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.

Originations	File managem	lent			Need Help? Training modules User guides
Download files Download files Recent file hi	<u>story</u>		Message: You have files ready t	o download.	Account settings Change my password Change my challenge information
Send files File: Choose file No file chose	en Send file				School Assist™ Representatives are available during the following business hours: Monday - Friday
Find files	Advanced sear	<u>ch</u>			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
					Email Us

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

	Send Files or Find Files	<u>Download Files</u> <u>Send Files</u>	
Originations Se	File management	Find Files	Need Help? Training modules User guides
Download files Download files Recent	nt file history	Message: You have files ready to download.	Account settings Change my password Change my challenge information
Send files File: Choose file No	file chosen Send file		School Assist™ Representativ are available during the following business hours: Monday - Friday
Find files	Advanced search		9:00 a.m 6:00 p.m. ET Phone: 844-8-ASSIST (844-827-7478) International: 877-456-6221 Direct: 302-451-4912



Send Files

Home	Certifications -	Inquiry/Reporting 👻	File management 👻	Administration -
				<u>Fee</u>
Originations	Servicing File mana	gement		Need Help? Training modules
				User guides
Download files	ecent file hist		Message: You have files ready to down	Change my password
Download mes	Click the	Choose File button		information
Send tiles				School Assist ^s Representativ
Sena Tiles File: Choose file	No file chosen Send file			are available during the following business hours:

2. Locate your file in your saved folder and then select Open.

Organize 🔻 New folder	7		==	- 🔟 🤅
🛃 Web Review URL ^	Name	Date modified	Туре	Size
🛃 Western Union	Add-in Express	3/6/2018 2:02 PM	File folder	
This PC	Custom Office Templates	3/11/2019 9:58 AM	File folder	
3D Objects	🗟 My Data Sources	6/20/2019 9:42 AM	File folder	
Decision	🔄 OneNote Notebooks	8/9/2019 12:36 PM	File folder	
	AppSend File Example	6/25/2019 2:09 PM	Text Document	4 K
 Pictures Videos OSDisk (C:) Download (\\S6' Network 	<			
File na	me: AppSend File Example	Click the Open button	All Files Open	∼ Cancel



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

Home	Certifications	- Inquiry/Reporting	•	File management	•	Administratio	n -	
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Originations	Servicing File man	agement				'	leed Help Training r User guid)? nodules es
Download files	cent file history	plays your file nan	ne	Message: You have files re	ady to c	lownload.	CCOUNT S Change r Change r informati	ettings ny password ny challenge on
Send files File: Choose file	AppSend File Example.txt	Send file					chool Ass re availab	ist ^s Representatives le during the
Find files			Cli to	ck the Send File submit file	but	ton	ollowing b Monday 9:00 a.m Phone: 8	ousiness hours: - Friday n 6:00 p.m. ET 44-8-ASSIST
Enter SSN or CLUID	Advanced	<u>l search</u>					(844-827 Internati Direct: 3 Email Us	7-7478) onal: 877-456-6221 02-451-4912

5. Progress bar displays.

				I	Need Help?
					Training modules User guides
	L O A D I N G				Account settings Change my password Change my challenge information
Please w	ait while we process your	file.			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: 877-456-6221 Direct: 302-451-4912 Email Us
	(Continue	d the next	page)		

6. 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	Ce	ertifications	-	Inquiry/Reporting	-	File managem	ent -	Ac	dministrat	tion	•		
													Feedback
Send Files	6									Need I Train	Help? ing ma	odules	
The following fil	e was uploaded. Ple	ease allow up to	one hou	for processing.							ganao	* 	
Report run Tues	sday, May 19, 2020 a	at 05:43:39 PM	ET							ACCOU Char	int sei ige my	ttings password	
Files 1-1 (of 1)										Char infor	nge my mation	<u>challenge</u> 1	
Received	File Summary				Actions								
05/19/2020 05:43 PM ET	File Name: File Type: File ID: Source:	AppSend File APPLICATION 10000363-0 0000000.01	Example I SEND CL D NIV SCH	txt 4	<u>View Fil</u>		Click	the V	/iew Fi	are ava	I Assis ailable pu: - F n.	ts™ Repres during the siness hou Friday - 6:00 p.m	entatives rs: . ET
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Click the File	e Manageme	ent	File N	Management Home						Inter Direc Emai	natior ct: 302 <u>I Us</u>	nal: 877-45 2-451-4912	6-6221

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

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Vie	w File															
File ID	0: 10000355-	00													Dov	vnlo
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			1													



Download Files

1.	Select the Do	ownload Files l	link to downloa	d files that hav	ve been delive	ered to you.
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Note: A message will display on this page to if you have files waiting for you to download.

