

OpenNet[®] Web Loan Delivery Originations User Reference Guide

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Table of Contents

Getting Started

Login	5
Navigation	14
Training Modules.....	19
Quick Tips	21

Certifications

Certify Applications	23
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View/Change Loan Data

View Loan Data	33
Update Loan Data	38
Cancel/Refund Loan	41
Update Disbursement Data.....	44
Cancel Disbursements.....	48
View Servicing Data.....	50

Inquiry/Reporting

Pending Disbursements	57
Returned Funds Report	68
Disbursement Rosters	79
Custom Reports.....	85

Administration

Maintain Users	95
Enable/Disable Service Components	99
Loan Period Maintenance	102
Initial Values	105

OpenNet[®] Web Loan Delivery Originations User Reference Guide

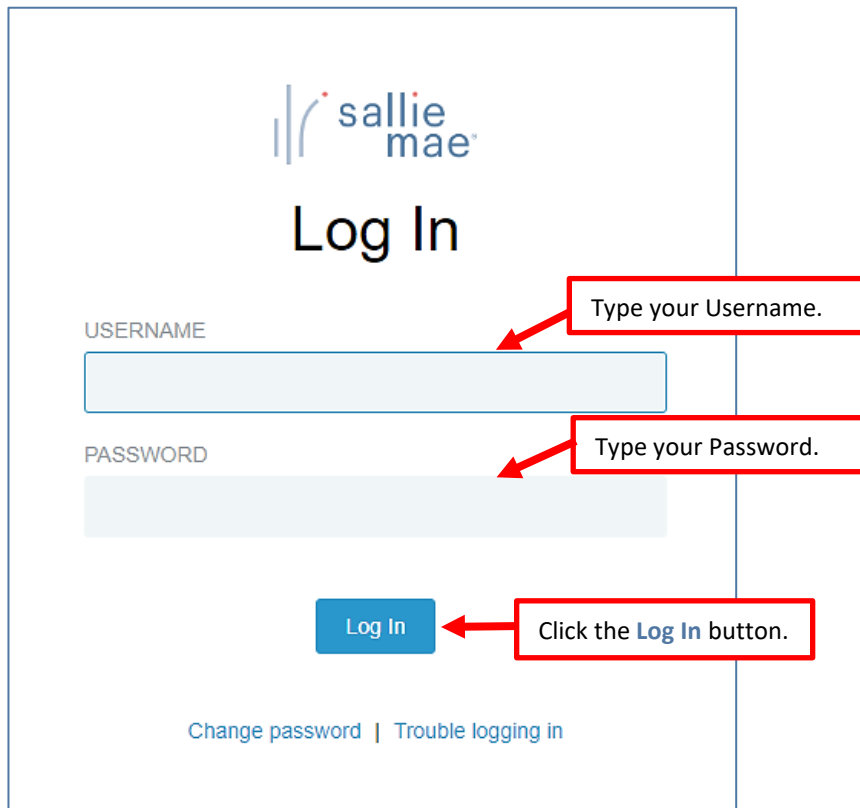
Getting Started Quick References

OpenNet WLD Login Overview

OpenNet Web Loan Delivery uses a multi-factor authentication platform when logging in.

Logging In

1. Access www.opennet.salliemae.com.
2. Type your OpenNet Web Loan Delivery Username.
3. Type your existing or temporary password. Select **Login**.



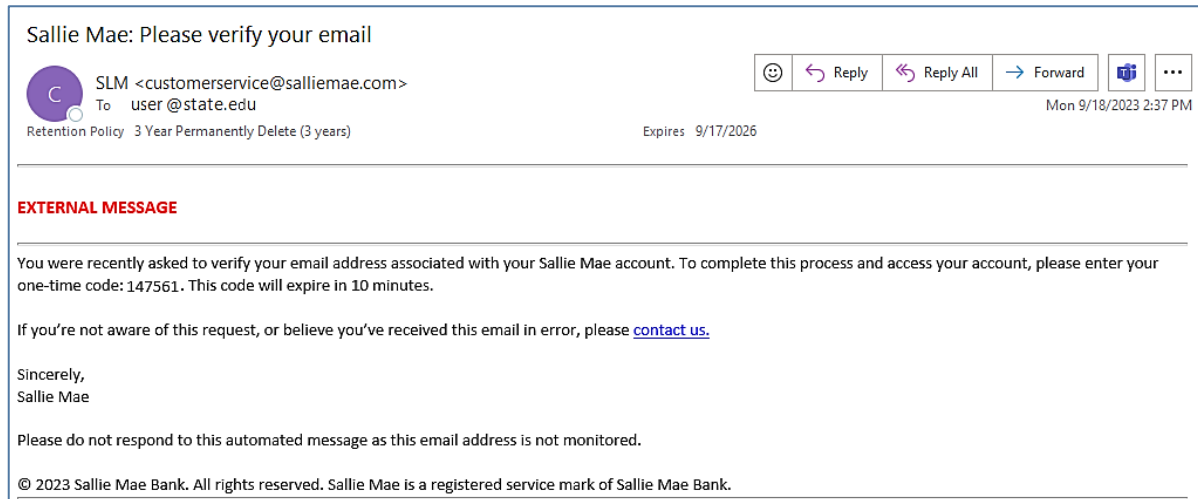
The screenshot shows the login interface for Sallie Mae. At the top is the Sallie Mae logo and the text "Log In". Below this are two input fields: "USERNAME" and "PASSWORD". A blue "Log In" button is positioned below the password field. At the bottom of the form are two links: "Change password" and "Trouble logging in". Three red callout boxes with arrows point to the input fields and the button:

- A red box labeled "Type your Username." points to the USERNAME input field.
- A red box labeled "Type your Password." points to the PASSWORD input field.
- A red box labeled "Click the Log In button." points to the Log In button.

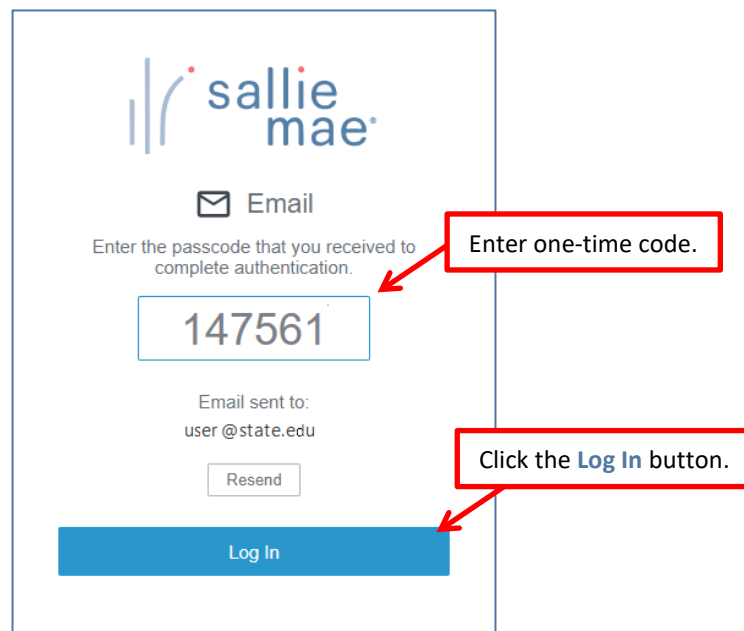
Note:

- OpenNet users logging in with temporary password will be prompted to create new password.
- If you need to change or reset your password, select **Change Password**.
- If you have forgotten your prior password, select **Trouble Logging In**.

4. An email is sent to you with a **one-time passcode** to enter to complete authentication. This code is valid for 10 minutes.

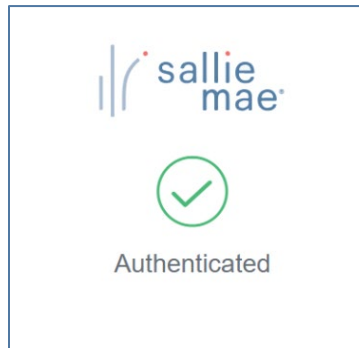


5. Enter your one-time passcode received in your email and select **“Log In.”**




Note: You can select **Resend** if your passcode has expired and a new code will be emailed to you.

6. You have successfully authenticated.



Web Site Terms of Use



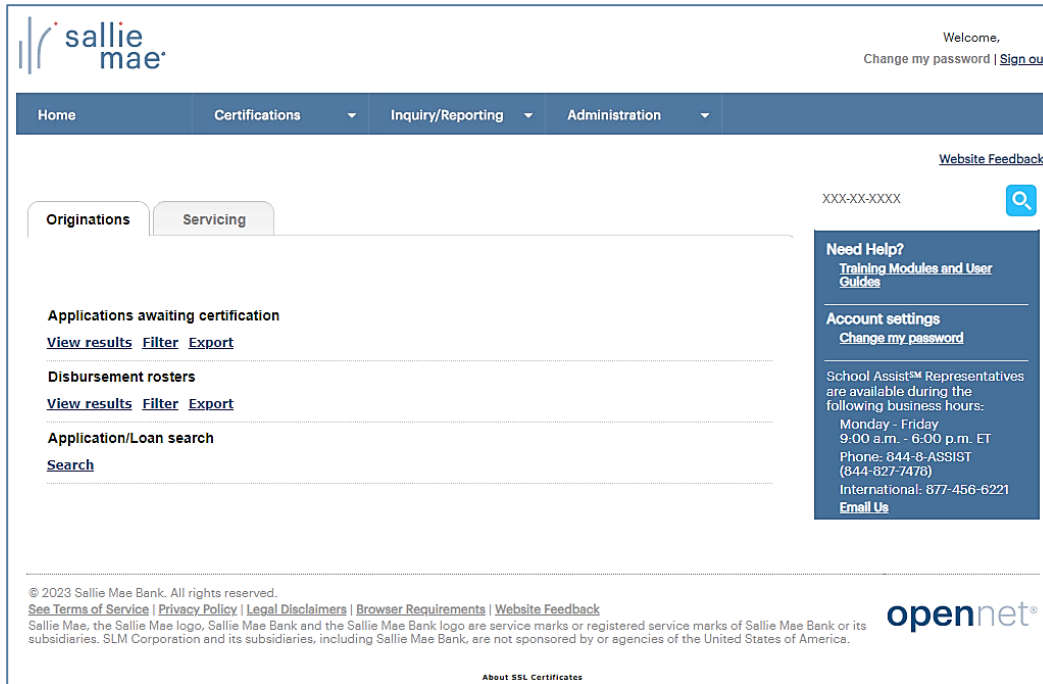
Your use of this Web Site and online services contained therein is subject to the following Terms of Service. Please read them carefully.

- 1. ACCEPTANCE OF TERMS OF SERVICE**
This online service and any other computer or telephony-based services (collectively, the "Service") are provided by Sallie Mae Bank and its subsidiaries or affiliates (collectively "We" or "Company") to the person and/or entity using the Service ("You" or "Your") under these Terms of Service (the "Terms") and any operating rules or policies that may be published from time to time by Company. Together with any other written contract or written Statement of Understanding, the Terms comprise the entire agreement between You and Company and supersedes all prior agreements between the parties regarding the subject matter contained herein. YOU AGREE TO READ THE TERMS CAREFULLY BEFORE USING THE SERVICE. Use of the Service signifies that You have read the Terms and accept them. If You do not agree to the Terms, do not use the Service and any such use is unauthorized.
- 2. DESCRIPTION OF SERVICE**
The Service provides You with a capability to review, perform and/or complete certain functions related to education loans ("Loans").

Click the **Accept** button.

7. Select **Accept** to agree to the Web Site Terms of Use. (For first time users)

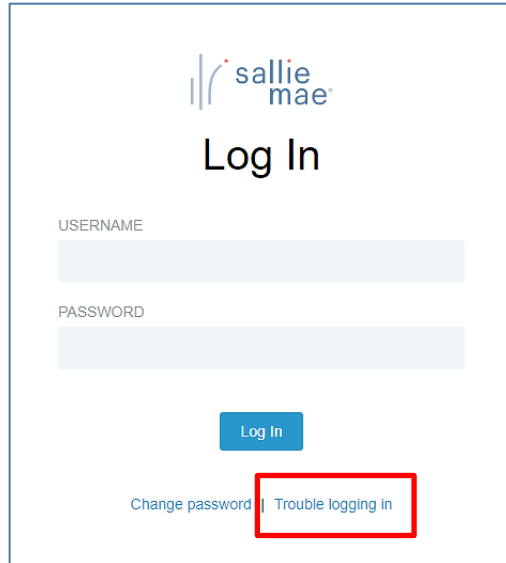
8. OpenNet Main Menu displays.



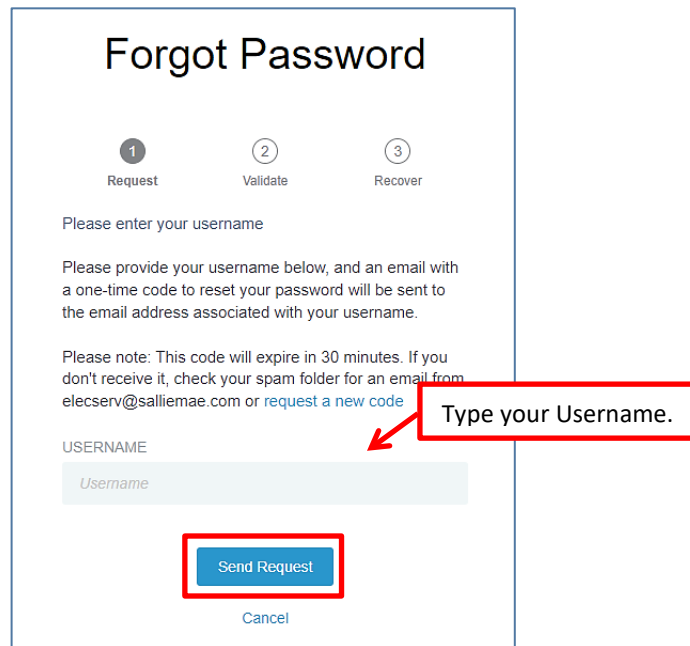
The screenshot shows the OpenNet WLD main menu. At the top left is the Sallie Mae logo. At the top right, it says "Welcome," with links for "Change my password" and "Sign out". Below this is a navigation bar with "Home", "Certifications", "Inquiry/Reporting", and "Administration". On the right side of the page, there is a "Website Feedback" link and a search icon. The main content area has two tabs: "Originations" (selected) and "Servicing". Under "Originations", there are three sections: "Applications awaiting certification" with links for "View results", "Filter", and "Export"; "Disbursement rosters" with links for "View results", "Filter", and "Export"; and "Application/Loan search" with a "Search" link. On the right side of the main content area, there is a "Need Help?" section with links for "Training Modules and User Guides" and "Account settings" with a "Change my password" link. Below this, it lists "School AssistSM Representatives" and their availability during business hours: Monday - Friday, 9:00 a.m. - 6:00 p.m. ET, Phone: 844-8-ASSIST (844-827-7476), International: 877-456-6221, and an "Email Us" link. At the bottom left, there is a copyright notice: "© 2023 Sallie Mae Bank. All rights reserved." and links for "See Terms of Service", "Privacy Policy", "Legal Disclaimers", "Browser Requirements", and "Website Feedback". At the bottom right, there is the "opennet" logo. At the very bottom center, there is a link for "About SSL Certificates".

Forgot Password

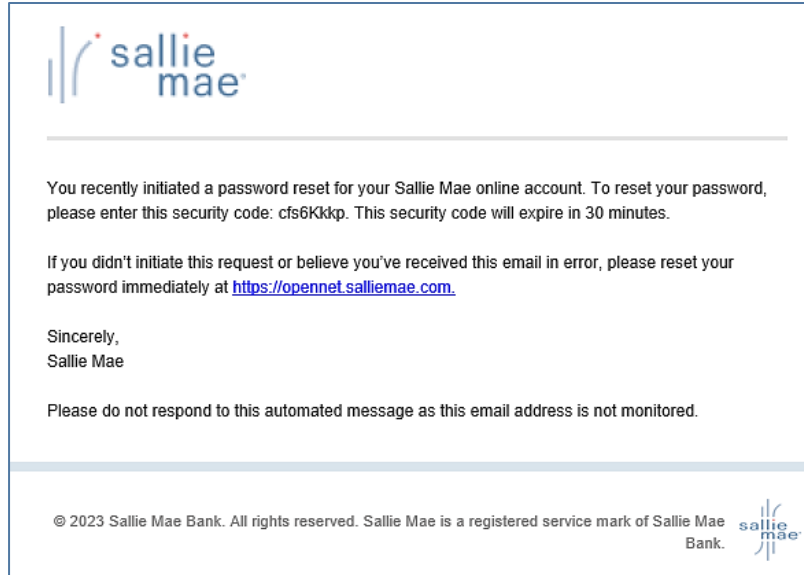
1. From the Log In page, select **Trouble logging in**.



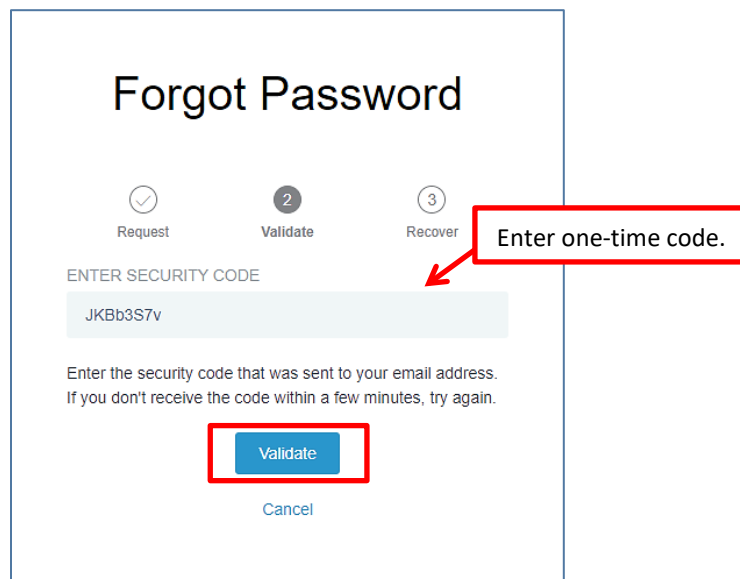
2. Enter your Username and select **Send Request**.



- An email is sent to you with a **one-time security code** to enter to complete authentication. This code is valid for 30 minutes.



- Enter your one-time security code received from your email and select **Validate**.



5. Create your new password and select **Reset**.

Reset Your Password

Request Validate **3** Reset

NEW PASSWORD

CONFIRM NEW PASSWORD

Reset

Cancel

6. Password reset confirmation. Select **Continue** to log into OpenNet with your new password.

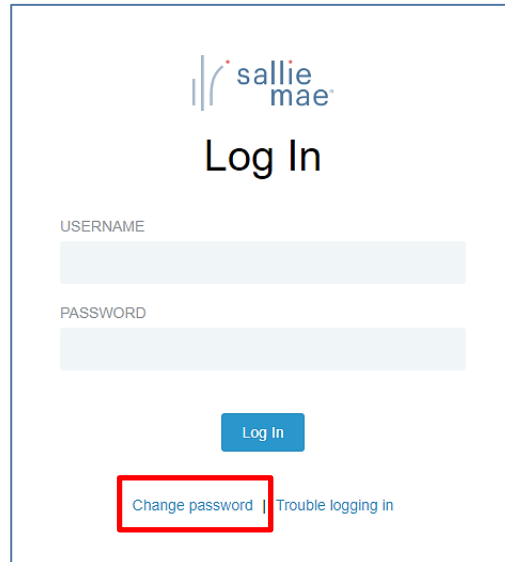
Forgot Password

Your password has been reset. Please use your new password to log in again.

Continue

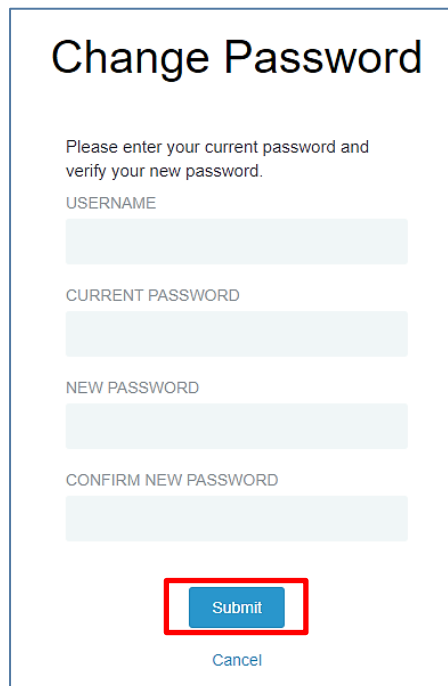
Change Password

1. From the Log In page, select **Change password**.



The screenshot shows the Sallie Mae Log In page. At the top is the Sallie Mae logo and the text "Log In". Below this are two input fields: "USERNAME" and "PASSWORD". A blue "Log In" button is positioned below the password field. At the bottom of the form, there are two links: "Change password" and "Trouble logging in". The "Change password" link is highlighted with a red rectangular box.

2. Complete the password change by entering your username, current password, and new password. Select **Submit**.



The screenshot shows the Sallie Mae Change Password page. At the top is the heading "Change Password". Below the heading is the instruction: "Please enter your current password and verify your new password." There are four input fields: "USERNAME", "CURRENT PASSWORD", "NEW PASSWORD", and "CONFIRM NEW PASSWORD". At the bottom of the form, there is a blue "Submit" button and a "Cancel" link. The "Submit" button is highlighted with a red rectangular box.

3. Password change confirmation. Select **Continue** to log into OpenNet with your new password.

Change Password

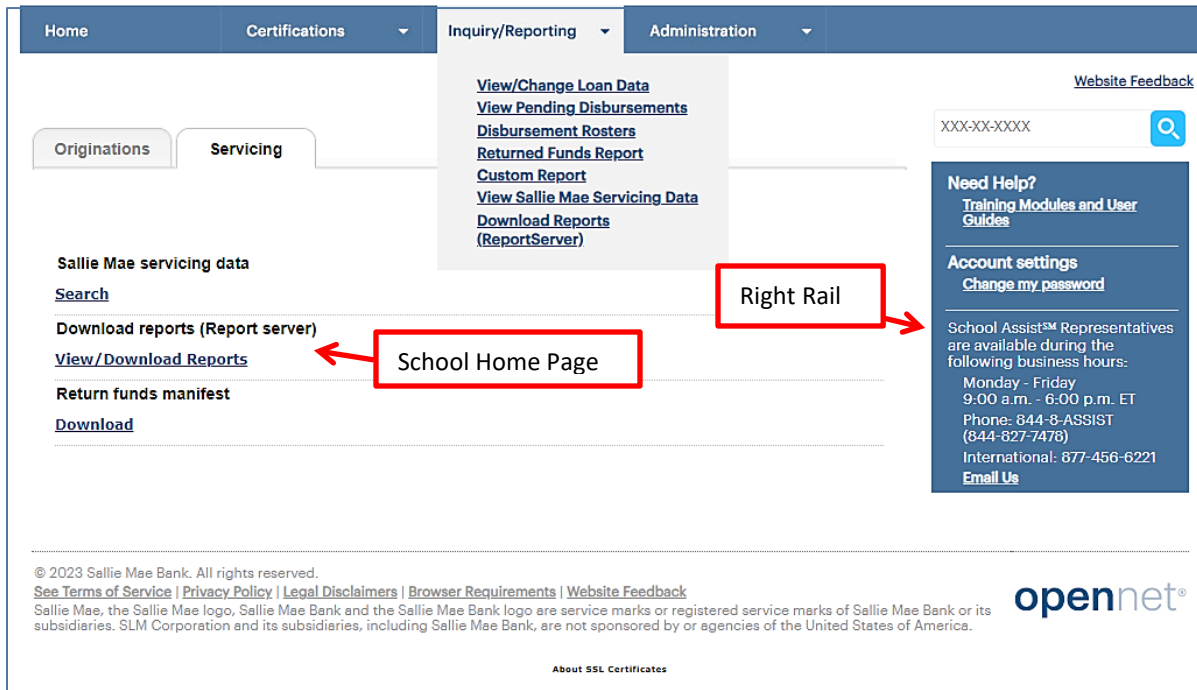
Congratulations! You've successfully changed your password. Click the link below to continue.

