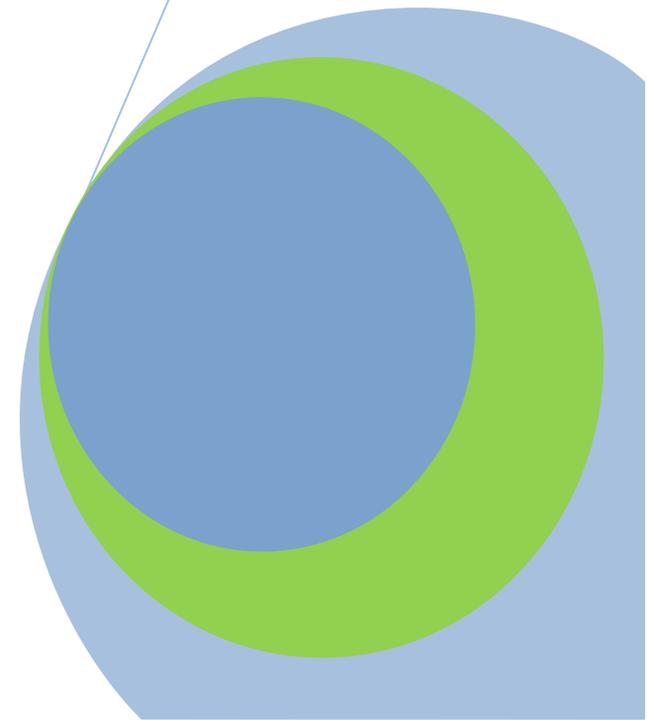
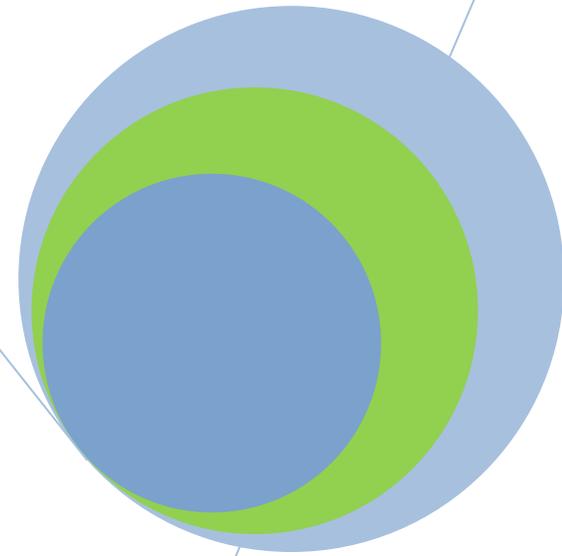
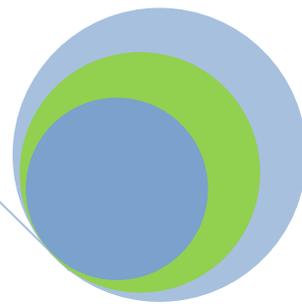


## 3.2.2 Reading The Layouts

A continuation of chapter 3.2



## Obtaining Summary Repayment Information from NSLDS

Note: To access a school's summary repayment information, an individual at the school must have an FSA User ID. This is a restricted data system, and each user at a school has been assigned an individual User ID and password. To obtain an FSA User ID, contact CPS/SAIG Technical Support at 1-800-330-5947.

Step 1: Log on to the NSLDS Professional Access website by entering your FSA User ID and password after clicking "Click to Continue."

Address: [nslsdfap.ed.gov](http://nslsdfap.ed.gov)

**NSLDS** PROFESSIONAL ACCESS  
National Student Loan Data System

This system is LIMITED to approved use by AUTHORIZED personnel. Access by others is prohibited and unauthorized.

[Click to Continue](#)

Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking "I Agree."

Step 2: Once logged on to NSLDS, select the "Org" tab from the main menu bar at the top of the screen.



Step 3: Under the "Org" tab select "Repayment Information."



