

## General Information

*In this chapter we will gain an understanding of ELM Resources' main products and learn how to log on to the ELMNet system.*

**E**LM Resources is a non-profit, mutual benefit corporation of Alternative student loan providers and servicers. Our Members work cooperatively through ELM to provide schools, students, and their families with the ability to access or exchange data with any education financing provider through an open, common and provider-neutral network. Members invest in ELM to empower clients to select education financing providers on the basis of service quality and product choice, not data exchange protocol or data channel used by a particular education financing provider.

**ELMNet** is a technology platform for data exchange, which allows schools to choose their loan providers. ELMNet can be integrated directly with your school information system, or you can access ELMNet through the ELMWeb interface.

**ELM NDN** (National Disbursement Network) is a central disbursing agent that supports Alternative student loans. ELM NDN works with ELMNet, and also with school-based systems. ELM NDN, which is available to all schools and private student loan providers, offers schools the ability to receive disbursements from a single source, no matter how many lenders they use.

**ELMSelect** is a student financial aid, lender-comparison resource that allows schools to display their recommended lenders by loan type. ELMSelect allows student loan borrowers to evaluate, compare and select a lender that best fits their private loan needs. ELM also provides a list of ELM participating lenders to provide even greater choice.



**ELMWeb** is the web-based interface into the ELMNet system, which allows schools to work with private student loans on the Internet. Through ELMWeb you can retrieve and update your students' loans, process certification requests, manage loan funds, create reports and more.

## How to Use This Manual

The purpose of this manual is to provide ELMNet school users with information on how to use ELMNet to manage student loan information, how to access ELMNet using ELMWeb, and how the ELM NDN processes work.

The icon key below shows some of the icons you may find in this manual.



Note: This symbol indicates an important note to remember or a caution.



Tip: This symbol indicates a tip or a shortcut.



Tech Note: This symbol indicates a note providing in-depth technical information.



Sidebar: This symbol indicates helpful additional information.

## Logging in to ELMWeb

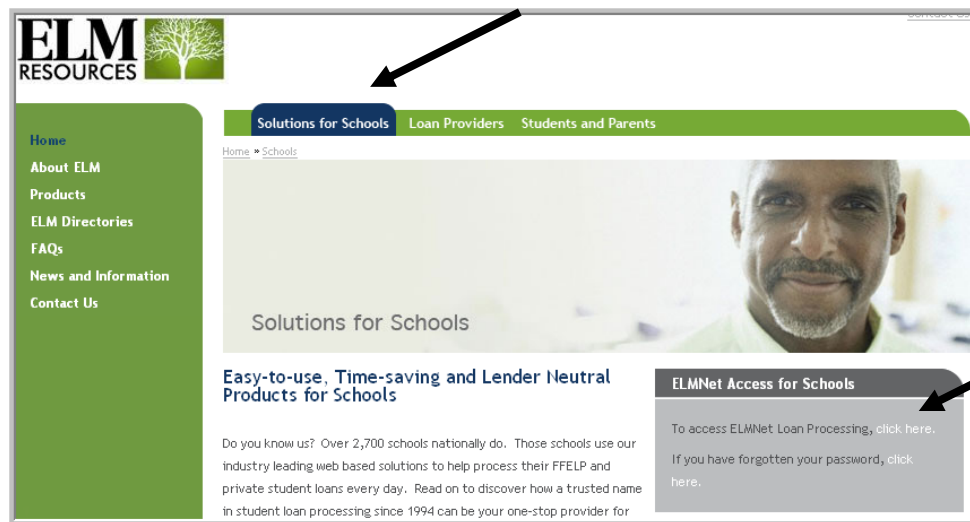


ELMWeb is an online interface into the ELMNet system. To log in to ELMWeb:

1. Open your Internet browser, and go to [www.elmresources.com](http://www.elmresources.com).
2. The ELM Resources home page will appear. This page allows you to access the school user manual and online tutorials, and to log in.

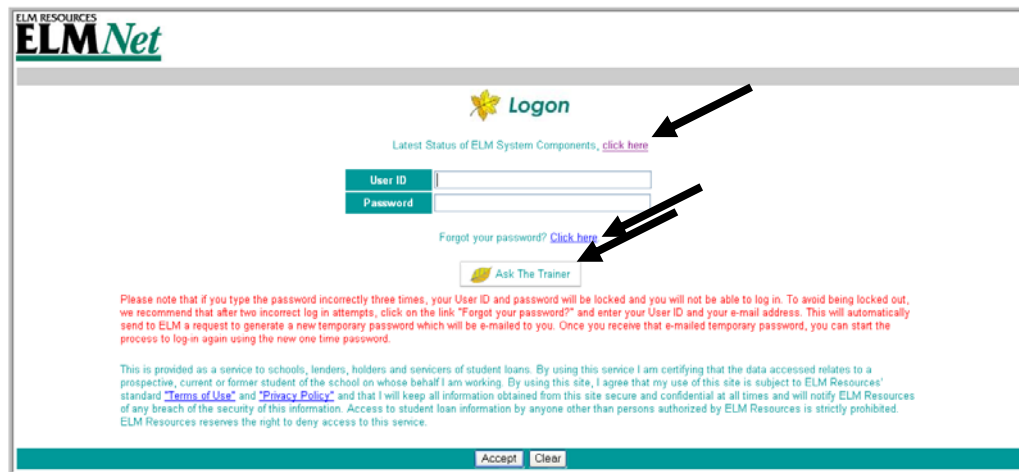
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- To log in, click the **Solutions for Schools** tab at the top of the page, then select **click here** in the **ELMNet Access for Schools** portlet.