[Continue](#)

OpenNet WLD Navigation Overview

There are several ways you can navigate through the OpenNet® Web Loan Delivery system. Some of the ways to get around are via the:

- Tabs, tiles, and links of the School Home Page.
- Drop-down menus of the Menu Bar.
- Search box, links, and contact information of the Right Rail.



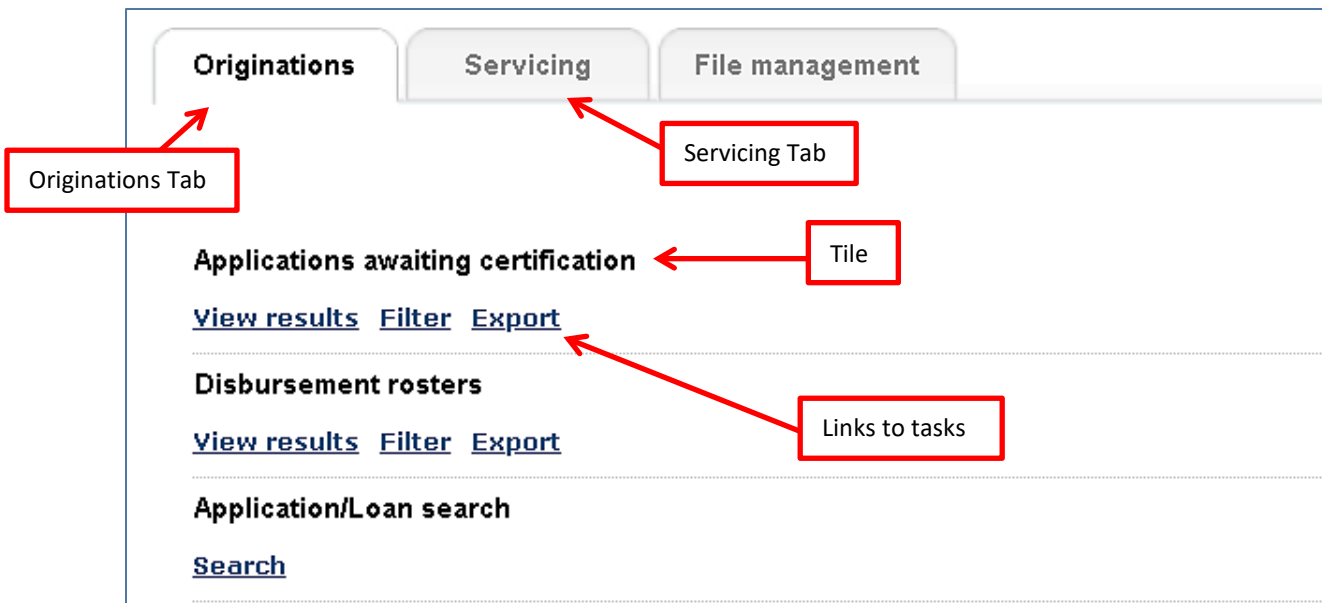
School Home Page

Features of the School Home Page:

The OpenNet School Home Page has two main features:

- Tabs for Originations or Servicing based tasks and activities.
- Tiles containing links to the various pages and tasks that can be performed in OpenNet.

NOTE: The Tiles and links that display on the School Home Page depend on the service components that are enabled for your school and your level of access.



How to use the School Home Page:

- Click the **Originations** tab to view Originations pages and perform Originations-based tasks.
- Click the **Servicing** tab to view Servicing pages and perform Servicing-based tasks.
- Click a **link** in a Tile to be taken to an OpenNet page and perform the associated activity.
- To return to the School Home Page, click the **Home** option on the Menu Bar at the top of any page.

(Continued on the next page)

Menu Bar

Features of the Menu Bar:

The Menu Bar displays at the top of every page in OpenNet. The Menu Bar contains drop-down menus that you can use to navigate to pages and tasks in OpenNet.



The Menu Bar includes the following options:

- **Home** – Navigates to the School Home Page.
- **Certifications** – Navigates to the Applications Awaiting Certification function.
- **Inquiry/Reporting** – Navigates to pages that allow you to view and/or change loan and disbursement data and to perform reporting functions.
- **File Management** – Navigates to the file management system to send and receive files.
- **Administration** – Navigates to various pages that allow you to set up and customize OpenNet for your school and users.

NOTE: The options that display in the Menu Bar depend on the service components that are enabled for your school and your level of access.

How to use the Menu Bar:

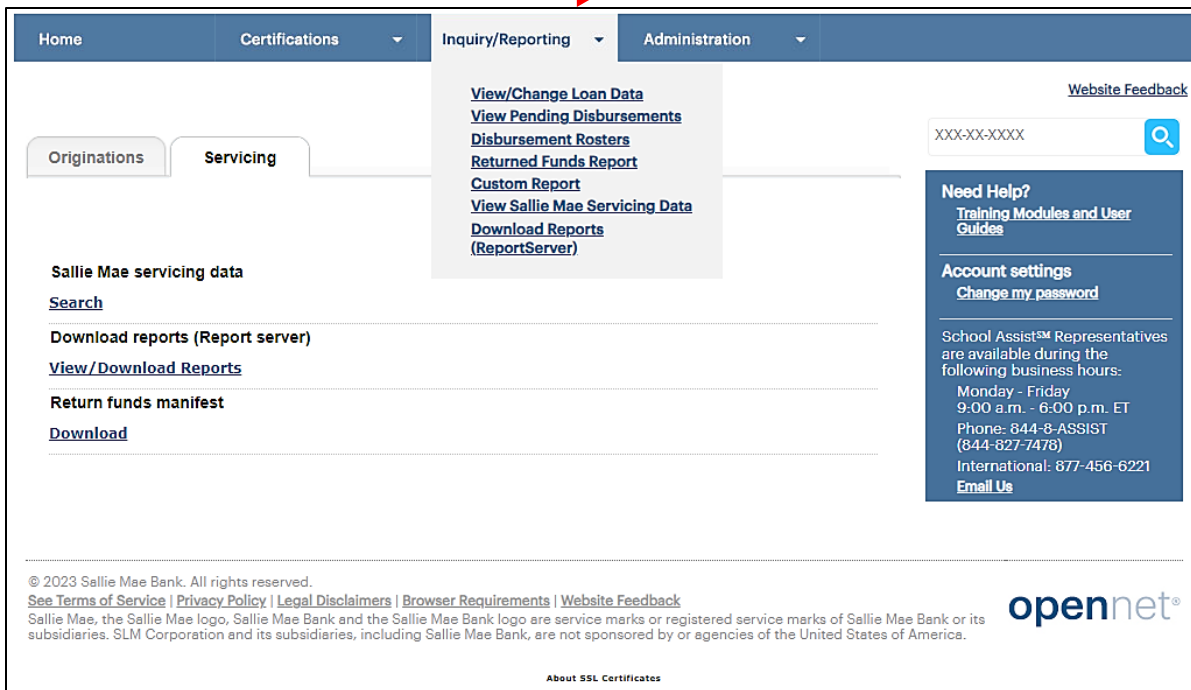
1. Hover your cursor over an option in the Menu Bar.
A drop-down menu displays.

(Continued on the next page)

2. Click the link for the option you want.

You will be directed to the appropriate page to perform the selected task.

Drop-down menu

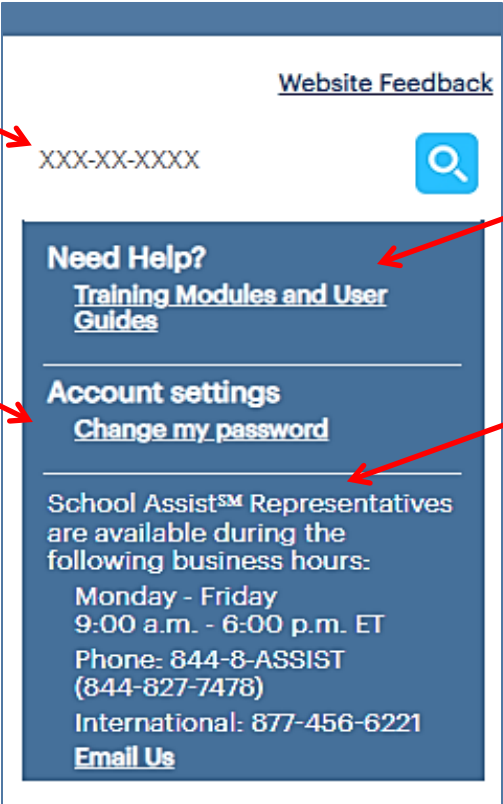


The screenshot displays the OpenNet WLD user interface. At the top, there is a navigation bar with tabs for Home, Certifications, Inquiry/Reporting, and Administration. The 'Inquiry/Reporting' tab is selected, and its drop-down menu is open, listing several options: View/Change Loan Data, View Pending Disbursements, Disbursement Rosters, Returned Funds Report, Custom Report, View Sallie Mae Servicing Data, Download Reports (ReportServer), and a link to Website Feedback. Below the navigation bar, there are two tabs: Originations and Servicing. The main content area is divided into sections: 'Sallie Mae servicing data' with a search bar, 'Download reports (Report server)' with a link to 'View/Download Reports', and 'Return funds manifest' with a 'Download' link. On the right side, there is a search bar with the placeholder text 'XXX-XX-XXXX' and a magnifying glass icon. Below the search bar, there is a 'Need Help?' section with links for 'Training Modules and User Guides', 'Account settings', and 'Change my password'. At the bottom of the page, there is a footer with copyright information, links to 'Terms of Service', 'Privacy Policy', 'Legal Disclaimers', 'Browser Requirements', and 'Website Feedback', and the 'opennet' logo.

Right Rail

Features of the Right Rail:

The Right Rail displays on the right-hand side of every page in OpenNet. The Right Rail contains links to useful information and tasks.



The screenshot shows the Right Rail interface with the following elements and callouts:

- Website Feedback** link at the top right.
- SSN Search**: A text input field containing "XXX-XX-XXXX" and a magnifying glass icon. A callout box points to this field with the text "Perform an SSN search."
- Need Help?** section containing:
 - [Training Modules and User Guides](#): A callout box points to this link with the text "Links to reference and training materials".
 - Account settings** section containing:
 - [Change my password](#): A callout box points to this link with the text "Link to change your password".
 - Customer Service** section containing:
 - Text: "School AssistSM Representatives are available during the following business hours: Monday - Friday 9:00 a.m. - 6:00 p.m. ET Phone: 844-8-ASSIST (844-827-7478) International: 877-456-6221"
 - [Email Us](#): A callout box points to this link with the text "Customer Service contact information".

The Right Rail contains the following links and information:

- **SSN Search** – Allows you to perform a quick search for a borrower by Social Security Number.
- **Need Help?** – Provides links to the OpenNet Training Modules page and the OpenNet Web Loan Delivery Reference Guide.
- **Account Settings** – Provides link to change your password.
- **Customer Service** – Provides information for contacting the OpenNet customer service department. The **Email Us** link automatically generates a pre-addressed email to Customer Service.

How to use the Right Rail:

1. Click the link for the topic you want.
You will be directed to the associated page or item.

OpenNet Training Modules Overview

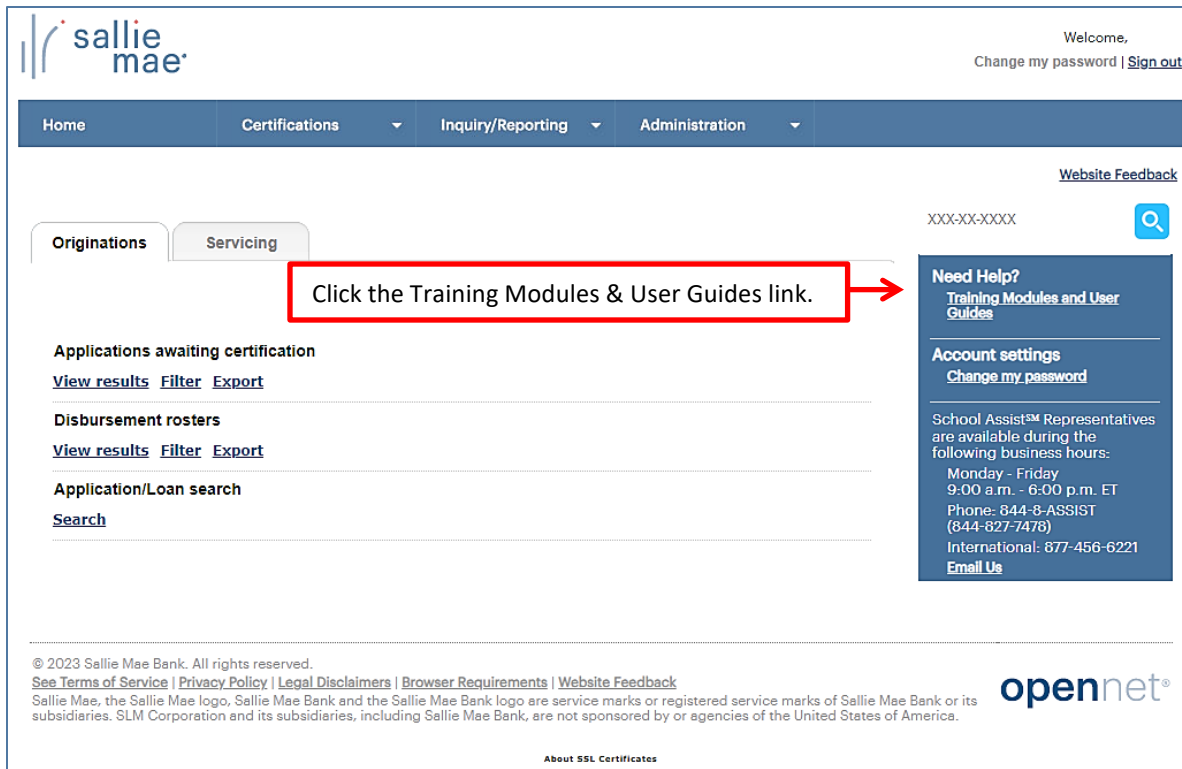
The Training Modules page provides numerous resources to help you use OpenNet®. On the Training Modules page, you will find:

- Detailed quick reference cards to help you perform various functions.
- Demonstration videos to show you overviews and detailed steps for procedures.
- A reference guide to give you a complete training experience.

Using the Training Modules

How to access the Training Modules:

1. Click the **Training Modules** link on the Right Rail of any OpenNet page.
2. The OpenNet Training Modules page displays.



The screenshot shows the OpenNet user interface. At the top left is the Sallie Mae logo. At the top right, it says "Welcome," with links for "Change my password" and "Sign out". Below this is a navigation bar with "Home", "Certifications", "Inquiry/Reporting", and "Administration". On the right side, there is a "Website Feedback" link and a search icon. The main content area has tabs for "Originations" and "Servicing". A red box highlights the "Training Modules & User Guides" link in the "Need Help?" sidebar, with an arrow pointing to it. The sidebar also includes "Account settings" and "Change my password". At the bottom, there is a footer with copyright information and a link to "About SSL Certificates".

(Continued on the next page)

Under the section headings, you will find:

- 4 spotlight training videos
- A link to each OpenNet training resource
- Links to Mobius View training

NOTE: You will need Adobe Reader, available free from Adobe, to view PDF documents.

Quick Tips for Using OpenNet WLD

Here are some quick tips to help you with the general use of the OpenNet® Web Loan Delivery system.

- OpenNet will time out after 20 minutes of inactivity.
- OpenNet User IDs are deactivated after 180 days of inactivity.

Navigation:

- For easy navigation to the School Home Page, click the [Home](#) option in the Menu Bar.
- Never use the browser's [Back](#) button while navigating in OpenNet. Instead, use the navigation buttons and links that display in OpenNet.
- If you need information about how to perform a specific task in OpenNet, the [Need Help?](#) section of the Right Rail provides links to reference and training materials.
- To protect your account's security, be sure to always log out when you are done working in OpenNet or are going to be away from your computer. The [Sign Out](#) link at the top of the page logs you out of OpenNet and directs you to the Log Out page, where you can log in again if needed.

Contact Us:

- If you still need help after checking the reference materials, you can call us at the number provided on screen or use the [Email Us](#) link to send an email. Business hours display for our customer support team.

OpenNet[®] Web Loan Delivery Originations User Reference Guide

Certifications Quick Reference

Certification Overview

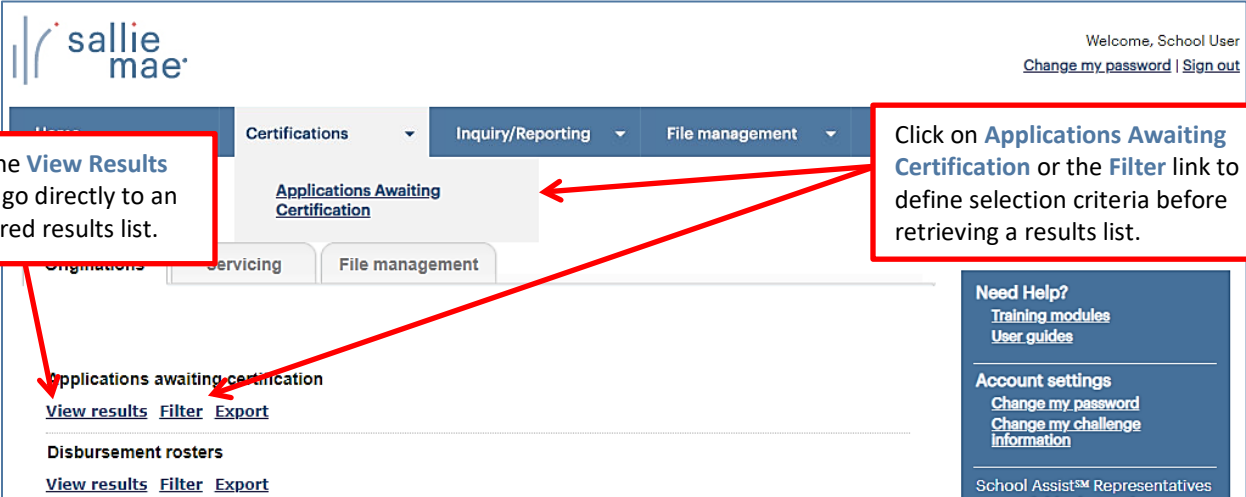
The Certify Applications functionality allows a school user to define the criteria (loan period date range, loan product, etc.) for retrieving loan applications awaiting certification and then to perform the certification online.

Running an Applications Awaiting Certification Query

How to retrieve applications awaiting certification:

1. Do one of the following:
 - Hover your cursor over the **Certifications** option on the Menu Bar of any OpenNet Web Loan Delivery page, and then click on **Applications Awaiting Certification**.
 - On the **Originations** tab of the School Home Page, click the **Filter** link on the **Applications Awaiting Certification** tile.

SHORTCUT: To go directly to a list of all applications awaiting certification, click on the **View Results** link on the **Applications Awaiting Certification** tile. The results will not be filtered on loan period, loan product, or school campus. If you wish to bypass the results page and instead export the results to a file you can save to your computer, click on the **Export** link on the **Applications Awaiting Certification** tile.



The screenshot shows the Sallie Mae user interface. At the top left is the Sallie Mae logo. At the top right, it says "Welcome, School User" with links for "Change my password" and "Sign out". Below this is a navigation menu with "Certifications", "Inquiry/Reporting", and "File management". The "Certifications" menu is open, showing "Applications Awaiting Certification" as the selected option. Below the menu, there are several tiles. The "Applications awaiting certification" tile is highlighted and contains links for "View results", "Filter", and "Export". Below this tile are "Disbursement rosters" with similar links. On the right side, there is a "Need Help?" section with links for "Training modules" and "User guides", and an "Account settings" section with links for "Change my password", "Change my challenge information", and "School AssistSM Representatives".

The Awaiting Certification Selection page displays.

(Continued on the next page)

Run a previously saved query using the **Previously Saved Queries** section.

Run a quick search using the **Quick Search** section.

Awaiting certification selection

This query will retrieve all applications awaiting certification. There are three ways to define your query. The PREVIOUSLY SAVED QUERIES section allows you to select and submit a previously saved query, modify a saved query or delete a query. To run a new query, enter your selections below. For additional query options, you can select Custom Report from the Inquiry/Report menu.

Previously saved queries

Select the name of the saved query you want to submit, revise, or delete.

- No selection -

Submit saved query View/Modify Delete

Quick search

Enter an SSN to search for a specific student or borrower, or a Query Confirmation Number to retrieve the results from a previously submitted query.

SSN:

Confirmation number:

Submit quick search

Filter criteria

Defined range From date To date
 Certification requested: - All - or (Ex: 11/22/3333)

Include loans with blank certification requested dates

Defined range From date To date
 Loan period: - All - or Exact match (Ex: 11/22/3333)

Include loans with blank loan periods

If you elect to include blank loan periods in your filter criteria, you must use the email confirmation process detailed in the QUERY OPTIONS section.

To make multiple selections from the list boxes, hold down control key and click with mouse.

School campus: (0000000) University

Loan products: All Products, Bar Study Loan, Career Training Smart Option Student Loan (930), Clear Advantage Student Loan made by Sallie Mae (W06)

Sort results by: Borrower SSN

Query options

To save the query criteria, enter a name in the Query name box and select Save or Save and submit. To be notified when query results are ready, select the Send e-mail notification checkbox then select Submit.

Query name:

E-mail address: Send e-mail notification when query is complete

Submit Save and submit Save Clear all criteria

Run a new query using the remainder of the page, beginning with the **Filter Criteria** section.

2. Use one of three methods to define the query you want to run.

(Continued on the next page)

Method 1: Previously Saved Query:

1. Locate the **Previously Saved Queries** section on the Awaiting Certification Selection page.

Previously saved queries

Select the name of the saved query you want to submit, revise, or delete.

- No selection -

Submit saved query
View/Modify
Delete

2. Select a previously saved query.
3. Click the **Submit Saved Query** button

NOTE: You can modify or delete a saved query using the **View/Modify or Delete** buttons.

The Awaiting Certification Results page displays with record information for applications that meet the criteria defined in the saved query.

Method 2: Quick Search:

1. Locate the **Quick Search** section on the Awaiting Certification Selection page.

Quick search

Enter an SSN to search for a specific student or borrower, or a Query Confirmation Number to retrieve the results from a previously submitted query.

SSN:

Confirmation number:

Submit quick search

(Continued on the next page)

- Use the **Confirmation Number** text box to retrieve results from a specific query that was submitted previously for offline processing.
- Click the **Submit Quick Search** button.

The Awaiting Certification Results page displays with record information for applications awaiting certification for the specified borrower or from the previously submitted query.

Method 3: New Query:

- Locate the Filter Criteria section on the Awaiting Certification Selection page. All of the options from there to the bottom of the page can be used to submit and/or save a new query.

Filter criteria

Defined range From date To date

Certification requested: or (Ex: 11/22/3333)

Include loans with blank certification requested dates

Defined range From date To date

Loan period: or Exact match (Ex: 11/22/3333)

Include loans with blank loan periods

If you elect to include blank loan periods in your filter criteria, you must use the email confirmation process detailed in the QUERY OPTIONS section.

To make multiple selections from the list boxes, hold down control key and click with mouse.

School campus:

Loan products:

Sort results by:

Query options

To save the query criteria, enter a name in the Query name box and select Save or Save and submit. To be notified when query results are ready, select the Send e-mail notification checkbox then select Submit.

Query name:

E-mail address: Send e-mail notification when query is complete

- (Optional) Select a predefined date range or define your own using the **Certification Requested** text boxes. The default range includes all stored records.

(Continued on the next page)

- (Optional) Select a predefined date range or define your own using the **Loan Period** text boxes. The default range includes all stored records.
 - (Optional) Use the **School Campus** and **Loan Products** filters as needed and sort the results if desired. By default, results will sort by Borrower SSN.
 - If you plan to save the query, enter a name for it into the **Query Name** text box (under the **Query Options** section). You can also enter your email address to run the query offline and receive an email notification when the query is complete.
 - Click the **Submit, Save** (to save for later use but not run at this time), or **Save and Submit** button.
- The Awaiting Certification Results page displays with record information for applications that match the query criteria.

Awaiting certification results [Export to file>>](#)

To certify an application, [click] on the CERTIFY APP link next to the record you want to certify.

