Important Links

**eForms Main login screen**

*eAuthentication (usda.gov)*

![eForms Main login screen](image)

**eAuth legacy login screen**

*(Access to browse forms without logging in)*

*eForms Home (usda.gov)*

![eAuth legacy login screen](image)
eForms Training for Self-Help Grantees

After this session you will be able to...

- Sign up for eAuthentication
- Login to eForms
- Complete 410-4 Uniform Residential Loan Application
- Create loan package and attach documents
- Submit full loan package
- Know where to get help
Note about Browsers

• This training was compiled and completed using the Microsoft Edge browser. You are welcome to use any browser you wish, however please note that currently Microsoft Edge is better optimized to work with eForms than other browsers.

Accessing eForms

• 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 login to eForms
Create Account

- Navigate to https://forms.scegov.usda.gov

- Click on Register

Account Registration

- Choose Customer for the user type

- Click Continue
Email address

- Enter the email address you would like to use for your account
- Click Submit

Registration email

- You will get a message that a registration email was sent. Now check your email box for a confirmation email.
**Confirmation email**

- Click on Continue Registration in the confirmation email

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**Email already in use**

- If you receive an email that states the email is already in use, then you have already signed up for eAuth in the past and will need to click on Reset My Password and follow the prompts.
Continue Registration

- Once you click on Continue Registration you will need to fill out the following customer account information

- Click Submit

Account Registration Complete

- Click on Login to your application
Start verification process

- You will still need to verify your identity to gain full access to eForms.

Manage Account

- Bookmark this page for quick access to eForms login
- Click Manage Account
- Click Update Account
Verify Identity

- Click on Verify My Identity

- You will be asked a series of questions specific to you and your history. This will include banking information, credit information, previous addresses etc.

Tip: Be very careful when answering these questions. They will show account numbers and may use an account number that is one digit different. If you do not answer all questions correctly you will be required to verify your identity in person at a local office.

Login to eForms

- Login to eForms using the eAuth account login that you set up.
Good to know

• Be sure to bookmark the page and be careful to use that bookmark. Many government systems have a login page that look identical without any way to differentiate them from each other.

Why All the Hype around eForms Recently?

• It is now required to submit all loan applications via eForms.
• Using eForms eliminates duplicative work for RD Staff.
• Submitting through eForms allows RD to easily transfer the information directly into their loan system without having to manually enter the information
• Provides a way to prove and track your submissions
• Saves Time for everyone!
Compile Your Documentation

Use Cover Pages for Each Section

• Create a cover page for each section
**Documentation**

- Each section should be saved as a separate PDF (Excel for the Income Calculator)
  - Application Processing
  - Income
  - Deductions
  - Assets
  - Credit
  - Other
  - Income Calculator

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**Need to Know Before Submitting 410-4**

- Have the most up to date copy of the 410-4 by downloading from eForms
- Do not use punctuation on the form.
- Do not use hyphens or slashes in SSN or DOB fields
- Do not click on any co-applicant fields
- Double and triple check information on the form before you submit (i.e. spelling, ID information and DOB)
Login to eForms

- Navigate to the eForms login page you bookmarked
- Login to your eForms account

**Tip:** If you only need to get the 410-4 and you are not ready to submit the package in eForms, you are not required to login to gain access to Browse Forms. Please see the handout for the link to that page.

Download and Complete 410-4

- Click on Browse Forms
Find Form

• Enter 410-4 into the Form Number Field
• Click Search

Export Icon

• Click export icon to download the form to your computer
Open File

- In the downloads box in the right-hand corner of Edge click on Open File under the form you just downloaded.

Save 410-4 to Computer

- Click File
- Click Save AS
Choose Folder

- Click on Choose a Different Folder

Locate Folder, Name & Save File

- Locate the folder you would like to save it in.
- Name the File
- Click Save

**Tip: Use a similar naming convention to: Last Name, First Name - 410-4 – Self Help**
Complete 410-4

• Complete Mortgage Applied for choice
• Skip to Purpose of Loan & Property will be Sections
• Skip to Title will be held in what Name field
• Continue filling out the form through page 8

Import External Form

• Import External Form
**Import External Form**

This import facility allows specially prepared eForms forms to be imported from your personal computer after they have been edited off-line. The following list of forms may be imported, if they are the correct revision:

- CCC 002
- NRCS-LP 41
- NRCS-CPA - 41A
- RD 410-4
- RD 5339-15

Please select the form you wish to import by using the browser and then click on the add button to import the form into your Saved Forms area.

**Tip:** Use a similar naming convention to:
Last Name, First Name - 410-4 – Self Help

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**Create Package**

- **Click on Create Page**

These are the forms you have previously saved. They may be edited or deleted. When creating custom packages, you may choose from any of these forms to fill the package.
Custom Package

• Click Create Package then Custom Package

ADD 410-4

• Click on check box next to the 410-4 that you saved

• Click Continue
Name Package

- Name the Package
- Click Create Package

**Tip: Use a similar naming convention to:**
Last Name, First Name - Self Help – Group Name

This will help the RD Office identify that it is a Self-Help File

Action Button

- Click Action button for the borrower’s file to start submission process
Choose Servicing Center

- Click on the appropriate State

Choose County

- Choose the county that your service center is located in.

**Important to know: Be sure to check with your loan specialist about which office you need to choose for your servicing center. Many state RD offices send all loan packages to one servicing center then the packages are disbursed from there.**
Select your service center

You have chosen DELTA county in Colorado. Please select one of the following service center offices:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLORADO STATE OFFICE</td>
<td>WEST 6TH AVENUE &amp; KIPLING STREET, BUILDING 56, DENVER, CO, 80225</td>
<td>select</td>
</tr>
<tr>
<td>DELTA SERVICE CENTER</td>
<td>690 INDUSTRIAL BLVD, DELTA, CO, 614-16-2812</td>
<td>select</td>
</tr>
</tbody>
</table>

- Select your Service Center

Add Attachments

- Click Add in the Attachments Section
Locate Files

Saved Packages

Please select the file and enter a description of why it is being attached to this package.

Attachment File: Choose File Application Name - Test.pdf

Description: Borrower Name - Application Processing

Add Cancel

Repeat Process & Submit

- Repeat the process adding them in the order shown here or in the order your specific RD office wants them.
- Add any comments you’d like to add
- Click Submit

**Tip: Suggested Attachment Order**

- Application Processing
- Income
- Deductions
- Assets
- Credit
- Other
- Income Calculator
Submission Confirmation

- Be sure to print or print to PDF the page with your confirmation and place in the borrower’s loan file.

Email Confirmation

- Print or Save to PDF and put in Borrower’s loan file
Questions, Support or Access Problems

<table>
<thead>
<tr>
<th>SITE</th>
<th>PHONE</th>
<th>FAQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>eForms</td>
<td>1-800-457-3642 Option 2</td>
<td>N/A</td>
</tr>
<tr>
<td>eAuth</td>
<td>1-800-457-3642 Option 1</td>
<td>[eAuthentication (usda.gov)]</td>
</tr>
</tbody>
</table>

**If you have questions about a specific loan package you have submitted, please contact your local RD office.