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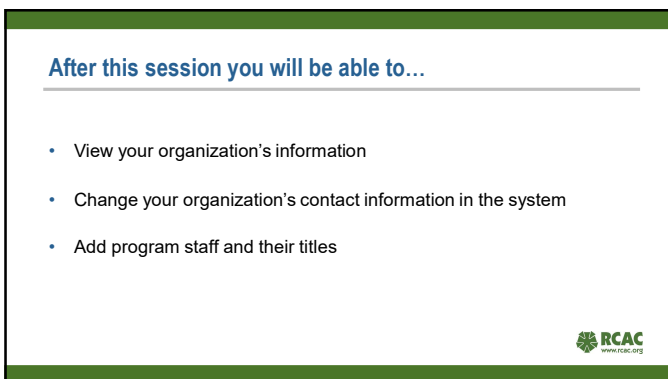
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### Modules (Files) Navigation – Add & Search

Module

- Add or Search options
  - Add: This is not an available option for grantees
  - Search: edit, change, or view data in SHARES


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. In 1971, this program has helped low- and very-low-income people to find a home. It has created a nationwide network of families and individuals who are able to find a home and USDA Rural Housing Service staff.

Those who participate in this program are unable to find a home they can afford. In the mutual self-help housing program, self-help groups build each other's homes, commonly referred to as 'sweat equity'. Hard work is the key, and other participants. These groups share the common goal of home ownership that will make the goal a reality.



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### Search Entity

Entity Search

Submit

Cancel

Entity Name: test


Entity Type: All

Status: All

Region: All

State: All

- Enter the beginning of the entity name in the Entity Name field
- Use lower case
- Do not use acronyms



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### Choose Entity

Entity List

Cancel

Entity Name	Entity Type	Status	Region	State
Test Entity	Grantee	Active	South Central	MO

- Click on the Entity Name to open



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### Entity Tab



- Verify that your Entity information on the Entity Tab is correct
- You most likely will not need to change anything in this tab



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### Address Tab



- Ensure that your organization's street and mailing addresses are correct
- If they are not correct, make any changes



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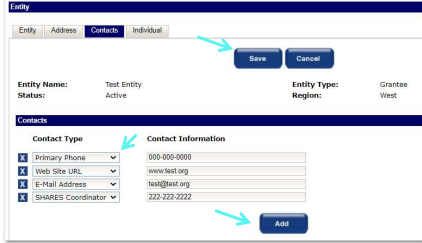
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### Contacts Tab

- Ensure that you have all of your contact information listed
- Add any contact information missing





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Individual Tab

- Add any staff working in the program
- Click Add to add additional lines
- Click X to delete a line

Entity

Entity Name: Test Entity  
Status: Active


Entity Type: Grantee  
Region: West

SaveCancel

Individuals

Last Name	First Name	Middle Name	Title
X Schmitz	Bernie	M	Business Analyst
X Jacobson	Nancy		SHARES POC
X Baker	Azina		SHARES POC
X Baker	Angela		SHARES POC

Add



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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



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