Perkins Loan Assignment System (PLAS) User Guide

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Version Number	Date	Updated By	Change Log
1.0	9/18/2015	ECSI	First Version
1.1	1/15/2016	ECSI	Updated ECSI's PO Box
1.2	4/15/2016	ECSI	Updated expiration date screen shots
1.3	6/30/2016	ECSI	Updated validation details
1.4	4/12/2018	ECSI	Removed reference to eCB per CR 4538.
1.5	4/19/2020	ECSI	Updated URL EFPLS.com to EFPLS.ed.gov
1.6	7/10/2020	ECSI	Update Email Address from PLASAccess @efpls.com to PLASAccess@efpls.ed.gov.
1.7	3/14/2022	ECSI	Update ECSI's Address
1.8	8/2/2023	ECSI	Update to Request User Access and Retrieve a Password to account for security updates

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About the Perkins Loan Assignment System (PLAS)

ECSI's Perkins Loan Assignment System (PLAS) is used to electronically submit assignments under the Federal Perkins Loan (Perkins Loan) Program to the Department of Education (the Department). Perkins Loan assignments may also include National Direct Student (NDSL) and National Defense Student Loans (Defense Loans). This user guide provides technical instructions for this automated assignment process. For additional assistance with PLAS, contact ECSI Federal Perkins Loan Assignments Support at 844-301-2620 during the business hours of 8:00 a.m. through 5:00 p.m. (EST), Monday through Friday.

PLAS enables all users to:

1. Enter loan assignment data electronically via PLAS.
2. Upload or mail supporting documentation and hard copy original or certified copy promissory notes required for assignments. Please note that the Department still requires hard copy original or certified copy promissory note(s) be mailed to ECSI Federal Perkins Loan Servicer.
3. Search, view, and edit loan assignment information.
4. View a list of reports pertaining to accepted and rejected Perkins Loans listed in the ECSI Federal Perkins Loan Servicer loan servicing system.

Overview for the User Guide

This user guide provides a broad overview of the processes and steps needed to add a loan assignment to PLAS. Intentional blank pages divide this user guide into eight (8) sections, which are listed below:

1. Administrative Procedures
2. Access PLAS
3. The Loan Assignment Data Entry Method
4. The Loan Assignment Upload Method
5. Web Reports
6. View, Edit and Delete a Batch
7. View, Edit and Delete an Assignment
8. Appendices

Two Factor Authentication

Primary Destination Point Administrator (DPA):

The institution's Primary DPA for Federal Student Aid systems is not required to be the same person as the institutions designated Institution Administrator for PLAS.

Similar to the security process used to access Federal Student Aid systems, such as the National Student Loan Database System (NSLDS), authorized users of the Perkins Loan Assignment System (PLAS) are required to enter two forms of "authentication" to access the system.

This security process is an established technology referred to as Two Factor Authentication (TFA). TFA will require each authorized user to log in to PLAS with his or her Login ID and Password as well as a Security Code generated by a registered TFA security token.

If a user already has a TFA security token because he or she also has access to one of Federal Student Aid's systems, the user only needs to complete the PLAS User Access Form steps outlined below.

If a user does not have a TFA security token, the user should contact the institution's *Primary Destination Point Administrator (DPA)* for Federal Student Aid systems to obtain one. Once the token is received, it will need to be registered. In addition, the user will need to complete the PLAS User Access Form steps outlined below.

If an institution's Primary DPA has questions related to TFA security tokens, contact the TFA Support Center at 800-330-5947, option 2 or by email at TFASupport@ed.gov. Representatives are available 8:00 a.m. through 8:00 p.m. (EST), Monday through Friday.

Administrative Procedures

Institution Administrator
The Institution Administrator is a person that is appointed by the institution.

The responsibility of the *Institution Administrator* in PLAS is to request access for users, disable a user's account, and to reset a user's password. This person will need to contact the institution's Primary Destination Point Administrator (DPA) for Federal Student Aid systems to obtain a Two Factor Authentication (TFA) security token.

Only the *Institution Administrator is* authorized to:

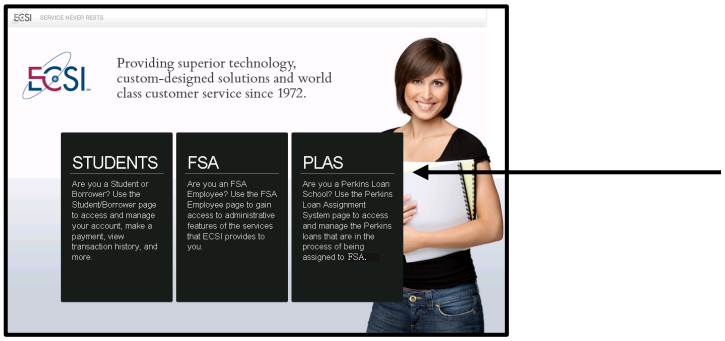
1) Request access for him or herself; and
2) Request access for other users.

The **Access Request Form** needs to be completed and sent to PLASAccess@efpls.ed.gov, and the Institution Administrator will need to complete information to receive the TFA security token.

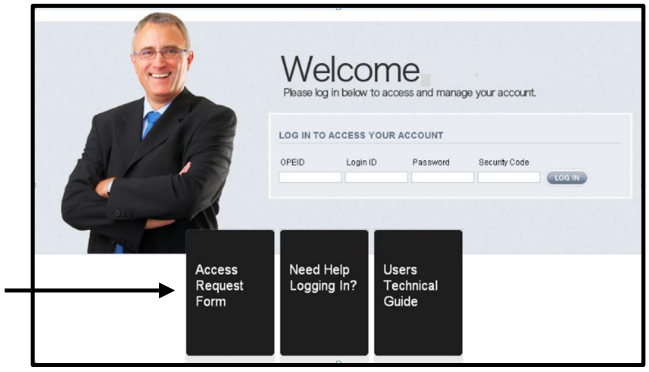
Request User Access

1. Navigate to https://efpls.ed.gov, which is the ECSI Federal Perkins Loan Servicer webpage.

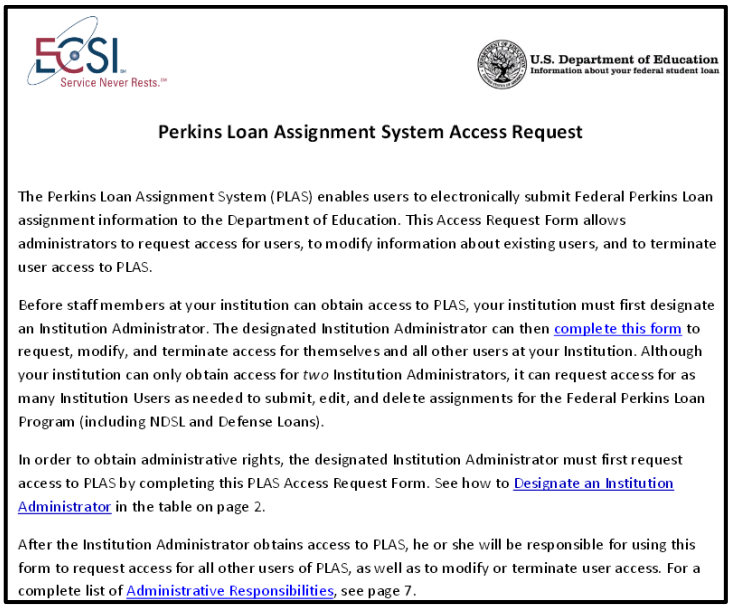
2. Click the **PLAS** tile.



3. On the **Login** screen, click the **Access Request Form** tile.



4. Print and complete the form. **Note:** The instructions on the form must be followed.



ECSI Service Never Rests.℠

U.S. Department of Education
Information about your federal student loan

Perkins Loan Assignment System Access Request

The Perkins Loan Assignment System (PLAS) enables users to electronically submit Federal Perkins Loan assignment information to the Department of Education. This Access Request Form allows administrators to request access for users, to modify information about existing users, and to terminate user access to PLAS.

Before staff members at your institution can obtain access to PLAS, your institution must first designate an Institution Administrator. The designated Institution Administrator can then complete this form to request, modify, and terminate access for themselves and all other users at your Institution. Although your institution can only obtain access for *two* Institution Administrators, it can request access for as many Institution Users as needed to submit, edit, and delete assignments for the Federal Perkins Loan Program (including NDSL and Defense Loans).

In order to obtain administrative rights, the designated Institution Administrator must first request access to PLAS by completing this PLAS Access Request Form. See how to Designate an Institution Administrator in the table on page 2.

After the Institution Administrator obtains access to PLAS, he or she will be responsible for using this form to request access for all other users of PLAS, as well as to modify or terminate user access. For a complete list of Administrative Responsibilities, see page 7.

5. Email or mail the completed form to ECSI Federal Perkins Loan Servicer.

Send via email:

PLASAccess@efpls.ed.gov

Mail printed forms:

ECSI Federal Perkins Loan Servicer
Attn: PLAS Access Requests
1200 Cherrington Parkway, Suite 200
Moon Township, PA 15108

6. Retain a copy of the completed and signed forms for the user's records.

   Once ECSI Federal Perkins Loan Servicer receives the request for access, a staff member reviews the request and grants or denies access. If access is denied, the Institution Administrator will receive an email fromPLASAccess@efpls.ed.gov with the reason for denial.

   If access is approved, an Activate Your PLAS Account will be sent to your email address provided in the access request form. Click on the **Activate User Profile** link in the activation email. Create a password and continue to the login page.

   IMPORTANT: The activation link will expire within 24 hours.

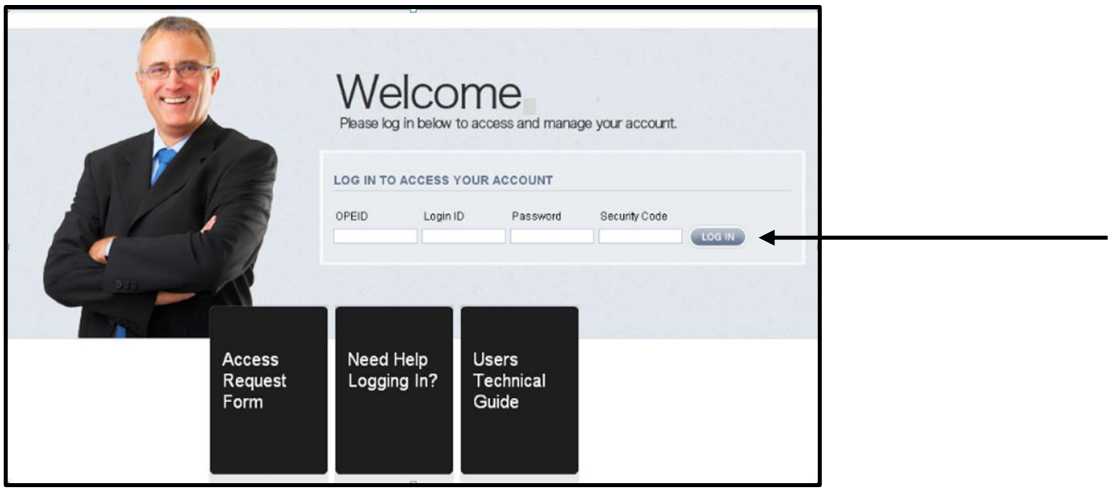
Reset a Password

To reset a password for a user, the Institution Administrator will follow the procedures listed below. It is important to verify that the OPEID corresponds to the account of the user requesting a password change.

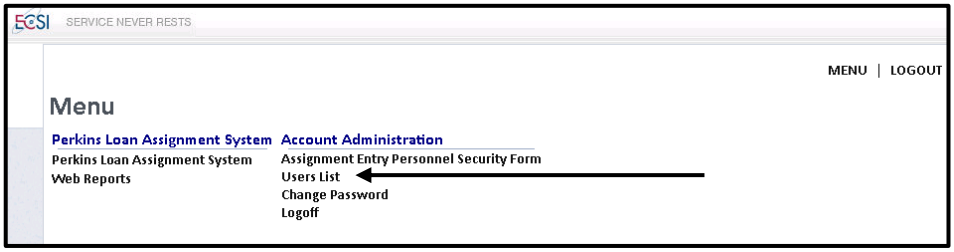
1. Navigate to https://efpls.ed.gov, which is the ECSI Federal Perkins Loan Servicer webpage.

2. Click on the **PLAS** tile.

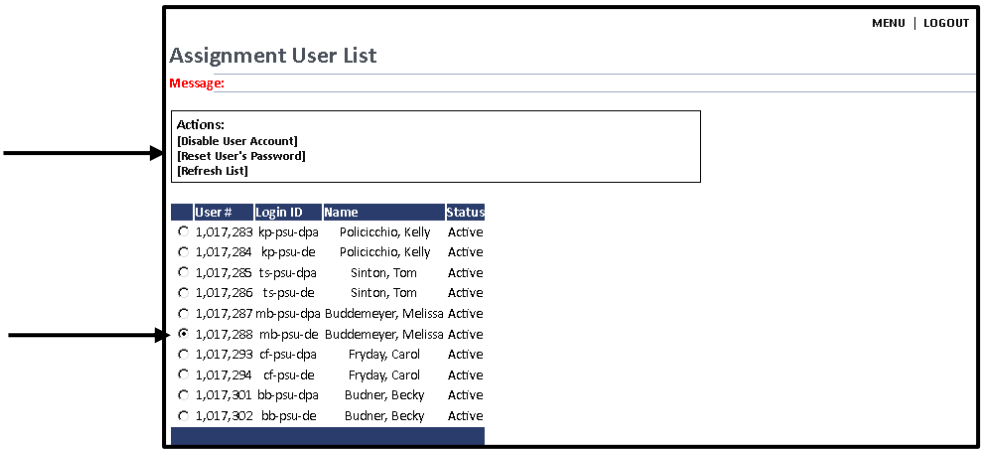
3. Enter the appropriate **OPEID,** the **Login ID, Password**, and **Security Code** that appears on the TFA security token, and click the **LOGIN** button. **Note**: The system requires an eight digit OPEID. This ID represents the six digits in use by the institution today followed by two zeros.



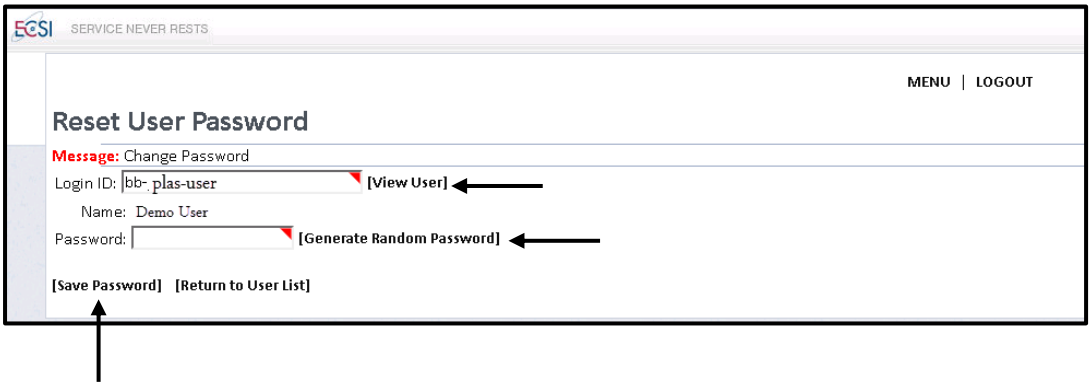
4. On the **Menu** screen, click **Users List**.



5. On the **Assignment User List** screen, locate the **Name** of the User and click the radio button next to the **User #**. Click **[Reset User's Password]**.



6. On the **Reset User Password** screen, the **Login ID** field and the **Name** field are automatically populated. Click **[Generate Random Password]** to create a temporary password for the user. Click **[Save Password]**, and contact the user with the temporary password. The system will direct the user to change the password the next time he or she logs in.



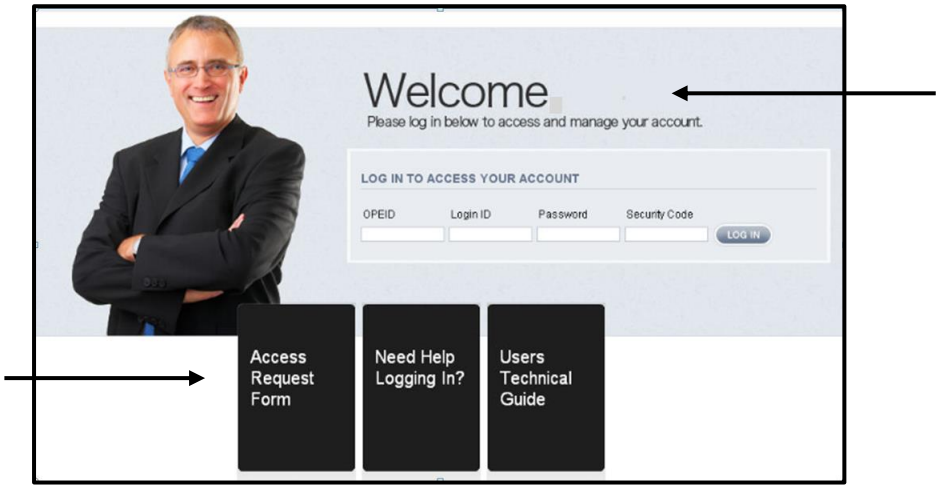
Disable User Access

To disable user access, the Institution Administrator will need to complete the proper sections on the PLAS Access Request Form, and follow the instructions below to disable the account in the system.

IMPORTANT!

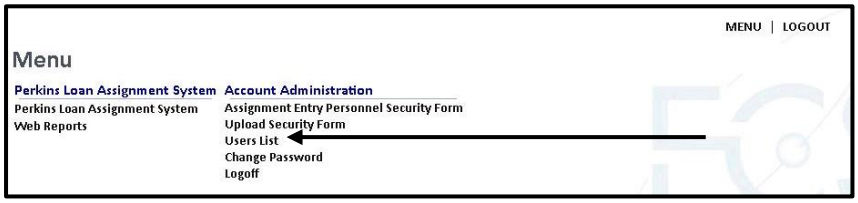
- To disable access for an Institution Administrator, all three sections of the PLAS Access Request Form must be completed.
- To disable access for other users, complete and sign the first two sections of the PLAS Access Request Form.
- The forms must be completed and returned to ECSI Federal Perkins Loan Servicer within one (1) business day (between the hours of 8:00 a.m. to 5:00 p.m. (EST), Monday through Friday) of disabling a user's account.

1. From the **Welcome** screen, access the **PLAS Access Request Form**, complete the necessary sections and submit the form.

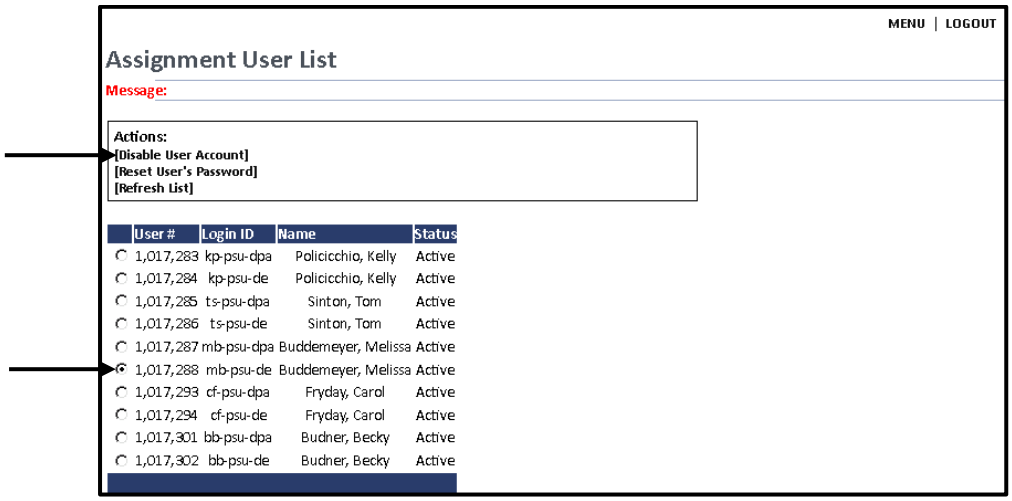


2. Once the PLAS Access Request Form is completed, log into the system, enter the appropriate **OPEID, Login ID, Password**, and **Security Code** that appears on the TFA security token. Click the **LOGIN** button.

3. On the **Menu** screen, click **Users List**.



On the **Assignment User List** screen, locate the **Name** of the User, click the radio button next to the **User #,** and click **[Disable User Account]**. Once these steps are completed, the user will not have access to the system. However, the user's name will remain on the **Assignment User List** screen.



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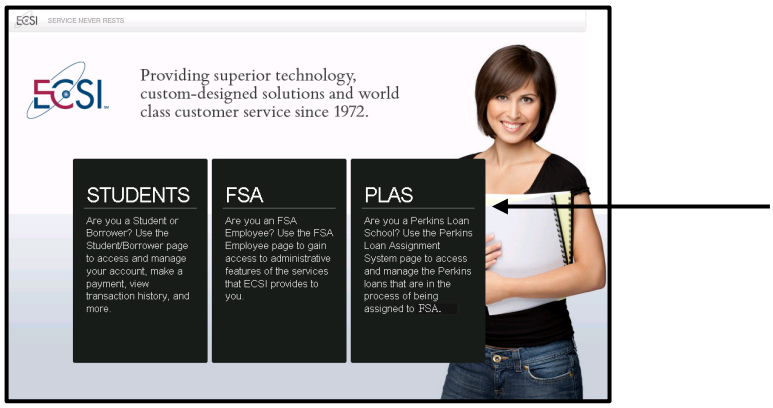
Access PLAS

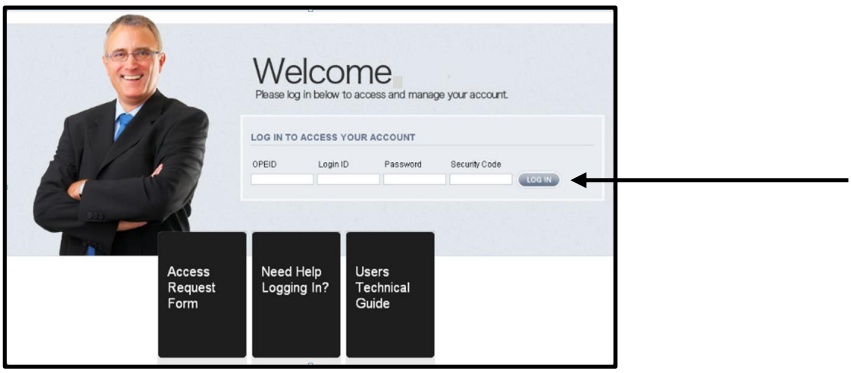
Once the PLAS User Access Form is completed, and access is granted from ECSI Federal Perkins Loan Assignment Support, users receive two emails from PLASAccess@efpls.ed.gov that contain an eight digit OPEID, Login ID, and Password credentials. With this information, users are able to log into PLAS from any computer with internet access. This section of the user guide contains instructions to log into the system, reset a password and log out of PLAS.

