The Packers and Stockyards Program will be implementing a new option for submitting Swine Contract Library Information. This new option will allow responding entities to submit their monthly reports and example contracts electronically using a custom application. In order to begin using this new application, responding entities will need to establish an E-Authentication account with USDA. An E-Authentication account is a way for you to interact with USDA websites online and allows you the ability to identify yourself to the USDA via your User ID and password. This is the same ID used to submit information to the Agriculture Marketing Service for Mandatory Price Reporting. More information about USDA's E-Authentication can be found at Https://www.eauth.usda.gov/.

There are two levels of E-Authentication which include Level 1 and Level 2. In order to use the SCL application, entities will need Level 2 Access. An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile. In order to register for E-Authentication Level 2 access, please do the following:

STEP 1: Go to https://identitymanager.eems.usda.gov/registration/index.aspx to access the CREATE AN ACCOUNT page. Once there, select the Register for a Level 2 Account.

STEP 2: You should complete the information on the new four screens to create a USDA EAuthentication account.

STEP 3: Once you completed this information, you will then receive a confirmation email from USDA asking you to respond to the email to confirm your account within seven (7) days. *If you do not respond to this email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.*

STEP 4: The next step in the Level 2 process is to make an appointment with a Local

Registration Authority (LRA) at a USDA Service Center. To locate a center convenient to you, please go to http://offices.sc.egov.usda.gov/locator/app?tvpe=lra.

STEP 5: Once your account has been verified, you need to register with the SCL application to begin the process of filing your information electronically.
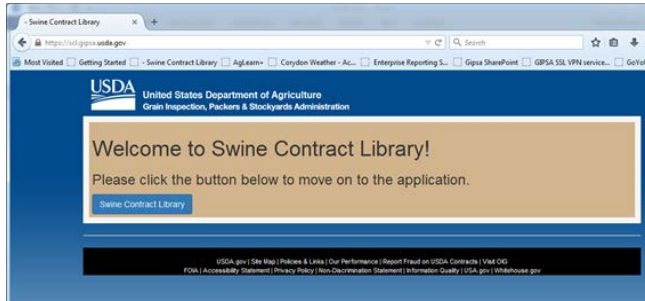
To register with the new Swine Contract Library Application, choose one of two methods. (You must have a level 2 E-Authorization account with USDA to register.)
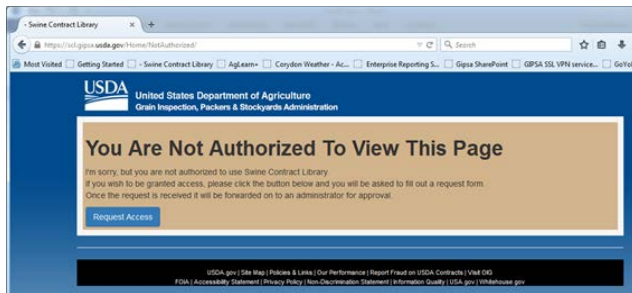
Method 1: (preferred method)

Step 1: Goto https://scl.gipsa.usda.gov login with the user ID and password you established for the USDA E-Authorization account.
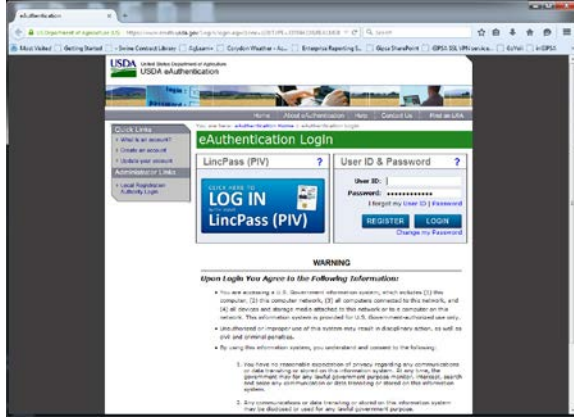
Step 2: Select the Swine Contract Library Button

Step 3: Select the Request Access button

Step 4: Complete the Access Request Form. This information will be used to verify your access rights. When you select Request Access, this information and your E-Authorization information will be sent to the application administers.

Step 5: Wait for an email confirming registration has been successful. Once registered, you can submit information for the plants listed in your access request and review information submitted for those plants.

