U.S. Department of Education's
Student Aid Internet Gateway
Enrollment Form For
Postsecondary Educational Institutions,
Institutional Third-Party Servicers,
FFELP Guaranty Agencies and Guaranty Agency Servicers,
Federal Loan Servicers,
FFELP Lenders and Lender Servicers

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

PROUD SPONSOR of the AMERICAN MIND®

Information about the Enrollment Process to Participate in the U.S. Department of Education's Student Aid Internet Gateway

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

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

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

Notes about the SAIG Application –

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

The following entities are eligible to enroll in the SAIG:

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

Available Services

The services that can be accessed over the SAIG are:

1. *Central Processing System (CPS)*, Submission of Application Data: *Free Application for Federal Student Aid (FAFSA®)* data, including corrections, can be entered and submitted over the SAIG. Processed FAFSA data is reported to institutions on the *Institutional Student Information Record (ISIR)*. To enroll a DPA with access to these services, complete Step One; Step Two, Section 1, Item 5; Step Three; and Step Four. Note: Only one Destination Point (TG Number/Mailbox) can be used to exchange data with **each** of the CPS applicant data functions (corrections, ISIRs), except in the case of initial FAFSA applicant data. For the submission of initial FAFSA data, two Destination Points are permitted. (See Figure 1 on page 6.)

2. *Federal Grant Services*: All participants in the *Federal Pell Grant (Pell Grant) Program*, the *Iraq and Afghanistan Service Grant Program*, and the *Teacher Education Assistance for College and Higher Education (TEACH) Grant Program* must transmit origination and disbursement data over the SAIG to the *Common Origination and Disbursement (COD)* system. To enroll for these services, complete Step One; Step Two, Section 1, Items 7 and 8; Step Three; and Step Four.

3. *Federal Direct Loan (Direct Loan) Program*: The COD system enables Direct Loan origination, disbursement, and other required reporting information to be exchanged electronically through the SAIG. You can also request COD Online access for this service. To enroll for these services, complete Step One; Step Two, Section 1, Items 6 and 8; Step Three; and Step Four.

4. *electronic Campus-Based (eCB) programs* systems: The eCB programs systems include Federal Work-Study (FWS), the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Perkins Loan program. The application method for enrolling and participating in one or all of the eCB programs is the *Fiscal Operations Report and Application to Participate (FISAP)*. The annual submission deadline for the FISAP is October 1. To enroll for this service, complete Step One; Step Two, Section 1, Item 9; Step Three; and Step Four.

5. *National Student Loan Data System (NSLDS)*: NSLDS is a national database that collects and maintains individual student data for all Title IV, HEA student loan borrowers, and grant recipients. All institutions that participate in the Title IV, HEA student financial aid programs must have at least one Destination Point (TG Number/Mailbox) for NSLDS services that includes the online *Enrollment Reporting (formerly SSCR)* function for updating student enrollment and *Gainful Employment (GE)* data, *Transfer Student Monitoring (TSM)*, overpayment update, and batch services for the *electronic Cohort Default Rate (eCDR)* and Gainful Employment rates. You can also request online NSLDS access to view and update Title IV, HEA loan, enrollment history information, GE data, and view federal grants. To enroll a DPA with a Destination Point for these services:

   - Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One; Step Two, Section 1, Items 10, 11, 12, and 13; Step Three; and Step Four.

   - FFELP GA/GA Servicers and Federal Loan Servicers must complete Step One; Step Two, Section 2, Items 20 and 21; Step Three; and Step Four.

   - FFELP Lenders and Lender Servicers must complete Step One; Step Two, Section 3, Items 26 and 27; Step Three; and Step Four.

6. *Financial Management System (FMS):* FMS is a centralized system for all FSA financial transactions. It allows Financial Partners (FP) users to collect, process, maintain, transmit, and report data about financial events. FMS also provides functionality to support financial planning and budgeting activities, to accumulate and report cost information, and to prepare financial statements. The *Lender Reporting System (LaRS)* enables FFELP Lenders or their Servicers to send financial reporting information to FSA's FMS using their SAIG mailbox. The *Guaranty Agency Financial Reporting (GAFR)* enables GAs to send financial reporting information to FSA's FMS using their SAIG mailbox. To enroll for this service:

   - FFELP Lenders and Lender Servicers enroll for LaRS by completing Step One; Step Two, Section 3, Item 25; Step Three; and Step Four.
   - FFELP GAs or GA Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step Three; and Step Four.
   - Federal Loan Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step Three; and Step Four.

7. *Debt Management and Collections System (DMCS)*: The DMCS houses all defaulted debts held by FSA. This includes, but is not limited to, FFELP loans assigned from GAs (*Mandatory Assignment* Process); Program Overpayments and Perkins loans assigned from schools; and all Direct Loan program defaults. The system also interfaces with other government agencies such as the U.S. Department of the Treasury for the *Treasury Offset Program (TOP)*, the Internal Revenue Service (IRS) for the *IRS Skip Trace* process, and the U.S. Department of Health and Human Services for the *National Directory of New Hires (NDNH)* information. To enroll for this service, complete Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.