Step 4: View the school's summary repayment information.

	Numerator Date Range	Denominator Date Range	Numerator	Denominator	%	Date Processed
11	04/2011-03/2014	04/2011-03/2012	276	5047	5.4	05/02/2014
12	04/2012-03/2014	04/2012-03/2012	203	5410	3.7	08/01/2014
13	03/2011-02/2014	03/2011-02/2012	288	5044	5.7	04/02/2014
14	03/2012-02/2014	03/2012-02/2012	197	5423	3.6	04/01/2014
15	02/2011-01/2014	02/2011-01/2012	208	5095	6.0	03/01/2014
16	02/2012-01/2014	02/2012-01/2012	194	5374	3.6	03/01/2014
17	01/2011-12/2013	01/2011-12/2011	204	4990	6.0	02/01/2014
18	01/2012-12/2013	01/2012-12/2012	200	5371	3.7	01/21/2014
19	12/2010-11/2013	12/2010-11/2011	203	4975	6.0	01/01/2014
20	12/2011-11/2013	12/2011-11/2012	142	5343	2.6	01/01/2014

## Obtaining Detailed Repayment Reports from NSLDS

You must use the NSLDS Professional Access website to request detailed repayment information. Once the request has been made via the NSLDS website, the detailed file format is delivered to the Student Aid Internet Gateway (SAIG) mailbox associated with the FSA online User ID making the request. EDconnect software is used to download the detailed file format from the user's SAIG mailbox. Therefore, in order to request detailed file format repayment information, the requestor must have an FSA User ID, an SAIG account, and EDconnect software. (For help in obtaining IDs and software, contact CPS/SAIG Technical Support at 1-800-330-5947.)

### SUBMITTING THE REQUEST TO NSLDS

*Step 1: Log on to the NSLDS Professional Access website by entering your FSA User ID and password and clicking "Login."*



This system is LIMITED to approved use by AUTHORIZED personnel. Access by others is prohibited and unauthorized.

[Click to Continue](#)

Address: [nslsdfap.ed.gov](http://nslsdfap.ed.gov)

*Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking "I Agree."*

*Step 2: Once logged on to NSLDS, select the "Report" tab from the menu bar at the top of the screen.*



*Step 3: Under the Report function, click on the blue number box to the left side of the screen for "Date Entered Repayment Report," "School Repayment Info Loan Detail," or "Borrower Default Summary Report."*

	Report ID	Names
<a href="#">1</a>	DELQ01	DELINQUENT BORROWER REPORT
<a href="#">2</a>	DER001	DATE ENTERED REPAYMENT REPORT
<a href="#">3</a>	DRC015	24 MONTH REPAYMENT INFO LOAN DETAIL
<a href="#">4</a>	DRC016	36 MONTH REPAYMENT INFO LOAN DETAIL
<a href="#">5</a>	DRC035	SCHOOL COHORT DEFAULT RATE HIST RPT
<a href="#">6</a>	EXTC01	EXIT COUNSELING COMPLETION RESULTS
<a href="#">7</a>	FAT001	REQUEST FOR FINANCIAL AID HISTORY
<a href="#">8</a>	OVP001	SCHOOL OVERPAYMENT REPORT
<a href="#">9</a>	PRKDF1	PERKINS DEFAULT SUMMARY
<a href="#">10</a>	SCHDF1	BORROWER DEFAULT SUMMARY REPORT
<a href="#">11</a>	SCHER1	ENROLLMENT REPORTING SUMMARY REPORT
<a href="#">12</a>	SCHLL1	SCHOOL LOAN LIST
<a href="#">13</a>	SCHPR1	SCHOOL PORTFOLIO REPORT
<a href="#">14</a>	SCH01A	EXIT COUNSELING BY SSN
<a href="#">15</a>	SCH01B	EXIT COUNSELING
<a href="#">16</a>	SCH07B	TRANSFER MONITORING SUMMARY REPORT
<a href="#">17</a>	TEACH1	TEACH OVERSIGHT SUMMARY REPORT

Step 4: Set the report parameters on the next page that appears.

