

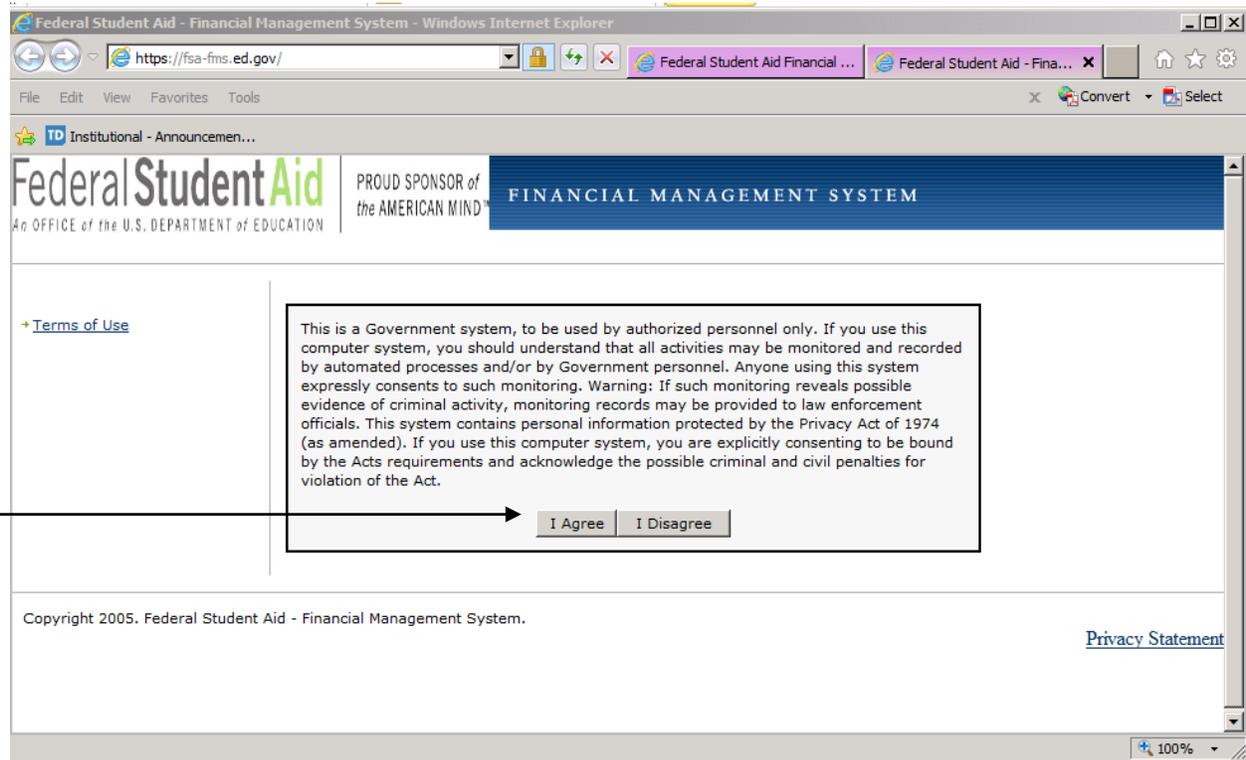
How to Run a Lender Search Report - Lenders

1. Access the Lenders Reporting System (LaRS) by clicking on the following url link:

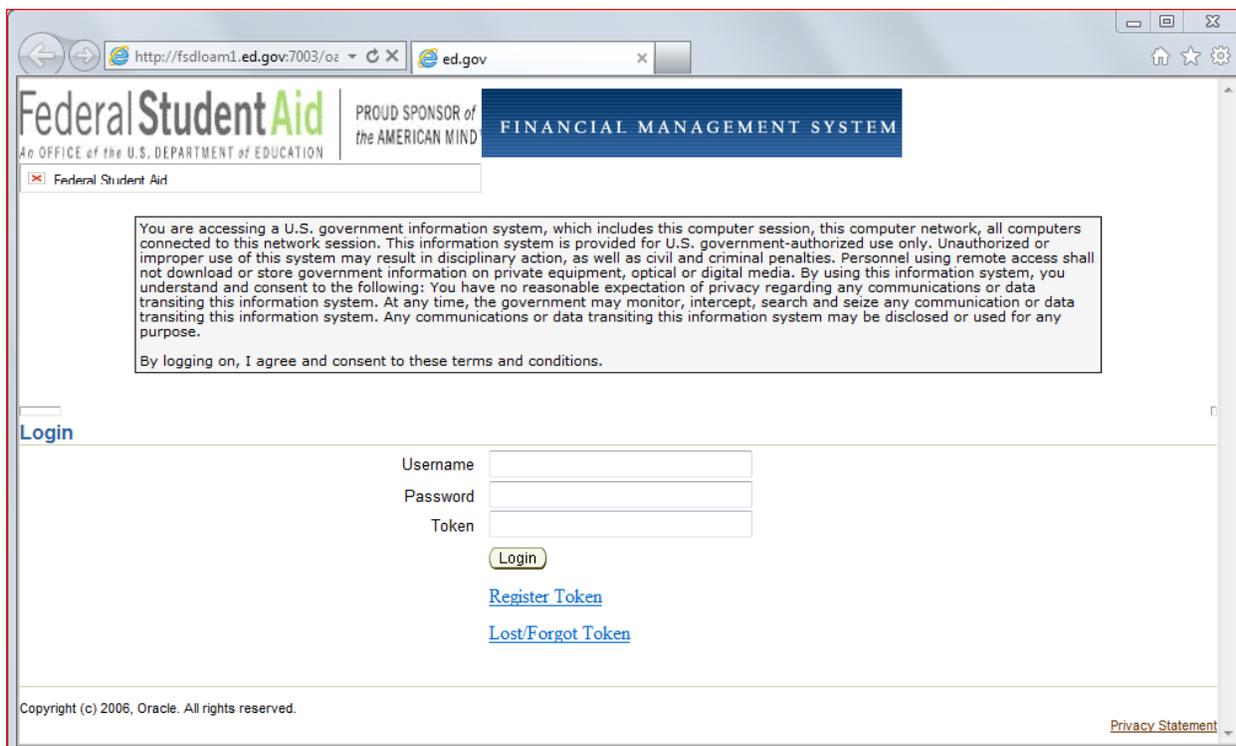
<http://www.fp.ed.gov/fms.html>

The screenshot shows a Windows Internet Explorer browser window displaying the Federal Student Aid Financial Partners website. The browser's address bar shows the URL <http://www.fp.ed.gov/fms.html>. The website header includes the Federal Student Aid logo and the slogan "START HERE GO FURTHER". The main content area is titled "Financial Partners" and features a search bar and a navigation menu. A central section titled "FP On-line Transaction Processing via FMS." contains information about the Financial Management System (FMS) and lists various applications accessible through the system. A green box highlights the "Lender Reporting System (LaRS)" section, which includes a link to "LaRS (formerly ED Form 799)". An arrow points to this link, indicating the next step in the process. The taskbar at the bottom shows several open applications, including "Inbox - Microsoft O...", "Federal Student Aid ...", "TIVAS IPAC Listing", "FP Web Updates_Da...", and "Lender Search Repo...".

