
Submitting a USDA Section 504 Loan Package Through E-Authentication

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USDA Rural Development Section 504 eForms Packaging Process
Delivered October 19, 2022

1. Go to eForms website:

<https://myforms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

(Must be in Internet Explorer)

2. Log In

An official website of the United States government [Here's how you know](#) ▾

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

eAuth

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

We'll take you to your destination in just a moment... ✕

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC ?

PIV/CAC Enter PIV/CAC PIN >

MobileLinc Confirm security challenge on mobile device >

Log In with Password ?

User ID [Forgot User ID](#)

lwalters@uhdc.net

Password [Forgot Password](#)

.....

Show Password

Log In with Password

+ Create Account | Update Account | ? Find Help

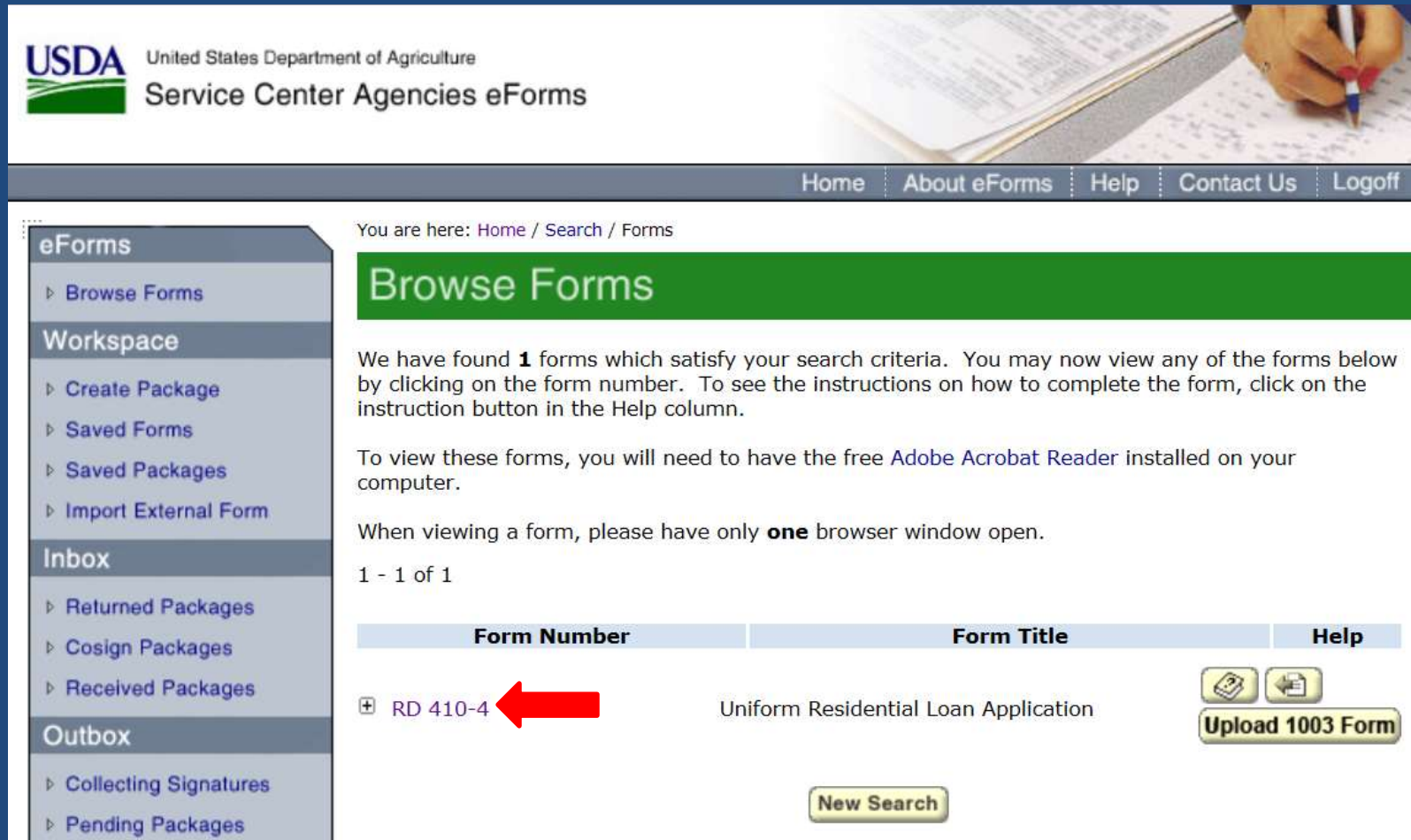
1. Select “Browse Forms” under eForms menu
2. Enter “410-4” in Form Number text box

The screenshot displays the USDA Service Center Agencies eForms website. The top navigation bar includes links for Home, About eForms, Help, Contact Us, and Logoff. A breadcrumb trail indicates the current location: Home / Browse Forms Search. The main content area is titled "Browse Forms" and provides instructions for searching. The search criteria are as follows:

- Agency Name: All
- Program Name: All
- Service Name: All
- Form Number: 410-4
- Title or Keywords: (empty)
- Show Results: 10 Per Page

A "Search" button is located at the bottom right of the search area. Red arrows highlight the "Browse Forms" menu item in the left sidebar, the "410-4" text in the Form Number field, and the "Search" button.