**Report Format.** All four of the reports give you the option of receiving the data in **Extract** or **Report** format.

ID: [DRC015](#) Type: --Select--  
 Name: 24 MONTH REPAYMENT INFO LOAN DETAIL

- With an extract a school can customize the data by querying and sorting the repayment information based on the school’s individual needs.
- A report can be accessed using standard word processing software.

ID: [DRC016](#) Type: Extract  
 Name: 36 MONTH REPAYMENT INFO LOAN DETAIL

- With an extract a school can customize the data by querying and sorting the repayment information based on the school’s individual needs.

**Loan Selection (DRC015, DRC016).** This option will determine which loans are included in the “School Repayment Information Loan Detail” report.

SCHOOL ID : 003749  
 LOAN SELECTION : --Select--  
 DENOMINATOR DATE RANGE : --Select--  
 NUMERATOR DATE RANGE : ALL  
 Sort By: DENOMINATOR ONLY  
 Output Medium: SAIG

**Loan Selection DRC015**

- “ALL” — contains all of the loans included in the denominator only and numerator only reports.
- “DENOMINATOR ONLY” — contains all of the loans that entered repayment during the first 12 months of the most recent 24-month period and did not default during that 24-month period.
- “NUMERATOR ONLY” — contains only those loans that entered repayment during the first 12 months of the most recent 24-month period and defaulted during that 24-month period.

**Loan Selection DRC016**

- “ALL” — contains all of the loans included in the denominator only and numerator only reports.
- “DENOMINATOR ONLY” — contains all of the loans that entered repayment during the first 12 months of the most recent 36-month period and did not default during that 36-month period.
- “NUMERATOR ONLY” — contains only those loans that entered repayment during the first 12 months of the most recent 36-month period and defaulted during that 36-month period.

**Date Range (DER001, SCHDF1)** For two reports, you can specify a date range for the students.

- **Date Entered Repayment (DER001)** Report will show student borrowers with loan history who are scheduled to go into repayment during the specified date range. Borrowers returned will be in current attendance at the requestor’s school.

OPEID : 00374900  
 DT SCHED TO ENTER REPAY BEGIN : MM/DD/CCYY  
 DT SCHED TO ENTER REPAY END : MM/DD/CCYY  
 Sort By: --Select--  
 Output Medium: SAIG

- **Borrower Default Summary Report (SCHDF1)** Report will show all loans that currently have a defaulted loan status (DB, DL, DO, DT, DU, DW, DF, or DZ) and a loan status date that falls within the requested date range.

LOAN STATUS BEGIN DATE :  MM/DD/CCYY  
 LOAN STATUS END DATE :  MM/DD/CCYY  
 LOAN PROGRAM TYPES :   
 Sort By:   
 Output Medium: SAIG

**Loan Type (SCHDF1)** You can specify that Direct Loans, FFEL, Perkins, or "All" be included in the "Borrower Default Summary Report."

LOAN PROGRAM TYPES :   
 Sort By:   
 Output Medium:

**Sort By** This option will determine the order of the report/extract.

**School Repayment Loan Detail DRC 015, DRC 016**

Sort By:   
 Output Medium:

- "SSN" sorts the borrowers in Social Security Number order.
- "CLAIM CODE, SSN" sorts by claim code and then by SSN.
- "LOAN STATUS, SSN" sorts by loan status code and then by SSN.

**Date Entered Repayment DER 001**

Sort By:   
 Output Medium:

- "SSN" sorts the borrowers in Social Security Number order.
- "Name" sorts by the borrowers name.
- "DER" sorts by the Date Entered Repayment.

**Default Loan Summary SCHDF1**

Sort By:   
 Output Medium:

- "SSN" sorts the borrowers in Social Security Number order.
- "Last Name" sorts by the borrowers last name.
- "Loan Status Date" sorts by the Date Entered Repayment.

