



# Intro to E-File

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- All Entities must establish an eAuth Account before using the E-File system
  - Instructions to apply are on the GIPSA website - <http://www.gipsa.usda.gov>
- The website address for E-File is <http://forms.sc.egov.usda.gov>
- CRU is the point of contact at 303-375-4264

# Program Information

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## Instruction for obtaining e-authentication account

The Packers and Stockyards Program will be implementing a new option for submitting required Annual Report forms. This new option will allow regulated entities to submit their forms electronically using a program called E-file. In order to begin using this new feature, regulated entities will need to establish an E-Authentication account with USDA. An E-Authentication account is a way for you to interact with USDA websites online and allows you the ability to identify yourself to the USDA via your User ID and password. More information about USDA's E-Authentication can be found at <https://www.eauth.usda.gov/>.

There are two levels of E-Authentication which include Level 1 and Level 2. In order to use E-file, entities will need Level 2 Access. An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile. In order to register for E-Authentication Level 2 access, please do the following:

**STEP 1:** Go to <https://identitymanager.eems.usda.gov/registration/index.aspx> to access the CREATE AN ACCOUNT page. Once there, select the Register for a Level 2 Account.

**STEP 2:** You should complete the information on the new four screens to create a USDA E-Authentication account.

**STEP 3:** Once you completed this information, you will then receive a confirmation email from USDA asking you to respond to the email to confirm your account within seven (7) days. *If you do not respond to this email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.*

**STEP 4:** The next step in the Level 2 process is to make an appointment with a Local Registration Authority (LRA) at a USDA Service Center. To locate a center convenient to you, please go to <http://offices.sc.egov.usda.gov/locator/app?type=lra>.

**STEP 5:** Once your account has been verified, then you may log onto the Efile software to begin the process of filing your report electronically. For instructions on how to use Efile please click the link on the GIPSA website.



# CUSTOMER LOGIN

When you login to the E-Files website to submit your annual report, be sure to close all other browser windows and tabs. You will not be able to save your form otherwise.

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This screen will pop-up when you first enter the website. You can just browse the forms, or you can login to the E-files system. If you have not yet obtained your e-authentication ID, you may also register for it at this point.

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Service Center Agencies eForms

Home About eForms Help Contact Us Login

eForms  
Browse Forms

You are here: Home

**Welcome to the USDA Service Center Agencies eForms.**

eForms allows you to search for and complete forms requesting services from Farm Service Agency (FSA), Natural Conservation Service (NRCS), and Rural Development (RD). There are 2 ways to use the eForms site.

- You can click the Browse Forms menu option on the left of the page and search for your form. You can complete the form, print it out and either mail or fax the form to your local service center. A user ID and password is not required.

OR

- You can complete the forms online and submit the forms electronically to your local service center. You will be able to save the forms to use again and you can package multiple forms together to submit all at one time. You will need to obtain a USDA eAuthentication ID and Password with Level 2 Access, which you can do by registering below.

If you already have a USDA eAuthentication ID and Password with Level 2 Access, you can Login below.

Login Register

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Login for E-File website is <https://forms.sc.egov.usda.gov>



Enter the user name you created when you set up your E-Authentication account as the User ID, and enter the Password you created.

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

## eAuthentication Login

### LincPass (PIV) ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**

### User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

[Change my Password](#)

**WARNING**

**Upon Login You Agree to the Following Information:**

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)  
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

Login for E-File website is <https://formsadmin.sc.egov.usda.gov>

This is the Home page view for the E-File site.

To start an annual report, click on “Browse forms” in the gray Nav Bar on the left side of the page. If a form has already been started and saved, go to the “Saved Forms” link to access the form.

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Service Center Agencies eForms

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You are here: Home

**Welcome to the USDA Service Center Agencies eForms.**

eForms allows you to search for and complete forms requesting services from Farm Service Agency (FSA), Natural Conservation Service (NRCS) and Rural Development (RD). Some of the features of eForms are:

- You can complete forms and save them in your Saved Forms Workspace.
- You can put multiple forms in a package and save it in your Saved Packages Workspace.
- You can submit forms or packages electronically to your local [service center](#).
- You will receive notice if your form or package has been accepted for processing or if it is being returned for additional information.
- Your signature will be processed electronically on specific forms. See the form instructions to determine if a form is eligible for electronic signature.

To get started, click Browse Forms on the left of the page and search for a form. The forms on this site are in PDF format. You will need to have the free [Adobe Acrobat Reader](#) installed on your computer.

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The forms can be searched by selecting the Agency Name and/or Program Name from the pull down menu, or by entering the Form Number, if it is known.

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You are here: Home / Browse Forms Search

## Browse Forms

You may search for a form by completing any of the fields below or just click Search for a list of all forms.

Agency Name:

Program Name:

Service Name:

Form Number:

Title or Keywords:

Show Results:

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## Forms By Type of Operation

- PSP3001 – Dealer or Market Agency Buying on Commission (Order Buyer)
  - PSP3002 – Live Poultry Dealer
  - PSP3003 – Market Agency Selling on Commission (Auction Market, Commission Firm)
  - PSP3004 – Packers
  - PSP3005 – Form used for additional slaughter facilities for Packers
- The examples on the following pages were created using the form for Packers. Always use the form for your operations
-

For this example only, the 3004 form (Annual Report of Packers) was entered. Click on the Search button, which loads the results from the selected filters.

