**Farm Service Agency**

# Pandemic Assistance for Timber Harvesters and Haulers
# (PATHH)
# APPLICATION INSTRUCTIONS
# FOR LEVEL 2 EAUTHENICATED USERS
# July 12, 2021
# V 1.0

Contents

# Version History

| Date | Version | Description of Change |
|---|---|---|
| 7-22-21 | 1.0 | Issued |
| | | |

# 1   Creating A New PATHH Application from Home

## 1.1   Basic Information

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

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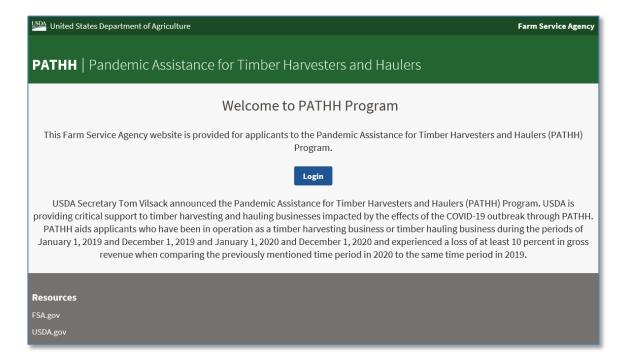- view/modify an existing PATHH application
- print an PATHH application.

County offices will receive notification when PATHH applications have been submitted or modified.

## 1.2   Create PATHH Application

The PATHH Application can be accessed by navigating to the following link:

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

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

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



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

- SELECT the ratio button next to the applicable applicant

- CLICK **"Add/Edit Application".** The PATHH Application will display for the selected applicant.



## 2 Entering and Submitting PATHH Information

### 2.1 Overview

User will be able to record PATHH information for timber business type revenue to be eligible for losses.

PATHH application will always default to the Part C – Timber Harvester and Hauler Revenue Screen.

### 2.2 Part C – Timber Harvester and Hauler Revenue Screen

- CLICK **"Add Timber Revenue"**

- Select the Timber Business Type

- Enter the Principal Business Code

- Enter the 2019 Gross Revenue (January 1, 2019 – December 1, 2019)

- Enter the 2020 Gross Revenue (January 1, 2020 – December 1, 2020)

- Enter the Origination Date 2019 (Only complete if business operation started after January 1, 2019 )

- Enter the Dissolution Date 2020 (Only complete if business operation dissolved prior to December 1, 2020)

- 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 revenue information recorded within the PATHH Application and allow the applicant to electronically sign the application.

**PART C - TIMBER HARVESTER/HAULER REVENUE**

| Timber Business Type | Principal Business Code | 2019 Gross Revenue (Jan 1, 2019 - Dec 1, 2019) | 2020 Gross Revenue (Jan 1, 2020 - Dec 1, 2020) | Origination Date 2019 (Only complete if business operation started after January 1, 2019 ) | Dissolution Date 2020 (Only complete if business operation dissolved prior to December 1, 2020) |
|---|---|---|---|---|---|
| Harvester | 123456 | 12345676.00 | 26.00 | 12/01/2019 | 11/02/2020 |

AGENCY USE ONLY

*I am a timber hauler and certify that I have provided a copy of my* **2020** *IRS Form 2290, Heavy Highway Vehicle Use Tax Program to the USDA Farm Service Agency Service Center.*
☐ YES  ☑ NO

*I am a timber hauler and certify that I have provided a copy of my* **2019** *IRS Form 2290, Heavy Highway Vehicle Use Tax Program to the USDA Farm Service Agency Service Center.*
☑ YES  ☐ NO

*I certify the applicant identified in Part B Item 5 is an individual person that is a US Citizen or Resident Alien; or a legal entity, including corporation, LLC, LP, trust, estate, general partnership or joint venture, or similar type entity, comprised solely of persons who are U.S. Citizens or Resident Aliens; or is an Indian Tribe or Tribal organization, as defined in section 4 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).*
☐ YES  ☐ NO

**APPLICANT CERTIFICATION**

*I certify by signing this application that the applicant is not a residential or commercial tree care business; landscape service; trucking business that does not transport trees or logs; timber brokers; and/or United States Federal, State, and local government. 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 **SHEEDER, SUZANNE E Esquire** check this box. ☐

**2 of 2** Steps        Exit | Back | **Save and Continue**

# 3   Enrolling PATHH Application

## 3.1   Overview

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

By recording an electronic signature the user is confirming the PATHH 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 PATHH Application.

