

1 **U.S. Department of Education’s**
2 **Student Aid Internet Gateway**
3 **Enrollment Form For**
4 **Postsecondary Educational Institutions,**
5 **Institutional Third-Party Servicers,**
6 **FFELP Guaranty Agencies and Guaranty Agency Servicers,**
7 **Federal Loan Servicers,**
8 **FFELP Lenders and Lender Servicers**

9 **Federal Student Aid**
10 *An OFFICE of the U.S. DEPARTMENT of EDUCATION*

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11 **Information about the Enrollment Process to Participate in the U.S. Department of**
12 **Education’s Student Aid Internet Gateway**

13 The *Student Aid Internet Gateway (SAIG)* was established to allow authorized entities, including postsecondary
14 educational institutions, institutional third-party servicers, *Federal Family Education Loan Program (FFELP)*
15 guaranty agencies and *guaranty agency (GA)* servicers, *FFELP lenders* and lender servicers, and *federal loan*
16 *servicers*, to exchange data electronically with the *U.S. Department of Education (ED, Department)*. In order to
17 participate in the SAIG, each entity must enroll for SAIG access. The enrollment process enables the organization
18 enrolling to select services to receive, submit, view, and/or update student financial aid data online and by batch
19 using ED provided software – *EDconnect* (PC-based software) or *TDClient* (client software for multiple
20 environments).

21 Each entity must designate one individual as its *Primary Destination Point Administrator (Primary DPA)*. Each
22 entity is provided with a Primary Destination Point (which is identified by a *TG Number/Mailbox*). The Primary
23 DPA is the only person within the organization who can enroll other staff as *Non-Primary Destination Point*
24 *Administrators (Non-Primary DPAs)* with *Destination Points* assigned for specific SAIG services. Upon
25 completing the enrollment process, the Primary DPA can add or remove users, edit information about the entity, or
26 change the entity’s enrollment in various SAIG services.

27 To access *Federal Student Aid (FSA)* Systems, the Primary DPA must validate the individuals enrolled for *SAIG*
28 *Mailbox* and online services for the organization on a schedule determined by ED. If validation is not completed
29 via the SAIG Enrollment Web site within the prescribed timeframe, all services assigned to the organization and
30 individuals could be deactivated.

31 **Notes about the SAIG Application –**

32 The first usage of a term in this document is italicized and can be found in the glossary located in
33 Attachment A. The glossary will assist in understanding the many technical terms and acronyms
34 commonly used in the *Title IV, HEA student financial aid programs*.

35 The following entities are eligible to enroll in the SAIG:

- 36 • Postsecondary educational institutions that participate in the federal student financial aid programs authorized
37 under Title IV, HEA,
 - 38 • Organizations that contract with an eligible institution to perform Title IV, HEA related functions as a third-
39 party servicer,
 - 40 • *GAs* or their *GA Servicers* that have an agreement with ED under the *FFELP*,
 - 41 • *FFELP Lenders* or their *FFELP Lender Servicers*,
 - 42 • Federal Loan Servicers, and
 - 43 • Other *Designated Entities* approved by ED.
- 44

45 Available Services

46 The services that can be accessed over the SAIG are:

- 47 1. *Central Processing System (CPS)*, Submission of Application Data: *Free Application for Federal Student Aid*
48 (*FAFSA*[®]) data, including corrections, can be entered and submitted over the SAIG. Processed FAFSA data is
49 reported to institutions on the *Institutional Student Information Record (ISIR)*. To enroll a DPA with access to
50 these services, complete Step One; Step Two, Section 1, Item 5; Step Three; and Step Four. Note: Only one
51 Destination Point (TG Number/Mailbox) can be used to exchange data with **each** of the CPS applicant data
52 functions (corrections, ISIRs), except in the case of initial FAFSA applicant data. For the submission of initial
53 FAFSA data, two Destination Points are permitted. (See Figure 1 on page 6.)
- 54 2. *Federal Grant Services*: All participants in the *Federal Pell Grant (Pell Grant) Program*, the *Iraq and*
55 *Afghanistan Service Grant Program*, and the *Teacher Education Assistance for College and Higher Education*
56 (*TEACH*) *Grant Program* must transmit origination and disbursement data over the SAIG to the *Common*
57 *Origination and Disbursement (COD)* system. To enroll for these services, complete Step One; Step Two,
58 Section 1, Items 7 and 8; Step Three; and Step Four.
- 59 3. *Federal Direct Loan (Direct Loan) Program*: The COD system enables Direct Loan origination, disbursement,
60 and other required reporting information to be exchanged electronically through the SAIG. You can also
61 request COD Online access for this service. To enroll for these services, complete Step One; Step Two,
62 Section 1, Items 6 and 8; Step Three; and Step Four.
- 63 4. *electronic Campus-Based (eCB) programs* systems: The eCB programs systems include Federal Work-Study
64 (FWS), the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Perkins Loan
65 program. The application method for enrolling and participating in one or all of the eCB programs is the *Fiscal*
66 *Operations Report and Application to Participate (FISAP)*. The annual submission deadline for the FISAP is
67 October 1. To enroll for this service, complete Step One; Step Two, Section 1, Item 9; Step Three; and Step
68 Four.
- 69 5. *National Student Loan Data System (NSLDS)*: NSLDS is a national database that collects and maintains
70 individual student data for all Title IV, HEA student loan borrowers, and grant recipients. All institutions that
71 participate in the Title IV, HEA student financial aid programs must have at least one Destination Point (TG
72 Number/Mailbox) for NSLDS services that includes the online *Enrollment Reporting (formerly SSCR)* function
73 for updating student enrollment and *Gainful Employment (GE)* data, *Transfer Student Monitoring (TSM)*,
74 overpayment update, and batch services for the *electronic Cohort Default Rate (eCDR)* and *Gainful*
75 *Employment* rates. You can also request online NSLDS access to view and update Title IV, HEA loan,
76 enrollment history information, GE data, and view federal grants. To enroll a DPA with a Destination Point for
77 these services:
- 78 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
79 Step Two, Section 1, Items 10, 11, 12, and 13; Step Three; and Step Four.
 - 80 • FFELP GA/GA Servicers and Federal Loan Servicers must complete Step One; Step Two, Section 2, Items
81 20 and 21; Step Three; and Step Four.
 - 82 • FFELP Lenders and Lender Servicers must complete Step One; Step Two, Section 3, Items 26 and 27; Step
83 Three; and Step Four.

84

- 85 6. *Financial Management System (FMS)*: FMS is a centralized system for all FSA financial transactions. It
86 allows Financial Partners (FP) users to collect, process, maintain, transmit, and report data about financial
87 events. FMS also provides functionality to support financial planning and budgeting activities, to accumulate
88 and report cost information, and to prepare financial statements. The *Lender Reporting System (LaRS)* enables
89 FFELP Lenders or their Servicers to send financial reporting information to FSA's FMS using their SAIG
90 mailbox. The *Guaranty Agency Financial Reporting (GAFR)* enables GAs to send financial reporting
91 information to FSA's FMS using their SAIG mailbox. To enroll for this service:
- 92 • FFELP Lenders and Lender Servicers enroll for LaRS by completing Step One; Step Two, Section 3, Item
93 25; Step Three; and Step Four.
 - 94 • FFELP GAs or GA Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step
95 Three; and Step Four.
 - 96 • Federal Loan Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step
97 Three; and Step Four.
- 98 7. *Debt Management and Collections System (DMCS)*: The DMCS houses all defaulted debts held by FSA. This
99 includes, but is not limited to, FFELP loans assigned from GAs (*Mandatory Assignment Process*); Program
100 Overpayments and Perkins loans assigned from schools; and all Direct Loan program defaults. The system also
101 interfaces with other government agencies such as the U.S. Department of the Treasury for the *Treasury Offset*
102 *Program (TOP)*, the Internal Revenue Service (IRS) for the *IRS Skip Trace* process, and the U.S. Department
103 of Health and Human Services for the *National Directory of New Hires (NDNH)* information. To enroll for this
104 service, complete Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
- 105 8. *Total and Permanent Disability (TPD)* program: The TPD program was created to support the regulatory
106 requirement to track borrower claims for total and permanent disability discharge for three years. The
107 regulations require monitoring of income and loan status for a period of three years after certification of
108 disability by a physician. Borrowers determined to be ineligible after the three-year period are returned to
109 active servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final
110 discharge of the student loan is granted.
- 111 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
112 Step Two, Section 1, Item 15; Step Three; and Step Four.
 - 113 • FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete
114 Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
 - 115 • FFELP Lenders and Lender Servicers that want to enroll for this service must complete Step One; Step
116 Two, Section 3, Item 29; Step Three; and Step Four.
- 117 9. *Electronic IBR/Pay As You Earn/ICR*: The *Income-Based Repayment (IBR)/Pay As You Earn/Income-*
118 *Contingent Repayment (ICR)* Request was created on StudentLoans.gov to allow borrowers to complete the
119 required application electronically. The regulations for IBR, Pay As You Earn, and ICR require borrowers to
120 provide income information in support of the request or recertification of IBR, Pay As You Earn, and ICR.
121 FFELP Lenders and Lender Servicers that want to enroll for this service, complete Step One; Step Two,
122 Section 3, Item 28; Step Three; and Step Four.
- 123 10. *Data Challenges and Appeals Solution (DCAS)*. DCAS provides the online access for accepting, processing,
124 resolving, and archiving student and loan level data challenges and appeals.
- 125 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
126 Step Two, Section 1, Item 16; Step Three; and Step Four.
 - 127 • FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete
128 Step One; Step Two, Section 2, Item 23; Step Three; and Step Four.

129 11. *Enterprise Complaint System (ECS)*. ECS provides the online access to accept, track, resolve, and store
130 complaints and reports of suspicious activity directly from customers.

- 131 • Federal Loan Servicers that want to enroll for this service must complete Step One; Step Two, Section 2,
132 Item 24; Step Three; and Step Four.

133 **Organization Personnel Involved in the SAIG Application Process**

134 There are four categories of users at your organization who may obtain data from the Department's systems and
135 who must complete parts of the SAIG Application:

136 **President/CEO or Designee:** The President/CEO is the individual responsible for identifying a Primary DPA for
137 the organization, and who is legally authorized to provide certification of the entity's DPAs for and on behalf of the
138 organization and must sign the Certification of the President/CEO or Designee on behalf of the organization. The
139 President/CEO may also assign a Designee in Step Four to act as the Authorizing Official on behalf of the
140 President/CEO for future enrollments.

141 **Primary DPA:** The Primary DPA is the individual at the organization who is responsible for the administration of
142 the organization's SAIG participation which includes, assigning access to the organization's mailboxes and services
143 and determining the organization's EDconnect users, TDClient users, and *Electronic Service Users* who are allowed
144 access to the Destination Point (TG Number/Mailbox). The Primary DPA is the only individual within the
145 organization who may enroll staff as Non-Primary DPAs. The Primary DPA is required to complete and submit
146 Sections One through Three of the Enrollment Application to the Coralville, Iowa address provided. When
147 enrolling Non-Primary DPAs, a portion of Step Three of the Enrollment Application must be completed by the
148 Primary DPA indicating that the Primary DPA has reviewed the responsibilities of DPAs with the Non-Primary
149 DPA, including the responsibility to protect the privacy of the information obtained or provided via SAIG. The
150 Primary DPA is also responsible for obtaining the signature of the President/CEO or Designee in Step Four for
151 every enrollment of a Primary or Non-Primary DPA.

152 **Non-Primary DPA:** When a Primary DPA enrolls a Non-Primary DPA in the SAIG, ED will assign the Non-
153 Primary DPA a Mailbox with a unique *TG number*. The Non-Primary DPA is required to complete and submit
154 Sections One through Three of the Enrollment Application to the Coralville, Iowa address provided.