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

## Browse Forms

You may search for a form by completing any of the fields below or just click Search for a list of all forms.

Agency Name:

Program Name:

Service Name:

Form Number:

Title or Keywords:

Show Results:

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When you search by form number, you will only see the form number you entered in the Browse Forms list. Select the hyperlinked form number to begin entering data. Select the button under the Help column, for the instructions. Select the New Search button to return to the Browse Forms page.

The screenshot displays the USDA Service Center Agencies eForms interface. At the top, the USDA logo and "United States Department of Agriculture Service Center Agencies eForms" are visible. A navigation bar includes links for Home, About eForms, Help, Contact Us, and Logoff. A breadcrumb trail indicates the user is in Home / Search / Forms. The main heading is "Browse Forms".

The page content includes a message: "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." Below this, it states: "To view these forms, you will need to have the free Adobe Acrobat Reader installed on your computer." and "When viewing a form, please have only one browser window open." A pagination indicator shows "1 - 1 of 1".

Form Number	Form Title	Help
<a href="#">PSP 3004</a>	Annual Report of Packers	

A "New Search" button is located below the table. The word "Instructions" is written below the help icon. Two red arrows point to the form number "PSP 3004" and the help icon.

The footer contains links for USDA.gov, Farm Service Agency, Natural Resources Conservation Service, Rural Development, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, and White House.

Each of the annual report forms have the same look as the 3004 form. There will be Close and Save buttons at the top and bottom of each page. When you Save the form, it will close and be available under the left Nav options Saved Forms link on the home screen. Each time you save the form, it will close. To return to the previous organization page to open the instructions, you will need to save the form first.

Close
Save

Business Entity ID*	For P&SP Stamp Only	P&SP Bar Code Only
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U.S. Department of Agriculture  
Grain Inspection,  
Packers and Stockyards  
Administration

ANNUAL REPORT OF PACKERS

Indicate your preference to submit forms  
 electronically, or by paper copy.  
 Electronic Filing   
 Manual Filing

Packers and Stockyards Program

All items with an asterisk(\*) following them must be completed before submitting the form to PSP. If the items are not completed when the form is received, the form will be returned for completion by the reporting firm.

Instructions: If an item's value is zero, enter "0". If an item does not apply, enter "NA". Upon completion please verify that all items have been answered. Return completed form to the P&SP Central Reporting Unit. See separate instructions for complete information about this report.

You must complete form P&SP-3005 for each plant that you use for your firm's operation. The total values reported in Section 2 of Form P&SP-3005 will be combined and reported as the totals in Section 6 of this form

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GENERAL INFORMATION - SECTION 1

101 Reporting Period* (mm/yy)	a. from		b. to	
102 Legal Business Name*				
103 Business Name (dba)*				
104 Mailing Address*				
105 City, State, Zip*				
106 Physical Address*				
107 City, State, Zip*				
108 Contact Name*				
109 Telephone Number*	110	Fax Number*		
111 E-Mail Address*	112	Web Address		

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ORGANIZATIONAL STRUCTURE - SECTION 2

List owners, officers, partners, and members in control of this business

	a. Name	b. Title	c. Percentage Ownership
201*			
202			
203			
204			
205			

206 Type of organization:  Individual  Partnership  Corporation  L.L.C.  L.L.P.  Co-op  Association  Other

207 Is this the same organization type reported last year?  Yes  No

208 Is this business owned or controlled by another business entity?  Yes  No

209 If line 208 is yes, identify the owner/controlling business name and address.

210 Does this business own or control other businesses within the livestock-meat industry?  Yes  No

If line 210 is yes, then provide the names of businesses that you own or control and percentage of control if items 211-214

	a. Name of Business	b. Percentage of Control
211		
212		
213		
214		

Your response to this form is required under the Packers and Stockyards Act of 1921 (9 CFR 201.97 and 7 U.S.C. 181-229). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0015. The time required to complete this information collection is estimated to average 7 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

Close
Save

Form 3004 Expires January 2016 Page 1 of 4

This is what the completed first page of the form looks like. The new fields Business Entity ID and Filing Preference boxes must be completed, in addition to all other information on the form. Once the form is complete, the form should be saved. It may then be retrieved from the Saved forms page for further updates and changes.

Close      Save      Save As

Business Entity ID* <div style="border: 1px solid black; padding: 2px; text-align: center;">100163</div>	For PSP Stamp Only	P&SP Biz. Code Only
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U.S. Department of Agriculture  
Grain Inspection,  
Packers and Stockyards  
Administration

**ANNUAL REPORT OF PACKERS**

Indicate your preference to submit forms electronically or by paper copy.  
 Electronic Filing   
 Manual Filing

Packers and Stockyards Program

All items with an asterisk(\*) following them must be completed before submitting the form to PSP. If the items are not completed when the form received, the form will be returned for completion by the reporting firm.

Instructions: If an item's value is zero, enter "0". If an item does not apply, enter "N/A". Upon completion please verify that all items have been answered. Return completed form to the P&SP Central Reporting Unit. See separate instructions for complete information about this report.

