

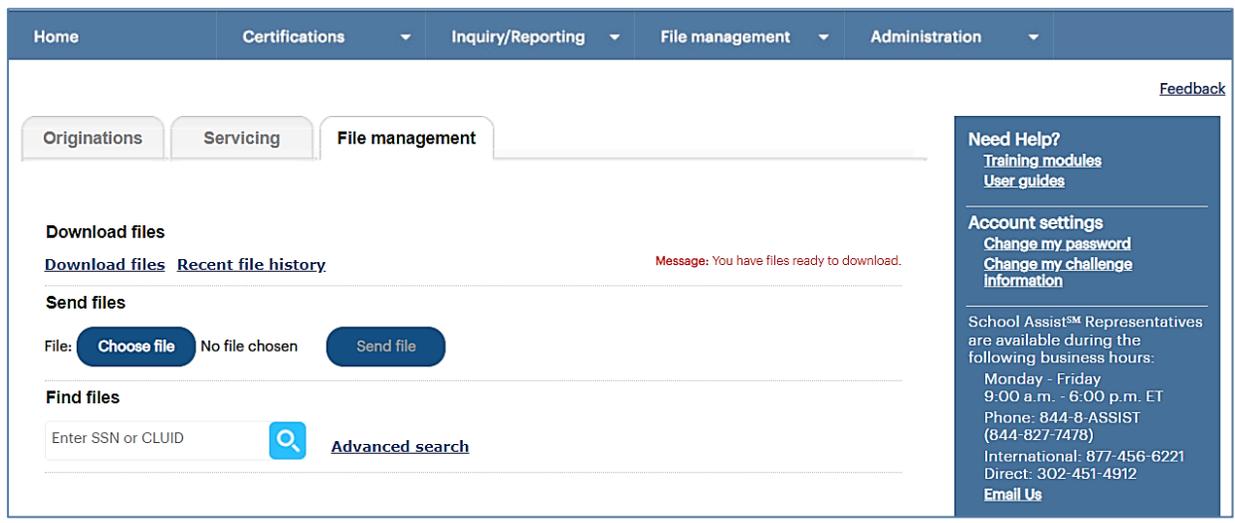
OpenNet® File Management Overview

The OpenNet File Management system is easily accessed through OpenNet® Web Loan Delivery. File Management system allows you to send, receive, and download your Sallie Mae files. You can also view your Commonline files, print Response reports and retrieve previously downloaded files.

Accessing OpenNet® File Management

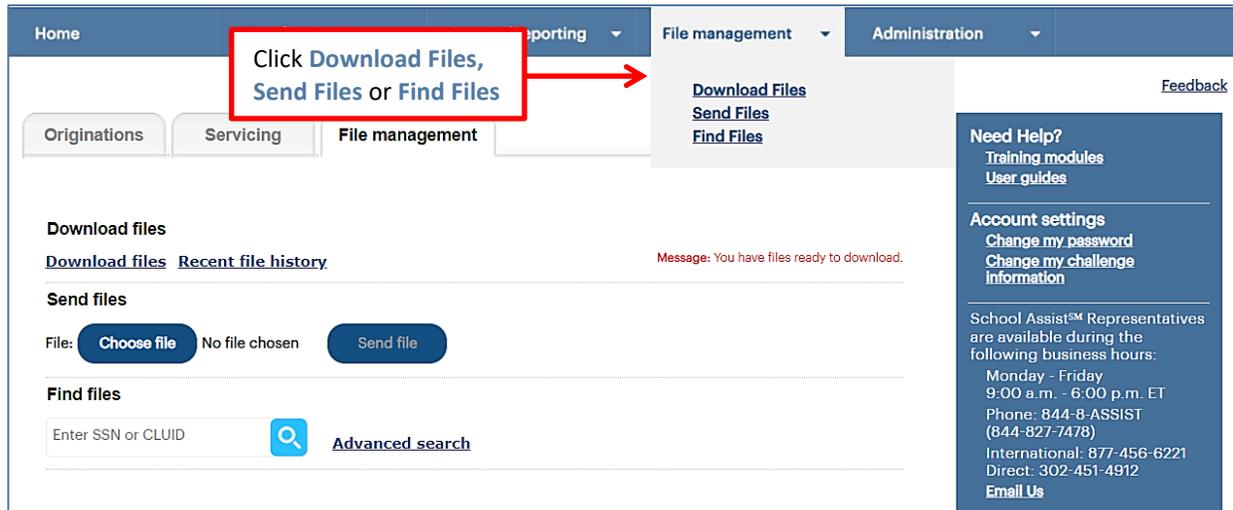
OpenNet® File Management can be accessed via the home page tab or the drop-down menu bar.

