

**ESR:** Rejected Records and Corrections

**SFH Guarantee Loan Program** 

## **Topics:**

- Log into ESR Corrections
- Search rejected records
- Complete required corrections

#### **ESR: USDA LINC**

https://usdalinc.sc.egov.usda.gov/



USDA LINC Lender Interactive Network Connection

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NOTE:  $\Box$  New User button and Log On hyper link for ESR have been moved to the ESR menu.



Farm Service Agency



Rural Business Service





Rural Utilities Service



Relending Programs

This site requires Secure Socket Layer. Therefore you must use Internet Explorer 7.0 and higher is supported on this site, however Internet Explorer version 9.0 is highly recommended and is the highest version supported.

To view the help documentation you must use Adobe Acrobat





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#### Single Family Guaranteed Rural Housing

Electronic Status Reporting (ESR)

Electronic Status Reporting Corrections

**Guaranteed Annual Fee** 

Loss Claim Administration

Guaranteed Underwriting System (GUS)

Lender Loan Closing/Administration

ID Cross Reference

Application Authorization

Lender PAD Account Maintenance

Training and Resource Library

#### Multi-Family Housing

Lender Loan Closing/Administration

ID Cross Reference

Application Authorization

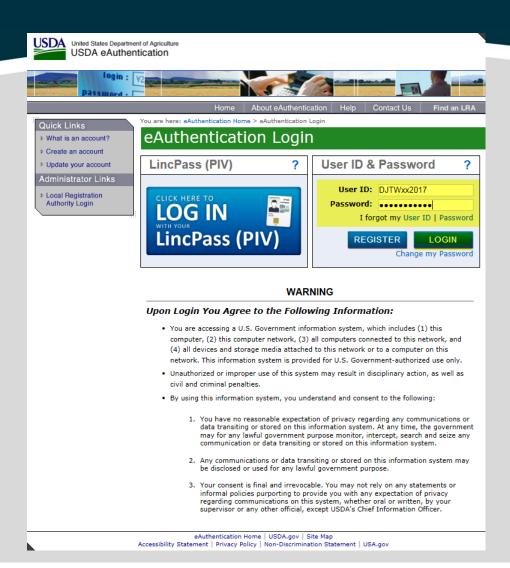
Lender Status Report List

Lender PAD Account Maintenance

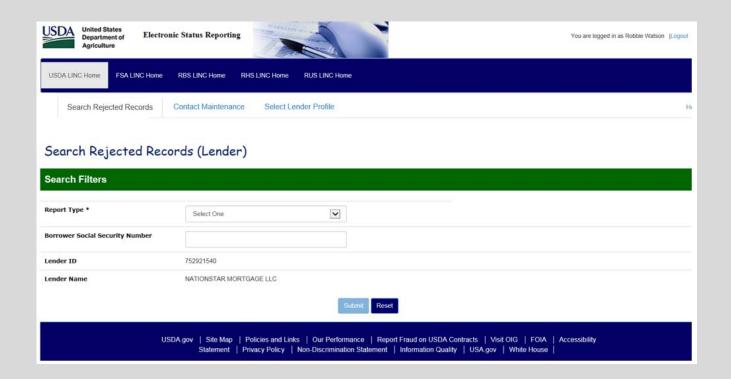


#### Log in with e-Authentication

Level Two account required

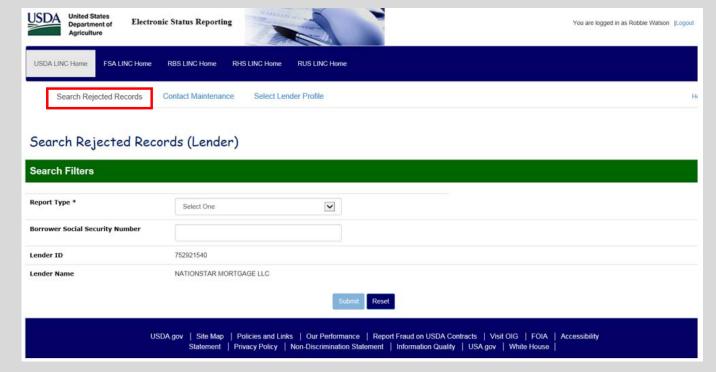


#### **Successful Login**



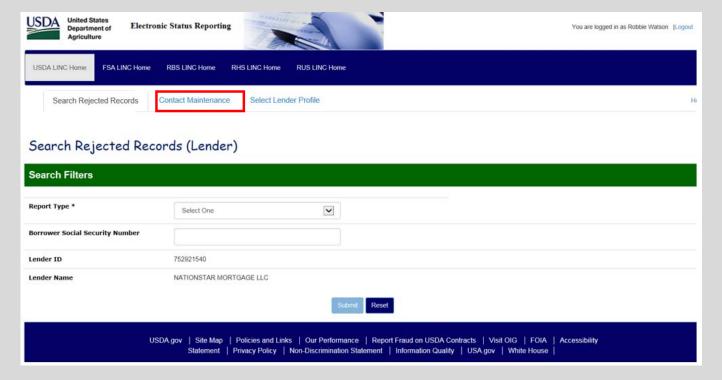
## **Menu Options**

- Search Rejected Records
- Contact Maintenance
- Select Lender Profile



## **Menu Options**

- Search Rejected Records
- Contact Maintenance
- Select Lender Profile



#### **Contact Maintenance**

# **Electronic Status Report Corrections Help Guide**

- Add new contacts
- Edit or delete existing contacts
- Search Rejected Records

Electronic Status Report Corrections
USDA Lender Interactive Network Connection



Guaranteed Loan Lender USDA LINC

SFH Electronic Status Report Corrections

#### ABOUT SFH ELECTRONIC STATUS REPORT CORRECTIONS

The USDA LINC SFH Electronic Status Report Corrections is an interactive system that provides approved Rural Housing Service (RHS) lenders access to RHS system for the purpose of correcting errors on their monthly loan status reports and monthly default status reports. This section will also allow lenders to enter contact information of their personnel responsible for the default and loan status reports as well as uploading supporting documentation. There is also a glossary of Default Status Codes and their Usage.

This section contains information about the following web pages

Accessing the Correction Pages Lender Contact Maintenance Lender Search Status Report Lender Reject Error Correction Default Status Code and Usage

