Farm Service Agency

Pandemic Assistance Revenue Program (PARP)
APPLICATION INSTRUCTIONS
FOR LEVEL 2 EAUTHENICATED USERS
October 18th, 2021
V 1.0

Contents

1   Creating A New PARP Application from Home

1.1   Basic Information

The PARP application was developed to be accessed by customers with Level 2 eAuthentication access. The PARP application allows producers to:

- create/ submit a new PARP application
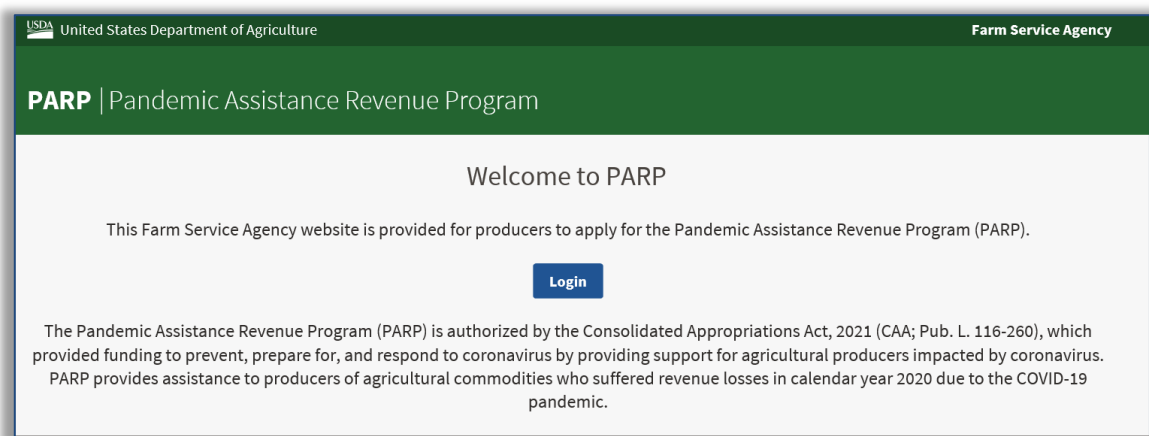- view/modify an existing PARP application
- print a PARP application.

County offices will receive notification when PARP applications have been submitted or modified.
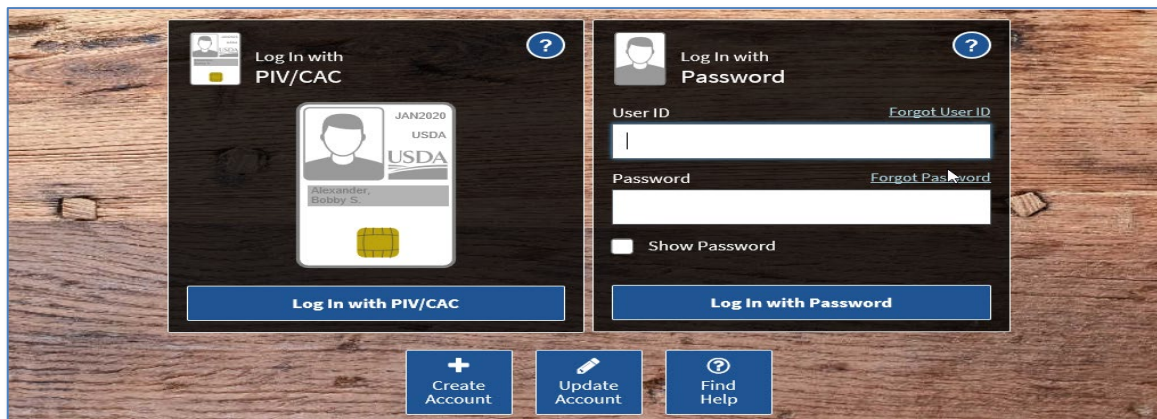
1.2   Create PARP Application

The PARP Application can be accessed by navigating to the following link;

https://apps.fsa.usda.gov/PARP/index.jsp

- CLICK "**Login**". The "My Application Screen" is displayed.

- Enter EAuth User ID and Password and click "**Log In with Password**".

Producer Selection Screen is displayed, which includes the user themselves and any other producer for which the user has representative capacity.

- SELECT the ratio button next to the applicable producer

- CLICK **"Add/Edit Application".** The PARP Application will display for the selected producer.

2   Entering and Submitting PARP Information

2.1   Overview

User will be able to record PARP revenue information for applicable years associated with Allowable Gross Revenue..

