

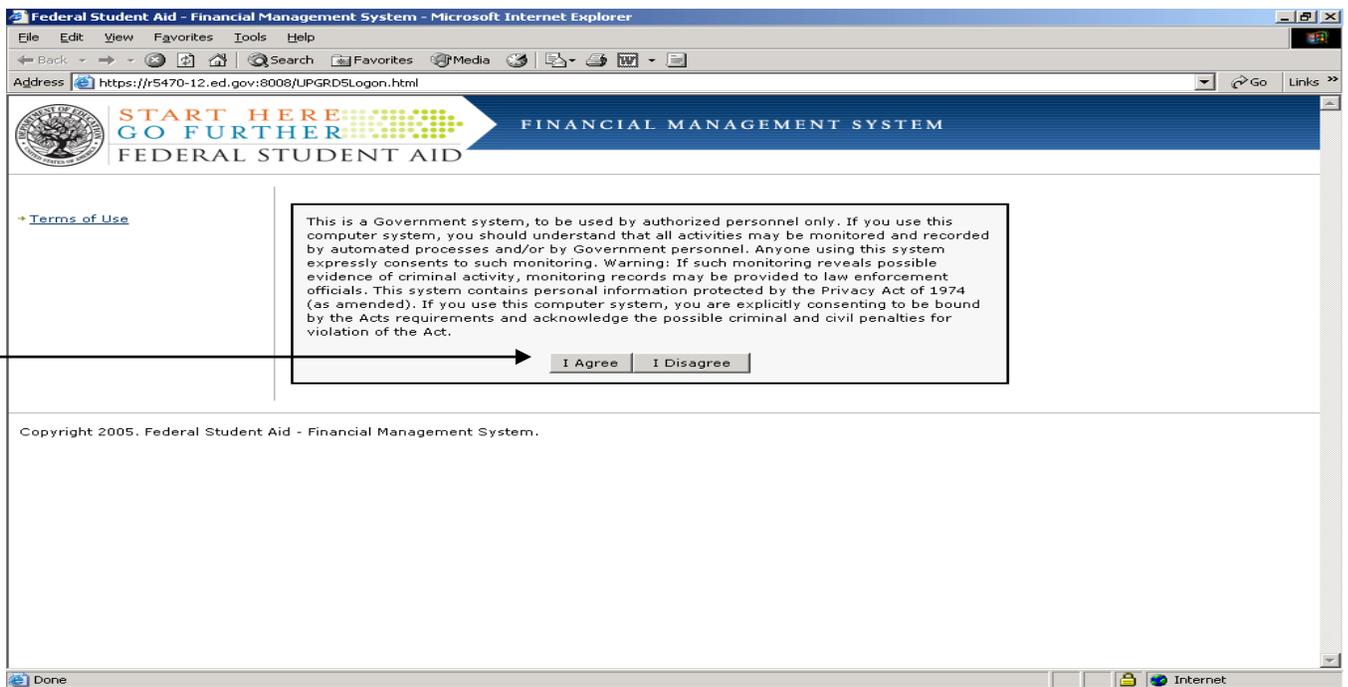
How to Run a Lender Search Report - Lenders

1. Access the Lenders Reporting System (LaRS) by clicking on the following url link:

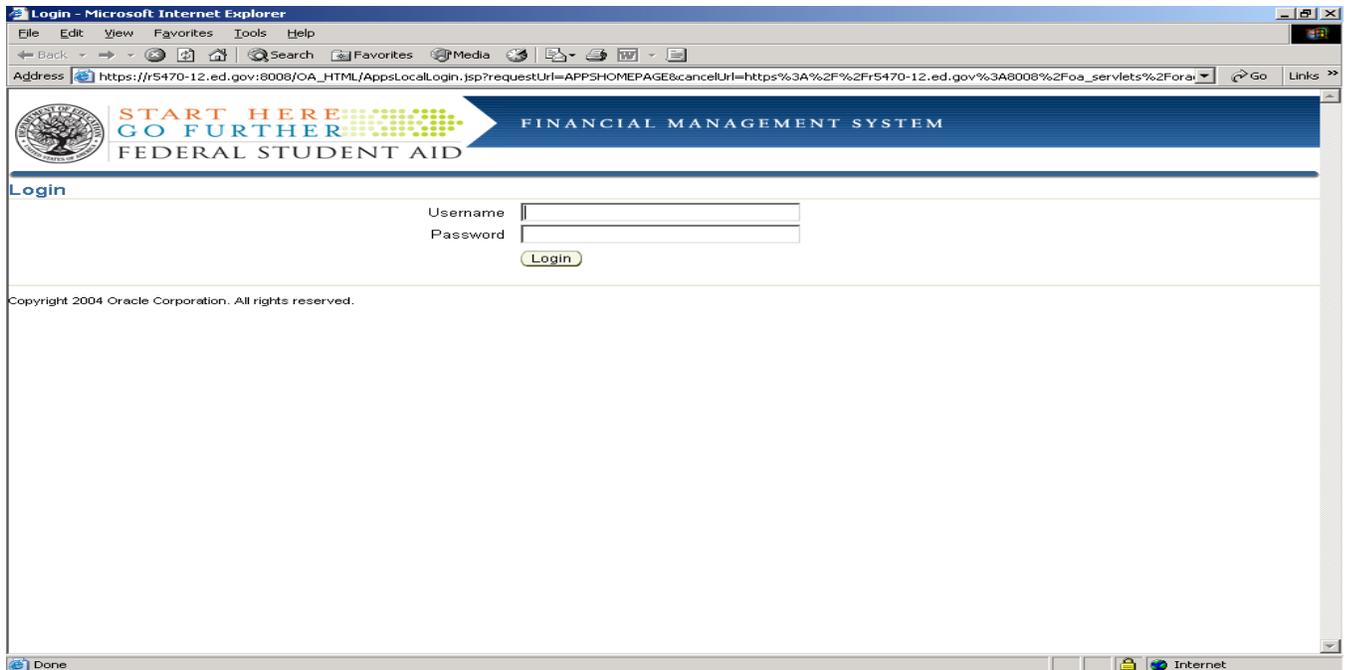
<http://www.fp.ed.gov/fms.html>

The screenshot shows a web browser window displaying the Federal Student Aid Financial Partners website. The page features a navigation menu with links for Home, Contact Resources, Customer Service, Survey, and Site Map. A search bar is located at the top left. The main content area is titled "FP On-line Transaction Processing