Farmer Mac Refresh:

Tracking the Tabs to Success

Getting Started in AgPower®
Today’s Presenters:

Scott Steveson  
Senior Underwriter  
Johnston, Iowa Office  
Scott_Steveson@farmermac.com  
866-452-2617

Mary Maloney  
Director of Marketing  
Washington, DC Office  
Mary_Maloney@farmermac.com  
202-872-6682
## Tracking the Tabs to Success Series

### Getting Started with AgPower
- Farm & Ranch Loan Purchase Process
- Accessing AgPower
- Application Queue
- Application Tab
- Borrower Info Tab
- Communication/Attachment Tab

_August 7th 2013_

### Balance Sheet and Loan Summary
- Balance Sheet & Balance Sheet Schedules
- Consolidated Balance Sheet & Schedules
- Proforma Balance Sheet and Schedules
- Loan Summary Tab

_August 14th 2013_

### Income & Expense and Subsidiary Analysis
- Income & Expense Tab
- Proforma Income & Expense Tab
- Subsidiary Analysis Tab

_August 21st 2013_

### Loan Submission and Final Steps
- Submitting the Loan
- Preliminary Loan Approval
- Appraisal Checklist
- PPDocs
- Rate Locking and Rate Lock Info Tab
- Purchase Request & Purchase Info Tab

_August 28th 2013_
Getting Started in AgPower®

Today’s Webinar will cover the following:

- The Farm & Ranch Loan Purchase Process
- Accessing AgPower
- The Loan Application Queue
- The Application Tab
- The Borrower Info Tab
- The Communication/Attachment Tab
Let's review the process for the Farmer Mac Farm and Ranch Loan Purchase Program:

- Understand Farmer Mac's underwriting guidelines
- Visit with customer to determine their basis needs, also gather financial information and pre-screen
- Complete all applicable tabs in AgPower®
- Submit the loan
- Farmer Mac underwrites loan and may communicate questions back to you
- If loan is approved, Farmer Mac issues a Preliminary Loan Approval Letter
- Seller orders and uploads the appraisal and preliminary title work
- Farmer Mac sends a Conditions Prior to Funding document if there are questions on the appraisal or title work
- After any conditions have been satisfied, Farmer Mac sends an Instruction Letter to the Central Servicer
- When ready, the seller Rate Locks the loan with the Rate Lock Desk in D.C.
- Seller prepares closing documents and the Central Servicer assists with perfecting these documents
- Seller completes Purchase Request tab and Farmer Mac purchases the loan
Accessing AgPower
AgPower, the rates, preferred appraiser list and your profile along with other items are located in the secure access area of the Farmer Mac website. To login to this area of the website you would go to [www.farmermac.com](http://www.farmermac.com) and click login at the top right.
Once you click login at the top right of the screen you will be prompted for your user name and password. The user name is your email address and the password should have been created when your administrator added you as a user, or if you are the administrator this password would have been set during communications with Farmer Mac’s Marketing Department. If you forgot your password, click forgot password and an email from DoNotReply@farmermac.com will be sent to you immediately that includes a link to the next step.
To access AgPower you would click on the AgPower link. The Loan Application Queue will open in a new window. In the secure access area of the Farmer Mac website you can also access the Rates and the Preferred Appraiser list as well as edit your profile.
Loan Application Queue
Here you can see the AgPower Queue this will always be the first screen you see after successfully logging into AgPower. All of your active loans will be listed in the Queue. The three loans listed here will also be in your queue, as they are sample loans created by Farmer Mac for you to reference. You can sort loans by any of the headings in the grey row. To add a new application, click on the “Add New Application” button. Under the quick search you can search by Application ID, Loan Number or Borrower Name. See the manual for help using AgPower. At the bottom of the screen there is the archive status drop down box. Here you can see your archived loans. To access a loan, click on the borrower’s name.
If you click on Documents, a new window will appear. When Farmer Mac sends you a document regarding the loan, it will appear in this area. You can also print the financial documents from AgPower. The Rate Lock Procedures and FAQ document will appear once the Instruction Letter is sent to the Central Servicer, the deficiency list is sent after Farmer Mac looks at the appraisal and the Preliminary Loan approval will appear once the loan is approved. Further down you see a drop down box. Here you can download Farmer Mac’s Sample Engagement Letter, Farmer Mac’s Assumptions and Limiting Conditions as well as the Environmental Disclosure form. These documents need to be shared with your appraiser when they are engaged.
To access the loan, click on the borrowers name in the loan queue and you will be directed to the application page.
This is the top of the Application Page. Here you can see the Application Number, and the application status. The number of entities is entered here, keep in mind, a husband and wife are considered the same entity. Select the UW Type, keep in mind the UW Type chosen here will dictate how AgPower sets up the loan file and how the loan is underwritten. Complete all of the filed in red and click save. If you need a second application for the same borrowers you can duplicate this application.
The loan proceeds box will appear after you have completed all of the other field on the application tab and then click save, so don’t forget to come back and complete this area. The loan proceeds are added line by line and are saved via the save button on that line. You can also edit or delete existing lines. See the list of possible loan purposes, please try to be as specific as possible.

