

ITEMS TO CONSIDER

Will your school be switching all students to Direct Loans, or will you want to do it in cohorts/groups?

(i.e. Only freshmen will be processed DL and other class levels will remain FFEL.)

Schools with multiple campuses, how are you going to reconcile?

Will you coordinate an overall reconciliation, or will you want each campus to have their own DUNS # and reconcile individually?

One person can still draw down for all campuses. For the main campus, a "G" code will be assigned. If there are multiple campuses processing individually, they will each be assigned an "E" code.

NDSL



NATIONAL DIRECT STUDENT LOAN COALITION

*For further information,
contact our Washington Office:*

National Direct Loan Coalition, Inc.
2120 L Street, NW 6th Floor
Washington, DC 20037
(202) 478-6119

> **SIGN UP FOR Dirloan2** <

**THE LIST SERVICE FOR SCHOOLS
IN DIRECT LENDING**

[http://www.directstudentloancoalition.org/
media/pdfs_autogen/Dirloan2.pdf](http://www.directstudentloancoalition.org/media/pdfs_autogen/Dirloan2.pdf)

*The National Direct Student Loan Coalition wishes to
thank Michelle Saigh for developing this information.*



NATIONAL

DIRECT

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COALITION

Direct Loan Set Up

A Guide to Your
Contacts With the U.S.
Department of Education
and COD

www.directstudentloancoalition.org

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Steps to Set Up **DIRECT LENDING** with the Department of Education Websites

UPDATE YOUR PROGRAM PARTICIPATION AGREEMENT (PPA)

Schools moving to the DL program **MUST** change their PPA. Schools will have to notify the Department of Education to escalate the processing of this change.

WEBSITE: www.eligcert.ed.gov

CONTACT COD TO REQUEST PARTICIPATION

Send email with following info: name, title, email address, and phone number of individual making request; name of institution, OPE ID #, COD Entity ID, COD Routing ID (if known).

EMAIL: codsupport@acs-inc.com

You may want to request a separate DL "E" code for branch campuses. (Please see "Items to Consider")

Receive CONFIRMATION that you are now participating in the DL program, and then proceed with the following steps:

COMPLETE AND UPDATE YOUR SAIG ENROLLMENT

Must have a current SAIG enrollment that includes DL so you are able to transmit and receive DL data.

WEBSITE: www.fsawebenroll.ed.gov/PMEnroll/index.jsp

PHONE: 1(800) 330-5947

ENROLL WITH NSLDS

"NSLDS" button on the SAIG enrollment form.

WEBSITE: www.fsawebenroll.ed.gov/PMEnroll/index.jsp

SET UP EFT ACCOUNT

To set up a separate DL bank account (optional), must obtain a new direct deposit form, SF1199A.

WEBSITE: www.g5.gov

PHONE: 1(888) 336-8930

SET UP A UNIQUE DUNS # FOR EACH BRANCH CAMPUS

If a branch campus does not have a unique DUNS # set up and a branch wants to originate separately from the main campus, call D&B and provide the school requestor's name, phone #, and email address (person must be listed on the PPA).

PHONE: 1(800) 333-0505

If you were previously a DL school, switched to FFEL, and now have switched back to DL, you will have to notify the Department of Education so allocations will be authorized appropriately.

CONTACT YOUR SCHOOL'S PRIMARY COD CUSTOMER SERVICE REPRESENTATIVE

Update DL contact information, sign up for DL bulletins, select your DL report options, establish EMPN process; branch campus set up (if applicable).

EMAIL: CODSupport@acs-inc.com

PHONE: 1(800) 848-0978

SET UP THE EMPN WEBSITE FOR YOUR INSTITUTION

Fax the following information printed on the school's letterhead: school's name, OPE ID, Third Party Servicer (if applicable), name, title, work number, phone number, email address, job title, work address, fax number of individual making the request, and a keyword for security purposes.

WEBSITE: <https://dlenote.ed.gov/empn/index.jsp>

PHONE: 1(877) 623-5082

SET UP THE ENTRANCE/EXIT COUNSELING AND DELINQUENCY REPORTS FOR YOUR INSTITUTION

Go to: Services/DL Loan Servicing/School Reports/Report Subscription/Entrance or Exit or Delinquency – follow the steps for each.

WEBSITE: www.cod.ed.gov

SET UP A SECURITY ADMINISTRATOR FOR THE COD WEBSITE

You must submit a request by mail that includes: school's name, COD ID, Security Administrator's name, keyword (for security purposes), work phone number, email, job title, work address, fax, and signature. Also approving authority's name, title, work number, email and signature (must be different and higher ranking school official).

WEBSITE: www.ifap.ed.gov/cod/0318Schoolaccess.html

COMPLETE THE COMPUTER-BASED TRAINING

WEBSITE: www.ifap.ed.gov/eannouncements/1007CODUpdatedCBTDoc.html

SIGN UP FOR THE DL LIST SERV AND THE DIRECT LOAN BULLETINS

Send an email requesting to be added to the listserv. Include name, title, school, complete email address.

EMAIL: dlops@ed.gov



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