via FMS." and includes sections for "What is FMS?", "GAFR-Form 2000", and "Lender Reporting System (LaRS)". The "Lender Reporting System (LaRS)" section contains the following text: "Lenders are required to submit quarterly student loan portfolio data to receive payments and to report origination/lender fees due to the Department of Education (ED). These payments are based on the transmission of valid financial data via the Lender Reporting System (LARS). The LARS integrates access to lender data through one system and creates ad hoc query analysis functionality. Prior to entering LaRS data". On the right-hand side of the page, there is a sidebar with three links: "GAFR-Form 2000", "LaRS (formerly ED Form 799)", and "LEAP/SLEAP". A black arrow points to the "LaRS (formerly ED Form 799)" link.

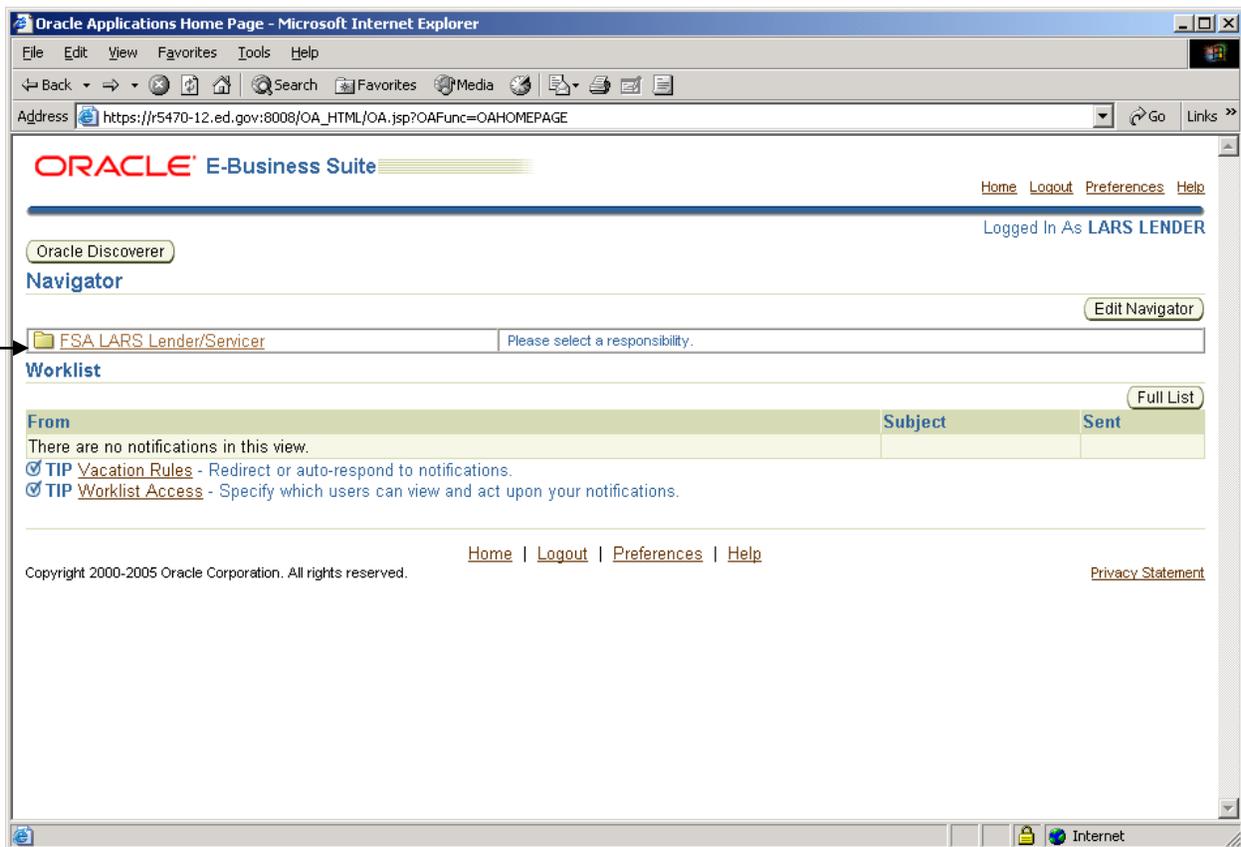
2. Click on the 'LaRS (formerly ED Form 799)' link on the right-hand side of the web page to access the LaRS application.



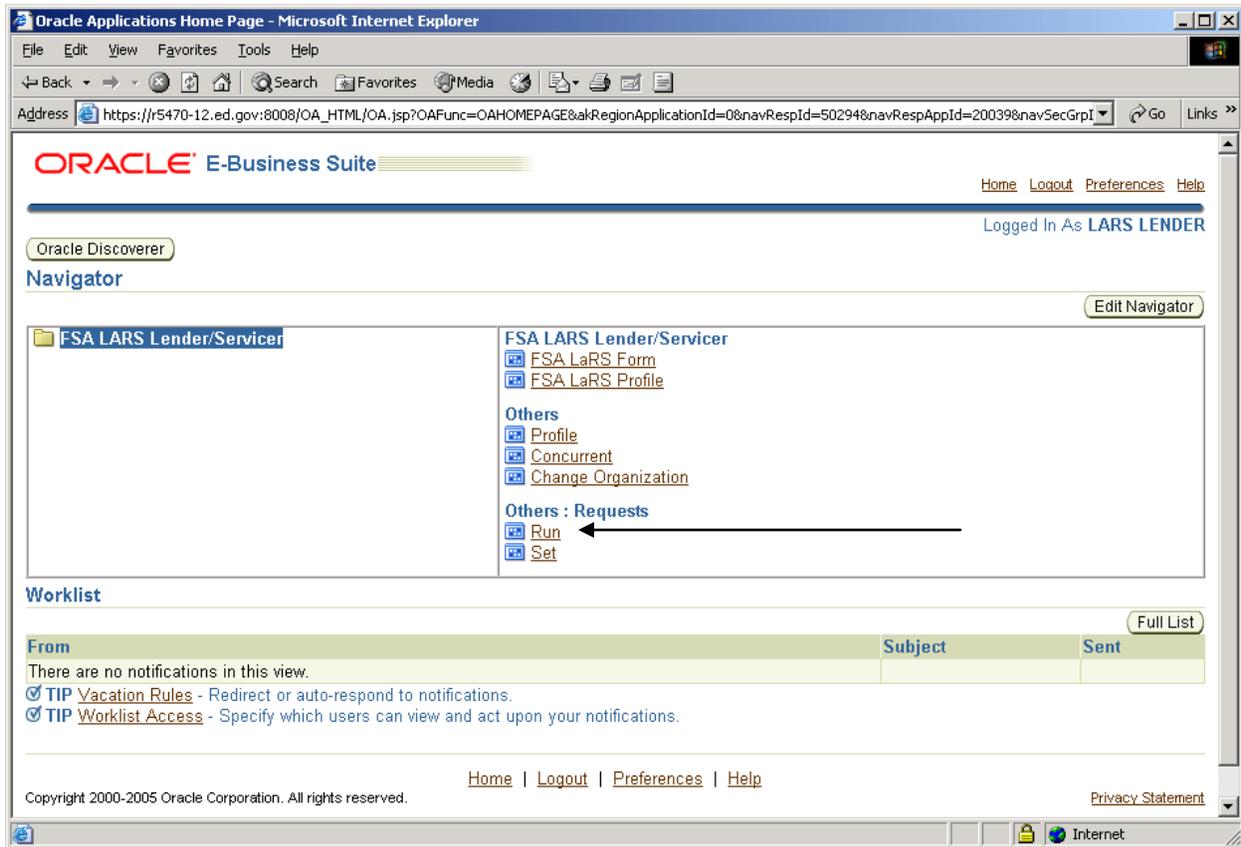
3. After clicking on the LaRs link the following message regarding the Terms of Use appear. Please read and click on the 'I Agree' button.