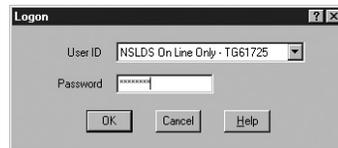
**Step 5:** Verify that the information is correct and click "Confirm."

A message will appear indicating the request was successfully submitted. If the repayment information is requested before 10 a.m. EST, the file will usually be available by the end of that business day. If the repayment information is requested after 10 a.m. EST, the file will usually be available by the next business day. After completing these steps, a school can return to Step 4 and select the other option if the school so wishes. That is, a school that selects an extract at Step 4 can return to that step and also select a report.

## Downloading Repayment Information from the SAIG Mailbox

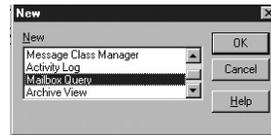
Before downloading the repayment result information from the SAIG mailbox, ensure the TG# mailbox associated with the FSA online User ID you used when logging on to the NSLDS website is set up in the EDconnect software. If this has not been done, contact CPS/SAIG Technical Support at 1-800-330-5947.

*Step 1: Log onto the Edconnect software using the User ID associated with the NSLDS User ID that made the request for repayment information.*



*Step 2: Select **Now** from the Transmission menu.*

*Step 3: Once EDconnect has finished processing the **Transmission Now** request, select "Mailbox Query" from the New option on the File menu.*



*Step 4: EDconnect will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the repayment information that was requested.*

Move to TQ	Message Class	Batch Number	Description
<input type="checkbox"/>	SHNOTROP	003174288630110077	REPAYMENT HISTORY - REPORT
<input type="checkbox"/>	SHNOTEOP	003174288626373376	REPAYMENT HISTORY - EXTRACT

The message classes for repayment information consist of eight letters:

- AHSLDSOP Date Entered Repayment (Report) DER001
- AHSLDEOP Date Entered Repayment (Extract) DER001
- SHNOTROP School Repayment Information Loan Detail (Report) DRC015
- SHNOTEOP School Repayment Information Loan Detail (Extract) DRC015
- SHNOTEOP School Repayment Information Loan Detail (Extract) DRC016
- AHSLDSOP Default Loan Summary Report (Report) SCHDF1
- AHSLDEOP Default Loan Summary Report (Extract) SCHDF1

*Step 5: Place a check mark in the **Move to TQ** column next to the message class associated with the requested repayment information.*

Move to TQ	Message Class	Batch Number	Description
<input checked="" type="checkbox"/>	SHNOTROP	003174288630110077	REPAYMENT HISTORY - REPORT
<input checked="" type="checkbox"/>	SHNOTEOP	003174288626373376	REPAYMENT HISTORY - EXTRACT

*Step 6: Select **Now** from the Transmission menu.*

EDconnect will download the file to the designated directory. At this point, a school can rename the file. A school may wish to name a file for the date the file was downloaded.

*Step 7: Access the file.*

For questions about the SAIG mailbox or downloading files, contact CPS/SAIG Technical Support at 1-800-330-5947.

## Viewing Delinquent Borrowers Information on NSLDS

Note: To access a school's delinquent borrower information, an individual at the school must have an NSLDS User ID. This is a restricted data system, and each user at a school has been assigned an individual User ID and chooses a password. To obtain an FSA User ID, contact CPS/SAIG Technical Support at 1-800-330-5947.

Step 1: Log on to the NSLDS Professional Access website by entering your FSA User ID and password and clicking "Login."

Address: [nslsdfap.ed.gov](http://nslsdfap.ed.gov)

**NSLDS** PROFESSIONAL ACCESS  
National Student Loan Data System

This system is LIMITED to approved use by AUTHORIZED personnel. Access by others is prohibited and unauthorized.

[Click to Continue](#)

Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking "I Agree."

Step 2: Once logged on to NSLDS, select the "Aid" tab from the main menu bar at the top of the screen.