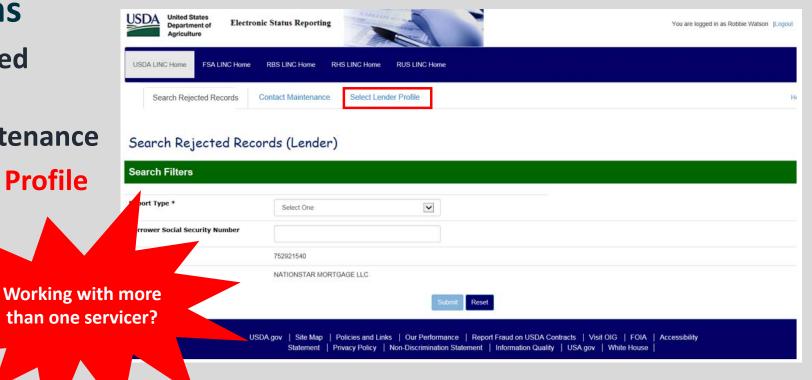
Top of Section

Top of Introduction Help

Table of Contents

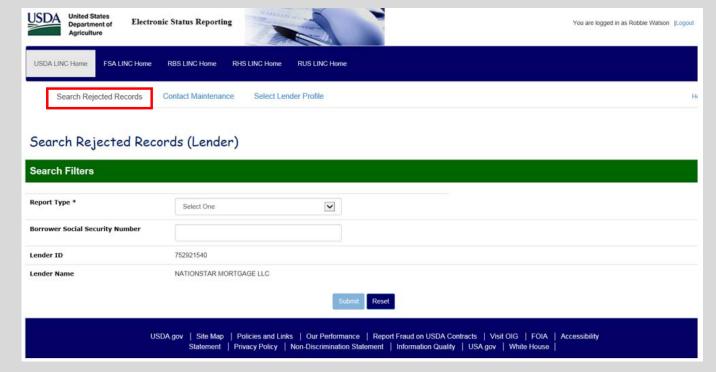
# **Menu Options**

- Search Rejected Records
- Contact Maintenance
- Select Lender Profile



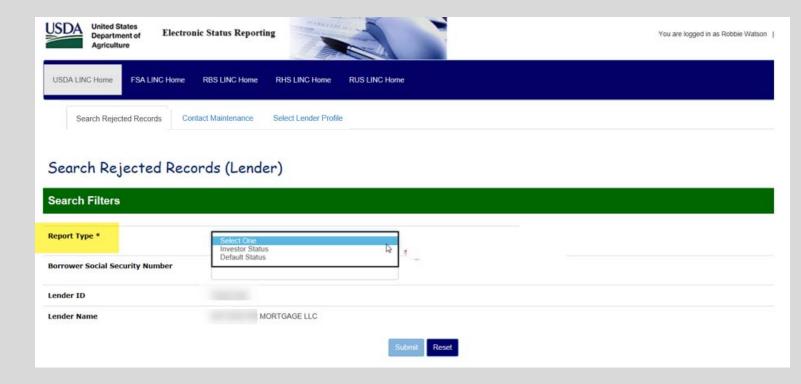
## **Menu Options**

- Search Rejected Records
- Contact Maintenance
- Select Lender Profile



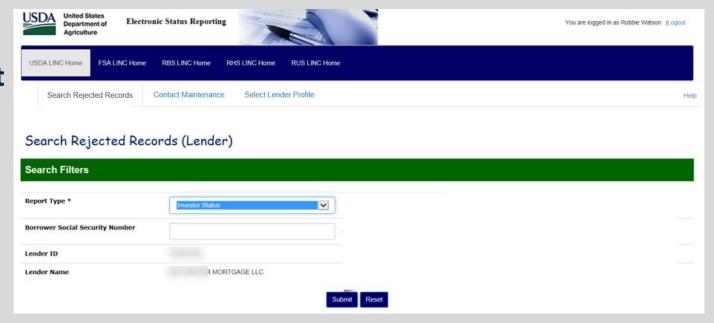