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

   - Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One; Step Two, Section 1, Item 15; Step Three; and Step Four.
   - FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
   - FFELP Lenders and Lender Servicers that want to enroll for this service must complete Step One; Step Two, Section 3, Item 29; Step Three; and Step Four.

9. *Electronic IBR/Pay As You Earn/ICR*: The *Income-Based Repayment (IBR)*/*Pay As You Earn*/*Income-Contingent Repayment (ICR)* Request was created on StudentLoans.gov to allow borrowers to complete the required application electronically. The regulations for IBR, Pay As You Earn, and ICR require borrowers to provide income information in support of the request or recertification of IBR, Pay As You Earn, and ICR. FFELP Lenders and Lender Servicers that want to enroll for this service, complete Step One; Step Two, Section 3, Item 28; Step Three; and Step Four.

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

   - Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One; Step Two, Section 1, Item 16; Step Three; and Step Four.
   - FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete Step One; Step Two, Section 2, Item 23; Step Three; and Step Four.

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

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

Organization Personnel Involved in the SAIG Application Process

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

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

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

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

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

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

Figure 1:

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
Gainful Employment (GE) Notification	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

Completing the SAIG Enrollment Application

General Reminder:

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

Completion and Submission of the Enrollment Application

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Check the appropriate box to indicate your organization type.

    - Postsecondary educational institutions (schools) must fill out Step Two, Section 1.
    - Institutional third-party servicers must fill out Step Two, Section 1.
    - GAs for FFELP student loans must fill out Step Two, Section 2.
    - GA Servicers for FFELP student loans must fill out Step Two, Section 2.
    - Federal Loan Servicers must fill out Step Two, Section 2.
    - Lenders for FFELP student loans must fill out Step Two, Section 3.
    - Lender Servicers for FFELP student loans must fill out Step Two, Section 3.

4. Check whether the information being provided is for the Primary DPA (only one Primary DPA per organization) or for a Non-Primary DPA (the organization may have more than one Non-Primary DPA, see Figure 1). All information must be provided for the DPA enrolling for the organization identified in Item 2. Note: Do not use a group e-mail address.

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

Step Two allows you to add or change services for this organization and the Primary DPA or Non-Primary DPA identified in Step One. Complete only one section in Step Two based on your organization type.

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

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

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

5. If the DPA you are enrolling or for whom you are adding or changing services will send and receive student applicant data (FAFSAs and ISIRs) complete this section. If this enrollment is for a DPA that will not be involved in CPS applicant data transmissions, go to Item 6.

    A. Complete all required information including the Federal School Code.

    B. Check the boxes for the *award year*(s*)* this DPA should receive the applicant data. If you select only the 2016-2017 Award Year, your organization will only receive 2016-2017 applicant data. If the 2017-2018 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent award years.

    C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are completing this application to update or change services for an enrolled DPA, provide the TG number of the Destination Point already assigned to this DPA.

    D. Check the preferred delivery option for ISIRs, if ISIRs are selected in Item 5C. Postsecondary institutions can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If "By Request" is checked, the DPA must use FAA Access to CPS Online to request and receive ISIRs. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG. With either option, you can request a single ISIR or a specified group of ISIRs at any time.

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

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

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

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

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

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

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

   B. Select the applicable role for this DPA.

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

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

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

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

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

10. If you want the DPA to receive batch file data from NSLDS, complete this item.

    A. Complete all required information including the OPE ID number.

    B. In Item 10B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point (TG Number/Mailbox) will receive Transfer Student Monitoring data, Enrollment Reporting files (formerly SSCR), Federal Perkins Loan data and/or *GE Reporting*. Select the box for Transfer Student Monitoring if you want the DPA to send and receive Financial Aid History/Transfer Student Monitoring data.

11. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic Cohort Default Rate Notification packages (eligibility letter and loan record detail report) from NSLDS. Your main campus (OPE ID number ending in '00') must sign up for this service.

12. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic GE Notification packages from NSLDS.

13. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available on NSLDS by checking the boxes to indicate the services the DPA will access.

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

    - Online Services, by default, automatically given to users are:
      - Loan History
      - Federal Grants History
      - Enrollment History
      - Overpayment History
      - Organization Contacts
      - Organization Setups
      - Data Provider Schedules
      - Request Reports
      - Transfer Student Monitoring
      - Exit Counseling History
      - Student Contact Information and Reaffirmation History
      - School Profile
      - Cohort Default Rate
    - Enrollment Updates and GE Reporting enables users to update student enrollment data
    - Overpayment Update enables users to update overpayment data (depending on access authority, this includes overpayment status [indicator], repayment date, source of overpayment and region)

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

14. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned to receive the Direct Loan Borrower Delinquency Report, provide the school's Direct Loan code. If the DPA is already enrolled and you are only updating information for that DPA, provide the TG number for that DPA's Destination Point.