155 **Electronic Services User:** The Electronic Services user is enrolled for *FAA Access to CPS Online* or EDconnect
156 and is not provided a TG Number/Mailbox. To protect the integrity and security of the data being transmitted, all
157 Electronic Services users must complete and submit Attachment B – Federal Student Aid User of Electronic
158 Services Statement to their Primary DPA. Attachment B must also be signed by and maintained by the Primary
159 DPA at the organization. Attachment B User Statements must be available for inspection by the Department.

160 The Primary DPA may enroll more than one Non-Primary DPA with a separate Destination Point (TG
161 Number/Mailbox) for each service or function, or choose to combine all non-NSLDS Online services and functions
162 through a single Destination Point (TG Number/Mailbox). The number of Destination Points allowed per
163 institution for each function is provided in Figure 1:

164

Services	Number of Destination Points allowed per institution
CPS, Submission of Application (FAFSA) Data	Two
CPS, All Other Functions/Types	One
Grant Services for Pell Grant, Iraq and Afghanistan Service Grant, and the TEACH Grant Processing/Batch Files	One
Direct Loan Program	One
eCB programs systems, FISAP	One
FFELP and Direct Loan eCDR Packages, Batch	One
NSLDS Batch Files	One
NSLDS Online (*NSLDS limits the number of “GA/FLS Online Loan Update and Teacher Loan Forgiveness/Loan Discharge” enrollments to three combined services.)	*No Limit
FMS, LaRS and GAFR	One
COD Online	No Limit
DCAS Online	No Limit
ECS Online	No Limit
IBR/Pay As You Earn/ICR	One
<i>Gainful Employment (GE) Notification</i>	One
Direct Loan Borrower Delinquency	One
Total and Permanent Disability (TPD) Loan Holder Notifications	One
Borrower Services (TOP, MAP, NDNH, IRS Skip Trace and TPD)	One

166 **Completing the SAIG Enrollment Application**

167 **General Reminder:**

168 The enrollment application may be completed online at fsawebenroll.ed.gov. As an alternative, the enrollment
 169 application can be printed on paper, completed, and submitted. **Note: The Department will not accept**
 170 **photocopied signatures or stamped signatures. Applications submitted after the OMB Expiration Date**
 171 **noted on the bottom of each page will not be accepted.**

172 **Completion and Submission of the Enrollment Application**

173 If you have any questions about completing the SAIG Enrollment Application, call CPS/SAIG Technical Support at
 174 **1-800-330-5947**. To reach a telecommunications device for the deaf (**TDD/TTY**), **CALL 1-800-511-5806**.
 175 Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday, excluding federal
 176 holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond
 177 to your e-mail within one business day.

178 To complete the SAIG enrollment application, you will need the following information:

- 179 • Currently enrolled organizations will need their existing Primary Destination Point (TG Number/Mailbox) and
 180 the name of the Primary DPA. An FSA User ID and password are required to access enrollment information.

181 To obtain an FSA User ID, go to fsaweb.enroll.ed.gov/PMEnroll/PMAccountServlet.jrun, provide identifying
182 information, and follow the remaining registration steps. Once you have completed the registration process,
183 including establishing your password, your FSA User ID will be e-mailed to you.

184 • Postsecondary institutions and their Servicers will need their *OPE ID* number. If your school participates in the
185 Grant Services or Direct Loan Program, you will also need the institution's *Federal School Code* and/or Direct
186 Loan Program code. To find these numbers, look at the reports your school has submitted for these programs
187 in the past, such as your organization's Eligibility and Certification Approval Report (ECAR), and Program
188 Participation Agreement (PPA). **You can also call ED's School Eligibility Service Group at**
189 **1-202-377-4277.**

190 • GAs and GA Servicers will need the GA code number assigned by ED.

191 • Lenders and Lender Servicers will need the Lender ID (LID) or Lender/Servicer ID number assigned by ED.

192 • Federal Loan Servicers will need the Federal Loan Servicer ID assigned by ED.

193 • All entities will need the name, address, phone number, *Social Security number (SSN)*, date of birth, mother's
194 maiden name, and business e-mail address for each DPA.

195 **Step One – must be completed by the Primary DPA for all Non-Primary DPAs**

196 Step One collects information about your organization and the DPA you want to enroll or for whom you are
197 changing or adding information.

198 1. This SAIG enrollment application can be used for multiple purposes. As the Primary DPA, you may use the
199 application to enroll new participants in the SAIG and you can use the application to change or add information
200 about an existing DPA or Destination Point (TG Number/Mailbox).

201 A. Check Box A for "Initial Enrollment" if the organization is a first-time SAIG participant and the
202 organization does not have a TG Number/Mailbox. The President/CEO (Authorizing Official on file
203 with ED) of the organization will be designating the individual who will be serving as the Primary
204 DPA. This enrollment will establish this user as the Primary DPA of the Primary TG
205 Number/Mailbox. Note: If item 1A is selected, then enrollees must also complete items 2, 3, and 4.

206 B. Check Box B for "Adding a new user to obtain an additional Destination Point" if your organization is
207 enrolled in the SAIG and you want to add a Non-Primary DPA and an additional Destination Point (TG
208 Number/Mailbox). Also, enter the Primary TG Number for your organization. Note: If item 1B is
209 selected, then enrollees must also complete items 2, 3, and 4.

210 C. Check Box C for "Changing information for existing Destination Point/Mailbox" if your organization
211 is currently enrolled in the SAIG and you want to change or add any information about an existing user
212 or Destination Point (TG Number/Mailbox). Fill in the information that has changed for any items in
213 Step One or Step Two, and complete Steps Three and Four. Also, enter the TG Number for the
214 existing destination point that you are changing. Note: If item 1C is selected, then enrollees must also
215 complete items 2 and 4.

216 **If you are uncertain of which box to check, call CPS/SAIG Technical Support at 1-800-330-5947. To**
217 **reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.**

218 2. Provide the name of the organization, as you would like it to appear on all SAIG correspondence. (The limit is
219 40 characters, including numbers and spaces.)

220

- 221 3. Check the appropriate box to indicate your organization type.
- 222 • Postsecondary educational institutions (schools) must fill out Step Two, Section 1.
- 223 • Institutional third-party servicers must fill out Step Two, Section 1.
- 224 • GAs for FFELP student loans must fill out Step Two, Section 2.
- 225 • GA Servicers for FFELP student loans must fill out Step Two, Section 2.
- 226 • Federal Loan Servicers must fill out Step Two, Section 2.
- 227 • Lenders for FFELP student loans must fill out Step Two, Section 3.
- 228 • Lender Servicers for FFELP student loans must fill out Step Two, Section 3.
- 229 4. Check whether the information being provided is for the Primary DPA (only one Primary DPA per
- 230 organization) or for a Non-Primary DPA (the organization may have more than one Non-Primary DPA, see
- 231 Figure 1). All information must be provided for the DPA enrolling for the organization identified in Item 2.
- 232 Note: Do not use a group e-mail address.

233 **Step Two – must be completed by the Primary DPA when adding or changing services**

234 Step Two allows you to add or change services for this organization and the Primary DPA or Non-Primary DPA

235 identified in Step One. Complete only one section in Step Two based on your organization type.

- 236 • Postsecondary educational institutions and institutional third-party servicers go to Step Two, Section 1 for
- 237 instructions.
- 238 • FFELP GAs and GA Servicers go to Step Two, Section 2 for instructions.
- 239 • Federal Loan Servicers go to Step Two, Section 2 for instructions.
- 240 • FFELP Lenders and Lender Servicers go to Step Two, Section 3 for instructions.

241 **Step Two, Section 1 is for Postsecondary Educational Institutions and Institutional Third-Party**

242 **Servicers**

243 In Section 1, select the services your institution will use. The items below correspond to the numbers in the

244 enrollment application.

- 245 5. If the DPA you are enrolling or for whom you are adding or changing services will send and receive student
- 246 applicant data (FAFSAs and ISIRs) complete this section. If this enrollment is for a DPA that will not be
- 247 involved in CPS applicant data transmissions, go to Item 6.
- 248 A. Complete all required information including the Federal School Code.
- 249 B. Check the boxes for the *award year(s)* this DPA should receive the applicant data. If you select only the
- 250 2016-2017 Award Year, your organization will only receive 2016-2017 applicant data. If the 2017-2018
- 251 Award Year is selected the organization’s enrollment will be rolled over automatically to subsequent award
- 252 years.
- 253 C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are
- 254 completing this application to update or change services for an enrolled DPA, provide the TG number of
- 255 the Destination Point already assigned to this DPA.
- 256 D. Check the preferred delivery option for ISIRs, if ISIRs are selected in Item 5C. Postsecondary institutions
- 257 can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR
- 258 delivery method. If “By Request” is checked, the DPA must use FAA Access to CPS Online to request and
- 259 receive ISIRs. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.
- 260 With either option, you can request a single ISIR or a specified group of ISIRs at any time.

261 E. If your school uses a third-party servicer to submit batch files to the CPS, but you also want to access CPS
262 Online tools (such as FAA Access to CPS Online and *Return of Title IV [R2T4] Funds on the Web*), check
263 the Yes box to designate yourself as the Destination Point (TG Number/Mailbox) for CPS Online services
264 for the school selected.

265 If additional financial aid staff needs access to CPS Online tools, you may enroll them for FAA Access to
266 CPS Online under Manage Electronic Services at fsawebenroll.ed.gov.

267 6. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned
268 to submit and receive Direct Loan Program data, identify the years of the Direct Loan data the DPA will need
269 to access. If you select only the 2016-2017 Award Year, your organization will only receive 2016-2017 data.
270 If the 2017-2018 Award Year is selected the organization's enrollment will be rolled over automatically to
271 subsequent award years. Also, provide the school's Direct Loan code. If the DPA is already enrolled and you
272 are only updating information for that DPA, provide the TG number for that DPA's Destination Point (TG
273 Number/Mailbox).

274 7. If you want this Destination Point (TG Number/Mailbox) to receive and submit Grant Services (Pell Grant, Iraq
275 and Afghanistan Service Grant, and TEACH Grant) payment data, then complete this item. If you select only
276 the 2015-2016 or 2016-2017 Award Years, your organization will only receive the selected data. If the 2017-
277 2018 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent
278 award years.

279 8. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to COD Online
280 Services (Direct Loan or Grant Services). (**Note: Paper enrollment for this service is available for Foreign
281 Schools only. Other organizations must enroll online at fsawebenroll.ed.gov.**)

282 A. If you are a third-party servicer, provide the name of the institution you are servicing. **Note: Authorizing
283 Officials' signatures (Step Four) are required from both the institution and the servicer.**

284 Provide the OPE ID number for your organization. If this DPA is adding this service to an existing
285 Destination Point (TG Number/Mailbox) then provide the TG number.

286 B. Select the applicable role for this DPA.

287 9. If you participate or expect to participate in the FWS, FSEOG, and/or Federal Perkins Loan program(s), and the
288 Non-Primary DPA for whom you are completing this enrollment application will be administering the
289 Destination Point (TG Number/Mailbox) for the FISAP, complete this item. If you select the 2016-2017
290 Award Year or earlier, your organization will only receive the selected data for the award year selected. If the
291 2017-2018 Award Year is selected the organization's enrollment will be rolled over automatically to
292 subsequent award years.

293 If you currently participate in any of the eCB programs, provide your OPE ID number. You will find the OPE
294 ID number on your most recent FISAP report. Next, provide the TG number of the Destination Point.

295 Fill in the name of the school. If the address of the school has not already been provided in Item 4, provide all
296 the requested address information.

297 Note: All Non-Primary DPAs enrolled for any of the eCB programs systems must also register online for
298 access to the eCB programs systems and establish an FSA User ID and password. To obtain an FSA User ID,
299 go to cbfisap.ed.gov, select the "Login" button and select "Registration." Provide identifying information and
300 follow the remaining registration steps. Once you have completed the registration process, including
301 establishing your password, your FSA User ID will be e-mailed to you.