Step 3: Under the "Aid" tab select "Delinquent Borrowers."



Step 4: Enter the criteria for the delinquency records you wish to view.

Sort By:	SSN	▼
Display Only:	School Code: 002002	
	Branch Code: *	(*) for All
	Federal Loan Servicer: *	Org Search (*) for All
	Cohort Year: 2009	(*) for All
	Delinquent 31-89 Days: No	▼
	Delinquent 90-149 Days: No	▼
	Delinquent 150-209 Days: Yes	▼
	Delinquent 210-269 Days: No	▼
	Delinquent 270-359 Days: No	▼
	Delinquent 360+ Days: Yes	▼
		<a href="#">Retrieve</a>

**Branch Code.** Report will show all the reported delinquent loans at the six-digit OPEID level (leave the asterisk (\*) in the branch code field) or enter a branch location by including the eight-digit OPEID.

**Federal Loan Servicer.** Report will show the delinquent loans reported by the selected servicer. Leave \* (default) to select all federal loan servicers. Use the Org Search button next to this field for a list of all currently available servicers.

**Cohort Year.** Report will show all delinquent loans falling under the specified Cohort Year. Leave \* (default) to select all Cohort Years.

**Delinquency Period.** Delinquency Period will show all delinquent loans falling under the specified Period. A single Delinquency Period or a combination of periods may be selected. Periods that are not selected (not marked as Yes) will automatically default to No.

Step 5: After clicking the "Retrieve" button, delinquent borrower information matching the criteria you selected will display.

#	SSN	Name
	***-**-7375	YPPAS, ABBEY A
	123 ANY STREET 123 ANY STREET CHAMPAIGN, CA 985421944	
1	Email:	
	Loan Type	Cohort Year
	PL	2009
	Days Delinquent	372
	Federal Loan Servicer	DEPT OF ED/GREAT LAKES
	OPB	\$6,969
	***-**-7416	VEKSCES, WHITNEY S
	3610 EZIE AVE 3610 EZIE AVE BROOKLYN, OR 293234473	
2	Email:	
	Loan Type	Cohort Year
	SU	2009
	Days Delinquent	404
	Federal Loan Servicer	DEPT OF ED/INELNET
	OPB	\$3,301
	SF	2009
	Days Delinquent	404
	Federal Loan Servicer	DEPT OF ED/INELNET
	OPB	\$1,797
	***-**-0364	LYSSOSW, CHRISTOPHER R
	952 CORONA BLVD 952 CORONA BLVD CHAMPAIGN, WI 985421944	
3	Email: cctaylor@careers.edu	
	Loan Type	Cohort Year
	SU	2009
	Days Delinquent	377
	Federal Loan Servicer	DEPT OF ED/GREAT LAKES
	OPB	\$1,113
	SF	2009
	Days Delinquent	377
	Federal Loan Servicer	DEPT OF ED/GREAT LAKES
	OPB	\$1,845

## Obtaining Delinquent Borrower and School Portfolio Reports from NSLDS

You may use the NSLDS Professional Access website to request detailed delinquent borrower and school loan portfolio information for students that are attending or attended your school. Once the request has been made via the NSLDS website, the detailed file format is delivered to the Student Aid Internet Gateway (SAIG) mailbox associated with the FSA online User ID making the request. EDconnect software is used to download the detailed file format from the user's SAIG mailbox. Therefore, in order to request detailed file format delinquent borrower information, the requestor must have an FSA User ID, an SAIG account, and EDconnect software. (For help in obtaining IDs and software, contact CPS/SAIG Technical Support at 1-800-330-5947.)

### SUBMITTING THE REQUEST TO NSLDS

*Step 1: Log on to the NSLDS Professional Access website by entering your FSA User ID and password and clicking "Click to Continue."*

**NSLDS** PROFESSIONAL ACCESS  
National Student Loan Data System

This system is LIMITED to approved use by AUTHORIZED personnel. Access by others is prohibited and unauthorized.