15. If you want this Destination Point (TG Number/Mailbox) to have access to the TPD Loan Holder Notification batch data, complete this item. **Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.**

16. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to DCAS Online Services. **(Note: Paper enrollment for this service is available for Foreign Schools only. Other organizations must enroll online at fsawebenroll.ed.gov.)**

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

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

B. Select the applicable role for this DPA. **(Note: Roles are only available for Postsecondary Educational Institutions.)**

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

17. As the Primary DPA, you must identify the DPA you want to enroll for student applicant data (ISIRs). Note: GAs must have prior approval from Federal Student Aid to receive ISIR data. This service is available only to GAs.

    A. Complete all required information including the State for which you will be receiving ISIR data.

    B. Choose the service for which you are enrolling.

    C. Check the boxes for the award years this DPA should receive the applicant data. If you select only the 2016-2017 Award Year, your organization will only receive 2016-2017 applicant data. If the 2017-2018 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent award years.

    D. Choose the preferred delivery option for ISIRs if ISIRs are selected in Item 17B. You can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you choose "By Request," you must request ISIRs from the *ISIR Datamart*. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.

18. As the Primary DPA, you must identify the DPA you want to enroll for Borrower Services (includes TOP, Mandatory Assignment Process, NDNH, IRS Skip Trace, and TPD).

19. As the Primary DPA, you must identify the DPA you want to enroll GAFR. This service is available only to GAs.

20. As the Primary DPA, you must identify the DPA you want to enroll for batch file data from NSLDS.

    A. Complete all required information including the GA/Federal Loan Servicers Code.

    B. Check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point will receive Financial Aid History (available for GAs only), Enrollment Reporting (available for GAs only), GA/Federal Loan Servicers Loan data, *Account Maintenance Fee (AMF)* back-up detail (available for GAs only), *Annual Reasonability* back-up detail (available for GAs only), or Exit Counseling Reports.

21. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available on NSLDS. Check the boxes to indicate the specific information type(s) you want this DPA to access. **(Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)**

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

    Online Default Services automatically given to users are:

    - Loan History
    - Data Provider Schedules
    - Organization Contacts
    - Organization Setups
    - Student Contact Information
    - Enrollment History
    - Reaffirmation History
    - Exit Counseling History
    - Request Reports
    - Foreign School Reporting

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

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

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

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

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

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

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

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

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

    B. Select the applicable role for this DPA.

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

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

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

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

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

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

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

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

26. As the Primary DPA, you must identify the DPA you want to enroll for NSLDS Online access to student data. Check the boxes to indicate the specific information type(s) you want this DPA to access. **(Note: Paper enrollment for this service is not available. You must enroll online at fsawebenroll.ed.gov.)**

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

    Online Default Services automatically given to users are:

    - Loan History
    - Enrollment History
    - Reaffirmation History
    - Exit Counseling History
    - Organization Contacts
    - Organization Setups
    - Student Contact Information
    - Request Reports
    - Foreign School Reporting
    - Data Provider Schedule

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

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

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

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

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

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

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

    B. Select the applicable role for this DPA.

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

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

    B. Select the applicable role for this DPA.

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

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

Each DPA must read and sign the "Responsibilities of the Primary and Non-Primary Destination Point Administrators" statement.

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

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

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

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

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

Submitting Enrollment Application and Signature Pages

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

CPS/SAIG Technical Support

2450 Oakdale Blvd.

Coralville, Iowa 52241

Before mailing signature pages, confirm the following:

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

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

SAIG Enrollment Application

Step One

Provide the following information

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

   A. ☐ Initial enrollment

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

   C. ☐ Changing information for an existing Destination Point/Mailbox for TG Number_____
   (Read instructions on page 7 carefully.)

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

3. Indicate your type of organization.

   ☐ Postsecondary educational institution (school), go to Step Two, Section 1 on page 16
   ☐ Institutional third-party servicer, go to Step Two, Section 1 on page 16
   ☐ Guaranty Agency for FFELP student loans, go to Step Two, Section 2 on page 23
   ☐ Guaranty Agency Servicers for FFELP student loans, go to Step Two, Section 2 on page 23
   ☐ Federal Loan Servicers, go to Step Two, Section 2 on page 23
   ☐ Lender for FFELP student loans, go to Step Two, Section 3 on page 28
   ☐ Lender Servicers for FFELP student loans, go to Step Two, Section 3 on page 28

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

   Check one:

   ☐ Primary DPA ☐ Non-Primary DPA

   First Name_____ Last Name _____

   Business address_____

   Business address_____

   City_____State_____Zip_____

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

   E-mail Address _____
   (maximum 70 characters)

   Social Security number_____ Date of birth_____ _____ 19_____
   (month) (day) (year)

