

Sending and Receiving Files

In this chapter we will look at how to use Mailbox Services to send and receive CommonLine and proprietary files.

The ELMWeb Mailbox function allows you to electronically send and retrieve data files to and from your ELMNet mailbox.

Working with CommonLine Files

CommonLine is a fixed-length file format that is used in the student loan industry to send files to and from lenders, servicers and guarantors participating in student loan transactions.

The outgoing CommonLine files must be named according to the ELMNet naming convention.

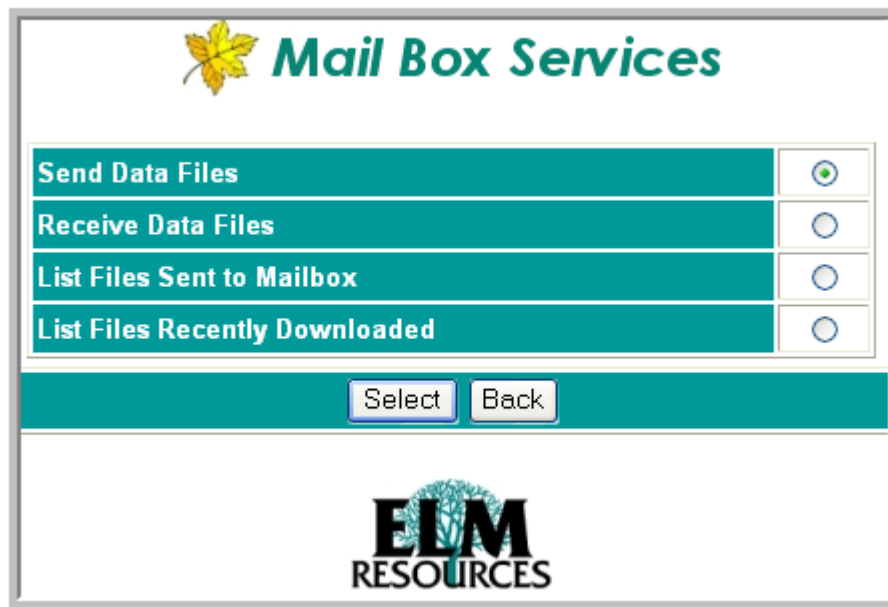
- An Application Send file is named *mmddyymm.SIS*.
- A Change Transaction Send file is named *mmddyymm.CLC*.

The ELMNet naming convention requires you to name the file with a two-digit month, two-digit day and two-digit year. The next two characters represent the sequence number of the file. The last three characters are the file extension, and identify the file type. An Application Send file has the extension *.SIS*. A Change Transaction Send file has the extension *.CLC*. For example, if two Application Send files were created on July 15, 2010, then the first file could be named *07151001.SIS*, and the second file could be named *07151002.SIS*.

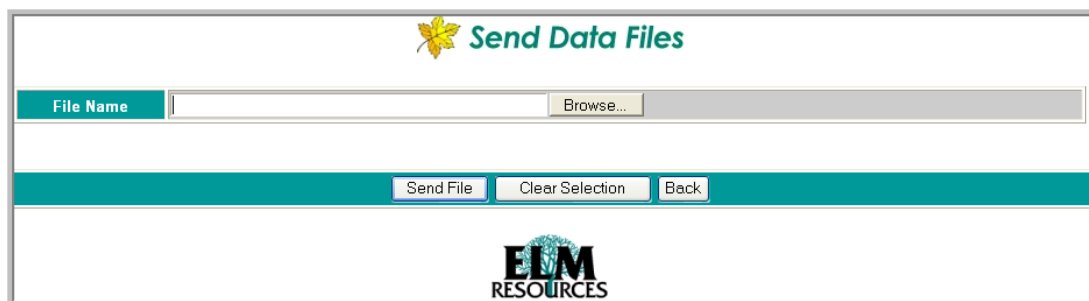
Sending CommonLine Files

To send a CommonLine file to the Mailbox:

1. From the **Function Selection** menu, click **Mailbox Services**.



2. Select **Send Data Files**.
3. Click **Select**.



4. The **Send Data Files** page will appear.
5. The outgoing file must be named according to the ELMNet naming convention.

