




# eForms User Guide

## Using eForms – Highlights

- eForms is a secure and user friendly environment.
  - eForms is equipped with an extensive glossary for users. If help is needed, click on the  icon.
  - Authorized representatives, participants and/or partners (with active accounts) can work on, complete and/or edit the eForms prior to submission. The eForms [Summary](#) page will track all users.
  - You can save your work and exit anytime.
  - The eForms work best if the tabs are completed in order and clicking **Next** after each page.
  - Users are automatically timed out if the application is left idle for 30 minutes. This is not apparent until **Save** is attempted and a message displays. Any unsaved data will be lost.
  - Make sure any notes or explanations you want to include are completed on the [Additional Info](#) page or the **Notes** text box of the corresponding schedule prior to submission.
  - **Cancel** will clear any unsaved changes to eForms.
  - **Next, Save, Prev**, and clicking onto another tab will save changes to the page that you are on.
  - Click the **Add Line** button if additional new lines are needed.
  - A new line that's been saved can be deleted by clicking the checkbox in the **Delete** column then saving the page by selecting **Save, Prev, Next** or viewing a different page.
  - Partnerships – Supplementary Forms can be submitted for the whole farm operation through eForms **but each partner must complete the following** through their own myAFSC account:
    - o [AFSC Info](#) page (confirm personal information);
    - o [Contacts](#) page (confirm your authorized representative and/or form preparer); and
    - o [Additional Info](#) page (if you do not have any notes to enter it is still necessary to view this page).
    - o After updating each of these pages, each partner must also agree to the **Participant Declaration** and click **Submit**.
    - o After Schedules 1, 2 and 3 have been submitted by one partner; the other partner can view the schedules but can't make changes.
  - [Validation Results](#) page, 'Information Warnings' identifies issues that may result in follow-up from AFSC during verification. Users are able to return to the specified page and correct the issues but may continue without correcting them.
  - [Validation Results](#) page, 'Errors' identifies issues that must be corrected before users are able to proceed with the submission process.
-

---

# Using eForms – Details

## Summary Page

- Last user to update any page is displayed on the [Summary](#) page.

## AFSC Info Page

- This is the personal information that AFSC has on file for you.

## Contacts Page

- The Authorized Representative section shows what AFSC has on file for you.
- The **Form Preparer** section is to enter information on the person that prepared the Supplementary Forms on behalf of the participant, if the participant did not complete the forms. This section can be left blank if the forms were completed by the participant.

## Additional Info Page

There are three text entry boxes available if the user has applicable information to enter:

1. Requesting structural change information.
2. Requesting additional information.
3. Requesting the AFSC Identification Number used for Production Insurance.

## Farms Page

- **This page is only displayed to participants that had more than one farm operation in the current year.**
- Clicking **Next** from the [Additional Info](#) or the [Schedule 3](#) page will display the [Farms](#) page.
- ‘Farm Names’ are listed with an indicator pointing to the one selected.
- User can choose which farm operation is selected by clicking on the **Farm** drop- down arrow on the menu bar, visible on all eForm pages.
- All forms, for all farm operations, must be entered before submitting.

## Schedule 1a

- The **Description** field will be pre-populated in the current year Supplementary Forms based on the prior year information (if available).
  - **Prior Year Income Received in or Deferred to Program Year** field is pre-populated to match the **Prior Year Ending** but these values are editable.
  - To enter a new line, start typing your item in the **Description** field. After typing in three letters, matches will be displayed in a drop-down list. Click on the desired description to select it.
  - A new line that’s been saved can be deleted by clicking the checkbox in the **Delete** column then saving the page by selecting **Save, Prev, Next** or viewing a different page.
  - If there were not any pre-populated lines on the schedule, the **Check Here if Nothing to Report** checkbox will be available. Check off the checkbox if nothing to report in the current year.
  - Clicking the **Add Note** button at the top of the page will take you to the **Schedule 1a Note** textbox.
  - Click the **Add Line** button if additional new lines are needed.
-

---

## Schedule 1b

- The **Description** field will be pre-populated in the current year Supplementary Forms based on the prior year information (if available).
- **Prior Year Ending** field will pre-populated in the current year Supplementary Forms based on the prior year information (if available).
- **Unpaid Expenses at Beginning of Program Year** field is pre-populated to match the **Prior Year Ending** but these values are editable.
- To enter a new line, start typing your item in the **Description** field. After typing in three letters, matches will be displayed in a drop-down list. Click on the desired description to select it.
- A new line that's been saved can be deleted by clicking the checkbox in the **Delete** column then saving the page by selecting **Save, Prev, Next** or viewing a different page.
- If there were not any pre-populated lines on the schedule, the **Check Here if Nothing to Report** checkbox will be available. Check off the checkbox if nothing to report in the current year.
- Clicking the **Add Note** button at the top of the page will take you to the **Schedule 1b Note** textbox.
- Click the **Add Line** button if additional new lines are needed.

