9. As required, complete/review the following fields:

Field	R/O/C	Description
* Check/Item Number:	R	Example: 987560

 This field is grayed out when "Cash" has been selected.

DLS-FSFL Application Fee Remittance State

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name:
 * Remittance Amount:
 * Remittance Type:
 * Check/Item Number:
 * Remittance State:
 * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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10. Click Remittance State dropdown list.

DLS-FSFL Application Fee Remittance State

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: DOE, JOHN
 * Remittance Type: Check
 * Remittance Amount: 100.00
 * Remittance State: Maryland
 * Check/Item Number: 987560
 * Remittance County: Select
 * Office: Select the State

Payment Type
 Payment Type: Application Fee

Payment Details

* Payment Amount: _____
 * Payment Date: _____

Submit Cancel

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11. Click **Maryland**.



The remittance state is where the application fee was accepted in.

Note: Borrowers can only submit an application fee in states they are associated with.

DLS-FSFL Application Fee Remittance County

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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12. Click Remittance County dropdown list.

DLS-FSFL Application Fee Remittance County

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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location

Select
 Allegany
 Anne Arundel
 Baltimore
 Calvert
 Caroline
 Carroll
 Cecil
 Charles
 Dorchester
 Frederick
 Garrett
 Harford
 Howard
 Kent
 Montgomery
 Prince George's
 Queen Anne's
 St. Mary's
 Somerset
 Talbot
 Washington
 Wicomico
 Worcester
 Baltimore

13. Click **Frederick**.



The remittance county is the county where the application fee was accepted.

DLS-FSFL Application Fee Office Selection

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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14. Click Office dropdown list .

DLS-FSFL Application Fee Office Selection

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Application Fee

Loan Info **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:

Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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15. Click **FREDERICK COUNTY FARM SERVICE AGENCY**.



The office is the Service Center associated with the State and County selected.

DLS-FSFL Application Fee Payment Amount

The screenshot shows the USDA FSA Farm Loan Programs - Direct Loan Making application fee payment form. The page includes a navigation menu with options like 'DLS Home', 'About DLS', 'Other FSA', 'Help', 'Contact Us', 'Logout of eAuth', 'DLS Admin', 'Select Customer', 'LS-Dashboard', 'Transaction Manager', 'Acquisitions', and 'Reports'. A sidebar on the left lists various customer management and loan making options. The main content area is titled 'Application Fee' and contains sections for 'Remittance Details' and 'Payment Details'. The 'Remittance Details' section includes fields for Remitter Name (DOE, JOHN), Remittance Amount (100.00), Remittance Type (Check), Check/Item Number (987560), Remittance State (Maryland), and Remittance County (Frederick). The 'Payment Details' section includes fields for Payment Amount and Payment Date. The form also features 'Submit' and 'Cancel' buttons and a footer with version and build date information.

16. As required, complete/review the following fields:

Field	R/O/C	Description
* Payment Amount:	R	Example: 100.00



Payment Amount is the amount going towards the application fee.

DLS-FSFL Application Fee Payment Date

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: DOE, JOHN * Remittance Amount: 100.00
 * Remittance Type: Check * Check/Item Number: 987560
 * Remittance State: Maryland * Remittance County: Frederick
 * Office: FREDERICK COUNTY FARM SERVICE AGENCY

Payment Type
 Payment Type: Application Fee

Payment Details

* Payment Amount: 100.00
 * Payment Date: _____

Submit Cancel

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17. As required, complete/review the following fields:

Field	R/O/C	Description
* Payment Date:	R	Example: 04/28/2017



The Payment Date is the date the payment was received in the Service Center.

DLS-FSFL Submit Application Fee Remittance Details

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Application Fee

Loan Info | **App Fee**

All required fields are denoted by an asterisk (*).

Remittance Details

* Remitter Name: * Remittance Amount:
 * Remittance Type: * Check/Item Number:
 * Remittance State: * Remittance County:
 * Office:


Payment Type
 Payment Type:

Payment Details

* Payment Amount:
 * Payment Date:

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18. Click .

 Clicking "Submit" will save the remittance information.

DLS-FSFL Submit Application Fees

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Application Fee

Loan Info | **App Fee** | RE

All required fields are denoted by an asterisk (*).

Application Details
 Date Received: 04/28/2017 Request Type: FS Fiscal Year: 2017

Application Fee Details

	Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
<input type="radio"/>	04/28/2017	DOE, JANE	\$100.00	Check	FREDERICK, MD	786696	\$100.00	Success
<input type="radio"/>	04/28/2017	DOE, JOHN	\$100.00	Check	FREDERICK, MD	987560	\$100.00	Pending

Total Application fee used: \$0.00
 Total Application fee available: \$100.00
 Total Application fee: \$200.00

Add Payment

Submit Payments <https://int1-intranet-apps.fsa.usda.gov/ftp/DirectLoanMaking/ApplicationFee.do>

19. Click **Submit Payments**.



It is **Critical** that all application fee details are correct prior to submitting payments.