Log in

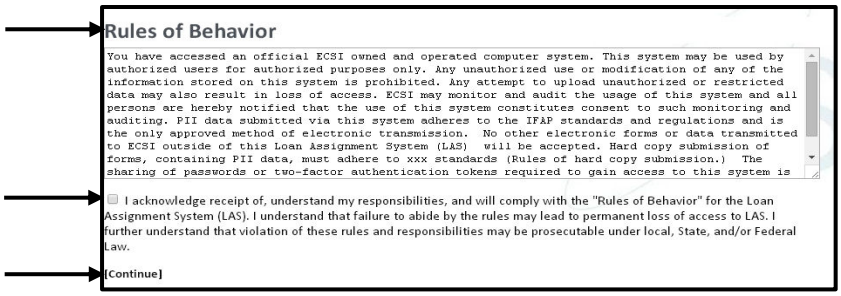
1. Navigate to https://efpls.ed.gov, the ECSI Federal Perkins Loan Servicer homepage. Click the **PLAS** tile.



2. On the **Welcome** screen, enter the institution's **OPEID**, **Login ID**, **Password**, and the **Security Code** that appears on the TFA security token. **Note**: The system requires an eight digit OPEID. This ID represents the six digits in use by the institution today followed by two zeros. If an invalid Password is keyed into the system, a reset password page opens. If the user enters an invalid **Login ID** or **OPEID**, then the user should refer to the initial account set up email from **PLASAccess@efpls.ed.gov** or contact the Institution Administrator to receive access to this information. Once the user has completed the **Welcome** screen, click the **LOGIN** button.



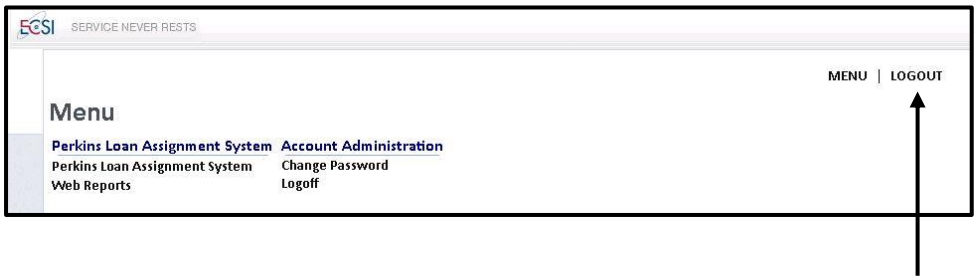
3. Review the **Rules of Behavior** screen; click the checkbox to acknowledge compliance with the *Rules of Behavior*. Click **[Continue]** to move to the next screen.



4. The **Menu** screen provides the user access to navigate to the main features of the system.

Log out of PLAS

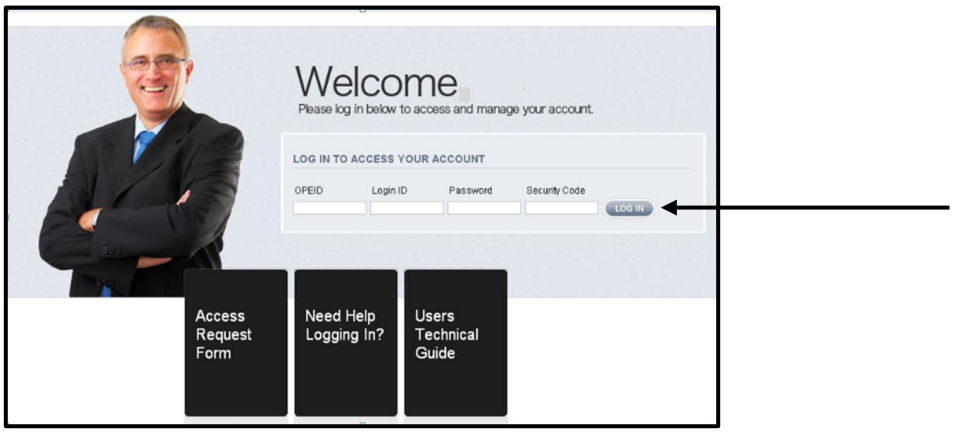
To log out of PLAS, click the **LOGOUT** link located at the top of all pages within the system. Another way to log out is to close the browser window. After 15 minutes of inactivity in the system, the user is automatically logged out.



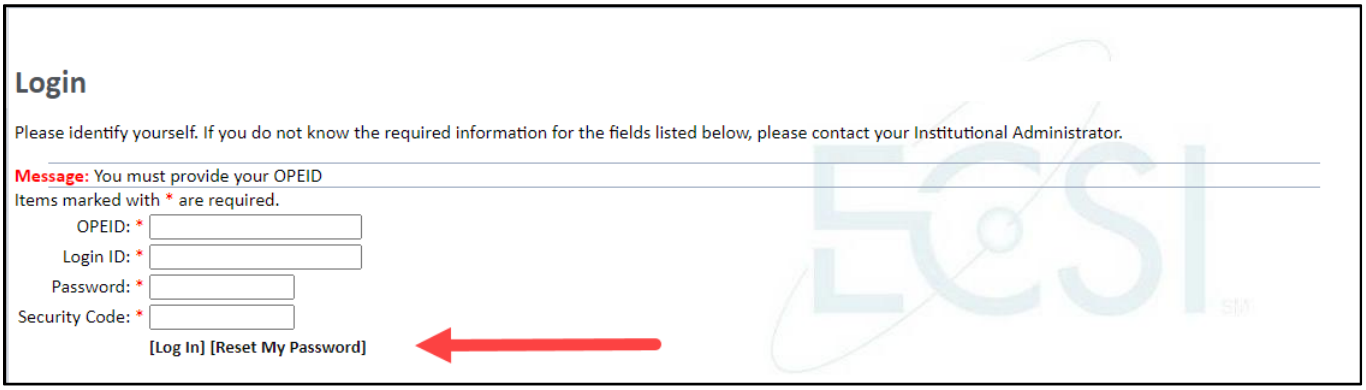
Self-Service Reset User Password

Follow the instructions below to complete the user password reset via self-service. If additional help is needed, contact the Institution Administrator.

1. From the **Welcome** screen, leave the **OPEID, Login ID, Password,** and **Security Code** fields blank. Click **LOGIN** to access the password assistance screen.



2. On the **Login** screen, enter the institution's **OPEID**, the user's **Login ID**, and **Security Code** from the TFA security token. Leave the **Password** field blank. Click **[Reset My Password]**. The user will receive a password reset email with a password reset link. The user will click on the **Reset Your Password** link. The user will enter a password and confirm the password by re-entering. For further assistance with password reset, contact the Institution Administrator.



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The Loan Assignment Data Entry Method Overview

The user will need to perform the following steps to submit loan assignments to ECSI Federal Perkins Loan Servicer. These steps are a broad overview of the Loan Assignment Data Entry Method. Further instructions on how to use PLAS follow this overview.

1. Log In to PLAS

Log in to PLAS from any computer with internet access.

2. Create a Batch and Enter Loan Assignments

The system is designed to reflect the exact layout of the paper Federal Perkins Loan Program Assignment Form (OMB 1845-0048). Once the user has created a batch, he or she will enter the information into the system via the data entry screens. Multiple assignments can be entered and saved into the system, and will be marked with a status of ***Entered***.

3. Upload Supporting Documents

Supporting documentation must be provided with the loan assignment. The user has the ability to upload supporting documentation for each of the loan assignments, or mail supporting documents to ECSI Federal Perkins Loan Servicer. **Note:** Even if promissory notes are uploaded in the system, all hard copy original or certified copy promissory notes must be mailed to ECSI Federal Perkins Loan Servicer.

4. Execute Batch Validation

All batches that are entered into the system must be validated to verify that all of the required information is correct. View the manifest within the batch to determine if the assignment passes the system validation. If PLAS identifies errors in an assignment during the validation process, the assignment's status will be marked as ***School Pending***. Correct any validation errors and validate the batch again. Once an assignment has successfully passed validation, the status will change to ***Submitted***.

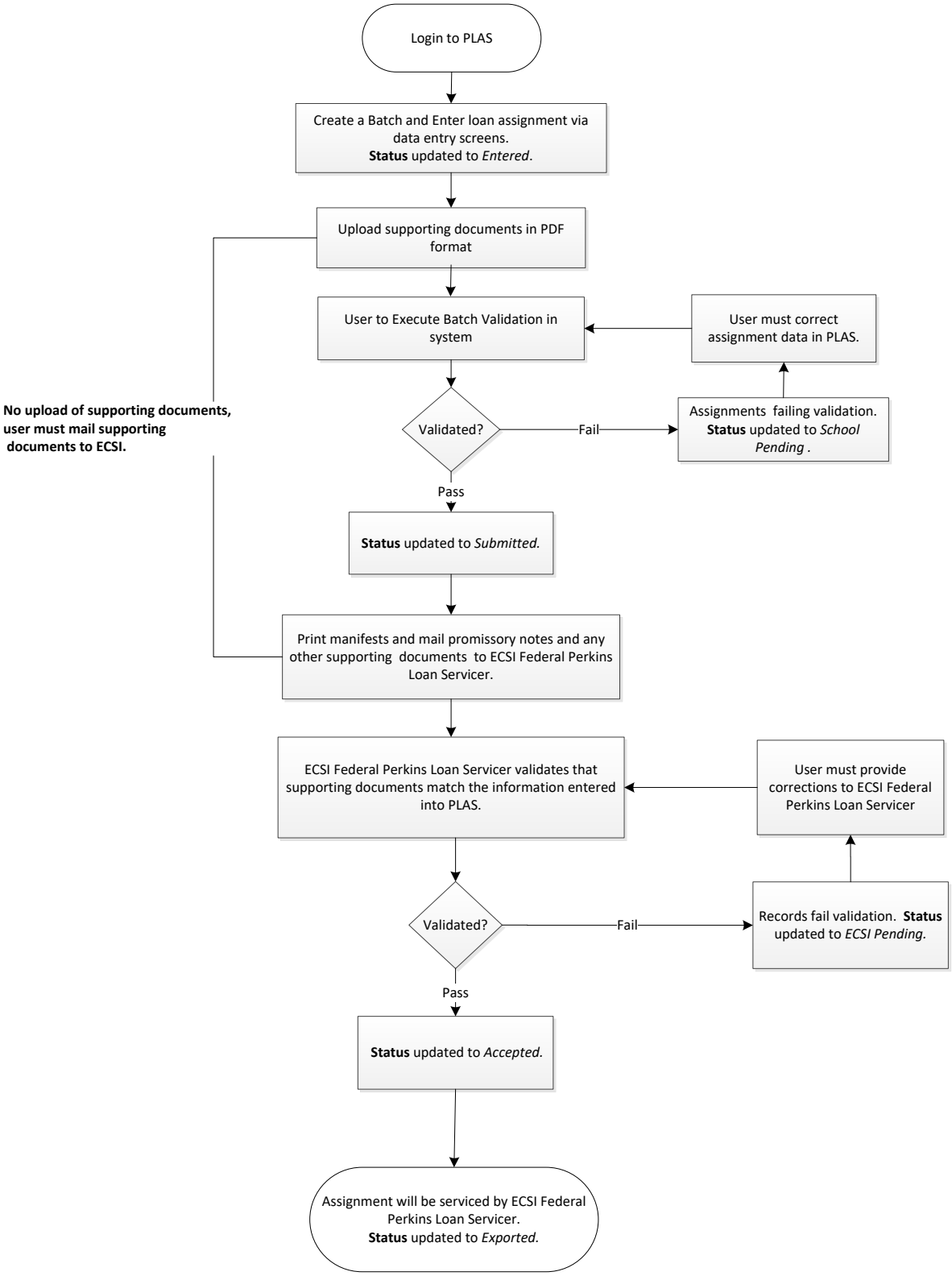
5. Print the Manifest

Print one manifest per batch to accompany all hard copy original or certified copy promissory notes, and mail to ECSI Federal Perkins Loan Servicer. The user will need to mail supporting documentation that was not uploaded to the system. All documentation must be mailed within five (5) business days, once the status of the assignment has changed to ***Submitted.***

6. ECSI Federal Perkins Loan Servicer Validation

A manual validation process occurs once ECSI Federal Perkins Loan Servicer receives hard copy original or certified copy promissory notes and other supporting documents. If the assignments pass manual validation, the status will change to ***Accepted***. If the assignments fail manual validation, then the status will change to ***ECSI Pending***. ECSI Federal Perkins Loan Servicer staff will contact the submitting institution promptly by phone to verify or correct the information. The ECSI Federal Perkins Loan Servicer staff member will contact the person listed as the Authorized Institution Official in Section B on the Institutional Certification Form. Once the institution corrects the discrepancies, the status will change to ***Accepted***. The Department officially accepts assignments in ***Accepted*** status, and ECSI Federal Perkins Loan Servicer will begin servicing the loan.

Loan Assignments Data Entry Method - Process Flow



Loan Assignment Data Entry Method

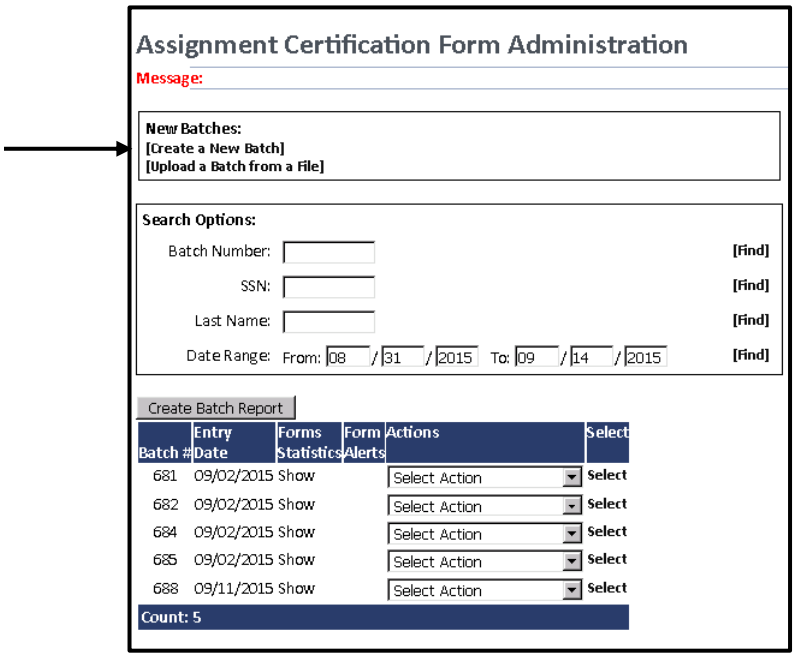
Below is the process for using the data entry screens to create a *new* batch and add assignments to PLAS.

1. The user will log into **PLAS**, click **Perkins Loan Assignment System.**

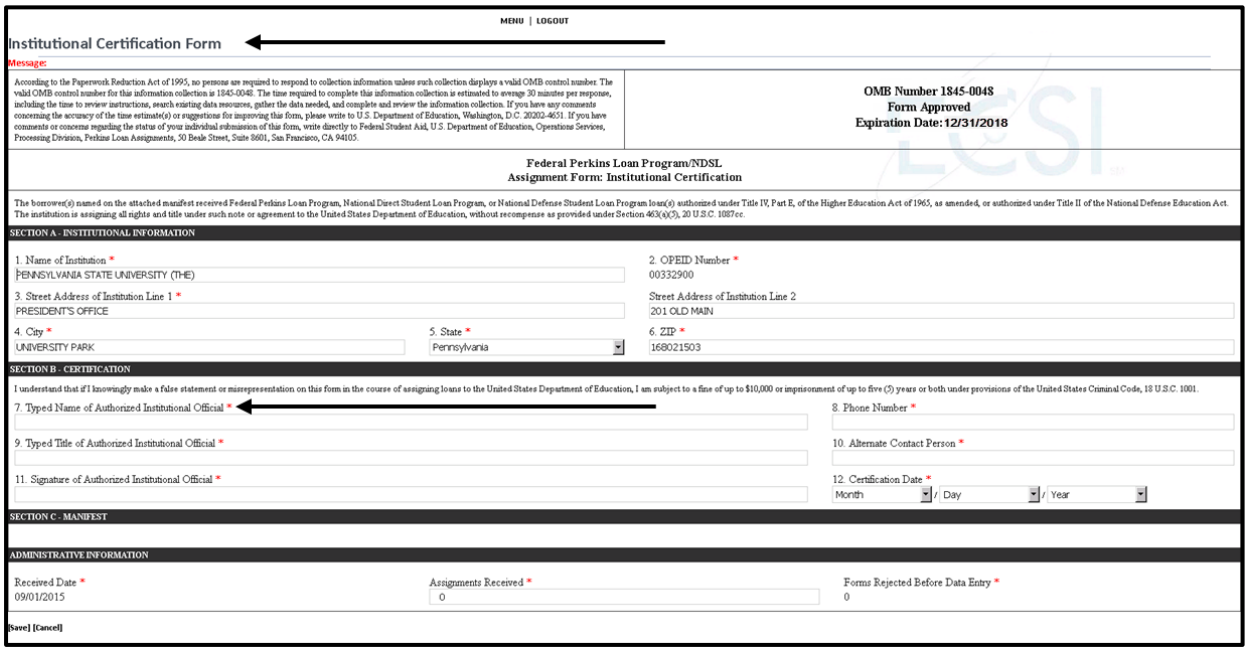
Create a New Batch

The user must create a new batch before he or she enters an assignment. The Institutional Certification Form is used to create the batch. The screen is formatted using the same information that is found on the Federal Perkins Loan Program Assignment Form. **Note:** The fields in Section A: Institutional Administration will automatically populate with the institutional information. This section of the form contains the institution's name, address, OPEID number, and the name and contact information for the authorized approver for the transfer of debt through the assignment. If needed, the user can update the address field.

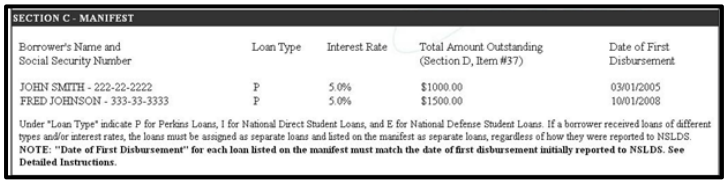
1. Click **[Create a New Batch]** located on the **Assignment Certification Form Administration** page.



2. On the **Institutional Certification Form** screen, enter the following information into the fields in Section B - Certification: The Typed Name of Authorized Institution Official, Phone Number, Typed Title of Authorized Institution Official, Alternate Contact Person, Signature of Authorized Institution Official, and Certification Date. **Note:** Typing the name of the authorized official will meet the requirement for a Signature.



3. Initially, the information in **Section C-Manifest** will be blank. The manifest section automatically populates once assignments are entered into the system.

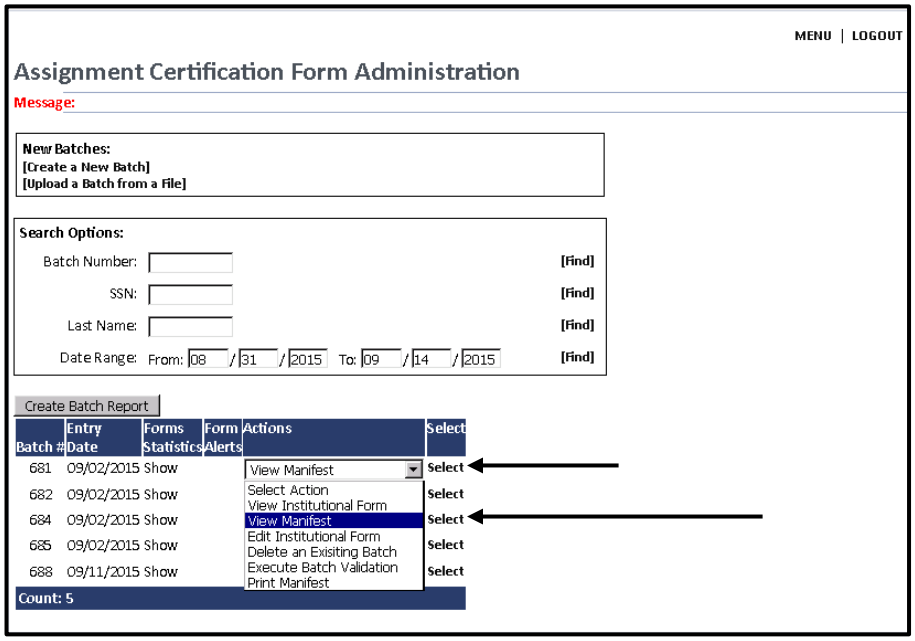


4. The system will automatically populate the number of loan assignments that are added to the batch in the **Assignments Received** field. Click **[Save].**

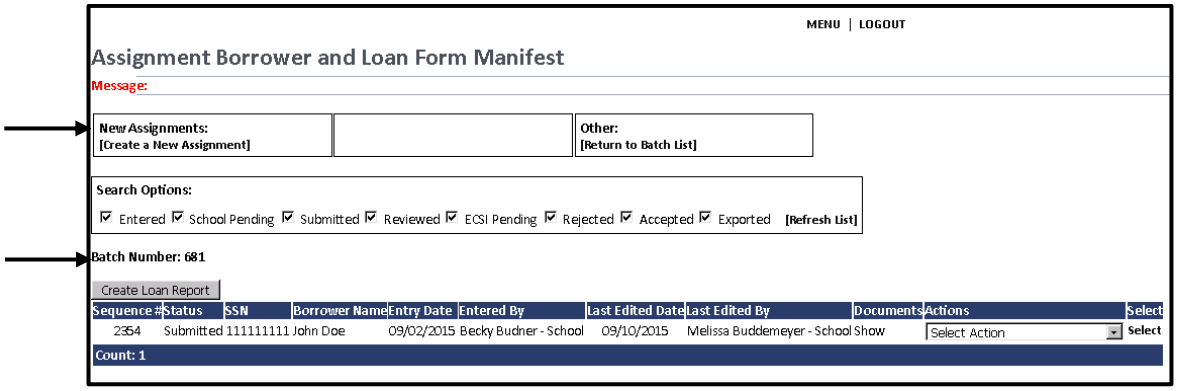
Enter Loan Assignments

Like the paper *Assignment and Borrower Loan Form,* this page in PLAS holds detailed information about a loan assignment. This includes contact information for the borrower, the cosigner (if applicable), historical and detailed financial information about the loan, and any loan cancellation information. Follow the steps below to add loan assignments to a batch.