You must complete Form P&SP-3005 for each plant that you use for your firm's operation. The total values reported in Section 2 of Form P&SP-3005 will be combined and reported as the totals in Section 6 of this form.

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GENERAL INFORMATION - SECTION 1

201 Reporting Period* (mm/dd/yyyy)	a. from 01-01-2013	b. to 12-31-2013
202 Legal Business Name*	Jack Smith	
203 Business Name (dba)*	JS Cattle Co.	
204 Mailing Address*	124 Main	
205 City, State, Zip*	Los Vega, TX 78645	
206 Physical Address*	Same	
207 City, State, Zip*	Same	
208 Contact Name*	Jack Smith	
209 Telephone Number*	(512) 456-7890	110 Fax Number*
211 E-Mail Address*	jscattle@comcast.net	112 Web Address

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ORGANIZATIONAL STRUCTURE - SECTION 2

List owners, officers, partners, and members in control of this business

	a. Name	b. Title	c. Percentage Ownership
201	Jack Smith	Owner	100
202			
203			
204			
205			

206 Type of organization:  Individual  Partnership  Corporation  L.L.C.  L.L.P.  Co-op  Association  Other

207 Is this the same organization type reported last year?  Yes  No

208 Is this business owned or controlled by another business entity?  Yes  No

209 If line 208 is yes, identify the owner/controlling business name and address. N/A

210 Does this business own or control other businesses within the livestock-meat industry?  Yes  No

If line 210 is yes, then provide the names of businesses that you own or control and percentage of control in items 211-214

	a. Name of Business	b. Percentage of Control
211	N/A	
212		
213		
214		

Your response to this form is required under the Packers and Stockyards Act of 1921 (9 CFR 201.97 and 7 U.S.C. 181-228). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0015. The time required to complete this information collection is estimated to average 7 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

Form 3004      Expires January 2010      Page 1 of 4

Close      Save      Save As

This page shows the first time you save your form. After saving the form, you will return to the Saved Forms page to retrieve the form. All subsequent saves that you make will return you to the Saved Forms page.

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You are here: [Home](#) / [Browse Forms](#) / [Form List](#) / [Save Form](#)

## Browse Forms

Please enter a name to save this form as.

Saving a form only puts it in a holding area in your Saved Forms folder. You must **SUBMIT** your form before it will be processed.

Once you save a form, it will remain in your saved forms folder until you choose to delete it. Selecting a saved form and submitting it to a service center will not remove it from your Saved Forms folder.

Name:

**eForms**

- ▶ **Browse Forms**

**Workspace**

- ▶ Create Package
- ▶ Saved Forms
- ▶ Saved Packages
- ▶ Import External Form

**Inbox**

- ▶ Returned Packages
- ▶ Cosign Packages
- ▶ Received Packages

**Outbox**

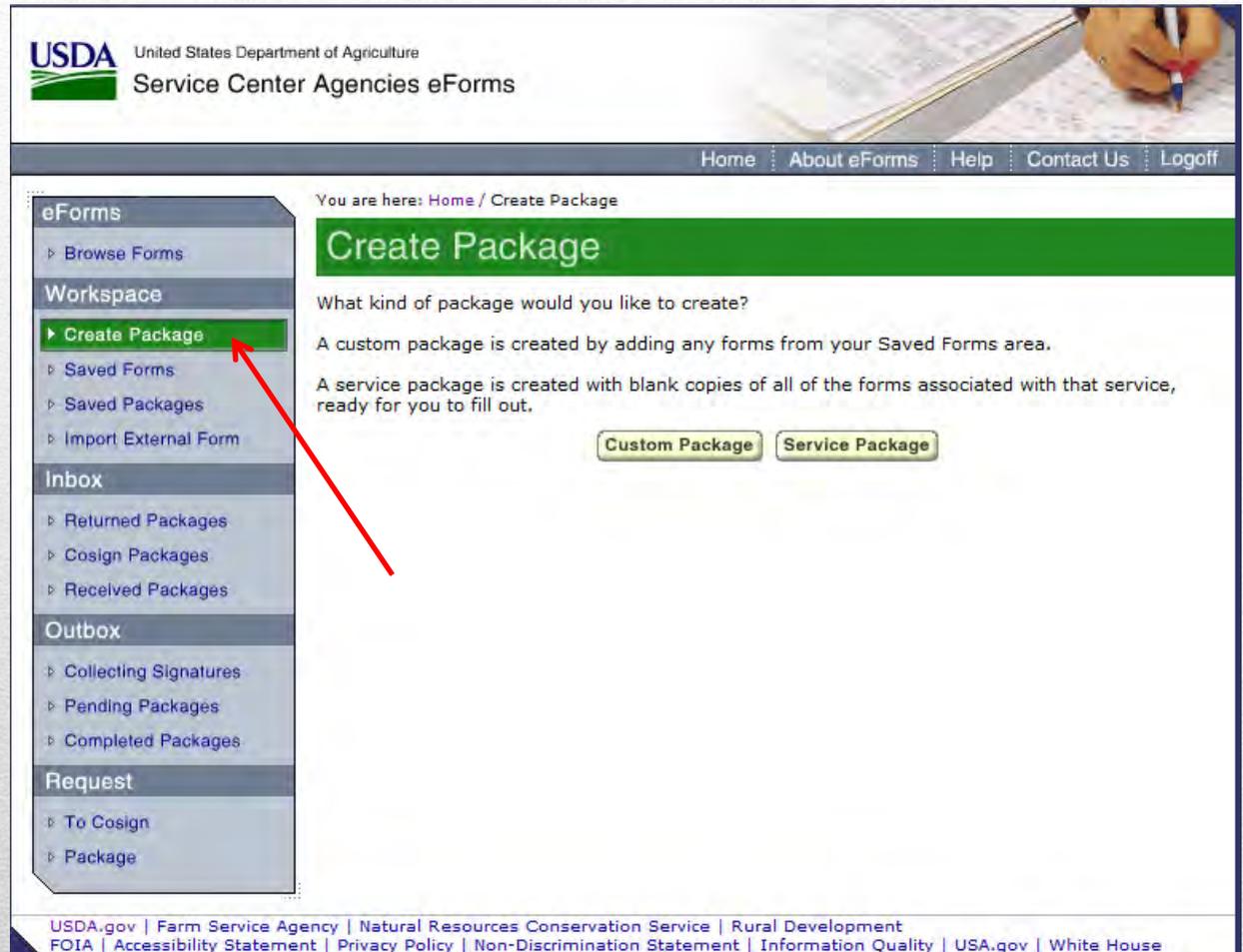
- ▶ Collecting Signatures
- ▶ Pending Packages
- ▶ Completed Packages

