Will your school be switching all students to Direct Loans, or will you want to do it in cohorts/groups?
(i.e. Only freshmen will be processed DL and other class levels will remain FFEL.)

Schools with multiple campuses, how are you going to reconcile?

Will you coordinate an overall reconciliation, or will you want each campus to have their own DUNS # and reconcile individually?

One person can still draw down for all campuses. For the main campus, a “G” code will be assigned. If there are multiple campuses processing individually, they will each be assigned an “E” code.

The National Direct Student Loan Coalition wishes to thank Michelle Saigh for developing this information.
**Steps to Set Up DIRECT LENDING with the Department of Education**

**Update Your Program Participation Agreement (PPA)**

Schools moving to the DL program MUST change their PPA. Schools will have to notify the Department of Education to escalate the processing of this change.

*Website: www.eligcert.ed.gov*

**Contact COD to Request Participation**

Send email with following info: name, title, email address, and phone number of individual making request; name of institution, OPE ID #, COD Entity ID, COD Routing ID (if known).

*Email: codsupport@acs-inc.com*

You may want to request a separate DL “E” code for branch campuses. *(Please see “Items to Consider”)*

**Receive CONFIRMATION that you are now participating in the DL program, and then proceed with the following steps:**

**Complete and Update Your SAIG Enrollment**

Must have a current SAIG enrollment that includes DL so you are able to transmit and receive DL data.

*Website: www.fsawebenroll.ed.gov/PMEnroll/index.jsp*

**Enroll with NSLDS**

“NSLDS” button on the SAIG enrollment form.

*Website: www.fsawebenroll.ed.gov/PMEnroll/index.jsp*

**Set Up EFT Account**

To set up a separate DL bank account (optional), must obtain a new direct deposit form, SF1199A.

*Website: www.g5.gov*  
*Phone: 1(888) 336-8930*

**Set Up a Unique DUNS # for Each Branch Campus**

If a branch campus does not have a unique DUNS # set up and a branch wants to originate separately from the main campus, call D&B and provide the school requestor’s name, phone #, and email address (person must be listed on the PPA).

*Phone: 1(800) 333-0505*

If you were previously a DL school, switched to FFEL, and now have switched back to DL, you will have to notify the Department of Education so allocations will be authorized appropriately.

**Contact Your School’s Primary COD Customer Service Representative**

Update DL contact information, sign up for DL bulletins, select your DL report options, establish EMPN process; branch campus set up (if applicable).

*Email: CODSupport@acs-inc.com*  
*Phone: 1(800) 848-0978*

**Set Up the Empn Website for Your Institution**

Fax the following information printed on the school’s letterhead: school’s name, OPE ID, Third Party Servicer (if applicable), name, title, work number, phone number, email address, job title, work address, fax number of individual making the request, and a keyword for security purposes.

*Website: https://dlenote.ed.gov/empn/index.jsp*  
*Phone: 1(877) 623-5082*

**Set Up the Entrance/Exit Counseling and Delinquency Reports for Your Institution**

Go to: Services/DL Loan Servicing/School Reports/Report Subscription/Entrance or Exit or Delinquency – follow the steps for each.

*Website: www.cod.ed.gov*

**Set Up a Security Administrator for the COD Website**

You must submit a request by mail that includes: school’s name, COD ID, Security Administrator’s name, keyword (for security purposes), work phone number, email, job title, work address, fax, and signature. Also approving authority’s name, title, work number, email and signature (must be different and higher ranking school official).

*Website: www.ifap.ed.gov/cod/0318Schoolaccess.html*

**Complete the Computer-Based Training**

*Website: www.ifap.ed.gov/eannouncements/1007CDUUpdatedCBTDoc.html*

**Sign Up for the DL List Serv and the Direct Loan Bulletins**

Send an email requesting to be added to the listserv. Include name, title, school, complete email address.

*Email: dllops@ed.gov*

**National Direct Student Loan Coalition**

www.directstudentloancoalition.org