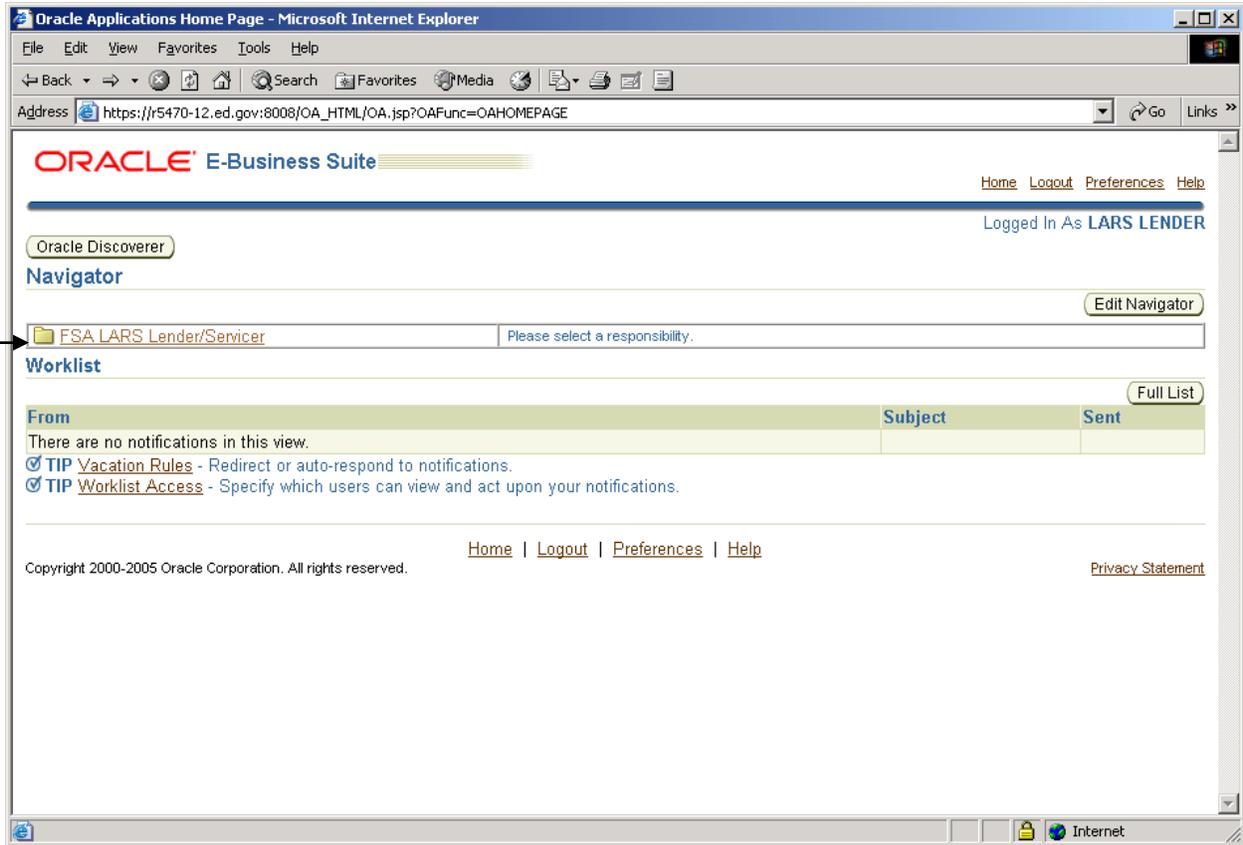
2. Click on the 'LaRS (formerly ED Form 799)' link on the right-hand side of the web page to access the LaRS application.



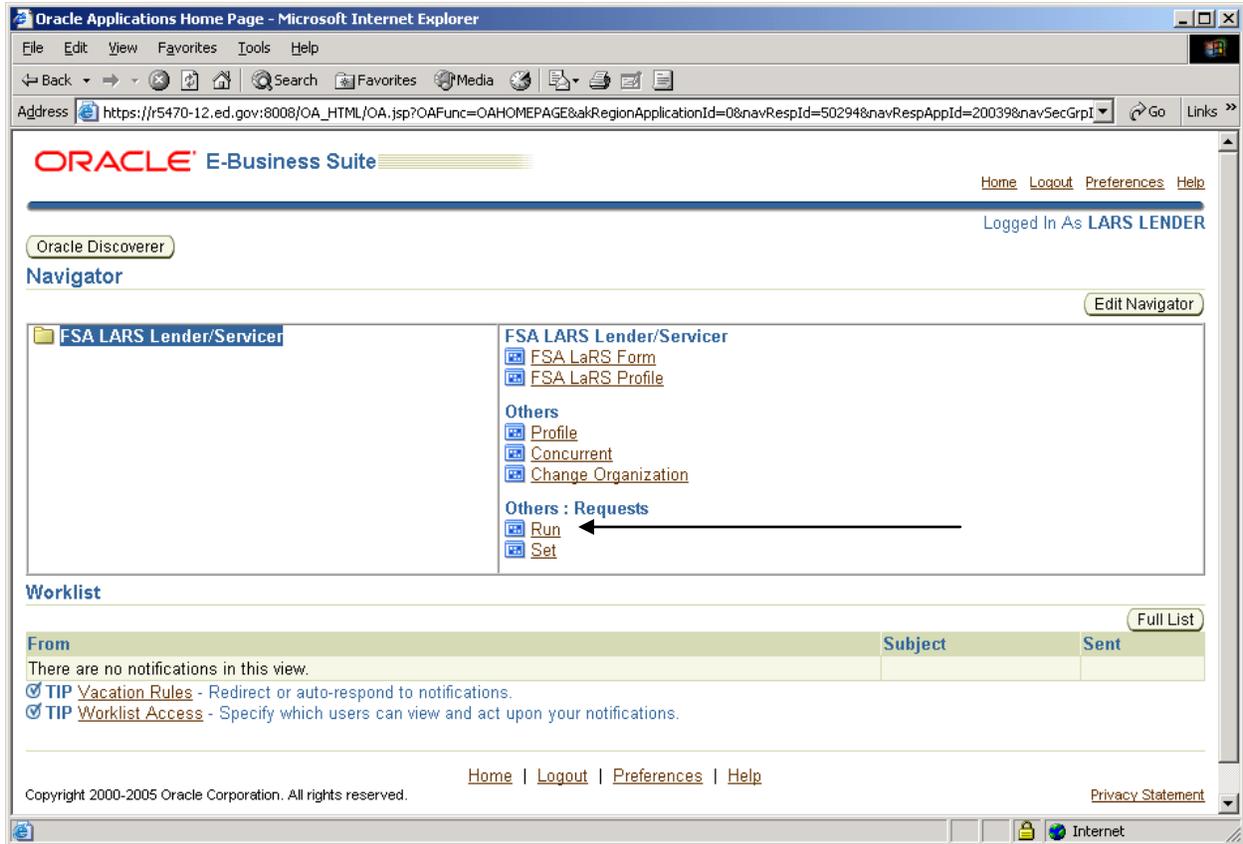
3. After clicking on the LaRs link the following message regarding the Terms of Use appear. Please read and click on the 'I Agree' button.