**Request**

- ▶ To Cosign
- ▶ Package

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Once you have completed filling out your form and saved the information, you will create a package to send the annual report to PSP. Click on the Custom Package button to start assembling your package.



The screenshot shows the USDA Service Center Agencies eForms interface. 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, a breadcrumb trail reads "You are here: Home / Create Package". The main content area has a green header "Create Package" and the question "What kind of package would you like to create?". It provides two options: "A custom package is created by adding any forms from your Saved Forms area." and "A service package is created with blank copies of all of the forms associated with that service, ready for you to fill out." Below this text are two buttons: "Custom Package" and "Service Package". On the left side, there is a sidebar menu with sections: "eForms" (containing "Browse Forms"), "Workspace" (containing "Create Package", "Saved Forms", "Saved Packages", "Import External Form"), "Inbox" (containing "Returned Packages", "Cosign Packages", "Received Packages"), "Outbox" (containing "Collecting Signatures", "Pending Packages", "Completed Packages"), and "Request" (containing "To Cosign", "Package"). A red arrow points from the "Create Package" link in the "Workspace" section to the "Custom Package" button in the main content area.

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## Tips for Creating Packages

- When selecting forms to create a package, include only one entity per package. If you include multiple entities within a single package, it will create processing errors, and could cause issues with reports not being received.
-

As you see, the form just created is shown in this list of saved forms. Additional forms for the same firm have also been created using the 3005 Supplement to Packer Annual Report. Select the name of the annual report form you created to create the package. Do not select any supplemental forms in this step of the process. Click the Continue button once the correct report is selected.

The screenshot displays the 'Create Package' interface in the USDA Service Center Agencies eForms system. The page title is 'Create Package' and the breadcrumb trail is 'Home / Create Package / Custom Package'. A message states: '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 type="checkbox"/>	B&B Buyers, Inc. 2013 AR	Active	02/24/2014	
<input type="checkbox"/>	Cattlemens 2013	Active	02/20/2014	
<input type="checkbox"/>	Dominique's LS Market	Active	02/24/2014	
<input type="checkbox"/>	Hartzler Dairy 2013	Active	02/24/2014	
<input checked="" type="checkbox"/>	JS Cattle 2013	Active	03/04/2014	
<input type="checkbox"/>	JS Cattle Akron	Active	03/04/2014	
<input type="checkbox"/>	Js Cattle Springfield	Active	03/04/2014	
<input type="checkbox"/>	JS Cattle Tyme	Active	03/04/2014	
<input type="checkbox"/>	Lady Farms Forest 2013	Active	02/26/2014	
<input type="checkbox"/>	Texas Livestock 2012	Inactive	02/14/2014	
<input type="checkbox"/>	Torrington 2012	Inactive	02/13/2014	
<input type="checkbox"/>	Tyson 300 Lexington, NE	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 - Pasco WA	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Amarillo, TX	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Dakota City NE	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Denison IA	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Finney Co. KS	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Joslin IL	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Lexington NE	Active	02/20/2014	
<input type="checkbox"/>	Tyson Fresh Meats	Active	02/20/2014	
<input type="checkbox"/>	Walt's Wholesale Meats	Active	02/25/2014	
<input type="checkbox"/>	Wayne Farms LLC 03-2013	Inactive	02/18/2014	

At the bottom of the table are 'Continue' and 'Cancel' buttons. The footer contains: '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'.

The Create Package page opens again when you click the Continue Button. Enter the name for your form, including reporting year, as shown to the right. Then select the receiving agency from the drop down list and click Create Package. *Note: Package Name and Form name can be the same.*

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Home About eForms Help Contact Us Logoff

You are here: Home / Create Package / Custom Package / Name Package

## Create Package

Please enter a unique name for this package.