Method 2

Step 1: Send an email to SwineContractLibrary@usda.gov

The email must contain the following information

Your level 2 E-Authentication User ID

Your Name (first and Last) as registered in the USDA E-Authentication system

Contact phone number

Plants and company you are requesting access for

Your work address with city state and zip code

Step 2: Wait for an email confirming registration has been successful. Once registered, you can submit information for the plants listed in your access request and review information submitted for those plants.

Submitting Swine Contract Library Information

NOTE: The SCL Application does not play well with other applications. For best results, close all other browser sessions while using this application.
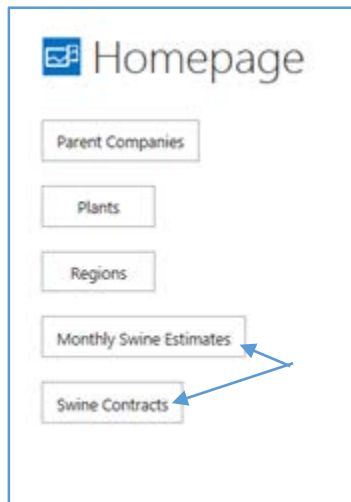
Step 1: Goto https://scl.gipsa.usda.gov login with the user ID and password you established for the USDA E-Authorization account.

Step 2: Select the Swine Contract Library Button [NOTE: If your wish to create a shortcut or bookmark, do so at this point.]
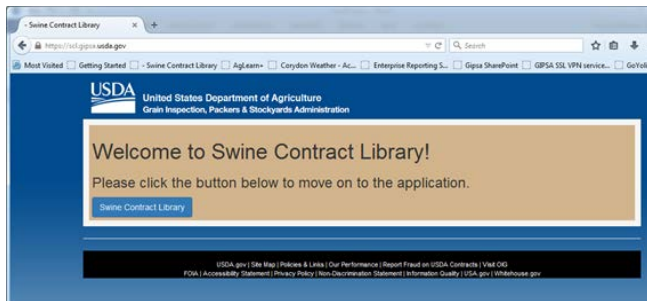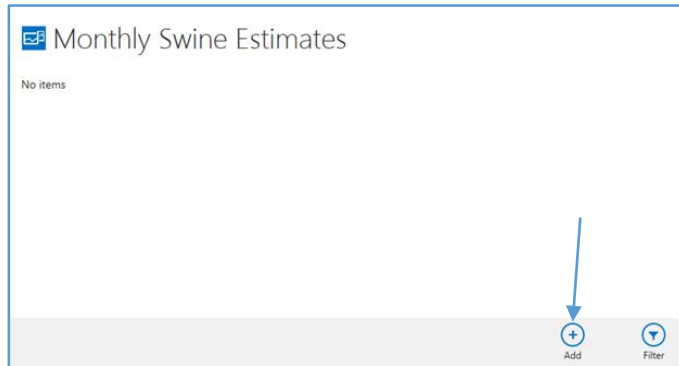

Step 3: Select Monthly Swine Estimates or Swine Contracts

Submitting New Monthly Report: Estimates of Swine to be Delivered Under Contract

Step 1: Select Add

Step 2: Complete Section 1 of the report

     A: Enter Report Date (Select Month, day and year will fill in)

     B: Enter the Federal Inspection Number of the Plant for which you are submitting information

     C: Enter the Packer for which you are submitting information

     D: Select the Plant for which you are submitting information:

          Selecting the plus sign will show a list of the plants for which you are registered, select one from the list.

     E: Enter Certifier/Contact Name – First and Last

     F: Enter Certifier/Contact Title

     G: Enter Certifier/Contact Telephone number

Monthly Swine Estimate

Section 1   Section 2   Section 3

Report Date

MM	DD	YYYY
hh	mm	tt

Federal Inspection Number

Packer Name

Plant

🔍 Search   ⊕

Certifier First Name   Certifier Last Name

Certifier Title

Certifier Phone Number

Step 3: Select Section 2 from the tabs at the top, then select the type of contract from the list

Monthly Swine Estimate

Section 1   Section 2 ← Section 3

Swine Market Formula With Ledger

Swine Market Formula Without Ledger

Other Market Formula With Ledger

Other Market Formula Without Ledger

Other Arrangements With Ledger

Other Arrangements Without Ledger

Step 4:

A: Enter the estimates. The months will begin in the month following the report month.