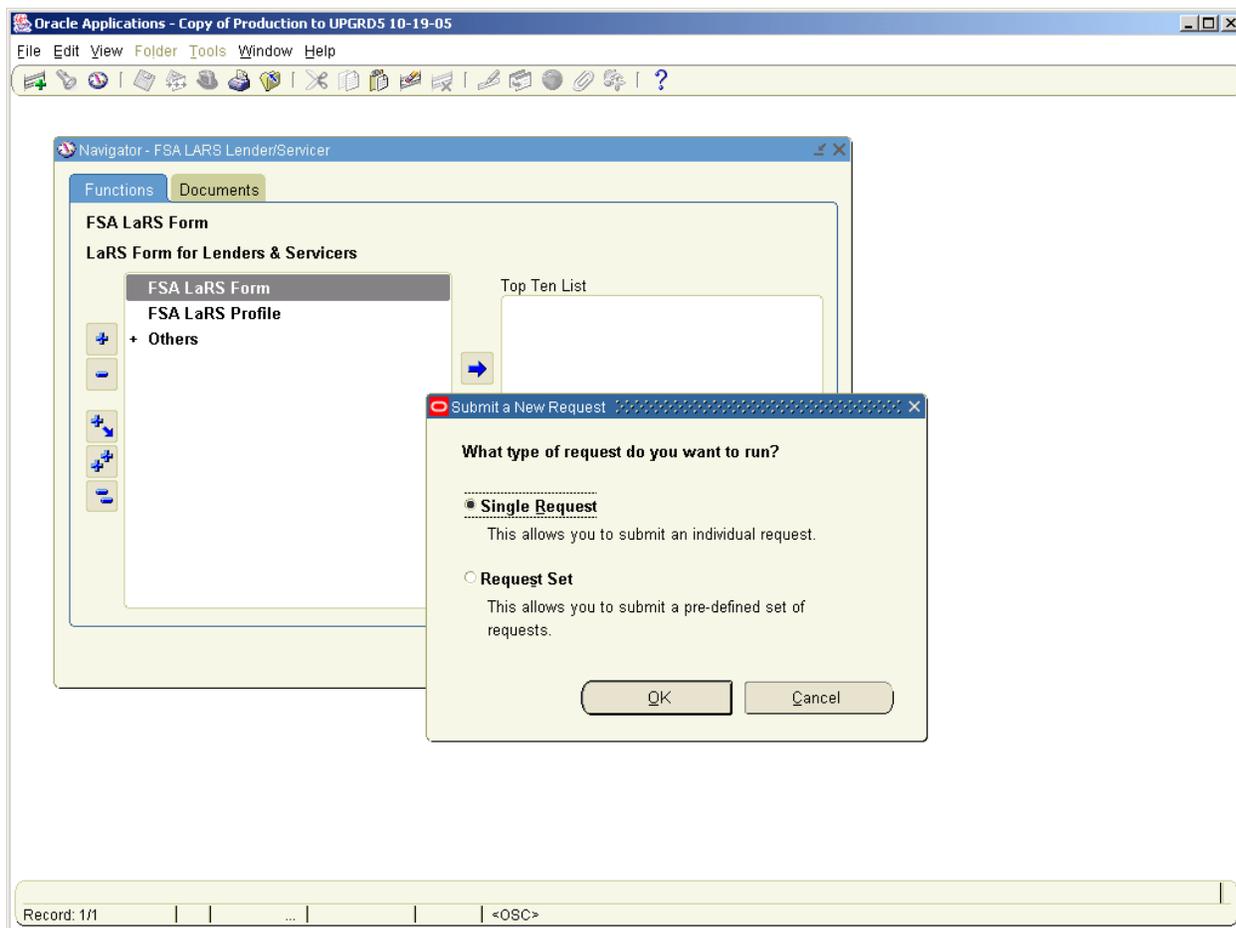
4. After clicking '**I Agree**', the login screen will appear.
 - a. Enter the username assigned to you by FSA FMS Operations in the **User Name** field.
 - b. Enter your password in the **Password** field.
 - c. Enter the number generated by your **Token**.
 - d. Click on the **Login** button.



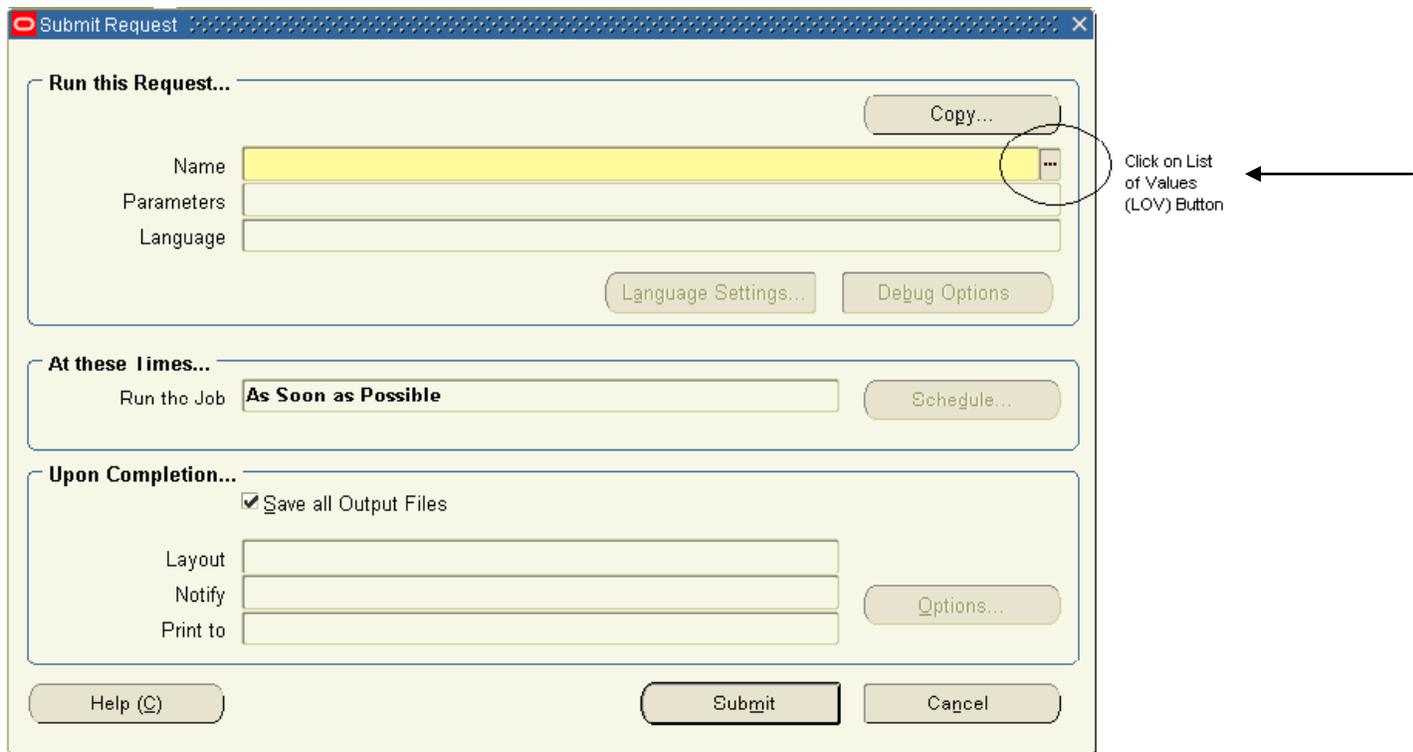
5. Once your login has been verified, double-click on 'FSA LARS Lender/Service' to select a responsibility.



