

## QUICK REFERENCE UPLOAD LOSS CLAIM DOCUMENTS

Enter all information as you normally would to Add a Loss Claim in USDALINC. On the Review Loss Claim screen you will click SUBMIT and then will receive the Confirmation Page as follows:



[RHS LINC Home](#) | [Lender Profile](#) | [Help](#) | [Logout](#)

[Lender Upload Document](#)

### Submit Confirmation

Loss Claim has been transmitted.

Date of Transmission	7/31/2013
Borrower ID	[REDACTED]
Borrower Name	[REDACTED]
Servicing Lender Loan Number	[REDACTED]
Date of Claim	2/25/2014

*Please print this page as a receipt of submission of transmission.  
For questions contact CSC toll free at 1-866-550-5887.*

Documentation for the following should be forwarded to CSC with this sheet:  
ML99005T Submit serv. history/notes and attys chronology to support liquid. time frame  
ML99015T Submit invoice, Attys chronology & all serv. notes to support Atty Lqd Fees  
ML99016T Submit invoice, Attys chronology & all serv. notes to support Atty Lqd costs

Print

View Loss Claim

Main Menu

Click the hyperlink 'Lender Upload Document' above from the Confirmation page.

OR

Click the hyperlink 'Lender Upload Document' from the View/Update Loss Claim page.

**USDA View/Update Loss Claim**

[Lender Upload Document](#)

**Claim Information**

	Lender	New
Date of Claim	02/25/2014	07/31/2013
Servicing Office	[REDACTED]	
Agency Loan Number	50	
Fiscal Year of Obligation	2006	
Created Claim E-auth User ID	[REDACTED]	
Created Claim Date	07/31/2013	
Last Update User ID	[REDACTED]	
Last Update Date	05/26/2013	
Submitting Organization Lender ID	[REDACTED]	
Submitting Organization Branch Number	[REDACTED]	
Submitting Organization Name	[REDACTED]	
Submitting Organization Type	[REDACTED]	
Threshold Edit Referral		PROGRAM
CSC Indicator	<input checked="" type="checkbox"/>	

**Borrower Information**

Borrower	[REDACTED]
GEO State/County	[REDACTED]
Borrower ID	[REDACTED]
Name	[REDACTED]
Property Address	[REDACTED]
Phone Number	[REDACTED]
Last Known Mailing Address	[REDACTED]

Following is a list of Doc Types available for Loss Claim upload:

<b>Doc Type Code</b>	<b>Doc Type Description</b>
11008	Reamortization Agreement
11009	Loss Claim Worksheet Checklist
11012	Single Family GRH Automated Loss Claim Worksheet
11013	Appraisal
11014	RHS Property Disposition Plan
11015	HUD-1 Settlement Statment
11016	Property Tax Correspondence
11017	Property Insurance Correspondence
11018	Bankruptcy Correspondence
11019	Attorney Correspondence
11020	Invoices and Expenses
11021	System Lender Notes
11022	Miscellaneous Loss Claim Documents
11026	Sale Documents
11030	Foreclosure Bidding Instructions
11038	Foreclosure Deed
11039	Additional Loss
11043	Lender Financial History
11044	Listing Agreement
11056	Loss Claim Confirmation Page
11062	Detailed Inspection Reports

This will take you to the Upload Document Page as follows:



### Borrower Information

Borrower ID/Name  
Address



Password protected PDF files will not be accepted. Individual documents may be added to the image repository by entering information into the Add and Index Individual Documents(s) section. File size is limited to no more than 30 MB per document or file.

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

Individual documents added to the system with specified index values will retain their original file format. User must select the Type of Document and provide the File path for each individual document on a separate row by selecting the Browse pushbutton. If additional rows are needed, press the Insert more Documents pushbutton and three additional rows will appear. Up to 12 individual documents can be uploaded at a time. Press the Submit Document(s) pushbutton to upload the document(s) into the image repository.

Type of Document	File Name	Upload Status
11021	System notes.pdf	Successful
11056 Loss Claim Confirmation	H:\Upload Documents from	Browse...
11013 Appraisal	H:\Upload Documents from	Browse...
11015 HUD-1 Settlement Stateme	H:\Upload Documents from	Browse...
11043 Lender Financial Histor	H:\Upload Documents from	Browse...
11012 Single Family GRH Auton	H:\Upload Documents from	Browse...
11022 Miscellaneous Loss Clai	H:\Upload Documents from	Browse...

Select the Type of Document and then click Browse to select the File. If you have more than 3 documents to upload click the 'Insert more Documents' button. A total of 12 documents can be added at one time.

Click the 'Submit Document(s)' button when all documents have been selected.

You will get the following pop up:

I understand I am providing all information included on forms and attachments to the United States Department of Agriculture (USDA) for review and processing.

My statements on any submitted forms and attachments are true, and correct to the best of my knowledge and belief and are made in good faith.

I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001, of the United States Code.)

Are you sure you want to Submit the package?