B: Select Yes or No if this type of contract is currently available. This is a slider box that shows either Yes or No.

C: Select the Check Mark when finished.

Swine Market Formula Without... ✓ ✗

July	February
0	0

August	March
0	0

September	April
0	0

October	May
0	0

November	June
0	0

December	Are Contracts Available
0	No

January	
0	

Step 5: Select Section 3 from the tabs at the top, then select the type of contract from the list

Monthly Swine Estimate 🖫 ✗

Section 1   Section 2   Section 3

Swine Market Formula With Ledger

Swine Market Formula Without Ledger

Other Market Formula With Ledger

Other Market Formula Without Ledger

Other Arrangements With Ledger

Other Arrangements Without Ledger

Step 6:

> A: Enter the estimates. The months will begin in the month following the report month.

> B: Select Yes or No for each type of expansion clause. These are slider boxes that shows either Yes or No.

> C: Select the Check Mark when finished.

Step 7: Select the save icon when you have finished entering information. You may save your report at any point and return later to finish the report. Once started, SCL staff can review the report. To close the report without saving, select the X icon.

Editing an Existing Monthly Report: Estimates of Swine to be Delivered Under Contract

Step 1: Select Report

Step 2: Select Edit, continue as under submitting a new report. You can also review submitted information by selecting sections 2 and 3 without going into edit mode.

📊 999xx

Section 1   **Section 2**   Section 3

Other Arrangements With LedgerOther Arrangements Without LedgerOther Market Formula With LedgerOther Market Formula Without LedgerSwine Market Formula With Ledger

Other Arrangements With Ledger	Other Arrangements Without Ledger	Other Market Formula With Ledger	Other Market Formula Without Ledger	Swine Market Formula With Ledger
July	July	July	July	July
0	0	0	0	0
August	August	August	August	August
0	0	0	0	0
September	September	September	September	September
0	0	0	0	0
October	October	October	October	October
0	0	0	0	0
November	November	November	November	November
0	0	0	0	0
December	December	December	December	December
0	0	0	0	0
January	January	January	January	January
0	0	0	0	0
February	February	February	February	February
0	0	0	0	0
March	March	March	March	March
0	0	0	0	0
April	April	April	April	April
0	0	0	0	0
May	May	May	May	May
0	0	0	0	0
June	June	June	June	June
0	0	0	0	0
Are Contracts Available	Are Contracts Available	Are Contracts Available	Are Contracts Available	Are Contracts Available
false	false	false	false	false

Swine Market Formula Without Ledger

July
0
August
0
September
0
October
0
November
0
December
0
January
0
February
0
March
0
April
0
May
0
June
0
Are Contracts Available
false

999xx

Section 1   Section 2   **Section 3**

Max Other Arrangements With Ledger | Max Other Arrangements Without Ledger | Max Other Market Formula With Ledger | Max Other Market Formula Without Ledger | Max Swine Market Formula Wit

| Max Other Arrangements With Ledger	Max Other Arrangements Without Ledger	Max Other Market Formula With Ledger	Max Other Market Formula Without Ledger	Max Swine Market Formula Wit
July	July	July	July	July
0	0	0	0	0
August	August	August	August	August
0	0	0	0	0
September	September	September	September	September
0	0	0	0	0
October	October	October	October	October
0	0	0	0	0
November	November	November	November	November
0	0	0	0	0
December	December	December	December	December
0	0	0	0	0
January	January	January	January	January
0	0	0	0	0
February	February	February	February	February
0	0	0	0	0
March	March	March	March	March
0	0	0	0	0
April	April	April	April	April
0	0	0	0	0
May	May	May	May	May
0	0	0	0	0
June	June	June	June	June
0	0	0	0	0
Is Expansion Clause1Used	Is Expansion Clause1Used	Is Expansion Clause1Used	Is Expansion Clause1Used	Is Expansion Clause1Used
false	false	false	false	false
Is Expansion Clause2Used	Is Expansion Clause2Used	Is Expansion Clause2Used	Is Expansion Clause2Used	Is Expansion Clause2Used
false	false	false	false	false
Is Expansion Clause3Used	Is Expansion Clause3Used	Is Explansion Clause3Used	Is Expansion Clause3Used	Is Expansion Clause3Used
false	false	false	false	false