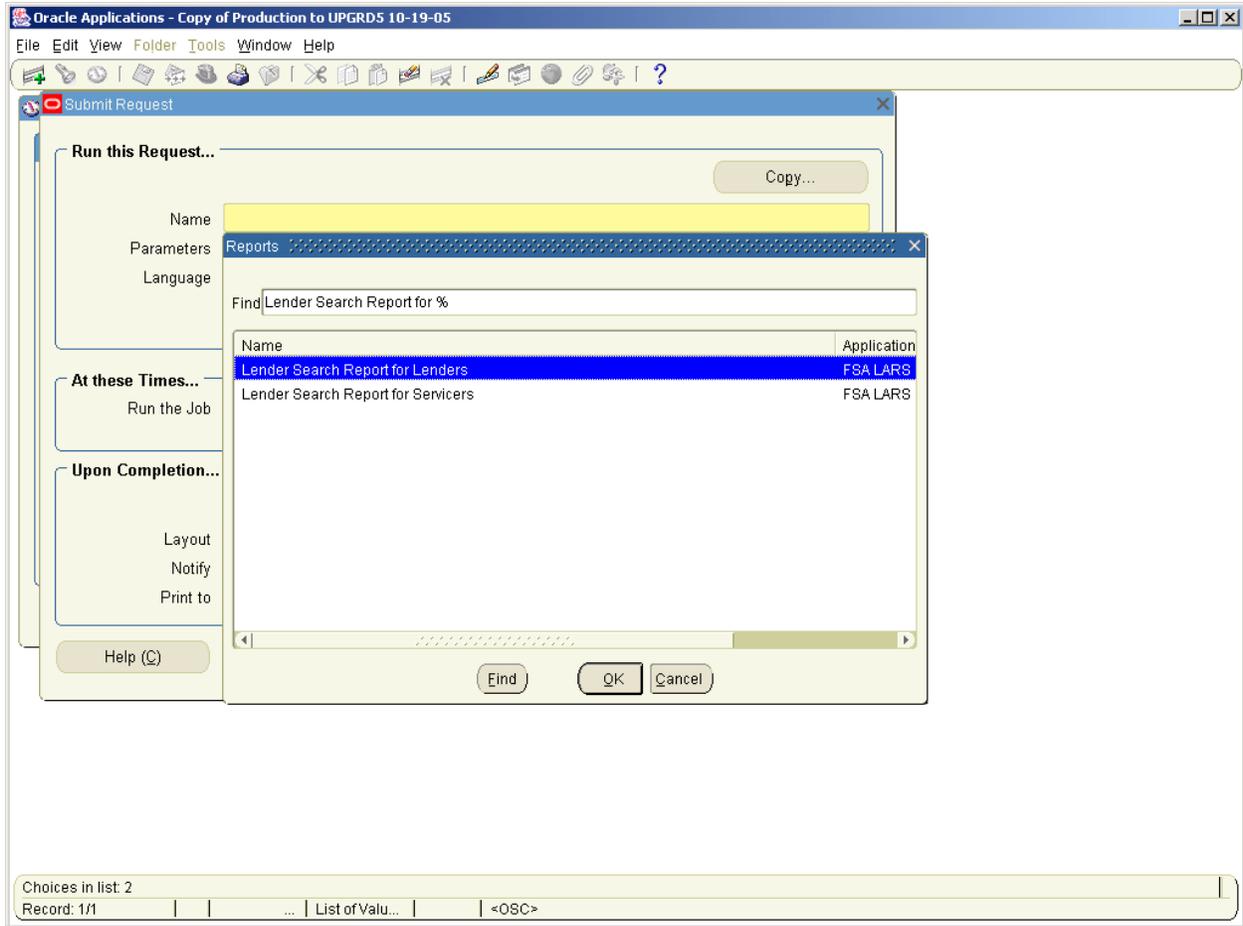
6. Under the heading *Others: Requests*, double-click on 'Run'.