302 The Primary DPA is responsible for approving other users who wish to access your institution's data on the
303 eCB programs systems. You will receive an e-mail when a school user attempts to register for access to your
304 institution's data. To review and process the access request, log in to cbfisap.ed.gov.

- 305 10. If you want the DPA to receive batch file data from NSLDS, complete this item.
- 306 A. Complete all required information including the OPE ID number.
- 307 B. In Item 10B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a
 308 Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this
 309 DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's
 310 Destination Point (TG Number/Mailbox) will receive Transfer Student Monitoring data, Enrollment
 311 Reporting files (formerly SSCR), Federal Perkins Loan data and/or *GE Reporting*. Select the box for
 312 Transfer Student Monitoring if you want the DPA to send and receive Financial Aid History/Transfer
 313 Student Monitoring data.
- 314 11. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic Cohort Default
 315 Rate Notification packages (eligibility letter and loan record detail report) from NSLDS. Your main campus
 316 (OPE ID number ending in '00') must sign up for this service.
- 317 12. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic GE Notification
 318 packages from NSLDS.
- 319 13. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available
 320 on NSLDS by checking the boxes to indicate the services the DPA will access.

321 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**
 322 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**
 323 **with anyone else.**

- 324 • Online Services, by default, automatically given to users are:

325 - Loan History	332 - Request Reports
326 - Federal Grants History	333 - Transfer Student Monitoring
327 - Enrollment History	334 - Exit Counseling History
328 - Overpayment History	335 - Student Contact Information and
329 - Organization Contacts	336 Reaffirmation History
330 - Organization Setups	337 - School Profile
331 - Data Provider Schedules	338 - Cohort Default Rate

- 339 • Enrollment Updates and GE Reporting enables users to update student enrollment data
- 340 • Overpayment Update enables users to update overpayment data (depending on access authority,
 341 this includes overpayment status [indicator], repayment date, source of overpayment and region)

342 If this DPA will access information for a school as its third-party servicer, provide the school's name and
 343 OPE ID number. **Note: Authorizing Officials' signatures (Step Four) are required from both the**
 344 **school and the third-party servicer before access will be granted.**

- 345 14. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned
 346 to receive the Direct Loan Borrower Delinquency Report, provide the school's Direct Loan code. If the DPA is
 347 already enrolled and you are only updating information for that DPA, provide the TG number for that DPA's
 348 Destination Point.
- 349 15. If you want this Destination Point (TG Number/Mailbox) to have access to the TPD Loan Holder Notification
 350 batch data, complete this item. **Note: Paper enrollment for this service is not available. You must enroll**
 351 **online at fsawebenroll.ed.gov.**
- 352 16. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to DCAS Online
 353 Services. **(Note: Paper enrollment for this service is available for Foreign Schools only. Other**
 354 **organizations must enroll online at fsawebenroll.ed.gov.)**

- 355 A. If you are a third-party servicer, provide the name of the institution you are servicing. **Note: Authorizing**
 356 **Officials' signatures (Step Four) are required from both the institution and the servicer.**
 357 Provide the OPE ID number for your organization. If this DPA is adding this service to an existing
 358 Destination Point (TG Number/Mailbox) then provide the TG number.
- 359 B. Select the applicable role for this DPA. (**Note: Roles are only available for Postsecondary Educational**
 360 **Institutions.**)

361 **Step Two, Section 2 is for FFELP GAs or GA Servicers and Federal Loan Servicers**

- 362 17. As the Primary DPA, you must identify the DPA you want to enroll for student applicant data (ISIRs). Note: GAs
 363 must have prior approval from Federal Student Aid to receive ISIR data. This service is available only to GAs.
- 364 A. Complete all required information including the State for which you will be receiving ISIR data.
 365 B. Choose the service for which you are enrolling.
 366 C. Check the boxes for the award years this DPA should receive the applicant data. If you select only the
 367 2016-2017 Award Year, your organization will only receive 2016-2017 applicant data. If the 2017-2018
 368 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent award
 369 years.
 370 D. Choose the preferred delivery option for ISIRs if ISIRs are selected in Item 17B. You can choose whether
 371 to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you
 372 choose "By Request," you must request ISIRs from the *ISIR Datamart*. The ISIRs are then sent to your
 373 Destination Point (TG Number/Mailbox) through the SAIG.
- 374 18. As the Primary DPA, you must identify the DPA you want to enroll for Borrower Services (includes TOP,
 375 Mandatory Assignment Process, NDNH, IRS Skip Trace, and TPD).
- 376 19. As the Primary DPA, you must identify the DPA you want to enroll GAFR. This service is available only to GAs.
- 377 20. As the Primary DPA, you must identify the DPA you want to enroll for batch file data from NSLDS.
- 378 A. Complete all required information including the GA/Federal Loan Servicers Code.
 379 B. Check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination
 380 Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin
 381 responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point
 382 will receive Financial Aid History (available for GAs only), Enrollment Reporting (available for GAs
 383 only), GA/Federal Loan Servicers Loan data, *Account Maintenance Fee (AMF)* back-up detail (available
 384 for GAs only), *Annual Reasonability* back-up detail (available for GAs only), or Exit Counseling Reports.
- 385 21. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available
 386 on NSLDS. Check the boxes to indicate the specific information type(s) you want this DPA to access. (**Note:**
 387 **Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)**)

388 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**
 389 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**
 390 **with anyone else. NSLDS Online access is permitted for FSA authorized uses only.**

391 Online Default Services automatically given to users are:

- | | | | |
|-----|-------------------------------|-----|----------------------------|
| 392 | - Loan History | 397 | - Enrollment History |
| 393 | - Data Provider Schedules | 398 | - Reaffirmation History |
| 394 | - Organization Contacts | 399 | - Exit Counseling History |
| 395 | - Organization Setups | 400 | - Request Reports |
| 396 | - Student Contact Information | 401 | - Foreign School Reporting |

402 **GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge** –
403 this service allows NSLDS Online users to update individual loans on an ad hoc basis and update loan data
404 for students who are granted Teacher Loan Forgiveness (TLF) and Loan Discharge benefits for Title IV,
405 HEA loans. NSLDS limits the number of users that can sign up for this online service to three enrollments.
406 If you need help identifying users who are granted this service, contact NSLDS Customer Service at
407 1-800-999-8219.

408 **TLF/Loan Discharge Only** – this service allows NSLDS Online users to update loan data for students who
409 are granted TLF and Loan Discharge benefits for Title IV, HEA loans. NSLDS limits the number of users
410 that can sign up for this online service.

411 **SSN Only Lookup** – this service allows NSLDS Online users to retrieve borrower information with only
412 the borrower’s Social Security Number. This service is limited to Federal Servicers only.

413 **Aid Overpayment Update Service** – this service allows NSLDS Online users to update overpayment data
414 (depending on access authority this includes overpayment status [Indicator], repayment date, source of
415 overpayment, and region. This service is limited to Title IV Additional Servicers (TIVAS) only.

416 Select *either* **GA/Federal Loan Servicers Online Loan Update and TLF/Loan Discharge** or **TLF/Loan**
417 **Discharge Only**, but not both.

418 A. If the DPA will access information for a GA as its third-party servicer, provide the GA’s name and GA
419 Code. **Note: Authorizing Officials’ signatures (Step Four) are required from both the GA and the**
420 **GA Servicer before access will be considered for approval.**

421 B. Select all functions performed by the DPA. Select **Other** to provide an explanation for duties not already
422 described.

423 22. As the Primary DPA, you must identify the individual (DPA) you want to enroll for access to COD Online
424 Services (Direct Loan or Grant Services). (**Note: Paper enrollment for this service is not available. You**
425 **must enroll online at fsawebenroll.ed.gov.**)

426 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
427 existing Destination Point (TG Number/Mailbox) then provide the TG number.

428 B. Select the applicable role for this DPA.

429 23. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to DCAS Online
430 Services. (**Note: Paper enrollment for this service is not available. You must enroll online at**
431 **fsawebenroll.ed.gov.**)

432 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
433 existing Destination Point (TG Number/Mailbox) then provide the TG number.

434 24. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to ECS Online
435 Services. (**Note: Paper enrollment for this service is not available. You must enroll online at**
436 **fsawebenroll.ed.gov.**)

437 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
438 existing Destination Point (TG Number/Mailbox) then provide the TG number.

439 **Step Two, Section 3 is for FFELP Lenders and Lender Servicers only**

440 25. As the Primary DPA, you must identify the DPA you want to enroll for sending batch file data to the quarterly
441 Lender Reporting System (LaRS).

442 A. Provide the Lender/Servicer name and Lender/Servicer code for your organization.

- 443 B. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide
444 the date on which this DPA will begin responsibility for the sending or receiving of LaRS data.
- 445 26. As the Primary DPA, you must identify the DPA you want to enroll for NSLDS Online access to student data.
446 Check the boxes to indicate the specific information type(s) you want this DPA to access. (**Note: Paper**
447 **enrollment for this service is not available. You must enroll online at fsaweb.enroll.ed.gov.**)

448 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**
449 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**
450 **with anyone else. NSLDS Online access is permitted for FSA authorized uses only.**

451 Online Default Services automatically given to users are:

- 452 – Loan History 456 – Organization Contacts 460 – Foreign School Reporting
453 – Enrollment History 457 – Organization Setups 461 – Data Provider Schedule
454 – Reaffirmation History 458 – Student Contact Information
455 – Exit Counseling History 459 – Request Reports

462 A. If the DPA will access information for a FFELP Lender as its third-party servicer, provide the Lender’s
463 name and LID Number. **Note: Authorizing Officials’ signatures (Step Four) are required from both**
464 **the Lender and the Lender Servicer before access will be considered for approval.**

465 B. Select all functions performed by the DPA. Select **Other** to provide an explanation for duties not already
466 described.

467 27. As the Primary DPA, you must identify the Destination Point you want to enroll for Enrollment Reporting
468 Notification batch file data from NSLDS.

469 A. Provide the Lender/Servicer name and Lender/Servicer code for your organization.

470 B. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide
471 the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data.

472 28. As the Primary DPA, you must identify the individual (DPA) you want to enroll for access to COD Online
473 Services (IBR/Pay As You Earn/ICR). (**Note: Paper enrollment for this service is not available. You must**
474 **enroll online at fsaweb.enroll.ed.gov.**)

475 A. Provide the Lender’s name and Lender/Servicer’s code for your organization. If this DPA is adding this
476 service to an existing Destination Point (TG Number/Mailbox) then provide the TG number.

477 B. Select the applicable role for this DPA.

478 29. As the Primary DPA, you must identify the DPA you want to enroll for the TPD Loan Holder Notification
479 batch file data. (**Note: Paper enrollment for this service is not available. You must enroll online at**
480 **fsaweb.enroll.ed.gov.**)

481 A. Provide the Lender’s name and Lender/Servicer’s code for your organization. If this DPA is adding this
482 service to an existing Destination Point (TG Number/Mailbox) then provide the TG number.

483 B. Select the applicable role for this DPA.

484 **Step Three – must be completed by all Primary and Non-Primary DPAs**

485 Step Three collects the required agreements and signature pages from the Primary DPA and the Non-Primary DPA
486 identified in Step One.

487 Each DPA must read and sign the “Responsibilities of the Primary and Non-Primary Destination Point
488 Administrators” statement.

489 **Step Four – must be completed by the Organization President/CEO or Designee**

490 Step Four collects the required authorization from the organization to process the enrollment information for the
491 Primary or Non-Primary DPA identified in Step One.