## Schedule 1c

- The **Description** field will be pre-populated in the current year Supplementary Forms based on the prior year information (if available).
  - **Prior Year Ending** field will pre-populated in the current year Supplementary Forms based on the prior year information (if available).
  - **Program Year Starting Inventory** field is pre-populated to match the **Prior Year Ending** but these values are editable.
  - To enter a new line, start typing your item in the **Description** field. After typing in three letters, matches will be displayed in a drop-down list. Click on the desired description to select it.
  - A new line that's been saved can be deleted by clicking the checkbox in the **Delete** column then saving the page by selecting **Save, Prev, Next** or viewing a different page.
  - If there were not any pre-populated lines on the schedule, the **Check Here if Nothing to Report** checkbox will be available. Check off the checkbox if nothing to report in the current year.
  - Clicking the **Add Note** button at the top of the page will take you to the **Schedule 1c Note** textbox.
  - Click the **Add Line** button if additional new lines are needed.
-

---

## Schedule 2 Page

- **Description, Grade, Prior Year Ending Inventory, and Unit of Measure** fields are all pre-populated in the current year Supplementary Forms based on the prior year information (if available).
- **Program Year Starting Inventory** values are pre-populated to match the **Prior Year Ending Inventory** but are editable.
- **Bale Weight** cannot be blank if 'Bales' are selected for **Unit of Measure**.
- **Number of Acres** cannot be entered if the commodity is 'Straw'.
- To enter a new line, start typing your item in the **Description** field. After typing in three letters, matches will be displayed in a drop-down list. Click on the desired description to select it.
- When a **Description** is selected from the drop-down list, the **Grade** and **Unit of Measure** drop-down lists will display the appropriate options for the chosen description.
- A new line that's been saved can be deleted by clicking the checkbox in the **Delete** column then saving the page by selecting **Save, Prev, Next** or viewing a different page.
- If there were not any pre-populated lines on the schedule, the **Check Here if Nothing to Report** checkbox will be available.
- Clicking the **Add Note** button at the top of the page will take you to the **Schedule 2 Note** textbox.
- Values are not needed but can be entered in light grey fields (e.g. some **Year End Fair Market Value** fields). Values cannot be entered in dark grey fields (e.g. **Number of Acres** field for 'Straw').
- Click the **Add Line** button if additional new lines are needed.
- 'Summerfallow Acres', 'Unseedable Acres', 'Pasture/Uncultivated Acres', 'Total Acres Farmed and Crop Share Acres (landlord share)', are available above the **Schedule 2 Note** textbox at the bottom of the page.

## Schedule 3

- **Description, Prior Ending, and Unit of Measure** fields are all pre-populated in the current year Supplementary Forms based on the prior year information (if available).
  - **Program Year Starting Inventory # of Head** and **Average Weight** values are editable but are pre-populated based on prior year information in the current year Supplementary Forms (if available).
  - To enter a new line, start typing your item in the **Description** field. After typing in three letters, matches will be displayed in a drop-down list. Click on the desired description to select it.
  - If a new line's **Description** has the corresponding **Unit of Measure** default of 'Unit', a dash will be populated.
  - A new line that's been saved can be deleted by clicking the checkbox in the **Delete** column then saving the page by selecting **Save, Prev, Next** or viewing a different page.
  - If there were not any pre-populated lines on the schedule, the **Check Here if Nothing to Report** checkbox will be available.
  - Clicking the **Add Note** button at the top of the page will take you to the **Schedule 3 Note** textbox.
  - Values are not needed but can be entered in light grey fields (e.g. some **Year End Fair Market Value** fields).
  - Click the **Add Line** button if additional new lines are needed.
  - The **Do you custom feed?** question must be answered before the page can be saved. If 'Yes' is selected, the custom feeding section at the bottom of the page must be completed. Zeros may be entered. If 'No' is selected, all numbers in the custom feeding section must be deleted.
  - The **Type of Animals Custom Fed** field will be pre-populated based on current year Supplementary Forms (if available).
  - The question **Do You Share Cattle?** is editable but will be pre-populated with an answer based on current year Supplementary Forms if it was available. If 'Yes' is selected, the **Number at Start of Program Year** and **Number at End of Program Year** cells to the right of the question must be completed.
-

---

## Validation Results Page

- This page is displayed when the **Finished** tab is clicked or when the **Next** button is clicked from the [Schedule 3](#) page (after all farm operations have been completed).
- The [Validation Results](#) page will only display if 'Information Warnings' or 'Errors' exist. If none exist, the [Participant Declaration](#) page will display instead.
- 'Information Warnings' and 'Error' messages display along with what page the issue occurs on.
- 'Information Warnings' messages are grouped together. These identify issues that may result in follow-up from AFSC during verification. Users are able to return to the specified page and correct the issues but may continue without correcting them.
- 'Error' messages are grouped together. These identify issues that must be corrected before users are able to proceed with the submission process.

## Declaration Page

- This page displays after clicking **Next** on the [Validation Results](#) page (after all errors have been corrected).
- **I agree** checkbox must be selected to proceed with submission.
- If the user has selected 'I agree' to the declaration but does not complete the submission at that time, the declaration page does not display again. Instead, they will proceed to the [Submission](#) page.

## Ready to Submit Page

- The **Ready to Submit** text is displayed.
- Exit eForms link is available.
- After the **Submit** button is clicked, forms are submitted and can no longer be modified.

## Thank You Page

- This page displays after clicking **Submit** on the [Ready to Submit](#) page.
- This page can be printed for your records.
- Links are available to either exit eForms, or to go to the [Documents](#) page where a copy of the submitted forms can be printed.

## After Submission of eForms

- After eForms have been submitted they are locked down and cannot be modified.
- Revisions can be mailed, faxed, emailed or dropped off at your Branch Office.
- A copy of the submitted forms is available for viewing and printing at any time on the [Documents](#) page.