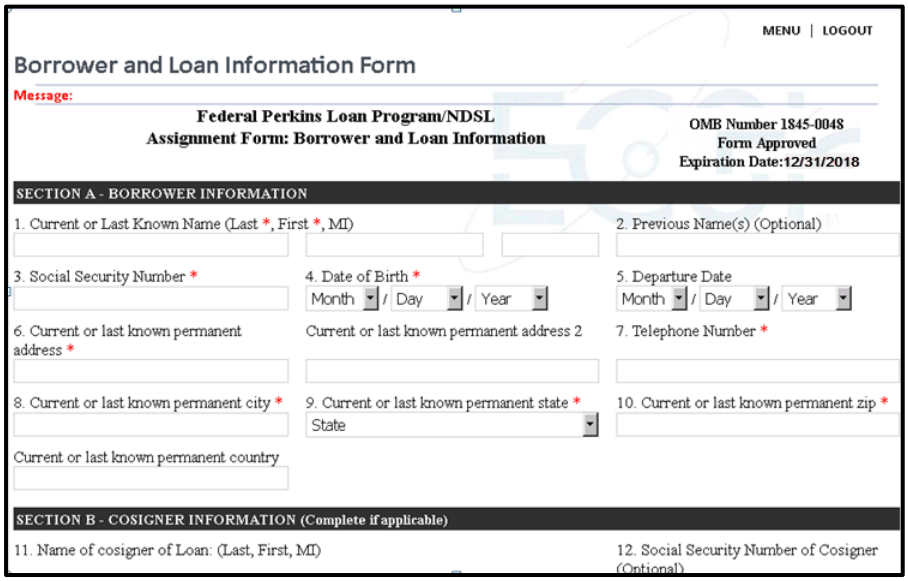
1. On the **Assignment Certification Form Administration** screen, click the **drop down arrow** next to the **Batch #** that will contain the new assignment. Click **View Manifest,** and click **Select.**



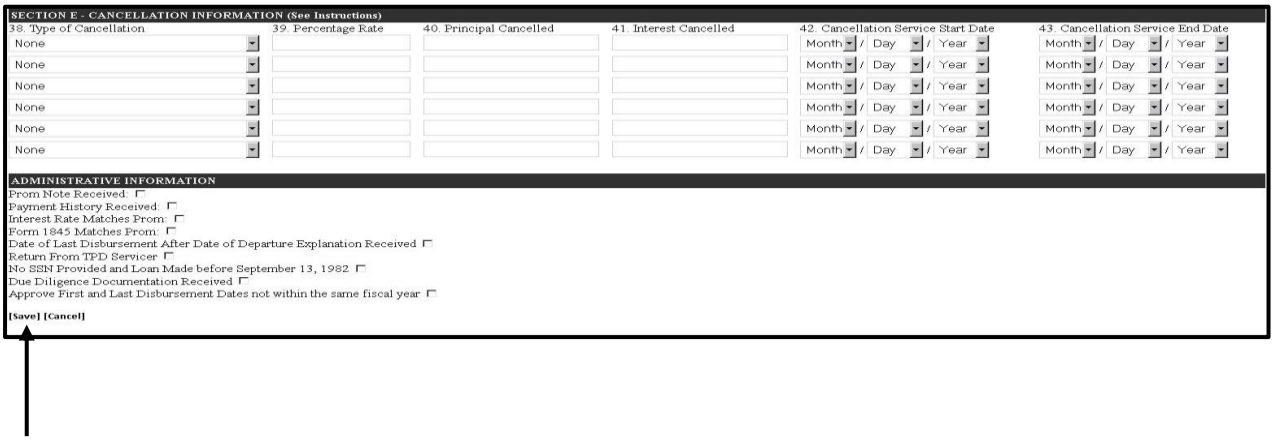
2. On **Assignment and Borrower Loan Form Manifest** screen, click **[Create a New Assignment].** Assignments that are created in the system are given a **Sequence #** and will appear under the **Batch Number:** section of the screen.



3. On the **Borrower and Loan Information Form** screen, enter information for each loan assignment in the batch. All fields marked with a red asterisk are required fields and must be completed.



4. After all required fields are completed, click **[Save]** at the bottom of the form. To continue, attach supporting documents for this assignment, or add more loan assignments to the batch by repeating steps 2-4.



Upload Supporting Documents

Supporting documents for each of the loan assignments must be uploaded to the system or mailed to ECSI Federal Perkins Loan Servicer. All documentation must be mailed to ECSI Federal Perkins Loan Servicer within five (5) business days, once the status of the assignment has changed to ***Submitted.***

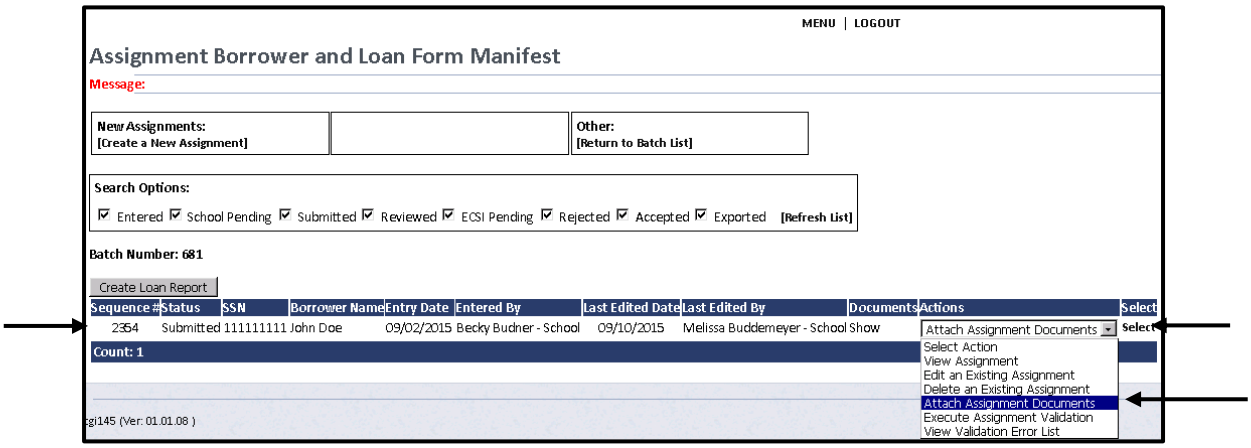
IMPORTANT!

- The user has two options for uploading supporting documentation to PLAS. 1) Enter all assignments in a batch before attaching the supporting documents or 2) upload supporting documents after entering each loan assignment.

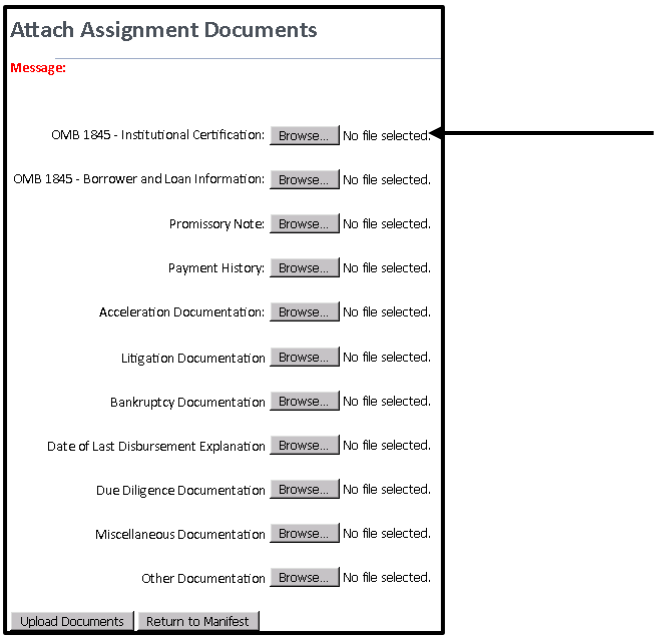
- Even if electronic copies of promissory notes are uploaded to PLAS, all hard copy original or certified copy promissory notes **must** be mailed to ECSI Federal Perkins Loan Servicer via registered mail.

- If the institution has a letter from the Department with permission to use an alternate supporting document, then the letter and alternate document can be uploaded (in PDF format) to PLAS in place of the required document, or the user can mail the letter and alternate document to ECSI Federal Perkins Loan Servicer via registered mail.

1. On the **Assignment Borrower and Loan Form Manifest** screen, locate the loan assignment that requires supporting documents, and click the **drop down arrow** located under the **Actions** column. Click **Attach Assignment Documents**, and click **Select**.



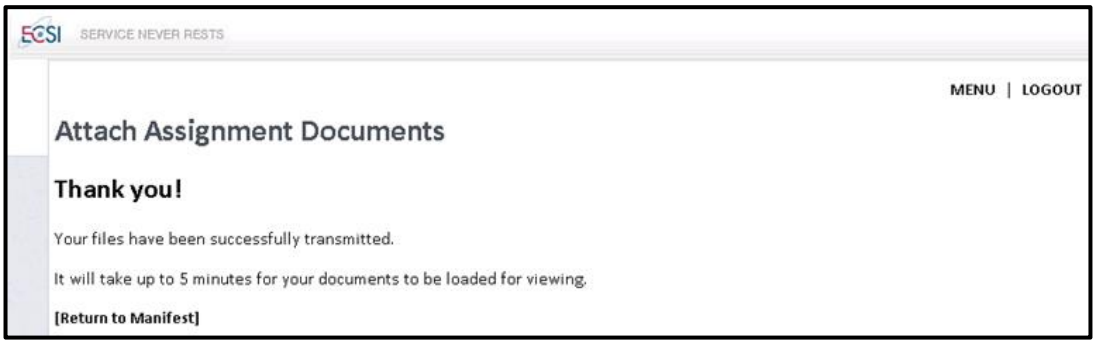
2. On the **Attach Assignment Documents** screen, click the **Browse…** button next to the name of each document associated with the loan.



3. When the user's operating system dialogue box (Windows Explorer or Mac) opens, navigate to the file containing the supporting document and double-click on the file name. The operating system dialogue box (Windows Explorer or Mac) closes and the path to the document appears in place of the **Browse…** button. Repeat this process for each supporting document associated with the assignment. **Note:** Only one file can be uploaded for each PDF file listed on this screen. When a file is uploaded, it *replaces* any previously uploaded file.

4. Click **Upload Documents button** at the bottom of the page.

When the upload is complete, a message at the top of this page indicates whether the upload was successful.



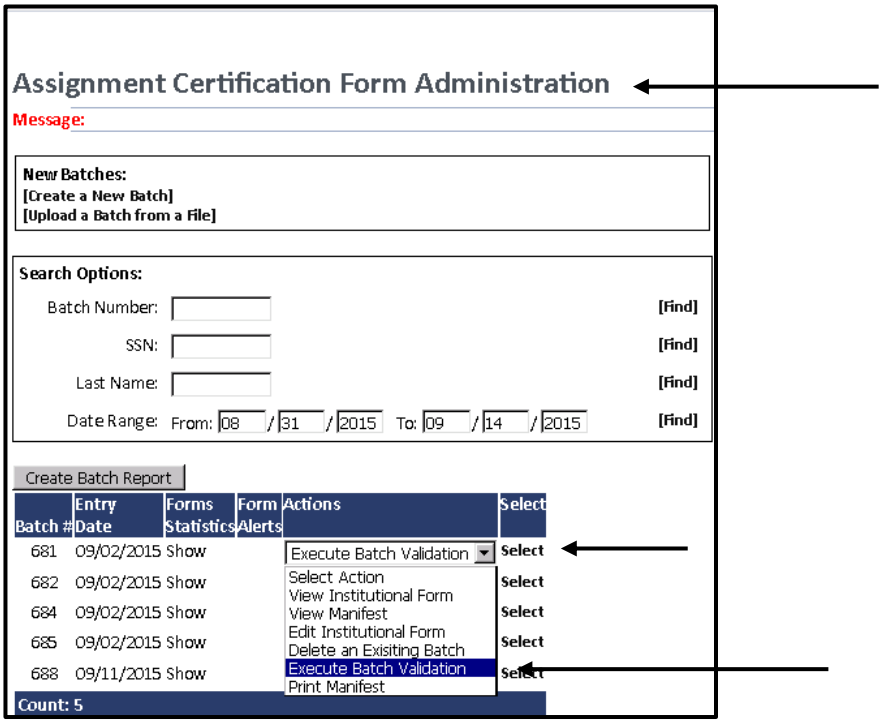
If the wrong file was uploaded, or if there were problems with the uploaded file, then the system will show an **Error! Invalid File Type!** message. To correct an error message, follow the instructions in the above steps 1-4 to replace the file.

5. The system performs a sweep minutes after the documentation has uploaded. This means the user: 1) will need to wait five minutes, 2) go to **View Manifest**, 3) locate the **Sequence #** and 4) hover over the **Documents** column. If the document was uploaded, a pop-up screen will show the link to the document. It is recommended that the user click on the link to validate that the intended document was uploaded correctly. If the user determines that the document type was not uploaded correctly, follow steps 1-4 in this section.

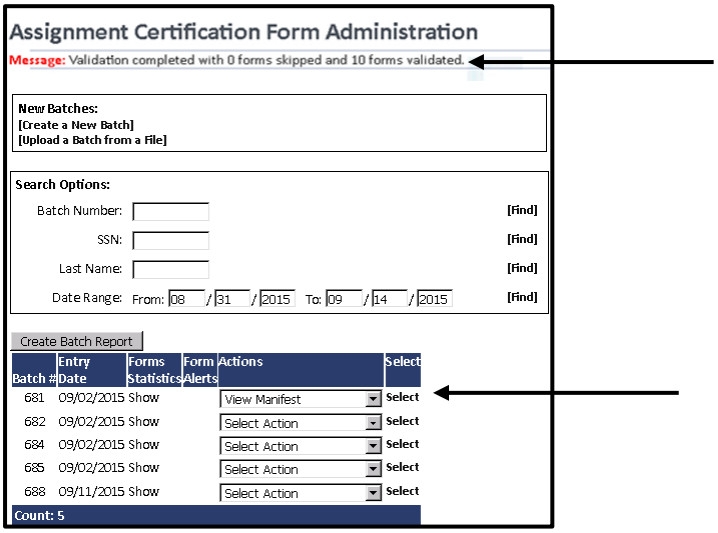
Execute Batch Validation

Validations for batch assignments are performed in PLAS, and by ECSI Federal Perkins Loan Servicer. This section of the user guide reviews the process of PLAS validation, and how the user can view and correct validation errors. For the Loan Assignment Data Entry Method, users will need to validate the batch immediately. Users have the option of validating the batch after all assignments are entered, or validating the batch after each assignment is entered. To view a list of validations that PLAS runs, view Appendix-J: About Automatic Validation.

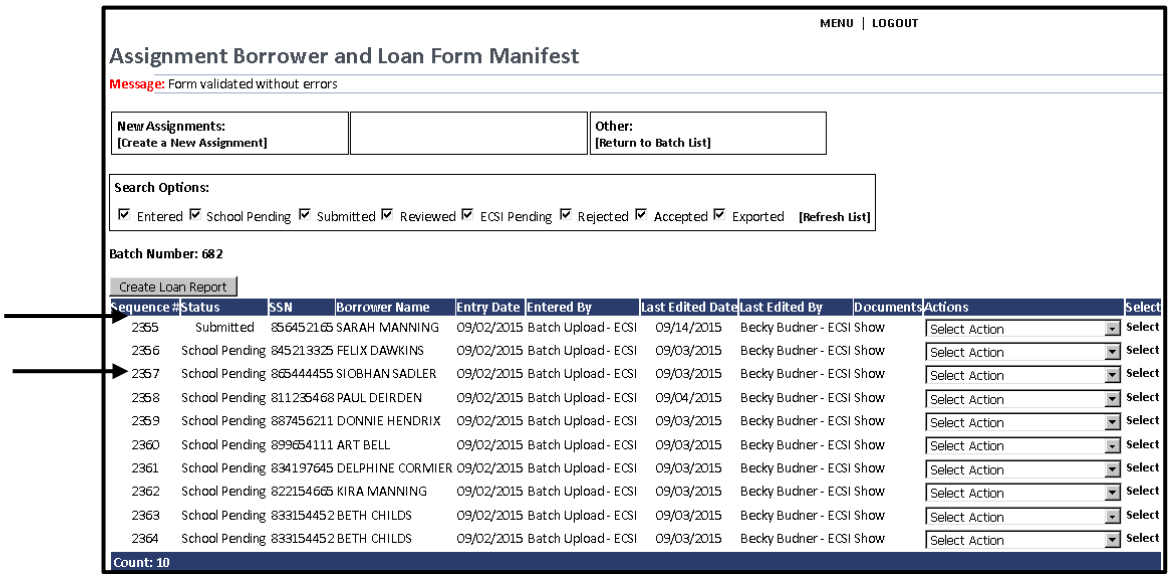
1. On the **Assignment Certification Form Administration** screen, click the **drop down arrow** next to the batch, click **Execute Batch Validation**, and click **Select**.



2. On the **Assignment Certification Form Administration** screen, the system will display a validation-completed message. Click the **drop down arrow** next to the batch number, then select **View Manifest** and click **Select** to review the validation for the assignment.



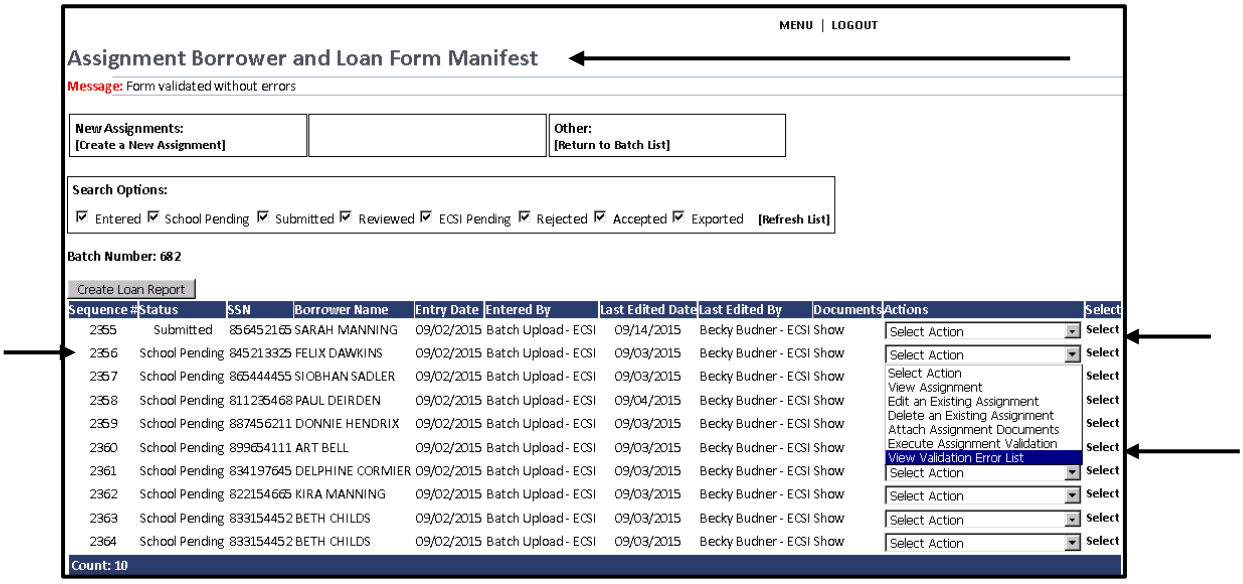
3. If validation of the batch is successful, the status of all assignments in the batch is changed to ***Submitted***. If validation of the batch is <u>not</u> successful, the status of the assignments in the batch will display ***School Pending***. If errors appear in the loan assignment data, corrections are required before the validation for the assignment is performed again.



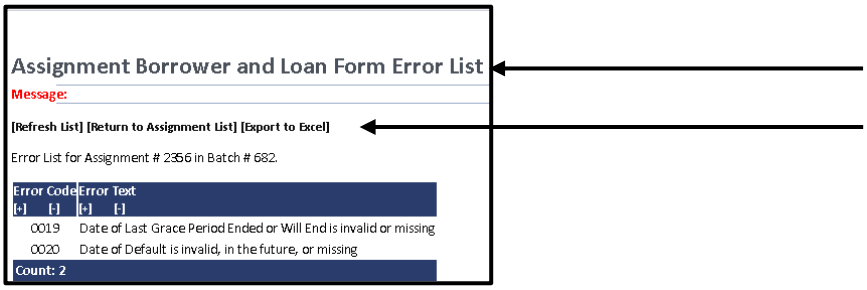
View and Correct Validation Errors

As stated in the previous section, a ***Pending*** status indicates that errors appear in the loan assignment data, corrections are required before the validation for the assignment if performed again. The user can double click on the column heading **Sequence #**, **SSN**, or **Borrower Name** to change the view to descending or ascending order.

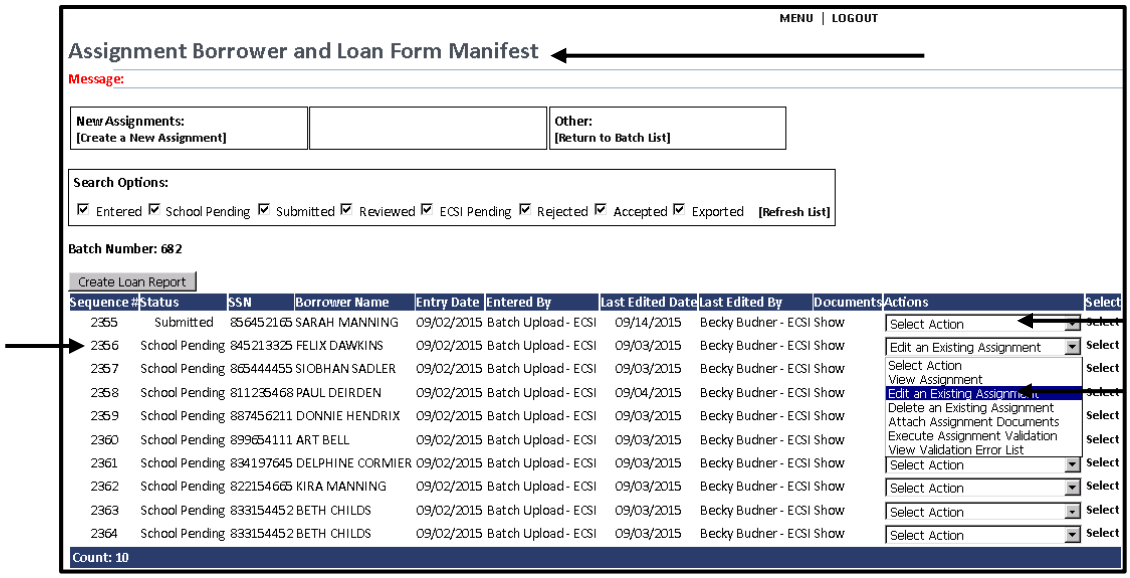
1. On the **Assignment Borrower and Loan Form Manifest** screen, click the **drop down arrow** next to the **Sequence #**, click **View Validation Error List,** and click **Select.**



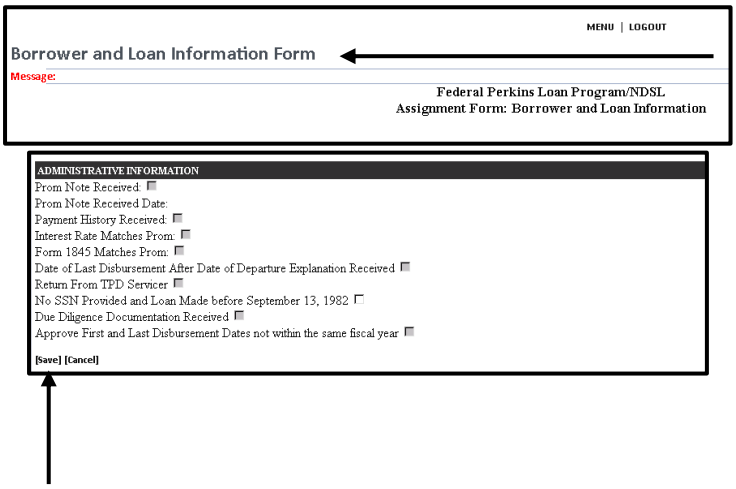
2. On the **Assignment Borrower and Loan Form Error List** screen, review the error messages and either click **[Export to Excel]** to view the errors in a separate spreadsheet, or click **[Return to Assignment List]** to return to the **Assignment Borrower and Loan Form Manifest** screen, and update the existing assignment.