Select "Export" button on right above "Upload 1003 Form"



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Service Center Agencies eForms

Home About eForms Help Contact Us Logoff

You are here: Home / Search / Forms



Browse Forms

We have found **1** forms which satisfy your search criteria. You may now view any of the forms below by clicking on the form number. To see the instructions on how to complete the form, click on the instruction button in the Help column.

To view these forms, you will need to have the free [Adobe Acrobat Reader](#) installed on your computer.

When viewing a form, please have only **one** browser window open.

1 - 1 of 1

Form Number	Form Title	Help
<input type="checkbox"/> RD 410-4	Uniform Residential Loan Application	  Upload 1003 Form

MUST select “Save” then “Open” with Adobe

The screenshot shows the USDA Service Center Agencies eForms interface. The top navigation bar includes links for Home, About eForms, Help, Contact Us, and Logoff. A sidebar on the left contains sections for eForms, Workspace, Inbox, and Outbox. The main content area displays a search result for 'RD 410-4' with the title 'Uniform Residential Loan Application'. Below the table, a file download dialog box is open, asking 'Do you want to open or save RD410-4.PDF from myforms.sc.egov.usda.gov?'. The dialog box has buttons for 'Open', 'Save', and 'Cancel'. Two red arrows point to the 'Open' and 'Save' buttons, indicating the required sequence of actions.

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Home About eForms Help Contact Us Logoff

You are here: Home / Search / Forms



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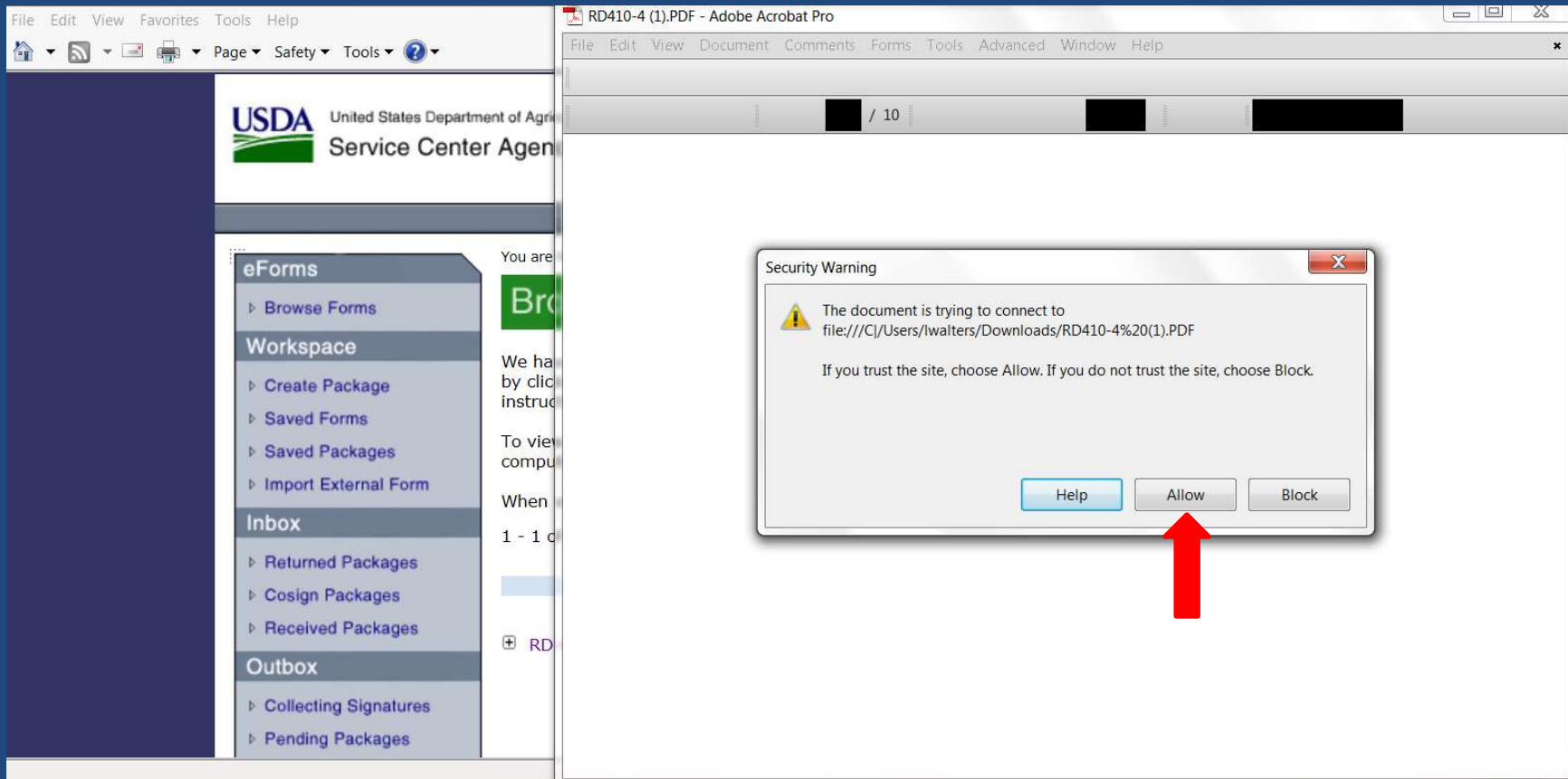
1 - 1 of 1