492 If the President, CEO or Chief Officer wants to designate another person to be the responsible authorizing official,
493 then Step Four, Box 1 must be completed. **This designation needs to be completed only once.**

494 For each Destination Point (TG Number/Mailbox), the chief officer of the organization (President, CEO, or
495 Designee) must sign Step Four, Box 2, “Responsibilities of the President/CEO or Designee” statement. Note: The
496 Authorized Official name and signature must match the information on file with ED.

497 If this enrollment is a third-party servicer acting on behalf of another organization, both the organization’s President
498 or CEO (Authorized Official on file at ED) and the third-party servicer’s President or CEO must sign. This means
499 both Box 2 and Box 3 in Step Four must be completed.

500 **Submitting Enrollment Application and Signature Pages**

501 Send your completed enrollment application and original, signed signature pages to:

502 **CPS/SAIG Technical Support**
503 **2450 Oakdale Blvd.**
504 **Coralville, Iowa 52241**

505 **Before mailing signature pages, confirm the following:**

- 506 ✓ The President/CEO or Designee name and signature match the information on file with ED.
- 507 ✓ Signature pages for both *Step Three: Responsibilities of the Primary and Non-Primary Destination Point*
508 *Administrators* and *Step Four: Certification of the President/CEO or Designee* are enclosed.
- 509 ✓ All signatures are original. Signatures are not photocopied or stamped.

510 Once the Department receives all necessary signature documents, the Department will process the enrollment.

SAIG Enrollment Application

511 Step One

512 Provide the following information

513 1. Is this an initial application or are you adding a new DPA or changing information on a Destination Point (TG
514 Number/Mailbox)? Check the applicable box below.

515 A. Initial enrollment

516 B. Adding a new user to obtain an additional Destination Point (TG Number/Mailbox).
517 Enter the Primary TG Number _____

518 C. Changing information for an existing Destination Point/Mailbox for TG Number _____
519 (Read instructions on page 7 carefully.)

520 2. What is the name of your organization? _____
521 (maximum 40 characters)

522 3. Indicate your type of organization.

523 Postsecondary educational institution (school), go to Step Two, Section 1 on page 16

524 Institutional third-party servicer, go to Step Two, Section 1 on page 16

525 Guaranty Agency for FFELP student loans, go to Step Two, Section 2 on page 23

526 Guaranty Agency Servicers for FFELP student loans, go to Step Two, Section 2 on page 23

527 Federal Loan Servicers, go to Step Two, Section 2 on page 23

528 Lender for FFELP student loans, go to Step Two, Section 3 on page 28

529 Lender Servicers for FFELP student loans, go to Step Two, Section 3 on page 28

530 4. Complete the following information for the Primary or Non-Primary Destination Point Administrator (DPA) you
531 wish to designate at the organization for this enrollment. The DPA will be assigned a Destination Point (mailbox)
532 with an identification number (TG number).

533 Check one:

534 Primary DPA Non-Primary DPA

535 First Name _____ Last Name _____

536 Business address _____

537 Business address _____

538 City _____ State _____ Zip _____

539 Area code/phone (_____) _____ Area code/fax (_____) _____

540 E-mail Address _____
541 (maximum 70 characters)

542 Social Security number _____ Date of birth _____ 19 _____
543 (month) (day) (year)

544 Mother's maiden name _____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

546 Step Two

547 Section 1: Services for Postsecondary Educational Institutions or Institutional Third- 548 Party Servicers 549

- 550 5. Do you want this Destination Point (TG Number/Mailbox) to submit and/or receive data with the Central
551 Processing System (CPS)?

552 Yes No, go to Item 6

- 553 A. If yes, for which school?

554 Name of school _____

555 Federal School Code _____

556 Check if the address is the same as in Item 4. Go to Item 5B.

557 Check if applying for an assigned Federal School Code (for authorized branch campuses only)

558 If the mailing address is different from Item 4, provide the following address information:

559 Business address _____

560 City _____ State _____ Zip _____

- 561 B. For which award years? (Check one or both.)

562 2016-2017 2017-2018 and each subsequent year

- 563 C. Which Destination Point will be transmitting and receiving data for the services selected below?

564 All of the following to the same Destination Point TG _____

565 Initial applications* (initial FAFSAs) TG _____

566 Corrections (FAFSA corrections) TG _____

567 ISIRs TG _____

- 568 D. If ISIRs are selected, choose delivery option:

569 ISIR Delivery: 2016-2017 Daily By Request

570 2017-2018 Daily By Request

- 571 E. Do you want this Destination Point to only access and administer CPS Online services for the school selected?

572 *Note: Only select this option if your school utilizes a third-party servicer to submit batch services to CPS, and*
573 *you want access to CPS Online tools such as FAA Access to CPS Online and Return of Title IV.*

574 Yes (DO NOT select if your school is already enrolled to submit Batch Services for CPS)

575 If you are adding this service to an existing Destination Point, provide the TG Number _____

576 *Data for initial FAFSA applications may come from two different TG numbers. All other CPS data must be
577 exchanged through a single Destination Point.

Office Use Only

Customer Number _____

TG Number _____

578

SAIG Enrollment Application

579 Step Two

580 Section 1: Services for Postsecondary Educational Institutions or Institutional Third-
581 Party Servicers (Continued)

582 6. Do you want this Destination Point (TG Number/Mailbox) to submit and receive Direct Loan information?
583 [] Yes, for 2016-2017 [] Yes, for 2017-2018 and each subsequent year [] No, go to Item 7

584 A. If yes, for which school?
585 Name of school _____

586 [] Check if address is same as in Item 4. Go to Item 7.

587 If the mailing address is different from Item 4, provide the following address information:

588 Business Address _____

589 Business Address _____

590 City _____ State _____ Zip _____

591 If you are adding this service to an existing Destination Point, provide the TG Number of the Destination Point
592 _____

593 What is your Direct Loan Code? _____

594 7. Do you want this Destination Point (TG Number/Mailbox) to submit and/or receive Grant Services (Pell Grant, Iraq
595 and Afghanistan Service Grant, and TEACH Grant) payment data?

596 [] Yes [] No, go to Item 8

597 A. If yes, for which school?
598 Name of school _____

599 Federal School Code _____

600 [] Check if the address is the same as in Item 4. Go to Item 7B

601 If the mailing address is different from Item 4, provide the following address information:

602 Business address _____

603 Business address _____

604 City _____ State _____ Zip _____

605 B. For which award year? (Check all that apply)

606 [] 2015-2016 [] 2016-2017 [] 2017-2018 and each subsequent year

607 C. Which Destination Point will be transmitting and receiving data? TG _____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

610 Step Two

611 Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers (Continued)
612

613 8. Do you want this Destination Point Administrator (DPA) to have access to COD Online Services? (Note: Paper
614 enrollment for this service is available for Foreign Schools only. Other organizations must enroll online at
615 fsawebenroll.ed.gov.)

616 Yes No, go to Item 9

617 A. If yes, for which school?

618 Name of school _____

619 OPE ID number _____

620 If you are adding this service to an existing Destination Point, provide the TG Number _____

621 B. What is the role of the new user?

622 View and Credit Check

623 View Only

624 View/Update

625 View/Update and Credit Check

626 Third-Party Administrator

627 9. Have you participated in or intend to participate in the electronic Campus-Based (eCB) programs systems (FWS,
628 FSEOG, Perkins)?

629 Yes No, go to Item 10

630 If yes, provide your institution's OPE ID number _____

631 Provide the name of the school _____

632 Identify the award year(s) that you have participated in or intend to participate in the eCB programs systems and
633 the TG number that is responsible for reporting that year.

634 If you are a new school, ONLY select the 2017-2018 Award Year and leave the TG number blank.

635 2013-2014 TG _____ 2014-2015 TG _____ 2015-2016 TG _____

636 2016-2017 TG _____ 2017-2018 TG _____ and each subsequent year

637 Check this box if the mailing address for eCB programs systems material is the same as in Item 4.

638 If your mailing address for eCB is different from Item 4, provide the following address information:

639 Business address _____

640 City _____ State _____ Zip _____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

643 Step Two

644 Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers (Continued)

646 10. Do you want this Destination Point (TG Number/Mailbox) to submit and receive any of the following NSLDS batch files?

- 648 - Transfer Student Monitoring and/or Financial Aid History
649 - Federal Perkins Loan data
650 - Enrollment Reporting (formerly SSCR)
651 - Gainful Employment Reporting

652 [] Yes [] No, go to Item 11

653 A. If yes, for which school?

654 Name _____ School OPE ID number _____

655 [] Check if the address is the same as in Item 4. Go to Item 10B.

656 If the mailing address is different from Item 4, provide the following address information:

657 Business address _____

658 City _____ State _____ Zip _____

659 B. If yes, which information? If you are adding this service to an existing Destination Point, provide the TG
660 Number below for each service you select.

661 [] Transfer Student Monitoring and/or Financial Aid History
662 SAIG mailbox TG _____
663 (School Transfer Profile must be completed at nslds.ed.gov/nslds_FAP/secure/logon.jsp to begin Transfer
664 Monitoring.)
665

666 [] Enrollment Reporting (formerly SSCR)
667 SAIG mailbox TG _____ Effective Date ____/____/____
668
669
670

671 [] Gainful Employment Reporting
672 SAIG mailbox TG _____ Effective Date ____/____/____
673
674

675 [] Perkins Loan data
676 SAIG mailbox TG _____ Effective Date ____/____/____
677

Office Use Only
Customer Number _____
TG Number _____

678
679

SAIG Enrollment Application

680 Step Two

681 Section 1: Services for Postsecondary Educational Institutions or Institutional Third-
682 Party Servicers (Continued)

683 11. Do you want this Destination Point (TG Number/Mailbox) to receive the electronic Cohort Default Rate
684 Notification Package?

685 [] Yes [] No, go to Item 12

686 Name of school _____

687 School OPE ID number _____

688 [] Check if the address is the same as in Item 4.

689 If the mailing address is different from Item 4, provide the following address information:

690 Business address _____

691 Business address _____

692 City _____ State _____ Zip _____

693 Effective Date _____

694 Which TG number will be receiving the eCDR Notification Package? TG _____

695 If the Destination Point is a third-party servicer, provide servicer name: _____

696 12. Do you want this Destination Point (TG Number/Mailbox) to receive the electronic Gainful Employment
697 Notification Package?

698 [] Yes [] No, go to Item 13

699 Name of school _____

700 School OPE ID number _____

701 [] Check if the address is the same as in Item 4.

702 If the mailing address is different from Item 4, provide the following address information:

703 Business address _____

704 Business address _____

705 City _____ State _____ Zip _____

706 Effective Date _____

707 Which TG number will be receiving the GE Notification Package? TG _____

708 If the Destination Point is a third-party servicer, provide servicer name _____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

711 **Step Two**

712 **Section 1: Services for Postsecondary Educational Institutions or Institutional Third-**
713 **Party Servicers (Continued)**

714 13. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

- 715 Yes No, go to Item 14

716 If you want this DPA to provide online updates to any of the following NSLDS information, indicate below
717 which NSLDS information you want this DPA to access.

718 Default Services (automatically given to users)

719 Enrollment Update

720 Overpayment Update

721 If you are adding this service to an existing Destination Point, provide the TG Number _____

722 What is the OPE ID number for which you are requesting access? _____

723 14. Do you want this Destination Point (TG Number/Mailbox) to receive the Direct Loan Borrower Delinquency
724 Reports?

- 725 Yes No, go to Item 15

726 If yes, check the appropriate boxes. Report Format Data Format Both

727 If you are adding this service to an existing Destination Point, provide the TG Number _____

728 What is your Direct Loan Code? _____

729

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

730 Step Two

731 Section 1: Services for Postsecondary Educational Institutions or Institutional Third- 732 Party Servicers (*Continued*)

733 15. Do you want this Destination Point (TG Number/Mailbox) to send and receive batch files for Total and Permanent
734 Disability (TPD) Loan Holder Notification?