Report run Friday, April 3, 2020 at 2:53:50 PM ET

Records 1-4 (of 4)

Borrower/Student SSN	Borrower/Student name	Loan product/Alt loan prgm cd	School ID	CommonLine unique ID/Loan period	Lender ID	Borrower requested amount	Certification requested	
666-52-5210	ADAMS, ALICE	SMART OPTION STUDENT LOAN (091)	00000000	899984AT100899205 09/15/2020-05/15/2021	900905	\$15,000.00	03/30/2020	Certify app Print Cancel
666-52-5212	ANDERSON, CATHY	SMART OPTION STUDENT LOAN (091)	00000000	899984AT100899170 08/15/2020-05/15/2021	900905	\$12,000.00	03/30/2020	Certify app Print Cancel
666-52-5213	ANDERSON, CHRIS	SMART OPTION STUDENT LOAN (091)	00000000	899984AT100899198 09/15/2019-05/15/2020	900905	\$25,000.00	03/30/2020	Certify app Print Cancel
666-52-5220	BORROWER, JOHN J	SALLIE MAE MBA LOAN (926)	00000000	899984AT100899202 09/15/2020-05/15/2021	900916	\$25,000.00	03/30/2020	Certify app Print Cancel

[Return to selection - keep same criteria](#) [Return to selection - clear all criteria](#)

On this page, you can:

- Provide certification information via the **Certify App** button.
- Print a copy of the loan documents via the **Print** button.
- Cancel the application via the **Cancel** button.
- Export the search results data to a comma separated values (.CSV) or Excel file via the **Export to File** link.

Exporting Awaiting Certification Query Results

How to export the awaiting certification results:

1. On the Awaiting Certification Results page, click the **Export to File** link.

The Export to File page displays.

NOTE: The export functionality is also available from the **Originations** tab of the OpenNet Home Page by clicking the Export link on the **Applications Awaiting Certification** tile, which initiates an export for all applications needing certification for all loan periods and all loan products for all school campuses to which you have access. Other types of OpenNet inquiries also support the export functionality.

Export To File

The Export feature allows you to save data to your computer or open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to your reporting needs. You will need to select the items you want to export from the list of columns. You may change the order of columns by clicking on the MOVE UP or MOVE DOWN buttons.

Available Columns:

- Alternative Loan Program Code
- Application ID
- Application Received Date
- Borrower Citizenship
- Borrower Date of Birth
- Borrower First Name
- Borrower Last Name/Suffix
- Borrower Middle Initial
- Borrower Requested Amount
- Borrower SSN
- Certification Requested Date
- Commonline Loan Sequence Number
- Commonline Unique ID
- Credit Expiration Date
- Enrollment Status
- Full Lender ID

Export Columns:

Buttons: Add >, Add All >>, < Remove, << Remove All, Move Up, Move to Top, Move Down, Move to Bottom

To save the query selection criteria and export criteria, enter a name in the Query Name field. If the query already has a name, clicking on Save or Save and Export will add the criteria to the existing query.

Query Name:

Export Format: Comma Separated (CSV) ▼

Include Header Row: Yes No

Buttons: Export, Save and Export, Save, Previous

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Select the format of the exported file using the **Export Format** drop-down list. If you want to save the query criteria for use again in the future as well as exporting the query results, enter a name for the query in the **Query Name** field.
4. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.

Certify an Application

- To certify an application, click the **Certify App** button beside the corresponding entry on the Awaiting Certification Results page.

The Enter School Certification page displays. The specific fields displayed on the page will vary depending on the loan program associated with the certification.

For example, the Enter School Certification page for Smart Option Student Loans:

Enter school certification

Smart Option Student Loan (091) [Borrower](#) [Certification](#) [Disbursement](#)

Borrower information [Return to top](#)

Fields marked with an asterisk(*) are required to continue processing. For your convenience, blank fields are shaded in yellow and should be completed unless otherwise noted.

Social Security number: 666-52-5210
 Date of birth: 03/01/1997
 Name: ALICE ADAMS
 Email address: adams@test.com

Permanent address

Street address 1: 45 River St
 Street address 2:
 City: Boston
 State: MA Zip code: 02108
 Primary phone number: 5556667777 Cell: Home:

Certification information [Return to top](#)

Initial values set:

School name: NEW UNIV-MAIN CAMPUS
 School code / branch: 000000-00
 Lender name: Sallie Mae

Academic period for the loan: * From To (ex: mm/dd/yyyy)

Grade level: *

Course of study: *

Enrollment status: *

Anticipated graduation date: * (ex: mm/dd/yyyy)

Requested loan amount: \$15,000.00

Certified loan amount: * \$.00

The approved amount will be the lesser of the borrower requested amount, cosigner requested amount, and school certified amount.

School use only:

Submit certification option: View submission results online

(Continued on the next page)

School disbursement information [Return to top](#)

Please allow for the consumer's Right To Cancel period when setting your disbursement date.

Disb date (ex: mm/dd/yyyy)	Disb amount (ex: 3000)	Hold/Release
Disb 1: * <input style="background-color: yellow;" type="text"/>	* \$ <input style="background-color: yellow;" type="text"/> .00	* -- Select One <input type="text"/>
Disb 2: <input type="text"/>	\$ <input type="text"/> .00	-- Select One <input type="text"/>
Disb 3: <input type="text"/>	\$ <input type="text"/> .00	-- Select One <input type="text"/>
Disb 4: <input type="text"/>	\$ <input type="text"/> .00	-- Select One <input type="text"/>

As an authorized representative of the school identified above, I hereby certify the following: (i) the borrower is eligible for the loan identified in this certification; (ii) the information completed in this school certification is accurate; (iii) the Total Certified Amount does not exceed the student's cost of attendance minus other financial aid; (iv) that school will notify Sallie Mae if the student withdraws from the school; (v) if applicable, then prior to certification the school has complied with the disclosure requirements in Section 626(f) and all other provisions of the Student Lending Accountability, Transparency and Enforcement Act ("SLATE Act"); (vi) as permitted under applicable law, that the school will provide information requested by Sallie Mae related to the borrower, including without limitation contact information; and (vii) that the information provided in the application is true, complete and correct to the best of my knowledge and belief.

For example, the Enter School Certification page for Bar Study Loans:

Enter school certification

Bar Study Loan [Borrower](#) [Certification](#)

Borrower information [Return to top](#)

Fields marked with an asterisk(*) are required to continue processing. For your convenience, blank fields are shaded in yellow and should be completed unless otherwise noted.

Social Security number: 888-00-1016
 Date of birth: 06/09/1988
 Name: DANIEL MOBERG
 Email address: c59786@salliemae.com

Permanent address

Street address 1: 1311 Blackwalnut Ct
 Street address 2:
 City: Annapolis
 State: MD Zip code: 21403
 Primary phone number: 9944022748 Cell: Home:

Certification information [Return to top](#)

School name: NEW UNIV -MAIN CAMPUS
 School code / branch: 000000-00
 Lender name: Sallie Mae

Enrollment status: *

Anticipated graduation date: * (ex: mm/dd/yyyy)

Submit certification option: View submission results online

As an authorized representative of the school identified above, I hereby certify the following: (i) the borrower is eligible for the loan identified in this enrollment verification request; (ii) the information completed in this school enrollment verification is accurate; (iii) that the school will notify Sallie Mae if the student withdraws from the school; and (iv) as permitted under applicable law, that the school will provide information requested by Sallie Mae related to the borrower, including without limitation contact information.

(Continued on the next page)

2. Populate all necessary fields in the **Certification Information** and **School Disbursement Information** sections for Smart Option Student Loans or in the **Certification Information** section for Bar Study Loans.

NOTE: To pre-populate certain data fields in the certification record using a saved data set, select an initial values set from the **Initial Values Set** drop-down list. Using initial values both saves time and ensures consistent data entry across multiple certifications.

3. Click the **Submit Certification** button.

The Submission Results page displays.

NOTE: This page may be bypassed by de-selecting the **View Submission Results Online** check box on the Enter School Certification page.

4. Review the information displayed on the page and click the **Next** button.

A series of pages display that allow you to view and print the application documents.

5. Follow the instructions on the pages to view and print the documents.

The Final Instructions page displays.

6. Review the instructions displayed on the page and proceed as necessary.

OpenNet[®] Web Loan Delivery Originations User Reference Guide

[View/Change Loan Data Quick References](#)

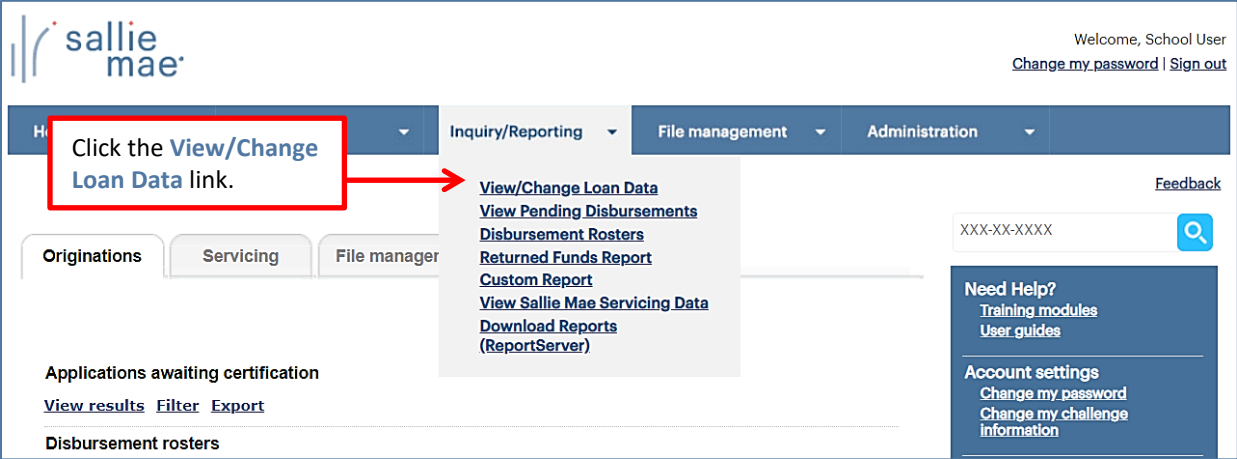
View Loan Data Overview

The View Loan Data function in OpenNet® displays originations information for a borrower’s loans, including applications that have been started but have not yet been certified.

Viewing Loan Data

How to view loan data:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet Web Loan Delivery page, and then click on **View/Change Loan Data**.



The Search Criteria page displays.

(Continued on the next page)

Search criteria

Enter either the SSN or the first and last names of the borrower/student whose information you want to view. You can search on a partial first name by entering the first two letters followed by an asterisk (*) as a wildcard.

Search criteria

SSN:

or

Last name:

First name:

Middle initial:

Enter a borrower's SSN or last name/first name.

Click the **Submit** button.

Submit

2. Search for a borrower by typing their SSN or last name/first name. The borrower's middle initial can also be entered to further filter results, but it is not required.
3. Click the **Submit** button.

The Application/Loan Summary page displays with the borrower's loans listed. The most recent loan or application displays at the top of the list.

(Continued on the next page)

Application/Loan summary

The following summary lists applications/loans on file for the borrower/student that are associated with your institution(s). Please note that the specific options that are available to you depend on your user access and the status of the application/loan.

Report run Wednesday, May 20, 2020 at 9:41:36 AM ET

Borrower/Student

Name:	ALICE ADAMS	View demographics >>
Social Security number:	666-52-5210	View aggregate loan totals >>
Date of birth:	03/01/1997	View acct servicing summary >> View multi-loan details >>

Records 1-2 (of 2)

Loan program Borrower name/SSN Student name/SSN	Status information	Amount	School ID Curr lender ID	CommonLine unique ID Loan period Application ID
SMART OPTION STUDENT LOAN (091)	Loan: AWAITING SCHOOL CERTIFICATION App start date: 03/30/2020 Credit: APPROVED What's next: We are awaiting school certification. You can certify the loan online by clicking the certify button and providing the required information.	\$0.00	000000-00 <u>900905</u>	899984AT100899205 09/15/2020-05/15/2021 100899205-01
SMART OPTION STUDENT LOAN (091)	Loan: FULLY DISBURSED App start date: 03/30/2020 Credit: APPROVED What's next: Fully disbursed	\$10,000.00	000000-00 <u>900905</u>	899984AT100899141 09/15/2019-05/15/2020 100899141-01

Click the **View/Update** button.

Need Help?
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Account settings
[Change my password](#)
[Change my challenge information](#)

School AssistSM Representatives are available during the following business hours:
 Monday - Friday
 9:00 a.m. - 6:00 p.m. ET
 Phone: 844-8-ASSIST (844-827-7478)
 International: 877-456-6221
 Direct: 302-451-4912
[Email Us](#)

4. Click the **View/Update** button for the record you want view.
 The Application/Loan Details page displays.

Other things you can do on the Application Loan Summary page include:

- **View Demographics** – View borrower demographic information (name, address, etc.).
- **View Aggregate Loan Totals** – View total dollar amounts for loans serviced by Sallie Mae®.
- **View Acct Servicing Summary** – View stored loan data for loans serviced by Sallie Mae.
- **View Multi-Loan Details** – View summarized loan information for all applications/loans associated with your institution for the corresponding borrower/student.
- **Certify App** – Certify an application that is in process.
- **Print Prom Note** – Print the Promissory Note and/or other loan documentation.
- **Cancel** – Discontinue the loan application.
- **Reinstate** – Revalidate a loan application that has previously been cancelled.

(Continued on the next page)

Welcome, School User
[Change my password](#) | [Sign out](#)

Home
Certifications
Inquiry/Reporting
File management
Administration

[View Printable Page](#) | [Feedback](#)

Application / Loan details

Smart Option Student Loan (091)

Enter new SSN: [Search](#)

XXXXXXXXXX [Q](#)

Borrower [Return to top](#)

Name: ALICE ADAMS [View aggregate loan totals >>](#)
 Social Security number: 666-52-5210 [View acct servicing summary >>](#)
 Date of birth: 03/01/1997

Cosigner [Return to top](#)

Name: GIRDLER SHORON [Signature date:](#) 01/29/2020
 Social Security number: 719-89-1343 [Signature type:](#) E-SIGNED
 Date of birth: 02/01/1982

Status details [Return to top](#)

Loan status: FULLY DISBURSED [View rates and fees >>](#)
 Credit status: APPROVED
 What's next: Fully disbursed

Loan details [Return to top](#)

School name: UNIV-MAIN CAMPUS	Grade level: FRESHMAN UNDERGRADUATE Update loan data
School ID: 000000-00	Enrollment status: FULL TIME Update disb data
Loan period: 01/15/2020 - 04/15/2020	Enrollment effv date: 01/15/2020 Cancel
CommonLine unique ID: 899984AT100863447	Antcptd grad date: 08/31/2020
Alt loan program code: 091	Major course of study: MARKETING

Disbursing agent: SALLIE MAE [Lender ID:](#) 900905
 Servicer name: SLM [Lender name:](#) SALLIE MAE

Cost of attendance: \$55,175.00	Loan amt requested: \$5,000.00
Estimated financial aid: \$1,000.00	School cert amount: \$5,000.00
Expcd family contrbtrn:	Approved amount: \$5,000.00

School non-ed branch ID:	Application start date: 01/29/2020
School use field:	Loan terms acceptance date: 01/29/2020
School cert date: 01/29/2020	Borr self cert signature date: 01/29/2020
Credit expiration: 01/28/2021	Borr signature date: 01/29/2020
	From note received: 01/29/2020

Disbursement details [Return to top](#)

[View disbursement history >>](#)

Disb date	Disb status	H/R status	Gross amount	Disb fees	Net amount
02/10/2020	DISBURSED	RELEASE	\$2,500.00	\$0.00	\$2,500.00
03/09/2020	DISBURSED	RELEASE	\$1,000.00	\$0.00	\$1,000.00
03/09/2020	DISBURSED	RELEASE	\$1,500.00	\$0.00	\$1,500.00
Totals:			\$5,000.00	\$0.00	\$5,000.00

Make changes [Return to top](#)

[Update loan data](#)
[Update disb data](#)
[Cancel / Refund loan](#)

Enter new SSN: [Search](#)

[Return to disbursement rosters](#)

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Account settings
[Change my password](#)
[Change my challenge information](#)

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 Monday - Friday
 9:00 a.m. - 6:00 p.m. ET
 Phone: 844-8-ASSIST (844-827-7478)
 International: 877-456-6221
 Direct: 302-451-4912
[Email Us](#)

NOTE: The viewing options available on the Application/Loan Details page vary depending on your access level as well as the type of loan for which you are viewing details.

5. View the record details.

NOTE: If there are documents that still need to be uploaded, a **Secure Document Upload** link will display. Follow the onscreen instructions to upload the required documents.

Viewing Disbursement History

How to view disbursement history:

1. On the Application/Loan Details page, click the **View Disbursement History** link.
The Disbursement History page displays.

Disbursement history

Report run Wednesday, May 20, 2020 at 10:01:44 AM ET Disb Nbr 1 Activity Disb Nbr 2 Activity

Borrower [Return to top](#)

Name: ALICE ADAMS
Social Security number: 666-52-5210
Date of birth: 03/01/1997

Disbursement number 1 (of 2) activity [Return to top](#)

Date/Time	Activity	Details	User ID
02/25/2020 09:25 AM ET	DISB DATE CHANGED	Field name: DISB DATE Old value: 1/3/2020 New value: 3/15/2020	INTERNAL
02/25/2020 09:25 AM ET	FUNDS DISBURSED TO VIA ACH.	Field name: DISB STATUS Old value: CANCELLED(FUNDS RETURNED) New value: DISBURSED	INTERNAL
02/25/2020 09:25 AM ET	DISB REISSUED	Field name: DISB REISSUED Old value: NO New value: YES	INTERNAL
02/25/2020 09:20 AM ET	DISB REFUNDED	Field name: DISB STATUS Old value: DISBURSED New value: CANCELLED(FUNDS RETURNED)	INTERNAL
02/25/2020 09:16 AM ET	DISB REFUND/CANCEL PENDING, AWAITING FUNDS FROM SCHOOL	Field name: REFUND/CANCEL Old value: New value: 2500.00	INTERNAL
02/07/2020 08:44 AM ET	DISB RELEASED	Field name: HOLD/RELEASE STATUS Old value: HOLD New value: RELEASE	TYLERQA

Disbursement number 2 (of 2) activity [Return to top](#)

Date/Time	Activity	Details	User ID
02/07/2020 08:44 AM ET	DISB RELEASED	Field name: HOLD/RELEASE STATUS Old value: HOLD New value: RELEASE	TYLERQA
02/07/2020 08:44 AM ET	FUNDS DISBURSED TO VIA ACH.	Field name: DISB STATUS Old value: CANCELLED(PRE-DISB) New value: DISBURSED	TYLERQA
01/31/2020 04:24 PM ET	DISB CANCELED	Field name: DISB STATUS Old value: AWAITING DISB New value: CANCELLED(PRE-DISB)	SYSTEM
01/07/2020 01:57 AM ET	DISB METHOD CHANGED	Field name: DISB METHOD Old value: CHECK New value: ACH	E78548-SUPPORT
01/07/2020 01:57 AM ET	DISB PLACED ON HOLD	Field name: HOLD/RELEASE STATUS Old value: RELEASE New value: HOLD	

Click the **Return to App/Loan Details** button.

[Return to app/loan details](#)

2. Review the available information.
3. Click the **Return to App/Loan Details** button to return to the Application/Loan Details page.

Loan Update Overview

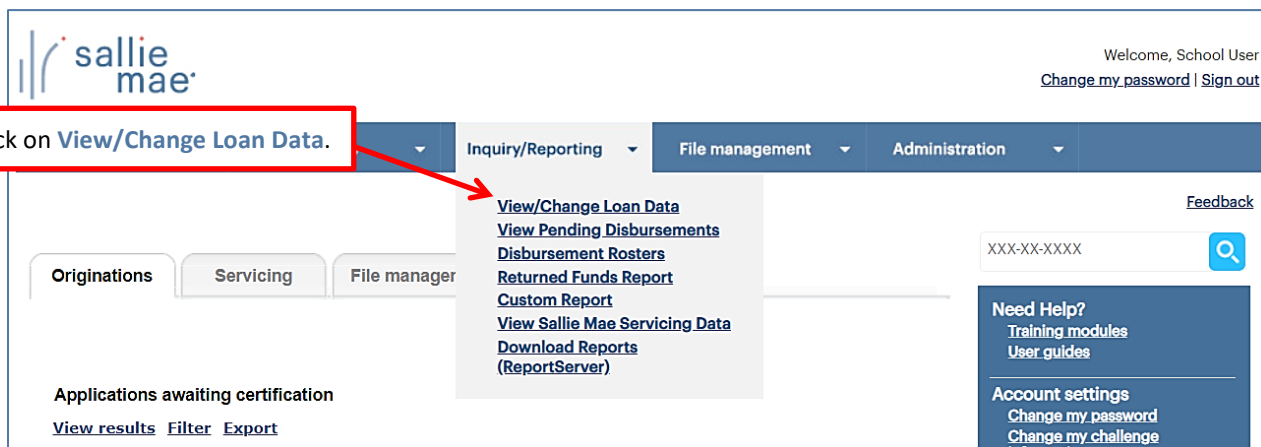
OpenNet® Web Loan Delivery allows you to make a variety of loan-level changes, including changes to the following:

- Loan period begin date and end date
- Grade level
- Anticipated completion date
- Enrollment status
- Gross disbursement amount

Update Loan Data

How to update loan data:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet Web Loan Delivery page, and then click on **View/Change Loan Data**.



The Search Criteria page displays.

2. Enter the SSN or last and first name.
3. Click the **Submit** button.
The Application/Loan Summary page displays.
4. Click the **View/Update** link.
The Application/Loan Details page displays.

(Continued on the next page)

Loan details [Return to top](#)

School name: UNIV-MAIN CAMPUS	Grade level: SOPHOMORE UNDERGRADUATE
School ID: 000000-00	Enrollment status: FULL TIME
Loan period: 09/15/2019 - 05/15/2020	Enrollment efftv date: 09/15/2019
CommonLine unique ID: 899984AT100899141	Antcptd grad date: 05/31/2024
Alt loan program code: 091	Major course of study: BUSINESS ADMINISTRATION
Application ID: 100899141-01	

Disbursing agent: SALLIE MAE	Lender ID: 900905
Servicer name: SLM	Lender name: SALLIE MAE

Cost of attendance: \$55,175.00	Loan amt requested: \$20,000.00
Estimated financial aid: \$20,000.00	School cert amount: \$10,000.00
Expcctd family contrbtn:	Approved amount: \$10,000.00

Update loan data
Update disb data
Cancel

Click the **Update Loan Data** button.

- Click the **Update Loan Data** button located in the **Loan Details** section of the page. The Loan Update page displays.

Loan update

Smart Option Student Loan (091)

Borrower

Name: TERRY THOMAS
 SSN: 666-52-5211
 Date of birth: 05/01/1999

Loan Details

	Current value	New value
Certified loan amt:	\$15,000.00	\$ <input type="text"/>
Loan period begin date:	05/15/2020	<input type="text"/>
Loan period end date:	05/15/2021	<input type="text"/>
Grade level:	FRESHMAN UNDERGRADUATE	-- Select Grade Level
Anticipated completion date:	09/30/2025	<input type="text"/>
Enrollment status:	FULL TIME	Select Enrollment Status

Disbursement details

Disb status	Disb date	Gross amount
1 Awaiting Disbursement	05/15/2020	\$7,500.00 \$ <input type="text"/>
2 Awaiting Disbursement	01/15/2021	\$7,500.00 \$ <input type="text"/>

Review changes
Discontinue

Enter changes to the loan information via the **New Value** text boxes and drop-down lists.

Enter changes to the gross disbursement amount via the **Gross Amount** text box.

Click the **Review Changes** button.

- Enter any necessary changes to the loan information via the **New Value** text boxes and drop-down lists and to the gross disbursement amount via the **Gross Amount** text box.

(Continued on the next page)

- Click the **Review Changes** button.
The Review Changes page displays.

Review changes

Smart Option Student Loan (091)

Borrower

Name: TERRY THOMAS
SSN: 666-52-5211
Date of birth: 05/01/1999

Loan details

Loan period: 05/15/2020 to 05/15/2021

Changed field	Current value	New value
Loan period end date	05/15/2021	06/15/2021

Click the **Submit** button.