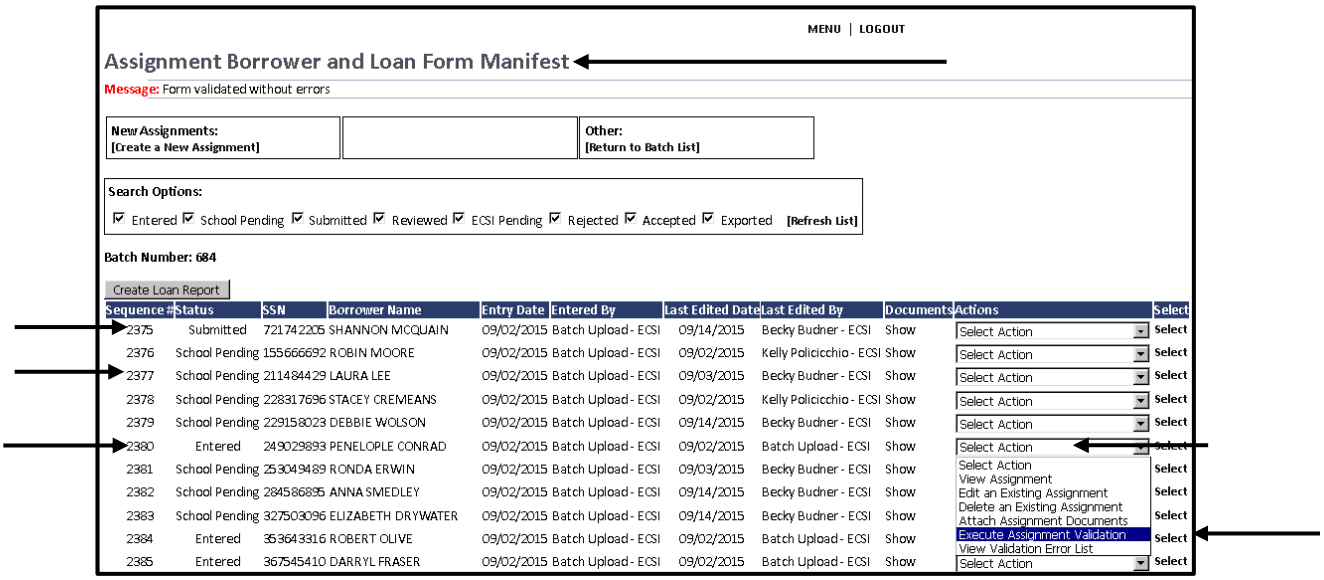
3. On the **Assignment Borrower and Loan Form Manifest** screen, click the **drop down arrow** next to the **Sequence #**, select **Edit an Existing Assignment**, and click **Select.**



4. On the **Borrower and Loan Information Form**, update the errors that are listed on the **Assignment Borrower and Loan Form Error List** screen. Click **[Save]** at the bottom of the screen. The status of the assignment will change from ***School Pending*** to ***Entered*.**



5. Click the **drop down arrow** next to the **Sequence #** that has the status of ***Entered***, and click **Execute Assignment Validation**. If the errors are corrected, the status will change to ***Submitted***. If the errors were not corrected, an error message will appear in the **Message** section of the screen, and the status will change to ***School Pending***.

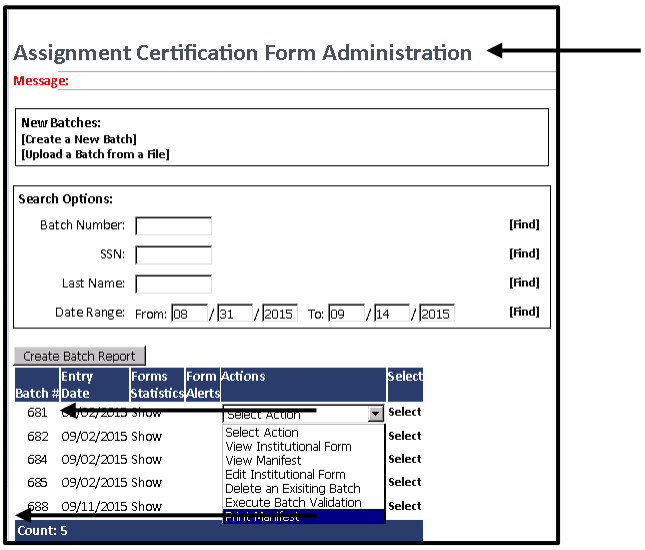


6. Continue reviewing assignments with validation errors, and correcting the errors by repeating steps 1-5.

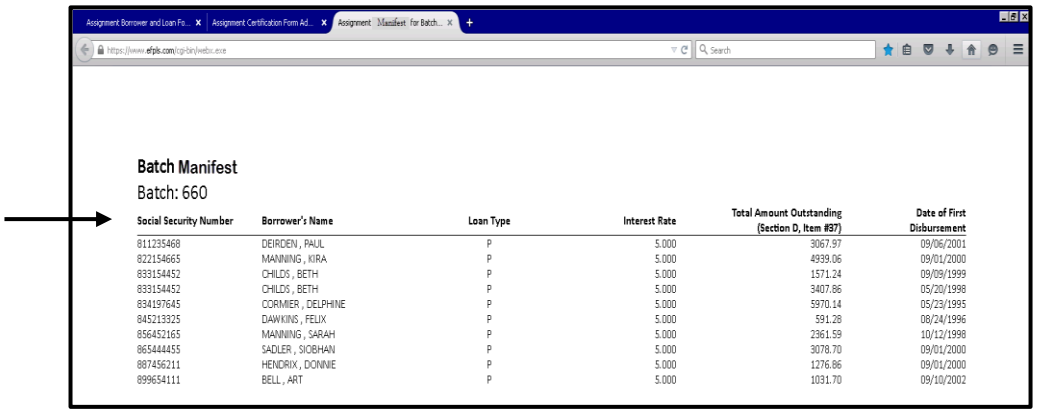
Print the Manifest

The information on the manifest enables processors at ECSI Federal Perkins Loan Servicer to associate the supporting documents received via mail with the associated loan assignments in PLAS. **Note:** The Department requires that ECSI Federal Perkins Loan Servicer receive the hard copy original or certified copy promissory notes for each loan assignment. Follow the steps below to print the required manifest.

5. On the **Assignment Certification Form Administration** screen, click the **drop down arrow** next to a batch number, select **Print Manifest**, and click **Select**. A manifest will open in a separate internet browser tab containing the assignment's batch and sequence number(s).



6. To print out the manifest by social security number or alphabetically by the borrower's name, click the **Social Security Number** header, or the **Borrower's Name** header. Print the manifest from this tab. **Note:** To print out the manifest from the internet browser tab, the user will select the print option from the internet browser.



Batch Manifest

Batch: 660

Social Security Number	Borrower's Name	Loan Type	Interest Rate	Total Amount Outstanding (Section D, Item #37)	Date of First Disbursement
811235468	DEIRDEN , PAUL	P	5.000	3067.97	09/06/2001
822154665	MANNING , KIRA	P	5.000	4939.06	09/01/2000
833154452	CHILDS , BETH	P	5.000	1571.24	09/09/1999
833154452	CHILDS , BETH	P	5.000	3407.86	05/20/1998
834197645	CORMIER , DELPHINE	P	5.000	5970.14	05/23/1995
845213325	DAWKINS , FELIX	P	5.000	591.28	08/24/1996
856452165	MANNING , SARAH	P	5.000	2361.59	10/12/1998
865444455	SADLER , SIOBHAN	P	5.000	3078.70	09/01/2000
887456211	HENDRIX , DONNIE	P	5.000	1276.86	09/01/2000
899654111	BELL , ART	P	5.000	1031.70	09/10/2002

Mail Supporting Documents

Package the manifest, the hard copy original or certified copy promissory notes, and any supporting documents that were not uploaded using PLAS, and mail them to ECSI Federal Perkins Loan Servicer following the instructions below.

1. Double-package the manifest and the supporting documents in opaque materials approved by the U.S. Postal Service.

2. Include the "To" and "From" addresses on both the inner and outer packages.

3. Do not include information about the sensitivity of the package contents on the package.

4. Mail the package via registered mail to:

   ECSI Federal Perkins Loan Servicer
   1200 Cherrington Parkway, Suite 200
   Moon Township, PA 15108

IMPORTANT! Documents mailed to the Department regional offices or to its headquarters in Washington D.C. will be returned to the institution.

After ECSI Federal Perkins Loan Servicer receives all supporting documentation for a batch, staff members will perform a manual validation to ensure that the information in the documents matches the data in the loan assignments entered into PLAS.

If the manual validation is successful, the institution is notified via an email containing the **Accepted Report**. The accepted report is available in PLAS within the Web Reports section. This means that the assignments have been accepted and the status of the assignment is changed to **Exported**. Although the accepted assignments will be accessible and viewable, they will not be available for edit or deletion.

If the manual validation is <u>not</u> successful, an ECSI Federal Perkins Loan Servicer staff member will contact the institution to verify or correct loan assignment information. ECSI Federal Perkins Loan Servicer staff will contact the submitting institution promptly by phone to verify or correct the information. The ECSI Federal Perkins Loan Servicer staff member will contact the person listed as the Authorized Institution Official in Section B on the Institutional Certification Form.

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The Loan Assignment Upload Method Overview

The user will need to perform the following steps to submit loan assignments to ECSI Federal Perkins Loan Servicer. These steps provide a broad overview of the Loan Assignment Upload Method. Further instructions on how to use PLAS follow this overview.

1. Log In to PLAS

Log in to PLAS from any computer with internet access.

2. Upload Files to Create Assignments

The user will upload assignment information in a pipe delimited text file and upload a .zip file that contains PDFs of the supporting documents for the assignments to the system. In an overnight process, the system extracts the data from the files, creates a new batch with assignments, and marks the status of the assignments as ***Entered.*** ECSI Federal Perkins Loan Servicer will match the supporting documents from the .zip file with the assignments.

3. Execute Batch Validation

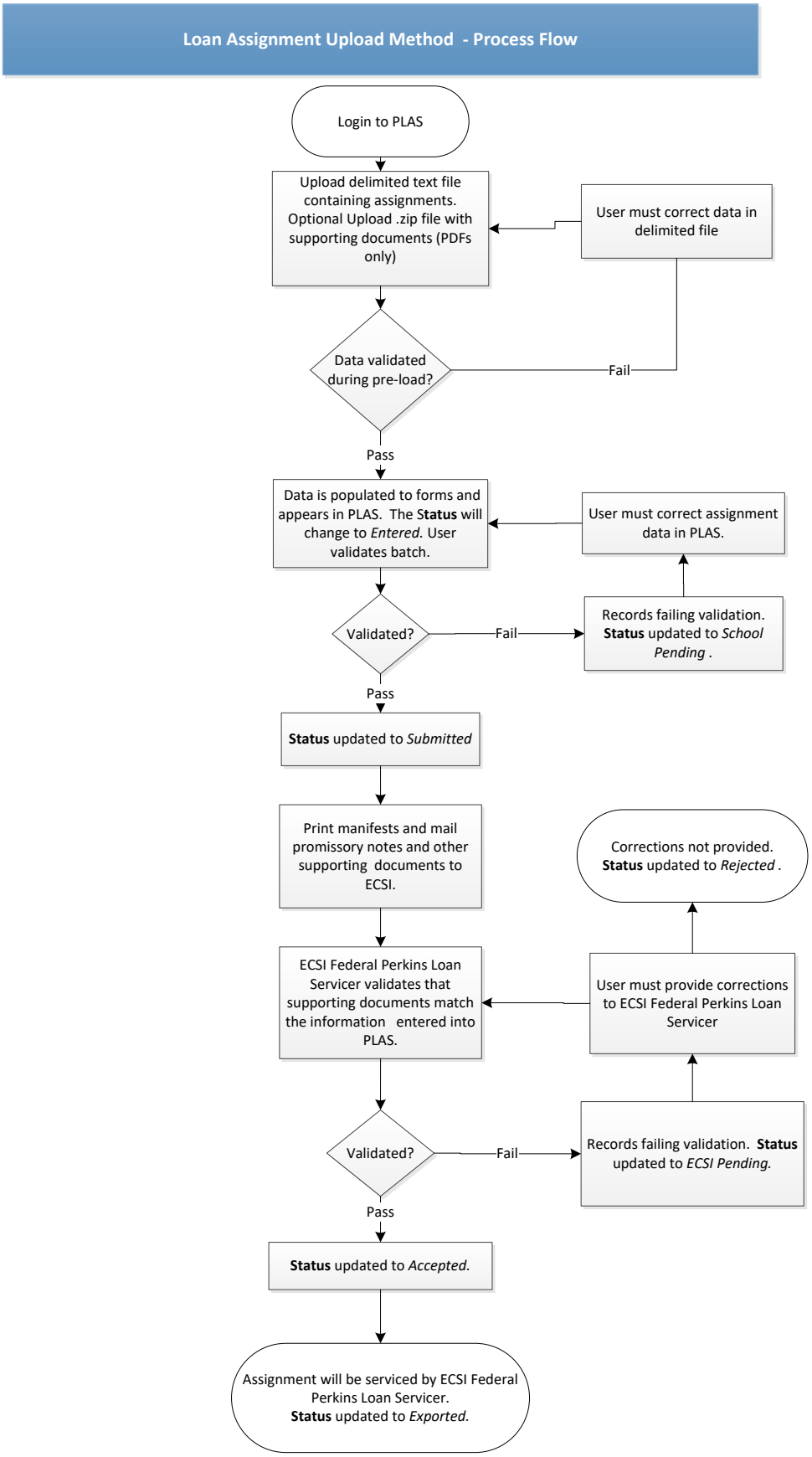
All batches that are entered into the system must be validated to verify that all of the required information is correct. View the manifest within the batch to determine if the assignment passes the system validation. If PLAS identifies errors in an assignment during the validation process, the assignment's status will display a status of ***School Pending***. Correct any validation errors and validate the batch again. Once an assignment has successfully passed validation, the status will change to ***Submitted***.

4. Print the Manifest

Print one manifest per batch to accompany all hard copy original or certified copy promissory notes, and mail to ECSI Federal Perkins Loan Servicer. The user will need to mail the supporting documentation that was not uploaded to the system. All documentation must be mailed with five (5) business days, once the status of the assignment has changed to ***Submitted.***

5. ECSI Federal Perkins Loan Servicer Validation

A manual validation process occurs once ECSI Federal Perkins Loan Servicer receives hard copy original or certified copy promissory notes and other supporting documents. If the assignments pass manual validation, the status will change to ***Accepted***. If the assignments fail manual validation, then the status will change to ***ECSI Pending***. ECSI Federal Perkins Loan Servicer staff will contact the submitting institution promptly by phone to verify or correct the information. The ECSI Federal Perkins Loan Servicer staff member will contact the person listed as the Authorized Institution Official in Section B on the Institutional Certification Form. Once the institution corrects the discrepancies, the status will change to ***Accepted***. The Department officially accepts assignments in ***Accepted*** status, and ECSI Federal Perkins Loan Servicer will begin servicing the loan.


Loan Assignment Upload Method - Process Flow
Login to PLAS
Upload delimited text file containing assignments. Optional Upload .zip file with supporting documents (PDFs only)
User must correct data in delimited file
Data validated during pre-load?
Fail
Pass
Data is populated to forms and appears in PLAS. The Status will change to Entered. User validates batch.
User must correct assignment data in PLAS.
Validated?
Fail
Records failing validation. Status updated to School Pending .
Pass
Status updated to Submitted
Print manifests and mail promissory notes and other supporting documents to ECSI.
Corrections not provided. Status updated to Rejected .
ECSI Federal Perkins Loan Servicer validates that supporting documents match the information entered into PLAS.
User must provide corrections to ECSI Federal Perkins Loan Servicer
Validated?
Fail
Records failing validation. Status updated to ECSI Pending.
Pass
Status updated to Accepted.
Assignment will be serviced by ECSI Federal Perkins Loan Servicer. Status updated to Exported.

Prerequisite for Loan Assignment Upload Method

This section of the user guide describes how to submit loan assignments via data upload to PLAS. If the user has not previously created a pipe delimited text (.txt) file he or she will need work to with the institution's IT department to create this file. This file is created from data extracted from the institution's loan servicing system. For assistance with the format and layout of the pipe delimited text file, see **Appendices A through G**. For information on how to create a pipe delimited text file, see **Appendix-H How to Create a Pipe Delimited Text File**. **Note:** If the user needs assistance with creating the pipe delimited text file, contact the institution's IT department.

Additionally, the user can upload a .zip file that contains PDFs of the supporting documents for the assignments within the pipe delimited text file. For information on how to create a .zip file, see **Appendix-I How to Create a .zip File with PDFs**. This is the only opportunity in the process to upload the pipe delimited text file and the .zip file. If a .zip file containing PDFs of the supporting documents for the assignments are not uploaded at this time, then the user can skip step 3 under the **Upload Assignment via a Data File** section and follow the instructions under the **Upload Supporting Documents** section. **Note:** If the user needs assistance with creating a .zip file containing PDFs of supporting documents, contact the institution's IT department.

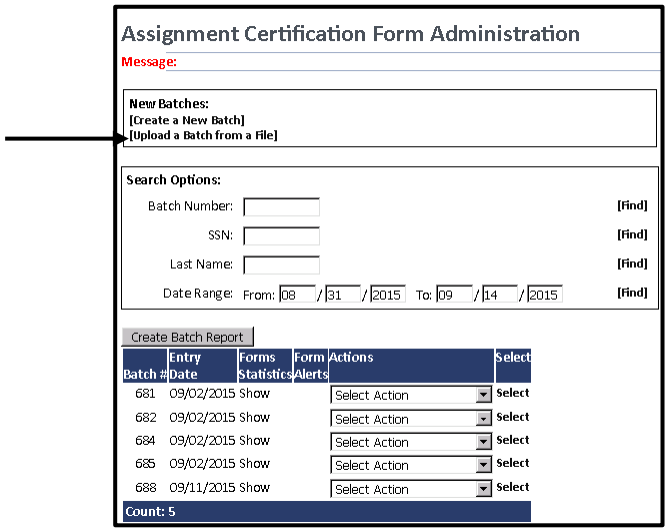
Warning! Because a single typographical error can result in an entire data file being rejected by PLAS, it is strongly recommended that manual pipe delimited text files (.txt) are not created. If the user prefers to enter assignments into PLAS, please follow the instructions for the Loan Assignment Data Entry Method.

Loan Assignment Upload Method

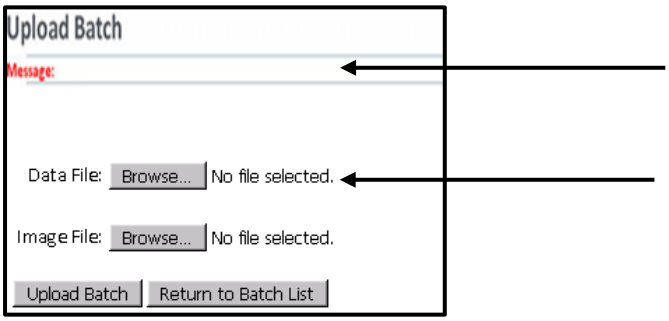
When a pipe delimited text file (.txt) is uploaded containing information about multiple loan assignments, a batch is automatically created for all of the assignments in the file. After PLAS extracts the data from the pipe delimited text file, the system populates the **Institutional Certification Form** screen, as well as the **Assignment Borrower and Loan Information Form** for each of the loan assignments listed in the pipe delimited text file.

Upload Assignments via a Data File

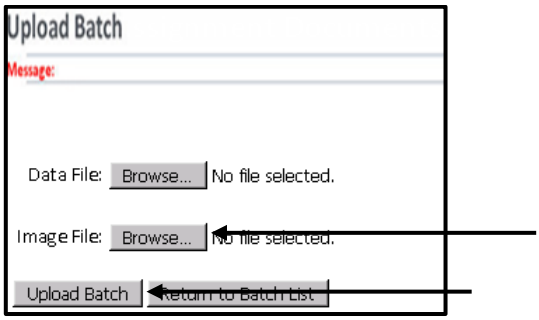
1. Log in to PLAS, from the **Menu** screen. Click **Perkins Loan Assignment System.** On the **Assignment Certification Form Administration** screen, click **[Upload a Batch from a File]**.



2. On the **Upload Batch** screen, click the **Browse…** button that appears after **Data File**. When the user's operating system dialogue box (Windows Explorer or Mac) opens, navigate to the location of the pipe delimited text file that contains the data for the loan assignments, and double-click on the **file name**. The operating system dialogue box closes and the path to the file appears next to the **Data File: Browse…** button. If the user is not uploading the .zip file containing PDFs of supporting documentation for each of the loan assignments, click the **Upload Batch** button, and continue to Step 4.

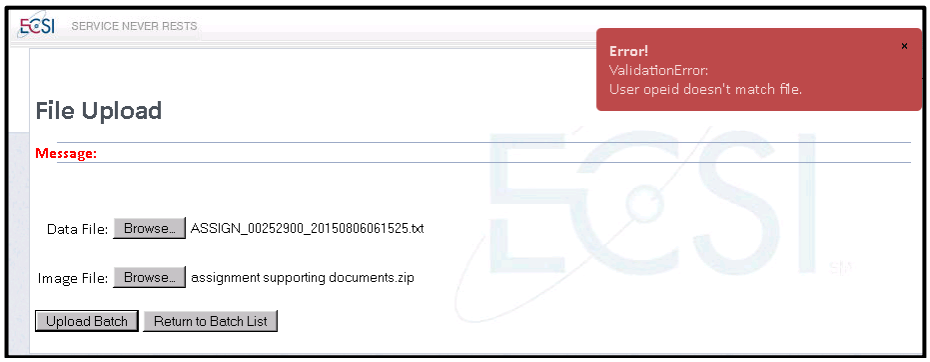


3. To upload the .zip file containing PDFs of supporting documentation for each of the loan assignments submitted in the pipe delimited text file, click the **Browse…** button that appears after **Image File**. When the user's operating system dialogue box (Windows Explorer or Mac) opens, navigate to the location of the .zip file, and double click on the **file name**. The operating system dialogue box closes and the path to the document appears next to the **Image File: Browse...** button. Click **Upload Batch** button. **Note:** The user can upload supporting documentation in the **Attach Loan Documents** screen.