735 (Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)

736 Yes No, go to Item 16

737 Name of school _____

738 School OPE ID number _____

739 Check if the address is the same as in Item 4.

740 If the mailing address is different from Item 4, provide the following address information:

741 Business address _____

742 Business address _____

743 City _____ State _____ Zip _____

744 Effective Date _____

745 If you are adding this service to an existing Destination Point, provide the TG Number _____

746 16. Do you want this Destination Point Administrator (DPA) to have access to DCAS Online Services? (Note: Paper
747 enrollment for this service is available for Foreign Schools only. Other organizations must enroll online at
748 fsawebenroll.ed.gov.)

749 Yes No, go to Step Three

750 A. If yes, for which school?

751 Name of school _____

752 OPE ID number _____

753 If you are adding this service to an existing Destination Point, provide the TG Number _____

754 B. What is the role of the new user? (Postsecondary Educational Institutions only)

755 School Case Preparer

756 School Case Manager

757

758 Go to Step Three

759

Office Use Only

Customer Number _____

TG Number _____

SAIG Enrollment Application

760 Step Two

761 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers

762 17. Do you want this Destination Point (TG Number/Mailbox) to receive data from the CPS? (Available for GAs
763 only)

764 Yes No, go to Item 18

765 A. If yes, for which Agency?

766 Name of GA _____ State _____

767 Check if the address is the same as in Item 4.

768 If the mailing address is different from Item 4, provide the following address information:

769 Business address _____

770 City _____ State _____ Zip _____

771 B. If yes, select the desired service(s)

772 Automatic ISIR Processing: Residents

773 Automatic ISIR Processing: Non-Residents

774 C. For which award years? (Check one or both.)

775 2016-2017 2017-2018 and each subsequent year

776 D. If ISIRs are selected, choose delivery option:

777 2016-2017 Daily By Request

778 2017-2018 Daily By Request

779 18. Do you want this Destination Point (TG Number/Mailbox) to send and receive files for Borrower Services?

780 Yes No, go to Item 19

781 A. If yes, for which organization?

782 Name of GA/Federal Loan Servicers _____ GA/FLS Code _____

783 Check if the address is the same as in Item 4.

784 If the mailing address is different from Item 4, provide the following address information:

785 Business address _____

786 City _____ State _____ Zip _____

787 B. If you are adding this service to an existing Destination Point, provide the TG Number _____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

790 **Step Two**

791 **Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers**
792 **(Continued)**

793 19. Do you want this Destination Point (TG Number/Mailbox) to submit data for Guaranty Agency Financial Reporting
794 (GAFR)? **(Available for GAs only)**

795 Yes No, go to Item 20

796 A. If yes, for which Agency?

797 Name of GA _____ GA Code _____

798 Check if the address is the same as in Item 4.

799 If the mailing address is different from Item 4, provide the following address information:

800 Business address _____

801 City _____ State _____ Zip _____

Office Use Only
Customer Number _____
TG Number _____

802

SAIG Enrollment Application

803 Step Two

804 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers
805 (Continued)

806 20. Do you want this Destination Point (TG Number/Mailbox) to submit and receive any of the following NSLDS
807 batch files?

- 808 - Financial Aid History
809 - Enrollment Reporting (formerly SSCR)
810 - GA/Federal Loan Servicers Loan Data
811 - GA Annual Reasonability back-up detail
812 - GA Account Maintenance Fee back-up detail
813 - Exit Counseling Reports

814 [] Yes [] No, go to Item 21

815 A. If yes, for which organization?

816 Name of GA/Federal Loan Servicer _____ GA/FLS Code _____

817 [] Check if address is same as in Item 4.

818 If the mailing address is different from Item 4, provide the following address information:

819 Business address _____

820 City _____ State _____ Zip _____

821 B. If yes, which information? If you are adding this service to an existing Destination Point, provide the TG
822 Number below for each service you select.

823 [] Financial Aid History (Available for GAs only)
824 SAIG mailbox TG _____

827 [] Enrollment Reporting (Available for GAs only)
828 SAIG mailbox TG _____ Effective Date ____/____/____

831 [] GA/Federal Loan Servicers Loan data
832 SAIG mailbox TG _____ Effective Date ____/____/____

835 [] GA Account Maintenance Fee (AMF) back-up detail (Available for GAs only)
836 SAIG mailbox TG _____ Effective Date ____/____/____

839 [] GA Annual Reasonability back-up detail, quarterly and annual calculations (Available for GAs only)
840 SAIG mailbox TG _____ Effective Date ____/____/____

843 [] Exit Counseling Reports
844 SAIG mailbox TG _____ Effective Date ____/____/____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

847 Step Two

848 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers 849 (Continued)

850 21. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

851 (Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)

852 Yes No, go to Item 22

853 A. If you want this DPA to provide online updates to any of the following NSLDS information, indicate below
854 which NSLDS information you want this DPA to access.

855 Default Services (automatically given to users)

856 GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge

857 Teacher Loan Forgiveness/Loan Discharge Only

858 SSN Only Lookup (Available for FLS only)

859 Aid Overpayment Update Service (Available for TIVAS only)

860 If you are adding this service to an existing Destination Point, provide the TG Number _____

861 Name of GA/Federal Loan Servicer _____ GA/FLS Code _____

862 B. Indicate your job functions: (check all that apply):

863 Uses NSLDS for Title IV, HEA functions only

864 Eligibility for Aid

865 Billing and Collection

866 Enforcing Loan Terms

867 Enrollment

868 Accuracy of Record

869 Default Aversion

870 Default Rates

871 Record Updates

872 Teacher Loan Forgiveness and Loan Discharge

873 Compliance

874 Other _____

Office Use Only

Customer Number _____

TG Number _____

875
876

SAIG Enrollment Application

877 Step Two

878 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers
879 (Continued)

880 22. Do you want this Destination Point Administrator (DPA) to have access to COD Online Services? (Available for FLS only)

881 (Note: Paper enrollment for this service is not available. You must enroll online at fsaweбенroll.ed.gov.)

882 Yes No, go to Item 23.

883 A. If yes, for which organization?

884 Name of Federal Loan Servicer _____

885 Federal Loan Servicers Code _____

886 If you are adding this service to an existing Destination Point, provide the TG Number _____

887 B. What is the role of the new user?

888 View and Credit Check

889 View Only

890 View/Update

891 View/Update and Credit Check

892 Third-Party Administrator

893 23. Do you want this Destination Point Administrator (DPA) to have access to DCAS Online Services?

894 (Note: Paper enrollment for this service is not available. You must enroll online at fsaweбенroll.ed.gov.)

895 Yes No, go to Item 24.

896 A. If yes, for which organization?

897 Name of GA/Federal Loan Servicer _____

898 GA/FLS Code _____

899 If you are adding this service to an existing Destination Point, provide the TG Number _____

900 24. Do you want this Destination Point Administrator (DPA) to have access to ECS Online Services? (Available for FLS only)

901 (Note: Paper enrollment for this service is not available. You must enroll online at fsaweбенroll.ed.gov.)

902 Yes No, go to Step Three.

903 A. If yes, for which organization?

904 Name of Federal Loan Servicer _____

905 FLS Code _____

906 If you are adding this service to an existing Destination Point, provide the TG Number _____

907 Go to Step Three

Office Use Only
Customer Number _____
TG Number _____

908

SAIG Enrollment Application

909 Step Two

910 Section 3: Services for FFELP Lenders and Servicers

911 25. Do you want this Destination Point (TG Number/Mailbox) to send data to the quarterly Lender Reporting System
912 (LaRS)?

913 Yes No, go to Item 26

914 A. If yes, for which Lender/Servicer?

915 Name of Lender/Servicer _____

916 Lender/Servicer Code _____

917 Check if address is same as in Item 4.

918 If the mailing address is different from Item 4, provide the following address information:

919 Business address _____

920 Business address _____

921 City _____ State _____ Zip _____

922 B. Which Destination Point (TG Number/Mailbox) will be submitting the data? TG _____

923 26. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

924 (Note: Paper enrollment for this service is not available. You must enroll online at fsaweбенroll.ed.gov.)

925 Yes No, go to Item 27

926 A. If you want this DPA to provide online updates to any of the following NSLDS information, indicate below
927 which NSLDS information you want this DPA to access.

928 Default Services (automatically given to users)

929 If you are a FFEL Program Lender, what is your Lender ID number? _____

930 B. Indicate your job functions: (check all that apply):

931 Uses NSLDS for Title IV, HEA functions only

932 Lender/Lender Servicer

933 Authorized Activity Loan Holder

934 Enrollment

935 Accuracy

936 Deferments

937 Default Rate

938 Income Based Repayment

939 Other _____

Office Use Only

Customer Number _____

TG Number _____

940
941

SAIG Enrollment Application

942 **Step Two**

943 **Section 3: Services for FFELP Lenders and Servicers (Continued)**

944 27. Do you want this Destination Point (TG Number/Mailbox) to receive enrollment files from NSLDS?

- 945 Yes No, go to Item 28

946 A. If yes, for which Lender/Servicer?

947 Name of Lender/Servicer _____

948 Lender/Servicer Code _____

- 949 Check if address is same as in Item 4.

950 If the mailing address is different from Item 4, provide the following address information:

951 Business address _____

952 City _____ State _____ Zip _____

953 B. SAIG mailbox TG _____ Effective Date ____/____/____

954 28. Do you want this Destination Point Administrator (DPA) to have access to COD Online Services for Electronic
955 IBR/Pay As You Earn/ICR?

956 (Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)

- 957 Yes No, go to Item 29

958 A. If yes, for which Lender/Servicer?

959 Name of Lender/Servicer _____

960 Lender/Servicer Code _____

961 If you are adding this service to an existing Destination Point, provide the TG Number _____

962 B. What is the role of the new user?

- 963 View Only

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

966 **Step Two**

967 **Section 3: Services for FFELP Lenders and Servicers (Continued)**

968 29. Do you want this Destination Point (TG Number/Mailbox) to send and receive batch files for Total and Permanent
969 Disability (TPD) Loan Holder Notification?

970 (Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)

971 Yes No, go to Step Three

972 A. If yes, for which Lender/Servicer?

973 Name of Lender/Servicer_____

974 Lender/Servicer Code_____

975 Check if address is same as in Item 4.

976 If the mailing address is different from Item 4, provide the following address information:

977 Business address_____

978 City_____ State_____ Zip_____

979 B. SAIG mailbox TG_____ Effective Date ____/____/____

980 **Go to Step Three**

Office Use Only
Customer Number_____
TG Number_____

981

SAIG Enrollment Application

Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators

Each Destination Point Administrator (DPA) must read, sign, and submit this statement (with original signatures) and must keep a copy for the organization's records.

1. Responsibilities of the Primary DPA and the Non-Primary DPA:

- Must ensure that SAIG computing resources are used only for official organization business.
- Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant has applied for admission to the institution, the applicant has included the institution on the FAFSA[®], the Lender holds a loan for the borrower, or the applicant applied for a loan with the Lender) before accessing Federal Student Aid systems to obtain privacy protected information about the student.
- Only the DPA listed in Step One, Item 4, page 15 and referenced in Item 13, page 21; Item 21, page 26; Item 25, page 28 is permitted to use the National Student Loan Data System (NSLDS).
- Must use software provided by the Department to monitor SAIG mailbox activity. This software will keep track of who is using the Destination Point (TG Number/Mailbox), what information is being accessed, the date and time of access, and the batch number (if applicable).
- By applying for access to Federal Student Aid systems, must consent to monitoring, recording, and auditing, and acknowledge that information gained in this manner may be disclosed by the Department to an appropriate third-party (e.g., law enforcement personnel).
- Must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to unauthorized personnel. In the event of an unauthorized disclosure or breach of applicant information or other sensitive information (such as personally identifiable information), the DPA must immediately notify Federal Student Aid at CPSSAIG@ed.gov.
- Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to the SAIG are strictly prohibited. (These tools are called "authenticators.")
- Must ensure that access is provided only to systems, networks, data, control information, and software for which the DPA is authorized.
- Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting electronic media that contain sensitive information before reuse).
- The Non-Primary DPA must inform the organization's Primary DPA when access to a Federal Student Aid system is no longer required (i.e. the individual is leaving a position or his or her job responsibilities have changed).

