

Disbursement Update Overview

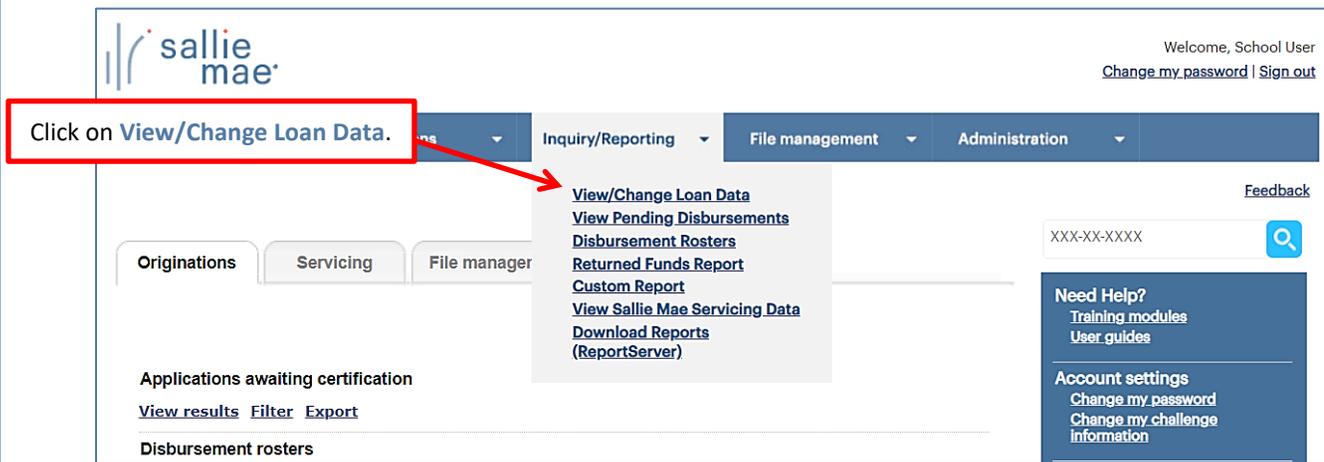
OpenNet® Web Loan Delivery (WLD) allows you to make a variety of disbursement-level changes, including the following:

- 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 contrbtn:	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.

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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.