Click 'Yes' if you agree to Submit the package

**Borrower Information**

Borrower ID/Name  
Address

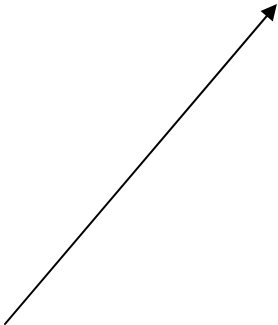


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11022 Miscellaneous Loss Cla:	H:\Upload Documents from ( Browse...	



Click the 'Upload Documents Completed' button when you have finished uploading documents.

To View the documents you upload click on 'Lender Display Document' hyperlink:



#### Loss Claim Update

- [Add/Update Loss Claim](#)
- [Add Recovery Calculator](#)
- [Update Recovery Calculator](#)

#### Loss Claim Inquiry

- [View Property Disposition Summary](#)
- [View Submitted Loss Claim](#)
- [Claim Status List](#)
- [Threshold Edit Code List](#)
- [Lender Display Document](#)

#### Reports

- [Advice of Payment](#)
- [Loss Claim Confirmation](#)

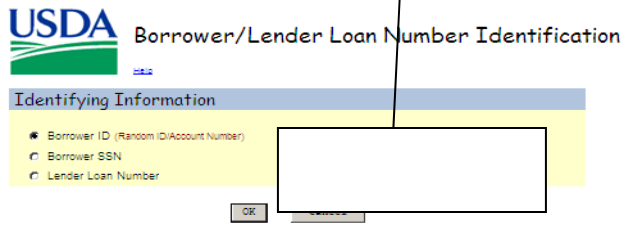
#### Documentation

- [Loss Claim Administration User Guide \(PDF\)](#)
- [Loss Claim Ready References \(PDF\)](#)
- [Frequently Asked Questions \(PDF\)](#)
- [Guaranteed Servicing Contact Information \(PDF\)](#)

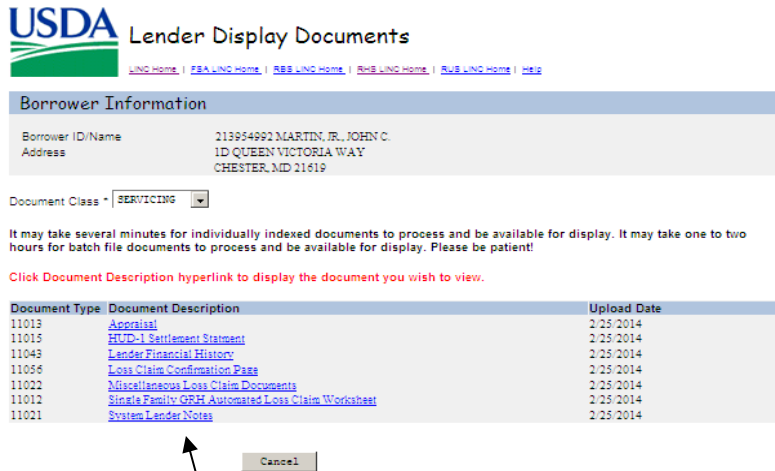
#### User Authorization

- [Maintain Lender/Branch Representative](#)

Enter the Borrower ID, Borrower SSN or Lender Loan Number and click OK.



The image shows the 'USDA Borrower/Lender Loan Number Identification' form. It features the USDA logo and a 'Help' link. The main heading is 'Identifying Information'. There are three radio button options: 'Borrower ID (Random ID/Account Number)' (which is selected), 'Borrower SSN', and 'Lender Loan Number'. A large empty text box is provided for input, with an arrow pointing to it from the instruction above. Below the text box is an 'OK' button.



The image shows the 'USDA Lender Display Documents' page. It includes the USDA logo and navigation links for various LINC programs. The 'Borrower Information' section displays the following details:

Borrower ID/Name	213954992.MARTIN, JR., JOHN C.
Address	1D QUEEN VICTORIA WAY CHESTER, MD 21619

Below this, the 'Document Class' is set to 'SERVICING'. A message states: 'It may take several minutes for individually indexed documents to process and be available for display. It may take one to two hours for batch file documents to process and be available for display. Please be patient!' A red instruction reads: 'Click Document Description hyperlink to display the document you wish to view.'

Document Type	Document Description	Upload Date
11013	<a href="#">Appraisal</a>	2/25/2014
11015	<a href="#">HUD-1 Settlement Statement</a>	2/25/2014
11045	<a href="#">Lender Financial History</a>	2/25/2014
11056	<a href="#">Loss Claim Confirmation Page</a>	2/25/2014
11022	<a href="#">Miscellaneous Loss Claim Documents</a>	2/25/2014
11012	<a href="#">Single Family GFE Automated Loss Claim Worksheet</a>	2/25/2014
11021	<a href="#">System Lender Notes</a>	2/25/2014

A 'Cancel' button is located below the table, with an arrow pointing to it from the text 'Documents uploaded are displayed' at the bottom of the page.

Documents uploaded are displayed