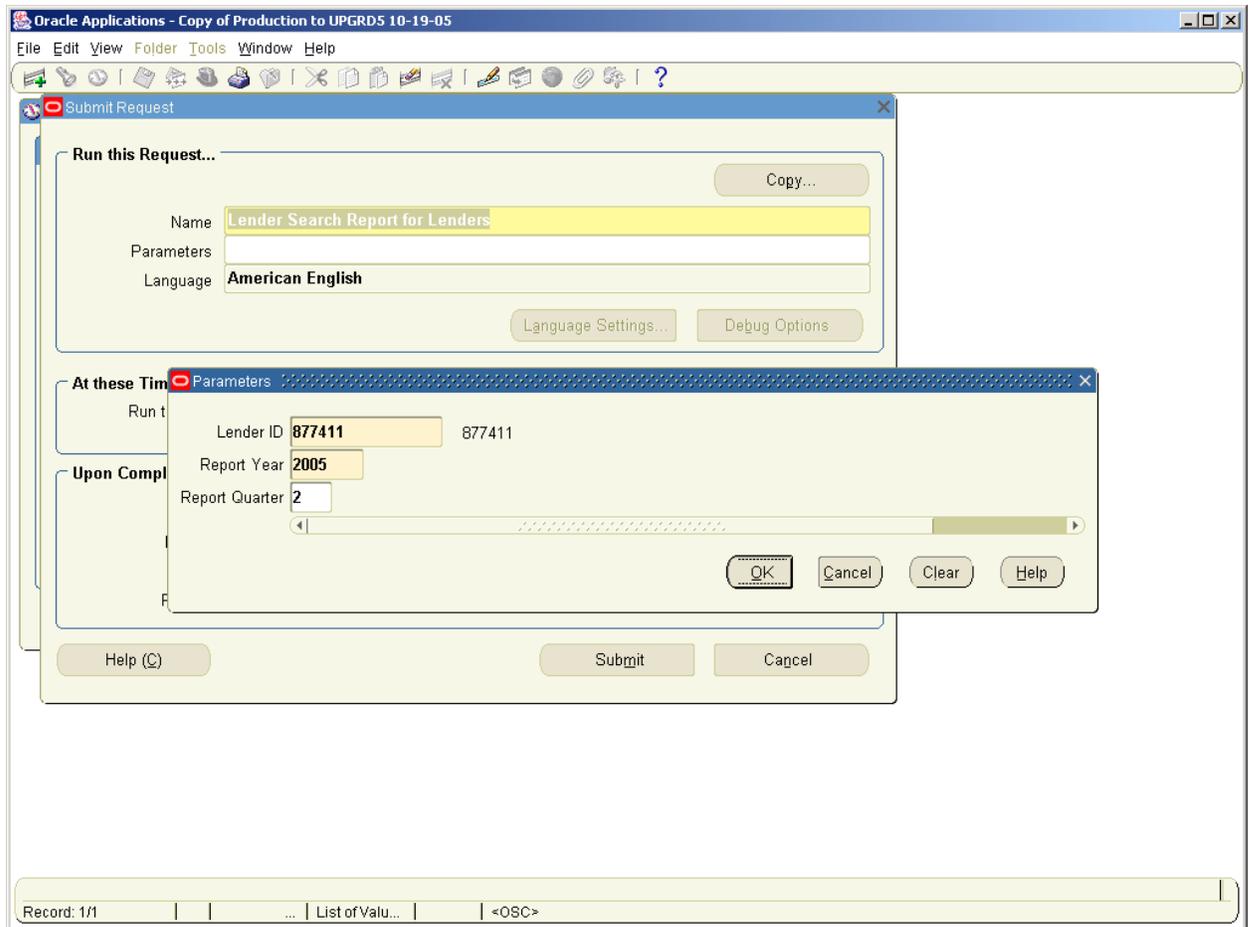
7. After double-clicking on 'Run' the *Submit a New Request* window will appear. Click on the 'OK' button.



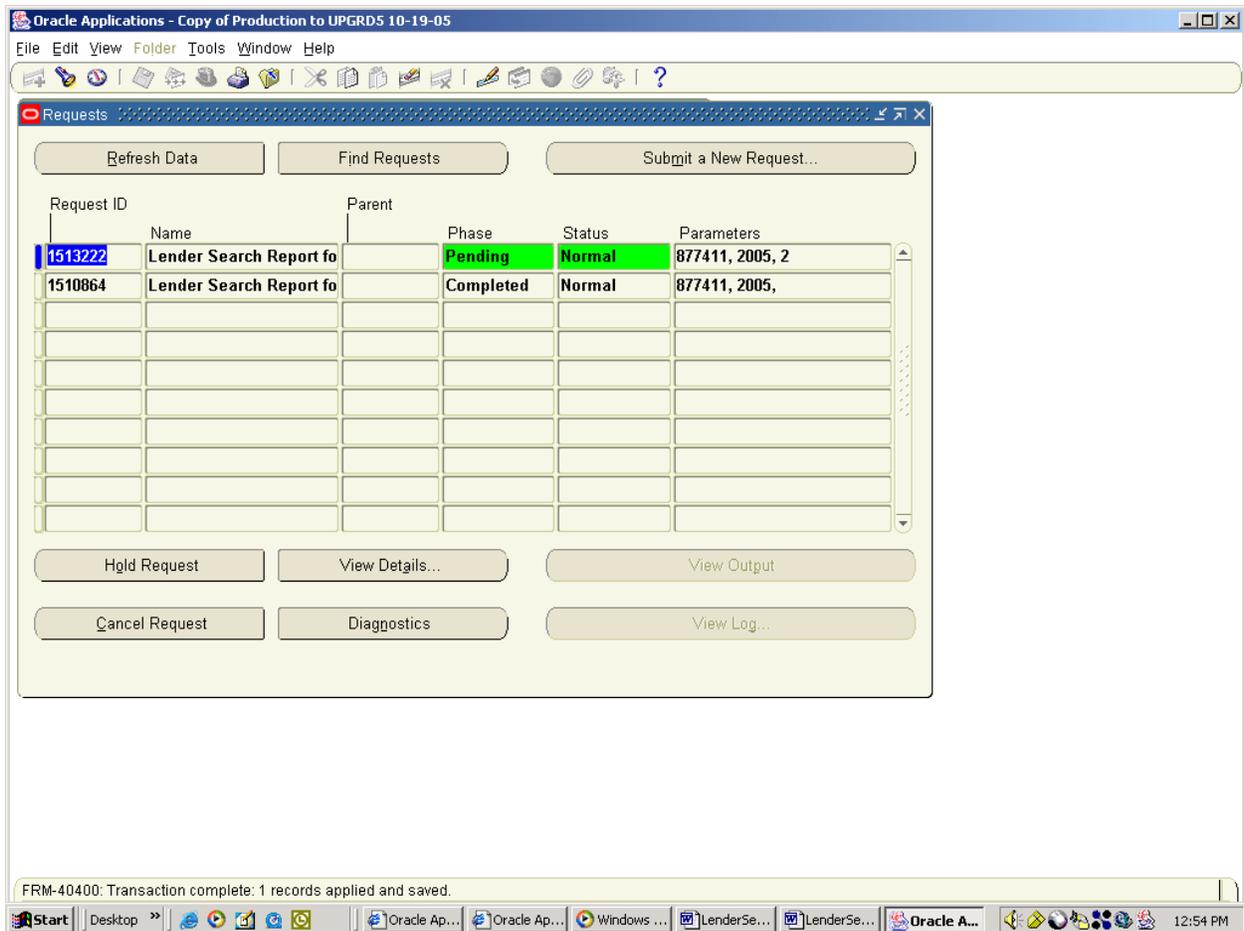
8. After clicking on OK, the *Submit Request* window will appear. Place your cursor in the *name* field and click on the list of values button.