Package Name:

USDA Receiving Agency:

Receiving Agency

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If you need to add Supplemental forms to the package, you can select the package name in the left column to add those documents. Or, if you are ready to submit the package, select the Submit icon under the Actions column.

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Home About eForms Help Contact Us Logoff

You are here: Home / Saved Packages

### Saved Packages

These are the packages you have previously saved. You may submit  or delete  these packages, and if you open them up you may add, edit or delete the forms they contain. You open packages by clicking on their name.

Name	Last Updated	Agency	Actions
<a href="#">JS Cattle Co. 2013</a>	03/05/2014	GIPSA	 
<a href="#">Test v2</a>	06/27/2013	RD	 

Add forms or Supporting documents

Submit forms

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The action you just completed takes you to this page in the application. Select the Add button. This takes you to the Saved Forms list where all the forms are located. This function is used most commonly with a Packer Annual Report when adding the supplemental form 3005.

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Home About eForms Help Contact Us Logoff

You are here: Home / Saved Packages / Saved Package

### Saved Packages

These are the forms that are contained by package . You can view each form by clicking on the form name. You can then make the necessary changes and click Save. You can add another form to the package, by clicking the Add button or you can delete a form by clicking the delete button.

Name	Status	Create Date	Actions
JS Cattle 2013	Active	03/05/2014	 

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Adding Additional forms

This page lists all the available forms that may be added to a package. Select the supplemental forms you created for your package, then select the Add button.

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You are here: Home / Saved Packages / Saved Package / Add Package Items