Max Swine Market Formula Without Ledger

July
0
August
0
September
0
October
0
November
0
December
0
January
0
February
0
March
0
April
0
May
0
June
0
Is Expansion Clause1Used
false
Is Expansion Clause2Used
false
Is Expansopm Clause3Used
false

Submitting a New Example Contract

Step 1: Select Add

Step 2: You must complete Initial Information, Contracts Received and Uploaded Files sections. The remaining sections are completed by SCL staff in the process of creating the summary reports released to the public.
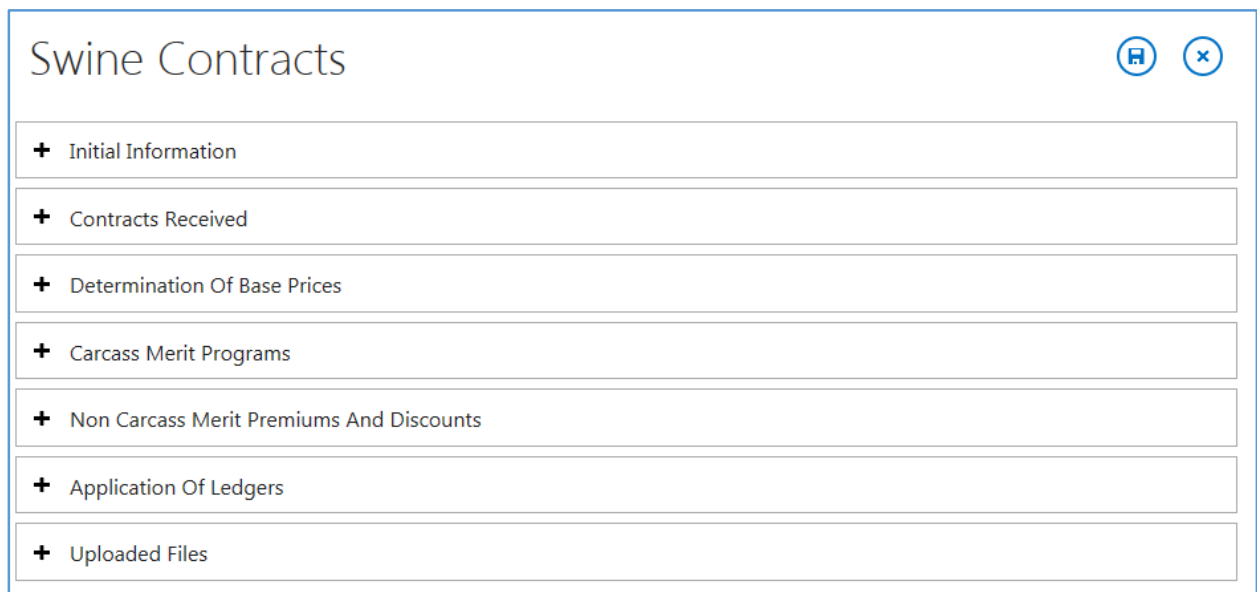
Step 3: Initial Information.

A: Select Plant for which the contract is valid. IF the contract is valid for more than one plant, indicate so in the submitted documentation and choose one of the plants here.

B: Select Contract Category. This will be that same category that the hogs delivered under the contract are reported for Mandatory Price Reporting purposes.

C: Select Submission type (New, Replacement, Expiration, Withdrawal of Offer)

D: Verbal Contract: Yes or No. This is a Slide Box

E: Contract Name

F: Previously Existing Contract Name (for Replacement Expiration, Withdrawal of Offer)

G: Certifier/Contract Name (First and Last)

H: Certifier/Contact Title

A. Selecting Plants from list: Selecting the plus symbol in the Plant search box will bring up a list of the plants for which you are registered. Select the plant for which you wish to submit a contract.