Submit

Make corrections

Discontinue

- Verify your requested changes and click the **Submit** button.
The Transaction Results page displays, confirming that the requested changes have been submitted.
The Update Loan Data process is complete.

Cancel/Refund Loan Overview

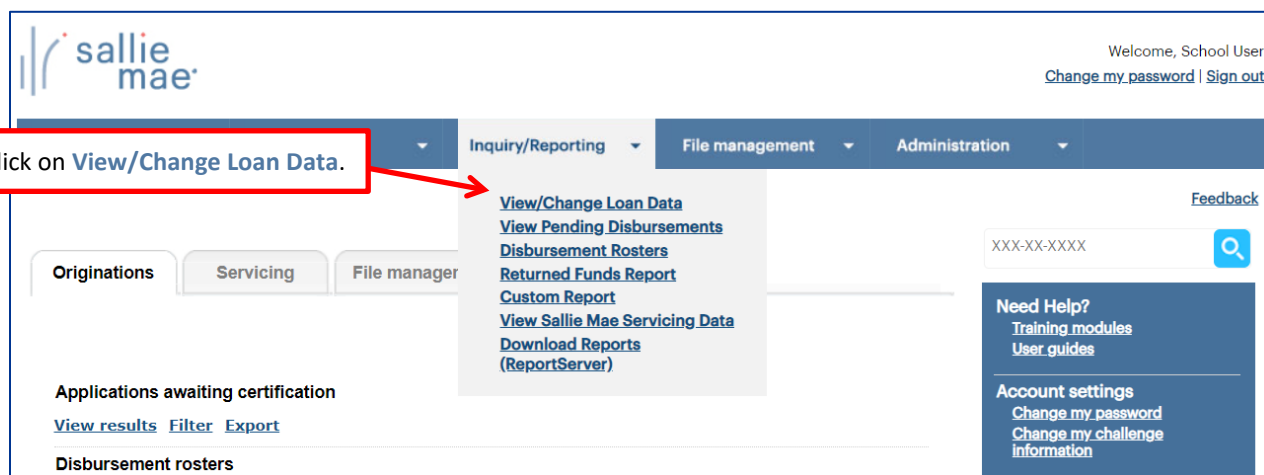
The Cancel/Refund Loan function allows you to perform full loan cancellations or full or partial refunds for individual disbursements using the net return amount. Additionally, because cancellations and refunds are often the result of a withdrawal or other enrollment change, you can update the student's enrollment status at the same time the disbursement change is processed.

NOTE: Full or partial refunds of disbursed funds can only be processed in real-time on OpenNet if a school is set up to process returns electronically. If you are not sure of your school's funds return method, contact your school administrator.

Cancel/Refund Loan

How to cancel/refund a loan:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **View/Change Loan Data**.



The Search Criteria page displays.

2. Enter the SSN or last and first name.
 3. Click the **Submit** button.
- The Application/Loan Summary page displays.
4. Click the **View/Update** link.
- The Application/Loan Details page displays.

(Continued on the next page)

Loan details [Return to top](#)

School name: UNIV-MAIN CAMPUS	Grade level: SOPHOMORE UNDERGRADUATE
School ID: 000000-00	Enrollment status: FULL TIME
Loan period: 09/15/2019 - 05/15/2020	Enrollment efftv date: 09/15/2019
CommonLine unique ID: 899984AT100899141	Antcptd grad date: 05/31/2024
Alt loan program code: 091	Major course of study: BUSINESS ADMINISTRATION
Application ID: 100899141-01	

Update loan data
Update disb data
Cancel

Click the **Cancel** button.

Disbursing agent: SALLIE MAE	Lender name: <u>SALLIE MAE</u>
Servicer name: <u>SLM</u>	

Cost of attendance: \$55,175.00	Loan amt requested: \$20,000.00
Estimated financial aid: \$20,000.00	School cert amount: \$10,000.00
Expctd family contrbtbn:	Approved amount: \$10,000.00

- Click the **Cancel** button located in the **Loan Details** section of the page. The Cancel/Refund Loan page displays.

Cancel/Refund loan XXXX-XX-XXXX

Smart Option Student Loan (091)

Borrower

Name: ALICE ADAMS
SSN: 666-52-5210
Date of birth: 03/01/1997

Loan details

	Current value	New value
Approved amount:	\$10,000.00	
Loan status:	FULLY DISBURSED	
Loan period begin date:	09/15/2019	
Loan period end date:	05/15/2020	
Enrollment status:	FULL TIME (F)	Select Enrollment Status
Last date of attendance:	N/A	

Disbursement details

Disb status	Disb date	Gross amt	Net disb amt	Net refund amt
1 DISBURSED	04/06/2020	\$5,000.00	\$5,000.00	
-- Select Status				\$
<input type="checkbox"/> Consummated				
2 DISBURSED	04/06/2020	\$5,000.00	\$5,000.00	
-- Select Status				\$
<input type="checkbox"/> Consummated				

Review changes
Discontinue

Enter changes to the enrollment status using the **New Value** fields in the **Loan Details** section.

Enter changes to the disbursements using the fields in the **Disbursement Details** section.

Click the **Review Changes** button.

NOTE: The specific transactions that can be performed on this page depend upon the loan program and the status of the loan and its disbursements.

- Enter changes to the enrollment status using the **New Value** fields in the **Loan Details** section of the page.

(Continued on the next page)

7. Enter changes to the disbursements using the fields in the **Disbursement Details** section of the page. If a disbursement has already been disbursed and you are making a partial refund, you must also enter the net refund amount in the **Net Refund Amt** text box.

NOTE: If you cancel or return a first disbursement, the second disbursement does not automatically cancel. If the second disbursement also needs to be cancelled, you will need to choose that option from the appropriate drop-down list. If the disbursed funds have been consummated, select the **Consummated** check box.

8. Click the **Review Changes** button.

The Review Changes page displays.

Review changes

Smart Option Student Loan (091)

Borrower

Name: ALICE ADAMS
SSN: 666-52-5210
Date of birth: 03/01/1997

Loan details

Loan period: 09/15/2019 to 05/15/2020

Changed Field	Current Value	New Value
Enrollment Status	FULL TIME (F)	WITHDRAWN
Last Date of Attendance	N/A	05/15/2020

Disbursement details

Disb date	Changed field	Current value	New value
1 04/06/2020	Disb status	DISBURSED	CANCELLED
	Consummated	N/A	CONSUMMATED
2 04/06/2020	No change		

Click the **Submit** button.

Submit

Make corrections

Discontinue

9. Verify your requested changes and click the **Submit** button.

A confirmation page displays indicating whether the change passed, failed, or is pending:

- If pending, the school is not signed up for auto-debit and the entry will remain in a pending status until the school sends a check or initiates an ACH to return the funds.
- If failed, there will be a link to click to find the reason why the change failed.

The Cancel/Refund Loan process is complete.

Disbursement Update Overview

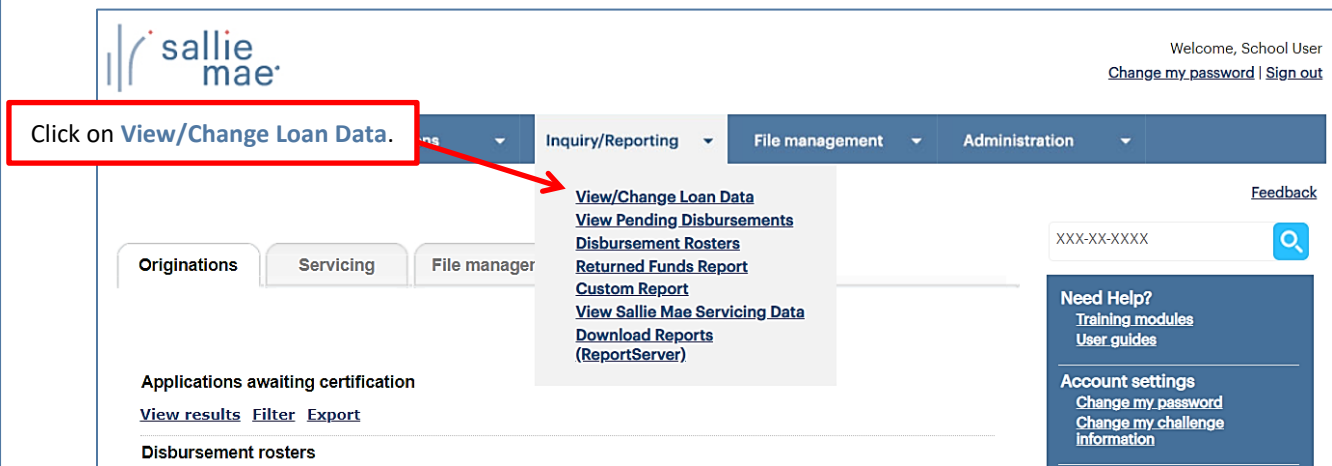
OpenNet® Web Loan Delivery (WLD) allows you to make a variety of disbursement-level changes, including the following:

- Change disbursement status
 - Change to hold or release
 - Change disbursement date
 - Change gross amount
 - Change disbursement method
 - Add a disbursement
 - Reinstate a disbursement
 - Reinstate a loan
 - Request a reissue
 - Fully or partially return funds using the **Gross Amount** field
- NOTE: This option must include at least one disbursement that has not yet been disbursed.

Update Disbursement Data

How to update disbursement data:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet WLD page, and then click on **View/Change Loan Data**.



The Search Criteria page displays.

2. Enter the SSN or last and first name.
 3. Click the **Submit** button.
- The Application/Loan Summary page displays.
4. Click the **View/Update** link.
- The Application/Loan Details page displays.

(Continued on the next page)

Loan details [Return to top](#)

School name: UNIV-MAIN CAMPUS School ID: 000000-00 Loan period: 05/15/2020 - 05/15/2021 CommonLine unique ID: 899984AT100899146 Alt loan program code: 091 Application ID: 100899146-01	Grade level: FRESHMAN UNDERGRADUATE Enrollment status: FULL TIME Enrollment efftv date: 05/15/2020 Antcptd grad date: 09/30/2025 Major course of study: CHEMISTRY
Disbursing agent: SALLIE MAE Servicer name: <u>SLM</u>	Lender ID: 900905 Lender name: <u>SALLIE MAE</u>
Cost of attendance: \$55,175.00 Estimated financial aid: \$10,000.00 Expcdtd family contrbtdn:	Loan amt requested: \$15,000.00 School cert amount: \$15,000.00 Approved amount: \$15,000.00

Update loan data
Update disb data
Cancel

Click the **Update Disb Data** button.

5. Click the **Update Disb Data** button located in the **Loan Details** section of the page.

If one or more disbursements have not yet been made, the Disbursement Change Transactions page displays with available fields as shown below.

Disbursement change transactions

Smart Option Student Loan (091)

Borrower

Name: ALICE ADAMS
 SSN: 666-52-5210
 Date of birth: 03/01/1997

Loan details

Loan period: 05/15/2020 to 05/15/2021

Disbursement details

Disb status	Hold/Release	Disb date	Gross amount	Net disb amount	Disb method
1 AWAITING DISBURSEMENT	RELEASE	05/20/2020	\$7,500.00	\$7,500.00	EFT - ACH
<input type="text" value="-- Select Status"/>	<input type="checkbox"/> Hold	<input type="text"/>	\$ <input type="text"/>		<input type="text" value="-- Select Method"/>
2 AWAITING DISBURSEMENT	RELEASE	01/15/2021	\$7,500.00	\$7,500.00	EFT - ACH
<input type="text" value="-- Select Status"/>	<input type="checkbox"/> Hold	<input type="text"/>	\$ <input type="text"/>		<input type="text" value="-- Select Method"/>
Add disb:	<input type="text" value="-- Select One"/>	<input type="text"/>	\$ <input type="text"/>		

Enter changes to the disbursement information using the fields in the **Disbursement Details** section.

Click the **Review Changes** button.

→
Review changes
Discontinue

If the disbursements have already been made, the Disbursement Change Transactions page will display as shown below.

(Continued on the next page)

Disbursement change transactions

Smart Option Student Loan (091)

Borrower

Name: ALICE ADAMS
SSN: 666-52-5210
Date of birth: 03/01/1997

Loan details

Loan period: 09/15/2019 to 05/15/2020

Disbursement details

Disb status	Hold/Release	Disb date	Gross amount	Net disb amount	Disb method
1 DISBURSED	RELEASE	04/06/2020	\$5,000.00	\$5,000.00	EFT - ACH
-- Select Status			\$		-- Select Method
<input type="checkbox"/> Consummated					
2 DISBURSED	RELEASE	04/06/2020	\$5,000.00	\$5,000.00	EFT - ACH
-- Select Status			\$		-- Select Method
<input type="checkbox"/> Consummated					
-- Select One			\$		

Review changes **Discontinue**

Enter changes to the disbursement information using the fields in the **Disbursement Details** section.

Click the **Review Changes** button.

- Enter any necessary changes to the disbursement information using the available fields in the **Disbursement Details** section of the page.
- Click the **Review Changes** button.
The Review Changes page displays.

Review changes

Smart Option Student Loan (091)

Borrower

Name: ALICE ADAMS
SSN: 666-52-5210
Date of birth: 03/01/1997

Loan details

Loan period: 05/15/2020 to 05/15/2021

Disbursement details

Disb date	Changed field	Current value	New value
1 05/20/2020	Hold/Release	RELEASE	HOLD
	Disb date	05/20/2020	05/31/2020
2 01/15/2021	No change		

Submit **Make corrections** **Discontinue**

Click the **Submit** button.

(Continued on the next page)

8. Verify your requested changes and click the **Submit** button.

The Transaction Results page displays, indicating whether the change passed, failed, or is pending:

- If pending, the school is not signed up for auto-debit and the entry will remain in a pending status until the school sends a check or initiates an ACH to return the funds.
- If failed, there will be a link to click to find the reason why the change failed.

The Update Disbursement Data process is complete.

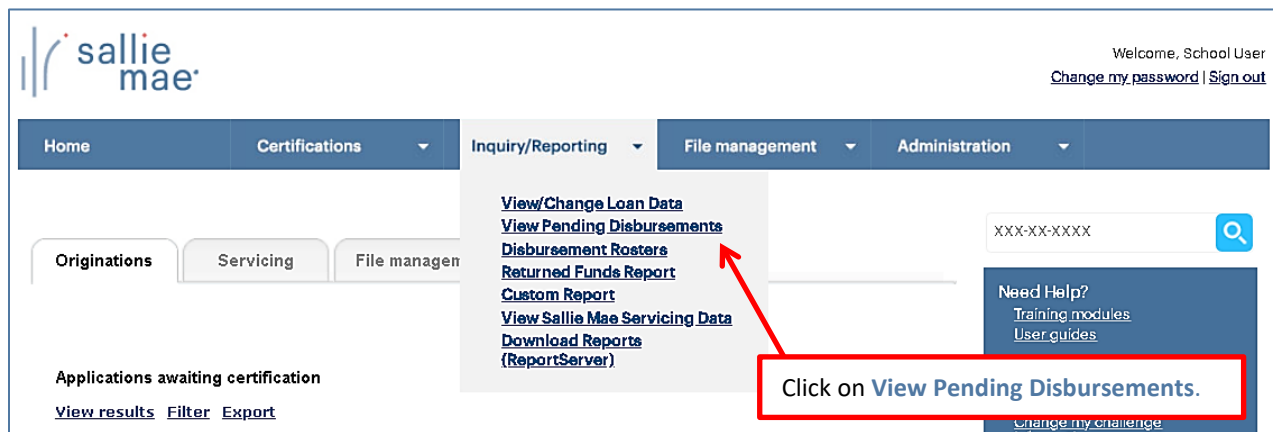
Individual Disbursement Cancel Overview

When you want to cancel an individual disbursement for a loan and the cancellation is not driven by an accompanying enrollment change, the most efficient method to use begins with viewing pending disbursements.

Cancel Individual Disbursements

How to cancel individual disbursements:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **View Pending Disbursements**.



The Pre-Disbursement Selection page displays.

2. Enter the appropriate query options.
NOTE: If you want to access disbursements for a single borrower, use the Quick Search method to run a query using the borrower’s SSN.
3. Click the **Submit** button.
The Pre-Disbursement Results page displays with record information for pending disbursements that match the query criteria.

(Continued on the next page)

Pre-disbursement results

[Update All \(Mass Changes\) >>](#)
[Update All \(Individual Changes\) >>](#)
[View summary totals >>](#)
[Export to file >>](#)

Report run Tuesday, June 2, 2020 at 2:11:51 PM EST

Records 1-2 (of 2)

Click the **Cancel Disb** button.

Disb date	Borrower SSN/ Student SSN	Borrower name/ Student name	School ID/ Lender ID/ Loan product	Loan period	Disb nbr	Grade level/ H/R	method/ Disb destination	Gross amt/ Net amt	
09/25/2020	666-52-5261	FINNEGAN, MICHAEL	00000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	3	1 R	ACH S	\$100.00 \$100.00	Update Disb Cancel Disb View / Update
09/20/2020	666-52-5261	FINNEGAN, MICHAEL	00000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	2	1	ACH S	\$10,000.00 \$10,000.00	Update Disb Cancel Disb View / Update

[Return to selection - keep same criteria](#) [Return to selection - clear all criteria](#)

- Click the **Cancel Disb** button located next to the disbursement you want to cancel.
The Review Changes page displays.

Review changes

Smart Option Student Loan (091)

Borrower

Name: MICHAEL FINNEGAN
 SSN: 666-52-5261
 Date of birth: 05/01/1999

Loan details

Loan period: 01/15/2020 to 12/15/2020

Disbursement details

Disb date	Changed field	Current value	New value
2 09/25/2020	Disb status	AWAITING DISBURSEMENT	CANCELLED

Click the **Submit** button.

[Submit](#) [Discontinue](#)

- Click the **Submit** button to confirm the cancellation.
The Cancel Disbursement process is complete.

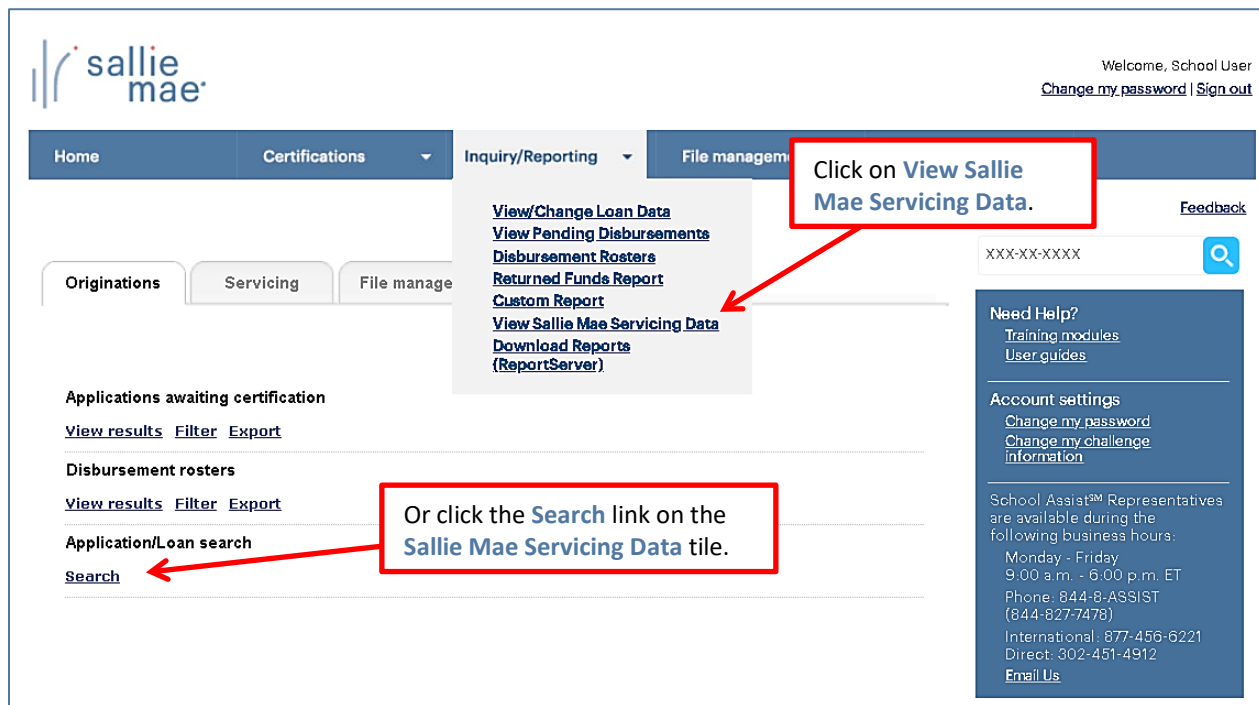
View Sallie Mae Loan Servicing Data Overview

The Account Servicing Summary page is used to view the details of a loan on Sallie Mae®'s servicing system. This functionality retrieves borrower account information for Sallie Mae loans. This quick reference provides instructions and illustrations specific to viewing information for your Sallie Mae servicing volume.

Account Servicing Summary Page

How to access the Account Servicing Summary page:

- Do one of the following:
 - Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **View Sallie Mae Servicing Data**.
 - On the **Servicing** tab of the School Home Page, click on the **Search** link on the **Sallie Mae Servicing Data** tile.



The Search Criteria page displays.

(Continued on the next page)

Search criteria

Enter either the SSN or the first and last names of the borrower whose information you want to view. You can search on a partial first name by entering the first two letters followed by an asterisk (*) as a wildcard.

Search criteria

SSN:

or

Last name:

First name:

Middle initial:

[Submit](#)

2. Type a borrower's Social Security Number in the **SSN** field or type a borrower's name in the **Last Name**, **First Name**, and **Middle Initial** fields. You can search on a partial first name by entering the first two letters followed by an asterisk (*). Click the **Submit** button.
3. The Account Servicing Summary page displays.

Account servicing summary [View app/loan summary >>](#)

This page displays borrower loan data that resides on Sallie Mae's servicing system. The information displayed represents loans associated with your institution(s) only. The borrower may have Sallie Mae serviced loans not shown here if they are associated to other institutions.

Report run 07/06/2020 at 8:46:19 AM ET [Servicing messages](#) [Account info](#) [Loan info](#)

Borrower

Name: DEBRA R STAFFORD [View demographic data >>](#)
 Social Security number: 719-89-0949
 Date of birth: 01/01/1982

Servicing messages [Return to top](#)

Message 1: Our records indicate a payment is past due. A past due payment will cause future disbursements on any private student loans that have not fully disbursed to suspend. Borrowers can make a payment online by visiting SallieMae.com to log into their account or by calling us at 800-472-5543.

Account information [Return to top](#)

The account information on this page details borrower loan servicing data associated with your institution. A borrower can access all Sallie Mae loan servicing data associated with their account by logging in at salliemae.com.

Original balance: \$3,500.00	10-day payoff amount: \$1,556.33	View balance details >>
Principal balance: \$1,500.00	10-day payoff date: 07/16/2020	View acct payment history >>
Accrued interest: \$52.68	Interest paid year-to-date: \$0.00	
Current balance: \$1,500.12	Prior year interest: \$0.00	

(Continued on the next page)



Quick Reference: View Sallie Mae Loan Servicing Data

Monthly payment:	\$1.23	Next payment due:	View payment instructions >>
Total amount delinquent:	\$2.46	Last payment received:	
Other fee(s):	\$0.12	Last payment amount:	\$0.00
Present amount due:	\$3.69		
Number of days past due on most delinquent loan:	59		

Loan information [Return to top](#)

Loan program	First disb date	Status / Days delq	School	Orig bal / amt delq	
Smart Option Student Loan	08/27/2019	SCHL 59	UNIV -MAINCAMPUS (000000-00)	\$3,500.00 \$2.46	View details View status history

Enter new SSN:

4. Review the information

Reviewing the Account Servicing Summary Page

The following are summaries of the various sections of the page and the links that are available to additional details.

Borrower information:

The Account Servicing Summary page displays basic borrower demographic information under the **Borrower** section header, including name, Social Security number, and date of birth. The **Borrower** section also includes a link to detailed borrower information.

- **View Demographic Data** - To view detailed demographic information associated with the borrower.

Account servicing summary [View app/loan summary>>](#)

This page displays borrower loan data that resides on Sallie Mae's servicing system. The information displayed represents loans associated with your institution(s) only. The borrower may have Sallie Mae serviced loans not shown here if they are associated to other institutions.