[Click to Continue](#)

Address: [nslsfap.ed.gov](http://nslsfap.ed.gov)

Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking "I Agree."

*Step 2: Once logged on to NSLDS, select the "Report" tab from the menu bar at the top of the screen.*



*Step 3: Under the Report function, click on the blue number box to the left side of the screen for "Delinquent Borrower Report," or "School Portfolio Report."*

	Report ID	Names
<a href="#">1</a>	DELQ01	DELINQUENT BORROWER REPORT
<a href="#">2</a>	DER001	DATE ENTERED REPAYMENT REPORT
<a href="#">3</a>	DRC015	24 MONTH REPAYMENT INFO LOAN DETAIL
<a href="#">4</a>	DRC016	36 MONTH REPAYMENT INFO LOAN DETAIL
<a href="#">5</a>	DRC035	SCHOOL COHORT DEFAULT RATE HIST RPT
<a href="#">6</a>	EXTC01	EXIT COUNSELING COMPLETION RESULTS
<a href="#">7</a>	FAT001	REQUEST FOR FINANCIAL AID HISTORY
<a href="#">8</a>	OVP001	SCHOOL OVERPAYMENT REPORT
<a href="#">9</a>	PRKDF1	PERKINS DEFAULT SUMMARY
<a href="#">10</a>	SCHDF1	BORROWER DEFAULT SUMMARY REPORT
<a href="#">11</a>	SCHER1	ENROLLMENT REPORTING SUMMARY REPORT
<a href="#">12</a>	SCHLL1	SCHOOL LOAN LIST
<a href="#">13</a>	SCHPR1	SCHOOL PORTFOLIO REPORT

Step 4: Set the report parameters on the next page that appears.

**Report Format.** The Delinquent Borrower (DELQ01) report gives you the option of receiving the data in **Extract** or **Report** format.

ID: DELQ01 Type: --Select-  
 Name: DELINQUENT BORROWER  
 --Select-  
 Extract  
 Report

- With an extract a school can customize the data by querying and sorting the repayment information based on the school's individual needs.
- A report can be accessed using standard word processing software.

**Report Parameters DELQ01.**

SCHOOL ID: 067899  
 SCHOOL BRANCH ID: \* 99999999  
 FEDERAL LOAN SERVICER: \* Org Search  
 COHORT YEAR: \* 00YY  
 DELINQUENT 31-89 DAY S: NO  
 DELINQUENT 90-149 DAY S: NO  
 DELINQUENT 160-209 DAY S: NO  
 DELINQUENT 210-269 DAY S: NO  
 DELINQUENT 270-369 DAY S: NO  
 DELINQUENT 380+ DAY S: NO  
 EXTRACT TYPE: STANDARD  
 Sort By: --Select--  
 Output Medium: SAIG

**School Branch ID DELQ01.** Report will show all the reported delinquent loans at the six-digit OPEID level (leave the asterisk (\*) in the branch ID field) or enter a branch location by including the eight-digit OPEID.

**Federal Loan Servicer DELQ01.** Report will show the delinquent loans reported by the selected servicer. Leave \* (default) to select all federal loan servicers. Use the Org Search button next to this field for a list of all currently available servicers.

**Cohort Year DELQ01.** Report will show all delinquent loans falling under the specified Cohort Year. Leave \* (default) to select all Cohort Years.

**Delinquency Period DELQ01.** Delinquency Period will show all delinquent loans falling under the specified Period. A single Delinquency Period or a combination of periods may be selected. Periods that are not selected (not marked as Yes) will automatically default to No.

DELINQUENT 31-89 DAYS: --Select-  
 DELINQUENT 90-149 DAYS: --Select-  
 NO  
 YES

**Extract Type DELQ01.** Batch file format in which the information is sent as a "string" of data.

EXTRACT TYPE: --Select-  
 Sort By: --Select-  
 COMMA DELIMITED  
 STANDARD  
 DOWNLOAD

- Comma Delimited- raw data document similar to a Fixed Width reporting type. However, with Comma Delimited, the fields are separated by commas, rather than an explicit number of spaces.
- Standard- raw data document generated in a fixed width reporting format.