PARP application will always default to the Allowable Gross Revenue Screen.

The user can advance to the summary screen by CLICKING "**Save and Continue**" or by selecting the summary screen on the blue ribbon across the top of the screen.

2.2 Allowable Gross Revenue

If the user has Allowable Gross Revenue,

- Enter 2018 or 2019 Allowable Gross Revenue

  Note: System will not allow the user to record both 2018 and 2019.

- Enter 2020 Allowable Gross Revenue

- CLICK **"Save and Continue"** to move to the next screen.

  o If the user wants to skip directly to another screen, CLICK **"Save"** before clicking the applicable tab.

2.3 Summary Screen

The Summary Screen will summarize all production information recorded within the PARP Application and allow the producer to electronically sign the application.

Users will need to scroll to the bottom of the screen in order to electronically sign the application

Part C - ALLOWABLE GROSS REVENUE		Summary	

Program Year: **2020** State: **Arkansas (05)** County: **Madison (087)** Application Status: **Not created**
Producer: Farmer, Ima Recording State: **Arkansas (05)** Recording County: **Madison (087)** Application ID: **Unassigned**

PART C - ALLOWABLE GROSS REVENUE

Source	2018 Allowable Gross Revenue	2019 Allowable Gross Revenue	2020 Allowable Gross Revenue

PRODUCER CERTIFICATION

I hereby sign and acknowledge under penalty of perjury in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621 that the foregoing is true and correct.
To put your electronic signature on the application for **BOATRIGHT, A C** check this box. ☐

3   Enrolling PARP Application

3.1 Overview

The user will be able to record an electronic signature on their PARP Application.

By recording an electronic signature the user is confirming the PARP Application is ready for COC Action.

3.2   Recording Electronic Signature

To record the user's electronic signature, the user must navigate to the Summary Screen of the PARP Application. Once on the Summary Screen, the user must scroll to the bottom of the Screen.

To enroll the PARP application,

- CLICK the checkbox
- CLICK **"Save and Continue".**

4   Editing a PARP Application

4.1   Overview

A PARP application can be edited up until a COC Determination has been recorded. When COC Determination information has been recorded, the application information will be view-only.

To modify an application with COC Determination information recorded the user must contact their local FSA office for assistance.

When PARP information has been modified or added to an application the electronic signature will automatically be removed from the application. The user must electronically sign the application every time an application is modified.

5   Printing a PARP Application

5.1   Overview

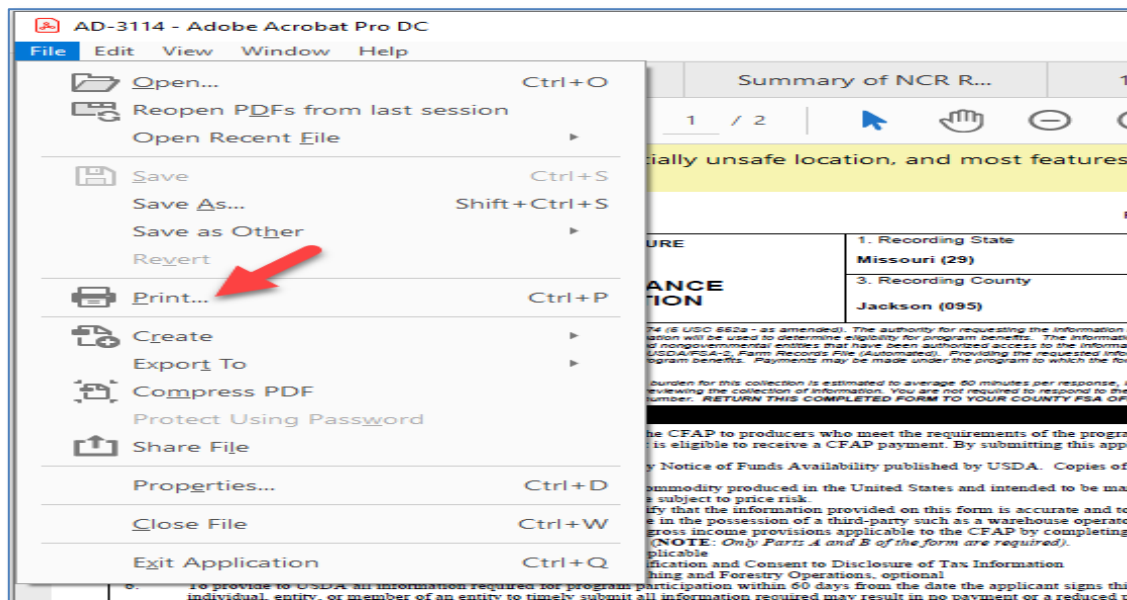The user can print the PARP application from the Producer's Selection Screen.