Form Number	Form Title	Help
RD 410-4	Uniform Residential Loan Application	  Upload 1003 Form

New Search

Do you want to open or save **RD410-4.PDF** from **myforms.sc.egov.usda.gov**?

Select "Allow"



Fill in appropriate boxes (See “Instructions for RD410-0004”) at <https://forms.sc.egov.usda.gov/eForms/instruction?FileType=TipInstruction&FileName=410-4.HTML>

The image shows a screenshot of a PDF form titled "APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application". The form is displayed in a window titled "RD410-4 (1).PDF - Adobe Acrobat Pro". The window includes a menu bar (File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, Help) and a toolbar with various icons. A status bar at the bottom of the window indicates "Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients." and a "Highlight Fields" button.

The form itself is titled "Form RD 410-4 (Rev. 10-06)" and "Position 3". It is approved by OMB No. 0575-0172. The main title is "APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application".

The form includes a typewriter tool window and a text area with the following text: "This application is designed to be completed by the applicant with the lender's assistance. Applicants should complete this form as 'Applicant #1' or 'Applicant #2', as applicable. All Applicants must provide information (and the appropriate box checked) when [] the income or assets of a person other than the 'Applicant' (including the Applicant's spouse) will be used as a basis for loan qualification or [] the income or assets of the Applicant's spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Applicant resides in a community property state, the security property is located in a community property state, or the Applicant is relying on other property located in a community property state as a basis for repayment of the loan."

The form is divided into two main sections:

I. TYPE OF MORTGAGE AND TERMS OF LOAN

Mortgage Applied for:	<input type="checkbox"/> V.A.	<input type="checkbox"/> Conventional	<input type="checkbox"/> Other:	Agency Case Number	Lender Account Number
	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA/Rural Housing Service			
Amount	Interest Rate	No. of Months	Amortization Type:	<input type="checkbox"/> Fixed Rate	<input type="checkbox"/> Other (Explain):
\$	%			<input type="checkbox"/> GPM	<input type="checkbox"/> ARM (Type):

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Subject Property Address (Street, City, State, ZIP)	No. of Units
Legal Description of Subject Property (Attach description if necessary)	Year Built

“Save As...” to computer on desktop or client’s file

The screenshot shows the Adobe Acrobat Pro interface with the 'File' menu open. A red arrow points to the 'Save As...' option, which is highlighted. Another red arrow points to the 'Save As...' option in the 'File' menu. The document is titled 'RD410-4 (1).PDF'. The document content includes the title 'APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application' and sections for 'I. TYPE OF MORTGAGE AND TERMS OF LOAN' and 'II. PROPERTY INFORMATION AND PURPOSE OF LOAN'. The 'Save As...' option is highlighted in the 'File' menu, and a red arrow points to it from the left. Another red arrow points to the 'Save As...' option in the 'File' menu from the right. The document content includes the title 'APPLICATION FOR RURAL ASSISTANCE (NONFARM TRACT) Uniform Residential Loan Application' and sections for 'I. TYPE OF MORTGAGE AND TERMS OF LOAN' and 'II. PROPERTY INFORMATION AND PURPOSE OF LOAN'. The 'Save As...' option is highlighted in the 'File' menu, and a red arrow points to it from the left. Another red arrow points to the 'Save As...' option in the 'File' menu from the right.

Select "Import External Form" under eForms menu

The screenshot shows the USDA Service Center Agencies eForms interface. The top navigation bar includes links for Home, About eForms, Help, Contact Us, and Logoff. The left sidebar menu is expanded to show the 'eForms' section, with 'Import External Form' highlighted in green and indicated by a red arrow. The main content area features a green header for 'Import External Form' and a text block explaining the import facility. Below this is a table titled 'Importable Forms List' with three entries: RD 410-4, RD 3555-16, and RD 3555-21. A text block below the table instructs users to select a form and click 'Add'. At the bottom, there is a 'PDF File:' field with a 'Browse...' button (indicated by a red arrow) and a 'Saved Form Name:' input field. An 'Add' button is located at the bottom center.

