

### Disbursement Update Overview

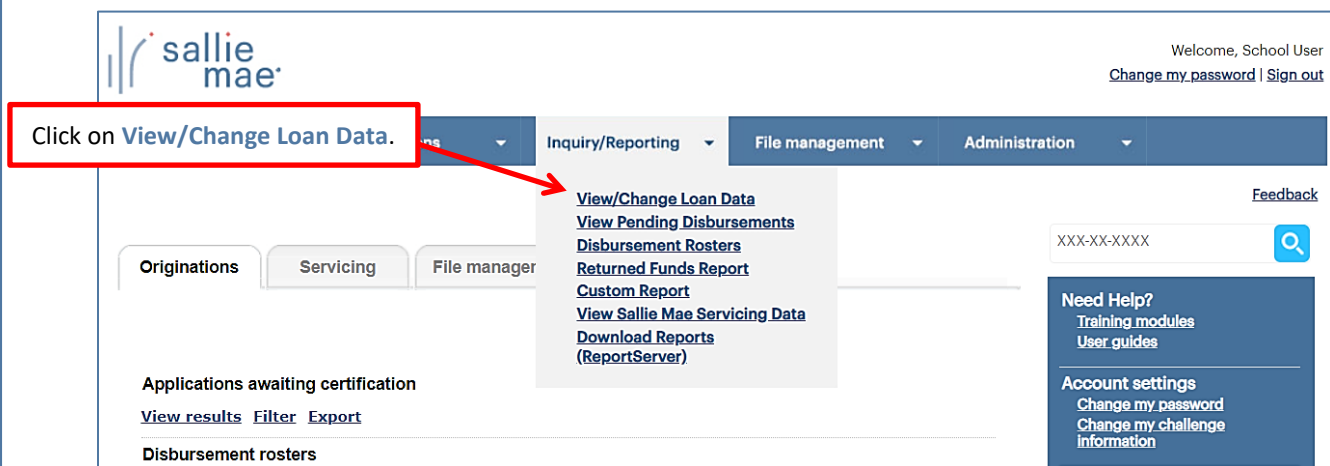
OpenNet® Web Loan Delivery (WLD) allows you to make a variety of disbursement-level changes, including the following:

- 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 screenshot shows the Sallie Mae OpenNet WLD interface. At the top, there is a header with the Sallie Mae logo, a welcome message for a 'School User', and links for 'Change my password' and 'Sign out'. Below the header is a navigation bar with several menu items: 'Inquiry/Reporting', 'File management', and 'Administration'. The 'Inquiry/Reporting' menu is expanded, showing a list of options: 'View/Change Loan Data', 'View Pending Disbursements', 'Disbursement Rosters', 'Returned Funds Report', 'Custom Report', 'View Sallie Mae Servicing Data', 'Download Reports (ReportServer)', and 'Feedback'. A red box highlights the 'View/Change Loan Data' option, and a red arrow points to it from a text box that says '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

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: SLM

Lender ID: 900905  
Lender name: SALLIE MAE

Cost of attendance: \$55,175.00  
Estimated financial aid: \$10,000.00  
Expctd family contrbtn:

Loan amt requested: \$15,000.00  
School cert amount: \$15,000.00  
Approved amount: \$15,000.00

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[Update disb data](#)  
[Cancel](#)

Click the **Update Disb Data** button.

- 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        |
| -- Select Status        | <input type="checkbox"/> Hold |            | \$           |                 | -- Select Method |
| 2 Awaiting Disbursement | RELEASE                       | 01/15/2021 | \$7,500.00   | \$7,500.00      | EFT - ACH        |
| -- Select Status        | <input type="checkbox"/> Hold |            | \$           |                 | -- Select Method |
| Add disb:               | -- Select One                 |            | \$           |                 |                  |

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

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

Click the **Review Changes** button.

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<br>-- Select Status ▾<br><input type="checkbox"/> Consummated | RELEASE      | 04/06/2020<br>[ ] | \$5,000.00<br>\$ [ ] | \$5,000.00      | EFT - ACH<br>-- Select Method ▾ |
| 2 DISBURSED<br>-- Select Status ▾<br><input type="checkbox"/> Consummated | RELEASE      | 04/06/2020<br>[ ] | \$5,000.00<br>\$ [ ] | \$5,000.00      | EFT - ACH<br>-- Select Method ▾ |
| -- 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<br>Disb date | RELEASE<br>05/20/2020 | HOLD<br>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.