DLS-FSFL Application Fee is Success; continue to RE tab

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Application Fee

Loan Info | **App Fee** | **RE**

All required fields are denoted by an asterisk (*).

Application Details
 Date Received: 04/28/2017 Request Type: FS Fiscal Year: 2017

Application Fee Details

	Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
<input type="radio"/>	04/28/2017	DOE, JANE	\$100.00	Check	FREDERICK, MD	786696	\$100.00	Success
<input type="radio"/>	04/28/2017	DOE, JOHN	\$100.00	Check	FREDERICK, MD	987560	\$100.00	Success

Total Application fee used: \$0.00
 Total Application fee available: \$200.00
 Total Application fee: \$200.00

Add Payment

Next Previous Cancel

20. Perform one of the following:

If	Then	Go To
	Click the RE Tab or Next to continue to Related Entities Information.	Step 21
	Click Next .	Step 21

DLS-FSFL Add Related Entity

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Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
	DOE, JANE	12345678	Primary	Select	100.00

Submit RE Previous Cancel **Add**

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21. Click **Add** to add another Related Entity.



Once user clicks "Add" the SCIMS Search Page will be displayed. You will select the related entity needed.

DLS-FSFL Related Entity Borrower Type

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Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input type="radio"/>	DOE, JANE	12345678	Primary	Select	100.00
<input type="radio"/>	DOE, JOHN	98765432	Select	Select	

Submit RE Previous Cancel Add

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22. Click the Borrower Type dropdown list for JOHN DOE.



When related entity is selected from SCIMS, user returns to Related Entities Screen.

DLS-FSFL Related Entity Co-Borrower

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

DLS Home | About DLS | Other FSA | Help | Contact Us | Logout of eAuth
 DLS Admin | Select Customer | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer: _____ Case #: _____

Customer Management
 Loan Making
 Process Application Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
 Transaction Status History
 LS - Transfer/Assumption
 LS - Dashboard
 FSFL Loan Servicing
 Special Servicing
 Transactions

Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input type="radio"/>	DOE, JANE	12345678	Primary	Select	100.00
<input type="radio"/>	DOE, JOHN	98765432	Select Co-Borrower Co-Signer Guarantor	Select	

Submit RE Previous Cancel

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23. Click Co-Borrower.

DLS-FSFL Related Entity Payment Details

The screenshot displays the USDA FSA Direct Loan Making application interface. At the top, there is a navigation bar with links for DLS Home, About DLS, Other FSA, Help, Contact Us, and Logout of eAuth. Below this is a secondary navigation bar with links for DLS Admin, Select Customer, LS-Dashboard, Transaction Manager, Acquisitions, and Reports. The main content area is titled "Related Entities" and includes tabs for Loan Info, App Fee, and RE. Under the RE tab, there is an "Application Details" section showing "Date Received: 04/28/2017", "Request Type: FS", and "Fiscal Year: 2017". Below this is a "Related Entity Information" table with columns for Select, Related Entity Name, Tax ID, Borrower Type, Payment Details, and Share %. The table lists two entities: DOE, JANE (Primary Borrower, 100.00% share) and DOE, JOHN (Co-Borrower, share percentage is empty). There are "Submit RE", "Previous", and "Cancel" buttons at the bottom of the table. A footer contains build version and date information, along with a list of links including Home, FSA Internet, FSA Intranet, USDA.gov, Site Map, Policies and Links, E.O. 13526, Accessibility Statement, Privacy, Non-Discrimination, Information Quality, USA.gov, and White House.

24. Click the Payment Details dropdown list for Jane Doe the Primary Borrower.

DLS-FSFL Related Entity Payment Details

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

DLS Home | About DLS | Other FSA | Help | Contact Us | Logout of eAuth
DLS Admin | Select Customer | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer: _____ Case #: _____

Customer Management
Loan Making
 Process Application Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
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 LS - Transfer/Assumption
 LS - Dashboard
 FSFL Loan Servicing
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 Transactions

Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input type="radio"/>	DOE, JANE	12345678	Primary	Select Chk:786696;Am t:\$100.0;Bal:\$100.0 Chk:987560;Am t:\$100.0;Bal:\$100.0 Select	100.00
<input type="radio"/>	DOE, JOHN	98765432	Co-Borrower		

Submit RE Previous Cancel

Build Version:DLS-LoanMaking-Maven-web-4.8.4-SNAPSHOT Build Date:(May-08-2017 11:02 AM)
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- Click the applicable payment detail for the primary borrower from the drop down list.

Chk:786696;Am t:\$100.0;Bal:\$100.0

DLS-FSFL Related Entity Payment Details

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

DLS Home | About DLS | Other FSA | Help | Contact Us | Logout of eAuth
 DLS Admin | Select Customer | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer: _____ Case #: _____

Customer Management
 Loan Making
 Process Application Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
 Transaction Status History
 LS - Transfer/Assumption
 LS - Dashboard
 FSFL Loan Servicing
 Special Servicing
 Transactions

Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input checked="" type="radio"/>	DOE, JANE	12345678	Primary	Chk:786696;Amt:\$100.0;Bal:\$100.0	100.00
<input type="radio"/>	DOE, JOHN	98765432	Co-Borrower	Select	

Submit RE Previous Cancel Add

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26. Click the Payment Details dropdown list for John Doe the Co-Borrower.