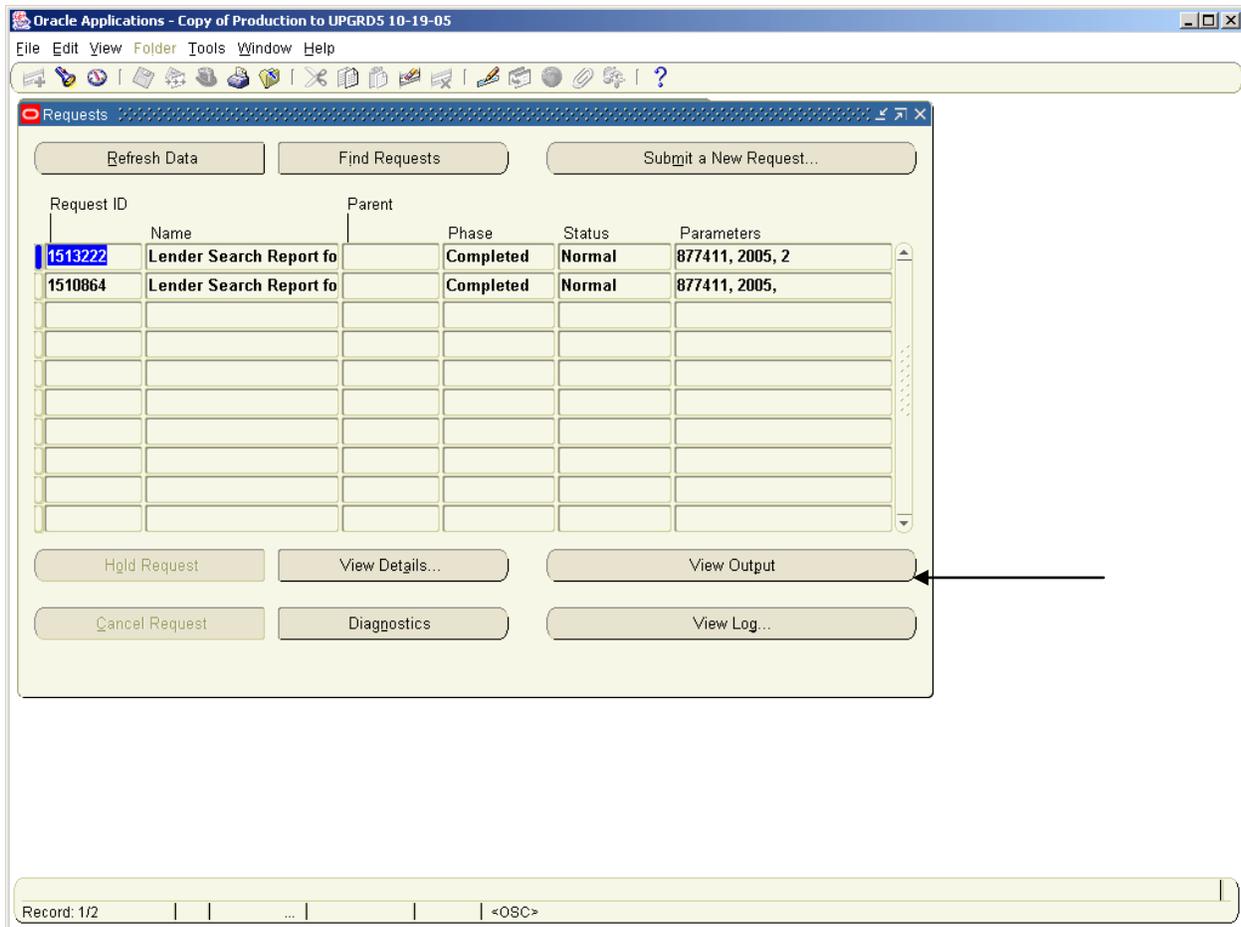
9. After clicking on the list of values button, the *Reports* window will appear with the name 'Lender Search Report for Lenders' highlighted. Click 'OK'.



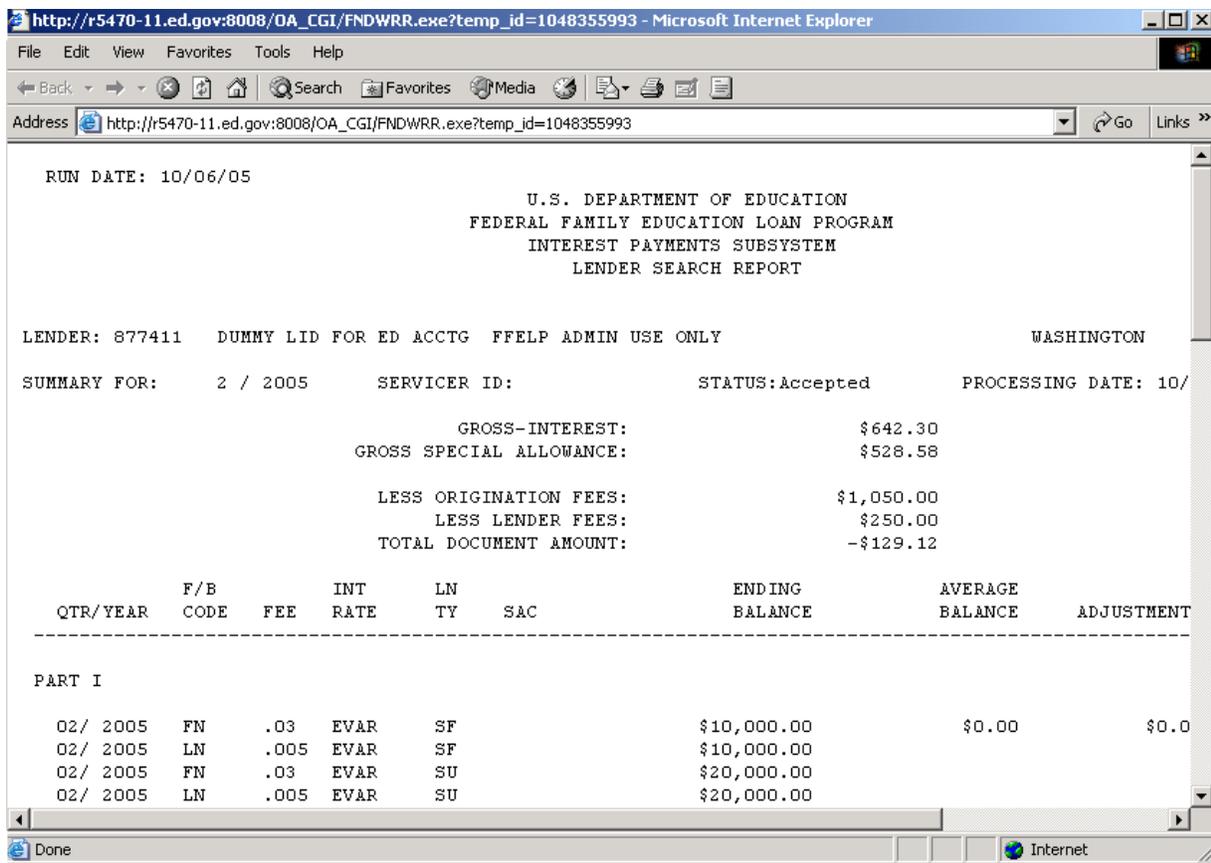
9. Next the *Parameters* window will appear.
 - A. In the **Lender ID** field, enter your lender id number.
 - B. In the **Report Year**, enter the year of the reported 799 that you want to view.
 - C. In the **Report Quarter**, enter the quarter (1,2,3 or 4) of the reported 799 you want to view. Or you can leave this field blank and all the quarters for the Report Year will display on the report.
 - D. Click the **OK** button.