   Mother's maiden name _____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

☐ Yes ☐ No, go to Item 6

A. If yes, for which school?

Name of school_____

Federal School Code_____

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

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

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

Business address_____

City_____State_____Zip_____

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

☐ 2016-2017 ☐ 2017-2018 and each subsequent year

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

☐ All of the following to the same Destination Point TG_____

☐ Initial applications* (initial FAFSAs) TG_____

☐ Corrections (FAFSA corrections) TG_____

☐ ISIRs TG_____

D. If ISIRs are selected, choose delivery option:

ISIR Delivery: 2016-2017 ☐ Daily ☐ By Request

2017-2018 ☐ Daily ☐ By Request

E. Do you want this Destination Point to only access and administer CPS Online services for the school selected? *Note: Only select this option if your school utilizes a third-party servicer to submit batch services to CPS, and you want access to CPS Online tools such as FAA Access to CPS Online and Return of Title IV.*

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

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

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

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

6. Do you want this Destination Point (TG Number/Mailbox) to submit and receive Direct Loan information?

   ☐ Yes, for 2016-2017 ☐ Yes, for 2017-2018 and each subsequent year ☐ No, go to Item 7

   A. If yes, for which school?

   Name of school _____

   ☐ Check if address is same as in Item 4. Go to Item 7.

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

   Business Address _____

   Business Address _____

   City_____State_____Zip_____

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

   _____

   What is your Direct Loan Code? _____

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

   ☐ Yes ☐ No, go to Item 8

   A. If yes, for which school?

   Name of school_____

   Federal School Code_____

   ☐ Check if the address is the same as in Item 4. Go to Item 7B

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

   Business address_____

   Business address_____

   City_____State_____Zip_____

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

   ☐ 2015-2016 ☐ 2016-2017 ☐ 2017-2018 and each subsequent year

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

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

   ☐ Yes ☐ No, go to Item 9

   A. If yes, for which school?

   Name of school_____

   OPE ID number _____

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

   B. What is the role of the new user?

   ☐ View and Credit Check

   ☐ View Only

   ☐ View/Update

   ☐ View/Update and Credit Check

   ☐ Third-Party Administrator

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

   ☐ Yes ☐ No, go to Item 10

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

   Provide the name of the school _____

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

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

   ☐ 2013-2014 TG_____ ☐ 2014-2015 TG _____ ☐ 2015-2016 TG _____

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

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

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

   Business address_____

   City_____ State_____ Zip_____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

10. Do you want this Destination Point (TG Number/Mailbox) to submit and receive any of the following NSLDS batch files?
    - Transfer Student Monitoring and/or Financial Aid History
    - Federal Perkins Loan data
    - Enrollment Reporting (formerly SSCR)
    - Gainful Employment Reporting

    ☐ Yes ☐ No, go to Item 11

A. If yes, for which school?

Name _____ School OPE ID number _____

☐ Check if the address is the same as in Item 4. Go to Item 10B.

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

Business address_____

City_____ State_____ Zip_____

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

☐ Transfer Student Monitoring and/or Financial Aid History

SAIG mailbox TG_____

(School Transfer Profile must be completed at nslds.ed.gov/nslds_FAP/secure/logon.jsp to begin Transfer Monitoring.)

☐ Enrollment Reporting (formerly SSCR)

SAIG mailbox TG_____ Effective Date _____/_____/_____

☐ Gainful Employment Reporting

SAIG mailbox TG_____ Effective Date _____/_____/_____

☐ Perkins Loan data

SAIG mailbox TG_____ Effective Date _____/_____/_____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

    ☐ Yes ☐ No, go to Item 12

    Name of school_____

    School OPE ID number _____

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

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

    Business address_____

    Business address_____

    City_____State_____Zip_____

    Effective Date _____

    Which TG number will be receiving the eCDR Notification Package? TG_____

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

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

    ☐ Yes ☐ No, go to Item 13

    Name of school _____

    School OPE ID number _____

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

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

    Business address _____

    Business address _____

    City _____ State _____ Zip _____

    Effective Date _____

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

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

Office Use Only
Customer Number_____
TG Number_____

Step Two

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

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

    ☐ Yes ☐ No, go to Item 14

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

    ☑ Default Services (automatically given to users)

    ☐ Enrollment Update

    ☐ Overpayment Update

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

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

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

    ☐ Yes ☐ No, go to Item 15

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

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

    What is your Direct Loan Code? _____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

