

# Request for Adding or Removing a Security Administrator Single Family Housing Guarantee Loan Program Automated Systems

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This request is to:

1. Add a Security Administrator user; or
2. Remove a Security Administrator role; or
3. Inactivate a Security Administrator user.

This form is utilized by lenders with an existing user agreement for automated systems. If the lender does not have a current system user agreement then one must be completed by the lender and submitted to USDA Rural Development for approval.

**Once the below form is completed and signed by a duly authorized officer (a person with the signatory authority to bind the organization to contractual agreements) of the company, the agreement may be sent in electronic format (scanned or imaged document) to [rd.nfaoc.hsb@stl.usda.gov](mailto:rd.nfaoc.hsb@stl.usda.gov).** If establishing a new role, the user will be notified by a system generated email once the user's role is established.

## System Definitions

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Below is a description of each system:

1. **GUS - Guaranteed Underwriting System:** This system is for Single Family Housing Guaranteed Loan approve origination lenders to enter the guaranteed loan applications and submit them to the Agency's underwriting system, which will provide an underwriting recommendation on the loan and determine eligibility of the applicant, loan, and property. Loans are submitted to the Agency electronically via GUS and eliminate manual file submissions.
2. **SFHANLFEES – Single Family Housing Annual Fees system:** This system is for Single Family Housing Guaranteed Loan servicers to access and pay the monthly bills for annual fees due on their portfolio.
3. **SFHGPAD – Single Family Housing Guaranteed Pre-Authorized Debit – Guaranteed Annual Fees System:** This system is for Single Family Housing Guaranteed Loan servicers to use to set up their Pre-Authorized Debit (PAD) accounts that they will use to pay the annual fees that are owed.
4. **SFHLNCLSG - Single Family Housing Loan Closing System:** This system is for Single Family Housing Guaranteed Loan originating lenders to use to electronically submit their loan closing transactions. The system eliminates the use of Form 3555-49, Loan Closing Report, and allows lender to submit the upfront guarantee fee electronically. Access to the system includes the ability to set up the PAD account that will be used to pay the guarantee fees. All required documents are uploaded to the system and the Loan Note Guarantee generated by the system once approved by the Agency.
5. **ESRSFH – Electronic Status Reporting System for Single Family Housing:** This system is for Single Family Housing Guaranteed Loan servicers to submit their monthly default status reports and quarterly/monthly status reports. Electronic reporting is required.
6. **LOSSMIT – Loss Mitigation System for SFH:** This system is utilized by approved Single Family Housing Guaranteed Loan servicers to submit loan servicing plans electronically to the Agency and upload all required supporting documentation. Delegated servicers input and approve their own servicing plans. Non-Delegated servicers input their servicing plans for Agency review and approval.
7. **SFHLOSS - Single Family Housing Loss Claim System:** This system is for Single Family Housing Guaranteed Loan servicers to enter and submit their loss claims to the Agency electronically to collect on the guarantee and upload all required documentation.

# Request to Add/Remove Security Administrator(s)

Taxing Identification Number (TIN): \_\_\_\_\_

Complete legal name of Business \_\_\_\_\_

Address \_\_\_\_\_

(Street, City, State, Zip Code) \_\_\_\_\_

As an authorized representative for the Lender indicated above, we are requesting the following action(s) as indicated below:

## REQUEST #1

Name (Last, First, MI): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number and Ext: \_\_\_\_\_

Fax Number: \_\_\_\_\_

eAuth User ID: \* \_\_\_\_\_

System ID: \* \_\_\_\_\_

Action Requested: \_\_\_\_\_

Security Administrator valid for:  Only the location/branch listed in the address above  
 All locations/branches of the organization  
 Only location/branch at: \_\_\_\_\_

## REQUEST #2

Name (Last, First, MI): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number and Ext: \_\_\_\_\_

Fax Number: \_\_\_\_\_

eAuth User ID: \* \_\_\_\_\_

System ID: \* \_\_\_\_\_

Action Requested: \_\_\_\_\_

Security Administrator valid for:  Only the location/branch listed in the address above  
 All locations/branches of the organization  
 Only location/branch at: \_\_\_\_\_

\*Level 2 eAuth IDs are required for the following systems: GLSLVL2; LOSSMITG; SFHGPD; SFHLNCLSG; and SFHLOSS. All other systems require a Level 1 eAuth ID; however, a Level 2 eAuth ID can also be used for Level 1 eAuth system access. EAuth ID's can be created online at <http://www.eauth.egov.usda.gov>. The eAuth ID must be activated by clicking on the activate link in the email the user receives after applying for an eAuth account.

Level 2 eAuth IDs can be created online, and activated via email at <http://www.eauth.egov.usda.gov>. Additionally, your Level 2 activation cannot occur without identity proofing by a USDA Local Registration Authority (LRA). An LRA location can be located online at <http://www.eauth.egov.usda.gov>, Find LRA. If unsuccessful finding an LRA please send an email request to [rd.nfac.hsb@stl.usda.gov](mailto:rd.nfac.hsb@stl.usda.gov) stating identity proofing is needed, and providing the users name, telephone number, and e-Auth ID they created.

## Approved Lender

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_  
(Printed Name)

By executing this form, I confirm I am a duly authorized officer of the company and represent and warrant the information in this form as complete and accurate.

## "Rural Development"

By Signature Authority of the Deputy Administrator,  
Single Family Housing, USDA, Rural Housing Service