DLS-FSFL Related Entity Payment Details

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

DLS Home | About DLS | Other FSA | Help | Contact Us | Logout of eAuth
 DLS Admin | Select Customer | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer: _____ Case #: _____

Customer Management
 Loan Making
 Process Application Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
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 LS - Dashboard
 FSFL Loan Servicing
 Special Servicing
 Transactions

Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input checked="" type="radio"/>	DOE, JANE	12345678	Primary	Chk:786696;Amt:\$100.0;Bal:\$100.0	100.00
<input type="radio"/>	DOE, JOHN	98765432	Co-Borrower	Select Chk:786696;Amt:\$100.0;Bal:\$100.0 Chk:987560;Amt:\$100.0;Bal:\$100.0	

Submit RE Previous Cancel

Build Version: DLS-LoanMaking-Maven-web-4.8.4-SNAPSHOT Build Date: (May-08-2017 11:02 AM)
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27. Click the applicable payment detail for the Co-Borrower from the drop down list. Chk:987560;Amt:\$100.0;Bal:\$100.0

DLS-FSFL Related Entity Shares

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

DLS Home | About DLS | Other FSA | Help | Contact Us | Logout of eAuth
 DLS Admin | Select Customer | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer: _____ Case #: _____

Customer Management
 Loan Making
 Process Application Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
 Transaction Status History
 LS - Transfer/Assumption
 LS - Dashboard
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Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :

Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input type="radio"/>	DOE, JANE	12345678	Primary	Chk:786696;Amt:\$100.0;Bal:\$100.0	100.00
<input type="radio"/>	DOE, JOHN	98765432	Co-Borrower	Chk:987560;Amt:\$100.0;Bal:\$100.0	

Submit RE Previous Cancel Add

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28. As required, complete/review the following fields:

Field	R/O/C	Description
Primary Share	R	Example: 50

DLS-FSFL Related Entity Shares

USDA United States Department of Agriculture
FSA - Farm Loan Programs - Direct Loan Making

DLS Home | About DLS | Other FSA | Help | Contact Us | Logout of eAuth
DLS Admin | Select Customer | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer: Case #:

Customer Management
Loan Making
 Process Application Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
 Transaction Status History
 LS - Transfer/Assumption
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Related Entities

Loan Info | App Fee | **RE**

Application Details
 Date Received: 04/28/2017 Request Type: FS
 No. of available Payments: 2 Fiscal Year: 2017

Related Entity Information :


Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %
<input type="radio"/>	DOE, JANE	12345678	Primary	Chk:786696;Amt:\$100.0;Bal:\$100.0	50
<input type="radio"/>	DOE, JOHN	98765432	Co-Borrower	Chk:987560;Amt:\$100.0;Bal:\$100.0	

Submit RE Previous Cancel Add

Build Version:DLS-LoanMaking-Maven-web-4.8.4-SNAPSHOT Build Date:(May-08-2017 11:02 AM)
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29. As required, complete/review the following fields:

Field	R/O/C	Description
Co-Borrower Share	R	Example: 50

 The share percentages must equal **100%**.

DLS-FSFL Submit Related Entities

The screenshot displays the USDA FSA - Farm Loan Programs - Direct Loan Making web application. The page title is "FSA - Farm Loan Programs - Direct Loan Making". The navigation menu includes "DLS Home", "About DLS", "Other FSA", "Help", "Contact Us", "Logout of eAuth", "DLS Admin", "Select Customer", "LS-Dashboard", "Transaction Manager", "Acquisitions", and "Reports". The main content area is titled "Related Entities" and includes tabs for "Loan Info", "App Fee", and "RE". The "RE" tab is active, showing "Application Details" with "Date Received: 04/28/2017", "Request Type: FS", "No. of available Payments: 2", and "Fiscal Year: 2017". Below this is a table for "Related Entity Information" with columns for "Select", "Related Entity Name", "Tax ID", "Borrower Type", "Payment Details", and "Share %". The table contains two rows: one for "DOE, JANE" (Tax ID: 12345678, Borrower Type: Primary, Payment Details: Chk:786696;Amt:\$100.0;Bal:\$100.0, Share %: 50) and one for "DOE, JOHN" (Tax ID: 98765432, Borrower Type: Co-Borrower, Payment Details: Chk:987560;Amt:\$100.0;Bal:\$100.0, Share %: 50). There is an "Add" button to the right of the table and "Submit RE", "Previous", and "Cancel" buttons at the bottom.

30. Click **Submit RE** once all related entity information has been complete.



It is **Critical** that the user select the payment details correctly, prior to selecting "Submit RE". Payment Details cannot be changed once submitted.

For more details regarding related entities for multiple remittances, refer to 2-FSFL, paragraph 62.

Result

You have successfully completed and submitted the Related Entities. The facility, farm production, & disposition tabs will become available.

Next Steps

You will complete the facility tab.