- SELECT the ratio button
- CLICK "**View Form**" button.

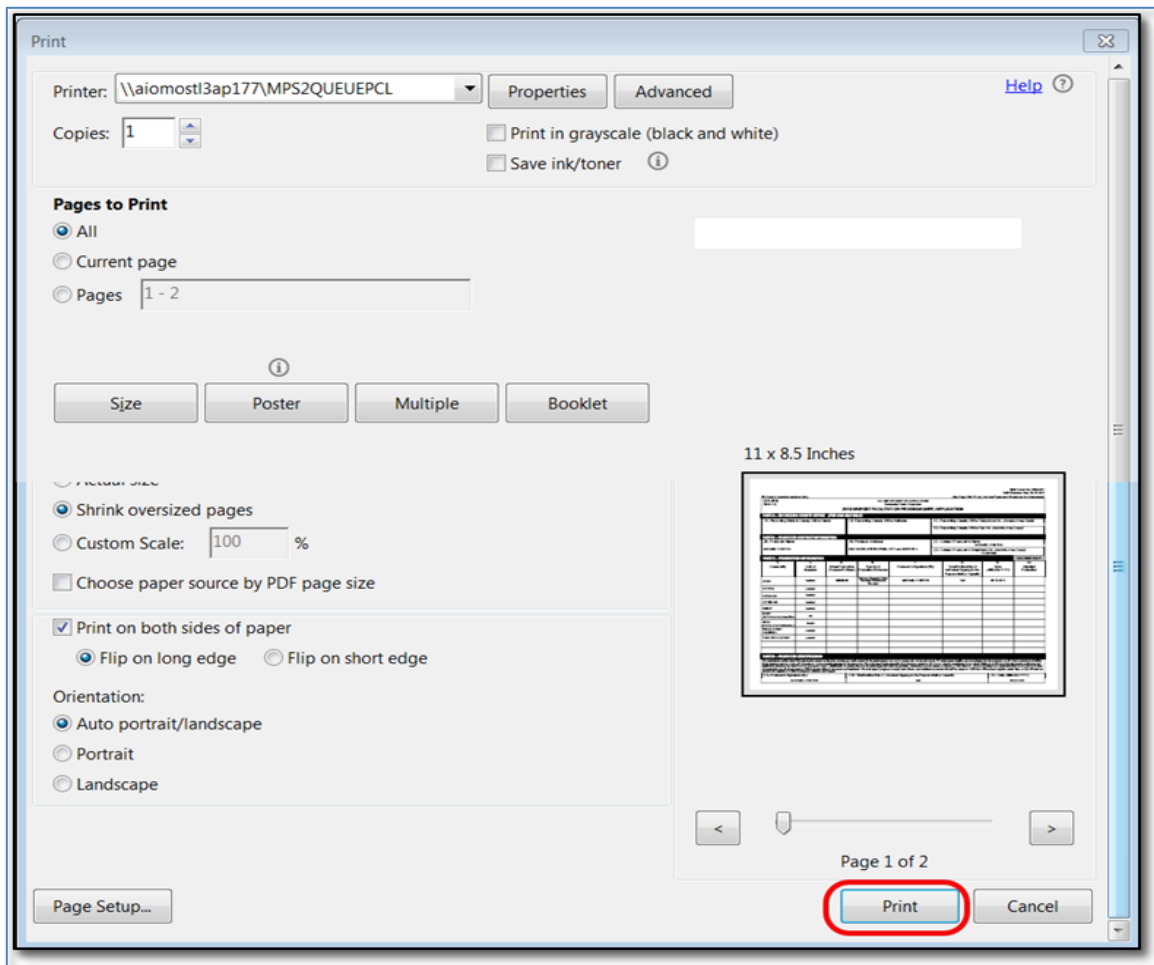FSA-1122 will display in a PDF format and can be printed.

The form can be printed by:

- Selecting **"Print"** from the File Menu.
- Selecting the Print Icon

Once "**Print**" has been selected a "Print" window will display

- CLICK "**Print**" to print the FSA-1122

Note: Printing options can be different for a variety of reasons. The above screenshot may not match what displays on the user's computer.

6   Notifications

6.1   County Office Notifications

Email notifications will be sent to the recording county office when:

- an online application is created.
- an online application is modified.
- an online application has been electronically signed.