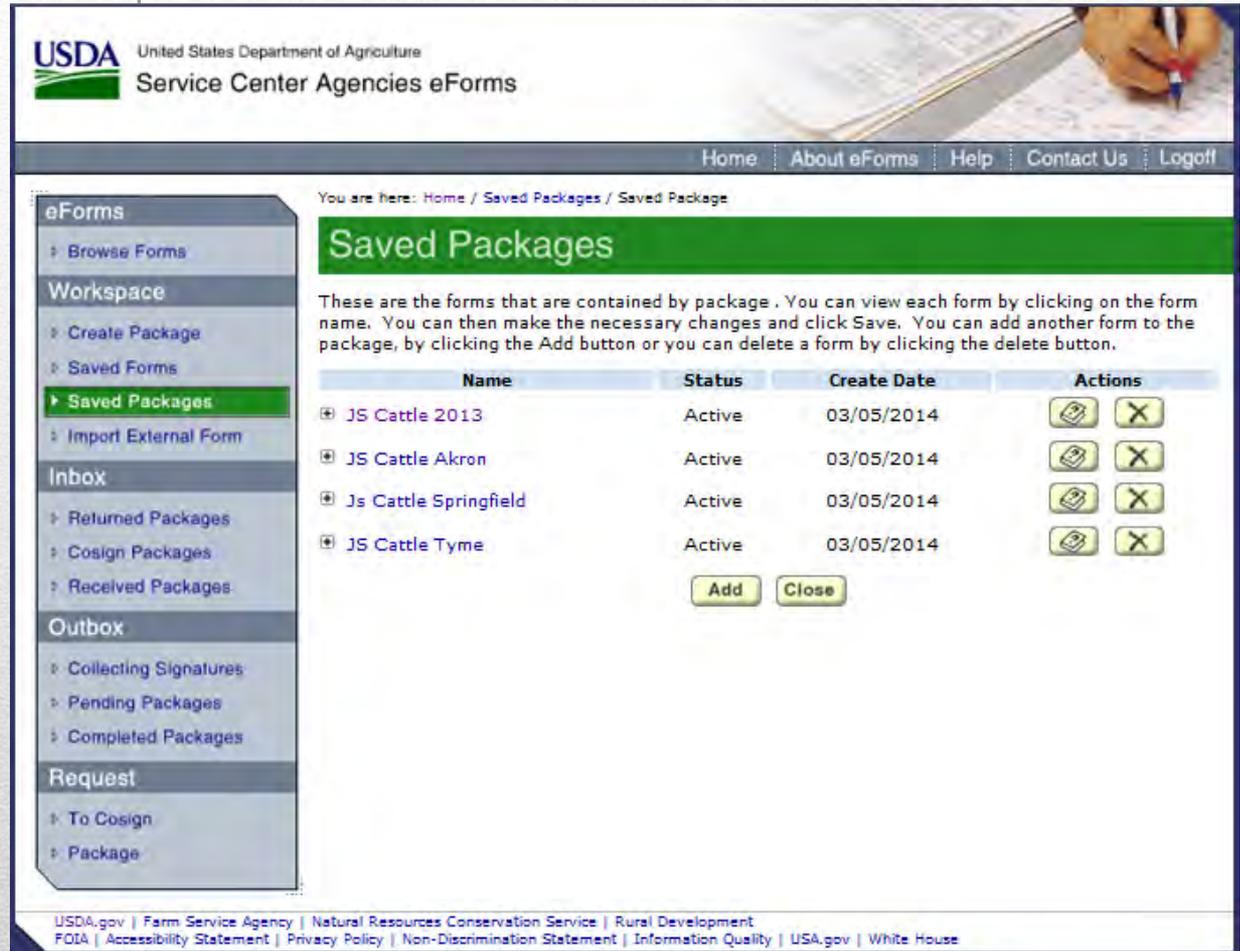
### Saved Packages

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 type="checkbox"/>	B&B Buyers, Inc. 2013 AR	Active	02/24/2014	
<input type="checkbox"/>	Cattlemens 2013	Active	02/20/2014	
<input type="checkbox"/>	Dominique's LS Market	Active	02/24/2014	
<input type="checkbox"/>	Hartzler Dairy 2013	Active	02/24/2014	
<input type="checkbox"/>	JS Cattle 2013	Active	03/04/2014	
<input checked="" type="checkbox"/>	JS Cattle Akron	Active	03/04/2014	
<input checked="" type="checkbox"/>	Js Cattle Springfield	Active	03/04/2014	
<input checked="" type="checkbox"/>	JS Cattle Tyme	Active	03/04/2014	
<input type="checkbox"/>	Lady Farms Forest 2013	Active	02/26/2014	
<input type="checkbox"/>	Texas Livestock 2012	Inactive	02/14/2014	
<input type="checkbox"/>	Torrington 2012	Inactive	02/13/2014	
<input type="checkbox"/>	Tyson 300 Lexington, NE	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 - Pasco WA	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Amarillo, TX	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Dakota City NE	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Denison IA	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Finney Co. KS	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Joslin IL	Active	02/20/2014	
<input type="checkbox"/>	Tyson 3005 Lexington NE	Active	02/20/2014	
<input type="checkbox"/>	Tyson Fresh Meats	Active	02/20/2014	
<input type="checkbox"/>	Walt's Wholesale Meats	Active	02/25/2014	
<input type="checkbox"/>	Wayne Farms LLC 03-2013	Inactive	02/18/2014	

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Once you have created the package, you will return to the Saved Packages page, which shows the documents contained in the package. You may add additional forms to the package, if needed, or select Close to return to the Submit Package page.



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Home About eForms Help Contact Us Logout

You are here: Home / Saved Packages / Saved Package

## Saved Packages

These are the forms that are contained by package . You can view each form by clicking on the form name. You can then make the necessary changes and click Save. You can add another form to the package, by clicking the Add button or you can delete a form by clicking the delete button.

Name	Status	Create Date	Actions
JS Cattle 2013	Active	03/05/2014	 
JS Cattle Akron	Active	03/05/2014	 
Js Cattle Springfield	Active	03/05/2014	 
JS Cattle Tyme	Active	03/05/2014	 

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The package has been completed. Select the Submit button.

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Home About eForms Help Contact Us Logoff

You are here: Home / Saved Packages

### Saved Packages

These are the packages you have previously saved. You may submit  or delete  these packages, and if you open them up you may add, edit or delete the forms they contain. You open packages by clicking on their name.

Name	Last Updated	Agency	Actions
<a href="#">JS Cattle Co. 2013</a>	03/05/2014	GIPSA	 
<a href="#">Test v2</a>	06/27/2013	RD	 

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Submitting the package

Using the map, select the Service Center or Office you would like to submit the form. For the annual report forms, the system will recognize the package should be submitted to “WRO Central Reporting Unit, PO Box 110639, Aurora, CO 80042”

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Home | About eForms | Help | Contact Us | Logout

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## Saved Packages

Please click on a previously selected service center or use the map to select a new service center: [Text Version](#)

Name	Address	Action
------	---------	--------

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You may add any comments to your package prior to submission. You can also see which documents and forms you have added to your package. When you click the Add button, you may add additional documents such as financial statements, ownership information, etc. to the package. Click the Add button.

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

### Saved Packages

Please review the following information for the **JS Cattle Co. 2013** 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	
<b>Attachments</b>		
Name	Description	Action
JS Cattle 2013	Annual Report of Packers	X
JS Cattle Akron	Supplement to Annual Report of Packers	X
JS Cattle Springfield	Supplement to Annual Report of Packers	X
JS Cattle Tyme	Supplement to Annual Report of Packers	X

**Add**

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

This is where you add your comments to the package.

Your USDA eAuthentication account email address is **karl.kelley@stl.usda.gov**. 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: WRO Central Reporting Unit  
PO Box 110639  
Aurora, CO 80042  
Phone Number: 3033754264  
Fax Number: 3033714677

**Submit**

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If you clicked the Add button on the previous slide, you will be presented with this page where you can browse your computer for additional documents to add to the package. Select your document, enter the description, click Add, and you will return to the previous page to submit your package.

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Service Center Agencies eForms

Home About eForms Help Contact Us Logout

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\pitolle\Docume

Description:

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The Saved Packages page now shows all the forms and documents you have added to your package. Select the Submit button.

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Home About eForms Help Contact Us Logout

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

### Saved Packages

Please review the following information for the **JS Cattle Co. 2013** 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	
<b>Attachments</b>		
Name	Description	Action
JS Cattle Akron	Supplement to Annual Report of Packers	X
JS Cattle Co. 2013	Annual Report of Packers	X
JS Cattle Springfield	Supplement to Annual Report of Packers	X
JS Cattle Tyme	Supplement to Annual Report of Packers	X
JS Cattle Co. Attachment.docx	JS Cattle Co. Attachment	X

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 **karl.kelley@stl.usda.gov**. 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.