1. Log into the OpenNet Web Loan Delivery system. www.opennet.salliemae.com.
2. Select the **File Management** tab from the home page.
3. From here, you can **Download Files**, **Send Files** and **Find Files**.



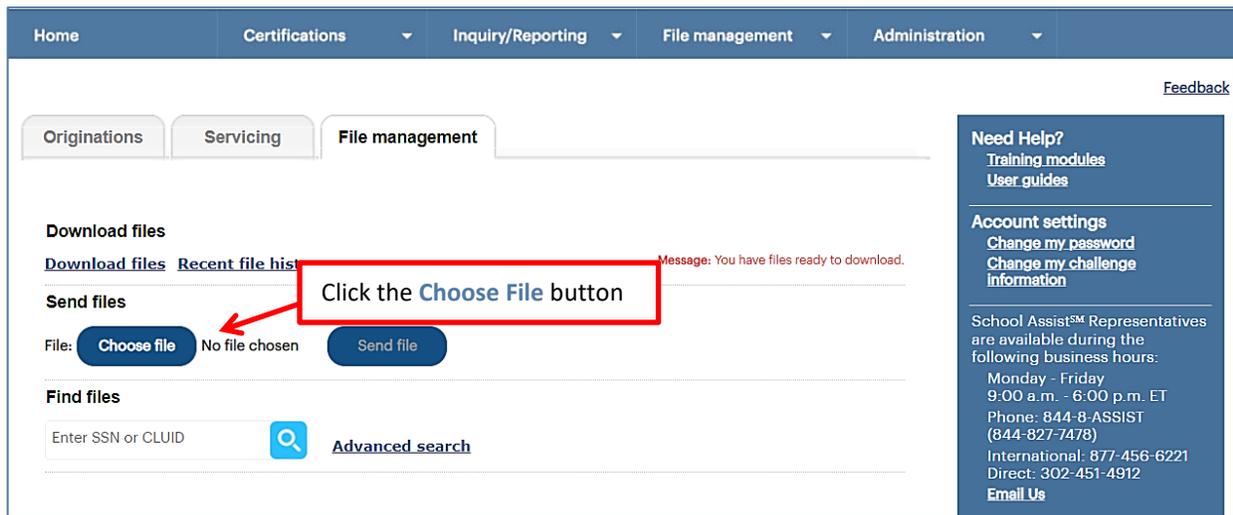
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1. You can also access **OpenNet® File Management** from the menu bar by hovering your cursor over the **File Management** option.
2. You can select **Download Files**, **Send Files** or **Find Files** from the dropdown list.

