

## Creating a New Loan Application

*In this chapter we will look at manually creating a new loan application on ELMWeb.*

**E**LMWeb allows you to manually create a new Alternative loan application online. The Alternative loan drop-down list lets you select a specific type of Alternative loan application.

### Requesting an Application

To create a new loan application:

1. From the **Function Selection** menu, click **Request Application**.



Application Request	
Application Type	Select an Application
School Code	000003-00 ELMU
Select Back	
ELM RESOURCES	

2. Click the arrow for the **Application Type** drop-down list.
3. Select New Alternative Application from the **Application Type** drop-down list.
4. Select the school code from the **School Code** drop-down list.

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5. Click **Select**.

**New Alternative Loan Application**

**Program Information**

Program: P43 - ABNB Credit Union  
 School Code: 000003-00  
 Lender/Guarantor Codes: Select Lender/Guarantor  
 School Non-ED Branch ID: [ ]

**Borrower Information**

Borrower Last Name: [ ]  
 First Name/MI: [ ] [ ] SSN: [ ]  
 Permanent Street Address: [ ]  
 Apartment/Suite: [ ]  
 City: [ ]  
 State/Zip/Zip Suffix: Select [ ] [ ] Borrower Permanent Foreign Postal Code: [ ]  
 Telephone: [ ] Borrower Foreign Tel. No. Prefix: [ ]  
 Campus Street Address: [ ]  
 Apartment/Suite: [ ]  
 City: [ ]  
 State/Zip/Zip Suffix: [ ] [ ]  
 Driver's License: [ ] Driver's License State: [ ]

**School Information**

Legal Residence: [ ]  
 Date of Birth: [ ]  
 Requested Amount: [ ]  
 Default: [ ]  
 Borrower Reference: [ ]  
 Outstanding Loan: [ ]

Loan Period: [ ] to [ ]  
 Graduation Date: [ ]  
 Cost of attendance: \$ [ ]  
 Eligibility Amount: \$ [ ]  
 Certified Date: [ ]  
 Disbursement Date #1: [ ]  
 Disbursement Date #2: [ ]  
 Disbursement Date #3: [ ]  
 Disbursement Date #4: [ ]  
 Disbursement Amount #1: [ ]  
 Disbursement Amount #3: [ ]  
 Processing Type: Select Processing Type [ ]  
 Promissory Note Delivery Method: Select Promissory Note Delivery Method [ ]  
 School Unique Loan ID: [ ]

Grade Level: Select Grade Level [ ]  
 Enrollment Status: Full  Half  Less Than Half Time   
 Estimated Financial Aid: \$ [ ]  
 Other Loan this Period: \$ [ ]  
 1st Disbursement Hold/Release: Release [ ]  
 2nd Disbursement Hold/Release: Release [ ]  
 3rd Disbursement Hold/Release: Release [ ]  
 4th Disbursement Hold/Release: Release [ ]  
 Disbursement Amount #2: [ ]  
 Disbursement Amount #4: [ ]

Buttons: Accept Back Clear Select Default Apply Defaults Manage Defaults


When you enter a date into the **Date of Birth** field, if the date is less than 17 years ago, or more than 100 years ago, you will receive a warning message. Click **OK** to accept the date if it is accurate. The system will not accept a date before 1900.

This is a required field. You can select **E** – e-mail, **P** – print, or **W** – web.

6. A new loan application form will appear. Required fields are outlined in red.
7. Complete the application and click **Accept** to save.
8. An **Application Confirmation** page will appear.

The **View/Print** option was available for Stafford and PLUS certifications prior to 7/1/10.

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## Application Confirmation

Your Application has been successfully registered. The following is the list of information that you have entered:

Borrower Information	
Borrower SSN :	666-66-6603
Borrower First Name :	Chris
Borrower Last Name :	Smith
Student Information	
Student SSN :	666-66-6603
Student First Name:	Chris
Student Last Name :	Smith
Loan Information	
Loan Type:	Alternative
Requested Amount:	\$5000
Certified Amount :	\$5000
Certified Date :	04/29/2010
Loan Period Start :	--
Loan Period End:	--
Lender / Branch:	532266 - 00 ABNB Federal Credit Union
Guarantor:	P50 Credit Union Student Choice
Alternative Loan Program:	P43 - ABNB Credit Union
School / Branch:	000003 - 00
Cost of Attendance:	--
Disbursement Date #1:	01/15/2011
Disbursement Date #2:	--
Disbursement Date #3:	--
Disbursement Date #4:	--
Disbursement Amount #1:	--
Disbursement Amount #2:	--
Disbursement Amount #3:	--
Disbursement Amount #4:	--

Request App New Alternative App View/Print Function Menu Next Student

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## Creating Multiple Defaults

You can create up to twenty default sets in the **Request Application** function for different loan periods, disbursement dates, programs, or codes. For example, you could have a default set for fall semester, or for freshman applications. This feature is a timesaver as it reduces the manual entry of data. The twenty default sets you create can be used in the certification request function, the request application function and the clone application function. You can create up to twenty total default sets per User ID, not twenty per function.