Report run 07/06/2020 at 8:46:19 AM ET [Servicing messages+](#) [Account info+](#) [Loan info+](#)

Borrower

	Name: DEBRA R STAFFORD	View demographic data >>
	Social Security number: 719-89-0949	
	Date of birth: 01/01/1982	

Servicing messages:

The Account Servicing Summary page displays servicing messages associated with the borrower account under the **Servicing Messages** section header. Servicing messages indicate problems with an account as well as the recommended means of correction.

Servicing messages [Return to top](#)

Message 1: Our records indicate a payment is past due. A past due payment will cause future disbursements on any private student loans that have not fully disbursed to suspend. Borrowers can make a payment online by visiting SallieMae.com to log into their account or by calling us at 800-472-5543.

(Continued on the next page)

Account Information:

The Account Servicing Summary page displays general borrower account information under the **Account Information** section header.

Account information		Return to top
The account information on this page details borrower loan servicing data associated with your institution. A borrower can access all Sallie Mae loan servicing data associated with their account by logging in at salliemae.com .		
Original balance:	\$3,500.00	View balance details >>
Principal balance:	\$1,500.00	View acct payment history >>
Accrued interest:	\$52.68	
Current balance:	\$1,500.12	
10-day payoff amount:	\$1,556.33	
10-day payoff date:	07/16/2020	
Interest paid year-to-date:	\$0.00	
Prior year interest:	\$0.00	
Monthly payment:	\$1.23	View payment instructions >>
Total amount delinquent:	\$2.46	
Other fee(s):	\$0.12	
Present amount due:	\$3.69	
Number of days past due on most delinquent loan:	59	
Next payment due:		
Last payment received:		
Last payment amount:	\$0.00	

The **Account Information** section also includes multiple links to detailed account information associated with the borrower.

- **View Balance Details** - Loan balances associated with the borrower account, including sub-totals for each loan program.
- **View Acct Payment History** - Payment history associated with the borrower account, including all payments and financial transactions for all loans.
- **View Payment Instructions** - The instructions for the borrower explaining how to handle loan payments.

(Continued on the next page)

Loan Information:

The Account Servicing Summary page displays general information for individual loans associated with the borrower account under the **Loan Information** section header:

Loan information Return to top				
Loan program	First disb date	Status / Days delq	School	Orig bal / amt delq
Smart Option Student Loan	08/27/2019	<u>SCHL</u> 59	UNIV -MAINCAMPUS (000000-00)	\$3,500.00 \$2.46

[View details](#)
[View status history](#)

Enter new SSN: [Search](#)

The **Loan Information** section also includes links to detailed loan and status history information for each displayed loan:

- **View Details** - Servicing details for a loan, including payment information, interest and status details, loan details, disbursement details, and more.
- **View Status History** - The history of a loan's origination, disbursement, and repayment processing.

Once you have reviewed the borrower's information, you can:

- Begin a new search by typing a borrower SSN in the **Enter a New SSN** field and clicking the **Search** button.
- Return to the Search Criteria page by clicking the **Return to Search Criteria** button.

OpenNet[®] Web Loan Delivery Originations User Reference Guide

Inquiry/Reporting Quick References

Pending Disbursements Overview

The OpenNet® Web Loan Delivery (WLD) system allows you to view pending disbursements in three ways:

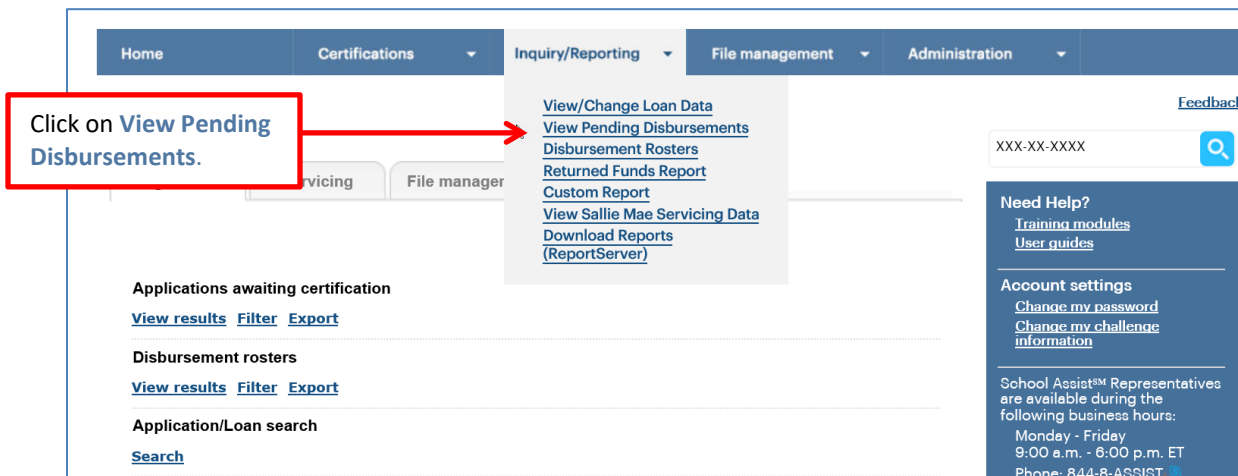
- Via a previously saved query.
- Via a quick search.
- Via a new query.

Once you have retrieved a list of pending disbursements, you can update the entire group of disbursements using the Update All (Mass Changes) or Update All (Individual Changes) functions.

Running a Pending Disbursements Query

How to run a pending-disbursements query:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet WLD page, and then click on **View Pending Disbursements**.



The Pre-Disbursement Selection page displays.

(Continued on the next page)

Run a previously saved query using the **Previously Save Queries** section..

Run a quick search using the **Quick Search** section.

Run a new query using the remainder of the page, beginning with the **Required Criteria** section.

Pre-disbursement selection

There are three ways to define your query. The PREVIOUSLY SAVED QUERIES section allows you to select and submit a previously saved query, modify a saved query or delete a query. To quickly locate a specific student or borrower, or to retrieve the results from a previously submitted query, go to the QUICK SEARCH section. To define a new query, enter your selections beginning with the REQUIRED CRITERIA section.

Previously saved queries

Select the name of the saved query you want to submit, revise, or delete.

No selection -

Quick search

Enter an SSN to search for a specific student or borrower, or a query confirmation number to retrieve the results from a previously submitted query.

SSN:

Confirmation number:

Required criteria

At least one field must be completed.

Defined range From date To date

Disbursement: or (ex: 1/22/3333)

Loan period: or Exact match

Additional criteria

To make multiple selections from the list boxes hold down control key and click with mouse.

Loan product:

School campus:

(Separate IDs with a comma)

Lender IDs:

Disbursement method:
 Individual Check
 EFT-ACH
 Master Check

Grade level:
 All Undergraduate Grade Levels
 All Graduate Grade Levels
 1st Year (Freshman)

School use field:

Hold/release status:

Defined range From date To date

Credit expiration date: or (ex: 1/22/3333)

* Credit expiration date applies to the first disbursement only and has no relevance to subsequent disbursements.

Sort results by:

Query options

To save the query criteria, enter a name in the query name box and select **save** or **save and submit**. To be notified when query results are ready, select the **send e-mail notification** checkbox then select **submit**.

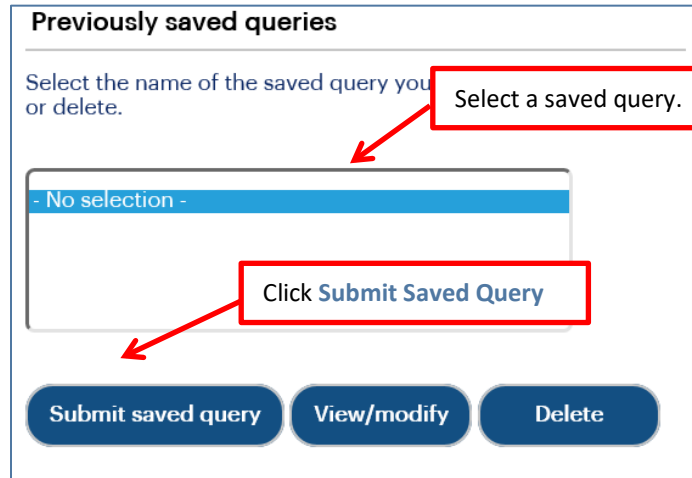
Query name:

E-mail address: Send e-mail notification when query is complete

2. Use one of the three methods to define the query you want to run.

Method 1: Previously Saved Query:

1. Locate the **Previously Saved Queries** section on the Pre-Disbursement Selection page.



Previously saved queries

Select the name of the saved query you want to use or delete.

Select a saved query.

- No selection -

Click Submit Saved Query

Submit saved query View/modify Delete

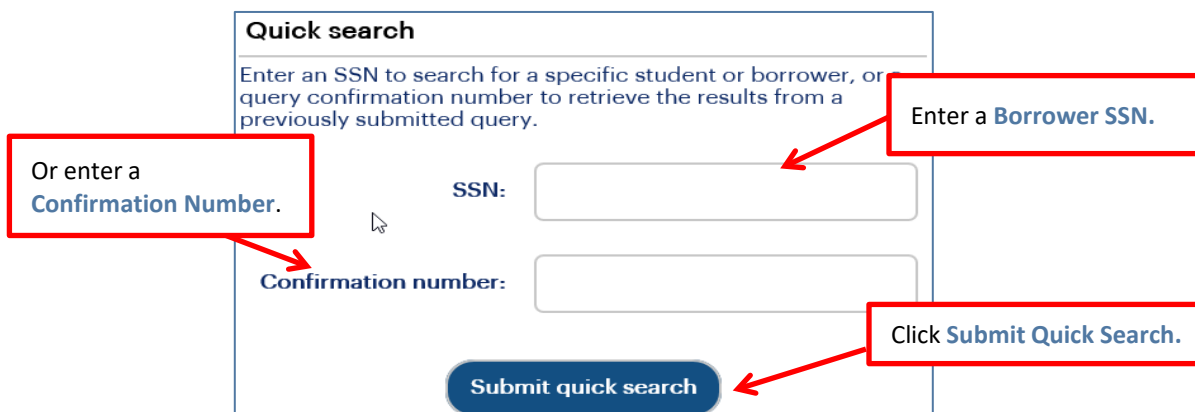
2. Select a previously saved query.
3. Click the **Submit Saved Query** button

NOTE: You can modify or delete a saved query using the **View/Modify** or **Delete** buttons.

The Pre-disbursement Results page displays with record information for pending disbursements that meet the criteria defined in the saved query..

Method 2: Quick Search:

1. Locate the **Quick Search** section on the Pre-Disbursement Selection page.



Quick search

Enter an SSN to search for a specific student or borrower, or a query confirmation number to retrieve the results from a previously submitted query.

Or enter a Confirmation Number.

SSN:

Confirmation number:

Enter a Borrower SSN.

Submit quick search

Click Submit Quick Search.

2. Use the **Borrower SSN** text box to search for a specific borrower or use the **Confirmation number** text box to retrieve results from a specific query that was submitted previously for offline processing.

(Continued on the next page)

3. Click the **Submit Quick Search** button.

The Pre-Disbursement Results page displays with record information for pending disbursements for the specified borrower or from the previously submitted query.

Method 3: New Query:

1. Locate the **Additional Criteria** section on the Pre-Disbursement Selection page. All the options from there to the bottom of the page can be used to submit and/or save a new query.

Required criteria

At least one field must be completed.

Defined range From date To date

Disbursement: or (ex: 11/22/3333)

Loan period: or Exact match

Additional criteria

To make multiple selections from the list boxes hold down control key and click with mouse.

Loan product:
 Bar Study Loan
 Career Training Smart Option Student Loan (930)
 Clear Advantage Student Loan made by Sallie Mae (W06)
 Comerica Graduate Student Loan (W46)

School campus:

Lender IDs:

Disbursement method:
 Individual Check
 EFT-ACH
 Master Check

Grade level:
 All Undergraduate Grade Levels
 All Graduate Grade Levels
 1-1st Year (Freshman)

School use field:

Hold/release status:

Credit expiration date: or

* Credit expiration date applies to the disbursements.

Sort results by:

Query options

To save the query criteria, enter a name in the **query name** box and select **save** or **save and submit**. To be notified when results are ready, select the **send e-mail notification** checkbox then select **submit**.

Query name:

E-mail address: Send e-mail notification when query is complete

Set a date range.

Enter any additional criteria for the search.

If you plan to save the query to use again in the future, enter a name for the query.

If you want to run the query offline, enter your email address and select the checkbox to be notified when the results are ready.

Submit and/or save the query.

(Continued on the next page)

2. Select a predefined date range or define your own using the **Disbursements** and/or **Loan Period** text boxes. The default range includes all stored records.
3. Use the options under the **Additional Criteria** section header to further filter and sort the results as desired.
4. If you plan to save the query, enter a name for it into the **Query Name** text box (under the **Query Options** section). You can also enter your email address to run the query offline and receive an email notification when the query is complete.
5. Click the **Submit/Save** (to save for later use but not run at this time) or **Save and Submit** button.

The Pre-Disbursement Results page displays with record information for pending disbursements that match the query criteria.

Pre-disbursement results

[Update All \(Mass Changes\) >>](#)
[Update All \(Individual Changes\) >>](#)
[View summary totals >>](#)
[Export to file >>](#)

Report run Thursday, May 21, 2020 at 6:53

Records 1-2 (of 2)

Use the **Update All (Mass Changes)** and **Update All (Individual Changes)** links to update the entire group of disbursements.

Disb date	Borrower SSN/ Student SSN	Borrower name/ Student name	School ID/ Lender ID/ Loan product	Loan period	Disb nbr	Grade level/ H/R	method/ Disb destination	Gross amt/ Net amt	
09/25/2020	666-52-5261	FINNEGAN, MICHAEL	0000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	3	1 R	ACH S	\$100.00 \$100.00	Update Disb Cancel Disb View / Update
09/20/2020	666-52-5261	FINNEGAN, MICHAEL	0000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	2	1 R	ACH S	\$10,000.00 \$10,000.00	Update Disb Cancel Disb View / Update

[Return to selection - keep same criteria](#)
[Return to selection - clear all criteria](#)

NOTE: The threshold for a pending disbursement query is 10,000 records. If your query exceeds this threshold, try narrowing your search or running the report offline.

On this page you can:

- Make the same changes in hold/release status, disbursement date, or disbursement method for all disbursement records that were returned in the query at the same time via the **Update All (Mass Changes)** link.
- Make different changes in hold/release status, disbursement date, or disbursement method values for all disbursement records that were returned in the query at the same time via the **Update All (Individual Changes)** link.
- View summary information about future disbursements that matched the search criteria via the **View Summary Totals** link.
- Export the search results data to a comma separated values (.CSV) or Excel file via the **Export to File** link.
- View loan data and make individual loan-level and disbursement-level changes via the **Update Disb**, **Cancel Disb**, and **View/Update** links.

Exporting Pending Disbursement Query Results

How to export the pending disbursement results:

1. On the Pre-Disbursement Results page, click the **Export to File** link.

The Export to File page displays.

NOTE: Other types of OpenNet inquiries also support this functionality

Export To File

The Export feature allows you to save data to your computer, open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to fit your internal processing and/or reporting needs. You will need to select the items you want to export from the AVAILABLE COLUMNS and move them to the EXPORT COLUMNS. You may select all items or multiple items by holding down the control key and selecting the item(s) you want to export. To change the order in which the information will appear, click on the column you want to move in the EXPORT COLUMNS list and then click on the MOVE UP or MOVE DOWN buttons.

Available Columns:

- Gross Amount
- Hold/Release
- Lender ID/Branch
- Lender Name
- Loan Period End Date
- Loan Period Start Date
- Loan Product
- Net Amount
- Scheduled Disbursement Date
- School Campus ID
- School Campus Name
- School ID
- School Use
- Student First Name
- Student Last Name
- Student MI
- Student SSN
- Student Suffix

Export Columns:

- Borrower First Name
- Borrower Last Name
- Borrower MI
- Borrower SSN
- CommonLine Unique ID

Add >

Add All >>

< Remove

<< Remove All

Move Up

Move to Top

Move Down

Move to Bottom

To save the query selection criteria and export criteria, enter a name in the **Query Name** box and click on **Save** or **Save and Export**. If the query already has a name, clicking on **Save** or **Save and Export** will add the export criteria to the existing saved query.

Query Name:

Export Format:

Include Header Row: Yes No

Export

Save and Export

Save

Previous

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Select the format of the exported file using the **Export Format** drop-down list.
4. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.

(Continued on the next page)

Updating All Pending Disbursements

How to update all pending disbursements via mass changes:

Use the Update All (Mass Changes) functionality to make the same changes in hold/release status, disbursement date, or disbursement method for all disbursement records that were returned in the query at the same time.

1. On the Pre-Disbursement Results page, click the **Update All (Mass Changes)** link.

Pre-disbursement results

Report run Thursday, May 21, 2020 at 6:53:43 AM

[Update All \(Mass Changes\) >>](#)
[Update All \(Individual Changes\) >>](#)
[View summary totals >>](#)
[Export to file >>](#)

Click the **Update All (Mass Changes)** link.

Records 1-2 (of 2)

Disb date	Borrower SSN/ Student SSN	Borrower name/ Student name	School ID/ Lender ID/ Loan product	Loan period	Disb nbr	Grade level/ H/R	Disb method/ Disb destination	Gross amt/ Net amt	
09/25/2020	666-52-5261	FINNEGAN, MICHAEL	0000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	3	1 R	ACH S	\$100.00 \$100.00	Update Disb Cancel Disb View / Update
09/20/2020	666-52-5261	FINNEGAN, MICHAEL	0000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	2	1 R	ACH S	\$10,000.00 \$10,000.00	Update Disb Cancel Disb View / Update

[Return to selection - keep same criteria](#)
[Return to selection - clear all criteria](#)

The Update All Criteria page displays.

(Continued on the next page)

Update all criteria

Note: Some changes cannot be made for records that are disbursed by a third party. Contact your disbursing agent or Sallie Mae School Assist at 844-827-7478 if you need more information.

	Current value	New value
Disb date:	09/05/2020	09/10/2020 (Ex: MM/DD/YYYY)
Hold/Release:	Release	Hold
Disb method:	Check	-- Select Method

Click **Review Changes**.

Enter the changes you want to make.

[Review changes](#) [Return to query results](#)

2. Make the changes using the available text fields and drop-down lists.
3. Click the **Review Changes** button.

The Review Changes page displays.

NOTE: Disbursements for which a change is not applicable will be filtered from the Review Changes page once the desired changes are indicated and **Review Changes** button is clicked.

Review changes

Select check box to **exclude** a borrower record from the mass update.

Records	Exclude	Borr name/ Student name	Borr SSN/ Student SSN	Loan product	Disb nbr	Gross amt/ Net amt	Current value	New value
	<input type="checkbox"/>	FINNEGAN, MICHAEL	666-52-5261	SMART OPTION STUDENT LOAN	3	\$100.00 \$100.00	RELEASE	HOLD
	<input type="checkbox"/>	FINNEGAN, MICHAEL	666-52-5261	SMART OPTION STUDENT LOAN	2	\$10,000.00 \$10,000.00	RELEASE	HOLD

Click **Submit**.

[Submit 1-2](#) [Edit update all criteria](#) [Return to query selection](#)

4. To exclude a borrower record from the mass-update process, select the corresponding **Exclude** check box.
5. Click the page specific **Submit** button (i.e. **Submit 1-2**, **Submit 1-9**, **Submit 1-50**, **Submit 51-100**, etc.).

(Continued on the next page)

Transaction results

Results

Number of requested changes: 2
 Number of successful changes: 2
 Number of unsuccessful changes: 0

[Return to query selection](#)

- The Transaction Results page displays.
- Click the **Return to Query Selection** button to return to the Pre-Disbursement Selection page.

How to update all pending disbursements via individual changes:

Use the Update All (Individual Changes) functionality to make different changes in hold/release status, disbursement date, or disbursement method values for all disbursement records that were returned in the query at the same time.

- On the Pre-Disbursement Results Page, click the **Update All (Individual Changes)** link.

Pre-disbursement results

Report run Thursday, May 21, 2020 at 10:00 AM

[Update All \(Mass Changes\) >>](#)
[Update All \(Individual Changes\) >>](#)
[View summary totals >>](#)
[Export to file >>](#)

Click the **Update All (Individual Changes)** link.

Records 1-2 (of 2)

Disb date	Borrower SSN/ Student SSN	Borrower name/ Student name	School ID/ Lender ID/ Loan product	Loan period	Disb nbr	Grade level/ H/R	Disb method/ Disb destination	Gross amt/ Net amt	
09/25/2020	666-52-5261	FINNEGAN, MICHAEL	0000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	3	1 R	ACH S	\$100.00 \$100.00	Update Disb Cancel Disb View / Update
09/20/2020	666-52-5261	FINNEGAN, MICHAEL	0000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	2	1 R	ACH S	\$10,000.00 \$10,000.00	Update Disb Cancel Disb View / Update

[Return to selection - keep same criteria](#) [Return to selection - clear all criteria](#)

(Continued on the next page)

Update all individual changes list

Report run Thursday, May 21, 2020 at 8:42:07 AM ET

Records 1-2 (of 2)

Borrower/ Student SSN	Borrower/ Student name	School ID/ Lender ID/ Loan product	Disb nbr/ Grade level	Loan period	Gross amt/ Net amt	Field name	Current value	New value
666-52-5261	FINNEGAN, MICHAEL	00000000 900905 SMART OPTION STUDENT LOAN	3 1	01/15/2020 to 12/15/2020	\$100.00 \$100.00	Disb date	09/25/2020	<input type="text"/>
						Hold/Release	Hold	--Select one
						Disb method	ACH	ACH
666-52-5261	FINNEGAN, MICHAEL	00000000 900905 SMART OPTION STUDENT LOAN	2 1	01/15/2020 to 12/15/2020	\$10,000.00 \$10,000.00	Disb date	09/20/2020	<input type="text"/>
						Hold/Release	Hold	--Select one
						Disb method	ACH	ACH

Click **Review Changes**.

Make your updates.

[Review changes](#) [Discontinue](#)

- Make updates to fields under the **New Value** column header. The **New Value** column header displays value types that can be updated individually. These values include:
 - Disbursement Date
 - Hold/Release Status
 - Disbursement Method
- Click the **Review Changes** button.
The Review Individual Changes page displays.
- Review the changes and then click the **Submit Current Page Changes** button.
The Transaction Results page displays.

Review individual changes

Report run Thursday, May 21, 2020 at 8:42:07 AM ET

Disbursement records 1 -2
(of 2)

Borrower/ Student SSN	Borrower/ Student name	Disb nbr/ Loan product	Gross amt/ Net amt	Field name	Current value	New value
666-52-5261	FINNEGAN, MICHAEL	3 SMART OPTION STUDENT LOAN	\$100.00 \$100.00	Disb date	09/25/2020	No change
				Hold/Release	Hold	RELEASE
				Disb method	ACH	No change
666-52-5261	FINNEGAN, MICHAEL	2 SMART OPTION STUDENT LOAN	\$10,000.00 \$10,000.00	Disb date	09/20/2020	No change
				Hold/Release	Hold	
				Disb method	ACH	No change

Click **Submit Current Page Changes**.