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

    ☐ Yes ☐ No, go to Item 16

    Name of school _____

    School OPE ID number _____

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

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

    Business address _____

    Business address _____

    City _____ State _____ Zip _____

    Effective Date _____

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

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

    ☐ Yes ☐ No, go to Step Three

    A. If yes, for which school?

    Name of school_____

    OPE ID number _____

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

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

    ☐ School Case Preparer

    ☐ School Case Manager

Go to Step Three

Office Use Only
Customer Number_____
TG Number_____

Step Two

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

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

☐ Yes ☐ No, go to Item 18

A. If yes, for which Agency?

Name of GA_____ State_____

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

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

Business address_____

City_____State_____Zip_____

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

☐ Automatic ISIR Processing: Residents

☐ Automatic ISIR Processing: Non-Residents

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

☐ 2016-2017 ☐ 2017-2018 and each subsequent year

D. If ISIRs are selected, choose delivery option:

2016-2017 ☐ Daily ☐ By Request

2017-2018 ☐ Daily ☐ By Request

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

☐ Yes ☐ No, go to Item 19

A. If yes, for which organization?

Name of GA/Federal Loan Servicers_____ GA/FLS Code_____

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

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

Business address_____

City_____State_____Zip_____

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

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

☐ Yes ☐ No, go to Item 20

A. If yes, for which Agency?

Name of GA_____ GA Code_____

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

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

Business address_____

City_____State_____Zip_____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

20. Do you want this Destination Point (TG Number/Mailbox) to submit and receive any of the following NSLDS batch files?
    - Financial Aid History
    - Enrollment Reporting (formerly SSCR)
    - GA/Federal Loan Servicers Loan Data
    - GA Annual Reasonability back-up detail
    - GA Account Maintenance Fee back-up detail
    - Exit Counseling Reports

    ☐ Yes ☐ No, go to Item 21

A. If yes, for which organization?

Name of GA/Federal Loan Servicer_____ GA/FLS Code_____

☐ Check if address is same as in Item 4.

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

Business address_____

City_____State_____Zip_____

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

☐ Financial Aid History **(Available for GAs only)**
SAIG mailbox TG_____

☐ Enrollment Reporting **(Available for GAs only)**
SAIG mailbox TG_____ Effective Date _____/_____/_____

☐ GA/Federal Loan Servicers Loan data
SAIG mailbox TG_____ Effective Date _____/_____/_____

☐ GA Account Maintenance Fee (AMF) back-up detail **(Available for GAs only)**
SAIG mailbox TG_____ Effective Date _____/_____/_____

☐ GA Annual Reasonability back-up detail, quarterly and annual calculations **(Available for GAs only)**
SAIG mailbox TG_____ Effective Date _____/_____/_____

☐ Exit Counseling Reports
SAIG mailbox TG_____ Effective Date _____/_____/_____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

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

☐ Yes ☐ No, go to Item 22

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

☑ Default Services (automatically given to users)

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

☐ Teacher Loan Forgiveness/Loan Discharge Only

☐ SSN Only Lookup **(Available for FLS only)**

☐ Aid Overpayment Update Service **(Available for TIVAS only)**

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

Name of GA/Federal Loan Servicer_____ GA/FLS Code_____

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

☐ Uses NSLDS for Title IV, HEA functions only

☐ Eligibility for Aid

☐ Billing and Collection

☐ Enforcing Loan Terms

☐ Enrollment

☐ Accuracy of Record

☐ Default Aversion

☐ Default Rates

☐ Record Updates

☐ Teacher Loan Forgiveness and Loan Discharge

☐ Compliance

☐ Other _____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

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

☐ Yes ☐ No, go to Item 23.

A. If yes, for which organization?

Name of Federal Loan Servicer_____

Federal Loan Servicers Code_____

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

B. What is the role of the new user?

☐ View and Credit Check

☐ View Only

☐ View/Update

☐ View/Update and Credit Check

☐ Third-Party Administrator

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

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

☐ Yes ☐ No, go to Item 24.

A. If yes, for which organization?

Name of GA/Federal Loan Servicer _____

GA/FLS Code _____

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

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

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

☐ Yes ☐ No, go to Step Three.

A. If yes, for which organization?

Name of Federal Loan Servicer _____

FLS Code _____

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

Go to Step Three

Office Use Only

Customer Number_____

TG Number_____

Step Two

Section 3: Services for FFELP Lenders and Servicers

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

☐ Yes ☐ No, go to Item 26

A. If yes, for which Lender/Servicer?

Name of Lender/Servicer_____

Lender/Servicer Code_____

☐ Check if address is same as in Item 4.

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

Business address_____

Business address_____

City_____State_____Zip_____

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

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

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

☐ Yes ☐ No, go to Item 27

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

☑ Default Services (automatically given to users)

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

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

☐ Uses NSLDS for Title IV, HEA functions only
☐ Lender/Lender Servicer
☐ Authorized Activity Loan Holder
☐ Enrollment
☐ Accuracy
☐ Deferments
☐ Default Rate
☐ Income Based Repayment
☐ Other _____

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

☐ Yes ☐ No, go to Item 28

A. If yes, for which Lender/Servicer?

Name of Lender/Servicer_____

Lender/Servicer Code_____

☐ Check if address is same as in Item 4.