#### **Report Types**

- Investor Status
- Default Status



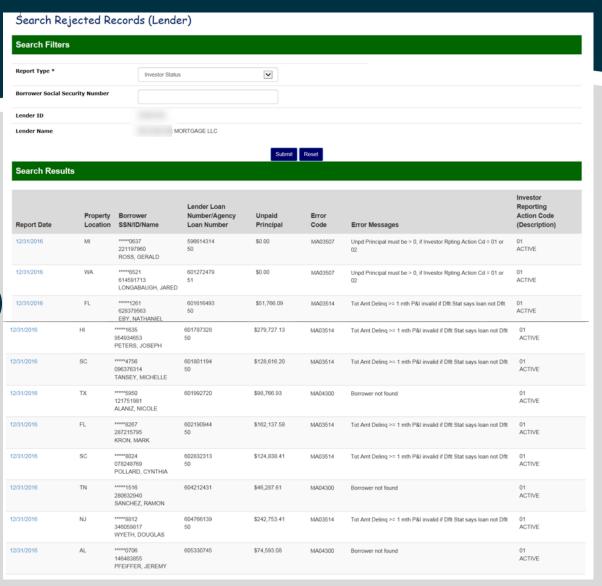
#### **Investor Status**

- Search monthly report
- Locate rejected loan statuses
- Borrower SSN is available



# **Investor Status**Rejected Records

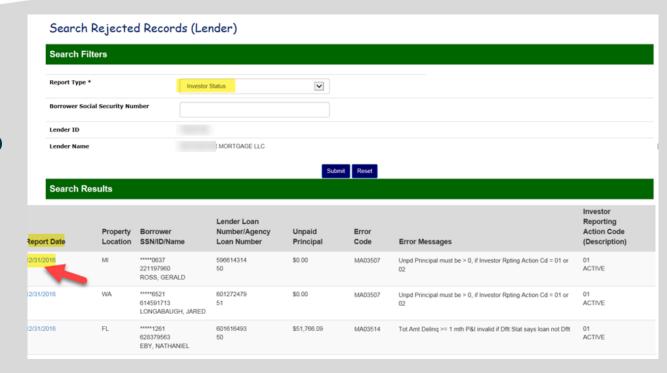
- Review each record
- Error code(s) and message(s)
- Enter Borrower SSN to narrow results