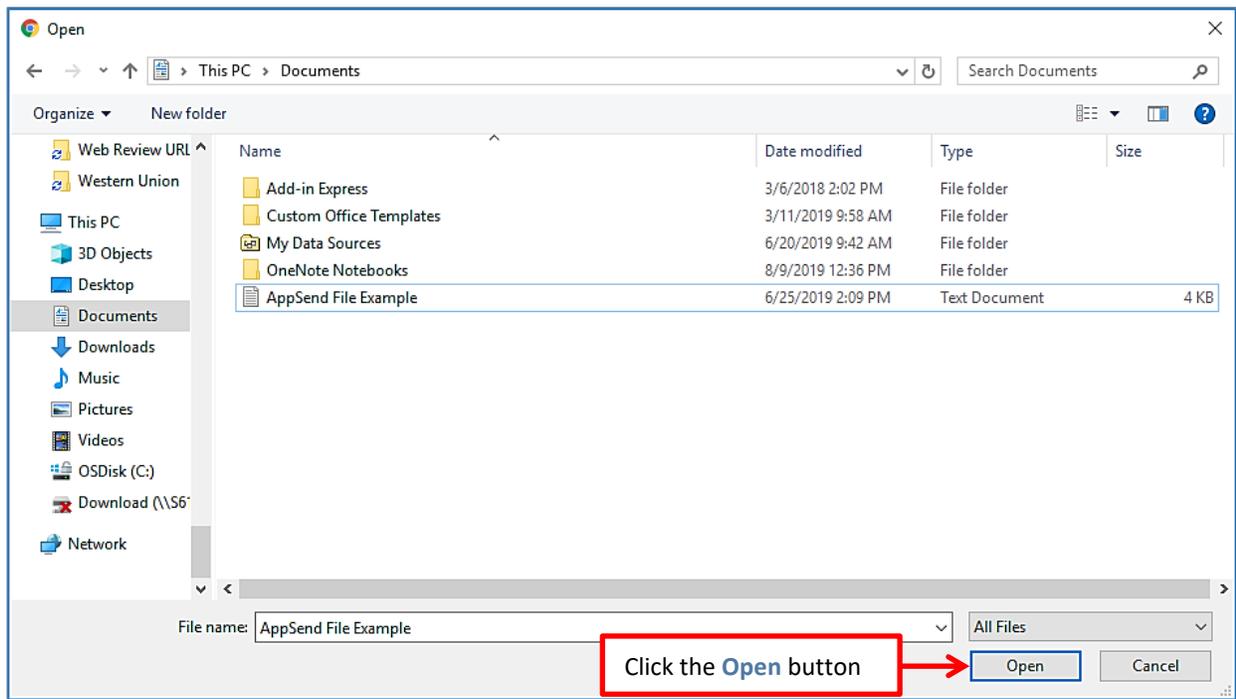


Send Files

- From **Send Files**, Select **Choose File**.

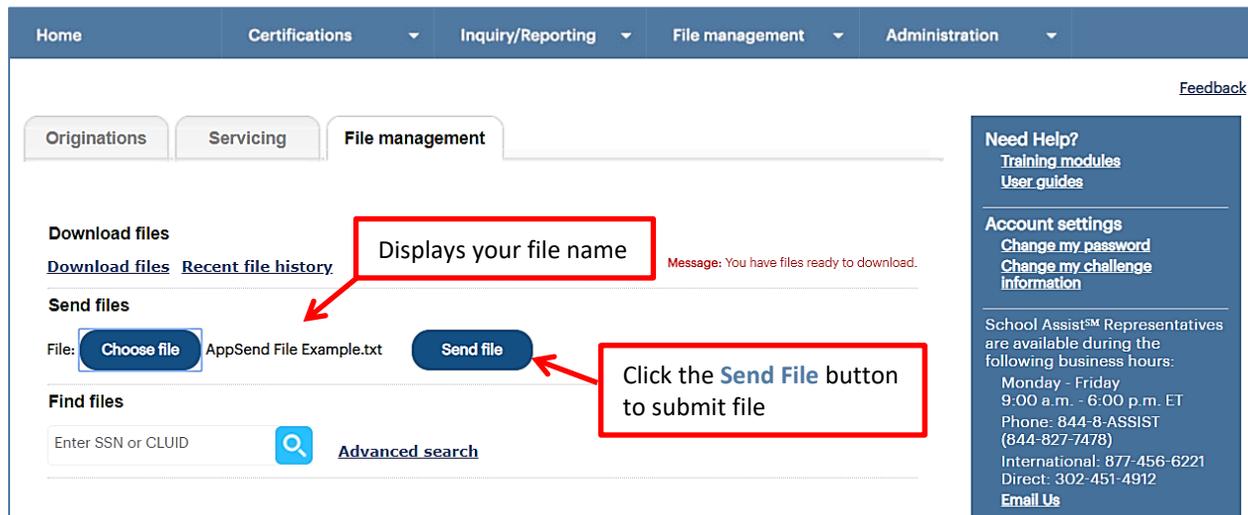


- Locate your file in your saved folder and then select **Open**.