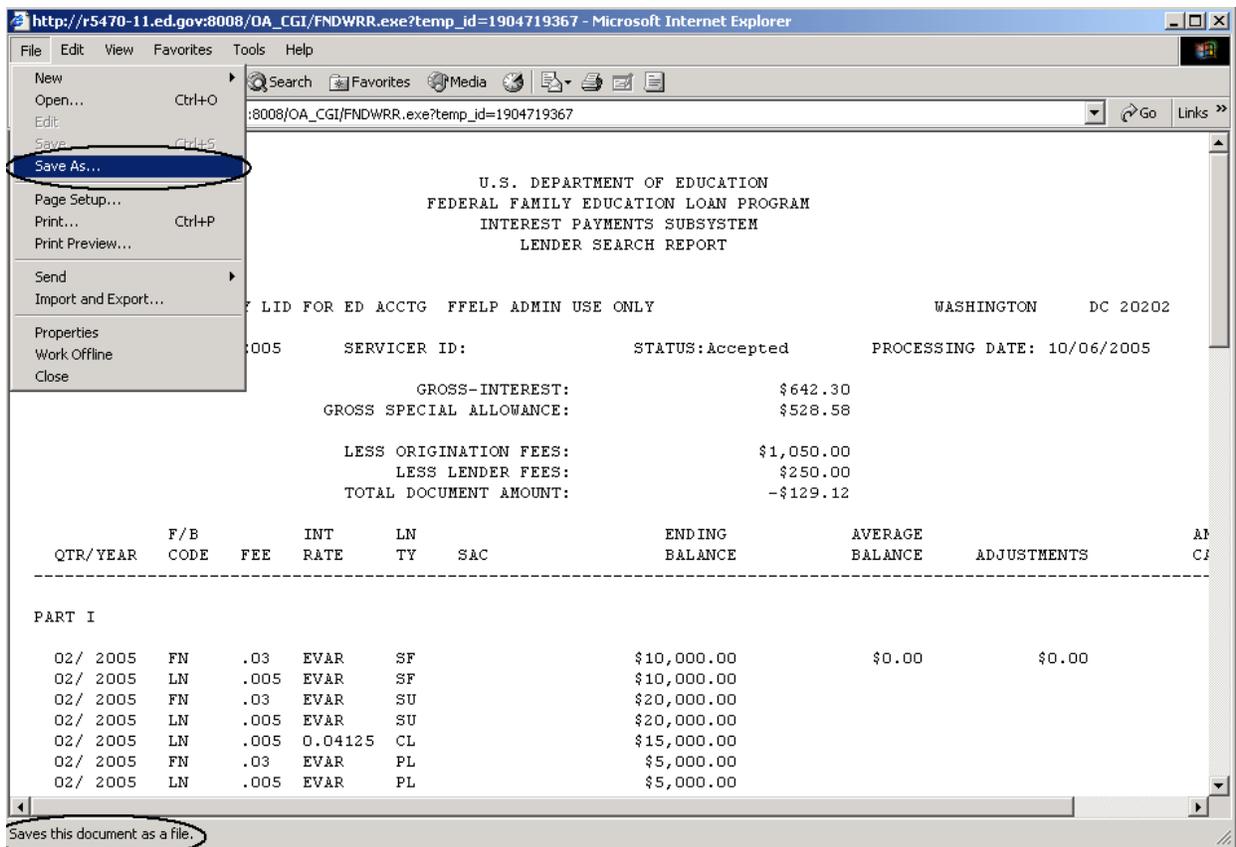
12. The *Request* window will appear. Click on the **Refresh Data** button until the **Phase** column for this report indicates **Completed** and the **Status** column indicates **Normal**. (Note: this report should take approximately one minute to run).