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6. Enter the path and file name for the file you wish to send, or click **Browse** to search for the file. The file should be in the folder you set up for outgoing files.
7. Click **Send File**.

Working with ISIR Files

An ISIR record is a formatted electronic record of federal student loan application data from the FAFSA (Free Application for Federal Student Aid). The file is retrieved from the Department of Education site by the designated school. ELMNet used the demographic information from the ISIR record to populate a loan application. The record was completed by the school, and ELMNet sent it to the specified lender or guarantor. (Schools completed ISIR records using the ELMWeb ISIR File function prior to 07/01/2010).

Working with Proprietary Files

A proprietary file is a file created in your school's proprietary format, often by your school information system. These are files that are not CommonLine.

A proprietary file must be named according to the ELMNet naming convention.

- A proprietary application file is named *mmddy##.SIS*
- A proprietary change file is named *mmddy##.SPC*.

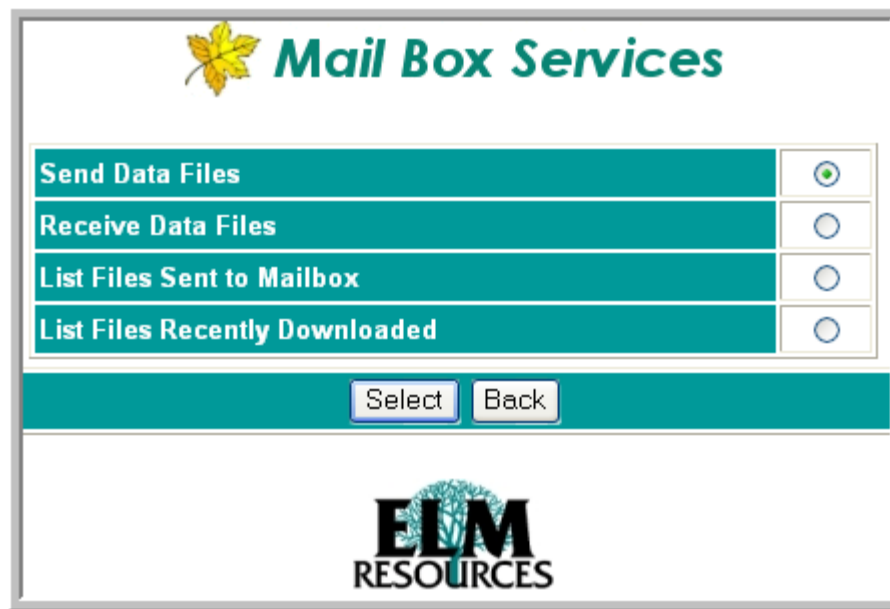
The ELMNet naming convention requires you to name the file with a two-digit month, two-digit day and two-digit year. The next two characters represent the sequence number of the file. The last three characters of the file extension identify the file type. A proprietary file has the extension *.SPC*. For example, if two proprietary files were sent on July 15, 2010, then the first file should be named *07151001.SPC*, and the second file should be named *07151002.SPC*.

Sending Proprietary Files

To send a proprietary file to the Mailbox:

1. From the **Function Selection** menu, click **Mailbox Services**.

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2. Select **Send Data Files**.
3. Click **Select**.