Originations S	File management		Need Help? Training modules <u>User guides</u>
Download files Download files Rece	<u>ent file history</u>	Message: You have files ready to download.	Account settings Change my password Change my challenge information
Send files File: Choose file N Find files	Click on Download File	If you have files ready for download a message will display.	School Assist ^{®M} Representative are available during the following business hours: Monday - Friday 9:00 a.m 6:00 p.m. ET
Enter SSN or CLUID	Advanced search		Phone: 844-8ASSIST (844-827-7478) International: 877-456-6221 Direct: 302-451-4912 Email Us
	(Continu	led 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	d Files les have been delive for up to 45 days. O	ered to your institution and are available t nce downloaded, the files can be found o	to download. These files will be available for download on the Recent File History page, or by using Find Files.
Report run Tue	sday, May 19, 2020 a	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	File Type: File ID:	RESPONDE 02-7 10000358-00	
10:04 PM ET	Recipient:	0000000UNIV-MAIN	Download View File View Report Remove
	Record Count:	2	
05/07/2020	File Type: File ID:	RESPONSE CL4 10000355-00	
10:03 PM ET	Recipient:	000C0000UNIV-MAIN	Download View File View Report Remove
	Record Count:	1	
05/07/2020	File Type: File ID:	RESPONSE CL4 10000354-00	
02:41 PM ET	Recipient:	0000000UNIV-MAIN	Download View File View Report Remove
	Record Count:	5	
05/07/2020	File Type: File ID:	RESPONSE CL4 10000353-00	
02:17 PM ET	Recipient:	000C000UNIV-MAIN	Download View File View Report Remove
	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.

→ ↑ ↑ ↑ This PC > Downloads		~ Ū	Search Download	;	P
Organize 👻 New folder					?
This PC Name	Date modified	Туре	Size		
🗊 3D Objects	No items match you	ır search.			
🕂 Downloads					
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ne Download (\\S6'					
File name: 11572485-00_20200730_11_41_46					~
Save as type: Text Document					~
Hide Folders			Save	Cance	I .

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

The following fi rom this page	les have been delive for up to 45 days. O	ered to your institution and nce downloaded, the files	d are available to download can be found on the Rece	d. These fi ent File His	les will be tory page	e available for e, or by using F	download Find Files.
Report run Tue	sday, May 19, 2020 a	at 6:16:31 PM ET	Click the Recent File	History l	ink	-> Recent	File History >>
Files 1-4 (of 4)							
Received	File Summary		Ac	ctions			
05/08/2020	File Type: File ID:	RESPONSE CL4 10000358-00					
10:04 PM ET	Recipient:	00000000UNIV-MAIN	Do	wnload \	<u>/iew File</u>	View Report	Remove
	Record Count:	2					
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10:03 PM ET	Recipient:	00000000UNIV-MAIN	Dc	wnload	View File	View Report	Remove
	Record Count:	1					
05/07/2020	File Type: File ID:	RESPONSE CL4 10000354-00					
02:41 PM ET	Recipient:	00000000UNIV-MAIN	Dc	ownload \	View File	View Report	Remove
	Record Count:	5					
05/07/2020	File Type: File ID:	RESPONSE CL4 10000353-00					_
02:17 PM ET	Recipient:	000C0000UNIV-MAIN	Do	ownload \	View File	View Report	Remove
	Record Count:	4					

(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

The following fi the download o	les have been delive jueue.	red to your in:	stitution in the pas	t 45 days and	have been dowr	nloaded, o	r manually removed from	
Report run Tue	sday, May 19, 2020 a	t 6:41:38 PM E	т					
Files 1-1 (of 1)								
Received	File Summary		Click the Dow	nload link	Actions	ſ	Click the View Repo	rt li
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05/07/2020	Recipient:	00000000	JNIV-MAIN		Download V	/iew File \	/iew Report	
	Record Count:	4				7	<u>non noport</u>	
02:17 PM E1						•		

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

File ID: 10 Received Record (0000353 1: 05/07/2 Count: 4	-00 2020 02:17:44 PM ET							<u>Print Report >:</u>
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	
М	ADIS	GREEN, CELESTE 666-52-5275	666-52-5275	\$10000	\$9100	900905 091	12/15/2019 - 12/15/2020 899984AT100094856		
М	SERV	GREEN, CELESTE 666-52-5275	666-52-5275	\$40000	\$40000	900905 091	01/15/2020 - 12/15/2020 899984AT100094857		
М	SERV	YERKEY, PAMELA 719-89-1632	719-89-1632	\$5000	\$5000	900818 928	12/15/2019 - 05/15/2020 899984AT100094505		
М	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

Home	Certification	s 👻 Inquiry	/Reporting 👻 File management 👻 Admi	nistration 👻
				Feedba
Originations	Servicing	File management		Need Help? Training modules User guides
Download files Download files	<u>Recent file history</u>		Message: You have files ready to download.	Account settings Change my password Change my challenge
Send files				<u>information</u>
File: Choose fil	No file chosen	Send file	Click the Advanced Search Link	School Assist ^s Representatives are available during the following business hours: Monday - Friday
Find files		K		9:00 a.m 6:00 p.m. ET Phone: 844-8-ASSIST
Enter SSN or CLU	iid 🖕 🔍 🗚	dvanced search		(844-827-7478) International: 877-456-6221
	Ent	er SSN or Comm	oonline Unique	Direct: 302-451-4912 Email Us
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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.

iles 1-1 (of 1)							
Received	File Summary		Click the D	ownload link	Actions		Click the View Report lin
	File Type: File ID:	RESPON 10000358-	00		μ.	L	
5/08/2020 0:04 PM FT	Recipient:	00000000	UNIV-MAIN		Download	View File	View Report
0.04111121	Record Count: Downloaded By:	2		Click the View	v File link	7	