<table>
<thead>
<tr>
<th>Loan Purpose</th>
<th>Description</th>
<th>Amount($)</th>
<th>(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase RE</td>
<td>PURCHASE S1/2 WANNABE TOWNSHIP</td>
<td>2,340,000</td>
<td>79</td>
</tr>
<tr>
<td>Refinance RE</td>
<td>FARM LOAN 2 with Farmer Mac</td>
<td>600,000</td>
<td>21</td>
</tr>
<tr>
<td>Closing fees</td>
<td>FEES AND COSTS</td>
<td>20,000</td>
<td>1</td>
</tr>
</tbody>
</table>
Select the Farmer Mac product the borrowers would like. Also complete the payment frequency, amortization and loan amount requested. The loan amount requested should match the total loan amount in the loan proceeds. The maximum interest rate is not necessarily the rate the borrower’s will receive on the loan, it is the maximum rate they are approved to rate lock for. When calculating this number, please leave enough margin for the spread your bank will be taking along with room if rates happen to increase. By clicking the blue % box, the current rates will open in a separate window.
Complete the information on the security section of the application tab. If the property has a lengthy legal description you can type “See Attached” and upload the legal description on the Communication/ Attachment Tab.
Answer the questions at the top of the page. If you select YES to any of these questions a box will appear to allow you to explain the situation. The green box represents the bank/borrower agreement. If you don’t have specific language for this area, call the Farmer Mac Marketing Department for language options. The loan origination fee is yours to charge and collect. All of Farmer Mac’s fees are built into the rate. Don’t forget to click Save. You can print the application for the borrowers to sign at closing.
This is the borrower info tab. Here you can see the list of borrowers already entered. To add a new borrower click “Add” and the fields will clear. To edit an existing borrower, click on the borrower’s name from the list and their information will fill in the blanks below, then click edit. Entity 1 is the primary borrower. For multiple entity applications, the primary borrower is the title holder.
Communication/ Attachment Tab
The Communication/Attachment tab is used for attaching documents such as narratives, signed balance sheets, tax returns, credit reports, credit verifications, appraisals, title work etc. This tab is also used for the communication of messages between the sellers and Farmer Mac. Here you can see a list of documents that have already been uploaded into AgPower for MAC Land LLP. We recommend you scan the document to your computer in a PDF file. However, Farmer Mac prefers the narrative to be in a word doc format.
Below the list of documents is where you will add new documents. When adding a new document, keep in mind, all of the fields must be blank before you can add a document. If they are not, click on the next attachment button.
Communication between sellers and Farmer Mac occurs via the Communication Log. When messages are typed and submitted by either Sellers or Farmer Mac, AgPower will automatically send an email notification to the loan officer on the loan. The email will come from DoNotReply@farmermac.com and will notify the recipient that a new message waits for them in AgPower. To send a message you would type the message in the New Message Box and click Submit. AgPower keeps a log of all communication between Farmer Mac and the seller.
Reminder of the upcoming webinars.
For more detailed information on the topics covered in today's webinar look for the Video Tip icon within AgPower. As of Monday there are detailed videos on the Queue, Application Tab and the Borrower Info Tab.
If you have any additional questions please feel free to contact the presenters.