STOCKTON ◆ MORTGAGE FUNDING

RD Setup Procedures

If you do not have GUS ID's and would like to obtain access and be added to the Stockton Mortgage Funding access to that system, please follow the below instructions:

This is a two-step process and both steps must be completed.

STEP 1: First, each of your employees that will access GUS must create an individual US eAuth ID themselves, if they do not already have one. In order to complete this process, each user should complete the following steps:

- Go to the following link: https://www.eauth.usda.gov/Login/login.aspx.
- Select "Register for Level 1 Account".
- Complete the required information and click "Continue".
- Ensure the information is accurate on the next page. If not, click "Edit" and correct. Be sure to also print a copy for your records prior to clicking "Submit".
- You should receive an email confirmation at the email address registered that contains an activation link. You MUST receive this email, open it and click the activation link to complete this part of the process.

STEP 2: Next, after your employees have completed the eAuth ID activation thru USDA, an authorized individual at the company must email info@stocktonmortgagefunding.com to request access with the list of GUS ID's that you would like to activated. We do not need the passwords. Once this is received, we will complete the registration on our end to access GUS for Stockton Mortgage Funding and notify the requestor via email when this is complete.

Accessing/Submitting USDA loans thru GUS:

Once complete, you will be able to access GUS online at: https://www.eauth.usda.gove/Login/login.aspx. Your user ID and password will be the one that you created during the eAuth registration process in Step 1 above.

If you are not familiar with GUS or Rural Housing guidelines, there are training documents located in the USDA Training & Resource Library that we highly recommend utilizing. It can be found at: https://www.rd.usda.gov/programs-services/lenders/usda-linc-training-resource-library.

If you have any questions, please send an email to info@stocktonmortgagefunding.com.

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