2. Additional Requirements of the Primary DPA:

- Must ensure that all users are aware of and comply with all of the requirements to protect and secure data from Departmental sources using SAIG.
- Must maintain copies of all SAIG enrollment documents submitted to the Department, including the signed "Responsibilities of the Primary and Non-Primary Destination Point Administrators" application for all DPA's and the certification signed by the organization's CEO/President/Chief Officer or Designee.
- Must maintain a signed Federal Student Aid User of Electronic Services Statement (see Attachment B) for anyone who is enrolled in Electronic Services (FAA Access to CPS Online or EDconnect).
- At least on an annual basis, must validate all DPA and user access rights for the organization.
- At least on an annual basis, must monitor the organization's NSLDS user access by creating reports using the NSLDS Web site.
- Must ensure that the organization has a process to inform the Primary DPA of any changes in a user's need for access to FSA systems because of changes to job responsibilities or termination of employment. The Primary DPA must immediately deactivate or delete user access rights for organization employees who no longer require access.

SAIG Enrollment Application

Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators (*Continued*)

3. Agreements

The Primary DPA and/or the Non-Primary DPA agree(s) and understand(s) that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine of up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Code (including 18 U.S.C. 1001). The Primary DPA and/or the Non-Primary DPA also agree(s) to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

4. Privacy Act Statement

We use the information that you provide on this application to enroll your organization and its users for services with Federal Student Aid systems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM AND DISCLOSURE OF SOCIAL SECURITY NUMBERS:

Title IV of the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 *et seq.*: Section 31 U.S.C. 7701: and Executive Order 9397 (November 23, 1943), as amended by Executive Order 13478 (November 18, 2008) authorize the collection of Social Security numbers of users of this system. The Social Security number is voluntary in order to identify individuals for Federal purposes, but you will not be provided with access to or use of the system if you do not provide a Social Security number.

PURPOSE(S):

The information in this system entitled "Student Aid Internet Gateway (SAIG), Participation Management System" (18-11-10) is maintained for the purposes of: (1) Processing stored data from the SAIG Enrollment Forms (Web and paper versions); (2) maintaining the SAIG Enrollment Web site (titled fsawebenroll.ed.gov); (3) managing the assignment of individual electronic SAIG mailbox numbers, known as "TG numbers"; and (4) authorizing users of the CPS, electronic Campus Based (eCB) System, NSLDS, Common Origination and Disbursement (COD) System, Financial Management System (FMS), Enterprise Complain System (ECS), and the Access and Identity Management System (AIMS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Department may disclose information contained in a record in this system of records under the routine uses listed in the system of records notice, which was published on April 19, 2010 (75 Fed. Reg. 20346-20350) (edocket.access.gpo.gov/2010/2010-8959.htm) without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected. These disclosures may be made on a case-by-case basis or, if the Department has complied with the computer matching requirements of the Privacy Act of 1974, as amended (Privacy Act), under a computer matching agreement.

(1) **Program Disclosures.** The Department may disclose records maintained in the SAIG, Participation Management System for the purpose of allowing authorized users who are eligible to participate in the electronic exchange of data with the Department to transmit files to and from the following Department systems and access the Department's Web sites online, based on the approved program functions of each of the Department's systems that include, but are not limited to the following:

- (a) COD System;
- (b) CPS;
- (c) eCB System;
- (d) NSLDS;
- (e) FMS;
- (f) DMCS, under the Common Services for Borrowers (CSB) system of records notice;
- (g) DCAS
- (h) ECS;
- (i) Federal Loan Servicers; and
- (j) AIMS.

(2) **Freedom of Information Act (FOIA) Advice or Privacy Act Disclosure.** The Department may disclose records to the Department of Justice (DOJ) and the Office of Management and Budget (OMB) if the Department seeks advice regarding whether records maintained in the system of records are required to be released under the FOIA or the Privacy Act of 1974.

SAIG Enrollment Application

Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators (*Continued*)

- 1082
1083
- 1084 (3) **Disclosure to the DOJ.** The Department may disclose records to the DOJ to the extent necessary for obtaining
1085 DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this
1086 system.
- 1087 (4) **Contract Disclosure.** If the Department contracts with an entity for the purposes of performing any function that
1088 requires disclosure of records in this system to employees of the contractor, the Department may disclose the records
1089 to those employees. Before entering into such a contract, the Department shall require the contractor to maintain
1090 Privacy Act safeguards as required under 5 U.S.C. 552a(m) with respect to the records in the system.
- 1091 (5) **Litigation and Alternative Dispute Resolution (ADR) Disclosures.** In the event of specified litigation or ADR,
1092 if the Department determines that disclosure of records to the DOJ, or attorneys engaged by DOJ, an adjudicative
1093 body before which the Department is authorized to appear, an individual or entity designated by the Department or
1094 otherwise empowered to resolve or mediate disputes, a party, counsel, representative or witness in an administrative
1095 proceeding is relevant and necessary to the litigation, the Department may disclose those records as a routine use to
1096 any of the foregoing individuals or entities.
- 1097 (6) **Research Disclosure.** The Department may disclose records to a researcher if an appropriate official of the
1098 Department determines that the individual or organization to which the disclosure would be made is qualified to carry
1099 out specific research related to functions or purposes of this system of records. The official may disclose records from
1100 this system of records to that researcher solely for the purpose of carrying out that research related to the functions or
1101 purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect
1102 to the disclosed records.
- 1103 (7) **Congressional Member Disclosure.** The Department may disclose information to a member of Congress from
1104 the record of an individual in response to an inquiry from the member made at the written request of that individual.
1105 The Member's right to the information is no greater than the right of the individual who requested it.
- 1106 (8) **Disclosure for Use by Law Enforcement Agencies.** The Department may disclose information to any Federal,
1107 State, local or other agencies responsible for enforcing, investigating, or prosecuting violations of administrative, civil,
1108 or criminal law or regulation if that information is relevant to any enforcement, regulatory, investigative, or
1109 prosecutorial responsibility within the entity's jurisdiction.
- 1110 (9) **Enforcement Disclosure.** In the event that information in this system of records indicates, either on its face or in
1111 connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a
1112 competent authority, the Department may disclose the relevant records to the appropriate organization, whether
1113 foreign, Federal, State, tribal, or local, charged with the responsibility of investigating or prosecuting that violation or
1114 charged with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant
1115 thereto.
- 1116 (10) **Employment, Benefit, and Contracting Disclosure.** The Department may disclose records to a Federal, State,
1117 or local organization maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another
1118 public authority or professional organization, if necessary to obtain information relevant to a Departmental or
1119 receiving entity's decision concerning the hiring or retention of an employee or other personnel action, the issuance of
1120 a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.
- 1121 (11) **Employee Grievance, Complaint, or Conduct Disclosure.** The Department may disclose records to another
1122 agency of the Federal Government if the record is relevant to one of the following proceedings regarding a present or
1123 former employee of the Department: complaint, grievance, discipline, or competence determination proceedings. The
1124 disclosure may only be made during the course of the proceeding.
- 1125 (12) **Labor Organization Disclosure.** The Department may disclose records to an arbitrator to resolve disputes
1126 under a negotiated grievance procedure or to officials of labor organizations recognized under 5 U.S.C. chapter 71
1127 when relevant and necessary to their duties of exclusive representation.
- 1128 (13) **Disclosure in the Course of Responding to a Breach of Data.** The Department may disclose records to
1129 appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or
1130 confidentiality of information in this system has been compromised; (b) the Department has determined that as a result
1131 of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, identity theft or
1132 fraud or harm to the security or integrity of the system or other systems or programs (whether maintained by the
1133 Department or another agency or entity) that rely upon the compromised information; and (c) the disclosure made to
1134 such agencies, entities, or other persons is reasonably necessary to assist in connection with the Department's efforts
1135 to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

SAIG Enrollment Application

Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators (Continued)

PRIMARY AND NON-PRIMARY DPA RESPONSIBILITIES:

The information provided to the Primary and Non-Primary DPA by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the Primary and Non-Primary DPA, becomes his or her responsibility. Therefore, the Primary and Non-Primary DPA agree to protect the privacy of all information that has been provided by the U.S. Department of Education. The Primary and Non-Primary DPA understand that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an organization under false pretenses shall be guilty of a misdemeanor and is subject to a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)). I certify that I have read these responsibilities, understand them, and will protect all data obtained through or provided to U.S. Department of Education systems.

Without the information provided on the SAIG enrollment application, a DPA or the Participating entity would be denied access to electronically transmit reports and data via the SAIG and would be denied access to all Web sites affiliated with this agreement as appropriate. Signature below affirms that you have read these Responsibilities and agree to abide by them.

1151	Non-Primary Destination Point Administrator's Name _____
1152	(Printed name)
1153	Signature _____ Date _____
1154	(Must match name in Item 4 - original signature must be submitted. Stamped signature will not be accepted.)
1155	Primary Destination Point Administrator's Name _____
1156	(Printed name)
1157	Signature _____
1158	(Original signature must be submitted. Stamped signature will not be accepted.)

**Sign and send this application as instructed
in "Submitting Enrollment Application and Signature Pages."**

Go to Step Four

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

1163 Step Four: Certification of the President/CEO or Designee

1164 Designation of Authorizing Official

1165 Important Note: If you as the President or CEO wish to designate someone other than yourself to sign SAIG
1166 enrollment applications, you may do so by completing the designation statement below and signing Box 1. Have your
1167 designee complete and sign Box 2.

1168 I hereby designate _____ with the title _____, to be my responsible
1169 (Name of Individual)
1170 authorizing official for all future Federal Student Aid System enrollment applications. All related responsibilities of
1171 the President/CEO shall be carried out by this designee. As President/CEO, I agree to assume the responsibility for
1172 such actions associated with this and future enrollment agreements. This designation is effective as of the date signed
1173 below.

1174 Note: Authorized Official name and signature must match information on file with ED.

1175 Box 1
1176 President/CEO _____
1177 (Printed name of President/CEO)
1178 Title _____
1179 (Printed title)
1180 Signature _____ Date _____
1181 (Original signature must be submitted. Stamped signature will not be accepted.)

1182 Responsibilities of the President/CEO or Designee

1183 As the President/CEO or Designee, I certify that:

- 1184 • I or my designee will notify CPS/SAIG Technical Support within one business day, by e-mail at CPSSAIG@ed.gov or call
1185 1-800-330-5947 when any person no longer serves as a designated authorizing official, Primary DPA, or Non-Primary DPA.
1186 • I will not permit unauthorized use or sharing of SAIG passwords or codes that have been issued to anyone at my organization.
1187 • Each person who is a SAIG DPA for my organization has read and signed a copy of "Step Three: Responsibilities of the
1188 Primary and Non-Primary Destination Point Administrator."
1189 • Each person who is a SAIG DPA for my organization has made a copy of the signed Step Three document for his or her own
1190 files and a copy is maintained at my organization.
1191 • My organization has provided security due diligence and verifies that administrative, operational, and technical security
1192 controls are in place and are operating as intended. Additionally, my organization verifies that it performs appropriate due
1193 diligence to ensure that, at a minimum, any employee who has access to FSA ISIR data meets applicable state security
1194 requirements for personnel handling sensitive personally identifiable information.
1195 • I have signed this certification below and sent the original to the Department. I have retained a copy of this certification at the
1196 organization. My signature below affirms that I have read these responsibilities and agree to abide by them.