B. Selecting contract category from list:

C. Selecting submission type

D. Operating Verbal Contract slide box

Step 4: Contracts Received: Enter contract file name. This may differ from contract name in initial information or it may be the same. This should be the main file name to be uploaded in step 5

Swine Contracts

— Initial Information

Plant
🔍 SCL Test Plant ⊕

Contract Name
Contract Reference Name ✕

Submission Date
Jun | 26 - Fri | 2015
12 | 19 | PM

Previously Existing Contract Name

First Name
Gayle

Last Name
Barnett

Contract Category
Swine or Pork Market Formula Purchase with a Ledger ▾

Title
Manager

Submission Type
New ▾

Verbal Contract
No

— Contracts Received

Contract Name
Contact File Name

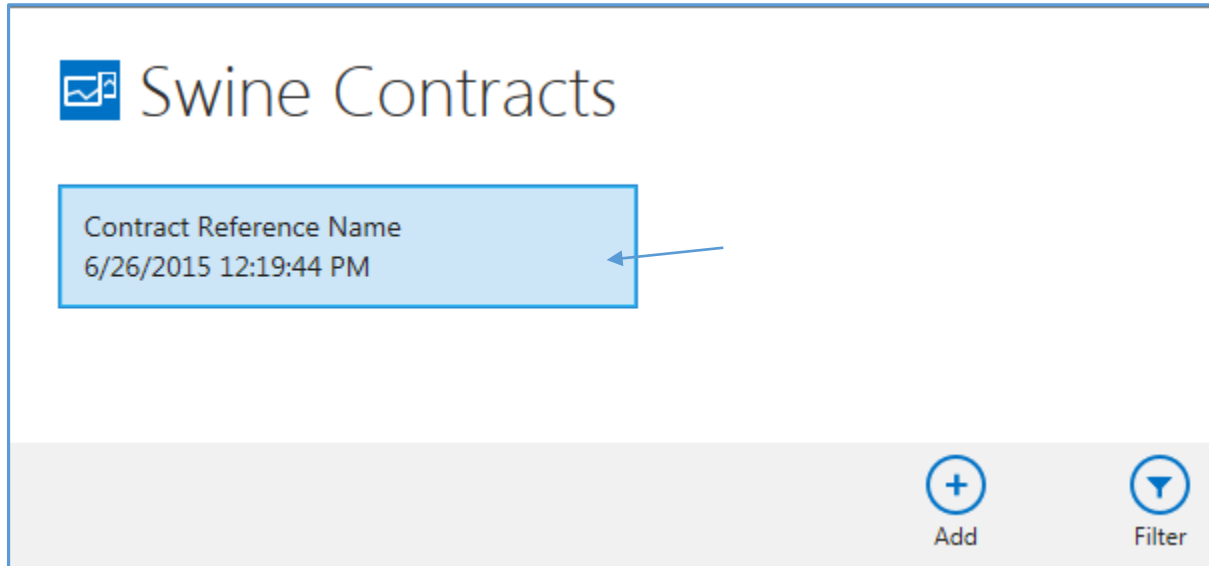+ Determination Of Base Prices

+ Carcass Merit Programs

+ Non Carcass Merit Premiums And Discounts
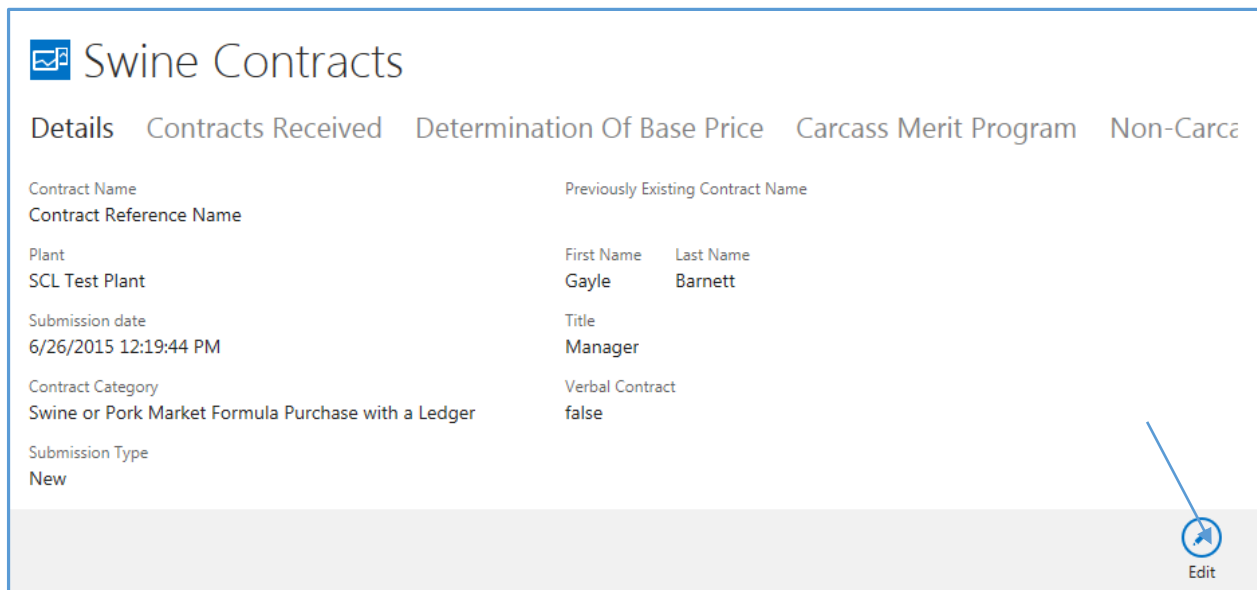
+ Application Of Ledgers

+ Uploaded Files

Step 5: Add files containing example contracts and attachments here. The application will accept almost any type of file. To add a file, select the Add a file button, then the Browse button. Navigate to the file in your system and select open. The application will list the Name of the file and the content type.

— Uploaded Files

[Add a File] [Delete a File]

Name	Content Type	Data	