To enroll the PATHH application,

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

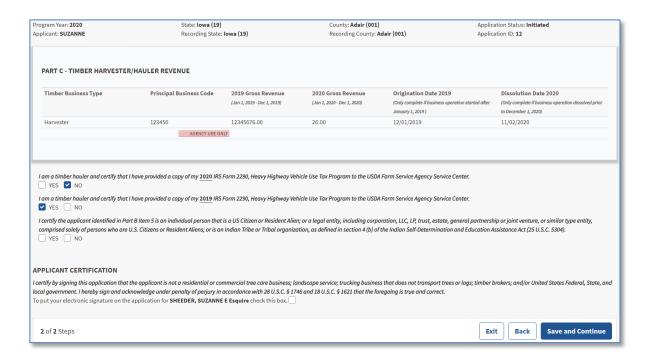| | | Program Year: **2020** | | State: **Iowa (19)** | | County: **Adair (001)** | | Application Status: **Initiated** |
| Applicant: **SUZANNE** | | | | Recording State: **Iowa (19)** | | Recording County: **Adair (001)** | | Application ID: **12** |

**PART C - TIMBER HARVESTER/HAULER REVENUE**

| Timber Business Type | Principal Business Code | 2019 Gross Revenue (Jan 1, 2019 - Dec 1, 2019) | 2020 Gross Revenue (Jan 1, 2020 - Dec 1, 2020) | Origination Date 2019 (Only complete if business operation started after January 1, 2019 ) | Dissolution Date 2020 (Only complete if business operation dissolved prior to December 1, 2020) |
|---|---|---|---|---|---|
| Harvester | 123456 | 12345676.00 | 26.00 | 12/01/2019 | 11/02/2020 |
| | AGENCY USE ONLY | | | | |

*I am a timber hauler and certify that I have provided a copy of my* 2020 *IRS Form 2290, Heavy Highway Vehicle Use Tax Program to the USDA Farm Service Agency Service Center.*
☐ YES  ☑ NO

*I am a timber hauler and certify that I have provided a copy of my* 2019 *IRS Form 2290, Heavy Highway Vehicle Use Tax Program to the USDA Farm Service Agency Service Center.*
☑ YES  ☐ NO

*I certify the applicant identified in Part B Item 5 is an individual person that is a US Citizen or Resident Alien; or a legal entity, including corporation, LLC, LP, trust, estate, general partnership or joint venture, or similar type entity, comprised solely of persons who are U.S. Citizens or Resident Aliens; or is an Indian Tribe or Tribal organization, as defined in section 4 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).*
☐ YES  ☐ NO

**APPLICANT CERTIFICATION**

*I certify by signing this application that the applicant is not a residential or commercial tree care business; landscape service; trucking business that does not transport trees or logs; timber brokers; and/or United States Federal, State, and local government. 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 **SHEEDER, SUZANNE E Esquire** check this box. ☐

**2** of **2** Steps                    Exit  Back  **Save and Continue**

# 4  Editing a PATHH Application

## 4.1  Overview

A PATHH 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 PATHH production 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 PATHH Application

## 5.1  Overview

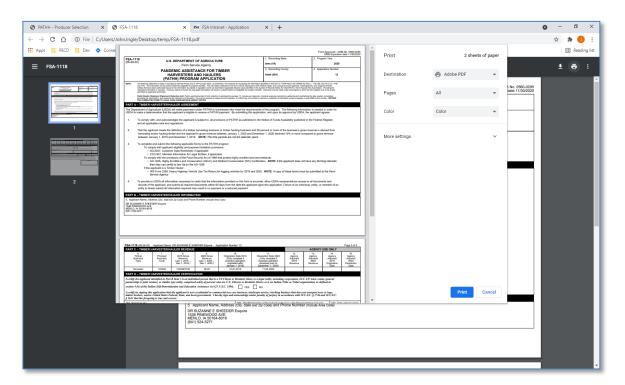The user can print the PATHH application from the Applicant's Selection Screen.

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

FSA-1118 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-1118

**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.