4. When the data file is uploaded, the system performs a check for four (4) key pieces of data. 1) OPEID of user logging into PLAS must match OPEID in file 2) 13 required fields in the header 3) 11 required fields in the footer and 4) record count of three (3) or more in the file. If the upload passes the system check, then a **File(s) uploaded successfully!** message will appear.

If the upload fails the system check, then an **Error!** message will appear. **Note:** If an **Error!** message is received, please check the data file for the four (4) validation items listed in Step 4.



5. Files uploaded to PLAS before 5pm (EST) will be available the next business day. Files uploaded after 5pm (EST) will be available after two (2) business days. The system extracts the data from the files, creates a new batch with assignments, and marks the status as ***Entered.*** There will be a visual indicator that will show the user that the system created the new batch.

Upload Supporting Documents

Supporting documents for each of the loan assignments must be uploaded to the system or mailed to ECSI Federal Perkins Loan Servicer. All documentation must be mailed to ECSI Federal Perkins Loan Servicer within five (5) business days, once the status of the assignment has changed to ***Submitted.***

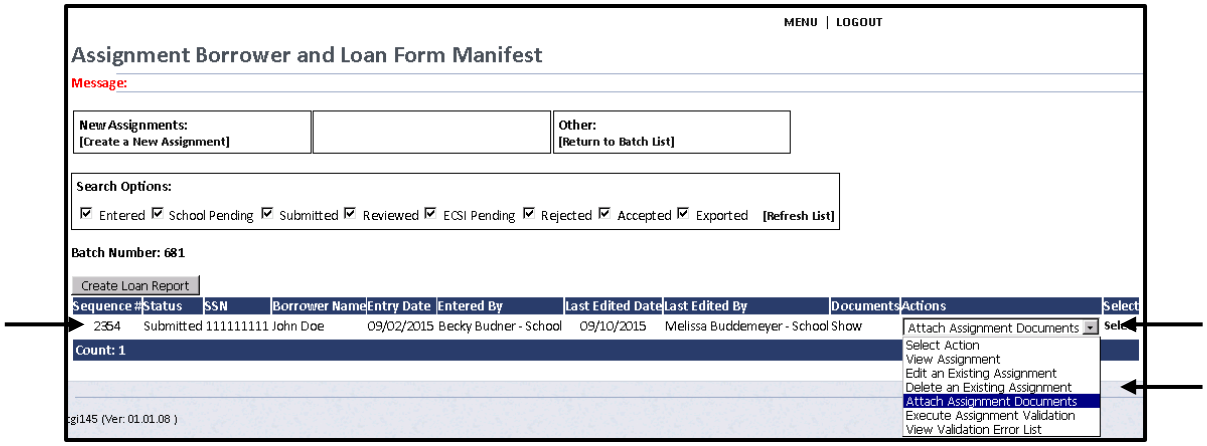
IMPORTANT!

- The user has two options for uploading supporting documentation to PLAS. 1) Enter all assignments in a batch before attaching the supporting documents or 2) upload supporting documents after entering each loan assignment.

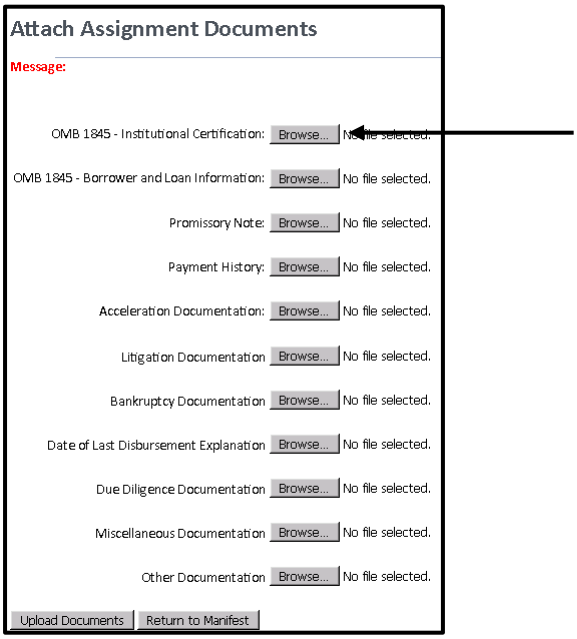
- Even if electronic copies of promissory notes are uploaded to PLAS, all hard copy original or certified copy promissory notes **must** be mailed to ECSI Federal Perkins Loan Servicer via registered mail.

- If the institution has a letter from the Department with permission to use an alternate supporting document, then the letter and alternate document can be uploaded (in PDF format) to PLAS in place of the required document, or the user can mail the letter and alternate document to ECSI Federal Perkins Loan Servicer via registered mail.

1. On the **Assignment Borrower and Loan Form Manifest** screen, locate the loan assignment that requires supporting documents, and click the **drop down arrow** located under the **Actions** column. Click **Attach Assignment Documents**, and click **Select**.



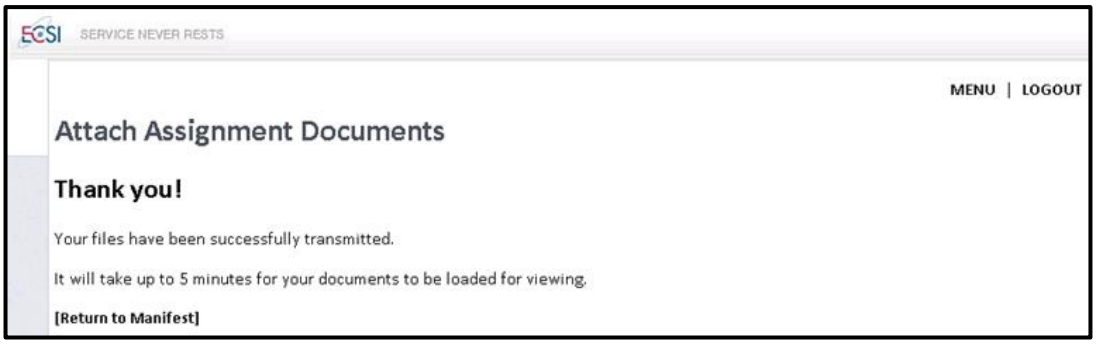
2. On the **Attach Assignment Documents** screen, click the **Browse…** button next to the name of each document associated with the loan.



3. When the user's operating system dialogue box (Windows Explorer or Mac) opens, navigate to the file containing the supporting document and double-click on the file name. The operating system dialogue box (Windows Explorer or Mac) closes and the path to the document appears in place of the **Browse…** button. Repeat this process for each supporting document associated with the assignment. **Note:** Only one file can be uploaded for each PDF file listed on this screen. When a file is uploaded, it *replaces* any previously uploaded file.

4. Click **Upload Documents button** at the bottom of the page.

When the upload is complete, a message at the top of this page indicates whether the upload was successful.



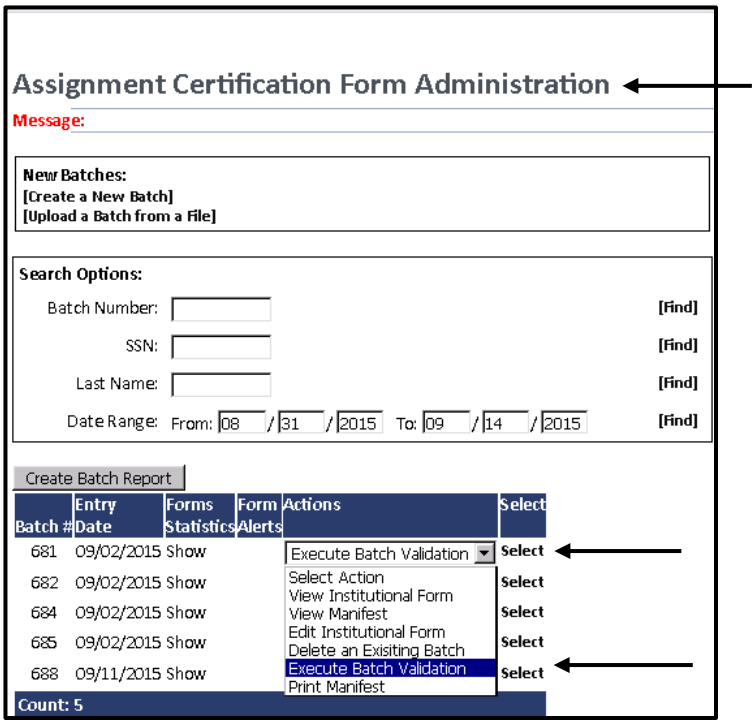
If the wrong file was uploaded, or if there were problems with the uploaded file, then the system will show an **Error! Invalid File Type!** message. To correct an error message, follow the instructions in the above steps 1-4 to replace the file.

5. The system performs a sweep minutes after the documentation has uploaded. This means the user: 1) will need to wait five minutes, 2) go to **View Manifest**, 3) locate the **Sequence #** and 4) hover over the **Documents** column. If the document was uploaded, a pop-up screen will show the link to the document. It is recommended that the user click on the link to validate that the intended document was uploaded correctly. If the user determines that the document type was not uploaded correctly, follow steps 1-4 in this section.

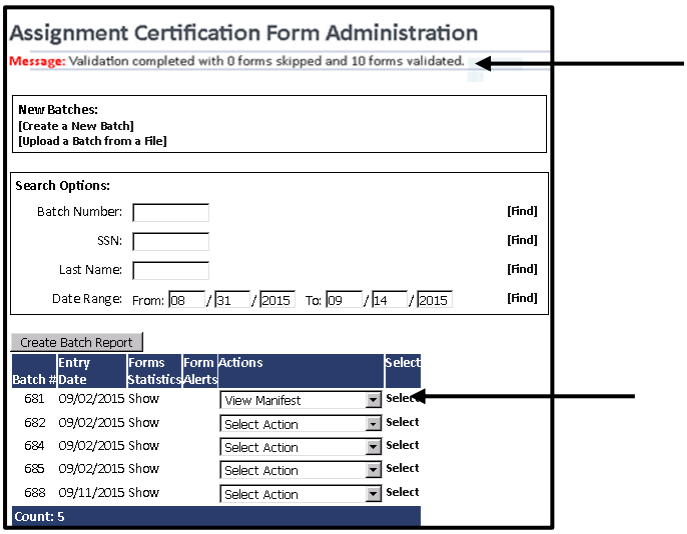
Execute Batch Validation

Validations for batch assignments are performed in PLAS, and by ECSI Federal Perkins Loan Servicer. This section of the user guide reviews the process of PLAS validation, and how the user can view and correct validation errors. For the Loan Assignment Data Entry Method, users will need to validate the batch immediately. Users have the option of validating the batch after all assignments are entered, or validating the batch after each assignment is entered. To view a list of validations that PLAS runs, view **Appendix-J: About Automatic Validation.**

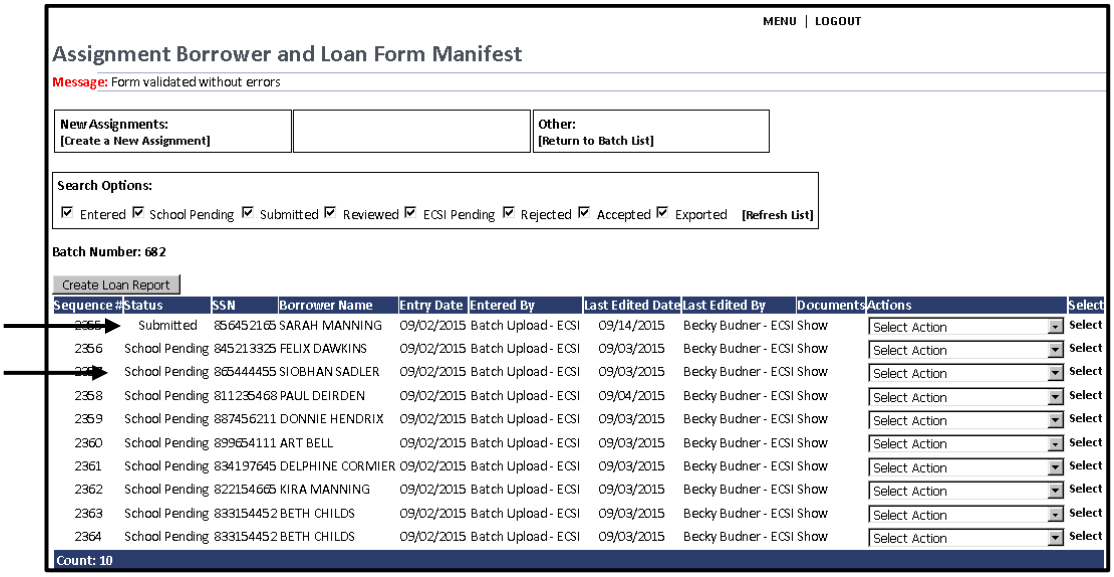
1. On the **Assignment Certification Form Administration** screen, click the **drop down arrow** next to the batch, click **Execute Batch Validation**, and click **Select**.



2. On the **Assignment Certification Form Administration** screen, the system will display a validation-completed message. Click the **drop down arrow** next to the batch number, select **View Manifest** and click **Select** to review the validation for the assignment.



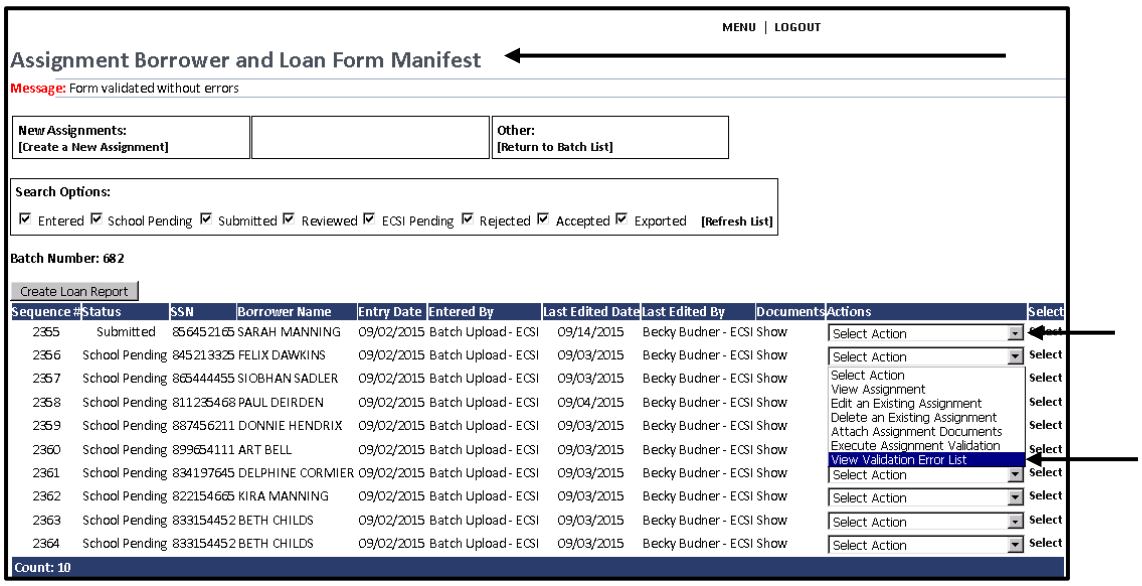
3. If validation of the batch is successful, the status of all assignments in the batch is changed to ***Submitted***. If validation of the batch is <u>not</u> successful, the status of the assignments in the batch will display ***School Pending***. If errors appear in the loan assignment data, corrections are required before the validation for the assignment is performed again.



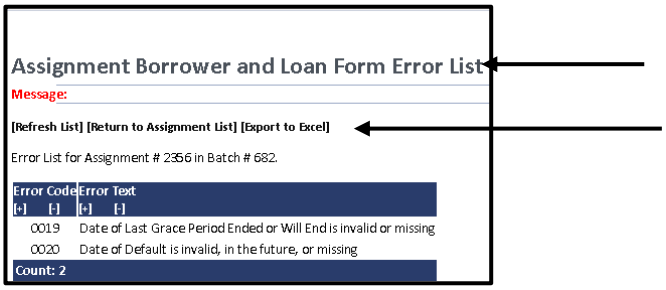
View and Correct Validation Errors

As stated in the previous section, a ***Pending*** status indicates that errors appear in the loan assignment data that need to be corrected. If errors appear in the loan assignment data, corrections are required before the validation for the assignment is performed again. The user can double click on the column heading **Sequence #**, **SSN**, or **Borrower Name** to change the view to descending or ascending order.

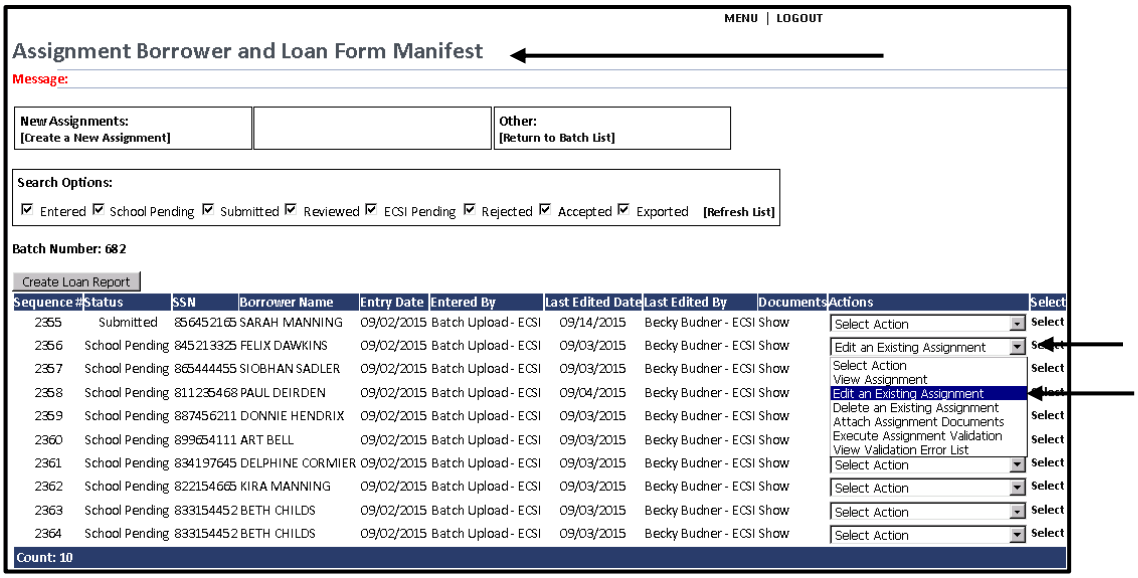
1. On the **Assignment Borrower and Loan Form Manifest** screen, click the **drop down arrow** next to the **Sequence #**, click **View Validation Error List,** and click **Select.**



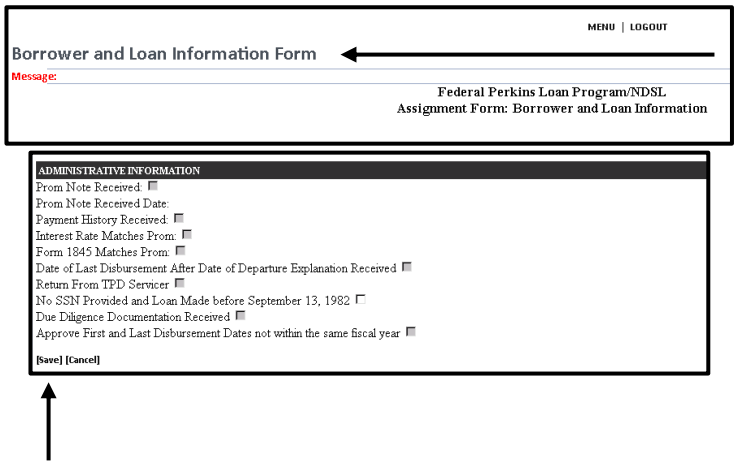
2. On the **Assignment Borrower and Loan Form Error List** screen, review the error messages and either click **[Export to Excel]** to view the errors in a separate spreadsheet, or click **[Return to Assignment List]** to return to the **Assignment Borrower and Loan Form Manifest** screen, and update the existing assignment.