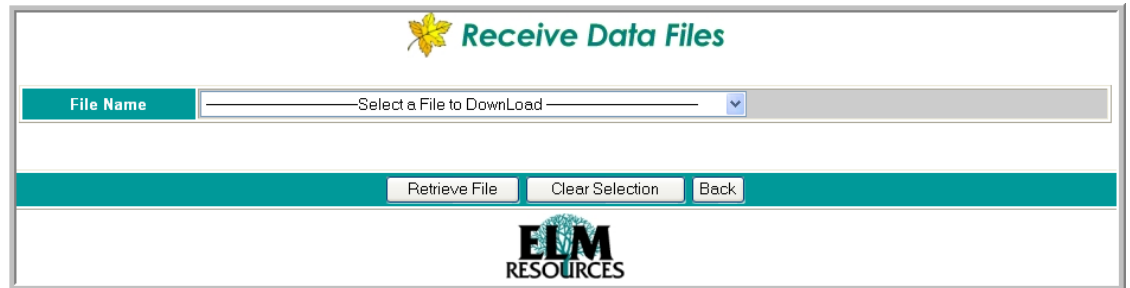


4. The **Send Data Files** page will appear.
5. The outgoing file must be named according to the ELMNet naming convention.
6. Enter the path and file name for the file you wish to send, or click **Browse** to search for the file. The file should be in the folder you set up for outgoing files.
7. Click **Send File**.

Receiving Files

To receive a file from the Mailbox:

1. From the **Function Selection** menu, click **Mailbox Services**.
2. Select **Receive Data Files**.



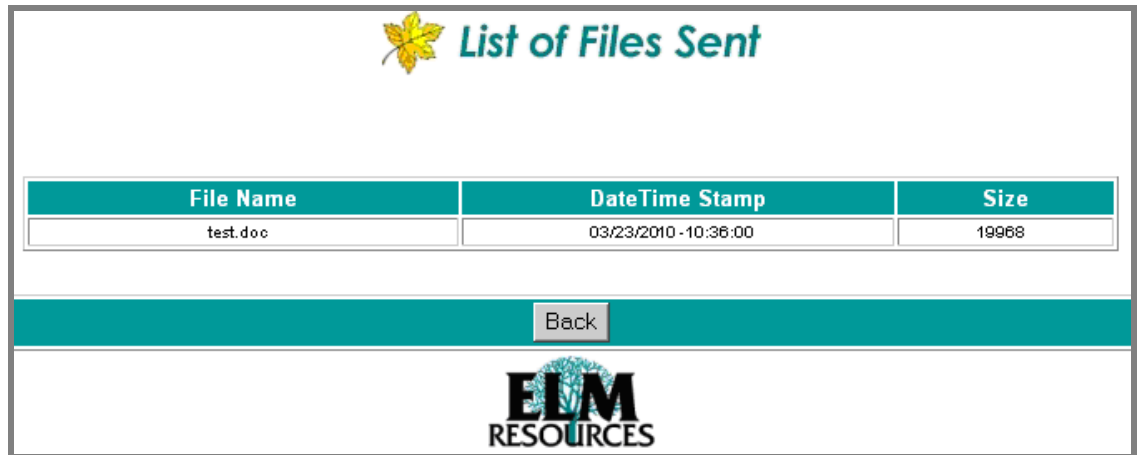
3. Click **Select**.
4. The **Receive Data Files** page will appear.
5. Click the drop-down arrow to view a list of files in the Mailbox.
6. Select the file you wish to receive.
7. Click **Retrieve File**.
8. Save the file in the folder where you save incoming files.

Viewing a List of Sent Files

The **List Files sent to the Mailbox** function allows you to view files sent to your mailbox that have not yet been processed by ELMNet. This allows you to see if you have transmitted a file:

1. From the **Function Selection** menu, click on **Mailbox Services**.
2. Select **List Files sent to Mailbox**.
3. Click the **Select** button.
4. A list of sent files, with a date and time stamp, and file size will appear. The list will usually be empty, since the files are picked up for processing every fifteen minutes.