**Date Entered Repayment Begin and End date range (SCHPR1).** Report will show DL or FFEL loan who are scheduled to go into repayment during

**Sort By DELQ01**

Sort By: --Select--  
 Output Medium: --Select--  
 1 SSN  
 2 LAST/FIRST NAME

- Select "SSN" sorts the borrowers in Social Security Number order. Or,
- "Last/First Name" sorts by the borrower's last and first name

**Report Format.** The School Portfolio (SCHPR1) report is available in **Extract** format only.

ID: SCHPR1 Type: Extract  
 Name: SCHOOL PORTFOLIO REPORT

- With an extract a school can customize the data by querying and sorting the repayment information based on the school's individual needs.

**Report Parameters (SCHPR1).**

SCHOOL ID: 067899  
 SCHOOL BRANCH ID: \* 99999999  
 ENTER REPAY BEGIN DT: 01/01/0001 MM/DD/YYYY  
 ENTER REPAY END DT: 12/31/2998 MM/DD/YYYY  
 LOAN STATUS: ALL  
 LOAN PROGRAM TYPE: BOTH  
 EXTRACT TYPE: STANDARD  
 Sort By: --Select--  
 Output Medium: SA/G

**School Branch ID (SCHPR1).** Report will show all Direct Loans and FFEL loans at the six-digit OPEID level (leave the asterisk (\*) in the branch ID field) or enter a branch location by including the eight-digit OPEID.

- **Payment Suspended**
- AL- Abandoned loan

the specified date range. Enter repayment begin and end date range of three years or less. Ranges greater than 3 years will not produce results and not information will be returned.

**Loan Status (SCHPR1)** A user can receive select all loans or limit the number of Loans return based on the Loan status category selected.

LOAN STATUS: ALL  
 --Select--  
 LOAN PROGRAM TYPE: ALL  
 Sort By: OPEN DISABILITY  
 CLOSED  
 DEFAULTED  
 Output Medium: IN-SCHOOL  
 OPEN  
 PAYMENT SUSPENDED  
 IN-REPAYMENT  
 UNREINSURED

- **All- Open and Close Loans**
- **Open Disability**
  - DI- Disability
  - VA- Disabled Veteran Discharged
- **Closed- All Closed loans**
- **Defaulted**
  - DB- Defaulted, Then Bankrupt, Active, Chapter 13
  - DF- Defaulted, Unresolved
  - DL- Defaulted, In Litigation
  - DO- Defaulted, Then Bankrupt, Active, Other
  - DU- Defaulted, Unresolved
  - DX- Defaulted, Six Consecutive Payments
  - DT- Defaulted, Collection Terminated
  - DZ- Defaulted, Six Consecutive Payments, Then Missed Payment(s)
  - FR- Fraud
  - XD- Defaulted, Six Consecutive Payments
- **In-School**
  - IA- Loan Originated
  - ID- In School or Grace Period
  - IG- In Grace Period
  - IM- In Military Grace
- **Open –All Open Loans**

- BK- Bankruptcy, Active
- DA- Deferred
- FB- Forbearance
- **In-Repayment**
- RP- In Repayment
- UA- Temporarily uninsured-loan not in default
- UB- Temporarily uninsured-loan in default
- **Un-reinsured**
- UC- Permanently Uninsured / Un-reinsured-loan not in default

**Loan Program Type (SCHPR1).** A user can receive all loans (select “Both”) or limit the number of Loans return by selecting the Direct Loan Program or FFEL loan program.