1197 Note: Authorized Official name and signature must match information on file with ED.

1198 Box 2
1199 Authorized Official _____ Title _____
1200 (Printed name of Authorized Official) (Printed title)
1201 Signature _____ Date _____
1202 (Original signature must be submitted. Stamped signature will not be accepted.)
1203 Name of School or Agency _____

1204 If you are a third-party servicer, acting on behalf of another organization, you must read and sign Box 3 of this certification.

1205 Note: The Authorized Official of the organization you represent must also sign Box 2, above.

1206 Box 3
1207 Authorized Official _____ Title _____
1208 (Printed name of Authorized Official) (Printed title)
1209 Signature _____ Date _____
1210 (Original signature must be submitted. Stamped signature will not be accepted.)
1211 Name of Third-Party Servicer _____

1212 Sign and send this application as instructed in "Submitting Enrollment Application and Signature Pages."

1213 U.S. Department of Education:

1214 Received on behalf of the U.S. Department of Education: _____
1215 Date _____

Office Use Only
Customer Number _____
TG Number _____

1216 **Attachment A: Glossary**

1217 *Account Maintenance Fee (AMF)*. AMF is the annual amount of money paid based on a percentage of the original
1218 principal balance of guaranteed loans outstanding during a fiscal year. The AMF back-up detail provides
1219 the loan information used in the calculation.

1220 *Annual Reasonability*. NSLDS Annual Reasonability is designed to compare the loan-level detail reported to
1221 NSLDS and the aggregated loan data reported on the Guaranty Agency Financial Report (GAFR). In order
1222 to accurately account for the loan-level detail on NSLDS, NSLDS performs two types of calculations on
1223 the NSLDS database: Quarterly Calculations and Yearly Calculations.

1224 *Award Year*. July 1 of one year through June 30 of the next year. For the Grant Services (Pell Grant, Iraq and
1225 Afghanistan Service Grant, and TEACH Grant), and the eCB programs systems, eligible students are paid
1226 out of funds designated for a particular award year.

1227 *Central Processing System (CPS)*. The CPS manages the application and eligibility determination portion of the
1228 federal student aid process. It gathers information from applicants via the Free Application for Federal
1229 Student Aid (FAFSA), applies computerized edits and calculations to determine the student's eligibility,
1230 and communicates the results to the students, schools, state agencies, third-party servicers, and other
1231 federal computer systems.

1232 *Common Origination and Disbursement (COD)*. COD is a streamlined method for processing Federal Grant
1233 Services (Pell Grant, Iraq and Afghanistan Service Grant, and TEACH Grant) and Federal Direct Loan
1234 data.

1235 *Data Challenges and Appeals Solution (DCAS)*. DCAS provides the online access for accepting, processing,
1236 resolving, and archiving student and loan level data challenges and appeals.

1237 *Debt Management and Collections System (DMCS)*. The DMCS houses all default debt held by the Department of
1238 Education. This includes, but is not limited to, FFELP loans assigned from GAs; Program Overpayments,
1239 and Perkins loans assigned from schools; and all Direct Loan program defaults. The system allows ED to
1240 place accounts with Private Collections Agencies (PCA) who do the actual collection activities. The
1241 system tracks all debts, interest accruals, and payments at the loan level and can associate all loans to a
1242 specific borrower. The system also interfaces with other government agencies such as the U.S. Department
1243 of the Treasury for the Treasury Offset Program (TOP), Health and Human Services for the National
1244 Directory of New Hires (NDNH) information. The system also sends out bills and correspondence as
1245 needed.

1246 *Designated Entities*. An entity that the U.S. Secretary of Education has designated as eligible to receive FAFSA
1247 Filing Status Information from an Agency and that has an Established Relationship with the student. A
1248 Designated Entity is not permitted to re-disclose FAFSA Filing Status Information.

1249 *Destination Point*. An organization enrolled in the SAIG that uses an electronic mailbox to send and receive
1250 financial aid data using the SAIG. Every Destination Point is administered by a Primary or a Non-Primary
1251 Destination Point Administrator (DPA) and has an electronic mailbox number that begins with the letters
1252 "TG."

- 1253 *Destination Point Administrator (DPA)*. An individual representing an organization involved in the administration
1254 of Title IV, HEA student financial aid programs (such as a postsecondary institution, FFELP Lender,
1255 FFELP GA or third-party servicer) that is enrolled in the SAIG and assigned a Destination Point (TG
1256 Number/Mailbox). To enroll as a DPA, an organization's representative must complete and submit for
1257 processing the SAIG Enrollment Application to participate in the U.S. Department of Education's Student
1258 Aid Internet Gateway. The DPA is responsible for the SAIG users' access to Federal Student Aid systems,
1259 to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended,
1260 as well as, to ensure users do not inappropriately access records that are not associated with their
1261 organization. Note: The Primary DPA is responsible for enrolling additional Non-Primary DPAs for
1262 specific SAIG services. Non-Primary DPAs are not allowed to make enrollment changes. An organization
1263 may only have one Primary DPA, but may have many Non-Primary DPAs.
- 1264 *EDconnect*. ED's telecommunications software that allows PC Windows users to send and receive data through the
1265 SAIG.
- 1266 *electronic Campus-Based (eCB) programs*. The Federal Perkins Loan, Federal Work-Study (FWS), and Federal
1267 Supplemental Educational Opportunity Grant (FSEOG) programs are collectively referred to as the eCB
1268 programs systems because the funds for these programs are awarded directly to the school for awarding and
1269 administration.
- 1270 *electronic Cohort Default Rate (eCDR)*. A measure of the percentage of a school's student borrowers who have
1271 defaulted on their federal student loans.
- 1272 *Electronic Services*. Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination
1273 Point Administrators (Secondary DPAs) for their organization may enroll users for FAA Access to CPS
1274 Online or EDconnect Entitlement Access. An FSA User ID and password are required to log in to both
1275 systems.
- 1276 *Electronic Services User*. An individual allowed access to a Destination Point (TG Number/Mailbox) by the
1277 assigned Destination Point Administrator (DPA). Electronic Services users are enrolled for FAA Access to
1278 CPS Online or EDconnect by the Primary DPA. These users are associated with the Primary Destination
1279 Point and do not require individually assigned mailboxes to assess FAA Access or EDconnect. An
1280 Electronic Services user must read and sign a Federal Student Aid User of Electronic Services Statement
1281 that the Primary DPA must maintain (see Attachment B).
- 1282 *Enterprise Complaint System (ECS)*. ECS provides the online access for accepting, tracking, resolving, and storing
1283 complaints and reports of suspicious activity directly from customers.
- 1284 *Enrollment Reporting (formerly SSCR)*. Report completed by schools or their servicers and used in the
1285 administration of the Federal Family Education Loan Program (FFELP) and the Direct Loan Program to
1286 track the enrollment status of borrowers.
- 1287 *FAA Access to CPS Online*. A Web tool that financial aid administrators use to enter application data, view student
1288 information, make corrections to students' processed information, enter identity verification results, and
1289 request ISIRs. It is located at faaaccess.ed.gov. An FSA User ID is required to access student information.
- 1290 *Federal Direct Loan (Direct Loan) Program*. A federal program in which the U.S. government (not a commercial
1291 Lender) provides four types of education loans to student and parent borrowers directly through schools:
1292 Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan, and the
1293 Federal Direct Consolidation Loan. These loans are referred to collectively as Direct Loans. (The same
1294 types of loans are available through FFELP, but in that program, commercial Lenders provided the funds to
1295 eligible students.)

- 1296 *Federal Family Education Loan Program (FFELP)*. A federal loan program under which commercial Lenders
1297 provided education loans to student and parent borrowers. The program offered four types of loans:
1298 Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS Loan, and the
1299 Federal Consolidation Loan.
- 1300 *Federal Loan Servicer*. (Title IV Additional Servicer [TIVAS] or Not-For-Profit [NFP] & Federal Perkins
1301 Servicer). An entity that services Title IV, HEA loans owned by ED. These loans include, but are not
1302 limited to, William D. Ford Federal Direct Loan (Direct Loan) Program loans and Federal Family
1303 Education Loan Program (FFELP) Purchased Loans, more simply referred to as federally-owned loans.
1304 Current listings of the Department's federal loan servicers, including each servicer's contact information,
1305 are available at the Loan Servicing Centers for Schools and Loan Servicer Centers for Students pages on
1306 the Information for Financial Aid Professionals (IFAP) Web site (ifap.ed.gov).
- 1307 *Federal Pell Grant (Pell Grant) Program*. A federal grant program for undergraduate students with financial need.
- 1308 *Federal School Code*. The Federal School Code is a unique six-character code assigned by the U.S. Department of
1309 Education to schools participating in Title IV, HEA federal student aid programs. Students enter the codes
1310 on their FAFSA to indicate which schools should receive their ISIRs. The Central Processing System uses
1311 the Federal School Code to identify the school.
- 1312 *Federal Student Aid (FSA)*. The 1998 Reauthorization of the Higher Education Act (HEA) established a
1313 performance-based organization to administer the Federal Student Aid programs at the U.S. Department of
1314 Education. These programs include the Federal Pell Grant program, the Iraq and Afghanistan Service
1315 Grant program, the TEACH Grant program, the Federal Supplemental Educational Opportunity Grant
1316 program, the Federal Direct Loan program, the Direct PLUS Loan program, the Federal Work-Study
1317 program, and the Federal Perkins Loan program.
- 1318 *FFELP Lender*. A Lender is a commercial entity, such as a bank or credit union, which participates in the FFELP
1319 program.
- 1320 *FFELP Lender Servicer*. A Lender Servicer is an outside organization that contracts with a Lender to manage
1321 FFELP loans for the Lender.
- 1322 *Financial Aid History*. The Guaranty Agency (GA) Financial Aid History (FAH) process is intended to gather loan
1323 information as it resides in the National Student Loan Data System (NSLDS) database. In response to a GA
1324 FAH request, NSLDS will send a processed extract file containing NSLDS FAH information only for those
1325 students who have at least one loan with the requesting FFELP Guaranty Agency/Guaranty Agency
1326 Servicers.
- 1327 *Financial Management System (FMS)*. Federal Student Aid's FMS is a centralized system for all FSA financial
1328 transactions. It allows Financial Partner users (for example, lenders, GAs, and federal loan servicers) to
1329 collect, process, maintain, transmit, and report data about financial events. FMS also provides functionality
1330 to support financial planning and budgeting activities, accumulate and report cost information, and the
1331 preparation of financial statements.
- 1332 *Fiscal Operations Report and Application to Participate (FISAP)*. The annual report institutions file to report on
1333 their use of eCB program funds for the most recently completed award year and to apply for new funds for
1334 an upcoming award year.
- 1335 *Free Application for Federal Student Aid (FAFSA)*. The application that the student must file to apply for aid from
1336 any Title IV, HEA program, including Direct Loan and PLUS Loan programs. Students can apply online
1337 by using *FAFSA on the Web* (fafsa.ed.gov). The FAFSA is also printed and distributed free of charge by
1338 the U.S. Department of Education.