#### **Investor Status**

#### **Rejected Record Example**

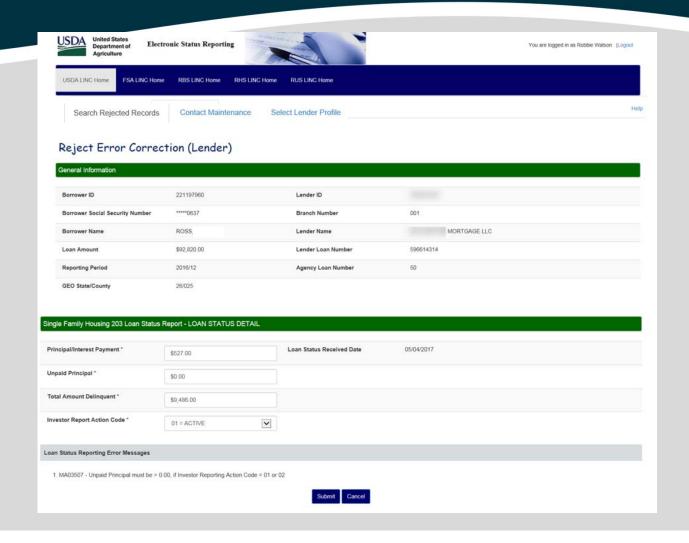
 Click on the Report Date to access the borrower and enter corrections



# **Investor Status**

#### **Rejected Record Example**

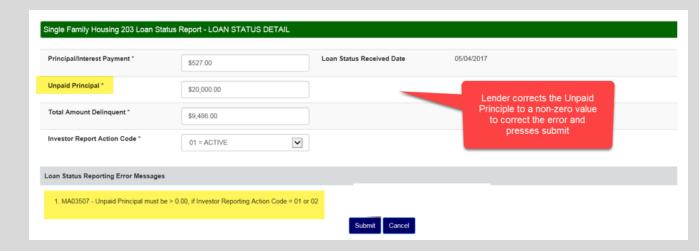
- General Information
- Loan Status Detail
- Error Message(s)



#### **Investor Status**

#### **Rejected Record Example**

- Read error(s)
- Correct error(s)
- Submit changes



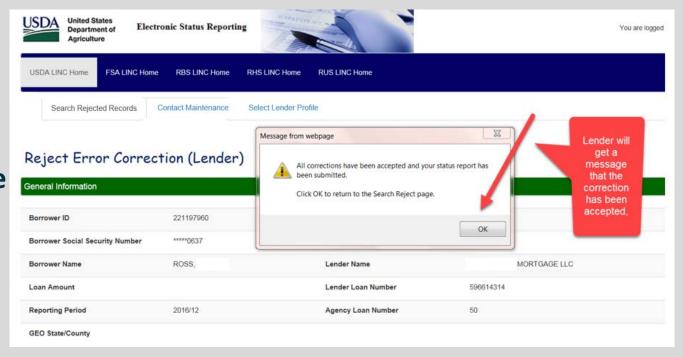
Previous data entry was \$0.00

Single Family Housing 203 Loan Status Report - LOAN STATUS DETAIL								
Principal/Interest Payment *	\$527.00	Loan Status Received Date	05/04/2017					
Unpaid Principal *	\$0.00							
Total Amount Delinquent *	\$9,486.00							
Investor Report Action Code *	01 = ACTIVE	V						