LOAN PROGRAM TYPE: --Select--

Sort By: --Select--  
BOTH  
DL  
FFEL

Output Medium:

**Sort By (SCHPR1)**

Sort By: --Select--

Output Medium: --Select--  
1 SSN  
2 LAST/FIRST NAME

- Select “SSN” sorts the borrowers in Social Security Number order. Or,
- “Last/First Name” sorts by the borrower’s last and fist name..

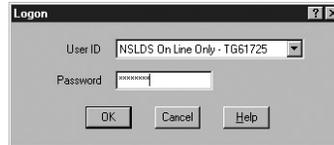
*Step 5: Select Submit and Verify that the information is correct and click “Confirm.”*

*A message will appear indicating the request was successfully submitted. If the repayment information is requested before 10 a.m. EST, the file will usually be available by the end of that business day. If the repayment information is requested after 10 a.m. EST, the file will usually be available by the next business day. After completing these steps, a school can return to Step 4 and select the other option if the school so wishes. That is, a school that selects an extract at Step 4 can return to that step and also select a report; or request data with different criteria, such as delinquency dates or loan types.*

## Downloading Delinquent Borrower and School Portfolio Report Information from the SAIG Mailbox

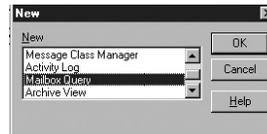
Before downloading the delinquent borrower information or school portfolio information from the SAIG mailbox, ensure the TG# mailbox associated with the FSA User ID you used when logging on to the NSLDS website is set up in the EDconnect software. If this has not been done, contact CPS/SAIG Technical Support at 1-800-330-5947.

**Step 1:** Log onto the Edconnect software using the User ID associated with the FSA User ID that made the request for repayment information.



**Step 2:** Select **Now** from the Transmission menu.

**Step 3:** Once EDconnect has finished processing the **Transmission Now** request, select "Mailbox Query" from the New option on the File menu.



**Step 4:** EDconnect will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the repayment information that was requested.

Move to TQ	Message Class	Batch Number	Item Number	Description
<input type="checkbox"/>	AHSLDEOP	0000000000000000	20110821400198742764	AD HOC EXTRACTS
<input type="checkbox"/>	DELQCMOP	0000000000000000	20110821400198747461	NSLDS DELINQ BORROWER REPORT COMMA DELIMITED
<input type="checkbox"/>	DELQFFOP	0000000000000000	20110821400198747851	NSLDS DELINQ BORROWER REPORT FIXED LENGTH
<input type="checkbox"/>	DELQFMOP	0000000000000000	20110821400198748010	NSLDS DELINQ BORROWER REPORT FORMATTED

The message classes consist of eight letters:

DELQFMOP Delinquent Borrower (Report) DELQ01  
 DELQCMOP Delinquent Borrower(Extract: Comma Delimited) DELQ01  
 DELQFFOP Delinquent Borrower (Extract :Fix Length ) DELQ01  
 AHSLDEOP School Portfolio (Extract) SCHPR1

**Step 5:** Place a check mark in the **Move to TQ** column next to the message class associated with the requested repayment information.

Move to TQ	Message Class	Batch Number	Item Number	Description
<input checked="" type="checkbox"/>	AHSLDEOP	0000000000000000	20110821400198742764	AD HOC EXTRACTS
<input checked="" type="checkbox"/>	DELQCMOP	0000000000000000	20110821400198747461	NSLDS DELINQ BORROWER REPORT COMMA DELIMITED
<input checked="" type="checkbox"/>	DELQFFOP	0000000000000000	20110821400198747851	NSLDS DELINQ BORROWER REPORT FIXED LENGTH
<input type="checkbox"/>	DELQFMOP	0000000000000000	20110821400198748010	NSLDS DELINQ BORROWER REPORT FORMATTED

**Step 6:** Select **Now** from the Transmission menu.

EDconnect will download the file to the designated directory. At this point, a school can rename the file. A school may wish to name a file for the date the file was downloaded.

**Step 7:** Access the file.

For questions about the SAIG mailbox or downloading files, contact CPS/SAIG Technical Support at 1-800-330-5947.