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Service Center Agencies eForms

Home About eForms Help Contact Us Logoff

You are here: Home / Import 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:

Importable Forms List	
RD 410-4	
RD 3555-16	
RD 3555-21	

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

PDF File:

Saved Form Name:

1. Select “Browse” and find previously saved 410-4 form
2. Name form in “Saved Form Name” text box
3. Select “Add” and wait for upload

You are here: [Home](#) / [Import 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:

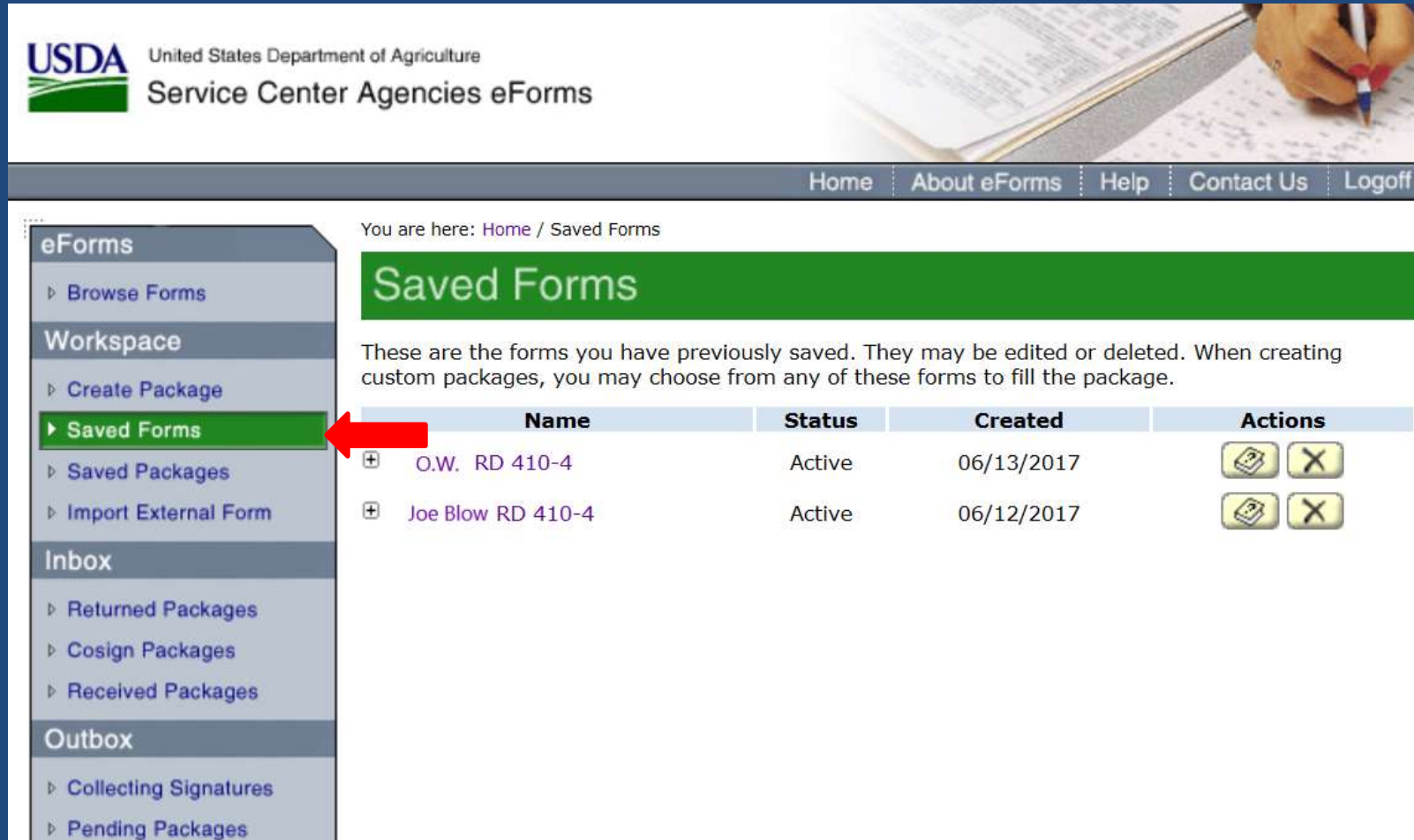
Importable Forms List
RD 410-4
RD 3555-16
RD 3555-21

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

PDF File:

Saved Form Name:

When uploaded file will show in “Saved Forms”







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Service Center Agencies eForms

Home | About eForms | Help | Contact Us | Logoff

You are here: [Home](#) / [Saved Forms](#)

Saved Forms

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.