#### **Investor Status**

#### **Rejected Record Example**

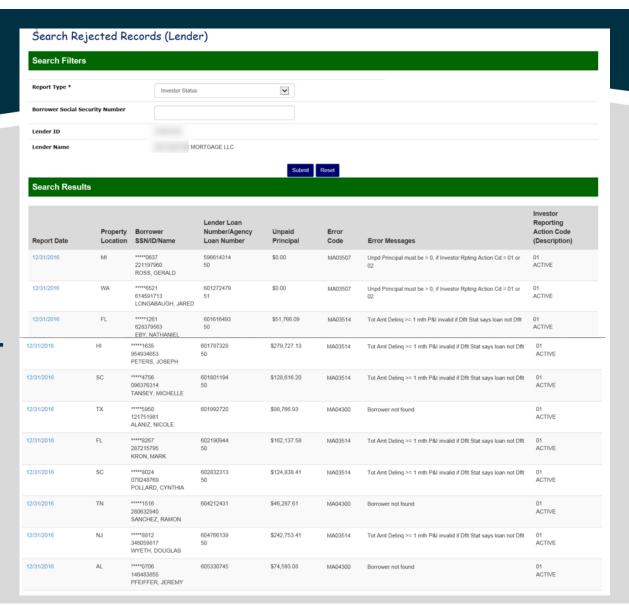
- Correction message
- Select OK to return to the Search Rejected Records screen



#### **Investor Status**

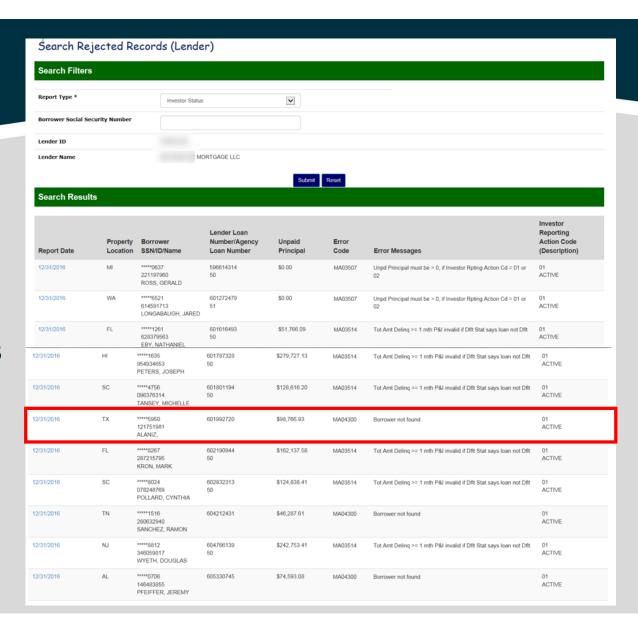
#### **Rejected Record Example**

- Each rejected file must be corrected individually
- Once corrected, the borrower will be removed from this list



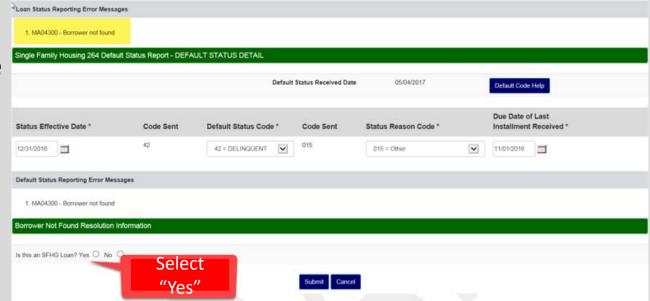
# Investor Status

- Error message confirms
- Click Report Date to access record and enter corrections



#### **Investor Status**

- Scroll down the page
- Select correct response



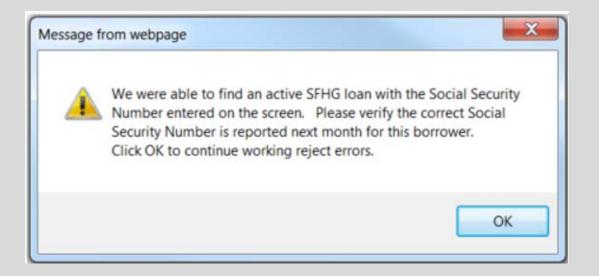
#### **Investor Status**

- 1. Enter SSN
- 2. Verify SSN
- Select Submit



#### **Investor Status**

- Success message
- Return to main menu error page



#### **Investor Status**

- No success message?
- Upload SSN Verification Documents



#### **Investor Status**

#### **Borrower Not Found Example**

Read instructions

#### Add and Index Individual Document(s) into the Image Repository

Acceptable file formats include Adobe PDF and TIF (no password protected PDF files). Individual documents may be uploaded in the section below. File size is limited to 30 MB.

