



# GUS Set Up for TPO Accounts

Please follow these instructions to set up your GUS access to be able to run findings using GUS on USDA loans.

## **Step 1**

Go to <https://identitymanager.ems.usda.gov/registration/index.aspx> to register as a user.

This will be completed for any Loan Officer or Processor that would like GUS access.

Please choose Register for Level 1 Account. Complete the appropriate screens as needed.

## **Step 2**

Email [tpoinfo@flanaganstatebank.com](mailto:tpoinfo@flanaganstatebank.com) to advise Flanagan State Bank that you have finished creating your account.

## **Step 3**

The Owner or Manager of the company will need to email the following information to Wayne Pierce ([waynepierce@flanaganstatebank.com](mailto:waynepierce@flanaganstatebank.com)) to complete the set up of your company. We only need this information once and then your company will be in the GUS System. If you have done this with another company, please advise us of that in an email.

### CONTACT:

1. Name
2. Email address
3. Phone Number

### LENDER AGENT INFORMATION REQUIRED:

4. Agent ID (Organization's 9-Digit Federal Tax ID Number)
5. Organization's Legal Name
6. Full Mailing Address (including: a) street, b) city, c) state, d) zip and e) the + 4 digit zip code extension)
7. Phone Number
8. Lender Type (must be one of the following options):
  - Commercial Bank
  - Mortgage Loan Company
  - Insurance Company
  - Production Credit Association
  - Federal Land Bank
  - Credit Union
  - Savings Bank
  - Bank for Co-ops
  - Small Business Investment Co
  - Broker
  - Other
  - Non-Traditional
  - Service Bureau



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State Housing Finance Agency  
Specialty Servicer

## **Step 4**

Once your Company is authorized then we can authorize individuals. You will receive an email confirmation from USDA.Gov that advises when you have access to GUS.

## **Step 5**

Set up training on GUS with Toni Pierce prior to entering your first file into GUS. It is a little different than DU or LP

After this, you are ready to use GUS to determine if your file will get an accept or refer.