Pandemic Livestock Indemnity Program (PLIP)
APPLICATION INSTRUCTIONS
FOR LEVEL 2 eAUTHENTICATED USERS
July 20, 2021
V 1.0
# Contents

1  **Creating an Application** ........................................................................................................... 4  
   1.1  Basic Information .................................................................................................................. 4  
   1.2  Creating an Application ....................................................................................................... 4  

2  **Recording and Submitting an Application** ............................................................................. 6  
   2.1  Overview ............................................................................................................................. 6  
   2.2  Part C – Livestock or Poultry Depopulated Screen .............................................................. 6  
   2.3  Part D – Reductions Screen .................................................................................................. 8  
   2.4  Summary Screen and Electronically Signing the Application .............................................. 9  

3  **Modifying an Application** ......................................................................................................... 10  
   3.1  Overview ................................................................................................................................ 10  

4  **Printing an Application** ............................................................................................................. 11  
   4.1  Overview ................................................................................................................................ 11  

5  **Application Process Notifications** .......................................................................................... 12  
   5.1  County Office Notifications ................................................................................................. 12  
   5.2  Producer Notifications .......................................................................................................... 12
## Version History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-20-21</td>
<td>1.0</td>
<td>Issued</td>
</tr>
</tbody>
</table>
1 Creating an Application

1.1 Basic Information

This software was developed to be accessed by customers with Level 2 eAuthentication access.

This software allows producers to:

- create and submit an application;
- view and modify an existing application;
- print an application.

The producer’s recording county office will receive an email notification when an application has been created, submitted for approval, or modified.

The producer will receive an email notification when an application has been created, submitted for approval, or a COC determination recorded.

1.2 Creating an Application

PLIP software may be accessed by navigating to the following link: https://apps.fsa.usda.gov/plip/index.jsp

- CLICK the “Login” button.

- The USDA eAuthentication login screen will be displayed.
• Enter your eAuth User ID and Password and CLICK the “Log In with Password” button.

![Login Page]

The Application Selection screen is displayed, which lists you and/or any other producer for which you have representative capacity.

• CLICK the radio button next to the applicable producer

• CLICK the “Add/Edit Application” button.

![Producer Selection]

The Part C – Livestock and Poultry Depopulated screen is displayed, along with previously saved data, if an active application already exists for the selected producer; otherwise, a new application is created.
2 Recording and Submitting an Application

2.1 Overview

Application software allows you to record information for depopulated livestock and poultry.

Application software will always default to the Part C – Livestock or Poultry Depopulated screen.

2.2 Part C – Livestock or Poultry Depopulated Screen

- CLICK the “Add Part C – Livestock or Poultry Depopulated” button to add a new line entry.

- Using the drop-down, select the applicable livestock or poultry kind, type, and weight range.
• Record the applicable number of livestock or poultry depopulated.

![Image of the Part C - Livestock or Poultry Depopulated screen]

• For additional line entries, CLICK the “Add Part C – Livestock or Poultry Depopulated” button again.

• After all livestock and poultry have been recorded, CLICK the “Save and Continue” button.

The Part D – Reductions screen will display.
2.3 Part D – Reductions Screen

- Record the amount received for disposal of depopulated livestock or poultry, recorded in Part C, from 2020 EQIP and/or a state-funded program, in dollars and cents.

- CLICK the “Save and Continue” button.

The Summary screen will display.
2.4 Summary Screen and Electronically Signing the Application

A summary of all the information recorded on the application is displayed. If all required data has been recorded on the application, the software will allow you to electronically sign the application.

- After reading the citizenship certification information, answer the question (Step 1).
- After reading and agreeing to the Producer Certification statements, electronically sign the application by clicking “check this box” (Step 2).
- CLICK the “Save and Continue” button (Step 3).

The application will be electronically transferred to the producer’s recording county office.
3 Modifying an Application

3.1 Overview

An application can be modified up until a COC Determination has been recorded. After COC Determination information has been recorded, the application information will be view-only.

To modify an application with COC Determination information recorded, contact your FSA recording county office for assistance.

Upon modifying and/or adding application information, the electronic signature will automatically be removed from the application. You must electronically sign the application every time it is modified.
4 Printing an Application

4.1 Overview

Application can be printed from the Application Selection screen.

- CLICK the radio button next to the applicable producer.
- CLICK the “View Form” button.

An automated FSA-620 form will display in a PDF format, which may be saved and/or 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-620.

Note: Printing options may be different for a variety of reasons.
5 Application Process Notifications

5.1 County Office Notifications

Email notifications will be sent to subscribed recording county office users when:

- a producer creates/saves an online application;
- a producer submits/enrolls an online application for approval;
- a producer modifies an online application, which was previously submitted/enrolled;

- a non-recording county creates/saves an application;
- a non-recording county submits/enrolls an application for approval;
- a non-recording county modifies an application, which was previously submitted/enrolled.

5.2 Producer Notifications

Email notifications will be sent to a producer when:

- the producer creates/saves an online application;
- the producer submits/enrolls an online application for approval;
- an online application has been approved/disapproved.