[Submit current page changes](#) [Make corrections](#) [Discontinue](#)

(Continued on the next page)

Transaction results

Results

Number of requested changes: 2
Number of successful changes: 2
Number of unsuccessful changes: 0

[Return to query selection](#)

5. Click the **Return to Query Selection** button to return to the Pre-Disbursement Selection page.

Returned Funds Report Overview

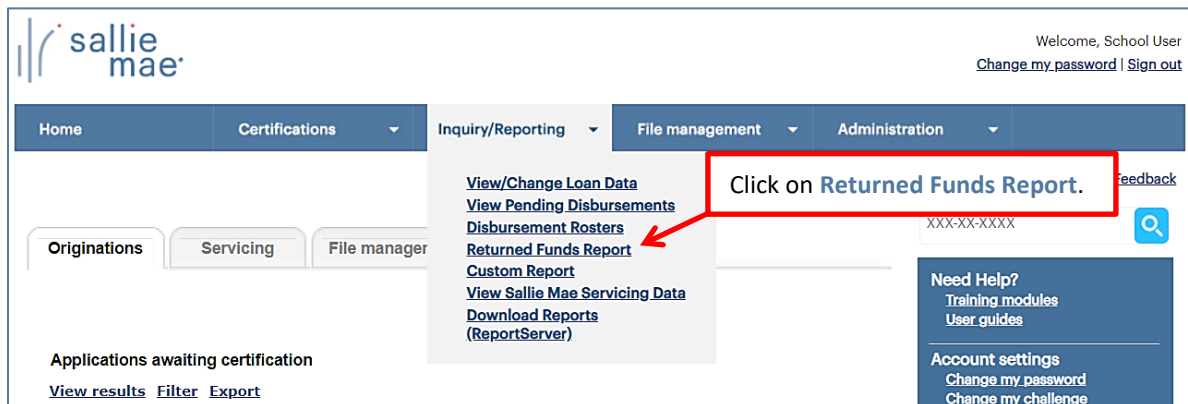
The Returned Funds reporting process allows you to generate and view reports on returned funds activities tied to transactions and batches that meet specified criteria. You can run a returned funds report three ways:

- Find transactions in a specific returned funds batch
- Select a saved report to run or modify
- Create a new report

Running a Returned Funds Report

How to initiate a Returned Funds report:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Return Funds Report**.



The Returned Funds Management Report page displays.

(Continued on the next page)

Returned funds report management

Reports can be run to find transactions that match specified select batch. There are three ways to define your report. To use a previous REPORT MANAGEMENT section, select either Batches or Transactions click on either Run or Modify. To quickly retrieve a report for a specific submitted report, go to the QUICK SEARCH section. To define a new Batches or Transactions, then click on Create.

Quick search

Enter the confirmation number for the results of a report that you ran offline and then click on **view results** to view the results.

Confirmation number: **View results**

Enter a **batch ID** number and click on **view results** to view details of a specific returned funds batch. Note: For Auto-Debit customers only, the Batch ID can be found on the Daily School Auto-Debit Summary Report and also in the Payee ID field on your bank statement.

Batch ID: **View results**

Report management

Report on: Batches Transactions

Saved report list

Report description

Report options

To run your **previously saved** report offline, enter your email address and select the **send e-mail notification** check box. You will receive an email confirmation when the report is finished.

Email address: **Send e-mail notification when report is complete**

Run **Modify** **Create** **Delete** **Cancel**

Run a saved report or create a new report using the remainder of the page.

Use the **Quick Search** section of the page to retrieve results from a report that was submitted previously for offline processing or to search for a specific returned funds batch.

NOTE: If the Returned Funds Report feature is not available, you need to enable the Return Funds Report service component via the Service Components page. If you do not have administrative rights, contact your school administrator to have the service component enabled.

1. Use one of three methods to run a report.

Method 1: Quick Search:

1. Locate the **Quick Search** section of the Returned Funds Report Management page.

Quick search

Enter the confirmation number for the results of a report that you ran offline and then click on **view results** to view the results.

Confirmation number: **View results**

Enter a **batch ID** number and click on **view results** to view details of a specific returned funds batch. Note: For Auto-Debit customers only, the Batch ID can be found on the Daily School Auto-Debit Summary Report and also in the Payee ID field on your bank statement.

Batch ID: **View results**

Search by confirmation number.

Search by batch ID.

(Continued on the next page)

- To perform a search for a report that was previously run offline, enter the confirmation number in the **Confirmation Number** text box and click the **View Results** button.

The report results display in the Returned Funds Batch List page or the Returned Funds Transaction List page.

- To perform a search using a specific batch ID, enter the batch ID in the **Batch ID** text box and click the **View Results** button.

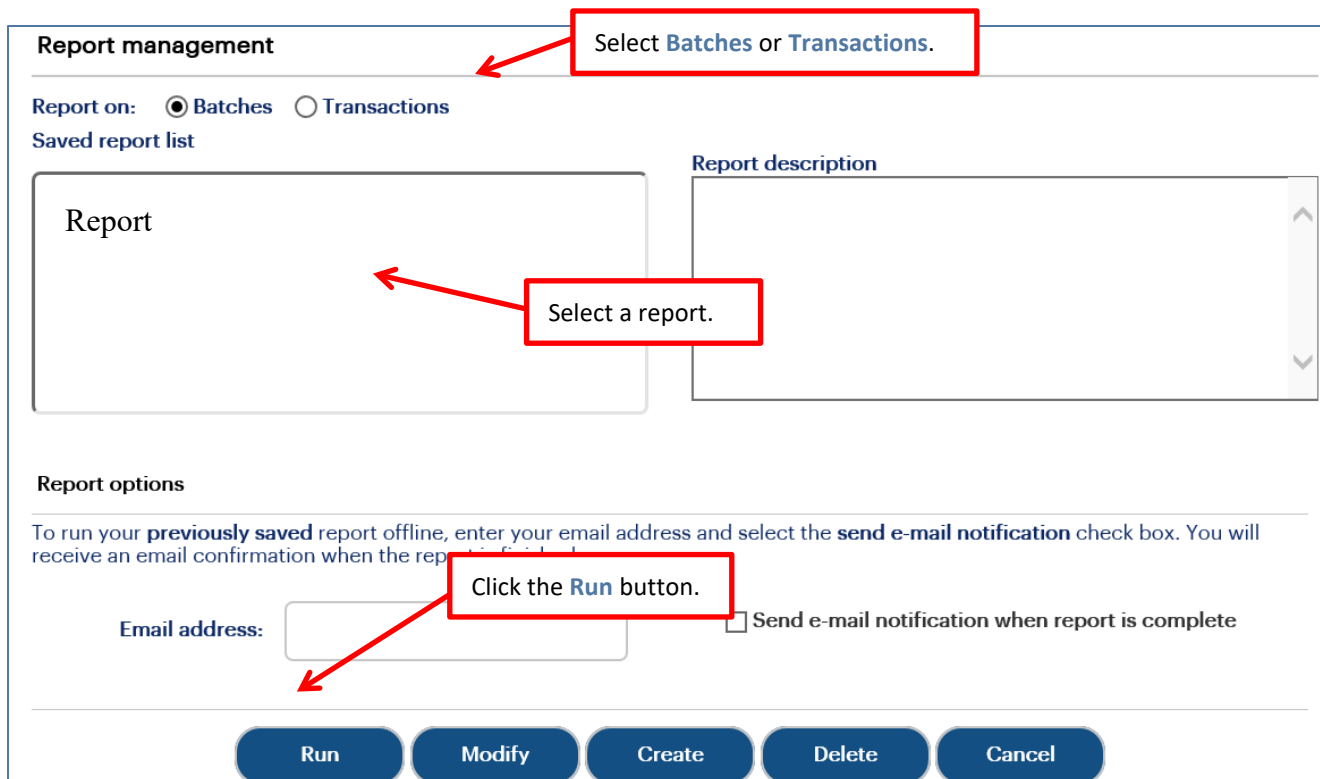
NOTE: The batch ID can be retrieved from:

- LFH33 — Daily School Auto-Debit Report in Mobius View Reports
- LFH35 — Monthly School Auto-Debit Report in Mobius View Reports
- Payee ID on bank statement

The Returned Funds Batch List page displays.

Method 2: Saved Returned Funds Report:

- Locate the **Report Management** section of the Returned Funds Report Management page.
 - Select **Batches** for returned funds batch reports or **Transactions** for returned funds transaction reports



The screenshot shows the 'Report management' section of the interface. A red box highlights the text 'Select Batches or Transactions.' with an arrow pointing to the radio buttons for 'Batches' and 'Transactions'. Another red box highlights the text 'Select a report.' with an arrow pointing to the 'Report' selection area. A third red box highlights the text 'Click the Run button.' with an arrow pointing to the 'Run' button at the bottom of the form. The form includes an 'Email address' field, a 'Send e-mail notification when report is complete' checkbox, and buttons for 'Run', 'Modify', 'Create', 'Delete', and 'Cancel'.

The associated saved reports display in the **Saved Report List**.

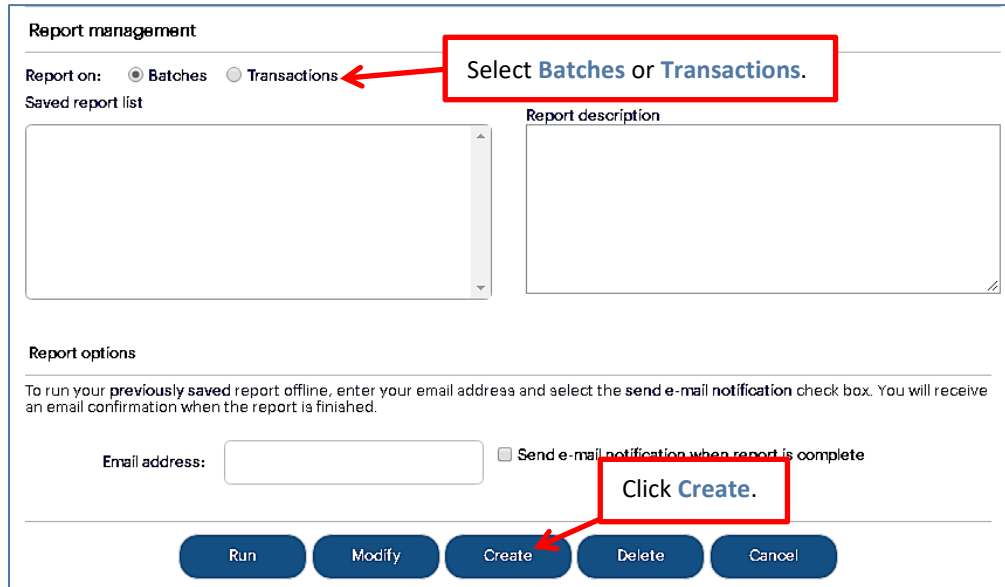
- Select the report you want to view.
- Click the **Run** button.

The report results display in the Returned Funds Batch List page or the Returned Funds Transaction List page.

NOTE: You can modify the report criteria before running it by clicking the Modify button instead of the Run button.

Method 3: New Return Funds Report:

1. Locate the **Report Management** section of the Returned Funds Report Management page.



Report management

Report on: Batches Transactions

Select **Batches** or **Transactions**.

Saved report list

Report description

Report options

To run your **previously saved** report offline, enter your email address and select the **send e-mail notification** check box. You will receive an email confirmation when the report is finished.

Email address: Send e-mail notification when report is complete

Click **Create**.

Run Modify **Create** Delete Cancel

2. Select **Batches** to run a report on batch information or **Transactions** to run a report on transaction details.
3. Click the **Create** button.

If you are creating a returned funds batch report, the Returned Funds Batch Selection Criteria page displays. If you are creating a returned funds transaction report, the Returned Funds Transaction Selection Criteria page displays.

(Continued on the next page)

Returned Funds Batch Report

1. On the Returned Funds Batch Selection Criteria page, set the criteria for the report by using the fields in the **Selection Criteria** section.

Returned funds batch selection criteria

To define a new report, enter your criteria beginning with the SELECTION CRITERIA section. To save the selection criteria, enter a name in the Report Name box and select SAVE or SAVE AND SUBMIT.

Selection criteria

School campus / branch:

Returned funds method:

Date type:

Defined range From date To date

Date range: or (ex. mm/dd/yyyy)

Save selection criteria and run report

Report name:

Report description:

Report options

To run your report offline, enter your email address and select the **Send email notification** confirmation when the report is finished.

Email address: Send email notification when query is complete

Enter a report name and description when saving the report.

Set the report criteria.

Enter your email address when running a report offline.

Click **Submit**.

2. If you are saving the report for future use, enter a name for the report in the **Report Name** text box and a description of the report in the **Report Description** text box.
3. If you would like to run the report offline and be notified when it is ready, enter your email address and select the **Send Email Notification When Query is Complete** check box. This feature allows you to run large reports offline and return to OpenNet to retrieve the results at a later time.
4. Click the **Submit** button.
The Returned Funds Batch Summary Results page displays.

(Continued on the next page)

Returned funds batch summary results

[Modify returned funds selection >>](#)
[Export to file >>](#)

Report run Wednesday, June 3, 2020 at 10:44:59 AM ET

Records 1-1 (of 1)

Click the **View List** button to view the transactions in a batch.

Batch ID	Batch creation date	Returned funds method	Total batch amount	School ID	School name	Batch status	
6713	03/05/2020	AUTO-DEBIT	\$2,500.00	000000-00	UNIV-MAIN	COMPLETE	<div style="border: 1px solid #0056b3; border-radius: 5px; padding: 2px 5px; display: inline-block;">View list</div>

Return to report management

- To view the transactions included in a batch, click the **View List** button corresponding to that batch.

The Returned Funds Batch List page displays:

Returned funds batch list

[Modify returned funds selection >>](#)
[Export to file >>](#)

Report run Wednesday, June 3, 2020 at 10:49:46 AM ET

Records 1-2 (of 2)

Batch ID: 6713	Total batch amount: \$2,500.00
Batch creation date: 03/05/2020	Processed amount: \$2,500.00
Returned funds method: AUTO-DEBIT	Work in process amount: \$0.00
ACH initiation date:	Check number: N/A
Settlement date: 03/17/2020	School ID: 000000-00
	School name:

Click the **View Details** button to view details of a specific transaction.

Borrower/Student SSN	Borrower/Student name	Loan prgm	Loan period	Inst ID/Inst type	Excess funds reg ID	Transaction type	Transaction amount	Transaction date	
719-89-1325	THURMAN, MEGAN C.	PRIVATE	01/15/2020 to 04/15/2020	00000000 SCHOOL	N/A	CANCEL - UNCONSUMMATED	\$1,000.00	03/05/2020	<div style="border: 1px solid #0056b3; border-radius: 5px; padding: 2px 5px; display: inline-block;">View Details</div>
719-89-1325	THURMAN, MEGAN C.	PRIVATE	01/15/2020 to 04/15/2020	00000000 SCHOOL	N/A	CANCEL - UNCONSUMMATED	\$1,500.00	03/05/2020	<div style="border: 1px solid #0056b3; border-radius: 5px; padding: 2px 5px; display: inline-block;">View Details</div>

Return to batch results

- To view details of a specific transaction, click the **View Details** button for that transaction.

The Returned Funds Transaction Detail page displays:

(Continued on the next page)

RETURNED FUNDS TRANSACTION DETAIL

[Modify Returned Funds Selection >>](#)

Report run Wednesday, June 3, 2020 at 10:54:03 AM ET

Borrower

Borrower Name: MEGAN C. THURMAN
 Borrower SSN: 719-89-1325

Student Name:
 Student SSN:

Transaction Detail

The disbursement details provided below reflect the most recent disbursement roster information for this disbursement number. It does not reflect any other adjustment transactions processed since the disbursement date provided.

Disbursement Detail

Disbursement Date: 03/05/2020
 Disbursement Roster ID: S00005745
 Disbursement Number: 2
 Disbursement ID: 100863447-01
 CommonLine Unique ID: 899984AT100863447
 Origination Fee Amount: \$0.00
 Gross Disbursement Amount: \$1,000.00
 Net Disbursement Amount: \$1,000.00

Return Transaction Detail

Transaction Type: CANCEL - UNCONSUMMATED
 Transaction Date: 03/05/2020
 Batch ID: 6713
 Net Transaction Amount: \$1,000.00
 Return Method: AUTO
 Initiating Source Type: SCHOOL
 Source Code: 00000000

[Return to Batch List](#)

7. Review the displayed information.
8. Click the [Return to Batch List](#) button to return to the previous page.

During the Return Funds Batch reporting process, you can also:

- Save the batch information to a file by clicking the [Export to File](#) link.
 NOTE: The Export to a File link will be unavailable if your query results have exceeded the maximum number of records that can be exported. If you need to export the results as an Excel or comma separated values (CSV) file, refine your search criteria to return fewer records.
- Change your report criteria and retrieve a new report by clicking the [Modify Returned Funds Selection](#) link.
- End the reporting process by clicking the [Return to Report Management](#) button.

Returned Funds Transaction Report

1. On the Returned Funds Transaction Selection Criteria page, set the criteria for the report by using the fields under the **Selection Criteria** section header.

Returned funds transaction selection criteria

To define a new report, enter your criteria beginning with the SELECTION CRITERIA section. To save the selection criteria, enter a name in the Report Name box and select SAVE or SAVE AND SUBMIT.

Selection criteria

School campus / branch:

Returned funds method:

Transaction type:
Cancel - Consummated
 Cancel - Unconsummated
 Reissue
 School Refund

Source code:
WEB
 CTSF
 MANUAL

Defined range From date To date

Date range: or (ex. MM/DD/YYYY)

School use:

Save selection criteria and run report

Report name: Report description:

Report options

To run your report offline, enter your email address and select the **Send Email Notification** check box. You will receive an email confirmation when the report is finished.

Email address: Send email notification when query is complete

Set the report criteria.

Enter a report name and description when saving the report.

Enter your email address when running a report offline.

Click **Submit**.

(Continued on the next page)

2. If you are saving the report for future use, enter a name for the report in the **Report Name** text box and a description of the report in the **Report Description** text box.
3. If you would like to run the report offline and be notified when it is ready, enter your email address and select the **Send Email Notification When Query is Complete** check box.
4. Click the **Submit** button.

The Returned Funds Transaction List page displays:

Returned funds transaction list

[Modify returned funds selection >>](#)
[Export to file >>](#)

Report run Wednesday, June 3, 2020 at 11:02:15 AM ET

Records 1-1 (of 1)

School campus/branch: 00000000

Loan program type:

Date range: 5/1/2020 TO 5/31/2020

School use:

Returned funds method: ALL

Transaction type: ALL TRANSACTION TYPES

Click the [View Details](#) button to view details of a specific transaction.

Borrower/ Student SSN	Borrower/ Student name	Loan prgm	Loan period	Inst ID/ Inst type	Excess funds reg ID	Transaction type	Transaction amount	Transaction date	
719-89-0477	PETERSEN, DOROTHY	PRIVATE	09/15/2019 to 02/15/2020	00000000 SCHOOL	N/A	SCHOOL REFUND	\$500.00	05/12/2020	View Details

[Return to transaction selection](#)

5. To view details of a specific transaction, click the **View Details** button for that transaction.

The Returned Funds Transaction Detail page displays:

(Continued on the next page)

RETURNED FUNDS TRANSACTION DETAIL

[Modify Returned Funds Selection >>](#)

Report run Wednesday, June 3, 2020 at 11:07:24 AM ET

Borrower

Borrower Name: DOROTHY PETERSEN
 Borrower SSN: 719-89-0477

Student Name:
 Student SSN:

Transaction Detail

The disbursement details provided below reflect the most recent disbursement roster information for this disbursement number. It does not reflect any other adjustment transactions processed since the disbursement date provided.

Disbursement Detail

Disbursement Date: 12/26/2019
 Disbursement Roster ID: S00005585
 Disbursement Number: 2
 Disbursement ID: 100826224-01
 CommonLine Unique ID: 899984AT100826224
 Origination Fee Amount: \$0.00
 Gross Disbursement Amount: \$2,000.00
 Net Disbursement Amount: \$2,000.00

Return Transaction Detail

Transaction Type: SCHOOL REFUND
 Transaction Date: 05/12/2020
 Batch ID: 6963
 Net Transaction Amount: \$500.00
 Return Method: AUTO
 Initiating Source Type: SCHOOL
 Source Code: 00000000

[Return to Transaction List](#)

6. Review the displayed information.
7. Click the [Return to Transaction List](#) button to return to the previous page.

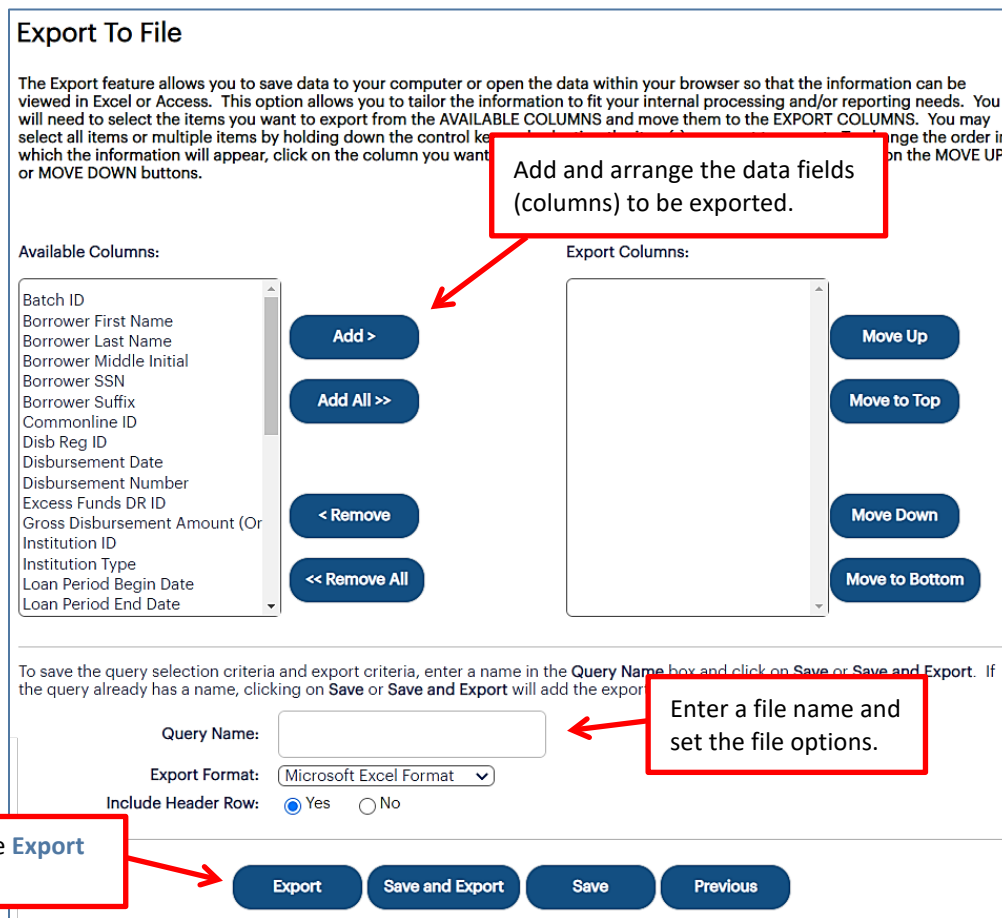
During the Return Funds Transaction reporting process, you can also:

- Save the information from the page to a file by clicking the [Export to File](#) link.
 NOTE: The Export to a File link will be unavailable if your query results have exceeded the maximum number of records that can be exported. If you need to export the results as an Excel or comma separated values (CSV) file, refine your search criteria to return fewer records.
- Change your report criteria and retrieve a new report by clicking the [Modify Returned Funds Selection](#) link.
- End the reporting process by clicking the [Return to Report Management](#) button.

Exporting a Returned Funds Report

How to export the returned funds report results:

1. Click the **Export to File** link on the Returned Funds Batch List or Returned Funds Transaction List page. The Export to File page displays.



Export To File

The Export feature allows you to save data to your computer or open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to fit your internal processing and/or reporting needs. You will need to select the items you want to export from the AVAILABLE COLUMNS and move them to the EXPORT COLUMNS. You may select all items or multiple items by holding down the control key while clicking on the column you want to export. To change the order in which the information will appear, click on the column you want to export and click on the MOVE UP or MOVE DOWN buttons.

Available Columns:

- Batch ID
- Borrower First Name
- Borrower Last Name
- Borrower Middle Initial
- Borrower SSN
- Borrower Suffix
- Commonline ID
- Disb Reg ID
- Disbursement Date
- Disbursement Number
- Excess Funds DR ID
- Gross Disbursement Amount (Or
- Institution ID
- Institution Type
- Loan Period Begin Date
- Loan Period End Date

Export Columns:

Buttons: Add >, Add All >>, < Remove, << Remove All, Move Up, Move to Top, Move Down, Move to Bottom

To save the query selection criteria and export criteria, enter a name in the Query Name box and click on Save or Save and Export. If the query already has a name, clicking on Save or Save and Export will add the export criteria to the existing query.

