

Welcome to Become a GUS Lender, presented by USDA's Single Family Housing Guaranteed Loan Program!



Things change!

- Every effort has been made to ensure training references are accurate at the time of publication.
- Always reference the most recent USDA publications available online.

Every effort has been made to ensure this training and all references are accurate, however, new program revisions and clarifications may occur.

Therefore, please ensure you always reference the most recent USDA publications available online.

This training module is not intended to replace the need to reference the regulation, technical handbook, and additional USDA published documents regarding the Guaranteed Loan Program.



Let's look at the two ways to participate in the USDA Guaranteed Loan Program through the use of the Guaranteed Underwriting System (GUS).



USDA Approved lenders

- 1. Maintain USDA approved lender status
- 2. Complete GUS approval paperwork
- Activate an e-Authentication ID and password for Security Administrators
- 4. Complete GUS required training
- 5. Receive approval from USDA

Current approved USDA lenders may become eligible to utilize GUS by following these steps:

- 1. The approved lender must maintain their USDA approved lender status with the Agency.
- 2. The lender must complete the required GUS approval paperwork.
- 3. The Security Administrators must activate e-Authentication ID's and passwords.
- 4. All required parties must complete the applicable GUS training.
- 5. The lender will submit all required paperwork and evidence of training completion to USDA for review and approval.



Third Party Originators, Brokers, etc.

- 1. Work with an approved USDA lender as an "Agent"
- 2. Activate an e-Authentication ID and password
- 3. Agents may be granted access to originate loans with an approved lender

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Mortgage brokers and other lending professionals that are not eligible to become a USDA approved lender or prefer to participate in the program as correspondent lender, etc. they may still be eligible to utilize GUS through the following steps:

- 1. Many approved USDA lenders will grant their correspondent lenders access to GUS as an Agent, in order to more efficiently submit loan files for underwriting.
- 2. USDA approved lenders will provide guidance to their agent to set up an e-Authentication ID and password.
- 3. The agent can then provide their activated e-Auth ID to the approved USDA lender. The approved lender can activate the agent in GUS under their company name and tax ID.



I have mentioned paperwork, e-Authentication ID's, and required training. Where are all of these items to be found? On USDA LINC!

The web address to access USDA LINC is displayed on the slide.

Scroll down the webpage to the "Guaranteed Underwriting System GUS" section.

The training module(s) will display.

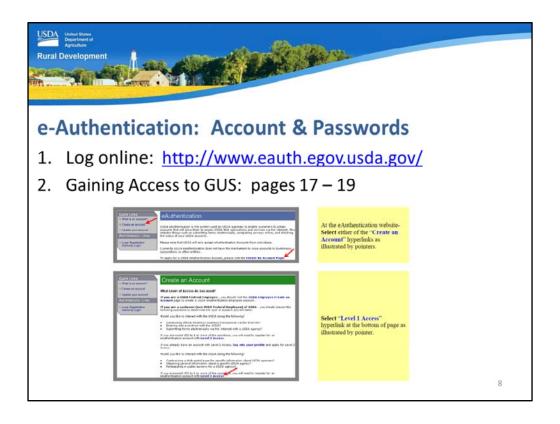
The paperwork to apply to become an approved GUS lender are located in "Gaining Access to GUS Fillable Forms."

As trainings, manuals, and forms are updated their document names may change on this website.



First, let's review how to set up and activate an e-Authentication account.

The step by step instructions are included in the "Gaining Access to the Guaranteed Underwriting System (GUS)."



Step 1: Log onto the e-Authentication website from the link provided on the slide.

Step 2: Utilize the "Gaining Access to GUS" guide pages 17 – 19 to view step by step instructions on setting up the e-Authentication account.



Step 3.: Register for LEVEL ONE access. GUS only requires a LEVEL ONE access. Complete all of the required data fields. You can create your own unique e-Auth ID and password. All passwords remain in the possession of the e-Auth account holder.

Step 4: An activation email will be sent to you typically within 24 hours. There is a link in the email that must be selected in order to activate the e-Auth ID. Failure to activate the ID within the 7 days allotted will render the account invalid. You will have to begin again with a new e-Auth ID and password selection. Be sure to check all junk email folders if you do not see the activation email within a few days.



E-Authentication Tips

- 1. One e-Auth account per user
- 2. Do not share an e-Auth ID account with another party
- 3. Keep passwords protected and do not share them with approved lenders or USDA
- 4. Do not miss out on activating the account within 7 days of receipt of email

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Here are some good e-Authentication tips and reminders:

- 1. Only one e-Auth ID per user. If you are an agent and will be working with multiple USDA approved lenders, you still only need ONE e-Auth account. This one account may be provided to the USDA approved lenders you wish to work with to originate loans.
- 2. Do not share your e-Auth ID and account with another person. They need to get their own e-Auth account. They are FREE!
- 3. Keep your password protected and do not share it with anyone, including approved USDA lenders. They will only need your e-Auth ID, never your password.
- 4. Do not forget to complete the steps included in the activation email. You only have 7 days to click the link include in this email to activate your e-Auth ID. If you fail to do so, you must start the process over with a new e-Auth ID and password.



