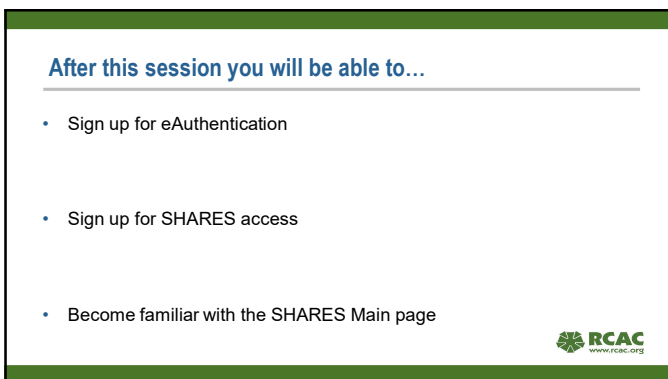


1



2



3

Purpose and Benefits of SHARES

- USDA RD's Self-Help Automated Reporting and Evaluation System
- A tracking system based on the 1944-I regulations to track grantee progress (found in Exhibit B of the 1944-I)
- A useful tool to track and report:
 - Total # applicants needed to find one eligible applicant
 - Borrower demographic information
 - Marketing data
 - Average housing demographics and statistics
 - Taxes and insurance data and information
 - Grant progress
 - Grant & Borrower funds
- Provides a way to advocate for the program and its funding



4

Accessing SHARES



- eAuthentication (eAuth) access is required
- The eAuth system will verify your ID during set up
- After eAuth access is set up you will be able to request access to the SHARES system by submitting a request to your regional SHARES Technical Resource Coordinator (TRC)

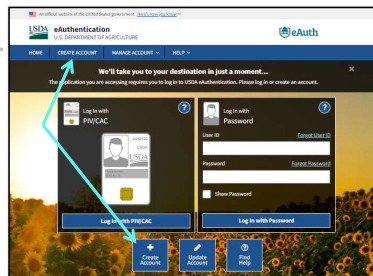


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Create Your Account

Step 1, Create Account

- Navigate to <https://shares.sc.egov.usda.gov>
- On the SHARES login page click either Create Account in the top menu or the bottom menu



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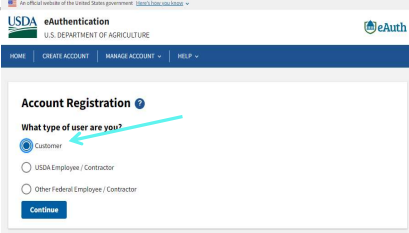
Create Your Account

Step 2, Select What type of user you are:

- Grantees (Customer)

Step 3, Follow screen prompts

- You should receive a confirmation email within an hour. If you do not, repeat the process.



USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

Account Registration

What type of user are you?

☒ Customer

☐ USDA Employee / Contractor

☐ Other Federal Employee / Contractor

Continue

RCAC
www.rcac.org

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Accessing your Account

Step 4, once you have created your account you will verify your ID Online.

- If you are unable to answer all of your verification questions correctly, you will need to have your ID verified at the closest government office that can verify identities (a list will be provided by the system).

Step 5, Send email to shares@rcac.org and provide:

- Username (no passwords)
- Full name used at sign up, including middle name or initial.
- Grantee name, address and phone number



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Accessing your Account Continued...

Once you have emailed your SHARES access request Nancy or Anne will submit your request to your state RD office's POC staff.

- It can take 1-2 weeks to be processed. If you are RD Staff, you will request access through your ISSPOC officer.

Step 6, Check your access periodically for the next couple of weeks.

- If you get a message that says you have no designated role, it is still in process.
- If you still get this message after 3 weeks, please contact us.



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Helpful Links Navigates to the USDA RD Website

Navigates to the Newsroom web page of USDA RD's website

USDA
Self Help Automated Reporting and Evaluation System

NAVIGATION
 > Home
 > Grant
 > Borrower
 > Entity
 > Reports

Self Help Automated Reporting and Evaluation System - SHARES

This is the SHARES website for the USDA Rural Housing Service Mutual Self-Help Housing Program. Since its inception in 1971, this program has helped low- and very-low-income people to finance and build their homes. This program has developed an effective, dedicated nationwide network of families and individuals, nonprofit housing developers/developers, technical assistance providers and USDA Rural Housing Service staff.