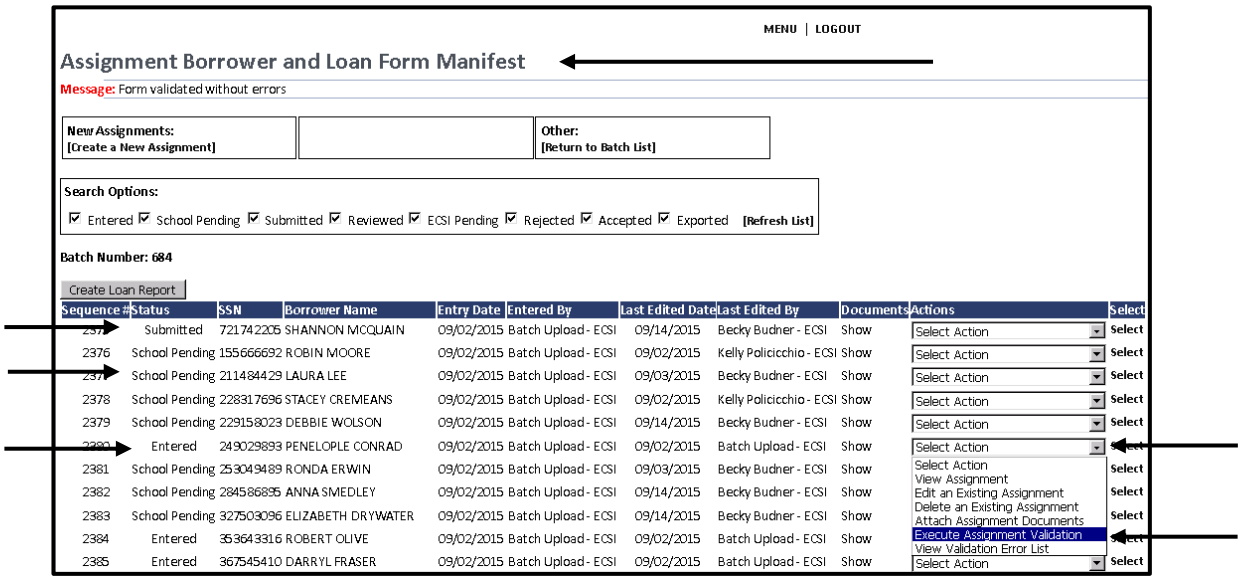
3. On the **Assignment Borrower and Loan Form Manifest** screen, click the **drop down arrow** next to the **Sequence #**, select **Edit an Existing Assignment**, and click **Select.**



4. On the **Borrower and Loan Information Form**, update the errors that are listed on the **Assignment Borrower and Loan Form Error List** screen. Click **[Save]** at the bottom of the screen. The status of the assignment will change from ***School Pending*** to ***Entered*.**



5. Click the **drop down arrow** next to the **Sequence #** that has the status of ***Entered***, and click **Execute Assignment Validation**. If the errors are corrected, the status will change to ***Submitted***. If the errors were not corrected, an error message will appear in the **Message** section of the screen, and the **Status** will change *to* ***School Pending*.**

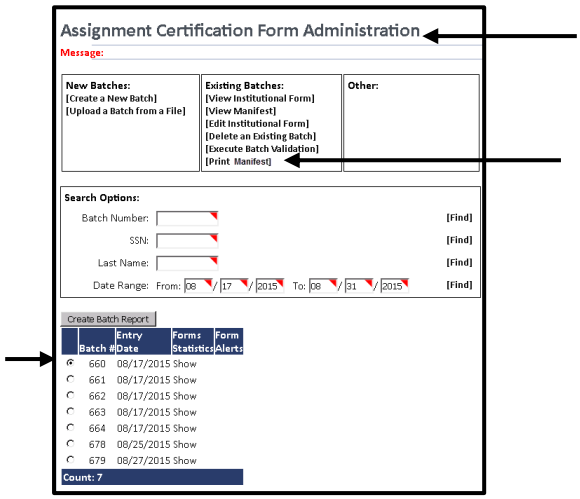


6. Continue reviewing assignments with validation errors, and correcting the errors by repeating steps 1-5.

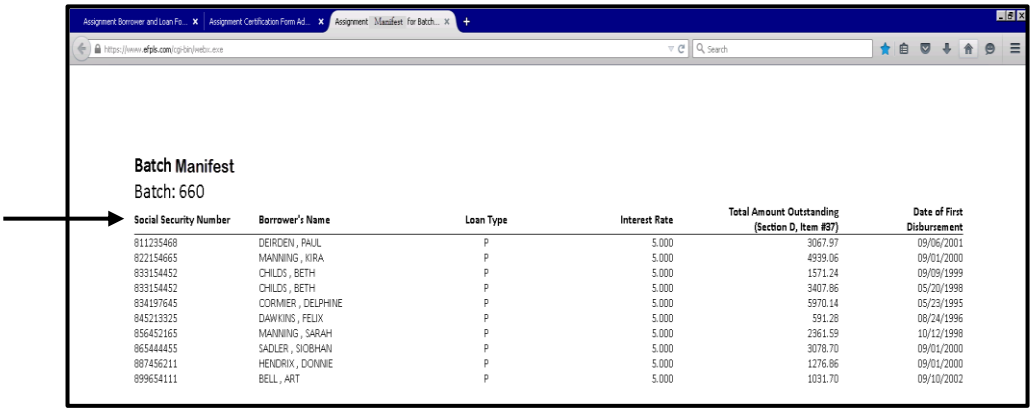
Print the Manifest

The information on the manifest enables processors at ECSI Federal Perkins Loan Servicer to associate the supporting documents received via mail with the associated loan assignments in PLAS. **Note:** The Department requires that ECSI Federal Perkins Loan Servicer receive the hard copy original or certified copy promissory notes for each loan assignment. Follow the steps below to print the required manifest.

1. On the **Assignment Certification Form Administration** screen, click the radio button next to a batch number, and click **[Print Manifest]**. A manifest will open in a separate internet browser tab containing the assignment's batch and sequence number.



2. To print out the manifest by social security number or alphabetically by the borrower's name, click the **Social Security Number** header, or the **Borrower's Name** header. Print the manifest from this tab. **Note:** To print out the manifest from the internet browser tab, the user will follow the same steps that are used today to print material from the internet.



Batch Manifest

Batch: 660

Social Security Number	Borrower's Name	Loan Type	Interest Rate	Total Amount Outstanding (Section D, Item #37)	Date of First Disbursement
811235468	DEIRDEN , PAUL	P	5.000	3067.97	09/06/2001
822154665	MANNING , KIRA	P	5.000	4939.06	09/01/2000
833154452	CHILDS , BETH	P	5.000	1571.24	09/09/1999
833154452	CHILDS , BETH	P	5.000	3407.86	05/20/1998
834197645	CORMIER , DELPHINE	P	5.000	5970.14	05/23/1995
845213325	DAWKINS , FELIX	P	5.000	591.28	08/24/1996
856452165	MANNING , SARAH	P	5.000	2361.59	10/12/1998
865444455	SADLER , SIOBHAN	P	5.000	3078.70	09/01/2000
887456211	HENDRIX , DONNIE	P	5.000	1276.86	09/01/2000
899654111	BELL , ART	P	5.000	1031.70	09/10/2002

Mail Supporting Documents

Package the manifest, the hard copy original or certified copy promissory notes, and any supporting documents that were not uploaded using PLAS, and mail them to ECSI Federal Perkins Loan Servicer following the instructions below.

1. Double-package the manifest and the supporting documents in opaque materials approved by the U.S. Postal Service.

2. Include the "To" and "From" addresses on both the inner and outer packages.

3. Do not include information about the sensitivity of the package contents on the package.

4. Mail the package via registered mail to:

   ECSI Federal Perkins Loan Servicer
   1200 Cherrington Parkway, Suite 200
   Moon Township, PA 15108

IMPORTANT! Documents mailed to the Department regional offices or to its headquarters in Washington D.C. will be returned to the institution.

After ECSI Federal Perkins Loan Servicer receives all supporting documentation for a batch, staff members will perform a manual validation to ensure that the information in the documents matches the data in the loan assignments entered into PLAS.

If the manual validation is successful, the institution is notified via an email containing the **Accepted Report**. The accepted report is available in PLAS within the Web Reports section. This means that the assignments have been accepted and the status of the assignment is changed to ***Exported***. Although the accepted assignments will be accessible and viewable, they will not be available for edit or deletion.

If the manual validation is <u>not</u> successful, an ECSI Federal Perkins Loan Servicer staff will contact the submitting institution promptly by phone to verify or correct the information. The ECSI Federal Perkins Loan Servicer staff member will contact the person listed as the Authorized Institution Official in Section B on the Institutional Certification Form.

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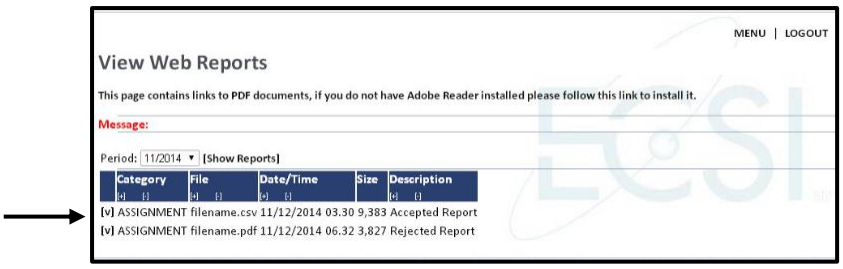
Web Reports

After ECSI receives hard copy original or certified copy promissory notes and other supporting documentation for each batch, a manual validation will be performed by ECSI Federal Perkins Loan Servicer. The manual validation process ensures that the information in each of the loan assignments matches what was entered into PLAS. Once assignments are accepted, the corresponding **Accepted Report** and **Rejected Report** will be available for review in PLAS.

To Access Reports:

1. On the **Menu** screen, click **Web Reports.**

2. To view a report, click the **[v]** next to the report name.



About the Accepted Report

The Accepted Report contains a summary of loans entered into PLAS, accepted by ECSI Federal Perkins Loan Servicer. It displays a list of borrower names, types of loan, loan amounts, and outstanding balances. There is summary information on the loan, including the total number of loans listed in the system and total outstanding balance assigned per OPEID.

Execution Date: 09/11/2015 12:05:55 PM — US Department of Education — Page 1

ECSI Federal Perkins Loan Servicer

Perkins Load Database Report

Report/Load Date: 09/11/2015

For Originating School 00332900 - PENNSYLVANIA STATE UNIVERSITY (THE)

PLAS Batch Number	PLAS Sequence Number	Account Number	Last; First; Middle Name	Debt Id	Prin Amt Loaned	Prin Amt Out	Int Due	Coll Costs/ Pen Charges
678	2342	123456789	baker Rich	PER24J	5,000.00	5,000.00	0.00	0.00
678	2346	159369856	lynn rachel	PER24D	2,500.00	2,500.00	0.00	0.00
678	2345	321654789	may mary	PER24D	2,000.00	2,000.00	0.00	0.00
678	2343	789654321	smith sam	PER24D	2,000.00	2,000.00	0.00	0.00
678	2344	987654789	rich richie	PER24D	1,000.00	1,000.00	0.00	0.00
					12,500.00	12,500.00	0.00	0.00

THESE LOANS HAVE BEEN ACCEPTED FOR ASSIGNMENT BY THE UNITED STATES DEPARTMENT OF EDUCATION AS OF: 09/11/15

About the Rejected Report

The Rejected Report shows assignments rejected by ECSI Federal Perkins Loan Servicer. The report shows the information entered for a particular loan and the reason for the rejection. The institution can resubmit the assignment.

US Department of Education — Page 2

ECSI Federal Perkins Loan Servicer

Report ID: ASGN-ERROR-DET — Perkins Assignment Error Detail Report

Report/Load Date: 01/09/2014 — For Originating School: 24567894 - STATE UNIVERSITY (THE)

Section A - Borrower Information
Borrower Name: Last: Smith — First: Maggie — Middle:
Previous Name: — SSN: 123456789
Date of Birth: 04/15/1978 — Departure Date: 06/15/2000
Address1: 123 Main St. — Address2:
City: Gibsonia — State: PA — Zip: 15203
Telephone #: 4124567894

Section B - Cosigner Information
Cosigner Name: Last: — First: — Middle:
SSN:
Address1: — Address2:
City: — State: — Zip:
Telephone #:

Section C - Loan Information Historical
Type of Loan: P — Applicable Interest Rate: 5.000
Date Last Advance: 03/15/2000 — Last Grace Period Date: 03/15/2001
Default Date: / / — Loan Accelerated: N
Accelerated Date: / /
Loan Litigated: N — Litigation Date: / /
Repayment Status: Repayment
Assigned Reason: Other (Please Explain)

Section D - Loan Information Financial
Principal Loaned: 5000.00 — Principal Adjusted:
Principal Repaid: 250.00 — Principal Cancelled: 100.00
Principal Outstding: 4650.00
Collection Repaid: — Collection Costs/Penalty/Late Charges:
Interest Repaid: — Interest Cancelled:
Interest Due:
Total Outstanding: 4650.00

Section E - Cancellation Information
Cancellation Type 1: Law - 15% — Cancellation Type 2:
Percentage Rate: 15% — Percentage Rate:
Principal Cancelled: 100.00 — Principal Cancelled:
Interest Cancelled: — Interest Cancelled:
Service Start Date: 03/15/2001 — Service Start Date: / /
Service End Date: 03/15/2002 — Service End Date: / /

WE ARE RETURNING THE LOAN IDENTIFIED FOR THE REASON(S) LISTED BELOW.
A MANIFEST MUST ACCOMPANY EACH RESUBMISSION PACKAGE RETURNED TO THE ECSI FEDERAL PERKINS LOAN SERVICER.

Error Codes:
{0082} Interest Rate on Prom Note or Judgment does not match Interest Rate on Form 1845-0048

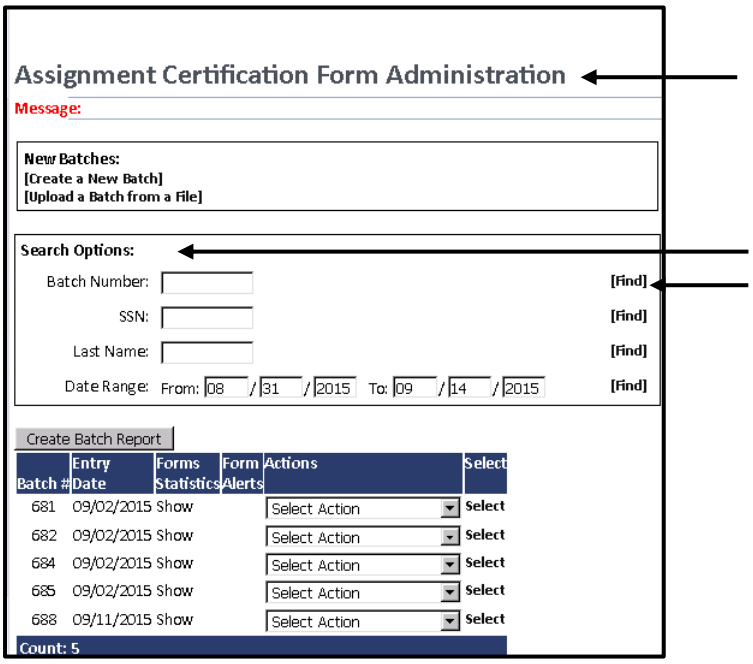
View, Edit and Delete a Batch

Use the **Search Options** to locate an entered batch in PLAS. The system will allow the batch to be viewed, edited, and deleted. **Note:** If the status has been changed to ***Submitted*** then the user will not be able to edit or delete the batch. Contact ESCI Federal Perkins Loan Servicer to delete the batch if the status has been changed to ***Submitted***.

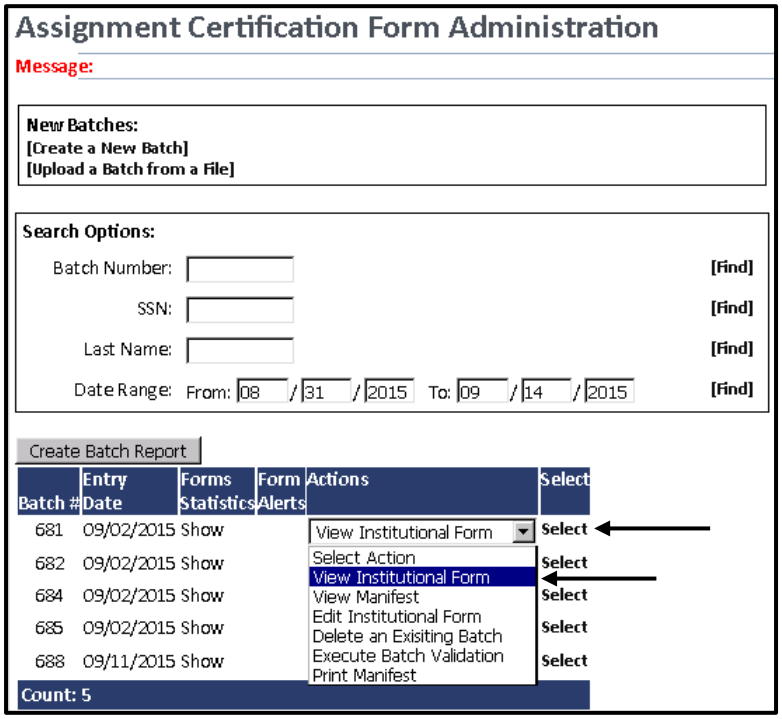
View a Batch

Use the *Search Options* to access and view the **Institutional Certification Form** associated with a batch. When the user views the form, and returns to this screen, the previous search criteria is saved.

1. On the **Assignment Certification Form Administration** screen, use the **Search Options** dialog box to search for a batch or one or more assignments associated with a borrower by entering in one of the following identifiers: **Batch Number, SSN, Last Name,** or **a Date Range** when the batch was entered into PLAS. Click **[Find]** to locate the search criteria. **Note:** The system pulls batches from the last fourteen days. Use the **Date Range** fields to view batches beyond the fourteen-day timeframe.



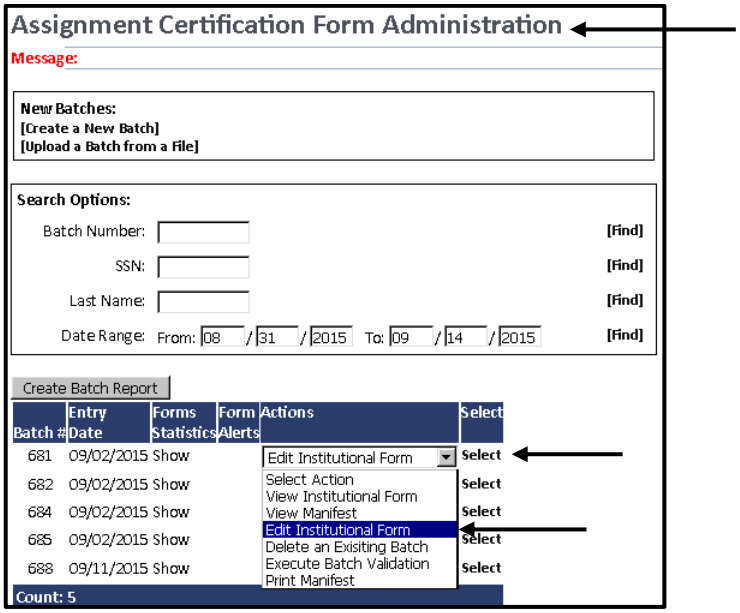
2. A list of batches that contain the criteria entered in the **Search Options** appears in the table at the bottom of the screen. Click the **drop down arrow** next to the batch, select **View Institutional Form**, and click **Select.** This opens in another tab within the system and allows the user to view the information on the form. Close the tab to return to the **Assignment Certification Form Administration** screen. Review the next section to learn how to edit the **Institutional Certification Form.**



Edit a Batch

By selecting the **Edit Institutional Form** option, the institutional information for the batch will be displayed in editable fields.

1. On the **Assignment Certification Form Administration** screen, click the **drop down arrow** next to the batch, select **Edit Institutional Form**, and click **Select**. Edit the **Institutional Certification Form**, and click **[Save]** at the bottom of the page to save the changes to the form.

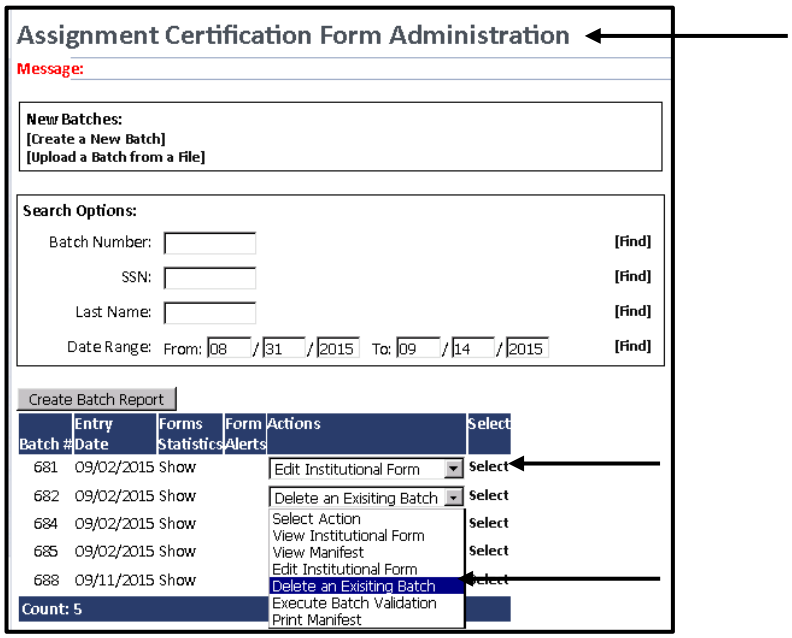


Delete a Batch

Although not a common practice in the system, the user has the option of deleting a batch if needed. An example for deleting a batch may include (but is not limited to) user error while entering the batch.

Warning! When a batch is deleted, all of the loan assignments housed within the batch are deleted.

1. On the **Assignment Certification Form Administration** screen, to delete the batch click the **drop down arrow** next to the batch number, select **Delete an Existing Batch**, and click **Select.**



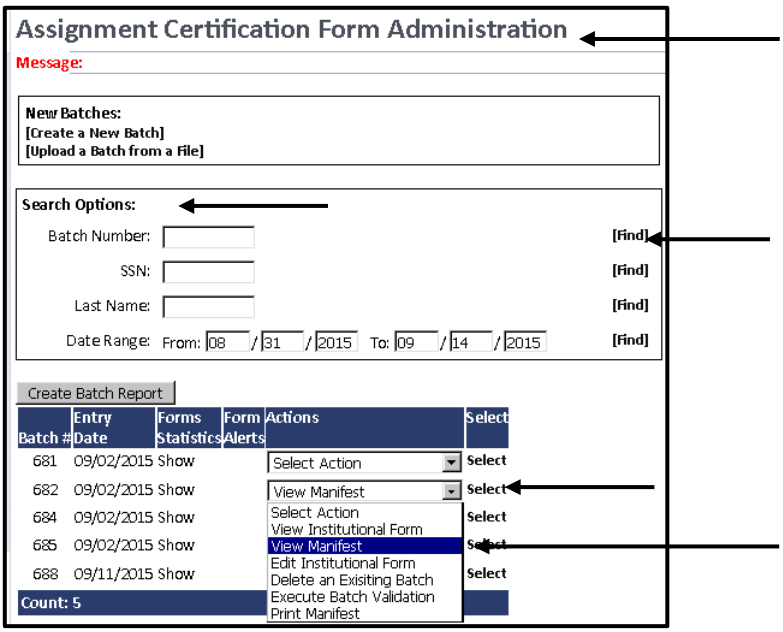
2. Click **OK** to delete the batch, or click **Cancel** to exit without deleting the batch.

View, Edit, and Delete an Assignment

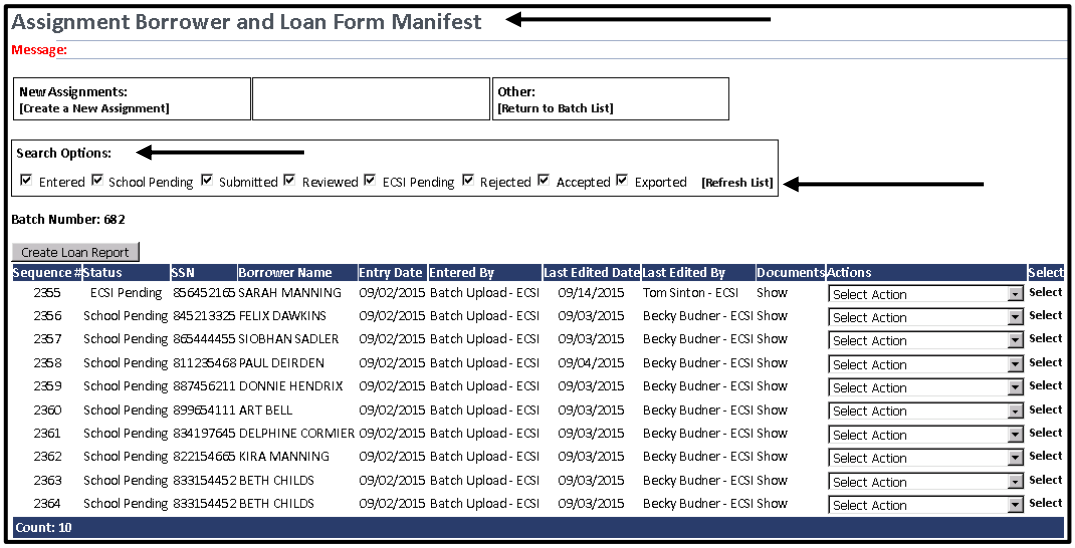
Use the **Search Options** dialog box to locate assignments in PLAS. View the assignments on the **Borrower and Loan Information Form Manifest** screen**.** When a loan assignment search is entered based on a borrower's name or social security number, the search function displays all batches that contain assignments matching the criteria entered. **Note:** If the status has been changed to ***Submitted*** then the user will not be able to edit or delete the Assignment. Contact ESCI Federal Perkins Loan Servicer to delete the assignment.