GUS Training

- 1. USDA LINC Training and Resource Library
- 2. Scroll to "Guaranteed Underwriting System (GUS)"
- 3. Complete required module(s) under "Training"
- 4. Security Administrators and Users with Final Underwriting Submission must complete training

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The completion of GUS training by all required parties must also be completed before the GUS lender application is submitted to USDA for review.

- 1. Log onto the USDA LINC Training and Resource Library webpage.
- 2. Scroll down to the GUS section.
- 3. Under "Training" there will be modules for review.
- 4. Security Administrators and Users with Final Underwriting Submission privileges are required to complete the GUS trainings. USDA highly recommends that GUS users take all GUS and USDA origination trainings for a better understanding of USDA expectations, requirements, and to achieve a greater knowledge of guidelines.



The GUS User Agreement is located in the "Gaining Access to GUS Fillable Forms."

Only approved USDA lenders may apply for GUS lender approval.

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Version E.O. (01/7). Page 1 of E

This is a screen shot of the first page of the GUS User Agreement.

The agreement is a fillable pdf. Please read all 8 pages of this agreement.

Under "Lender Security Administrator (SA) information" please enter the names and applicable information for two Security Administrators. The SA's will hold the keys to the GUS kingdom for the organization. Only the SA's can add employees to GUS and determine the level of access each user will have. When USDA approves the lender for GUS access, it is the listed SA's that will receive the email notification.

Can only one SA be listed? Yes, but USDA highly recommends two. People are sick, take vacations, leave jobs, etc. By having two SA's there is a greater chance that in the event any of these events occur, the lender will be able to continue to manage their GUS needs.

Refer to page 20 of the "Gaining Access to GUS Guide" to help explain the GUS User Agreement.

When complete, this document may be emailed to the address at the bottom of page one of this form. Users may also complete, print, and mail to the physical address.

ENSURE A COMPLETE APPLICATION PACKAGE IS SUBMITTED FOR REVIEW!

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Participant Name	Title/Position	Email Address	Phone Number	Date Training Completed	
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The GUS Training Certification is also included in the fillable forms bundle. This certification is only required at the time of GUS Approval.

Lenders must certify that employees required to take GUS training have completed the module(s).

This lender certification may be filled out, signed, and included in the GUS Lender Approval application package.

Lenders that fail to include this training certification cannot be approved for GUS use until this certification is received by USDA.



Once a lender is approved for GUS access, no additional training certifications will be required to be submitted to USDA.

New employees hired by the approved lender, or contracted with as third party originators or correspondents should complete all GUS training modules, but no certification of completion is necessary for the Agency.



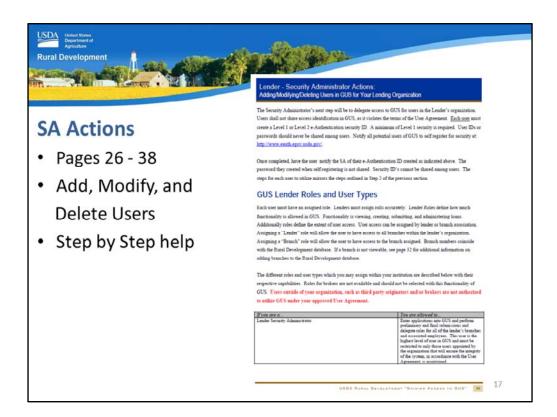
USDA Review & Approval

- USDA will email the SA's listed on the GUS User Agreement of approval
- 2. SA's may log into GUS
- 3. Employees may provide activated e-Auth ID's to SA's
- 4. SA's may grant employee access
- 5. Reference: Gaining Access to GUS Guide

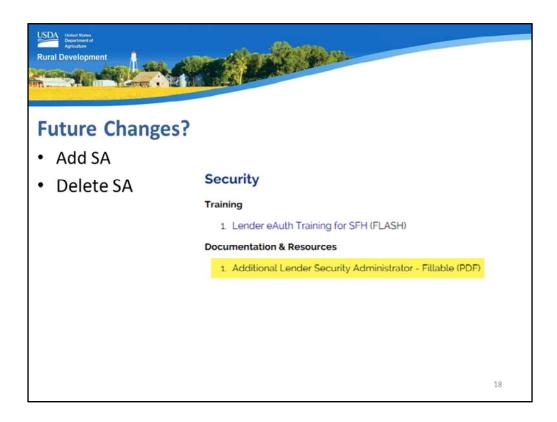
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When USDA approves the lender's complete application package to become a GUS user the following will occur:

- 1. USDA will email the SA's listed on the GUS User Agreement to share the good news!
- 2. The SA's may log into GUS and use the system.
- 3. Employees and agents may provide their activated e-Auth ID's to the SA's.
- 4. SA's can log into the "Authorization" menu option from the GUS Welcome screen to begin entering e-Auth ID's in order to assign GUS access and privileges.
- 5. Please refer to the "Gaining Access to GUS Guide" for step by step directions to add or remove employees and agents from GUS.