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File Name	DateTime Stamp	Size
test.doc	03/23/2010 - 10:36:00	19968

Back

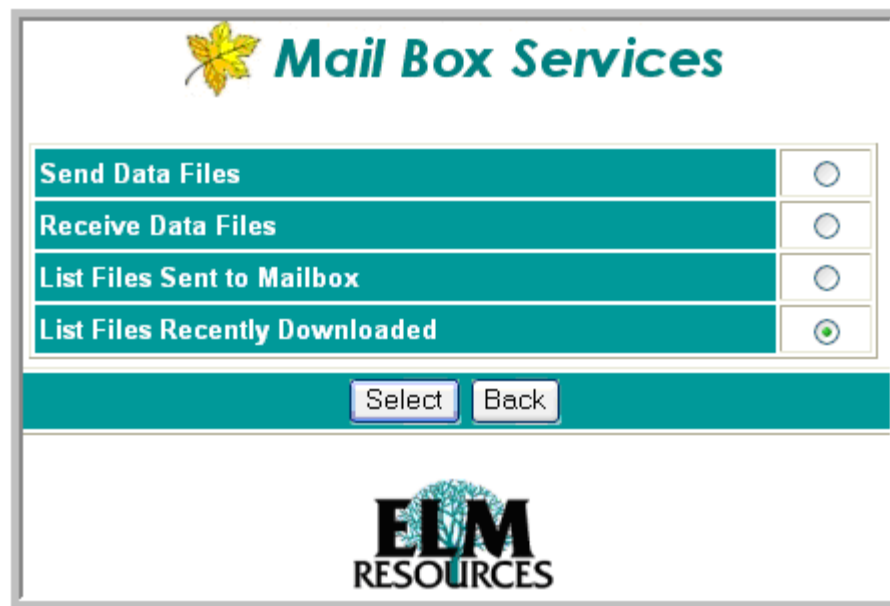
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Listing Recently Downloaded Files

This option allows you to retrieve files that have been downloaded within the last seven days.

To list recently downloaded files:

1. From the **Function Selection** menu, click **Mailbox Services**.



Send Data Files

Receive Data Files

List Files Sent to Mailbox

List Files Recently Downloaded

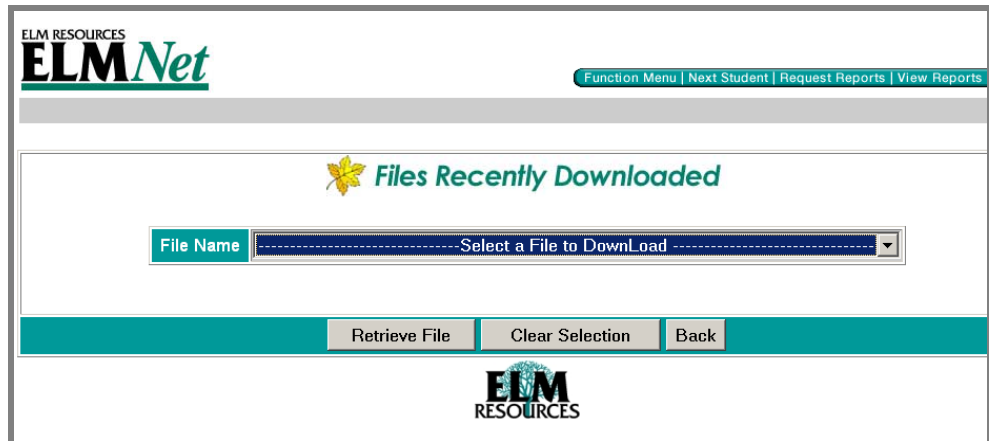
Select Back

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2. The **Mail Box Services** page will appear.

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3. Select **List Files Recently Downloaded**.
4. Click **Select**.



5. The **Files Recently Downloaded** page will appear.
6. Click the drop-down arrow for the **File Name** list. A list of files that have been downloaded in the past seven days will appear.
7. Select the file you wish to download.
8. Click **Retrieve File**.
9. The file will be downloaded to the directory where you save incoming files.

Exercise 2

Sending and Receiving Files

1. Go to **Mailbox Services**.
2. Check to see if there are any files in the Mailbox.
3. Check to see what files have been downloaded in the past seven days.
4. Return to the **Function Selection** menu.