View an Assignment

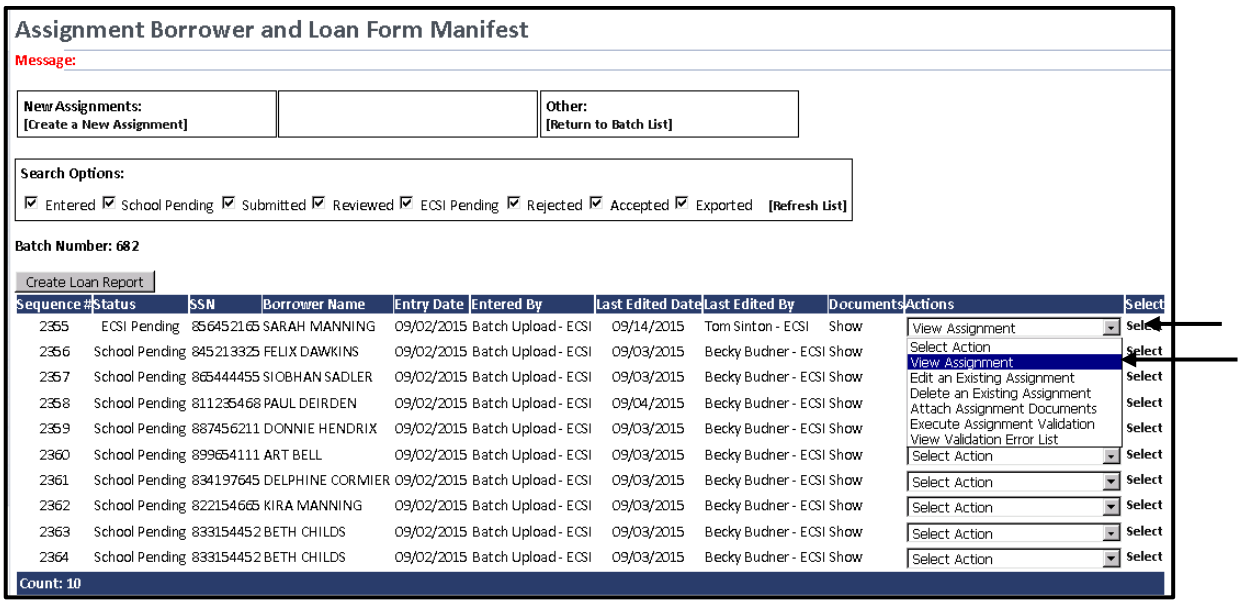
1. On the **Assignment Certification Form Administration Manifest** screen, use the **Search Options** dialog box to search for a batch or one or more assignments associated with a borrower by entering in one of the following identifiers: **Batch Number, SSN, Last Name,** or **a Date Range** when the batch was entered into PLAS. Click **[Find]** to locate the search criteria. Click the **drop down arrow** next to the batch, select **View Manifest**, and click **Select. Note:** The system pulls batches from the last fourteen (14) days. Use the **Date Range** fields to view batches beyond the fourteen-day timeframe.



2. On the **Assignment Borrower and Loan Form Manifest** screen, the assignments appear at the bottom of the screen. To narrow the search results for the assignments, click on a status checkbox located under the **Search Options** dialogue box. Click on **[Refresh List]** to search for the new assignments criteria.



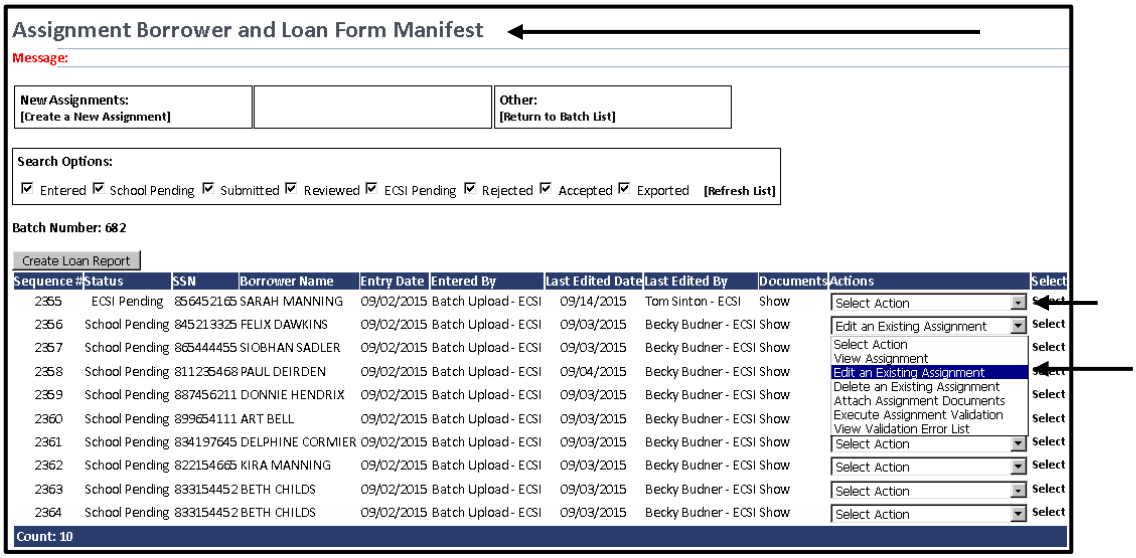
3. On the **Assignment Borrower and Loan Form Manifest** screen, click the **drop down arrow** next to an assignment, select **View Assignment**, and click **Select.** The **Borrower and Loan Information** screen opens in a new tab and allows the user to view the assignment. Click the X to close the tab to return to the **Assignment Borrower and Loan Form Manifest** screen. **Note:** To make changes to the assignment, see the instructions for **Edit an Assignment.**



Edit an Assignment

To edit information about assignments, follow the steps below.

1. On the **Assignment Borrower and Loan Form Manifest** screen, click the **drop down arrow** next to the assignment, select **Edit an Existing Assignment**, and click **Select**.

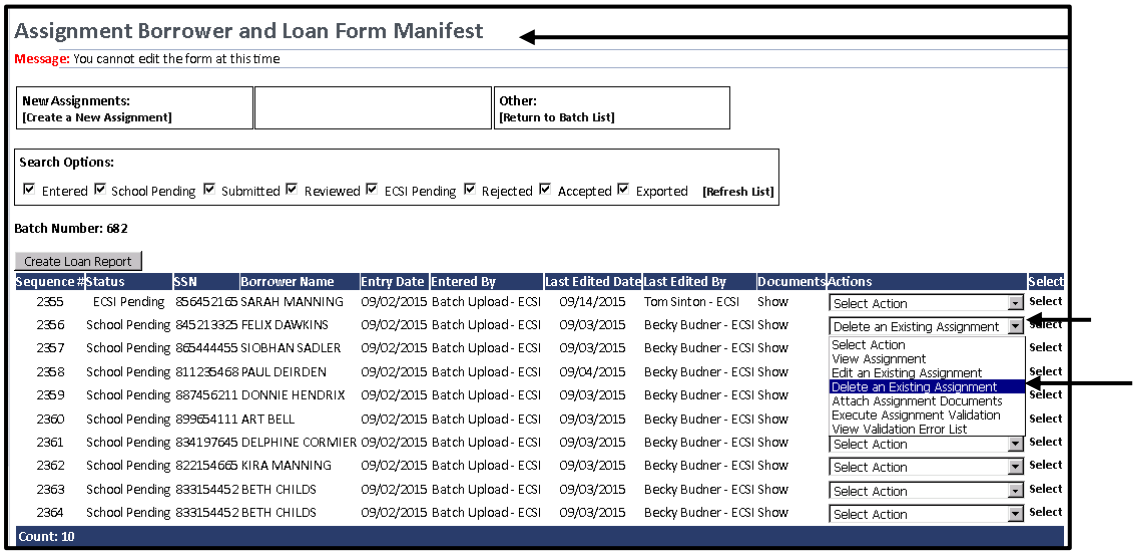


2. Edit the information on **Borrower and Loan Information Form,** and click **[Save]** at the bottom of the page to save the changes.

Delete an Assignment

To delete an assignment in PLAS, follow the steps below.

1. On the **Assignment Borrower and Loan Form,** click the **drop down arrow** next to the assignment, select **Delete an Existing Assignment**, and click **Select**.



2. Click **OK** to delete the assignment, or click **Cancel** to exit without deleting the assignment.

Appendices

Appendices ..... **Error! Bookmark not defined.**

Appendix A-About Data File Layouts ..... **Error! Bookmark not defined.**

Appendix B-About the Header Record ..... **Error! Bookmark not defined.**

Appendix C-Header Record Layout ..... **Error! Bookmark not defined.**

Appendix D-About Assignment Records ..... **Error! Bookmark not defined.**

Appendix E-Assignment Record Layout ..... **Error! Bookmark not defined.**

Appendix F-About the Trailer Record ..... **Error! Bookmark not defined.**

Appendix G-Trailer Record Layout ..... **Error! Bookmark not defined.**

Appendix H-How to Create a Pipe Delimited Text File ..... **Error! Bookmark not defined.**

Appendix I-How to Create a .zip File with PDFs ..... **Error! Bookmark not defined.**

Appendix J- About Automatic Assignment Validations ..... **Error! Bookmark not defined.**

Appendix K- About Automatic Batch Validations ..... **Error! Bookmark not defined.**

Appendix L-Assignment Status Definitions for PLAS ..... **Error! Bookmark not defined.**

Appendix A-About Data File Layouts

Before a file is uploaded to PLAS, a pipe delimited text (.txt) file must be generated that contains:

- Institutional Certification information in the Header Record.
- Borrower and Loan Information for each assignment in the Assignment Record.
- A summation of key fields in each of the assignment records in the Trailer Record.

Each field in a pipe delimited data file has a maximum length that cannot be exceeded and must be separated from the next field by a pipe (|) symbol. The maximum length, along with other information about what must appear in each field, is listed in the File Layout table in this appendix.

IMPORTANT!

The following format **must be used** when naming a delimited text file that is uploaded into PLAS: ASSIGN-OPEID-YYYYMMDDHHMMSS.txt.

Follow the rules below when editing data in a delimited text file:

- Allow the fields to wrap without pressing **[Enter]**. Using the **[Enter]** key will cause an error to occur when PLAS is processing the batch file.
- Do not use dollar signs in fields containing a monetary value.
- Include a decimal point to indicate the cents associated with an amount.
- Trim the leading zeros on the left of the decimal point from numeric fields.
- Leave off trailing blanks from text fields.
- Enter a second pipe to indicate that a field is empty when a field does not contain any data.

Appendix B-About the Header Record

The Header Record must contain the information that appears on the **Institutional Certification Form**. This information must appear in the first line of the data file, separated by pipes, as shown in the highlighted line below.

HEADER

```
J.H. STATE UNIVERSITY|00234600|1000 STATE STREET|OFFICE 157|EVANSTON|IL|60201|GINNY BAKER|2315912000|BURSAR|CAROLINE MULFORD|20150528|2|
BAKER|SAMANTHA|L|789542563|SAM BAKER|19750914|19991205|A|123 MAIN STREET|APT 5|4125551212|PITTSBURGH|PA|15203|UNITED STATES|MARTIN|JOHN|R|45
RYAN|JAKE|M|753869421||19601210|19900515|A|1720 South Street||4125649875|PITTSBURGH|PA|15203|UNITED STATES||||||||||||19940815|P|5|19950105
15000.00|0|3500.00|1000.00|10500.00||700.00|3250.00|0|13750.00
```

The information that appears in each field is displayed in the Header Record Layout, as shown below. The file layout indicates the format and length of each field.

Appendix C-Header Record Layout

The following table indicates how each of the header record fields must be formatted when the data file is uploaded to PLAS.

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Name of Institution	ALPHA	60	Name of the Institution
2	Yes	OPEID	NUM	8	OPEID of the Institution named in Field 1
3	Yes	Street Address 1	ALPHA-NUM	35	Street address Line 1 of the Institution named in Field 1
4	No	Street Address 2	ALPHA-NUM	35	Street address Line 2 of the Institution named in Field 1
5	Yes	City	ALPHA	25	City of the Institution named in Field 1
6	Yes	State	ALPHA	2	Two letter abbreviation for the state the Institution in Field 1 is located
7	Yes	ZIP Code	NUM	14	Mailing ZIP code of the Institution named in Field 1
8	Yes	Name of Authorized Institutional Official	ALPHA-NUM	50	Full name of authorized institutional official for Institution in Field 1
9	Yes	Phone Number	NUM	20	Telephone number for authorized official named in Field 8
10	Yes	Title of Authorized Institutional Official	ALPHA	30	Title of authorized official named in Field 8

Field	Required	Field Name	Data Type	Length	Description
11	Yes	Alternate Contact Person	ALPHA-NUM	50	Alternate contact person at the Institution if the authorized official in Field 8 is not available
12	Yes	Certification Date	NUM	8	This is the date the loan transfers from the Institution to the Department. This date will use the following format: "YYYYMMDD"
13	Yes	Number of Individual Forms Received	NUM	4	This is the number of individual loans on the manifest associated with the institutional form represented by this header. ECSI will validate that the number of individual forms matches the number given in this field. If the numbers do not match, the file will be rejected.

Appendix D-About Assignment Records

Assignment records make up the bulk of the data file. Each field must be separated by a pipe.

The information that should appear in each field appears in the Assignment Record Layout, as shown below. The file layout indicates the format and length of each field.

Assignment Records

```
J.H. STATE UNIVERSITY|00234600|1000 STATE STREET|OFFICE 157|EVANSTON|IL|60201|GINNY BAKER|2315912000|BURSAR|CAROLINE MULFORD|20150528|2|
BAKER|SAMANTHA|L|789542563|SAM BAKER|19750914|19991205|A|123 MAIN STREET|APT 5|4125551212|PITTSBURGH|PA|15203|UNITED STATES|MARTIN|JOHN|R
RYAN|JAKE|M|753869421||19601210|19900515|A|1720 South Street||4125649875|PITTSBURGH|PA|15203|UNITED STATES||||||||||||19940815|P|5|199501
15000.00|0|3500.00|1000.00|10500.00||700.00|3250.00|0|13750.00
```

example of empty fields

Appendix E-Assignment Record Layout

The following table indicates how each of the assignment record fields must be formatted when the data file is uploaded to PLAS.

Institutional Certification Form Header

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Name of Institution	ALPHA	60	Name of the Institution
2	Yes	OPEID	NUM	8	OPEID of the Institution named in Field 1
3	Yes	Street Address 1	ALPHA-NUM	35	Street address Line 1 of the Institution named in Field 1
4	No	Street Address 2	ALPHA-NUM	35	Street address Line 2 of the Institution named in Field 1
5	Yes	City	ALPHA	25	City of the Institution named in Field 1
6	Yes	State	ALPHA	2	Two letter abbreviation for the state the Institution in Field 1 is located
7	Yes	ZIP Code	NUM	14	Mailing ZIP code of the Institution named in Field 1
8	Yes	Name of Authorized Institutional Official	ALPHA-NUM	50	Full name of authorized institutional official for Institution in Field 1
9	Yes	Phone Number	NUM	20	Telephone number for authorized official named in Field 8
10	Yes	Title of Authorized Institutional Official	ALPHA	30	Title of authorized official named in Field 8

Field	Required	Field Name	Data Type	Length	Description
11	Yes	Alternate Contact Person	ALPHA-NUM	50	Alternate contact person at the Institution if the authorized official in Field 8 is not available
12	Yes	Certification Date	NUM	8	This is the date the loan transfers from the Institution to the Department. This date will use the following format: "YYYYMMDD"
13	Yes	Number of Individual Forms Received	NUM	4	This is the number of individual loans on the manifest associated with the institutional form represented by this header. ECSI will validate that the number of individual forms matches the number given in this field. If the numbers do not match, the file will be rejected.

Assignment Form File Layout

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Borrower Last Name	ALPHA	20	The borrower's last name for whom the assignment is being submitted
2	Yes	Borrower First Name	ALPHA	12	The borrower's first name for whom the assignment is being submitted
3	No	Borrower Middle Initial	ALPHA	1	The borrower's middle initial for whom the assignment is being submitted
4	Yes	Borrower SSN	NUM	9	The borrower's Social Security Number for whom the assignment is being submitted
5	No	Borrower Previous Name	ALPHA	50	The borrower's previous name. This field is NOT required.
6	Yes	Borrower Date of Birth	NUM	8	Date of birth of the borrower. This date will use the following format: YYYYMMDD (Year, Month, Day)
7	Yes	Borrower Date of Departure	NUM	8	Date the borrower left school. This date will use the following format: YYYYMMDD (Year, Month, Day)
8	Yes	Borrower Current or Last Known Address Status	ALPHA	1	The status of the borrower's address. This field will need to be one of the following statuses: A = Domestic F = Foreign M = Military
9	Yes	Borrower Address Line 1	ALPHA-NUM	40	Address of the borrower named in Field 1

Field	Required	Field Name	Data Type	Length	Description
10	No	Borrower Address Line 2	ALPHA-NUM	40	Second address line of the borrower named in Field 1. This field is NOT required.
11	Yes	Borrower Telephone Number	NUM	25	The telephone number for the borrower listed in Field 1
12	Yes	Borrower Address City	ALPHA	25	City of the borrower named in Field 1
13	Yes	Borrower Address State	ALPHA	2	2 letter abbreviation of the state of the borrower named in Field 1
14	Yes	Borrower Zip Code	NUM	11	The ZIP code of the borrower named in Field 1
15	No	Borrower Country Name code	ALPHA	30	Current country name of the borrower indicated in Field 1
16	Not required unless cosigner present on the loan	Cosigner Last Name	ALPHA	20	Last name of the cosigner of the loan. Field is required if a cosigner is present on the loan.
17	Not required unless cosigner present on the loan	Cosigner First Name	ALPHA	12	First name of the cosigner of the loan. Field is required if a cosigner is present on the loan.

Field	Required	Field Name	Data Type	Length	Description
18	Not required unless cosigner present on the loan	Cosigner Middle Initial	ALPHA	1	Middle initial of the cosigner of the loan. Field is required if a cosigner is present on the loan.
19	Not required unless cosigner present on the loan	Cosigner Social Security Number	NUM	9	Social Security Number of the cosigner of the loan. Field is required if a cosigner is present on the loan.
20	Not required unless cosigner present on the loan	Cosigner Address Status	ALPHA	1	The status of the cosigner's address. This field will need to be one of the following statuses: A = Domestic F = Foreign M = Military Field is required if a cosigner is present on the loan.
21	Not required unless cosigner present on the loan	Cosigner Address Line 1	ALPHA-NUM	40	Address of the cosigner named for the loan. Field is required if a cosigner is present on the loan.
22	Not required unless cosigner present on the loan	Cosigner Address Line 2	ALPHA-NUM	40	Second address line of the cosigner named for the loan. Field is required if a cosigner is present on the loan.
23	Not required unless cosigner on the loan	Cosigner Phone Number	NUM	25	Phone number for the cosigner of the loan. Field is required if a cosigner is present on the loan.

Field	Required	Field Name	Data Type	Length	Description
24	Not required unless cosigner present on the loan	Cosigner Address City	ALPHA	25	City of the cosigner named for the loan. Field is required if a cosigner is present on the loan.
25	Not required unless cosigner present on the loan	Cosigner Address State	ALPHA	2	2 letter abbreviation of state of the cosigner of the loan. Field is required if a cosigner is present on the loan.
26	Not required unless cosigner present on the loan	Cosigner Zip Code	NUM	11	The ZIP code of the cosigner of the loan. Field is required if a cosigner is present on the loan.
27	No	Cosigner Country Name	ALPHA	30	Country name of cosigner of the loan.
28	Yes	Date of First Disbursement	NUM	8	The date the borrower received the first disbursement on their loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
29	Yes	Type of Loan	ALPHA	1	The type of loan to be assigned. Valid types are: P = Perkins I = National Direct Student Loan E = National Defense Student Loan
30	Yes	Applicable Interest Rate on Loan	NUM	6	Percentage rate of the loan. This value is entered as a percentage (xx.xxx).
31	Yes	Date of Last Disbursement	NUM	8	The date the last loan disbursement was received. This

Field	Required	Field Name	Data Type	Length	Description
					date will use the following format: YYYYMMDD (Year, Month, Day).
32	Yes	Date of Last Grace Period Ended or Will End	NUM	8	The date the grace period on the loan ended or will end. This date will use the following format: YYYYMMDD (Year, Month, Day) This field is required.
33	Required if loan was defaulted	Date of Default	NUM	8	The date the loan defaulted. This date will use the following format: YYYYMMDD (Year, Month, Day). This field is required if the loan was defaulted.
34	Yes	Loan Accelerated Status	NUM	1	1 = Loan not accelerated 2 = Loan accelerated
35	Required if loan is accelerated	Date Loan was Accelerated	NUM	8	The date the loan was accelerated. This date will use the following format: YYYYMMDD (Year, Month, Day) This date is required if the loan was accelerated.
36	Yes	Loan Litigation Status	NUM	1	1 = Loan not litigated 2 = Loan litigated
37	Required if loan was litigated	Date Loan was Litigated	NUM	8	The date the loan was litigated. This date will use the following format: YYYYMMDD (Year, Month, Day). This date is required if the loan was litigated.