Query Name:

Export Format: Microsoft Excel Format

Include Header Row: Yes No

Buttons: Export, Save and Export, Save, Previous

Callouts:

- Red box: "Add and arrange the data fields (columns) to be exported." with arrows pointing to the column selection area.
- Red box: "Enter a file name and set the file options." with an arrow pointing to the Query Name field.
- Red box: "Click the Export button." with an arrow pointing to the Export button.

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Enter a name for the file in the **Export Name** field.
4. Select the format of the exported file in the **Export Format** field.
5. Select whether you want header information to display on the exported file in the **Include Header Row** option.
6. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.

Disbursement Rosters Overview

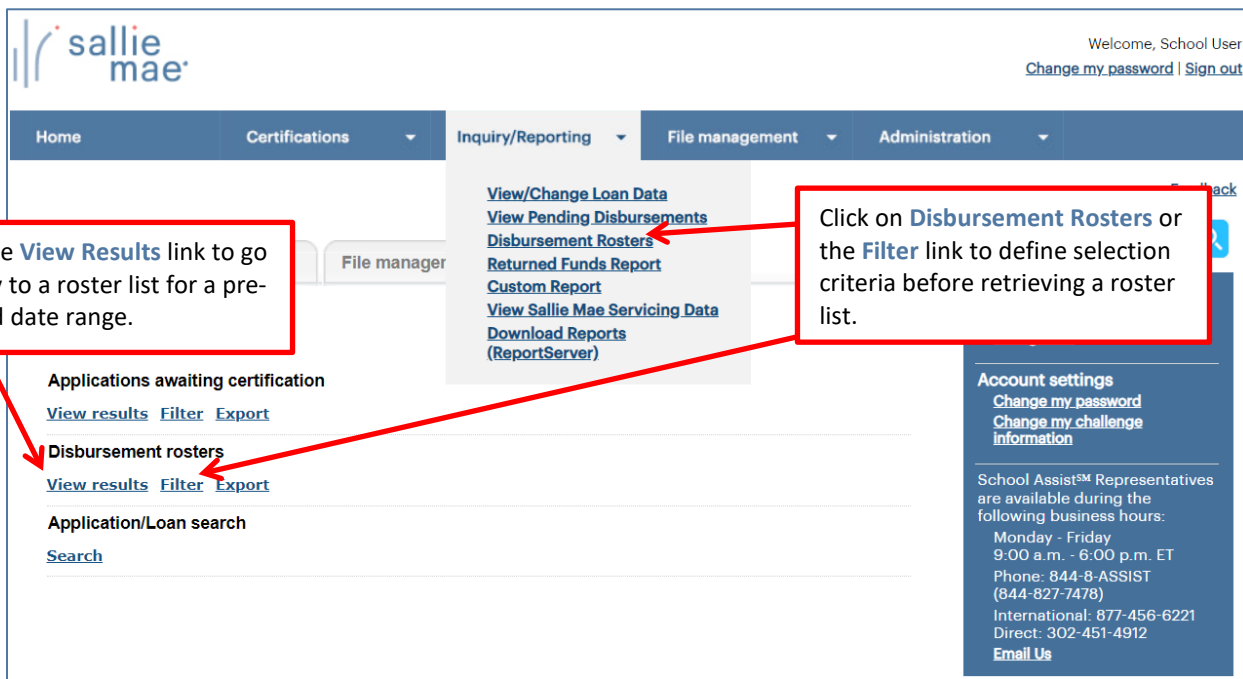
Disbursement rosters inform schools of all the loan disbursements being issued to them by Sallie Mae®.

Retrieve Disbursement Rosters

How to retrieve disbursement rosters:

- Do one of the following:
 - Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Disbursement Rosters**.
 - On the **Originations** tab of the School Home Page, click the **Filter** link on the **Disbursement Rosters** tile.

SHORTCUT: To bypass the selection step and go directly to a list of rosters dated five days in the past through five days in the future, click on the **View Results** or **Export** links on the **Disbursement Rosters** tile instead of the **Filter** link.



The Roster Selection page displays.

(Continued on the next page)

2. Select the filter criteria appropriate for the disbursement rosters you want to retrieve.
 3. Click the **Submit** button.
- The Disbursement Roster List page displays.

Disbursement roster list [Modify roster selection>>](#)

Records 1- 11 (of 11)

Disb date	Loan program	Roster ID	School campus/branch	Disb method	Net amount			
02/05/2020	Private	S00005677	00000000	ICLK	\$1,000.00	Details	Summary	Export
03/30/2020	Private	S00005922	000000-00	ACH	\$2,000.00	Details	Summary	Export
04/06/2020	Private	S00005996	00000000	ACH	\$10,000.00	Details	Summary	Export

Note: A red box in the original image highlights the 'Details', 'Summary', and 'Export' buttons for the first row, with an arrow pointing to them and the text: 'Use these buttons to perform the three roster functions.'

The following sections cover the three functions that can be performed using the buttons displayed next to each roster in the list:

- | | |
|----------------|---|
| Details | View the disbursement roster details |
| Summary | View the disbursement roster summary |
| Export | Export the contents of the disbursement roster to a file on your local computer |

View the Disbursement Roster Details

How to view the disbursement roster details:

1. On the Disbursement Roster List page, click the **Details** button.
The Disbursement Roster Report page displays.

Disbursement roster report

002589-00 UNIV MAIN CAMPUS - Roster ID S0
Disbursement date: 04/06/2020

Click on **Print Roster Report and Summary** to access a printer-friendly view of the report.

[Display roster list >>](#)
[Modify roster selection >>](#)
[View summary >>](#)
[Print roster report and summary >>](#)
[Export to file >>](#)

Records 1-2 (of 2)

Loan period	Borrower/ Student SSN	Borrower/ Student name	Grade level	Lender	Gntr/ loan prgm	Disb nbr/ Disb mthd	Check nbr/ EFT auth	Orig fee	Gross amt/ Net amt	Disb indct	
09/15/2019 to 05/15/2020	666-52-5210	ADAMS , ALICE	2	900905-SALLIE MAE	924 XS	2/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00		View / Update
09/15/2019 to 05/15/2020	666-52-5210	ADAMS , ALICE	2	900905-SALLIE MAE	924 XS	1/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	F	View / Update

The values displayed under the **Disb Indct** column header are as follows:

- F** Original First Disbursement of Loan
- R** Reissued Disbursement
- A** Authorized for Reinstatement

2. To access a printable version of the roster and associated summary, click the **Print Roster Report and Summary** link.
A popup dialog box appears with a printer-friendly view of the report.

(Continued on the next page)

The Disbursement Roster Report and Summary displays.

Disbursement Roster Report

002589-00 UNIV -MAIN CAMPUS - Roster ID S00005996
 Disbursement Date: 04/06/2020

Click on the printer ico to print the report.

Records 1-2 (of 2)

Loan Period	Borrower/ Student SSN	Borrower/ Student Name	Grd Lvl	Lender	Gntr/ Loan Prgm	Disb Nbr/ Disb Mthd	Check Nbr/ EFT Auth	Orig Fee	Gross Amt/ Net Amt	Disb Indct
09/15/2019 to 05/15/2020	666-52-5210	ADAMS, ALICE	2	900905-SALLIE MAE	924 XS	2/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	
09/15/2019 to 05/15/2020	666-52-5210	ADAMS, ALICE	2	900905-SALLIE MAE	924 XS	1/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	F

Disbursement Roster Report Summary

Roster ID S00005996
 Disbursement Date: 04/06/2020
 Report run on May 20, 2020 at 12:47 PM ET

- Use the print option on your web browser to print the report.

View the Disbursement Roster Summary

How to view the disbursement roster summary:

1. On the Disbursement Roster List page, click the **View summary** button.
The Disbursement Roster Report Summary page displays.

Disbursement roster report summary

[Display roster list >>](#)
[Modify roster selection >>](#)
[View details >>](#)
[Export to file >>](#)

Roster ID S00005996
 Disbursement date: 04/06/2020
 Report run on May 20, 2020 at 12:52 PM ET

Totals

Number of disbursements:	2
Total orig fees:	\$0.00
Total gross amount:	\$10,000.00
Total net amount:	\$10,000.00

Lender summary

Lender	Number of disb	Total orig fees	Total gross amount/ Total net amount
SALLIE MAE (900905)	2	\$0.00	\$10,000.00 \$10,000.00

Export a Disbursement Roster

1. On the Disbursement Roster List page, click the **Export** button.

The Export to File page displays.

NOTE: The same export functionality is provided by clicking the **Export to File** link on either the Disbursement Roster Report page or Disbursement Roster Report Summary page. Other types of OpenNet inquiries also support this functionality.

Export to file

The Export feature allows you to save data to your computer or open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to fit your internal processing and/or reporting needs. You will need to select the items you want to export from the AVAILABLE COLUMNS and move them to the EXPORT COLUMNS. You may select all items or multiple items by holding down the control key and selecting the item(s) you want to export. To change the order in which the information will appear, click on the column you want to move in the EXPORT COLUMNS list and then click on the MOVE UP or MOVE DOWN buttons.

Roster information:

Available columns:

--- Institution Information ---

School Code

Guarantor ID

Guarantor Name

Lender ID

Lender Name

--- Disbursement Information ---

Disbursement Number

Disbursement Method Code

EFT Authorization Code

Origination Fee Amount

Add >

Add all >>

< Remove

<< Remove all

Export columns:

Borrower First Name

Borrower Last Name

Borrower Middle Initial

Borrower SSN

Disbursement Date

Net Amount

Move to top

Move up

Move down

Move to bottom

Export format: Microsoft Excel Format

Include header row: Yes No

Click the **Export** button.

Export

Previous

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Select the format of the exported file using the **Export Format** drop-down list.
4. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.

NOTE: The downloaded disbursement roster will contain only information from the Disbursement Roster Report page. It will not contain information from the Disbursement Roster Report Summary page.

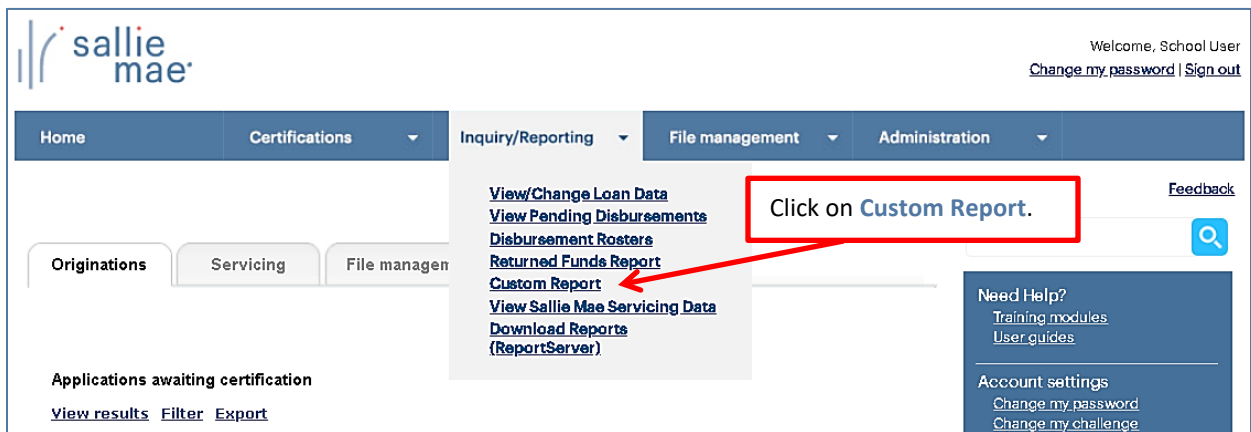
Custom Reports Overview

The Custom Reporting process allows you to run reports on loan and disbursement data using a wide variety of selection criteria.

Running a Custom Report

How to run a custom report:

1. Hover your cursor over the **Inquiry/Reporting** option on the menu bar of any OpenNet® Web Loan Delivery page, and then click on **Custom Report**.



The Custom Report Management page displays.

(Continued on the next page)

2. Use one of two methods to run a report.

Use the **Quick Search** section of the page to retrieve results from a report that was submitted previously for offline processing.

Quick search

Enter a report confirmation number to retrieve the results from a previous submission.

Confirmation number: [Retrieve saved report](#)

Report management

Report on: Loans Disbursements

Saved report list:

----- PREDEFINED REPORTS ----- ALL LNS CERTIFIED WITHIN THIS CALENDAR YEAR APPROVED APPS AWAITING BORROWER OR COSIGNER ACTION SMART OPTION LOANS ELIGIBLE WITH COSIGNER ACTION ----- SCHOOL REPORTS ----- ----- MY REPORTS ----- CAIRN AWAITING BORROWER ACTION	Report description:
---	---------------------

[View advanced options](#)

Report options

To be notified when report results are ready, select the **send e-mail notification** checkbox then select **run**.

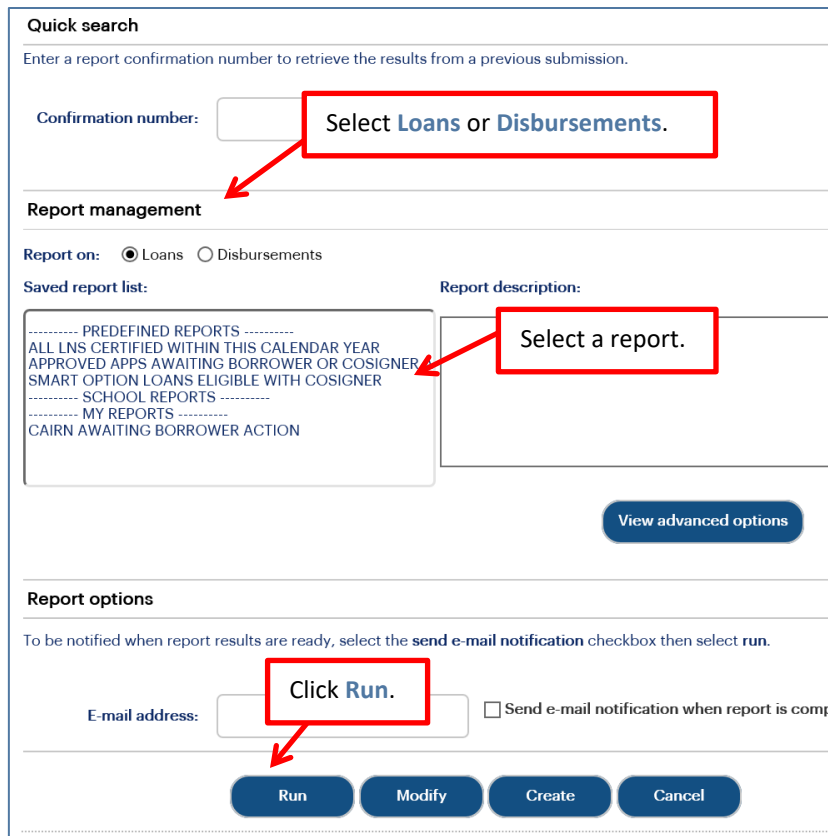
E-mail address: Send e-mail notification when report is complete

[Run](#) [Modify](#) [Create](#) [Cancel](#)

Run a saved report or create a new report using the remainder of the page.

Method 1: Saved Custom Report:

1. Locate the **Report Management** section of the Custom Report Management page.



Quick search
Enter a report confirmation number to retrieve the results from a previous submission.

Confirmation number: **Select Loans or Disbursements.**

Report management

Report on: Loans Disbursements

Saved report list: **Select a report.**

Report description:

View advanced options

Report options

To be notified when report results are ready, select the **send e-mail notification** checkbox then select **run**.

E-mail address: **Click Run.** Send e-mail notification when report is complete

Run Modify Create Cancel

2. Select **Loans** or **Disbursements**.
The associated saved reports display in the **Saved Report List**.
3. Select the report you want to view. Options include:
 - Predefined Reports** – Reports created by Sallie Mae® and available to all users with access to Custom Reporting.
 - School Reports** – Reports created by a school administrator or user and elevated by a school administrator to be accessible by all users at the school.
 - My Reports** - Reports created by individual users. These reports are accessible only by the user who created the report and the school administrator.
4. Click the **Run** button.
The report results display in the Custom Loan Report or Custom Disbursement Report page.
NOTE: You can modify the report criteria before running it by clicking the **Modify** button instead of the **Run** button.

(Continued on the next page)

Method 2: New Custom Report:

Quick search

Enter a report confirmation number to retrieve the results from a previous submission.

Confirmation number: Retrieve saved report

Report management

Report on: Loans Disbursements

Saved report list:

----- PREDEFINED REPORTS -----
 ALL LNS CERTIFIED WITHIN THIS CALENDAR YEAR
 APPROVED APPS AWAITING BORROWER OR COSIGNER A
 SMART OPTION LOANS ELIGIBLE WITH COSIGNER
 ----- SCHOOL REPORTS -----
 ----- MY REPORTS -----
 CAIRN AWAITING BORROWER ACTION

Report description:

View advanced options

Report options

To be notified when report results are ready, select the **send e-mail notification** Click Create.

E-mail address: Send e-mail notification when report is complete

Run
Modify
Create
Cancel

1. Locate the **Report Management** section of the Custom Report Management page
2. Select **Loans** or **Disbursements**.

NOTE: Creation of a loan report is shown as the example for these instructions. The pages for a disbursement report will have the same functionality but will contain different fields.

3. Click the **Create** button.

The Custom Loan Report Definition page displays.

(Continued on the next page)

4. Use the fields in the **Filter Criteria** section to define your report and choose a date range(s) upon which to query.
NOTE: You can select more than one item at a time by pressing the **Ctrl** key while making your selections.

Custom loan report definition

Filter criteria

Loan

Loan product: USC Credit Union Graduate Choice M.D. Student Loan (W23)
USC Credit Union Graduate Choice MBA Student Loan (W25)
USC Credit Union Graduate Choice Student Loan (W22)
USC Credit Union Parent Choice Student Loan (W21)
Your Future Education Loan (W08)

Status: All Statuses
Application started
Cosigner required

Grade level: All Grade Levels
All Undergraduate Grade Levels
All Graduate Grade Levels

Private credit exceptions status: Include All Statuses
Missing Borrower Information
Missing Cosigner Information

	Defined range	Begin date	End date	
Loan period:	<input style="width: 100%;" type="text" value="Include All Dates"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	(ex: 11/22/3333)
	<input checked="" type="checkbox"/> Exact match on loan period dates	<input checked="" type="checkbox"/> Include loans with blank loan periods		
Application received date:	<input style="width: 100%;" type="text" value="Include All Dates"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	(ex: 11/22/3333)
Private credit exceptions status:	Include All Statuses Missing Borrower Information Missing Cosigner Information			

	Defined range	Begin date	End date	
Loan period:	<input style="width: 100%;" type="text" value="Include All Dates"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	(ex: 11/22/3333)
	<input checked="" type="checkbox"/> Exact match on loan period dates	<input checked="" type="checkbox"/> Include loans with blank loan periods		
Application received date:	<input style="width: 100%;" type="text" value="Include All Dates"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	(ex: 11/22/3333)
Schools campus:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>			
Lender IDs:	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 90%;" type="text"/> ↑ ↓ </div> <p style="font-size: small; margin-top: 5px;">Separate IDs with a comma</p>			

Display and sort

Display columns

Available display columns:

--- Institution Information ---

Full School Campus ID

School ID

School Campus ID

School Campus Name

Full Lender ID

Lender ID

Lender Branch ID

Lender Name

--- Borrower Information ---

Add >

Add all >>

< Remove

<< Remove all

Display columns:

Full Borrower Name

Borrower SSN

Loan Period Start Date

Loan Period End Date

Loan Product

Status Name

Borrower Requested Amount

School Certified Amount

Link to Appl/Loan Detail Page

Move to top

Move up

Move down

Move to bottom

Sort columns

Available sort columns:

--- Institution Information ---

Full School Campus ID

School Campus Name

Full Lender ID

Lender Name

Add >

< Remove

Sort columns:

Full Borrower Name

Move up

Move down

5. Scroll down to the **Display and Sort** section
6. Determine the columns (fields) to display in the report.
7. Use the **Sort Columns** section to choose a sort order.

Save and run report

Report name:

Report description:

Report options

To be notified when report results are ready, select the **send e-mail notification** when report is complete.

E-mail address: report is complete.

8. If you want to save the report, enter a **Report Name** and **Report Description**.
9. If you want to run the report offline and be notified when it is ready, enter your email address and select the **Send E-mail Notification When Report is Complete** check box. This feature allows you to run large reports offline and return to OpenNet to retrieve the results at a later time

(Continued on the next page)

Report options

To be notified when report results are ready, select the **send e-mail** checkbox and click **run**.

E-mail address: Send e-mail notification when report is complete

Click Run

10. Click the **Run** button.

The report displays. The fields that display on the report vary depending on the custom options that were selected when creating the report.

NOTE: The threshold for a Custom Report is 8,000 records. If your report exceeds this threshold, try narrowing your search or running the report offline.

Custom loan report

[Display report list >>](#)
[Modify report >>](#)
[View summary totals >>](#)
[Export to file >>](#)

SMART OPTION LOANS ELIGIBLE WITH COSIGNER
 Report run on 7/9/2020 at 5:50 PM ET

Records 1 - 50 (of 825)

Borrower SSN	Full Borrower Name	Loan Product	Loan Period Start Date	Loan Period End Date	Application Status Date	Status Name	Credit Status	Link to Appl/Loan Detail Page
111-11-1111	Jane Borrower	SMART OPTION STUDENT LOAN	08/15/2017	08/15/2018	04/04/2017	BORROWER ACTION REQUIRED	E	<input type="button" value="View / Update"/>

On this page you can:

- Return to the Custom Report Management page via the **Display Report List** link.
- Return to the Custom Loan Report Definition page and revise the report criteria via the **Modify Report** link.
- View the Custom Loan Report Summary page via the **View Summary Totals** link.
- Export the report data to a file format of your choice via the **Export to File** link.

NOTE: The offline report has a threshold of 25,000 records for the export function. If the report contains more than 25,000 records, the **Export** button will not display on the screen.

Exporting a Custom Report

How to export the custom report results:

1. Click the **Export to File** link on the Custom Loan Report or Custom Disbursement Report page.
The Export to File page displays.

Export to file

The Export feature allows you to save data to your computer or open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to fit your internal processing and/or reporting needs. You will need to select the items you want to export from the AVAILABLE COLUMNS and move them to the EXPORT COLUMNS. You may select all items or multiple items by holding down the control key and selecting the item(s) you want to export. To change the order in which the information will appear on the EXPORT COLUMNS list and then click on the MOVE UP or MOVE DOWN buttons.

Loan information:

Available columns:

--- Institution Information ---
 Full School Campus ID
 School ID
 School Campus ID
 School Campus Name
 Full Lender ID
 Lender ID
 Lender Branch ID
 Lender Name
 --- Borrower Information ---

Add >
 Add all >>
 < Remove
 << Remove all

Export columns:

Full Borrower Name
 Borrower SSN
 Loan Period Start Date
 Loan Period End Date
 Loan Product
 Status Name
 Borrower Requested Amount
 School Certified Amount

Move to top
 Move up
 Move down
 Move to bottom

Export name:

Export format:

Include header row: Yes No

Click the **Export** button.

Add and arrange the data fields (columns) to be exported.

Enter a file name and set the file options.

Export
Save and export
Save
Previous

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Enter a name for the file in the **Export Name** field.
4. Select the format of the exported file in the **Export Format** field.
5. Select whether you want header information to display on the exported file in the **Include Header Row** option.
6. Click the **Export** button.
7. Your browser displays a series of dialog boxes and prompts to let you view or save the file.

Available Pre-Defined Custom Reports

Pre-Defined Custom Reports - Loans:

- **All Loans Certified within this Calendar Year** – A report showing all loans certified during the current calendar year (January 1 through current date), regardless of loan and/or application status.
- **Approved Apps Awaiting Borrower or Cosigner Action** -Identifies all active, credit-approved applications for this calendar year which require additional action from the borrower or cosigner in order to progress the application.
- **Smart Option Loans Eligible with a Cosigner** – A report showing borrowers whose loans are not credit approved but may be eligible with a cosigner.

Pre-Defined Custom Reports - Disbursements:

- **Cancelled Disbursements for Applications Received within this Calendar Year** – A report showing all cancelled disbursements for applications received during the current calendar year (January 1 through current date).
- **Disbursements at Risk Due to Delinquency** – A report showing scheduled disbursements that are at risk of not being disbursed due to borrower repayment delinquency. Disbursements are not pended until the borrower is at least 30 days delinquent. This report will display any at risk disbursements for borrowers who are at least 2 weeks delinquent or more. Schools should work with these borrowers to resolve their delinquency as soon as possible.
- **Disbursements on Hold** – A report showing all active loans with a hold/release status of "Hold."
- **Pending Disbursements** – A report of records that are awaiting disbursement.