Name	Status	Created	Actions
+ O.W. RD 410-4	Active	06/13/2017	 
+ Joe Blow RD 410-4	Active	06/12/2017	 

The screenshot shows the USDA Service Center Agencies eForms interface. The left sidebar contains a navigation menu with sections: eForms (Browse Forms), Workspace (Create Package, Saved Forms, Saved Packages, Import External Form), Inbox (Returned Packages, Cosign Packages, Received Packages), and Outbox (Collecting Signatures, Pending Packages). The 'Saved Forms' menu item is highlighted in green, and a red arrow points to it. The main content area shows the 'Saved Forms' title, a descriptive paragraph, and a table of saved forms. The table has columns for Name, Status, Created, and Actions. Two forms are listed: 'O.W. RD 410-4' and 'Joe Blow RD 410-4', both with 'Active' status and creation dates of 06/13/2017 and 06/12/2017 respectively. Each form has edit and delete icons in the Actions column.

1. Select “Create Package” under eForms Menu
2. Select “Custom Package”

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Service Center Agencies eForms

Home About eForms Help Contact Us Logoff

You are here: [Home](#) / [Create Package](#)

Create Package

What kind of package would you like to create?

A custom package is created by adding any forms from your Saved Forms area.

A service package is created with blank copies of all of the forms associated with that service, ready for you to fill out.

[Custom Package](#) [Service Package](#)

1. Mark check box under “Add to Package”
2. Select “Continue”

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Service Center Agencies eForms

Home About eForms Help Contact Us Logoff

You are here: Home / Create Package / Custom Package

Create Package

Please select the forms by checking the box next to the form name to be included in the package. Including forms in a package and submitting it to a service center will not remove it from your Saved Forms folder.

Add To Package	Name	Status	Last Saved	Actions
<input checked="" type="checkbox"/>	O.W. RD 410-4	Active	06/13/2017	
<input type="checkbox"/>	Joe Blow RD 410-4	Active	06/12/2017	

1. Name Package
2. USDA Receiving Agency: Rural Development
3. Select “Create Package”

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Service Center Agencies eForms

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You are here: [Home](#) / [Create Package](#) / [Custom Package](#) / [Name Package](#)

Create Package

Please enter a unique name for this package.

Package Name: x

USDA Receiving Agency: v

Select "Submit" button under "Actions"

The screenshot shows the USDA Service Center Agencies eForms interface. The header includes the USDA logo and the text "United States Department of Agriculture Service Center Agencies eForms". A navigation bar contains links for "Home", "About eForms", "Help", "Contact Us", and "Logoff". The main content area is titled "Saved Packages" and includes a breadcrumb "You are here: Home / Saved Packages". A sidebar on the left lists various eForms categories: "Browse Forms", "Workspace" (with sub-items "Create Package", "Saved Forms", "Saved Packages", "Import External Form"), "Inbox" (with sub-items "Returned Packages", "Cosign Packages", "Received Packages"), and "Outbox" (with sub-items "Collecting Signatures", "Pending Packages"). The "Saved Packages" section contains a table with the following data:

Name	Last Updated	Agency	Actions
O. Whatshisname	11/10/2020	RD	[Submit icon] [Delete icon] Submit

Two red arrows are present: one pointing to the "Saved Packages" menu item in the sidebar, and another pointing to the "Submit" button in the "Actions" column of the table.



Select "Text Version" for list format, state on the map, or
Select previously used service center

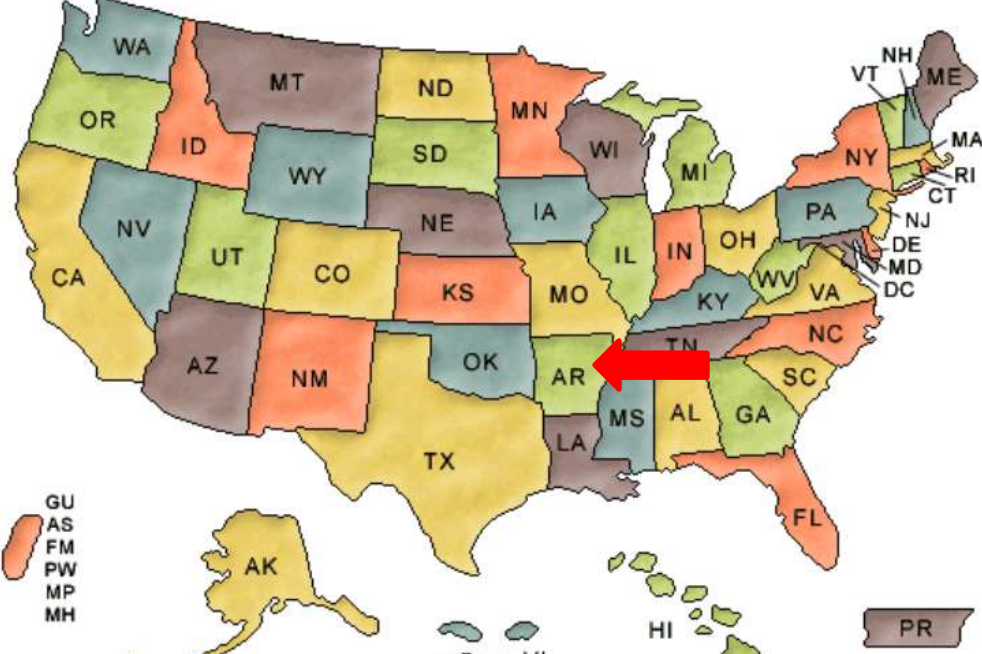
Home | About eForms | Help | Contact Us | Logoff