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

Business address_____

City_____State_____Zip_____

B. SAIG mailbox TG_____ Effective Date _____/_____/_____

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

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

☐ Yes ☐ No, go to Item 29

A. If yes, for which Lender/Servicer?

Name of Lender/Servicer_____

Lender/Servicer Code_____

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

B. What is the role of the new user?

☐ View Only

Office Use Only

Customer Number_____

TG Number_____

Step Two

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

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

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

☐ Yes ☐ No, go to Step Three

A. If yes, for which Lender/Servicer?

Name of Lender/Servicer_____

Lender/Servicer Code_____

☐ Check if address is same as in Item 4.

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

Business address_____

City_____State_____Zip_____

B. SAIG mailbox TG_____ Effective Date _____/_____/_____

Go to Step Three

Office Use Only

Customer Number_____

TG Number_____

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.

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.

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

(3) **Disclosure to the DOJ**. The Department may disclose records to the DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this system.

(4) **Contract Disclosure**. If the Department contracts with an entity for the purposes of performing any function that requires disclosure of records in this system to employees of the contractor, the Department may disclose the records to those employees. Before entering into such a contract, the Department shall require the contractor to maintain Privacy Act safeguards as required under 5 U.S.C. 552a(m) with respect to the records in the system.

(5) **Litigation and Alternative Dispute Resolution (ADR) Disclosures.** In the event of specified litigation or ADR, if the Department determines that disclosure of records to the DOJ, or attorneys engaged by DOJ, an adjudicative body before which the Department is authorized to appear, an individual or entity designated by the Department or otherwise empowered to resolve or mediate disputes, a party, counsel, representative or witness in an administrative proceeding is relevant and necessary to the litigation, the Department may disclose those records as a routine use to any of the foregoing individuals or entities.

(6) **Research Disclosure**. The Department may disclose records to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of this system of records. The official may disclose records from this system of records to that researcher solely for the purpose of carrying out that research related to the functions or purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect to the disclosed records.

(7) **Congressional Member Disclosure**. The Department may disclose information to a member of Congress from the record of an individual in response to an inquiry from the member made at the written request of that individual. The Member's right to the information is no greater than the right of the individual who requested it.

(8) **Disclosure for Use by Law Enforcement Agencies**. The Department may disclose information to any Federal, State, local or other agencies responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation if that information is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility within the entity's jurisdiction.

(9) **Enforcement Disclosure**. In the event that information in this system of records indicates, either on its face or in connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a competent authority, the Department may disclose the relevant records to the appropriate organization, whether foreign, Federal, State, tribal, or local, charged with the responsibility of investigating or prosecuting that violation or charged with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant thereto.

(10) **Employment, Benefit, and Contracting Disclosure.** The Department may disclose records to a Federal, State, or local organization maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to a Departmental or receiving entity's decision concerning the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

(11) **Employee Grievance, Complaint, or Conduct Disclosure**. The Department may disclose records to another agency of the Federal Government if the record is relevant to one of the following proceedings regarding a present or former employee of the Department: complaint, grievance, discipline, or competence determination proceedings. The disclosure may only be made during the course of the proceeding.

(12) **Labor Organization Disclosure**. The Department may disclose records to an arbitrator to resolve disputes under a negotiated grievance procedure or to officials of labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation.

(13) **Disclosure in the Course of Responding to a Breach of Data**. The Department may disclose records to appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in this system has been compromised; (b) the Department has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, identity theft or fraud or harm to the security or integrity of the system or other systems or programs (whether maintained by the Department or another agency or entity) that rely upon the compromised information; and (c) the disclosure made to such agencies, entities, or other persons is reasonably necessary to assist in connection with the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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.

Non-Primary Destination Point Administrator's Name _____
(Printed name)

Signature _____ Date _____
(Must match name in Item 4 - original signature must be submitted. Stamped signature will not be accepted.)

Primary Destination Point Administrator's Name _____
(Printed name)

Signature _____
(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_____

Step Four: Certification of the President/CEO or Designee

Designation of Authorizing Official

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

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

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

Box 1

President/CEO _____
(Printed name of President/CEO)

Title _____
(Printed title)

Signature _____ Date _____
(Original signature must be submitted. Stamped signature will not be accepted.)

Responsibilities of the President/CEO or Designee

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

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

Box 2

Authorized Official _____ Title _____
(Printed name of Authorized Official) (Printed title)

Signature _____ Date _____
(Original signature must be submitted. Stamped signature will not be accepted.)

Name of School or Agency _____

If you are a third-party servicer, acting on behalf of another organization, you must read and sign Box 3 of this certification.
Note: The Authorized Official of the organization you represent must also sign Box 2, above.

Box 3

Authorized Official _____ Title _____
(Printed name of Authorized Official) (Printed title)

Signature _____ Date _____
(Original signature must be submitted. Stamped signature will not be accepted.)