Field	Required	Field Name	Data Type	Length	Description
38	Required if loan status is In School, Grace, Repayment, or Deferred	Borrower Repayment Status	NUM	1	The following values are valid: 0 = not answered (loan in default) 1 = In school 2 = Grace 3 = Repayment 7 = Deferred
39	Yes	Reason the Loan is being Assigned	NUM	1	The following values are valid: 1 = Hardship 2 = Incarceration 3 = Unemployment 4 = Liquidation 5 = Refusal to Pay 6 = No Address 7 = Total and Permanent Disability 8 = Other
40	Required if Field 39 is 8 (Other)	Assignment Reason Memo	ALPHA-NUM	100	Required open field to give reason for Status 8 in Field 39.
41	Yes	Disbursement Amount	NUM	11	Dollar Value for Disbursement in the following format: 99999999.99.
42	Required if there was an adjustment to principal amount	Principal Amount Adjustment	NUM	11	Dollar Value for Principal Amount Adjusted in the following format: 99999999.99
43	Required if there was principal amount paid to the loan	Principal Amount Repaid	NUM	11	Dollar Value for Principal Amount Repaid in the following format: 99999999.99

Field	Required	Field Name	Data Type	Length	Description
44	Required if there was a cancellation to principal amount	Principal Amount Cancelled	NUM	11	Dollar Value for Principal Amount Cancelled in the following format: 99999999.99
45	Yes	Principal Amount Outstanding	NUM	11	Dollar Value for Principal Amount Outstanding in the following: format 99999999.99
46	Required if there was a collection cost repaid on the loan	Collection Cost Repaid	NUM	11	Dollar Value for Collection Cost Repaid in the following format: 99999999.99
47	Required if interest was repaid on the loan	Interest Repaid	NUM	11	Dollar Value for Interest Repaid in the following format: 99999999.99
48	Required if interest was cancelled for the loan	Interest Cancelled	NUM	11	Dollar Value for Interest Cancelled in the following format: 99999999.99
49	Yes	Interest Due	NUM	11	Dollar Value for Interest Due in the following format: 99999999.99
50	Required if there are collection cost/penalty or late charges for the loan	Collection Cost/Penalty and Late Charges	NUM	11	Dollar Value for Collection Costs/ Penalty and Late Charges in the following format: 99999999.99

Field	Required	Field Name	Data Type	Length	Description
51	Yes	Total Amount Outstanding	NUM	11	Dollar Value for Total Amount Outstanding in the following: format 99999999.99
52	Required if there is a cancellation on the loan	Type of Cancellation (1 of 6 records) **Important**: The data file layout can accommodate up to **six** cancellation records for each loan assignment.	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20%

Field	Required	Field Name	Data Type	Length	Description
					BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
53	Required if there is a cancellation on the loan	Cancellation Percentage Rate (1 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
54	Required if there is a cancellation on the loan	Principal Cancelled (1 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match field 42

Field	Required	Field Name	Data Type	Length	Description
55	Required if there is a cancellation on the loan	Interest Cancelled (1 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match field 46
56	Required if there is a cancellation on the loan	Cancellation Service Start Date (1 of 6)	NUM	8	The date the cancellation began for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
57	Required if there is a cancellation on the loan	Cancellation Service End Date (1 of 6)	NUM	8	The date the cancellation ended for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
58	Required if there is a second cancellation on the loan	Type of Cancellation (2 of 6) **Important**: The data file layout can accommodate up to **six** cancellation records for each loan assignment	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20%

Field	Required	Field Name	Data Type	Length	Description
					BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%

Field	Required	Field Name	Data Type	Length	Description
59	Required if there is a second cancellation on the loan	Cancellation Percentage Rate (2 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
60	Required if there is a second cancellation on the loan	Principal Cancelled (2 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match field 42
61	Required if there is a second cancellation on the loan	Interest Cancelled (2 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match field 46
62	Required if there is a second cancellation on the loan	Cancellation Service Start (2 of 6) Date	NUM	8	The date the cancellation began for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
63	Required if there is a second cancellation on the loan	Cancellation Service End Date (2 of 6)	NUM	8	The date the cancellation ended for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
64	Required if there is a third cancellation on the loan	Type of Cancellation (3 of 6) **Important**: The data file layout can accommodate	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15%

Field	Required	Field Name	Data Type	Length	Description
		up to **six** cancellation records for each loan assignment			BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30%

Field	Required	Field Name	Data Type	Length	Description
					BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
65	Required if there is a third cancellation on the loan	Cancellation Percentage Rate (3 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
66	Required if there is a third cancellation on the loan	Principal Cancelled (3 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match field 42
67	Required if there is a third cancellation on the loan	Interest Cancelled (3 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match field 46
68	Required if there is a third cancellation on the loan	Cancellation Service Start Date (3 of 6)	NUM	8	The date the cancellation began for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)

Field	Required	Field Name	Data Type	Length	Description
69	Required if there is a third cancellation on the loan	Cancellation Service End Date (3 of 6)	NUM	8	The date the cancellation ended for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
70	Required if there is a fourth cancellation on the loan	Type of Cancellation (4 of 6) **Important**: The data file layout can accommodate up to **six** cancellation records for each loan assignment	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15%

Field	Required	Field Name	Data Type	Length	Description
					BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
71	Required if there is a fourth cancellation on the loan	Cancellation Percentage Rate (4 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
72	Required if there is a fourth	Principal Cancelled (4 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42

Field	Required	Field Name	Data Type	Length	Description
	cancellation on the loan				
73	Required if there is a fourth cancellation on the loan	Interest Cancelled (4 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
74	Required if there is a fourth cancellation on the loan	Cancellation Service Start Date (4 of 6)	NUM	8	The date the cancellation began for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
75	Required if there is a fourth cancellation on the loan	Cancellation Service End Date (4 of 6)	NUM	8	The date the cancellation ended for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
76	Required if there is a fifth cancellation on the loan	Type of Cancellation (5 of 6)	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15%

Field	Required	Field Name	Data Type	Length	Description
					BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20%

Field	Required	Field Name	Data Type	Length	Description
					BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
77	Required if there is a fifth cancellation on the loan	Cancellation Percentage Rate (5 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
78	Required if there is a fifth cancellation on the loan	Principal Cancelled (5 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42
79	Required if there is a fifth cancellation on the loan	Interest Cancelled (5 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
80	Required if there is a fifth cancellation on the loan	Cancellation Service Start Date (5 of 6)	NUM	8	The date the cancellation began for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
81	Required if there is a fifth cancellation on the loan	Cancellation Service End Date (5 of 6)	NUM	8	The date the cancellation ended for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)
82	Required if there is a sixth	Type of Cancellation (6 of 6)	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15%

Field	Required	Field Name	Data Type	Length	Description
	cancellation on the loan	**Important**: The data file layout can accommodate up to **six** cancellation records for each loan assignment			BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20%

Field	Required	Field Name	Data Type	Length	Description
					BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
83	Required if there is a sixth cancellation on the loan	Cancellation Percentage Rate (6 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
84	Required if there is a sixth cancellation on the loan	Principal Cancelled (6 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42
85	Required if there is a sixth cancellation on the loan	Interest Cancelled (6 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
86	Required if there is a sixth	Cancellation Service Start Date (6 of 6)	NUM	8	The date the cancellation began for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)

Field	Required	Field Name	Data Type	Length	Description
87	cancellation on the loan				
	Required if there is a sixth cancellation on the loan	Cancellation Service End Date (6 of 6)	NUM	8	The date the cancellation ended for the loan. This date will use the following format: YYYYMMDD (Year, Month, Day)

Assignment Batch Trailer

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Total Disbursement Amount	NUM	11	Total dollar amount of Disbursement Amount for all assigned loans within the batch in the following format: 99999999.99
2	Yes	Total Principal Amount Adjusted	NUM	11	Total dollar amount of Total Principal Amount Adjusted for all assigned loans within the batch in the following format: 99999999.99
3	Yes	Total Principal Amount Paid	NUM	11	Total dollar amount of Total Principal Amount Paid for all assigned loans within the batch in the following format: 99999999.99
4	Yes	Total Principal Amount Cancelled	NUM	11	Total dollar amount of Total Principal Amount Cancelled for all assigned loans within the batch in the following format: 99999999.99

Field	Required	Field Name	Data Type	Length	Description
5	Yes	Total Disbursement Amount	NUM	11	Total dollar amount of Disbursement Amount for all assigned loans within the batch in the following format: 99999999.99
6	Yes	Total Principal Amount Adjusted	NUM	11	Total dollar amount of Total Principal Amount Adjusted for all assigned loans within the batch in the following format: 99999999.99
7	Yes	Total Principal Amount Paid	NUM	11	Total dollar amount of Total Principal Amount Paid for all assigned loans within the batch in the following format: 99999999.99
8	Yes	Total Principal Amount Cancelled	NUM	11	Total dollar amount of Total Principal Amount Cancelled for all assigned loans within the batch in the following format: 99999999.99
9	Yes	Total Disbursement Amount	NUM	11	Total dollar amount of Disbursement Amount for all assigned loans within the batch in the following format: 99999999.99
10	Yes	Total Principal Amount Adjusted	NUM	11	Total dollar amount of Total Principal Amount Adjusted for all assigned loans within the batch in the following format: 99999999.99
11	Yes	Total Principal Amount Paid	NUM	11	Total dollar amount of Total Principal Amount Paid for all assigned loans within the batch in the following format: 99999999.99

Appendix F-About the Trailer Record

The trailer record is a summation of key fields in each of the assignment records in the batch file. This information is extremely important for validating that all of the data for each assignment has been entered.

The information required in each field appears in the Trailer Record Layout, as shown below. The file layout indicates the format and length of each field.

```
J.H. STATE UNIVERSITY|00234600|1000 STATE STREET|OFFICE 157|EVANSTON|IL|60201|GINNY BAKER|2315912000|BURSAR|CAROLINE MULFORD|20150528|2|
BAKER|SAMANTHA|L|789542563|SAM BAKER|19750914|19991205|A|123 MAIN STREET|APT 5|4125551212|PITTSBURGH|PA|15203|UNITED STATES|MARTIN|JOHN|R|4
RYAN|JAKE|M|753869421||19601210|19900515|A|1720 South Street||4125649875|PITTSBURGH|PA|15203|UNITED STATES||||||||||||19940815|P|5|1995010
15000.00|0|3500.00|1000.00|10500.00||700.00|3250.00|0|13750.00
```

Trailer

Appendix G-Trailer Record Layout

The following table indicates how each of the fields in the Trailer Record must be formatted when the data file is uploaded to PLAS.

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Total Disbursement Amount	NUM	11	Total dollar amount of Disbursement Amount for all assigned loans within the batch in the following format: 99999999.99
2	Yes	Total Principal Amount Adjusted	NUM	11	Total dollar amount of Total Principal Amount Adjusted for all assigned loans within the batch in the following format: 99999999.99
3	Yes	Total Principal Amount Paid	NUM	11	Total dollar amount of Total Principal Amount Paid for all assigned loans within the batch in the following format: 99999999.99
4	Yes	Total Principal Amount Cancelled	NUM	11	Total dollar amount of Total Principal Amount Cancelled for all assigned loans within the batch in the following format: 99999999.99
5	Yes	Total Principal Amount Outstanding	NUM	11	Total dollar amount of Total Principal Amount Outstanding for all assigned loans within the batch in the following format: 99999999.99
6	Yes	Total Collection Costs Repaid	NUM	11	Total dollar amount of Total Collection Costs Repaid for all assigned loans within the batch in the following format: 99999999.99

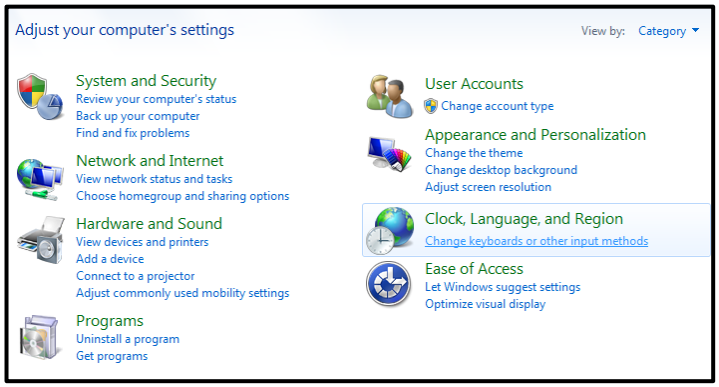
Field	Required	Field Name	Data Type	Length	Description
7	Yes	Total Interest Repaid	NUM	11	Total dollar amount of Total Interest Repaid for all assigned loans within the batch in the following format: 99999999.99
8	Yes	Total Interest Cancelled	NUM	11	Total dollar amount of Total Interest Cancelled for all assigned loans within the batch in the following format: 99999999.99
9	Yes	Total Interest Due	NUM	11	Total dollar amount of Total Interest Due for all assigned loans within the batch in the following format: 99999999.99
10	Yes	Total Collection Cost, Penalties, and Late Charges	NUM	11	Total dollar amount of Collection Cost, Penalties, and Late Charges for all assigned loans within the batch in the following format: 99999999.99
11	Yes	Total of Total Outstanding Amount	NUM	11	Total dollar amount of Total Outstanding Amount for all assigned loans within the batch in the following format: 99999999.99

Appendix H-How to Create a Pipe Delimited Text File

This section of the user guide provides steps on how to create a pipe delimited text file from a Microsoft Excel document. **Note:** The user will need to add all leading zeros that are created when using the pipe delimited text file. If assistance is required with the creation and format of the pipe delimited text file, contact the institution's IT department.

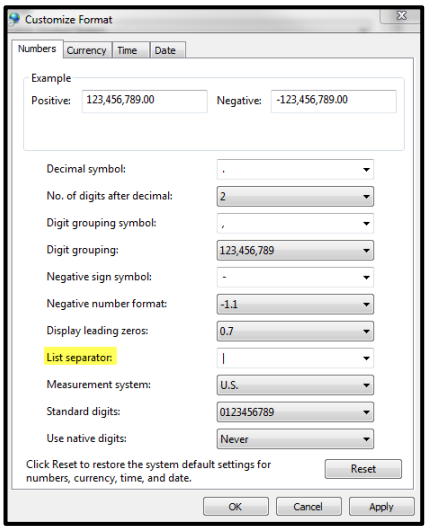
1. On the user's computer desktop, locate the **Start** menu and click **Control Panel.**

2. Click **Clock, Language, and Region,** and click **Region and Language**. **Note:** In older versions of Microsoft office, this option may be called **Region and Language**.



3. On the Region and Language screen, click Additional settings... button.

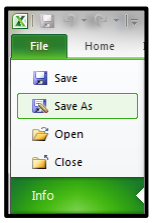
4. The **Customize Format** screen opens. Locate the **List separator:** field, and click on the field. Using the keyboard, press the **Shift** key and the **pipe (|)** key (located under the **Backspace** key) at the same time. Click the **Apply** button, and click **OK** button.



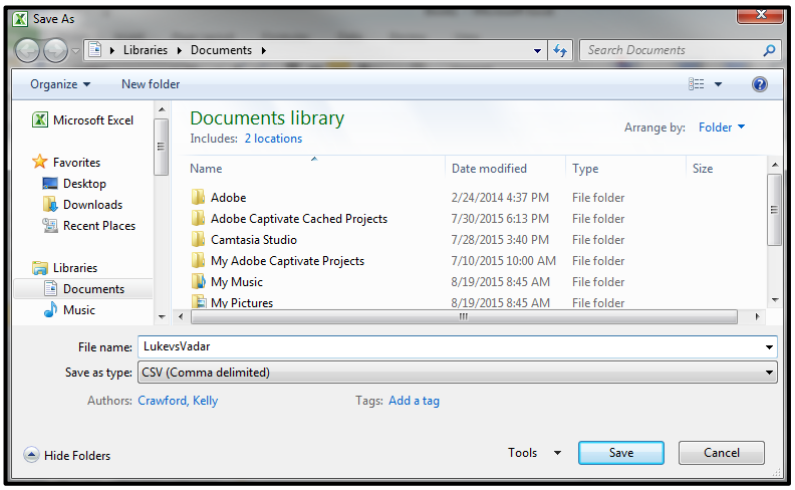
5. Depending upon the version of Microsoft Office, the user may need to click the **Apply** button, and click the **OK** button on the **Region and Language** screen.

6. Once the file is created from data extracted from the institution's loan servicing system, format the Microsoft Excel spreadsheet to the specifications listed in Appendices A through G.

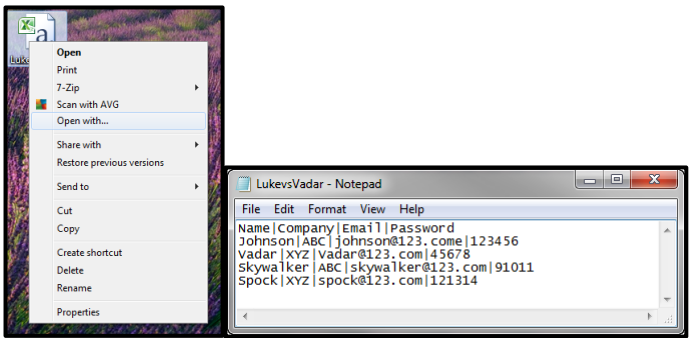
7. On Microsoft Excel, click **File, and** click **Save As**.



8. On the **Save As** window, create a **File Name**, and click on the drop down arrow next to **Save as Type**. Click the **CSV (Comma delimited)**. Click the **Save** button.



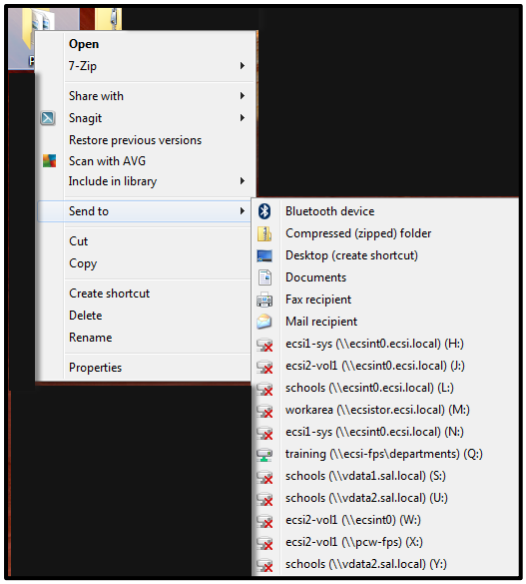
9. Locate the file, and right click and select **Open With…**, and select the **Notepad** option. This will open the pipe delimited text file.



Appendix I-How to Create a .zip File with PDFs

This section of the user guide provides steps on how to create a .zip file with PDFs. If assistance is required for creation and format of the .zip file with PDFs, contact the Institution's IT department.

1. Once the user has created the PDFs and saved the documents to a folder, right click on the folder and click **Send to**. Click **Compressed (zipped) folder**.



Appendix J- About Automatic Assignment Validations

PLAS automatically checks to make sure that the following information meets the criteria listed below, before the validation process runs.

1. Borrower Last Name is present
2. Borrower First Name is present
3. Social Security Number is present
4. Social Security Number is nine (9) digits
5. Borrower Date of Birth is present
6. Borrower Departure Date is present
7. Borrower Permanent Address Line 1 is present
8. Borrower Permanent City is present
9. Borrower State is present
10. Borrower Zip Code is present
11. Borrower Country is present
12. Borrower Telephone Number is present
13. Cosigner Social Security Number is nine (9) digits
14. Date of First Disbursement is present and valid
15. Type of Loan is present
16. Applicable Interest Rate on the Loan is present
17. Date of Last Grace Period Ended or Will End is present and valid
18. Date of Default is present and valid
19. Date of Acceleration is valid
20. Date of Acceleration is present when the loan is accelerated
21. Date of Acceleration is after Date of Departure when the loan is accelerated
22. Date of Acceleration is after the Date of Last Grace Period Ended or Will End when the loan is accelerated
23. Date of Acceleration is after the Date of Default when the loan is accelerated
24. Litigation Date is present and valid

25. Litigation Paperwork Box is checked as being received

26. Borrower Repayment Status is Repayment on a loan that is not in default but is accelerated or litigated

27. Borrower Repayment Status is present on a loan that is not in default

28. Reason loan is being assigned or has been determined to be uncollectable is present

29. Explanation of reason the loan is being assigned or has been determined uncollectable is present (if code 8 is present for validation in number 28)

30. Disbursement Amount is present

31. Principal Amount Outstanding is present

32. Total Amount Outstanding is present

33. Type of Cancellation is present on Cancellation 1,2,3,4,5,6

34. Cancellation Percentage Rate is present on Cancellation 1,2,3,4,5,6

35. Cancellation Principal Cancelled is present on Cancellation 1,2,3,4,5,6

36. Cancellation Interest Rate is present on Cancellation 1,2,3,4,5,6

37. Cancellation Service Start Date is present and valid on Cancellation 1,2,3,4,5,6

38. Cancellation Service End Date is present and valid on Cancellation 1,2,3,4,5,6

39. Cancellation Service End Date is greater than 1 year from Cancellation Service Start Date on Cancellation 1,2,3,4,5,6

40. Principal Amount Cancelled matches Total Principal Cancelled on all Cancellations

41. Interest Cancelled matches Total Interest Cancelled on all Cancellations

42. Prom Notes were Received Box is checked

43. Departure Date is present when Repayment Status is Not In School

44. Departure Date is blank when Repayment Status is In School

45. Loan Type matches the Date of First Disbursement

46. Interest Rate matches the Date of First Disbursement

47. Borrower Social Security Number is present on loans made after September 13, 1982

48. The ‘No SSN Provided’ Checkbox is checked and the Borrower Social Security Number is not present

Appendix K- About Automatic Batch Validations

When the data file is uploaded, the system performs a check for four (4) key pieces of data:

1) OPEID of user logging into PLAS must match OPEID in file
2) 13 required fields in the header
3) 11 required fields in the footer and
4) record count of three (3) or more in the file.

If the upload passes the system check, then a **File(s) uploaded successfully!** message will appear.

If the upload fails the system check, then an **Error!** message will appear. If an **Error!** message is received, please check the data file for the four (4) validation items listed above.

Appendix L-Assignment Status Definitions for PLAS

Status	Definition
Entered	Minimum data point requirements have been met to save and create an assignment (the assignment has at least an SSN and a name entered). An assignment in entered status can be edited by the login group who was responsible for creating it.
School Pending	The institution ran validation on an assignment and there are errors that need to be addressed. At this point ECSI cannot edit this assignment that is still under the institution control.
Submitted	The institution ran validation on an assignment and no errors need to be addressed. At this point ECSI has control of this assignment to perform its validation of required supporting documents and validation of the hard copy original or certified copy promissory notes.,
Reviewed	ECSI's PLAS personnel validate the assignment and supporting paperwork submitted electronically. An assignment in Reviewed status is pending the arrival of the hard copy original or certified copy promissory notes needed for final validation.
ECSI Pending	The assignment is being reviewed by ECSI PLAS personnel and not ready to be accepted into the servicing system. This status indicates ECSI is taking action with the institution or regarding the processing of the required paper documents for the assignment.
Rejected	If the assignment enters Rejected status, the assignment will need to be resubmitted via PLAS.
Accepted	The assignment has all data and supporting documentation required. The assignment and its supporting documents can be accessed in PLAS for reference. The information is read only for all PLAS users.
Exported	The assignment is now being actively serviced by ECSI Federal Perkins Loan Servicer. The assignment and its supporting documents can be accessed in PLAS for reference and is read only for all PLAS users.