13. Click 'View Output' to view the report.

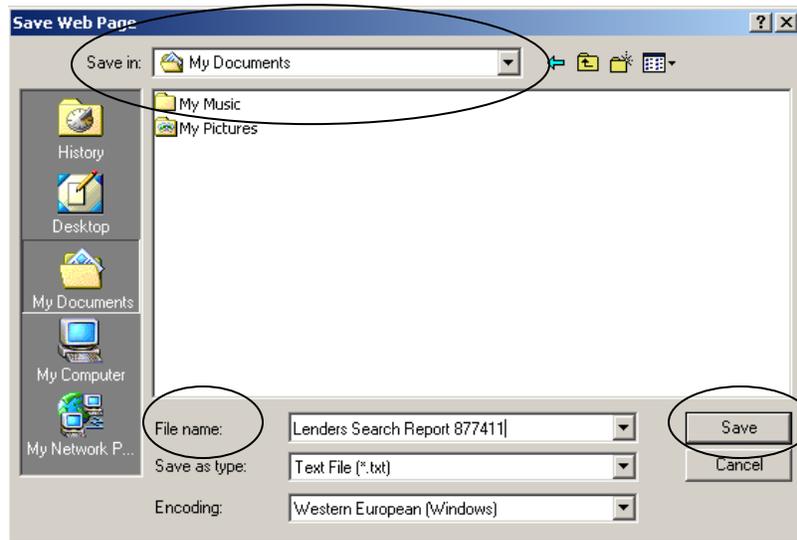


14. The report will be open in the web browser.



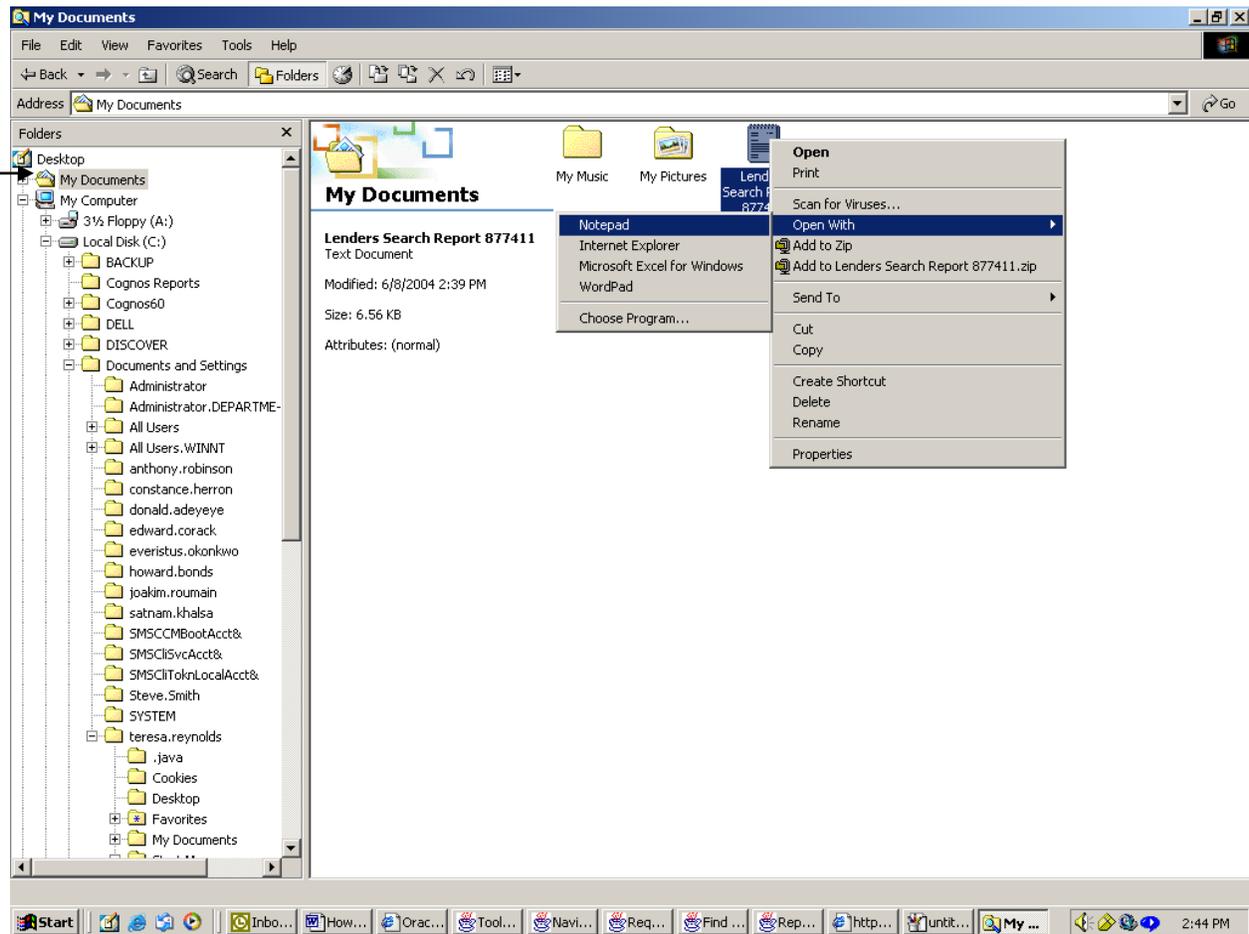
15. From the web browser, select File > Save As from the menu bar.

16. In the *Save Web Page* window, select a folder to save the report in on your hard drive. Name the report in the **File Name** field and then click on the **Save** button. Be sure the save as type is 'Text File'.



17. Right click on the **Start** button in the bottom left-hand corner of your screen and select "explore".





18. Open the folder where the report was saved, right-click on the file, select **Open With** and then select **Notepad**.

U.S. DEPARTMENT OF EDUCATION
FEDERAL FAMILY EDUCATION LOAN PROGRAM
INTEREST PAYMENTS SUBSYSTEM
LENDER SEARCH REPORT

WASHINGTON DC

2004 SERVICER ID: STATUS: Accepted PROCESSING DATE: 06/03/2004

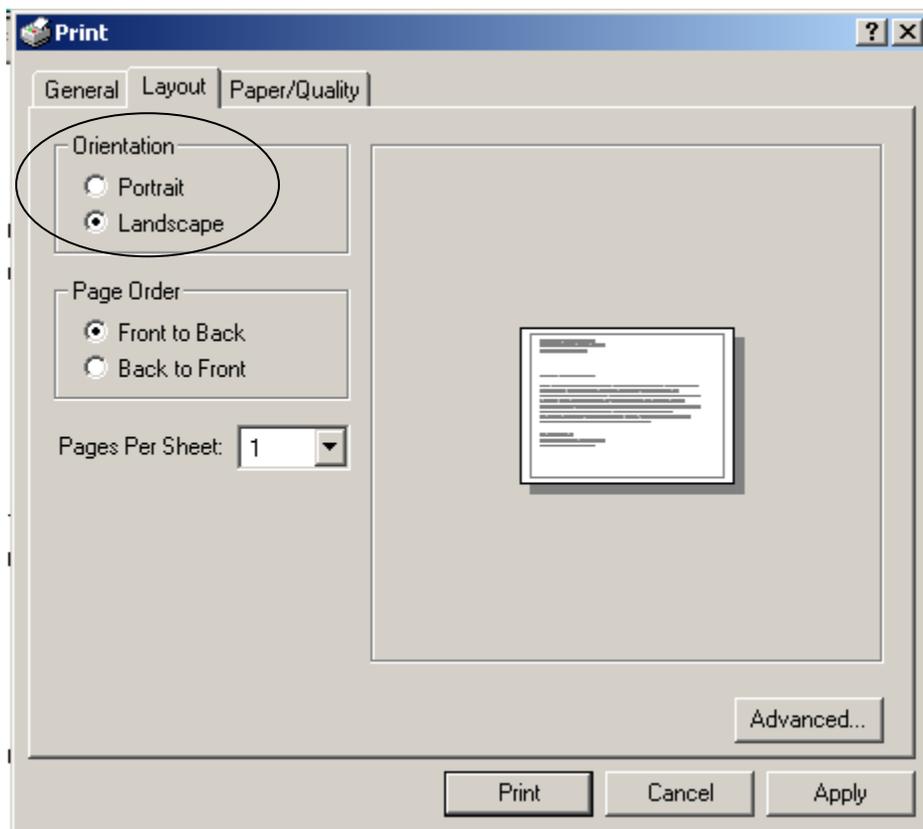
GROSS-INTEREST: \$690.35
GROSS SPECIAL ALLOWANCE: \$0.00

LESS ORIGINATION FEES: \$0.00
LESS LENDER FEES: \$0.00
TOTAL DOCUMENT AMOUNT: \$690.35

QTR/YEAR	F/B CODE	FEE	INT RATE	LN TY	SAC	ENDING BALANCE	AVERAGE BALANCE	ADJUSTMENTS
PART I								
01/ 2004	LD	.005	EVAR	SF		\$1,326.00	\$0.00	\$0.00
01/ 2004	LN	.005	EVAR	SF		\$1,326.00		
01/ 2004	FD	.03	EVAR	SF		\$1,326.00		
01/ 2004	FN	.03	EVAR	SF		\$1,326.00		
PART I TOTAL								
PART II								
01/ 2004	BC	.0346	SF			\$18,809.00	\$18,921.00	\$0.00
01/ 2004	BC	.0426	SF			\$17,424.00	\$19,540.00	
01/ 2004	BC	.0486	SF			\$24,545.00	\$25,159.00	
01/ 2004	BC	.08	SF			\$836.00	\$835.00	
PART II TOTAL								
PART III								
01/ 2004	BC		EVAR	SF	SE	\$67,191.00	\$70,481.00	

19. Once the document is open in Notepad, select **File > Print** from the menu bar.

NOTE: This screen may look different on your computer due to configuration differences.



20. In the *Print* window, click on the **Layout** tab and change the **Orientation** from Portrait to Landscape. Click on the **Print** button to print to kick off the print job.