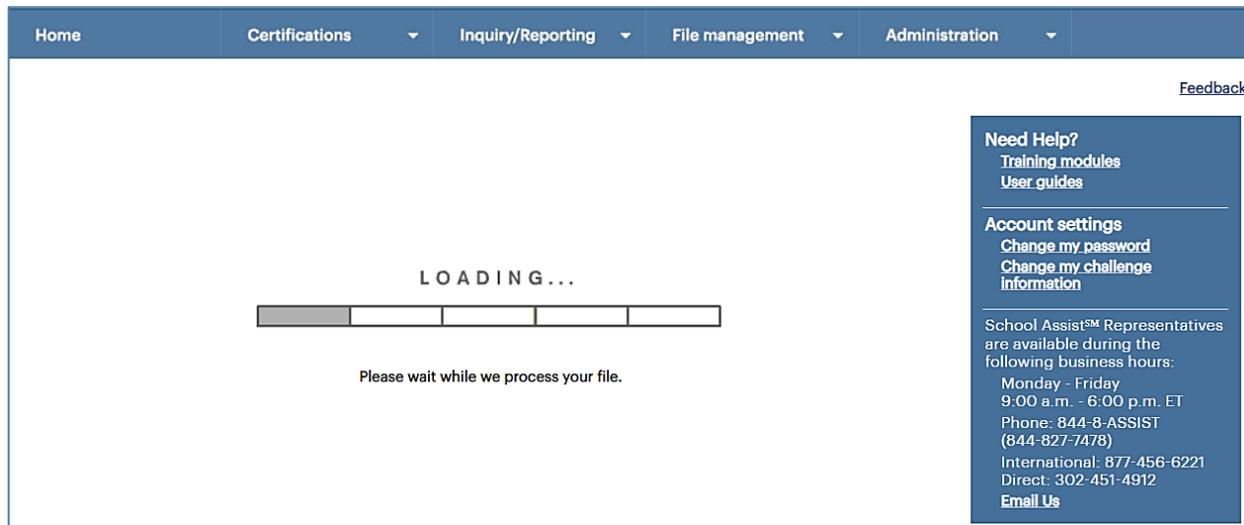


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3. The name of your file will be displayed.
4. Select **Send File** to submit the file for Sallie Mae processing.



5. Progress bar displays.



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- The file information is displayed once the file is sent. It includes the **File Name, File Type, File ID, Source, Record Count** and the **User ID** of the person who uploaded the file.

Home Certifications Inquiry/Reporting File management Administration

Feedback

Send Files

The following file was uploaded. Please allow up to one hour for processing.

Report run Tuesday, May 19, 2020 at 05:43:39 PM ET

Files 1-1 (of 1)

Received	File Summary	Actions
05/19/2020 05:43 PM ET	File Name: AppSend File Example.txt File Type: APPLICATION SEND CL4 File ID: 10000363-00 Source: 00000000 UNIV SCH Record Count: 1 Uploaded By: 00000000TESTUSER	View File

Need Help?
[Training modules](#)
[User guides](#)

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

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

Click the **File Management Home** button

Click the **View File** link

- Select **File Management Home** button to return to the file management home page.
- Select **View File** link to view the file you have sent in a CommonLine format.