OpenNet[®] Web Loan Delivery Originations User Reference Guide

Administration Quick References

User Maintenance Overview

User maintenance is an administrative feature that should be reviewed periodically to ensure that all information is accurate. Please review the list of users who have access to your school records and modify or delete the rights associated with each user as necessary. You can also use this function to reset a user’s password.

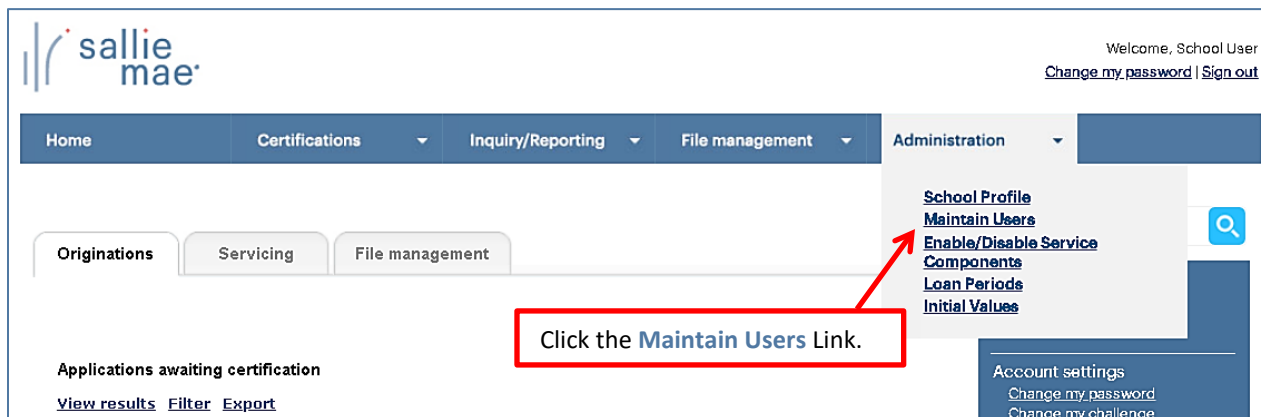
Do not create generic administrative or user accounts, such as “School User,” for multiple individuals to share. Individual, unique user accounts should be created to mitigate security risks to your students’ data.

NOTE: This function is available to School Administrator users and to School Users who have been granted User Maintenance rights.

Maintain User Information

How to add or update user accounts:

1. Hover your cursor over the **Administration** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Maintain Users**.



The User Maintenance page displays.

User maintenance

CHANGES SAVED SUCCESSFULLY.

The user list contains information on the individuals that have been set up for your institution. To add a new user, click on the ADD button. To review or revise a user, select the user you want to revise and click on the VIEW/UPDATE button. To delete a user, select the user you want to delete and click on the DELETE button. To cancel the operation, click on the CANCEL button.

Click the **Add** button to add a user or select a user and click the **View/Update** button to modify an existing user.

User ID information				
User ID	User name	User type	Created	Last used
<input type="radio"/> 000000USER2	JACK M JONES	SCHOOL USER	06/03/2020	
<input type="radio"/> 0000ATLAS	JOHN M SMITH	SCHOOL ADMINISTRATOR	06/03/2020	

Information for existing users is displayed on the page.

- Click the **Add** button or select a user and click the **View/Update** button, depending on whether you are setting up a new user or modifying an existing user account.

NOTE: You can also delete a user's account by clicking the **Delete** button.

The Add User or View/Update User page displays. The two pages display the same fields and information.

(Continued on the next page)

Add User

The settings on this page are used to set up account information for a new user. Complete the fields on the page and then click on the SUBMIT button to add the user. The CANCEL button returns you to the previous page without saving any changes.

User information

Fields marked with an asterisk (*) are required.

User ID: * Must be at least 6 alphanumeric characters.

Password: * Must be 8 to 32 characters, alphanumeric and contain a number. Passwords are case sensitive.

First name: *

Middle initial:

Last name: *

Telephone: (ex: 123-456-7890)

Email address: * (ex: jburton@university.edu)

Primary school ID: 00000-00

Non-ED branch ID:

Primary school name:

User type: * By default School Administrators are granted all administration and user rights.

Web Loan Delivery School Access

The option to Share Access Across Schools allows user security rights associated to a primary institution to be utilized on other primary institutions that share the same 6-digit U.S. Department of Education ID. With shared access privileges, the user will be able to perform functions granted at their primary institution for another school only when the same component is enabled by that school.

Share Access Across Schools

Web Loan Delivery administration rights

You may grant the user rights to perform the following special administration function for all campuses by selecting the check box below. The function allows the user access to update and modify components that your school campus has had enabled. This includes access to School Profile, Enable/Disable Service Components, and Loan Periods. To grant the user rights to perform User Maintenance or Loan Period Maintenance for specific campuses, see the Web Loan Delivery User Rights section below.

Self-service setup activities

Web Loan Delivery user rights

Determine the service components for which the user will have access rights by completing the fields below.

Services	Components	campus	User rights
Applications / Certifications	Online School Certification	000000-00	<input type="checkbox"/>
	View Loan Data		<input type="checkbox"/>
	Change Loan Data		<input type="checkbox"/>
Individual Inquiry	Servicing Data		<input type="text" value="No Access"/>
	Pending Disbursement Query		<input type="text" value="No Access"/>
Query And Reporting	Disbursement Rosters		<input type="checkbox"/>
	Returned Funds Reports		<input type="checkbox"/>
	Custom Reporting		<input type="checkbox"/>
Servicing Information	Return Funds Manifest		<input type="checkbox"/>
Administration	User Maintenance		<input type="checkbox"/>
	Loan Period Maintenance		<input type="checkbox"/>

Submit

Cancel

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School Assist™ Representatives are available during the following business hours:

Monday - Friday
9:00 a.m. - 6:00 p.m. ET
Phone: 844-8-ASSIST
(844-827-7478)

International: 877-456-8221
Direct: 302-451-4912

[Email Us](#)

3. Enter the required demographic information into the fields under the **User Information** section header.

NOTE: The password you enter for the user is only temporary. A new user will be prompted to change the temporary password when logging into OpenNet for the first time. An existing user for whom you have reset their password will need to log in and change the temporary password within 24 hours.

4. Set the appropriate access and user rights levels for the user. These options and levels determine the amount of control the user has within OpenNet.

If your school has multiple branches set up in OpenNet, you can grant a user access to all schools that share the same 6-digit school code by selecting the **Share Access Across Schools** check box. This will allow the user to access information for multiple branches with one user ID/password.

NOTE: Users with administrative access will still need to log into each campus separately to maintain profiles for the different branches.

If the **Self-Service Setup Activities** check box is checked, the user will have partial administrative rights and be able to add/modify/view data in the following functions under the **Administration** option on the Menu Bar: School Profile, Enable/Disable Service Components, and Loan Periods.

5. Click the **Submit** button.

You are returned to the User Maintenance page.

6. Repeat as needed until all user accounts have been added or updated as needed.

The User Maintenance process is complete.

Service Components Overview

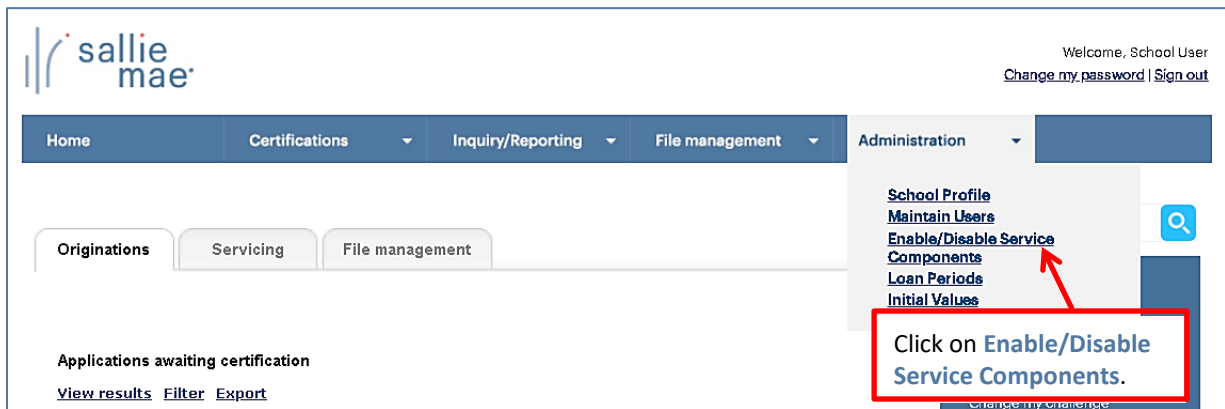
The Service Components page indicates a school's participation status in each of the service components offered in OpenNet®, and allows you to request a change to a service component's status.

NOTE: This function is available only to School Administrator users and to users who have been granted partial Administrative rights.

Enable/Disable Service Components

How to enable or disable a service component:

1. Hover your cursor over the **Administration** option on the Menu Bar of any OpenNet Web Loan Delivery page, and then click on **Enable/Disable Service Components**.



The Service Components page displays.

(Continued on the next page)

Service Components

The following table indicates your school's participation status for the service components available through OpenNet®. To begin participation in a component that is inactive, select the check box in the Enable column. If you no longer wish to participate in a service component that is active, select the check box in the Disable column. If you would like to learn more information about participating in private loans, please contact your SallieMae Account Executive.

Service	Component	Current Status	Enable	Disable
Applications / Certifications	Online School Certification	Active	<input type="checkbox"/>	<input type="checkbox"/>
	View Loan Data	Active	<input type="checkbox"/>	<input type="checkbox"/>
Individual Inquiry	View Loan Data	Active	<input type="checkbox"/>	<input type="checkbox"/>
	Servicing Data	Active	<input type="checkbox"/>	<input type="checkbox"/>
Query And Reporting	Disbursement Rosters	Active	<input type="checkbox"/>	<input type="checkbox"/>
	Returned Funds Reports	Active	<input type="checkbox"/>	<input type="checkbox"/>

[Review](#) [Cancel](#)

Use the **Enable** and **Disable** check boxes to indicate a request to change your school's participation status.

When all desired changes have been indicated, click the **Review** button.

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 International: 877-456-6221
 Direct: 302-451-4912
[Email Us](#)

- To begin participation in a component that is not currently active for your school, click the corresponding **Enable** check box. If you want to cancel participation in a component that is active for your school, click the corresponding **Disable** check box.
- Click the **Review** button.

The Service Components Review page displays, prompting you to review your selections.

Service Components

The following table indicates your school's participation status for the service components available through OpenNet®. To begin participation in a component that is inactive, select the check box in the Enable column. If you no longer wish to participate in a service component that is active, select the check box in the Disable column. If you would like to learn more information about participating in private loans, please contact your SallieMae Account Executive.

Service	Component	Current Status	Enable	Disable
Applications / Certifications	Online School Certification	Active	<input type="checkbox"/>	<input type="checkbox"/>
	View Loan Data	Active	<input type="checkbox"/>	<input type="checkbox"/>
Individual Inquiry	View Loan Data	Active	<input type="checkbox"/>	<input type="checkbox"/>
	Servicing Data	Active	<input type="checkbox"/>	<input type="checkbox"/>
Query And Reporting	Disbursement Rosters	Active	<input type="checkbox"/>	<input type="checkbox"/>
	Returned Funds Reports	Active	<input type="checkbox"/>	<input type="checkbox"/>

[Review](#) [Cancel](#)

After reviewing your selections, click the **Submit** button.

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(Continued on the next page)

4. If there is information in the **Message** section, print the page and follow the instructions to complete any related activities.
5. Click the **Submit** button.

The Enable/Disable Service Components process is complete.

NOTE: Many service components require additional setup activities to be done by Sallie Mae® before they can be enabled or disabled for your school. The status of the service component will display as “In Process” until those activities have been completed.

Loan Periods Overview

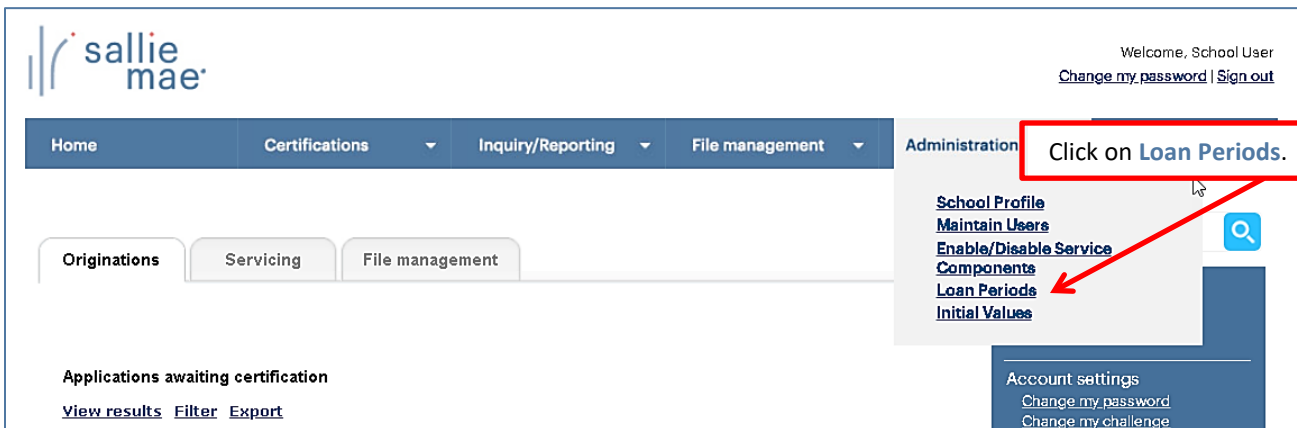
Your school can specify custom loan period definitions that will be available to borrowers when creating or completing a private loan application on the Web.

NOTE: This function is available only to School Administrator users and to users who have been granted partial Administrative rights.

Maintain Loan Periods

How to maintain your school's loan periods:

1. Hover your cursor over the **Administration** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Loan Periods**.



The Loan Period Maintenance page displays.

(Continued on the next page)

Loan period maintenance

Establish loan period preferences that can be used when entering or certifying loan applications online.

Loan period options

Please specify how you would like your borrowers to complete loan period information on their private loan applications.

Display drop-down list box of school-defined loan period values.
 Display drop-down list box of school-defined loan period values and the option for the borrower to data enter loan period begin and end dates.
 Display option for the borrower to data enter loan period begin and end dates.

I do not wish to receive Email Notifications for setting up my loan periods.
 I would like to receive Email Notifications for setting up my loan periods.

Email notifications are sent out twice a year as a reminder to create new loan periods and update old loan periods. The notification will be generated on the first day of the selected month. You must enter the email address(es) to which you want the notifications sent.

Notification month 1: Notification month 2:

Primary email address month 1: Primary email address month 2:

Secondary email address month 1: Secondary email address month 2:

For or revise an active loan period, select the loan period you want to review or inactive loan period, select the loan period you want to delete and click on the SET LOAN PERIOD ORDER button.

processing and should be deleted. Active loan periods will display as an in via the Web or for your school users when certifying applications online.

Loan period name	Loan period begin date	Loan period end date	Status	Date inactivated
<input type="radio"/> Fall 2020 - Spring 2021	08/15/2020	05/14/2021	Active	
<input type="radio"/> Fall 2020	08/15/2020	12/15/2020	Active	
<input type="radio"/> Spring 2021	01/15/2021	05/15/2021	Active	
<input type="radio"/> Fall 2019 - Spring 2020	08/15/2019	05/15/2020	Active	
<input type="radio"/> Fall 2019	09/01/2019	12/15/2019	Active	
<input type="radio"/> Spring 2020	01/15/2020	05/15/2020	Active	
<input type="radio"/> Summer 2020	05/15/2020	08/15/2020	Active	

To create a new loan period, click the **Add** button.

After making all desired changes, click the **Submit** button.

You can perform the following functions to set up the available loan periods using the correspondingly named buttons:

Add	Create a new loan period
View/Update	View and/or update the information for an existing loan period
Delete	Delete an existing loan period
Set Loan Period Order	Set the order in which loan periods appear to borrowers in the borrower loan application flow

- Determine how you want your borrowers to complete loan period information on their applications. Options include:
 - Providing a drop-down list of school-defined loan period values for borrowers to choose from.
 - Providing a drop-down list of school-defined loan period values for borrowers to choose from and providing the borrowers with fields to enter their own loan period begin and end dates.
 - Providing the borrowers with fields to enter their own loan period begin and end dates.

(Continued on the next page)

- Determine if you would like to receive emails from Sallie Mae® to remind you to review and update your school’s custom loan periods and specify which two months you want to receive them. You may enter up to two email addresses for each of the months. If you do not select specific months, the default months will be March and November. If you do not provide an email address, notifications will be sent to the first School Administrator user on your school’s user list.
- To define a new loan period, click the **Add** button.

The Add Loan Period page displays.

- Enter a **Name** for the loan period and the **From** and **To** dates.

Add loan period

Establish a list of valid loan periods for your borrowers to use when completing a private loan application (if supported by your school) via the Web. This same list will also display to your school users when certifying applications online.

Complete the form fields and click on the SUBMIT button to add a new loan period to your school's loan period list. The CANCEL button returns you to the previous page without saving any changes. All fields are required.

NOTE: Any loan periods that begin 180 days or more in the future from today's date will not be displayed during the private online application initiation process.

Loan period information

All fields are required.

Name:

Loan period from: to (Ex: 11/22/3333)

After entering the desired values, click the **Submit** button.



- Click the **Submit** button.
You are returned to the Loan Period Maintenance page.
- Repeat as needed until the loan period list has been set to your specifications.
- Click the **Submit** button to save the updated list of loan periods.
The Loan Period Maintenance process is complete.

Initial Values Overview

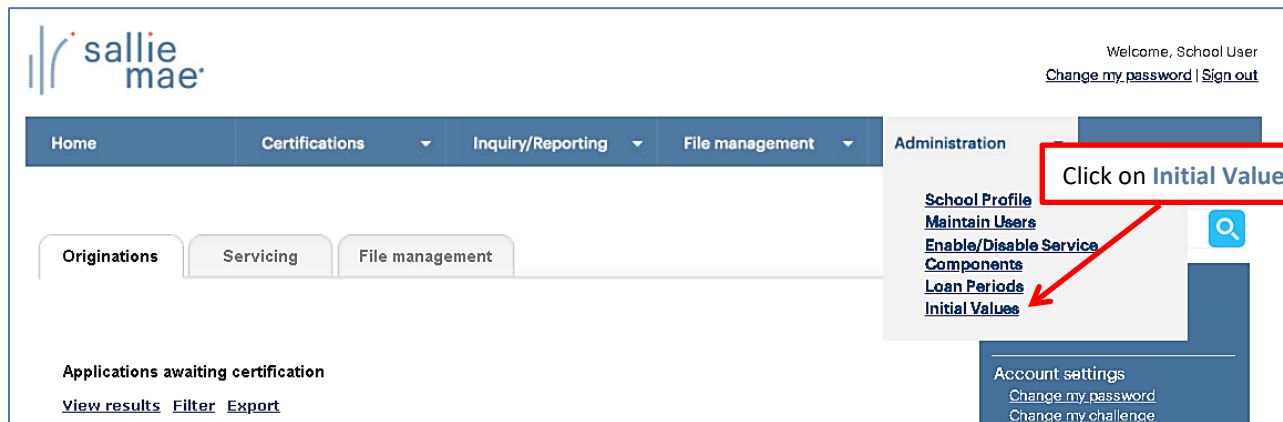
The initial values function allows you to create common data sets (initial values) that may be used to pre-populate certain data fields on Sallie Mae® private loan certifications performed on the Web by your school users.

NOTE: This function is available only to School Administrator users and to users who have been granted partial Administrative rights.

Maintain Initial Values Sets

How to maintain your school's initial values:

1. Hover your cursor over the **Administration** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Initial Values**.



The Initial Value Maintenance page displays.

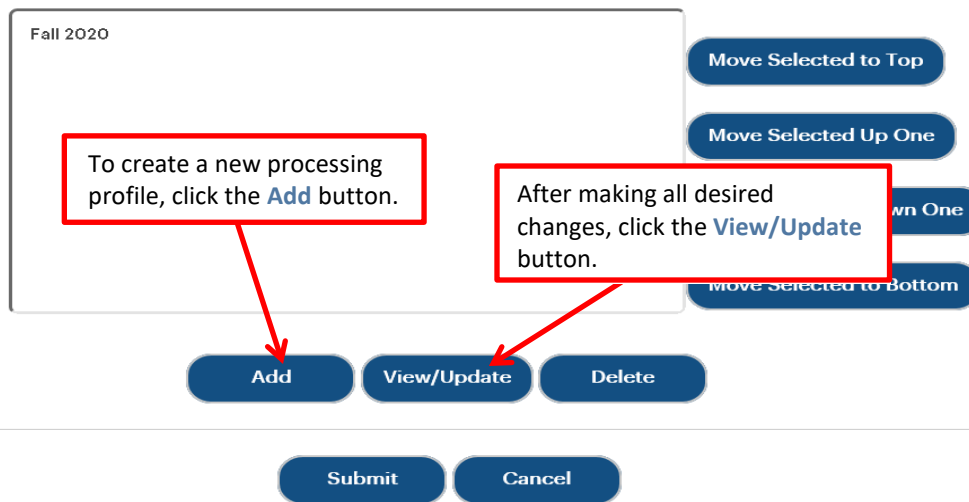
(Continued on the next page)

Initial Value Maintenance

You can establish sets of initial values for many fields on the loan application that represent a variety of processing scenarios (e.g. freshman first-time borrowers). The initial values will pre-populate specific fields when your school is completing or certifying a loan application online. The pre-populated values can be overwritten when completing the application if necessary. To add a new initial values set, click on the **ADD** button. To review or revise an initial values set, select the set you want to revise and click on the **VIEW/UPDATE** button. To delete an initial values set, select the set you want to delete and click on the **DELETE** button.

To change the order in which your initial values sets will be displayed, select the initial values set(s) you want to move and then click on the appropriate button to move the initial values set(s) to the preferred location in the list. Select **SUBMIT** to save your changes, or **CANCEL** to return to the Main Menu without saving changes.

Initial Values



You can perform the following functions to set up the available initial value sets using the correspondingly named buttons:

Add	Create a new processing profile
View/Update	View and/or update the information for existing processing profiles/values
Delete	Delete an existing processing profile
Move Selected . . .	Move the corresponding processing profile/value up or down in display order

- To create a new processing profile, click the **Add** button.
The Add Initial Values page displays.

(Continued on the next page)

Add Initial Values

Initial Values Information

Begin by providing a name for the initial values set, then complete any fields with data you want to have pre-populated in loan applications your school certifies online and click on the SUBMIT button. If you do not want data pre-populated for a specific field, leave it blank or set to "No Selection." The CANCEL button will take you to the previous page without saving your new initial values set. Required fields are marked with an asterisk (*).

Name: *

Enrollment Status:

Anticipated Grad Date: (ex: mm/dd/yyyy)

Loan Period: From to (ex: mm/dd/yyyy)

School Use Only:

Disbursements

Provide disbursement date(s) and default to Hold or Release. These disbursement values will be used when your school is creating or certifying loan applications online. They can be revised on individual applications if necessary.

	Disb Date (ex: mm/dd/yyyy)	Hold/Release
1st:	<input type="text"/>	<input type="text"/>
2nd:	<input type="text"/>	<input type="text"/>
3rd:	<input type="text"/>	<input type="text"/>
4th:	<input type="text"/>	<input type="text"/>

After entering the desired values, click the **Submit** button.

Submit

Cancel

- Enter a **Name** for the profile.
NOTE: For the **Name** field, use a name that is easily identifiable on the school online certification pages.
- Enter the desired values for the remaining options in the **Initial Values Information** and **Disbursements** sections of the page.
- Click the **Submit** button.
You are returned to the Initial Value Maintenance page.
- Repeat until all profiles have been added or modified to your specifications.
- Click the **Submit** button to save the updated list of processing profiles.
The Initial Value Maintenance process is complete.