Name of Third-Party Servicer _____

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

U.S. Department of Education:

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

Office Use Only

Customer Number_____

TG Number_____

Attachment A: Glossary

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

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

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

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

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

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

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

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

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

Destination Point Administrator (DPA). An individual representing an organization involved in the administration of Title IV, HEA student financial aid programs (such as a postsecondary institution, FFELP Lender, FFELP GA or third-party servicer) that is enrolled in the SAIG and assigned a Destination Point (TG Number/Mailbox). To enroll as a DPA, an organization's representative must complete and submit for processing the SAIG Enrollment Application to participate in the U.S. Department of Education's Student Aid Internet Gateway. The DPA is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as, to ensure users do not inappropriately access records that are not associated with their organization. Note: The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services. Non-Primary DPAs are not allowed to make enrollment changes. An organization may only have one Primary DPA, but may have many Non-Primary DPAs.

EDconnect. ED's telecommunications software that allows PC Windows users to send and receive data through the SAIG.

electronic Campus-Based (eCB) programs. The Federal Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs are collectively referred to as the eCB programs systems because the funds for these programs are awarded directly to the school for awarding and administration.

electronic Cohort Default Rate (eCDR). A measure of the percentage of a school's student borrowers who have defaulted on their federal student loans.

Electronic Services. Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination Point Administrators (Secondary DPAs) for their organization may enroll users for FAA Access to CPS Online or EDconnect Entitlement Access. An FSA User ID and password are required to log in to both systems.

Electronic Services User. An individual allowed access to a Destination Point (TG Number/Mailbox) by the assigned Destination Point Administrator (DPA). Electronic Services users are enrolled for FAA Access to CPS Online or EDconnect by the Primary DPA. These users are associated with the Primary Destination Point and do not require individually assigned mailboxes to assess FAA Access or EDconnect. An Electronic Services user must read and sign a Federal Student Aid User of Electronic Services Statement that the Primary DPA must maintain (see Attachment B).

Enterprise Complaint System (ECS). ECS provides the online access for accepting, tracking, resolving, and storing complaints and reports of suspicious activity directly from customers.

Enrollment Reporting (formerly SSCR). Report completed by schools or their servicers and used in the administration of the Federal Family Education Loan Program (FFELP) and the Direct Loan Program to track the enrollment status of borrowers.

FAA Access to CPS Online. A Web tool that financial aid administrators use to enter application data, view student information, make corrections to students' processed information, enter identity verification results, and request ISIRs. It is located at faaaccess.ed.gov. An FSA User ID is required to access student information.

Federal Direct Loan (Direct Loan) Program. A federal program in which the U.S. government (not a commercial Lender) provides four types of education loans to student and parent borrowers directly through schools: Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan, and the Federal Direct Consolidation Loan. These loans are referred to collectively as Direct Loans. (The same types of loans are available through FFELP, but in that program, commercial Lenders provided the funds to eligible students.)

Federal Family Education Loan Program (FFELP). A federal loan program under which commercial Lenders provided education loans to student and parent borrowers. The program offered four types of loans: Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS Loan, and the Federal Consolidation Loan.

Federal Loan Servicer. (Title IV Additional Servicer [TIVAS] or Not-For-Profit [NFP] & Federal Perkins Servicer). An entity that services Title IV, HEA loans owned by ED. These loans include, but are not limited to, William D. Ford Federal Direct Loan (Direct Loan) Program loans and Federal Family Education Loan Program (FFELP) Purchased Loans, more simply referred to as federally-owned loans. Current listings of the Department's federal loan servicers, including each servicer's contact information, are available at the Loan Servicing Centers for Schools and Loan Servicer Centers for Students pages on the Information for Financial Aid Professionals (IFAP) Web site (ifap.ed.gov).

Federal Pell Grant (Pell Grant) Program. A federal grant program for undergraduate students with financial need.

Federal School Code. The Federal School Code is a unique six-character code assigned by the U.S. Department of Education to schools participating in Title IV, HEA federal student aid programs. Students enter the codes on their FAFSA to indicate which schools should receive their ISIRs. The Central Processing System uses the Federal School Code to identify the school.

Federal Student Aid (FSA). The 1998 Reauthorization of the Higher Education Act (HEA) established a performance-based organization to administer the Federal Student Aid programs at the U.S. Department of Education. These programs include the Federal Pell Grant program, the Iraq and Afghanistan Service Grant program, the TEACH Grant program, the Federal Supplemental Educational Opportunity Grant program, the Federal Direct Loan program, the Direct PLUS Loan program, the Federal Work-Study program, and the Federal Perkins Loan program.

FFELP Lender. A Lender is a commercial entity, such as a bank or credit union, which participates in the FFELP program.

FFELP Lender Servicer. A Lender Servicer is an outside organization that contracts with a Lender to manage FFELP loans for the Lender.

Financial Aid History. The Guaranty Agency (GA) Financial Aid History (FAH) process is intended to gather loan information as it resides in the National Student Loan Data System (NSLDS) database. In response to a GA FAH request, NSLDS will send a processed extract file containing NSLDS FAH information only for those students who have at least one loan with the requesting FFELP Guaranty Agency/Guaranty Agency Servicers.