OpenNet - Google Chrome

opennetwld-qa1.salliemae.com/FMS/

opennet®

View File

File ID: 10000355-00 [Download](#)

0 10 20 30 40 50 60 70 80

```

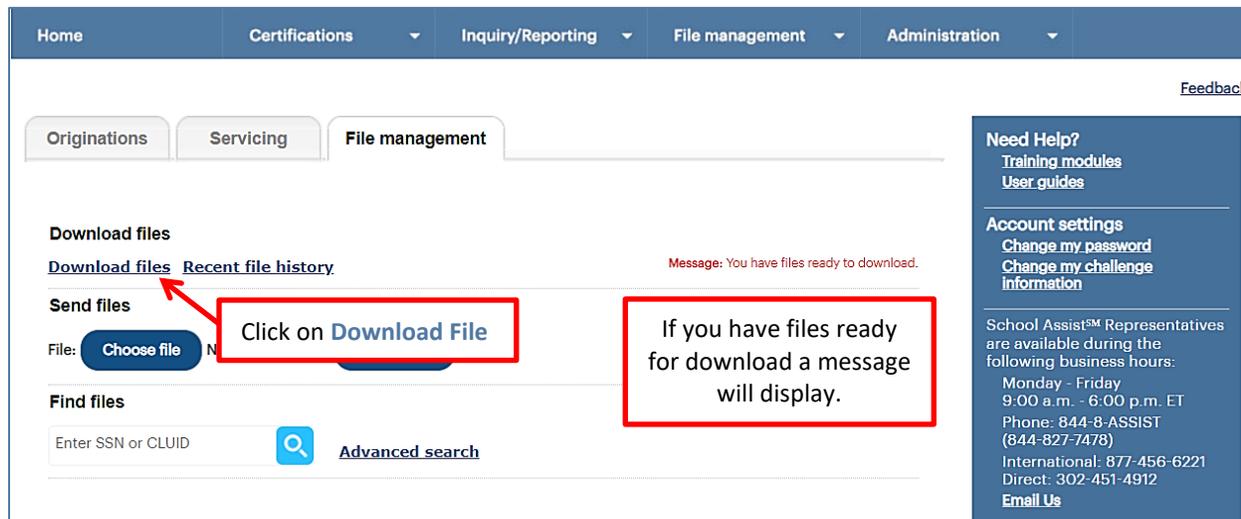
1 | @HSLMA                2020050722005920200507000000COMMON RESPONSE R004PUNIVER:
2 | @1C20200507GREEN          CELESTE        666525275123 MAIN ST
3 | @T0000010000000000000020200507220059R004PUNIVERSITY      00000000
4 |
    
```

- Select the **Download** link if you wish to download this file.

Download Files

1. Select the **Download Files** link to download files that have been delivered to you.

Note: A message will display on this page to if you have files waiting for you to download.



(Continued the next page)

All files that are ready for download will display on the [Download Files](#) page.

2. Select the [Download](#) link to download the selected file.
3. A window pops up asking you to [Open](#) or [Save](#) your file.

Download Files

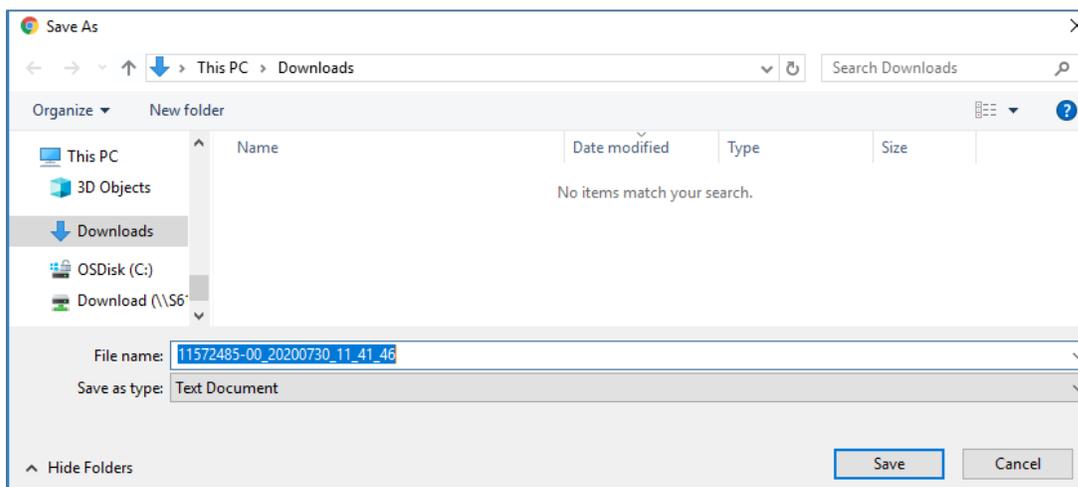
The following files have been delivered to your institution and are available to download. These files will be available for download from this page for up to 45 days. Once downloaded, the files can be found on the Recent File History page, or by using Find Files.