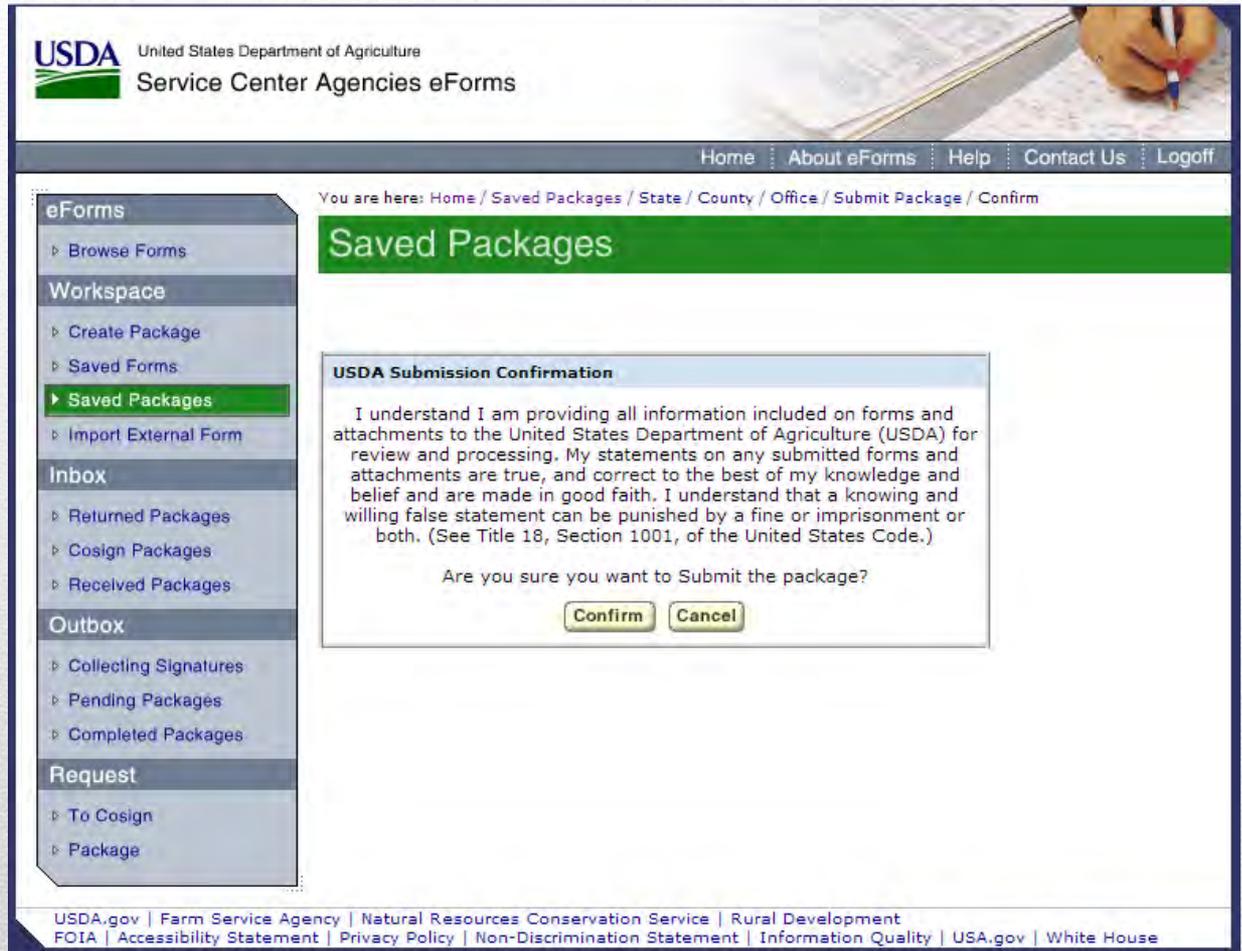
You have selected the following service center:

Service Center: WRO Central Reporting Unit  
PO Box 110639  
Aurora, CO 80042

Phone Number: 3033754264  
Fax Number: 3033714677

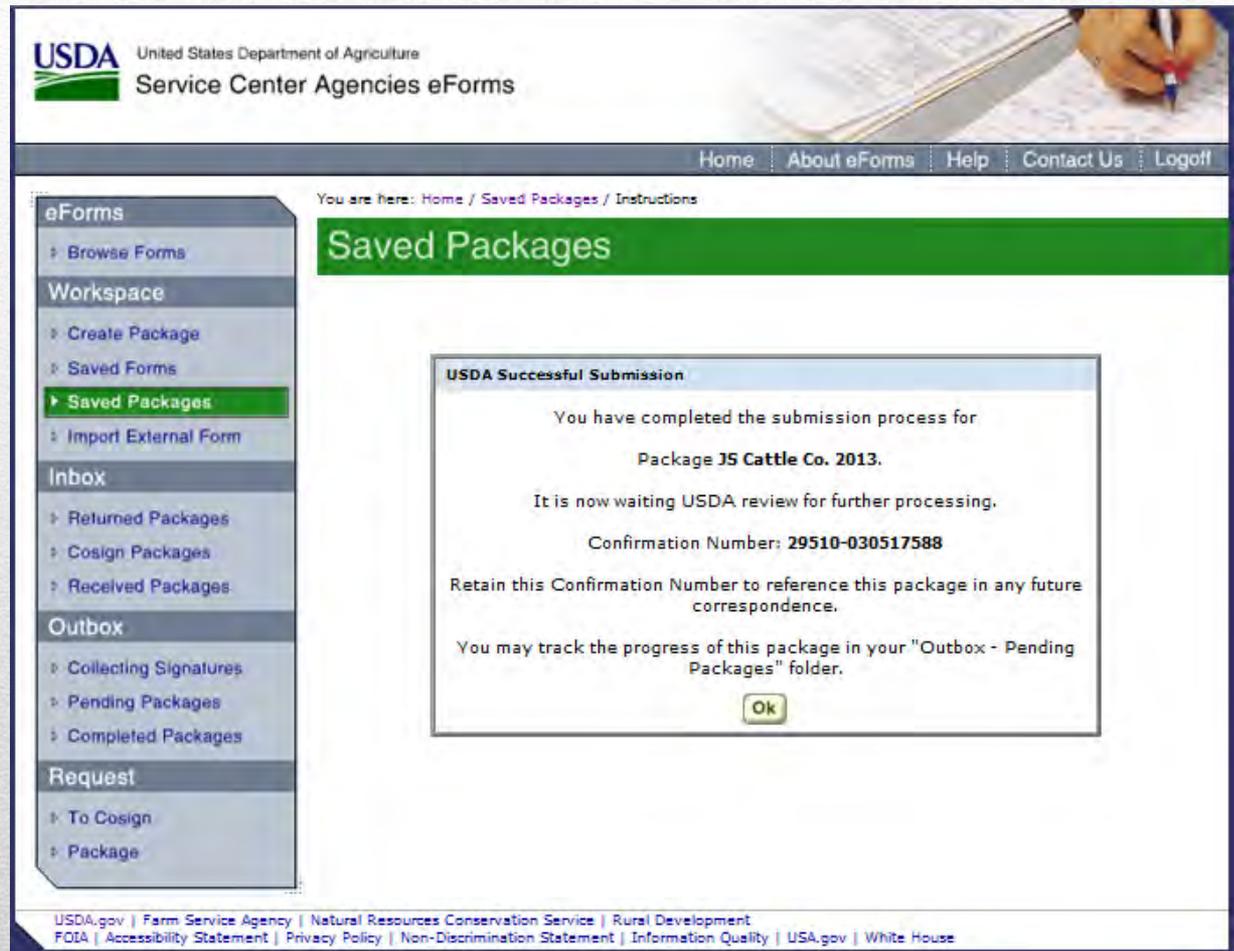
USDA.gov | Farm Service Agency | Natural Resources Conservation Service | Rural Development  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Once you click submit, you will receive this confirmation message to confirm you are submitting a package. Click the Confirm button, and it is on its way.



The screenshot shows the USDA Service Center Agencies eForms interface. 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". The main content area has a green header "Saved Packages". A central box titled "USDA Submission Confirmation" contains 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 this text is the question "Are you sure you want to Submit the package?" and two buttons: "Confirm" and "Cancel". A left-hand sidebar menu lists various options: 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, Package). The footer contains links for USDA.gov, Farm Service Agency, Natural Resources Conservation Service, Rural Development, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, and White House.

Congratulations!  
You've successfully submitted your annual report form to PSP. Your Confirmation Number will be needed for any contact with CRU regarding your annual report. You will receive e-mails showing the progress of your annual report package with this number.



The screenshot shows the USDA Service Center Agencies eForms interface. 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 "Logout". Below the navigation bar is a breadcrumb trail: "You are here: Home / Saved Packages / Instructions". The main content area has a green header "Saved Packages". On the left is a sidebar menu with categories: "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, Package). The "Saved Packages" item is highlighted. The main content area displays a "USDA Successful Submission" message box with the following text: "You have completed the submission process for Package 35 Cattle Co. 2013. It is now waiting USDA review for further processing. Confirmation Number: 29510-030517588. 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." An "Ok" button is at the bottom of the message box. The footer contains links for "USDA.gov", "Farm Service Agency", "Natural Resources Conservation Service", "Rural Development", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House".

- Once you have submitted your annual report package, CRU will do a preliminary review for completeness prior to accepting the package.
    - If any necessary fields are incomplete, the package will be returned to you for correction. You will receive an e-mail that the package has been returned and waiting in your Inbox in the E-Files system.
    - Once the necessary corrections have been made and the package resubmitted, CRU will again review the form, and if complete, will Accept the form for further review and processing
  - You will receive a message the package has been reviewed and accepted as complete for further processing.
  - You will receive e-mails showing the progress of your annual report package with this number.
  - CRU will complete a further review on the annual report before it is accepted as final.
  - You will be notified if you require a bond increase, or other issues, once the report is accepted as final.
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- If you have any questions regarding this process, please contact the Central Reporting Unit (CRU), at 303-375-4264.
- The URL for E-File is <https://forms.sc.egov.usda.gov>

## Contact Information

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Thank you for participating in the E-Files process to complete and submit your annual report. We look forward to working with you.

Central Reporting Unit

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