Financial Management System (FMS). Federal Student Aid's FMS is a centralized system for all FSA financial transactions. It allows Financial Partner users (for example, lenders, GAs, and federal loan servicers) to collect, process, maintain, transmit, and report data about financial events. FMS also provides functionality to support financial planning and budgeting activities, accumulate and report cost information, and the preparation of financial statements.

Fiscal Operations Report and Application to Participate (FISAP). The annual report institutions file to report on their use of eCB program funds for the most recently completed award year and to apply for new funds for an upcoming award year.

Free Application for Federal Student Aid (FAFSA). The application that the student must file to apply for aid from any Title IV, HEA program, including Direct Loan and PLUS Loan programs. Students can apply online by using *FAFSA on the Web* (fafsa.ed.gov). The FAFSA is also printed and distributed free of charge by the U.S. Department of Education.

Gainful Employment (GE) Notification. NSLDS enables schools to request Gainful Employment Debt Measures back-up data via the NSLDS FAP reporting function. The files are delivered directly to the SAIG TG Mailbox for the school user associated with the NSLDS user id which requested the information.

Gainful Employment (GE) Reporting. NSLDS enables institutions to report certain information about students who enrolled in Title IV, HEA eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Institutions submit data to the NSLDS.

Guaranty Agency (GA). An organization authorized by the U.S. Department of Education to administer the federal guarantee that loans made under the Federal Family Education Loan Program (FFELP) will be repaid.

Guaranty Agency Financial Reporting (GAFR). The GAFR service allows GAs to send financial reporting information to Federal Student Aid's FMS using their SAIG mailbox.

GA Servicers. A GA Servicer is an outside organization that contracts with a GA to handle the exchange of Title IV, HEA data between the GA and the Department of Education.

Institutional Student Information Record (ISIR). The term ISIR refers to all processed student information records that are sent electronically to institutions by the CPS. The ISIR contains all information reported on the Free Application for Federal Student Aid (FAFSA), key processing results, and NSLDS financial aid history information.

Income-Based Repayment (IBR) Plan. The IBR plan is a repayment plan with monthly payments that are limited to 15 percent of a borrower's discretionary income divided by 12. Discretionary income for this plan is the difference between the adjusted gross income (AGI) and 150 percent of the poverty guideline amount for the borrower's state of residence and family size.

Income-Contingent Repayment (ICR) Plan. The ICR plan is a repayment plan with monthly payments that are the lesser of (1) what a borrower would pay on a 12-year standard repayment plan multiplied by an income percentage factor or (2) 20 percent of a borrower's discretionary income divided by 12. Discretionary income for this plan is the difference between the borrower's adjusted gross income (AGI) and the poverty guideline amount for the borrower's state of residence and family size.

Iraq and Afghanistan Service Grant Program. Beginning with the 2010-2011 Award Year, an eligible student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased amounts of Title IV, HEA student financial assistance. Such students are eligible for increased aid under these provisions if the student was 23 years of age or younger when the parent or guardian died or, if the student was over age 23, he or she was enrolled at an institution of higher education at the time of the parent or guardian's death.

IRS Skip Trace. The Treasury Address Request (TAR) Program, referred to as the IRS Skip Trace Process, generates requests to the Internal Revenue Service (IRS) to provide address information on defaulted borrowers. Selected borrower records on the DMCS are merged with similar records received from guarantors into a skip trace address request file to be sent to the IRS. The IRS will return an address for the borrowers matched, and these addresses will either be entered into the DMCS or forwarded to the requesting entity.

ISIR Datamart. This is a function of FAA Access to CPS Online that Destination Point Administrators (DPAs) can use to request ISIRs from the CPS.

Lender Reporting System (LaRS). The LaRS allows Lender institutions or their servicers to send financial reporting information to Federal Student Aid's FMS using their SAIG mailbox.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachment B: Federal Student Aid User of Electronic Services Statement

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

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

The user understands that the information provided 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 user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The user understands 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)).

Responsibilities of the Electronic Services User

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

- Must use Electronic Services computing resources only for official government 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®, or the lender holds a loan for the borrower) before accessing Federal Student Aid systems to obtain privacy protected information about the student.
- Must know the name of the Primary DPA and how to contact that individual.
- Must protect all Federal Student Aid systems from access by or disclosure to unauthorized personnel.
- Must report immediately to the Primary DPA any security incidents, potential threats, or vulnerabilities that involve Electronic Services.
- Must report to the Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any other authenticator.
- Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- Must ensure that all Electronic Services information is marked according to its sensitivity and is properly controlled and stored.
- Must inform the organization's Primary DPA the Electronic Services User no longer needs access to a Federal Student Aid system (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- Must not add code that might be harmful to the SAIG or Electronic Services.

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

TG#_____ Electronic Services User's Name _____
(Print)

Electronic Services User's Job Title _____ SSN_____

Phone # (_____) _____

Electronic Services User's Signature _____ Date_____

Primary DPA Signature _____ Date_____

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

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

The Original Must Be Retained By The Organization.

Attachment C: Burden Statement

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