You are here: Home / Saved Packages / State

Saved Packages

Please click on a previously selected service center or use the map to select a new service center:

Name	Address	Action
RUSSELLVILLE SERVICE CENTER	420 N HAMPTON AVE RUSSELLVILLE AR, 72802-8240	 Text Version  <input type="button" value="Select"/> <input type="button" value="Map"/>



GU
AS
FM
PW
MP
MH

AK

HI

PR

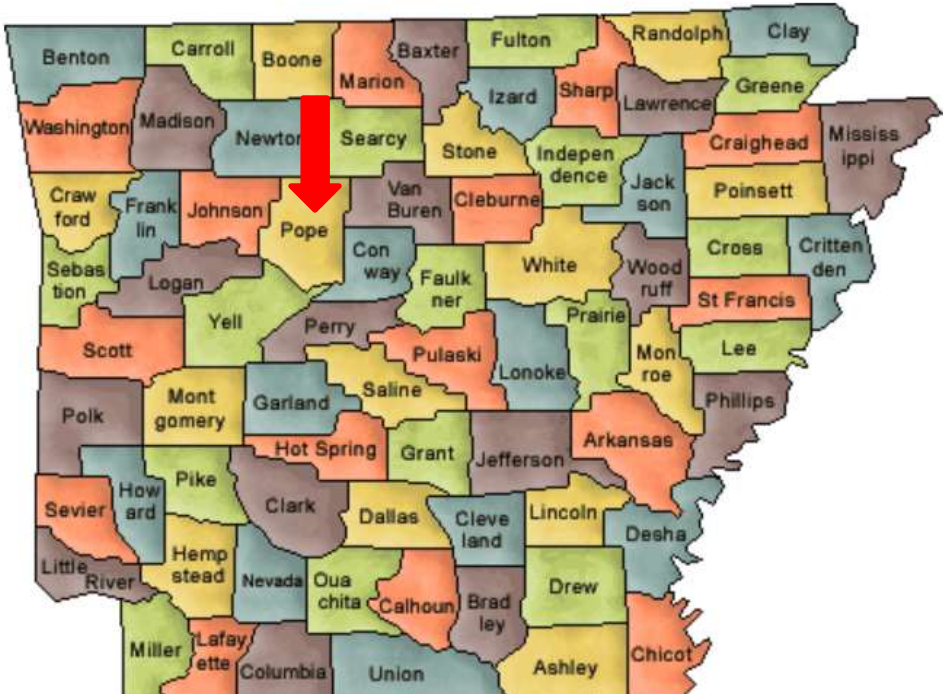
Select county of RD service center. (NOT necessarily where client lives)

Home | About eForms | Help | Contact Us | Logoff

You are here: Home / Saved Packages / State / County

Saved Packages

Please use the map to select a county for the service center in Arkansas:



The image shows a screenshot of a web application interface. On the left is a navigation sidebar with sections: eForms (Browse Forms), Workspace (Create Package, Saved Forms, Saved Packages, Import External Form), Inbox (Returned Packages, Cosign Packages, Received Packages), Outbox (Collecting Signatures, Pending Packages, Completed Packages), and Request (To Cosign). The 'Saved Packages' option is highlighted in green. The main content area has a breadcrumb trail 'Home / Saved Packages / State / County' and a green header 'Saved Packages'. Below the header is a text prompt: 'Please use the map to select a county for the service center in Arkansas:'. A map of Arkansas is displayed, with its 77 counties labeled. A red arrow points to Pope county.

Select local RD office service center. (NOT state office)


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You are here: Home / Saved Packages / State / County / Office

Saved Packages

You have chosen **POPE** county in **Arkansas**. Please select one of the following service center offices:

Name	Address	Action
RUSSELLVILLE SERVICE CENTER	420 N HAMPTON AVE RUSSELLVILLE AR, 72802-8240	 <input type="button" value="Select"/> <input type="button" value="Map"/>
ARKANSAS USDA STATE OFFICES	700 W CAPITOL AVE STE 3416 LITTLE ROCK AR, 72201-3215	<input type="button" value="Select"/> <input type="button" value="Map"/>

Select "Add"

The screenshot shows the USDA Service Center Agencies eForms interface. The header includes the USDA logo and the text 'United States Department of Agriculture Service Center Agencies eForms'. A navigation bar contains links for Home, About eForms, Help, Contact Us, and Logoff. A breadcrumb trail reads 'You are here: Home / Saved Packages / State / County / Office / Submit Package'. The main content area is titled 'Saved Packages' and contains instructions to review information for the 'Griffith' package. Below this, there are two tables: 'Forms' and 'Attachments'. The 'Forms' table has one entry: 'RD 410-4' with the description 'Uniform Residential Loan Application'. The 'Attachments' table is empty, with a message stating 'There are currently no attachments for this package.' Below the tables is an 'Add' button, which is highlighted with a red arrow. At the bottom, there is a text input field for comments.