In the "Gaining Access to GUS Guide" beginning on page 26, the step by step direction for an SA to enter the Authorization screen and set up employees and agents is outlined.



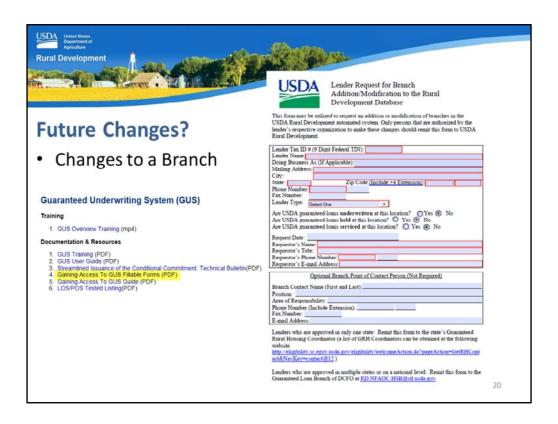
Approved lender's cannot add or delete Security Administrator's without assistance from USDA.

When a lender needs to add or delete a SA, they should go to the USDA LINC Training and Resource Library webpage.

Scroll down to the "Security" section under "Documentation and Resources." The "Additional Lender Security Administrator" fillable form is available for completion.

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Request for Adding or Removing a Security Administrator Single Family Housing Guarantee Loan Program Automated Systems	Taking Memification Number (TM): Comprise legal rame of Brutness Address (Crest, Cly, Stan, 29 Crie)		
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This fillable form includes instructions on where to email the form upon completion and a list of system definitions for which the SA's hold the keys to the activation kingdom!



The "Gaining Access to GUS Fillable Forms" includes a "Lender Request for Branch Addition/Modification to the Rural Development Database." If there are changes to a branch address or point of contact, this form may be completed and emailed to USDA.



WELCOME TO GUS!! If your complete GUS application loan package has been approved by USDA, you can now originate guaranteed loans through USDA's own Guaranteed Underwriting System!



Guaranteed Loan Program Regulation

7 CFR Part 3555

- 8 Subparts: A H
- Appendix 1

HB-1-3555

- Provides guidance to support the regulation
- HB is not the rule
- · 20 Chapters

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Every loan that is submitted to USDA must be originated under the program regulation.

7 CFR Part 3555 is the program regulation. It is the first place users should look for the answers to their questions. It is comprised of eight subparts A through H. Appendix 1, located online, is the full 7 CFR 3555 regulation.

USDA also offers a technical handbook: HB-1-3555 to provide additional guidance and support of the regulation.

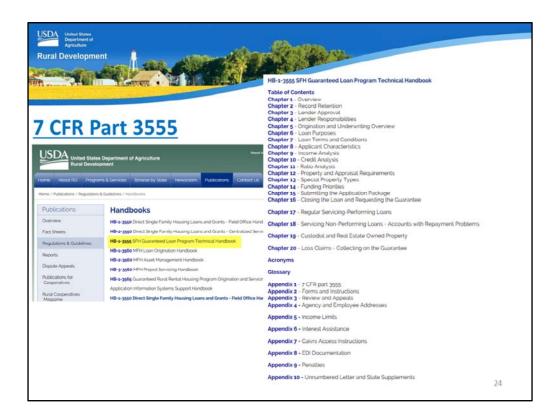
The handbook is comprised of twenty individual chapters and is very user friendly.



The Regulations and Guidelines website is located from the link shown on the slide.

Under "Rural Development" there are many items available from this home page.

To access the regulation, select "Handbooks."

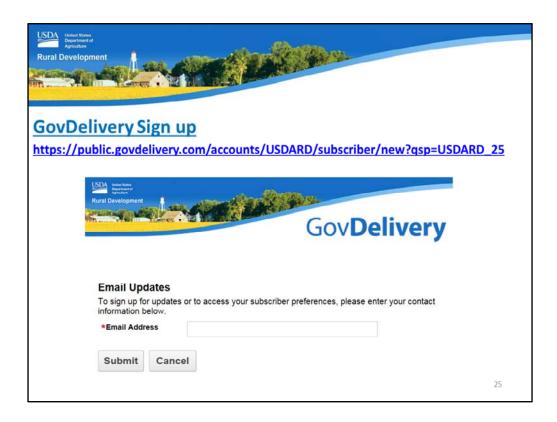


A list of all USDA Rural Development handbooks will display.

Be sure to select the correct technical handbook: HB-1-3555.

Once HB-1-3555 is selected, the entire handbook, including all appendix will display for selection.

Appendix 1 is the full regulation, 7 CFR Part 3555.



Please sign up for GovDelivery messages. USDA sends out origination (including GUS) and servicing messages to alert lenders of new publications, clarifications, and additional program updates.



Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program! We appreciate the opportunity to help you serve more rural homebuyers!



This will conclude the training module. Thank you and have a great day!