- 1339 *Gainful Employment (GE) Notification.* NSLDS enables schools to request Gainful Employment Debt Measures
 1340 back-up data via the NSLDS FAP reporting function. The files are delivered directly to the SAIG TG
 1341 Mailbox for the school user associated with the NSLDS user id which requested the information.
- 1342 *Gainful Employment (GE) Reporting.* NSLDS enables institutions to report certain information about students who
 1343 enrolled in Title IV, HEA eligible educational programs that lead to gainful employment in a recognized
 1344 occupation (GE programs). Institutions submit data to the NSLDS.
- 1345 *Guaranty Agency (GA).* An organization authorized by the U.S. Department of Education to administer the federal
 1346 guarantee that loans made under the Federal Family Education Loan Program (FFELP) will be repaid.
- 1347 *Guaranty Agency Financial Reporting (GAFR).* The GAFR service allows GAs to send financial reporting
 1348 information to Federal Student Aid's FMS using their SAIG mailbox.
- 1349 *GA Servicers.* A GA Servicer is an outside organization that contracts with a GA to handle the exchange of Title
 1350 IV, HEA data between the GA and the Department of Education.
- 1351 *Institutional Student Information Record (ISIR).* The term ISIR refers to all processed student information records
 1352 that are sent electronically to institutions by the CPS. The ISIR contains all information reported on the
 1353 Free Application for Federal Student Aid (FAFSA), key processing results, and NSLDS financial aid
 1354 history information.
- 1355 *Income-Based Repayment (IBR) Plan.* The IBR plan is a repayment plan with monthly payments that are limited to
 1356 15 percent of a borrower's discretionary income divided by 12. Discretionary income for this plan is the
 1357 difference between the adjusted gross income (AGI) and 150 percent of the poverty guideline amount for
 1358 the borrower's state of residence and family size.
- 1359 *Income-Contingent Repayment (ICR) Plan.* The ICR plan is a repayment plan with monthly payments that are the
 1360 lesser of (1) what a borrower would pay on a 12-year standard repayment plan multiplied by an income
 1361 percentage factor or (2) 20 percent of a borrower's discretionary income divided by 12. Discretionary
 1362 income for this plan is the difference between the borrower's adjusted gross income (AGI) and the poverty
 1363 guideline amount for the borrower's state of residence and family size.
- 1364 *Iraq and Afghanistan Service Grant Program.* Beginning with the 2010-2011 Award Year, an eligible student
 1365 whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11,
 1366 2001, may receive increased amounts of Title IV, HEA student financial assistance. Such students are
 1367 eligible for increased aid under these provisions if the student was 23 years of age or younger when the
 1368 parent or guardian died or, if the student was over age 23, he or she was enrolled at an institution of higher
 1369 education at the time of the parent or guardian's death.
- 1370 *IRS Skip Trace.* The Treasury Address Request (TAR) Program, referred to as the IRS Skip Trace Process,
 1371 generates requests to the Internal Revenue Service (IRS) to provide address information on defaulted
 1372 borrowers. Selected borrower records on the DMCS are merged with similar records received from
 1373 guarantors into a skip trace address request file to be sent to the IRS. The IRS will return an address for the
 1374 borrowers matched, and these addresses will either be entered into the DMCS or forwarded to the
 1375 requesting entity.
- 1376 *ISIR Datamart.* This is a function of FAA Access to CPS Online that Destination Point Administrators (DPAs) can
 1377 use to request ISIRs from the CPS.
- 1378 *Lender Reporting System (LaRS).* The LaRS allows Lender institutions or their servicers to send financial reporting
 1379 information to Federal Student Aid's FMS using their SAIG mailbox.

1380 *Mandatory Assignment.* GAs assign defaulted FFELP loans that meet specific criteria to the Department. The data
1381 is loaded to the DMCS where it is used to collect monies from defaulted borrowers or otherwise resolve
1382 their accounts.

1383 *National Directory of New Hires (NDNH).* NDNH is the Department of Health and Human Services (HHS), Office
1384 of Child Support Enforcements' database utilized by the Department of Education (ED) through a
1385 computer matching agreement between ED and HHS to obtain address and employment information on
1386 defaulted borrowers. The NDNH database maintains some of the most comprehensive address and
1387 employment information on individuals throughout the United States.

1388 *National Student Loan Data System (NSLDS).* A national database of student loan-level information and selected
1389 grant recipient data for loans and grants disbursed under the Title IV, HEA programs.

1390 *Non-Primary Destination Point Administrator (Non-Primary DPA).* The Primary DPA is responsible for enrolling
1391 additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG
1392 Number/Mailboxes). Non-Primary DPAs are not allowed to make enrollment changes.

1393 *OPE ID Number.* The OPE ID is an eight-digit number assigned by the U.S. Department of Education to schools
1394 participating in Title IV, HEA programs.

1395 *Pay As You Earn Plan.* Pay As You Earn is a repayment plan with monthly payments that are limited to 10 percent
1396 of a borrower's discretionary income divided by 12. Discretionary income for this plan is the difference
1397 between the borrower's adjusted gross income (AGI) and 150 percent of the poverty guideline amount for
1398 the borrower's state of residence and family size. .

1399 A borrower is a new borrower for the Pay As You Earn plan if (1) the borrower has no outstanding balance
1400 on a Direct Loan or FFEL Program loan as of October 1, 2007 or have no outstanding balance on a Direct
1401 Loan or FFEL Program loan when the borrower obtains a new loan on or after October 1, 2007, and (2) the
1402 borrower receives a disbursement of a Direct Subsidized Loan, Direct Unsubsidized Loan, or student Direct
1403 PLUS Loan on or after October 1, 2011, or the borrower receives a Direct Consolidation Loan based on an
1404 application received on or after October 1, 2011. However, a borrower is not considered a new borrower if
1405 the Direct Consolidation Loan received repays loans that would make the borrower ineligible under part (1)
1406 of this definition.

1407 *Primary Destination Point Administrator (Primary DPA).* An individual who has been appointed by the
1408 organization as the responsible party for the enrollment of the organization's additional Non-Primary DPAs
1409 which result in the establishment of their SAIG Mailboxes and may include FAA Access Online users. The
1410 Primary DPA is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data
1411 provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to
1412 ensure users do not inappropriately access records that are not associated with their organization. Note:
1413 The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services
1414 assigned to their Destination Points (TG Number/Mailboxes).

1415 *Return of Title IV Funds (R2T4).* Return of Title IV Funds on the Web enables schools to calculate and manage the
1416 treatment of funds when a student withdraws from Title IV federal student aid programs.

1417 *SAIG Mailbox.* An electronic mailbox that is used to send and receive financial aid data using the SAIG. It is also
1418 referred to as a Destination Point. (See *Destination Point*.)

1419 *Social Security Number (SSN).* The number assigned to an individual by the Social Security Administration and
1420 used as the identifying number for many Federal purposes, including identifying an SAIG participant and
1421 applicants for the Title IV, HEA programs.

1422 *Student Aid Internet Gateway (SAIG)*. The SAIG links thousands of Destination Points across the United States, its
1423 territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV, HEA
1424 student financial aid programs and delivery system. Organizations enroll individuals as DPAs in the SAIG.
1425 DPAs are assigned Destination Points (electronic mailboxes) for receiving and transmitting data to various
1426 Title IV, HEA Federal Student Aid systems such as NSLDS, CPS, and COD. (See *Destination Point and*
1427 *Destination Point Administrator*.)

1428 *TDClient*. ED's telecommunications software that allows Mainframe/Midrange users to send and receive data
1429 through the SAIG.

1430 *Teacher Education Assistance for College and Higher Education (TEACH) Grant Program*. The College Cost
1431 Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for
1432 College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009
1433 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who
1434 agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private
1435 elementary or secondary school that serves students from low-income families. A TEACH Grant recipient
1436 who does not complete the required teaching within a specified timeframe, or fails to meet certain other
1437 requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct
1438 Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

1439 *TG Number*. A TG Number is the identifier for an electronic mailbox which is referenced to as an SAIG Mailbox
1440 or Destination Point. The TG Number is a five-digit alphanumeric number, preceded by "TG."

1441 *Title IV, HEA student financial aid programs*: Student assistance programs authorized by Title IV of the Higher
1442 Education Act of 1965, as amended, (HEA).

1443 *Total and Permanent Disability (TPD)*. The TPD program was created to support the regulatory requirement to
1444 track borrower claims for total and permanent disability discharge for three years. The regulations require
1445 monitoring of income and loan status for a period of three years after certification of disability by a
1446 physician. Borrowers determined to be ineligible after the three-year period will be returned to active
1447 servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final
1448 discharge of the student loan is granted.

1449 *Transfer Student Monitoring (TSM)*. A function of the NSLDS that monitors student transfers from one school to
1450 another. Following a student transfer, the new school sends identifying information about the student to
1451 NSLDS and will then receive data updates that will allow the school to disburse and/or deliver aid to the
1452 student.

1453 *Treasury Offset Program (TOP)*. The Treasury Offset Process refers defaulted borrower debts to the U.S.
1454 Department of Treasury with the ultimate objective of collecting past due accounts by means of offset of
1455 federal and/or state funds due the borrower, such as tax refunds.

1456 *U.S. Department of Education (ED, Department)*. The federal agency responsible for the administration of Title
1457 IV, HEA Federal Student Aid programs.

1458 **Attachment B: Federal Student Aid User of Electronic Services Statement**

1459 Any individual who is not a Destination Point Administrator and who accesses Federal Student Aid systems and/or uses
1460 resources that access FSA systems, whether by batch or online, must read and sign this statement. The original Federal Student
1461 Aid User of Electronic Services Statement must be maintained by the organization. The user should keep a copy of the signed
1462 statement for his or her records.

1463 The user understands that intentional submission of false or misleading information to the U.S. Department of Education is
1464 subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code
1465 (including 18 U.S.C. 1001). The user also agrees to comply with all provisions of Section 483 of the Higher Education Act of
1466 1965, as amended.

1467 The user understands that the information provided by the U.S. Department of Education is protected by the Privacy Act of
1468 1974, as amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore,
1469 the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The user
1470 understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record
1471 concerning an individual from an organization under false pretenses, shall be guilty of a misdemeanor and is subject to a fine of
1472 up to \$5,000 (5 U.S.C. 552a(i)(3)).

1473 **Responsibilities of the Electronic Services User**

1474 Appropriate uses of Federal Student Aid systems by an Electronic Services User:

- 1475 • Must use Electronic Services computing resources only for official government business.
- 1476 • Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant has applied
1477 for admission to the institution, the applicant has included the institution on the FAFSA®, or the lender holds a loan for
1478 the borrower) before accessing Federal Student Aid systems to obtain privacy protected information about the student.
- 1479 • Must know the name of the Primary DPA and how to contact that individual.
- 1480 • Must protect all Federal Student Aid systems from access by or disclosure to unauthorized personnel.
- 1481 • Must report immediately to the Primary DPA any security incidents, potential threats, or vulnerabilities that involve
1482 Electronic Services.
- 1483 • Must report to the Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any
1484 other authenticator.
- 1485 • Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- 1486 • Must ensure that all Electronic Services information is marked according to its sensitivity and is properly controlled
1487 and stored.
- 1488 • Must inform the organization’s Primary DPA the Electronic Services User no longer needs access to a Federal Student
1489 Aid system (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- 1490 • Must not add code that might be harmful to the SAIG or Electronic Services.

1491 My signature below affirms that I have read this Statement and agree to abide by these rules.

1492 TG# _____ Electronic Services User’s Name _____
1493 (Print)

1494 Electronic Services User’s Job Title _____ SSN _____

1495 Phone # (_____) _____

1496 Electronic Services User’s Signature _____ Date _____

1497 Primary DPA Signature _____ Date _____

1498 **(This statement with an original signature [not a stamped signature] must be maintained by the Primary DPA.)**

1499 **Do Not Submit This User Statement to The Department of Education.**

1500 **The Original Must Be Retained By The Organization.**

1501 **Attachment C: Burden Statement**

1502 According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of
1503 information unless such collection displays a valid OMB control number. The valid OMB control number for this
1504 information collection is 1845-0002. Public reporting burden for this collection of information is estimated to
1505 average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes
1506 per updated response on paper, and 10 minutes per updated response online, including time for reviewing
1507 instructions, searching existing data sources, gathering and maintaining the data needed, and completing and
1508 reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a
1509 benefit as cited in the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 et seq. If you have
1510 comments or concerns regarding the status of your individual submission of this application, please contact U.S.
1511 Department of Education, Systems Integration Division, 830 First Street NE, Washington, DC 20202 directly.