

To use the USDA GUS system, both the organization and each user must be registered. Below you will find the steps to register both.

## **REGISTERING AN ORGANIZATION TO USE USDA GUS**

If your organization has not been registered with USDA GUS, then you will need to register your organization using either of the methods below:

- PHONE: 800.457.3642
  - Option 2 (USDA Applications)
  - Option 2 (Rural Development)
- EMAIL: <u>RS.HD@STL.USDA.GOV</u>

#### Please be prepared to provide the following information:

- Name
- Email address
- Phone Number

LENDER AGENT INFORMATION REQUIRED:

- Agent ID (Organization's 9-Digit Federal Tax ID Number)
- Organization's Legal Name
- Full Mailing Address
- Phone Number
- Lender Type (must be one of the following options)
  - Commercial Bank
    - Mortgage Loan Company
- o **Broker**
- Credit Union
- Bank for Co-ops

Savings Bank

#### **CREATING A NEW USDA GUS USER ID**

If you have **never** created a USDA Gus **User ID**, go to the following website: <u>https://www.eauth.usda.gov/eauth/b/usda/home</u>

Click on **CREATE ACCOUNT**.



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<ul> <li>eAuthentication x +</li> <li>← → C a eauth.usda.gov/eauth/b/usda/home</li> </ul>	An official website of the United States government <u>Here's how you know</u> ~
	U.S. DEPARTMENT OF AGRICULTURE
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Complete the user set-up prompts by answering the series of questions.

## **ADDING GHMC AS A LENDER**

When you have completed the USDA GUS User ID set up process, email **<u>support@ghmc.com</u>** the following information:

- eAuth User ID
- Name
- Phone Number

# **UPDATING AN EXISTING USDA GUS USER ID**

Go to the following website: <u>https://www.eauth.usda.gov/eauth/b/usda/home</u>

#### Click on MANAGE ACCOUNT.



Make your selection from the drop down.



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#### **ADDITIONAL GUIDANCE**

For additional guidance, please reference the USDA LINC Training and Resource Library at: <u>https://www.rd.usda.gov/page/usda-linc-training-resource-library</u>



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