Report run Tuesday, May 19, 2020 at 6:16:31 PM ET

[Recent File History >>](#)

Files 1-4 (of 4)			
Received	File Summary	Click the Download link	Actions
05/08/2020 10:04 PM ET	File Type: RESPONSE CL4 File ID: 10000358-00 Recipient: 00000000UNIV-MAIN Record Count: 2	Download View File View Report Remove	Download View File View Report Remove
05/07/2020 10:03 PM ET	File Type: RESPONSE CL4 File ID: 10000355-00 Recipient: 000C0000UNIV-MAIN Record Count: 1		
05/07/2020 02:41 PM ET	File Type: RESPONSE CL4 File ID: 10000354-00 Recipient: 00000000UNIV-MAIN Record Count: 5		
05/07/2020 02:17 PM ET	File Type: RESPONSE CL4 File ID: 10000353-00 Recipient: 000C0000UNIV-MAIN Record Count: 4		

4. Select the [Save](#) or [Save As](#) option to the file to you your designated folder.
 - * If you a web browser other than Google Chrome your file Save option will be slightly different.



(Continued the next page)

5. Once downloaded these files will display in the **Recent File History** page.
6. Select **Recent File History** link to view your downloaded files.

Download Files

The following files have been delivered to your institution and are available to download. These files will be available for download from this page for up to 45 days. Once downloaded, the files can be found on the Recent File History page, or by using Find Files.

Report run Tuesday, May 19, 2020 at 6:16:31 PM ET

Click the **Recent File History** link



[Recent File History >>](#)

Files 1-4 (of 4)

Received	File Summary	Actions
05/08/2020 10:04 PM ET	File Type: RESPONSE CL4 File ID: 10000358-00 Recipient: 00000000UNIV-MAIN Record Count: 2	Download View File View Report Remove
05/07/2020 10:03 PM ET	File Type: RESPONSE CL4 File ID: 10000355-00 Recipient: 000C0000UNIV-MAIN Record Count: 1	Download View File View Report Remove
05/07/2020 02:41 PM ET	File Type: RESPONSE CL4 File ID: 10000354-00 Recipient: 00000000UNIV-MAIN Record Count: 5	Download View File View Report Remove
05/07/2020 02:17 PM ET	File Type: RESPONSE CL4 File ID: 10000353-00 Recipient: 000C0000UNIV-MAIN Record Count: 4	Download View File View Report Remove

(Continued the next page)

7. The **Recent File History** page will display the files that have been downloaded.
8. Select the **Download** link to download the file again if needed.
9. Select **View File** to view the file in its CommonLine format

Recent File History

The following files have been delivered to your institution in the past 45 days and have been downloaded, or manually removed from the download queue.

Report run Tuesday, May 19, 2020 at 6:41:38 PM ET

Files 1-1 (of 1)

Received	File Summary	Actions
05/07/2020 02:17 PM ET	<p>File Type: RESPONSE</p> <p>File ID: 10000353-00</p> <p>Recipient: 00000000UNIV-MAIN</p> <p>Record Count: 4</p> <p>Downloaded By: 00000000TESTUSER - 05/19/2020 06:33 PM ET</p>	<p>00000000UNIV-MAIN</p> <p>Download View File View Report</p>

Click the **Download** link → [Download](#)
Click the **View Report** link → [View Report](#)
Click the **View File** link → [View File](#)

