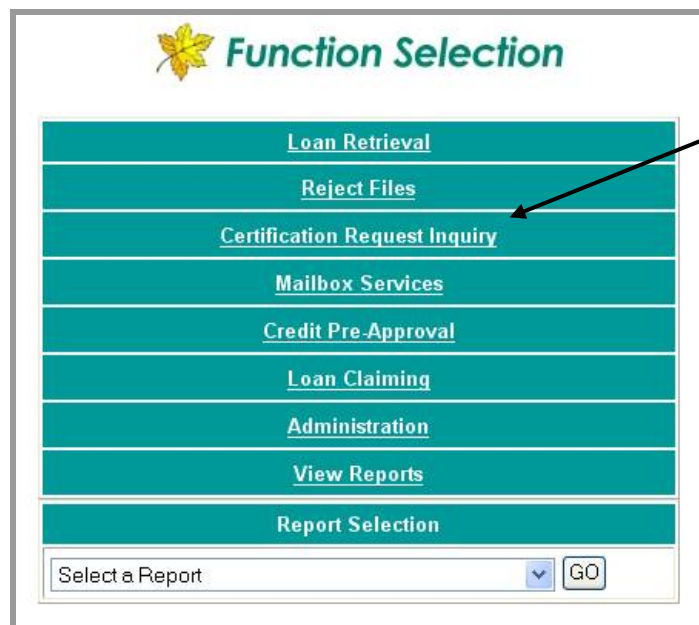


Viewing Certification Request Inquiry

In this chapter we will look at how you can view certification request information online.


The Certification Request Inquiry function allows you to have view access to certification requests on ELMWeb. This allows you to check on the status of certification requests which have been sent to schools.

To view certification requests:



1. From the **Function Selection** menu, select **Certification Request Inquiry**.

VIEWING CERTIFICATION REQUEST INQUIRY



Certification Selection

| Selection Criteria | |
|---|--|
| Received Date | From <input style="width: 80px;" type="text"/> to <input style="width: 80px;" type="text"/> |
| Borrower SSN | <input style="width: 100%;" type="text"/> |
| Last Name | <input style="width: 100%;" type="text"/> |
| First Name | <input style="width: 100%;" type="text"/> |
| Lender Code | <div style="border: 1px solid #ccc; padding: 2px;"> All 000002 ELM Lender 000006 ELM Lender 6 000007 ELM Lender 7 </div> |
| Loan Type | <div style="border: 1px solid #ccc; padding: 2px;"> All PLUS Stafford MPN Alternative </div> |
| School Code/Branch | <div style="border: 1px solid #ccc; padding: 2px;"> All 000003/00 ELM University - Main Campus 000008/00 UNIVERSITY OF ELM TEST 000010/00 Manual </div> |
| Status | <div style="border: 1px solid #ccc; padding: 2px;"> All 005/Credit Approved 010/Credit Check Performed 015/Credit Denied </div> |
| Sort By | |
| Borrower SSN | <input checked="" type="radio"/> |
| Borrower Last Name only | <input type="radio"/> |
| Borrower SSN and Date | <input type="radio"/> |
| Borrower SSN and Loan Type | <input type="radio"/> |
| Borrower SSN and Lender Code | <input type="radio"/> |
| Borrower SSN and Status | <input type="radio"/> |
| Borrower Last Name and Date | <input type="radio"/> |
| Borrower Last Name and Loan Type | <input type="radio"/> |
| Borrower Last Name and Lender Code | <input type="radio"/> |
| Borrower Last Name and Status | <input type="radio"/> |
| <input type="button" value="Select"/> <input type="button" value="Back"/> | |

2. The **Certification Selection** page will appear. This page allows you to view certification requests by received date, borrower name, Social Security number, lender code, loan type, school code, and loan status. You can sort by borrower Social Security number, name, date, loan type, lender code and status, or a combination of these criteria.

3. Specify the criteria for the search.

VIEWING CERTIFICATION REQUEST INQUIRY

4. Click **Select**.

| Borrower SSN | Borrower Name | Loan Type | CommonLine Unique ID | Requested Loan Amount | Received Date | School Name | School Code | Credit Expiration Date | Lender Code | Status |
|-----------------------------|-------------------|-----------|----------------------|-----------------------|---------------|-------------|-------------|------------------------|-------------|-------------------------|
| 000-11-1111 | STUDENT, SHELBY A | COMBO | XXXXXXXXXXXXXXXXXX | \$999,999.00 | 09/22/2004 | ELM Univ | 021715 | | 807176-00 | Certification Requested |
| 000-11-1111 | STUDENT, SHELBY A | COMBO | XXXXXXXXXXXXXXXXXX | \$999,999.00 | 09/21/2004 | ELM Univ | 021715 | | 807176-00 | Certification Requested |
| 000-11-2222 | STUDENT, MICHELLE | PLUS | XXXXXXXXXXXXXXXXXX | \$0.00 | 08/02/2005 | ELM Univ | 021715 | 10/29/2005 | 833733-00 | Credit Denied |

Back Next List Previous List Generate Report

5. The **Certification Request Processing** page will appear. This page will allow you to view a list of certification requests. You may create an R34 (Certification Requests Pending) report by clicking the **Generate Report** button.

6. To view a borrower’s certification request, click the Social Security number hyperlink in the **Borrower SSN** column.

☞ Following the passage of the Health Care and Education Reconciliation Act of 2010, FFELP was eliminated, and no subsequent loans will be permitted to be made under the program after June 30, 2010. Schools should not certify Stafford, PLUS or Grad PLUS loans via ELM after that date.

VIEWING CERTIFICATION REQUEST INQUIRY



Alternative Certification Request

| Program Information | | | |
|-----------------------------|--------------------------------|---------------------------------|---------------------|
| Program | Alternative - CLC Premier Loan | Guarantor Code | 100 |
| Lender Code/Branch | 000003-00 | School Code | 001322-00 |
| ELM Status | Certification Requested | ELM Status Date | 01/26/2010 |
| Guarantor Status Code | 01 | Guarantor Status Date | 01/26/2010 05:01:31 |
| Lender-Servicer Status Code | 15 | Lender-Servicer Status Date | 01/26/2010 05:01:31 |
| Promissory Note Status Code | 01 | Promissory Note Status Date | 01/26/2010 05:01:31 |
| Credit Status Code | 10 | Credit Status Date | 01/26/2010 05:01:31 |
| Application/Loan Phase Code | AAIS | Application/Loan Phase Date | 01/26/2010 |
| MPN Type | | | |
| Processing Type | Certification Request | Promissory Note Delivery Method | Print |
| Receive Date | 01/26/2010 | Last Update Date | 01/26/2010 |
| Approved Amount | | | |
| Borrower Information | | | |
| Borrower Last Name | STUDENT | | |
| Borrower First Name / MI | TEST | | |
| SSN | 000-11-2222 | | |
| Street Address | 01 ELM ST | Address #2 | |
| City | ANY TOWN | State | CA |
| Zip - Zip Suffix | 00000-0000 | Foreign Postal Code | |
| Foreign Prefix/Telephone | | Date of Birth | 04/04/1978 |
| Driver's License | | Driver's State | CA |
| E-Mail Address | | Requested Amount | \$6,600.00 |
| Borrower Loan Period | 03/01/2010 to 06/01/2010 | | |
| Borrower Alien ID# | | Borrower Citizenship Status | Citizen / Nat'l |
| Grade Level | 1st Year Freshman | | |
| Back | | | |

7. The certification request will appear, and you can view details about the borrower and loan.
8. To return to the list of certification requests, click **Back**.