For a list of ELM Members, Affiliates, lenders and schools, click the **ELM Directories** link on the left-hand side of the page.

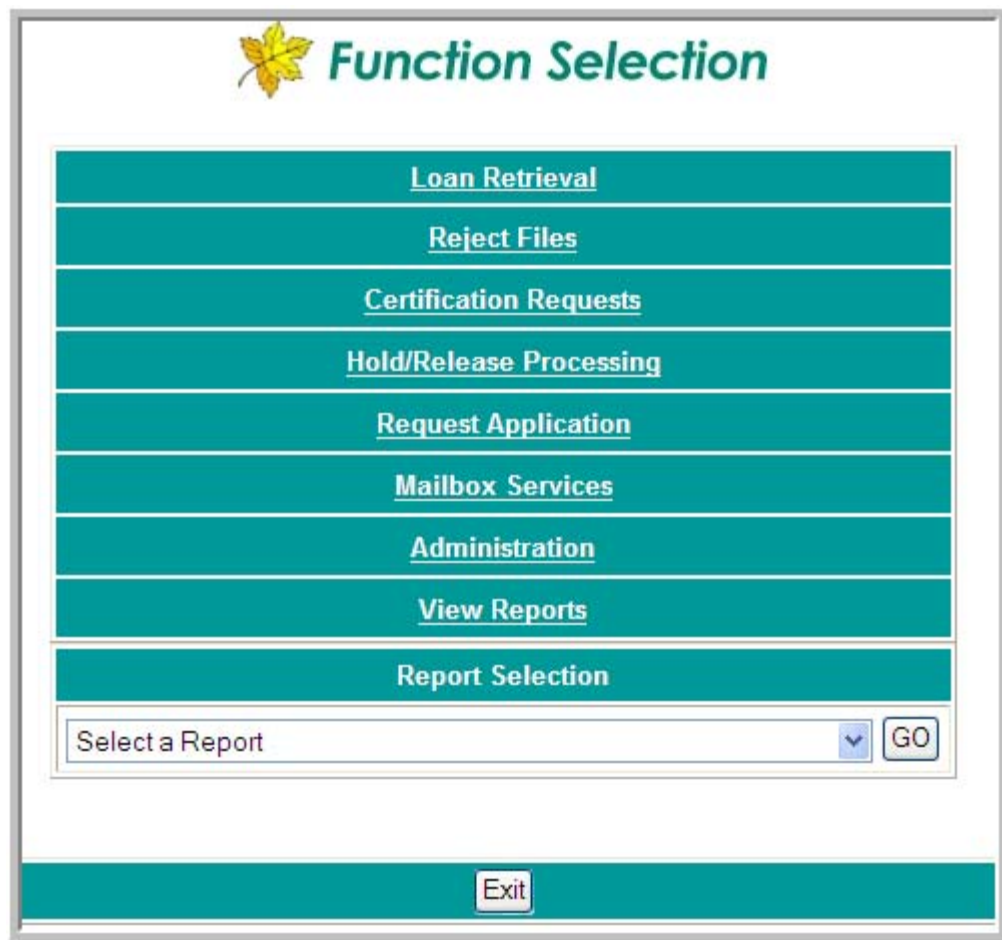
- The **Logon** page opens.



You may want to bookmark the **Logon** page, so you can open it quickly in the future. In addition to logging into ELMNet, there are links on the Logon page that allow you to check the status of ELM system components and get help if you forgot your password. There is also an **Ask the Trainer** button that allows you to e-mail a question to Training.

- Enter your User ID, and then press **Tab** to go to the **Password** field.
- Enter your password.
- Click **Accept**.


## Using the Function Selection Menu




The **Function Selection** menu is the main menu used to access school loan functions. From this page, you can:

- Retrieve and update loans and disbursements.
- Review rejected files.
- Process certification requests.
- Process hold and release requests for disbursements.
- Create Alternative loan applications from scratch.
- Send and receive files to and from your ELM mailbox.
- Change your password and security information.
- Create and view on-demand reports.

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 To move through the ELMWeb pages, be sure to use the ELMWeb **Back** button, not your Internet browser **Back** button. The ELMWeb **Back** button will take you to the last logical page, not the last viewed page. Using the ELMWeb **Back** button will make sure that the information on the page is properly closed.

[Function Menu](#) | [Next Student](#) | [Request Reports](#) | [View Reports](#) | [Exit](#)

 As you navigate through the ELMWeb pages, you may see a navigation bar in the upper right-hand corner of the page. This is a shortcut bar to take you quickly to the named function. Click the function name to move to that page.