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You are here: Home / Saved Packages / State / County / Office / Submit Package

Saved Packages

Please review the following information for the **Griffith** package. If it is correct, enter any comments and attach any supporting documents that you want to accompany the package and click on the **Submit** button at the bottom of the page.

Forms

Name	Description
RD 410-4	Uniform Residential Loan Application

Attachments

Name	Description	Action
There are currently no attachments for this package.		

Add ←

If you would like to provide the service center with any comments about this package, please enter them here:

1. Select “Browse” and choose supporting document from computer (one at a time)
2. Enter “Description” in text box
3. Select “Add”
4. Repeat for each supporting document

Service Center Agencies eForms

Home | About eForms | Help | Contact Us | Logoff

You are here: Home / Saved Packages / State / County / Office / Submit Package / Add Attachment

Saved Packages

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

Attachment File: C:\Users\walters\Desktop Browse...

Description: Additional Info Sheet

Add Cancel

(All uploaded files will show under “Attachments”)

1. Enter in narrative or notes if needed in text box
2. When everything is uploaded, select “Submit”

Info.pdf
O.W. UHDC Consent to Release
Info.pdf UHDC Consent to Release Info

Add

If you would like to provide the service center with any comments about this package, please enter them here:

Your USDA eAuthentication account email address is **lwalters@uhdc.net**. All notifications pertaining to this package will be sent to this email address. If this is not the address you wish to have used, you must change it through the [USDA eAuthentication](#). Any changes to your eAuthentication profile will require that you log out of eForms and back in again to take affect.

You have selected the following service center:

Service Center: RUSSELLVILLE SERVICE CENTER
420 N HAMPTON AVE
RUSSELLVILLE, AR 72802-8240

Phone Number: 4799683497
Fax Number: 8556230251

Submit

USDA.gov | Farm Service Agency | Natural Resources Conservation Service | Rural Development
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

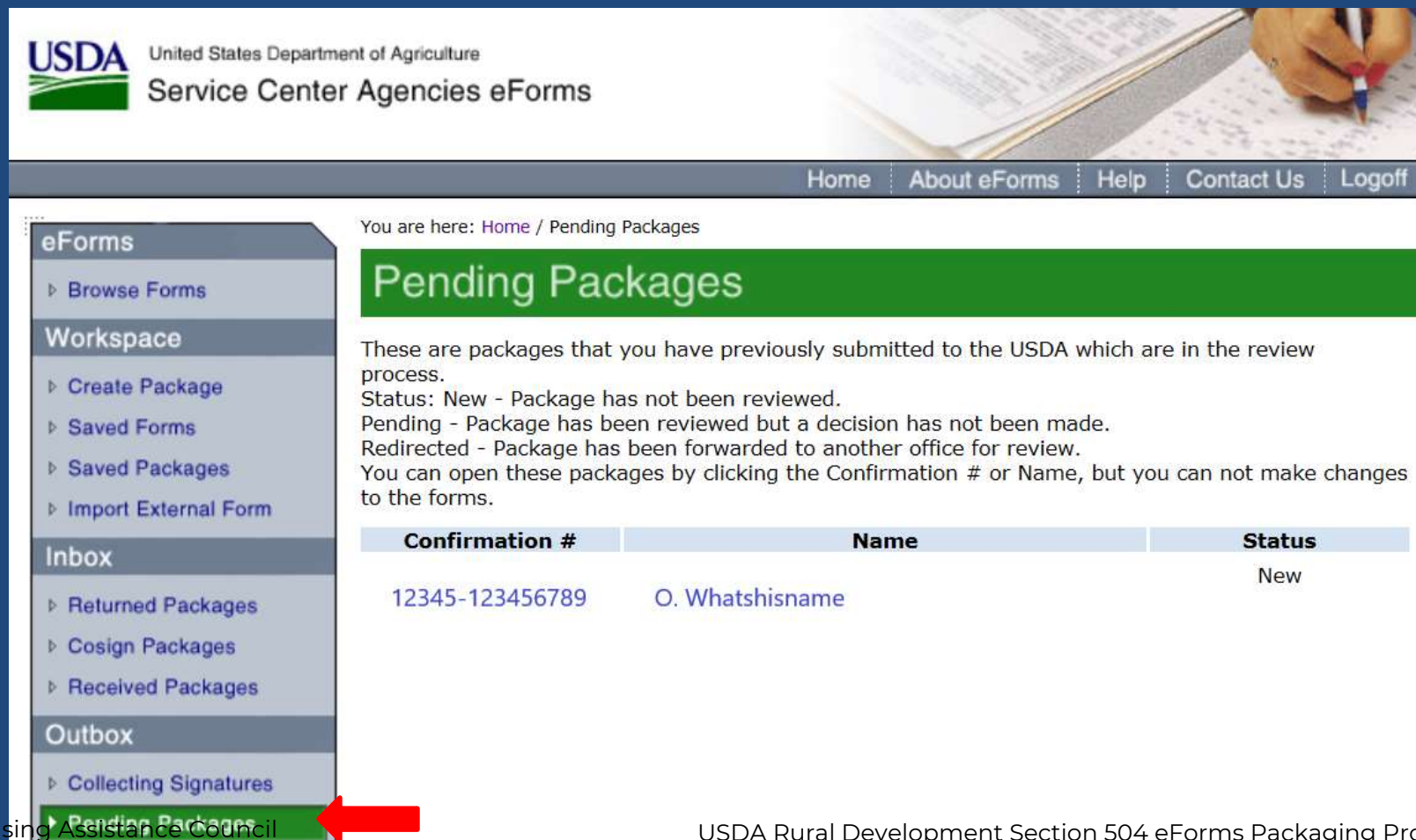
Select "Confirm"