Those who participate in this program are unable to find a home they can afford, much less come up with a down payment in the mutual self-help housing program, self-help groups build each others' homes. Their labor becomes their down payment, commonly referred to as "sweat equity". Hard work is the key, along with a willingness to work cooperatively with other participants. These groups share the common goal of home ownership and commit themselves to share in the work that will make the goal a reality.

RCAC
www.rcac.org

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Help Screen This page is accessible from any page in SHARES – simply click "Help"

USDA
Self Help Automated Reporting and Evaluation System

NAVIGATION
 > Home
 > Grant
 > Borrower
 > Entity
 > Reports

Self Help Application User Guide

Region	TMA Contractor	States	Shares Coordinator	Phone	Email	Fax
Northwest and Midwest	Neighbor Good Partners	CT DE IL IN MI NY MA ND NE MN NH NJ NY OH PA RI VA VT WI WV	Phyllis Rosica	(302) 676-5400	prosica@neighborgoodpartners.org	(302) 676-5058
South Central	LIFT Community Action Agency	AR KS LA MO ND NE NM OK SD TX	Cecyrie Gardner	(580) 326-5165	cecylie.gardner@lifa.org	(580) 326-5165
Southeast	Florida Non-Profit Housing, Inc.	AL FL GA MS NC PR SC TN VA	Tara Rogers		trogers@fnph.org	(850) 385-1663
West	Rural Community Assistance Corporation	AK AZ CA CO GU HI ID MT NV OR UT	Phyllis Rosica	NJ 406-576-5200	shares@rcac.org	815-447-2578
West	Rural Community Assistance Corporation	AK AZ CA CO GU HI ID MT NV OR UT	Secondary Anne Baker	NJ 406-576-5200	shares@rcac.org	815-447-2578

RCAC
www.rcac.org

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Help Screen

This page is accessible from any page in SHARES – simply click "Help"

Click here to get access to the Handbook

eAuthentication Log-in help, try prompts on log-in page or call eAuth help desk

SHARES Technical Assistance

USDA
Self Help Automated Reporting and Evaluation System

NAVIGATION
 > Home
 > Grant
 > Borrower
 > Entity
 > Reports

Self Help Application User Guide

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eAuthentication Help
 eAuthentication is a secure web-based system that allows users to access the SHARES Application. For assistance with setting up a new eAuthentication account, please contact your local Shares Office or call the eAuth help desk at 1-800-875-5200.

Local Help Office
 To find your local Shares Office, please visit the site located map at: <http://rcac.org/shareshelpdesk>

National Office
 National Office: Technical Questions and Screen Application
 Phone: (302) 676-5200
 Email: technical@rcac.org

SHARES Technical Assistance
 Technical Support: Technical Questions and Screen Application
 Phone: (302) 676-5200
 Email: technical@rcac.org

Tip: this page only accessible from inside SHARES! It can help to print the page to PDF and download the User Guide for future information and use.

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Modules (Files) Navigation - Add & Search

Files

- Add or Search options
 - **Add:** add a new grant or a new borrower
 - **Search:** edit, change, or view data in SHARES

NAVIGATION

> Home

> Grant

> Borrower

> Entity

> Reports

Self Help Automated Reports

Add Grant

Search Grant

NAVIGATION

> Home

> Grant

> Borrower

> Entity

> Reports


Self Help Automated Reports

Add Borrower


Search Borrower

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Questions, Tech Support or SHARES Access Questions



Technical Issues, System Outages, Page Errors	Login Issues	Process, Training, Access Questions
800-457-3642, select USDA Applications (Press 2); then select Rural Development (Press 2)	1-800-457-3642 (Option 1)	Nancy 406-579-5202 Anne 928-583-4952
rd.hd1@usda.gov	eAuthenticationHelpDesk@ftc.usda.gov	shares@rcac.org

**RCAC**
www.rcac.org

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