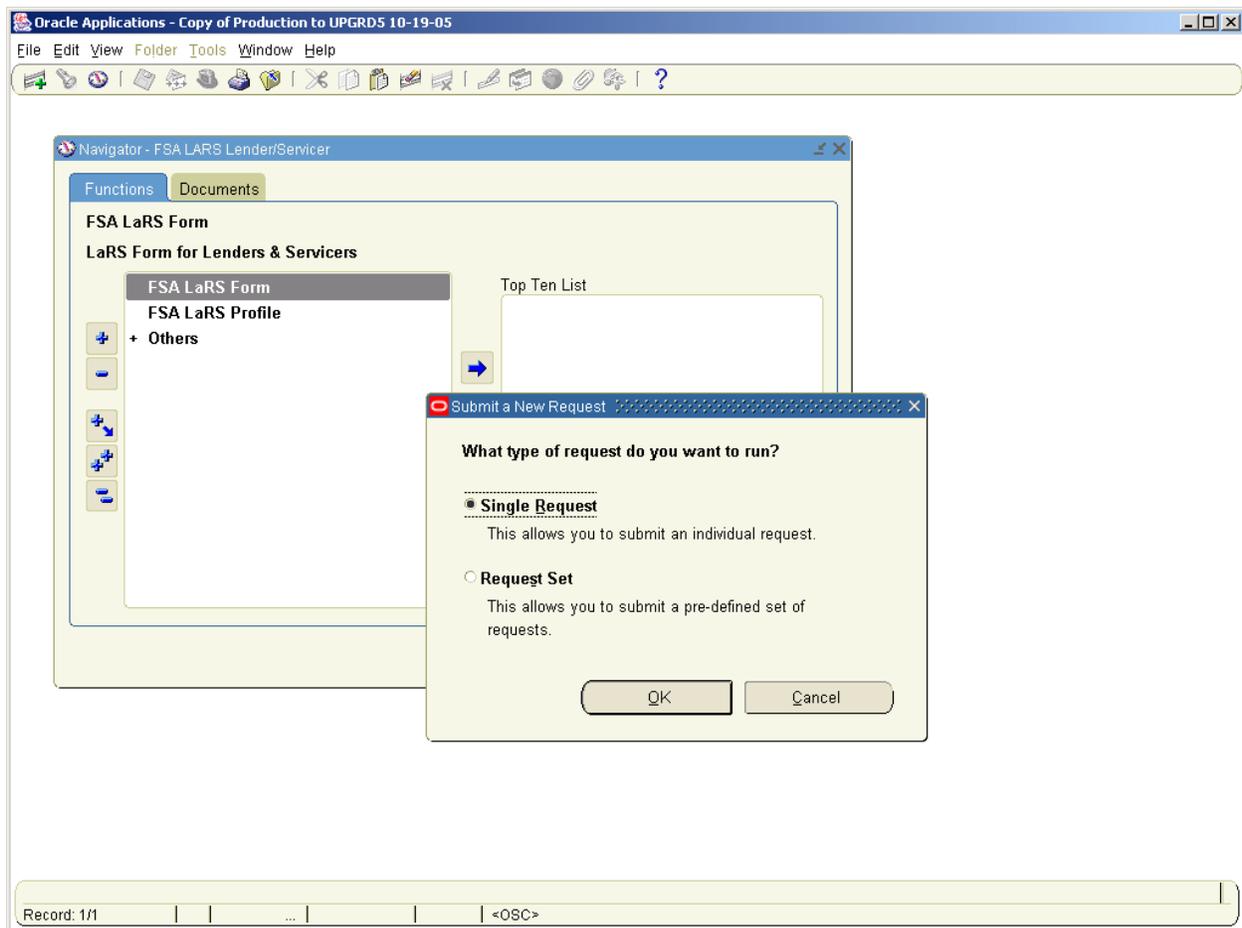
4. After clicking '**I Agree**', the login screen will appear.
 - a. Enter the username assigned to you by FSA FMS Operations in the **User Name** field.
 - b. Enter your password in the **Password** field.
 - c. Click on the **Login** button.