SCL Test Doc 1.docx	application/vnd.openxmlformats-officedoc...	I:\SCL\Testing 2015\SCL	Browse...
SCL Test Matrix 1.xlsx	application/vnd.openxmlformats-officedoc...	I:\SCL\Testing 2015\SCL	Browse...
SCI Test Contract 1.pdf	application/pdf	I:\SCL\Testing 2015\SCI	Browse...

Navigating to a file in a windows operating system.
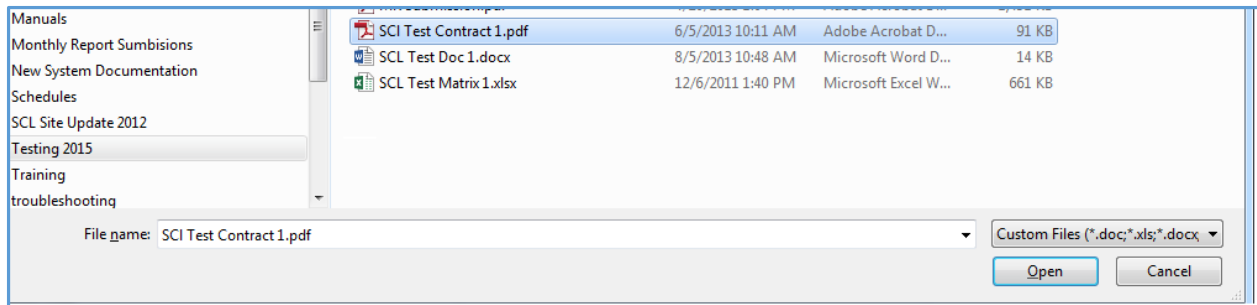
Step 6: When you have all the information entered and uploaded, select the save icon. You may save your submission at any point and return later to complete it. Once started, the SCL staff may review the submission.

Editing an Existing Example Contract Submission

Step 1: Select Submitted Example Contract

Step 2: Select Edit, then continue as under submitting a new example contract. You can also review submitted information by selecting sections across the top without going into edit mode.

Swine Contracts

Details **Contracts Received** Determination Of Base Price Carcass Merit Program Non-Carca

Contract Name
Contact File Name

Swine Contracts

Carcass Merit Program Non-Carcass Merit Program Application Of Ledger **Uploaded Files**

Name	Content Type
SCI Test Contract 1.pdf	application/pdf
SCL Test Matrix 1.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
SCL Test Doc 1.docx	application/vnd.openxmlformats-officedocument.wordprocessingml....