

Unclassified

# Use the following guide to access the mandatory information needed for your Student Loan Repayment Program (SLRP).



- The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (DOE) central database for student aid.
- NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other DOE programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.



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- Student Loan Payments are paid annually on the contract start date anniversary. Documents cannot be dated earlier than 30 days prior to the contract anniversary month and day. Required documents include:
  - NSLDS Aid Summary Screen and ALL Loan Detailed Pages
     (submit as 1 attachment and name: Last name, NSLDS, Current FY- ex: Green NSLDS FY20)
  - DD form 2475- Only Section 2 needs completed

(submit as 1 attachment and name: Last name, 2475, Current FY- ex: Green 2475 FY20)

 Documents need to be submitted to your unit of assignment or can be emailed to the State Incentive Manager, SPC O'Shea Carvens, at <u>oshea.d.carvens.mil@mail.mil</u>



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 All NSLDS Sheets are required to be submitted as one attachment/document. The following slides talk through saving the documents as PDF files. At the end, they will need to be combined in numerical order into one document. If you cannot do this, please print files rather than save as PDF. You will then need to scan all of the files into one document. Please ensure to keep the documents in order. Failure to do so will result in the payment request to be returned.



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• The first pages will be the aid summary that list all of the loans. From there, you will go in order of the loans from the aid summary and provide the loan detail sheet and loan history sheet for each loan.

Example:

Main loan summary page(s) Loan 1 detail sheet Loan 1 history sheet Loan 2 detail sheet Loan 2 history sheet

• The loan detail and history sheets do not have number on them. You must pay careful attention to keep files in order. You may write the loan numbers on the documents to assist in keeping them in numerical order.



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• The DD form 2475 must be signed with ink or CAC. A PDF signature is not authorized and will result in payment request being returned.



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			An official website of the United States government	t.				Help Center Engli	sh   Español
			Federal Student Aid	UNDERSTAND AID $$	APPLY FOR AID $~\sim$	Complete AID process $$	MANAGE LOANS $$	Log In   Create Account	Q
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## **Go to:** <u>https://studentaid.gov/</u>







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#### Create an Account (FSA ID)





Whether you're a student, parent, or borrower, you'll need to create your own account to complete federal student aid tasks.

#### What You Can Use Your Account For

- Filling out the Free Application for Federal Student Aid (FAFSA®) form
- Signing your Master Promissory Note (MPN)
- Applying for repayment plans
- Completing loan counseling
- Using the Public Service Loan Forgiveness Help Tool

#### Items Needed to Create an Account

- Social Security number
- Your own mobile phone number and/or email address





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Create an Account (FSA ID)

Step 1 of 7

#### **Personal Information**

I understand that I'll be required to certify that the information I provide to create an account (FSA ID) is true and correct and that I'm the individual I claim to be.

If I'm not the person I claim to be, I understand that I'm not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I might be subject to a fine, prison time, or both.

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Note: A user can only have one account associated with his or her Social Security number.	

Provide the required information to make account.











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An official website of the	e United States government.				Help Center English
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#### Help Center | Contact Us | Feedback Center

UNDERSTAND AID	APPLY FOR AID	COMPLETE AID PROCESS	MANAGE LOANS	MORE INFO/ABOUT US	
How Financial Aid Works	Complete the FAFSA® Form	How Aid Is Calculated	About Loan Repayment	Announcements & Events	Figure out
Types of Aid	Apply for a Grad PLUS Loan	Comparing School Aid Offers	Complete Exit Counseling	Articles	which
Financial Aid Eligibility	Apply for a Parent PLUS Loan	Accepting Financial Aid	Make a Payment	Data Center	repayment pla
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UNDERSTAND AID	APPLY FOR AID	COMPLETE AID PROCESS	MANAGE LOANS	MORE INFO	
How Financial Aid Works	Complete the FAFSA® Form	How Aid is Calculated	About Loan Repayment	Announcements & Events	Figure out
Types of Aid	Apply for a Grad PLUS Loan	Comparing School Aid Offers	Complete Exit Counseling	Articles	which
Financial Aid Eligibility	Apply for a Parent PLUS Loan	Accepting Financial Aid	Make a Payment	Data Center	repayment plan
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- Whenever you save your PDF(s), save in the order for which they are in your account.
- Once you have saved all required information, combine files within Adobe Acrobat.















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It is the Soldiers' responsibility to complete this action every year no more than 30 days prior to your SLRP payment due date.

In accordance with Army National Guard policy, a SLRP payment cannot be made with out the NSLDS printouts.