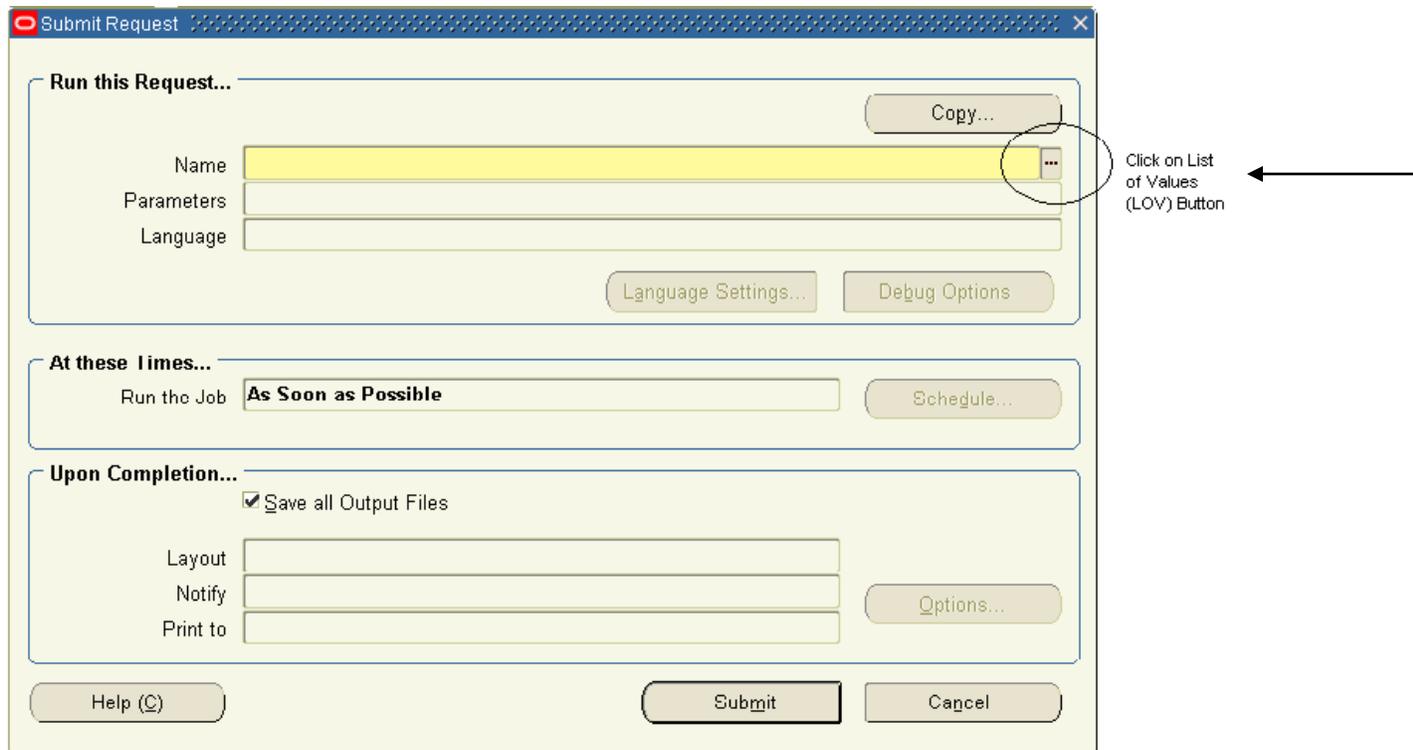
5. Once your login has been verified, double-click on 'FSA LARS Lender/Service' to select a responsibility.