10. Select the **View Report** link to view the file in an easy to read format that is printable.

File ID: 10000353-00 [Print Report >>](#)
 Received: 05/07/2020 02:17:44 PM ET
 Record Count: 4

Record Type	Phase Code	Borrower Name Borrower SSN	Student Name Student SSN	Requested Amount	Guarantee Amount	Lender Code Alt Loan Code	Loan Period CLUID	Error Code
M	ADIS	GREEN, CELESTE 666-52-5275	666-52-5275	\$10000	\$9100	900905 091	12/15/2019 - 12/15/2020 899984AT100094856	
M	SERV	GREEN, CELESTE 666-52-5275	666-52-5275	\$40000	\$40000	900905 091	01/15/2020 - 12/15/2020 899984AT100094857	
M	SERV	YERKEY, PAMELA 719-89-1632	719-89-1632	\$5000	\$5000	900818 928	12/15/2019 - 05/15/2020 899984AT100094505	
M	ADIS	HAMILTON, LEWIS 719-55-5293	719-55-5293	\$1000	\$1000	900905 091	01/15/2019 - 12/15/2019 899984AT100093478	

11. Select **Print Report** link to print a report of the file contents.

Find Files

- To find a specific borrower's file(s), enter the borrower's SSN or loan CommonLine Unique ID in the **File Files** search box.

The screenshot shows the OpenNet File Management interface. At the top, there are navigation tabs: Home, Certifications, Inquiry/Reporting, File management, and Administration. Below these are sub-tabs: Originations, Servicing, and File management. The main content area includes sections for 'Download files', 'Send files', and 'Find files'. In the 'Find files' section, there is a search input field labeled 'Enter SSN or CLUID' and a magnifying glass icon. A red box highlights the 'Advanced search' link next to the input field. Another red box highlights the input field itself with the text 'Enter SSN or CommonLine Unique'. A red arrow points from the 'Advanced search' link to the input field. On the right side, there is a sidebar with 'Need Help?' and 'Account settings' sections.

- Select the **Advanced Search** link to search files with specific filters and criteria.
- Enter your filters and criteria and then select the **Submit** button.

The screenshot shows the 'Find Files' search form. It includes a title 'Find Files' and a brief instruction: 'Enter at least one search criterion and click Submit to retrieve files. OpenNet will display up to 200 files matching the search parameters. Files are available for retrieval for 2 years from the original File Received Date.' Below this is a 'Filter criteria' section with the instruction 'At least one field must be completed.' The filter criteria include: 'File Received' (From Date and To Date), 'SSN', 'CL Unique ID' (17 alphanumeric characters), and 'File ID' (ex. 12345678-00). There is also an 'Additional Criteria' section with the instruction 'To make multiple selections from the list box, hold down control key and click with mouse.' The 'File Type' dropdown menu is open, showing options: 'All File Types', 'APPLICATION SEND', 'RESPONSE', 'CHANGE SEND', 'DISBURSEMENT ROSTER', and 'DISBURSEMENT FORECAST'. At the bottom, there are three buttons: 'Submit', 'Clear All Criteria', and 'File Management Home'. A red box highlights the 'Submit' button with the text 'Click the Submit button' and a red arrow pointing to it.

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4. The **File Results** page will display file(s) based on your search criteria.
5. Select the **Download** link to download the file.
6. Select the **View File** link to view the file in CommonLine format.
7. Select the **View Report** link to view the file in an easy to read format that is printable.

File Results

The following files matched the search criteria and are displayed in descending date order. Use the provided links to download or view a file or report.

Report run Tuesday, May 19, 2020 at 07:04:04 PM ET

Files 1-1 (of 1)

Received	File Summary	Actions
05/08/2020 10:04 PM ET	<p>File Type: RESPON</p> <p>File ID: 10000358-00</p> <p>Recipient: 00000000UNIV-MAIN</p> <p>Record Count: 2</p> <p>Downloaded By:</p>	<p>Click the Download link</p> <p>Click the View Report link</p> <p>Download View File View Report</p> <p>Click the View File link</p>

[Return to Find Files](#)

[File Management Home](#)