User must provide the location for each individual document on a separate row by selecting the "Browser" pushbutton. Up to 12 individual documents can be uploaded at a time. Select "Submit Document(s)" to upload individual document(s).

SSN Verification: Verification of SSN includes copy of Social Security card, W2 or W9. The Loan Note Guarantee must also be included.

It may take several minutes after documents are uploaded to completely process and be available for display.

#### **Investor Status**

#### **Borrower Not Found Example**

- Select Type of Document
- Browse & Attach file(s)
  - INCLUDE LNG
- Submit Document(s)
- Return to main report page

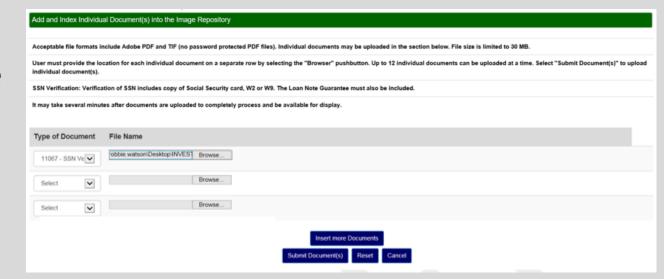


SSN should be corrected to permanent record.

#### **Investor Status**

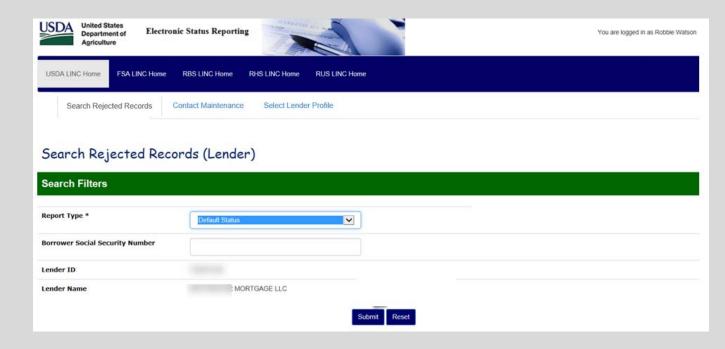
#### **Borrower Not Found Example**

- USDA reviews
- USDA corrects record
- Servicer reports next cycle



SSN must be corrected to permanent record.

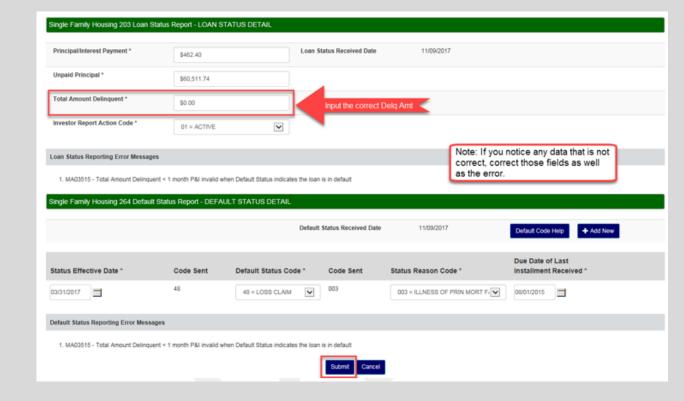
- Locate rejected loans:
   Default Status
- Borrower SSN is available



