

Pandemic Assistance for Timber Harvesters and
Haulers

(PATHH)

APPLICATION INSTRUCTIONS
FOR LEVEL 2 EAUTHENTICATED USERS

July 12, 2021

V 1.0

Contents

- 1 Creating A New PATHH Application from Home..... 4**
 - 1.1 Basic Information..... 4
 - 1.2 Create PATHH Application..... 4
- 2 Entering and Submitting PATHH Information 5**
 - 2.1 Overview..... 5
 - 2.2 Part C – Timber Harvester and Hauler Revenue Screen..... 5
 - 2.3 Summary Screen 6
- 3 Enrolling PATHH Application..... 7**
 - 3.1 Overview..... 7
 - 3.2 Recording Electronic Signature 7
- 4 Editing a PATHH Application 8**
 - 4.1 Overview..... 8
- 5 Printing a PATHH Application..... 8**
 - 5.1 Overview..... 8
- 6 Notifications 10**
 - 6.1 County Office Notifications..... 10

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.

USDA United States Department of Agriculture Farm Service Agency

PATHH | Pandemic Assistance for Timber Harvesters and Haulers

Welcome to PATHH Program

This Farm Service Agency website is provided for applicants to the Pandemic Assistance for Timber Harvesters and Haulers (PATHH) Program.

Login

USDA Secretary Tom Vilsack announced the Pandemic Assistance for Timber Harvesters and Haulers (PATHH) Program. USDA is providing critical support to timber harvesting and hauling businesses impacted by the effects of the COVID-19 outbreak through PATHH. PATHH aids applicants who have been in operation as a timber harvesting business or timber hauling business during the periods of January 1, 2019 and December 1, 2019 and January 1, 2020 and December 1, 2020 and experienced a loss of at least 10 percent in gross revenue when comparing the previously mentioned time period in 2020 to the same time period in 2019.

Resources
FSA.gov
USDA.gov

- 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 radio button next to the applicable applicant
- CLICK “**Add/Edit Application**”. The PATHH Application will display for the selected applicant.

Applicant Selection

Program Year: 2020

Buttons: Add/Edit Application, View Form, ECPR

App ID ^	Applicant ^	Role	Application Status	COC Determination	COC Obligation Status
<input type="radio"/> 1	SUZANNE	Self	Enrolled		

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.
 - If the user wants to skip directly to another screen, **CLICK “Save”** before clicking the applicable tab.

Part C - TIMBER HARVESTER/HAULER REVENUE				Summary			
Program Year: 2020 Applicant: SUZANNE		State: Iowa (19) Recording State: Iowa (19)		County: Adair (001) Recording County: Adair (001)		Application Status: Enrolled Application ID: 12	
Timber Business Type	Principal Business Code	2019 Gross Revenue <small>(Jan 1, 2019 - Dec 1, 2019)</small>	2020 Gross Revenue <small>(Jan 1, 2020 - Dec 1, 2020)</small>	Origination Date 2019 <small>(Only complete if business operation started after January 1, 2019)</small>	Dissolution Date 2020 <small>(Only complete if business operation dissolved prior to December 1, 2020)</small>	Actions	
Harvester	123456	12345676.00	26.00	12/01/2019	11/02/2020	Remove	
		<small>AGENCY USE ONLY</small>		mm/dd/yyyy	mm/dd/yyyy		
<input type="button" value="Add Timber Revenue"/>							
1 of 2 Steps				<input type="button" value="Exit"/>	<input type="button" value="Save"/>	<input type="button" value="Continue"/>	<input type="button" value="Save and Continue"/>

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.

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

PART C - TIMBER HARVESTER/AULER REVENUE

Timber Business Type	Principal Business Code	2019 Gross Revenue <small>(Jan 1, 2019 - Dec 1, 2019)</small>	2020 Gross Revenue <small>(Jan 1, 2020 - Dec 1, 2020)</small>	Origination Date 2019 <small>(Only complete if business operation started after January 1, 2019)</small>	Dissolution Date 2020 <small>(Only complete if business operation dissolved prior to December 1, 2020)</small>
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

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

YES NO
 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).

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

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.

Applicant Selection

Program Year:
2020

App ID ^	Applicant ^	Role	Application Status	COC Determination	COC Obligation Status
12	SUZANNE	Self	Initiated		

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

The screenshot shows a web browser window with the FSA-1118 application form open as a PDF. A print dialog box is overlaid on the right side of the browser, showing the following options:

- Print: 2 sheets of paper
- Destination: Adobe PDF
- Pages: All
- Color: Color
- More settings: (expanded)
- Buttons: Print, Cancel

The PDF form itself contains the following sections:

- Form Information:** Form Number: FSA-1118, Form Title: PANDEMIC ASSISTANCE FOR TIMBER HARVESTERS AND HAULIERS (PATHH) PROGRAM APPLICATION, Program Year: 2020, Application Number: 12.
- Part A - Timber Harvesting Assessment:** A list of four requirements for applicants, including providing information on timber harvesting operations and submitting applicable forms.
- Part B - Timber Harvester/Hauler Information:** A table for providing personal and business information for the applicant and any partners.
- Part C - Timber Harvesting Assessment:** A section for providing information on timber harvesting operations, including acreage and volume.

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.