To create a new default set:

1. From the **Function Selection** menu, select **Request Application**.
2. Scroll to the bottom of the page.

The screenshot displays a web-based form for creating a loan default set. The form is organized into several sections:

- Student Information:** Includes fields for Telephone, Relationship to Borrower, Student Last Name, First Name/MI, SSN, and Date of Birth.
- School Information:** Includes Loan Period (with a range selector), Grade Level (with a dropdown), Graduation Date, Enrollment Status (Full and Half with radio buttons), Certified Amount, Certified Date, and four Disbursement Date fields (1-4) with corresponding Hold/Release dropdowns.
- Processing and Delivery:** Includes Processing Type (dropdown), Promissory Note Delivery Method (dropdown), and School Unique Loan ID.
- Footer:** Contains buttons for Accept, Back, Clear, Select Default (dropdown), Apply Defaults, and Manage Defaults.

A black arrow points to the **Manage Defaults** button in the bottom right corner of the form.

3. Click **Manage Defaults**.

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The screenshot shows the 'Manage Defaults' interface. At the top, there is a yellow leaf icon and the text 'Manage Defaults'. Below this is a teal header bar with the text 'Certification Defaults'. Underneath is a table with three columns: 'Default Set Name', 'Date Created', and 'Action'. The table contains one row with the following data:

Default Set Name	Date Created	Action
Fall 2009 Freshmen	09/11/2009	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Below the table, there are two buttons: 'New Default Set' and 'Close'. An arrow points to the 'New Default Set' button.

4. Click **New Default Set**.

The screenshot shows the 'Default Details' page. At the top, there is a yellow leaf icon and the text 'Default Details'. Below this is a teal header bar with the text 'Default Set Information'. Underneath is a form with the following fields:

Name of Default Set:

Loan Information:

Lender Code/Branch	<input type="text"/>
Guarantor Code	404 CL4 Legacy Guarantor #1
MPN Type	Serial
Promissory Note Delivery Code	No Default Value
Processing Type Code	Guarantee Only
Enrollment Status Code	Less Than Half Time
Grade Level	No Default Value
Loan Begin Date	<input type="text"/>
Loan End Date	<input type="text"/>
Anticipated Completion Date	<input type="text"/>

Disbursement Information:

Disbursement Number	Disbursement Date	Disbursement Type
Disbursement #1	<input type="text"/>	Blank
Disbursement #2	<input type="text"/>	Blank
Disbursement #3	<input type="text"/>	Blank
Disbursement #4	<input type="text"/>	Blank

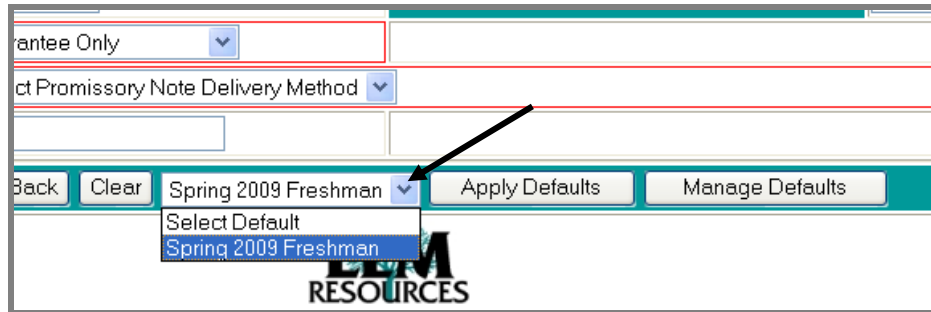
5. The **Default Details** page will appear.
6. Enter a name for this default in the **Name of Default Set** field.
7. Select the defaults for this default set.
8. Click **Save**.

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## Using an Existing Default

To use a default set:

1. Click the drop-down arrow for the **Select Default** field.




2. Select the default you wish to use.
3. Click **Apply Defaults**.
4. The page will be populated with the default values that you set.

## Editing and Deleting Existing Defaults

To edit or delete a default that you have created:

1. Click **Manage Defaults**.



The screenshot shows a web interface titled "Manage Defaults" with a yellow maple leaf icon. Below the title is a table with the heading "Certification Defaults". The table has three columns: "Default Set Name", "Date Created", and "Action". There is one row of data with the following values:

Default Set Name	Date Created	Action
Fall 2009 Freshmen	09/11/2009	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

At the bottom of the interface, there are two buttons: "New Default Set" and "Close".

2. The **Manage Defaults** page will appear.
3. To delete an existing default, click the **Delete** button for that default set.
4. To edit an existing default, click the **Edit** button for that default set, and edit the default information.
5. Click **Save Changes** when done.
6. You may create a new default set from an existing default set. Click the **Edit** button for that default set and make the changes. Enter a new name for this default set, and then click **Save as New Defaults**.
7. If you have already created the maximum number of twenty default sets, then the **New Default Set** button will disappear.

## Exercise 3

### **Creating a New Application**

1. Create a new loan application for an Alternative loan.
2. Complete the loan application. Save the application.
3. Create a new default set.