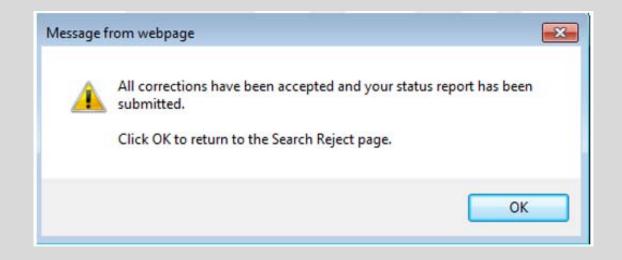
- Review each record
- Error code(s) and message(s) displayed
- Click on Report Date to correct

Search Results								
Report Date	Property Location	Borrower SSN/ID/Name	Lender Loan Number/Agency Loan Number	Due Date of Last Payment	Delinquency Code	Status Reason Code	Error Code	Error Messages
12/31/2016	FL	*****1261 628379563 EBY, NATHANIEL	601616493 50	02/01/2015	30	015	MA03514	Tot Amt Delinq >= 1 mth P&I invalid if Dflt Stat says loan not Dflt
12/31/2016	Н	*****1635 954934653 PETERS, JOSEPH	601787328 50	06/01/2012	30	015	MA03514	Tot Amt Delinq >= 1 mth P&I invalid if Dflt Stat says loan not Dflt
12/31/2016	SC	*****4756 096376314 TANSEY, MICHELLE	601801194 50	12/01/2011	30	006	MA03514	Tot Amt Delinq >= 1 mth P&I invalid if Dflt Stat says loan not Dflt
12/31/2016	FL	*****8267 287215795 KRON, MARK	602190944 50	07/01/2015	30	015	MA03514	Tot Amt Delinq >= 1 mth P&I invalid if Dflt Stat says loan not Dflt
12/31/2016	SC	*****8024 078248769 POLLARD, CYNTHIA	602832313 50	07/01/2014	30	007	MA03514	Tot Amt Delinq >= 1 mth P&I invalid if Dflt Stat says loan not Dflt
12/31/2016	NJ	*****8812 346059817 WYETH, DOUGLAS	604766139 50	04/01/2014	30	015	MA03514	Tot Amt Delinq >= 1 mth P&I invalid if Dflt Stat says loan not Dflt

- Review error message(s)
- Correct error(s)
- Submit

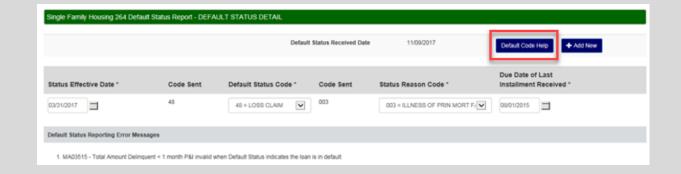


- Corrections accepted
- File removed from main menu list
- Return to Default Status report page to review other files



#### **Default Code Help**

- Need help?
- Default Code Help
- Code and explanation detail displays



#### **Correction Timeframe**

- Begin: 13<sup>th</sup> business day of the month
- End: last calendar day of the month

#### **ESR Resources**

#### **USDA LINC**

https://www.rd.usda.gov/programs-services/lenders/usda-linc-training-resource-library



#### **ESR** Resources

#### **ESR User Guide**



SFH Electronic Status Reporting

USDA Lender Interactive Network Connection

#### SFH Electronic Status Report (ESR) Corrections

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This section contains information about the following web pages

Electronic Status Reporting Corrections Web Page

Lender Contact Maintenance

Search Rejected Records (Lender)

Lender Investor Status Error Corrections

Lender Investor Status Reject Errors

Lender Default Status Error Corrections

Lender Default Status Reject Errors

Default Status Code and Usage

#### **Electronic Status Reporting Corrections Web Page**

Authorized lender agents will access the ESR Corrections System as follows:

Access the USDA LINC portal: https://usdalinc.sc.eqov.usda.gov/ Select the RHS LINC Home or the Rural Housing Service picture



## **ESR Resources**

# **ESR Help**

ISSUE	CONTACT
Log In problems Access to ESR Correction/Rejection questions	RD.NFAOC.HSB@STL.USDA.GOV 1-877-636-3789 option 1
Technical questions	RD.GLS.PROD@one.usda.gov
Business/Operation questions	SFHGLDPROGRAM@wdc.usda.gov



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