The screenshot displays the USDA Service Center Agencies eForms web application. At the top left is the USDA logo and the text "United States Department of Agriculture Service Center Agencies eForms". A navigation bar at the top right contains links for "Home", "About eForms", "Help", "Contact Us", and "Logoff". Below the navigation bar is a breadcrumb trail: "You are here: Home / Saved Packages / State / County / Office / Submit Package / Confirm". A green header bar reads "Saved Packages". On the left is a sidebar menu with categories: "eForms" (containing "Browse Forms"), "Workspace" (containing "Create Package", "Saved Forms", "Saved Packages", and "Import External Form"), "Inbox" (containing "Returned Packages", "Cosign Packages", and "Received Packages"), and "Outbox" (containing "Collecting Signatures" and "Pending Packages"). The "Saved Packages" item is highlighted in green. The main content area features a "USDA Submission Confirmation" dialog box with the following text: "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.)" Below the text is the question "Are you sure you want to Submit the package?" and two buttons: "Confirm" and "Cancel". A red arrow points to the "Confirm" button.

Optional: Print confirmation page
Select "Ok"
Optional: Print confirmation e-mail

The screenshot shows the USDA eForms interface. At the top, there is a navigation bar with links for Home, About eForms, Help, Contact Us, and Logoff. Below this is a breadcrumb trail: "You are here: Home / Saved Packages / Instructions". The main content area has a green header that says "Saved Packages". On the left side, there is a sidebar menu with categories: eForms (containing Browse Forms), Workspace (containing Create Package, Saved Forms, Saved Packages, and Import External Form), Inbox (containing Returned Packages, Cosign Packages, and Received Packages), Outbox (containing Collecting Signatures, Pending Packages, and Completed Packages), and Request (containing To Cosign). The "Saved Packages" item in the sidebar is highlighted in green. In the center of the page, a dialog box titled "USDA Successful Submission" is displayed. The text inside the dialog box reads: "You have completed the submission process for Package O. Whatshisname. It is now waiting USDA review for further processing. Confirmation Number: 12345-123456789. Retain this Confirmation Number to reference this package in any future correspondence. You may track the progress of this package in your 'Outbox - Pending Packages' folder." At the bottom of the dialog box, there is a yellow "Ok" button with a red arrow pointing to it from the right.

Package will show under “Pending Packages” under “Outbox” for review by local RD Office
If corrections are needed, RD office will return package in “Returned Packages” under “Inbox”
If no corrections are needed, RD office will approve package in “Completed Packages” under “Outbox”



The screenshot shows the USDA Service Center Agencies eForms interface. The top navigation bar includes links for Home, About eForms, Help, Contact Us, and Logoff. The left sidebar contains a menu with sections: eForms (Browse Forms), Workspace (Create Package, Saved Forms, Saved Packages, Import External Form), Inbox (Returned Packages, Cosign Packages, Received Packages), and Outbox (Collecting Signatures, Pending Packages). A red arrow points to the 'Pending Packages' link in the Outbox section. The main content area is titled 'Pending Packages' and contains a table with one row of data.

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Home About eForms Help Contact Us Logoff

You are here: Home / Pending Packages

Pending Packages

These are packages that you have previously submitted to the USDA which are in the review process.
Status: New - Package has not been reviewed.
Pending - Package has been reviewed but a decision has not been made.
Redirected - Package has been forwarded to another office for review.
You can open these packages by clicking the Confirmation # or Name, but you can not make changes to the forms.

Confirmation #	Name	Status
12345-123456789	O. Whatshisname	New