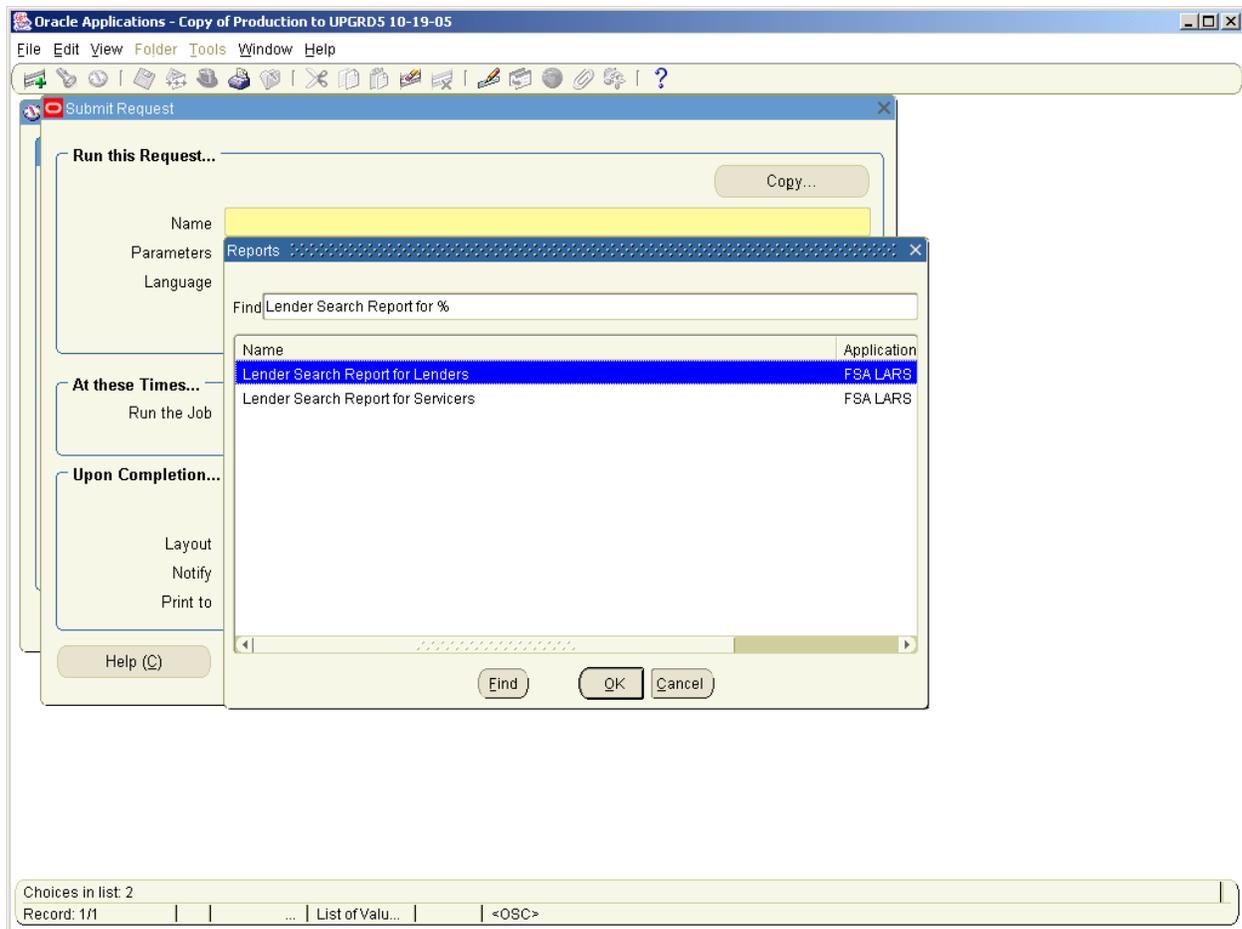
6. Under the heading *Others: Requests*, double-click on 'Run'.



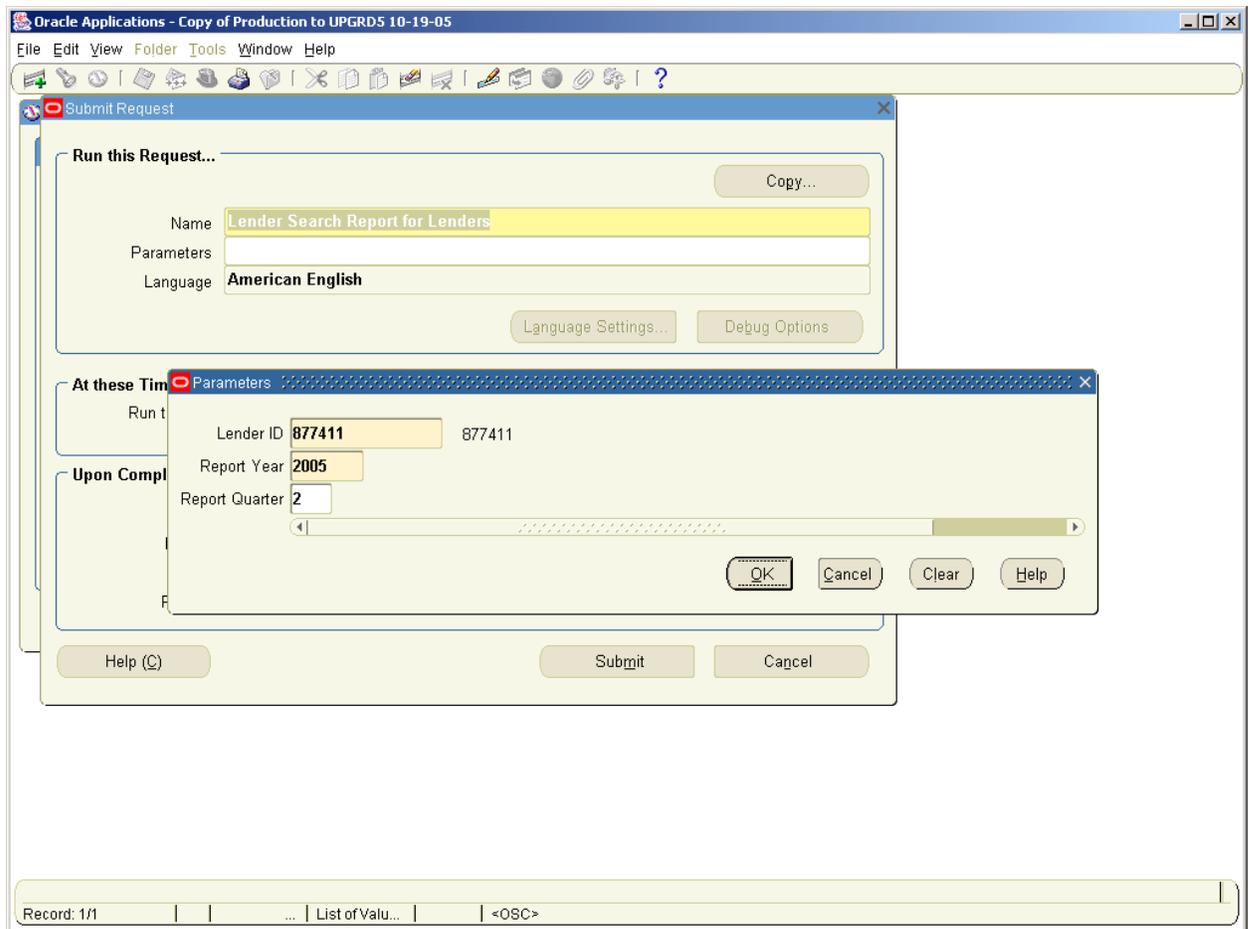
7. After double-clicking on 'Run' the *Submit a New Request* window will appear. Click on the 'OK' button.



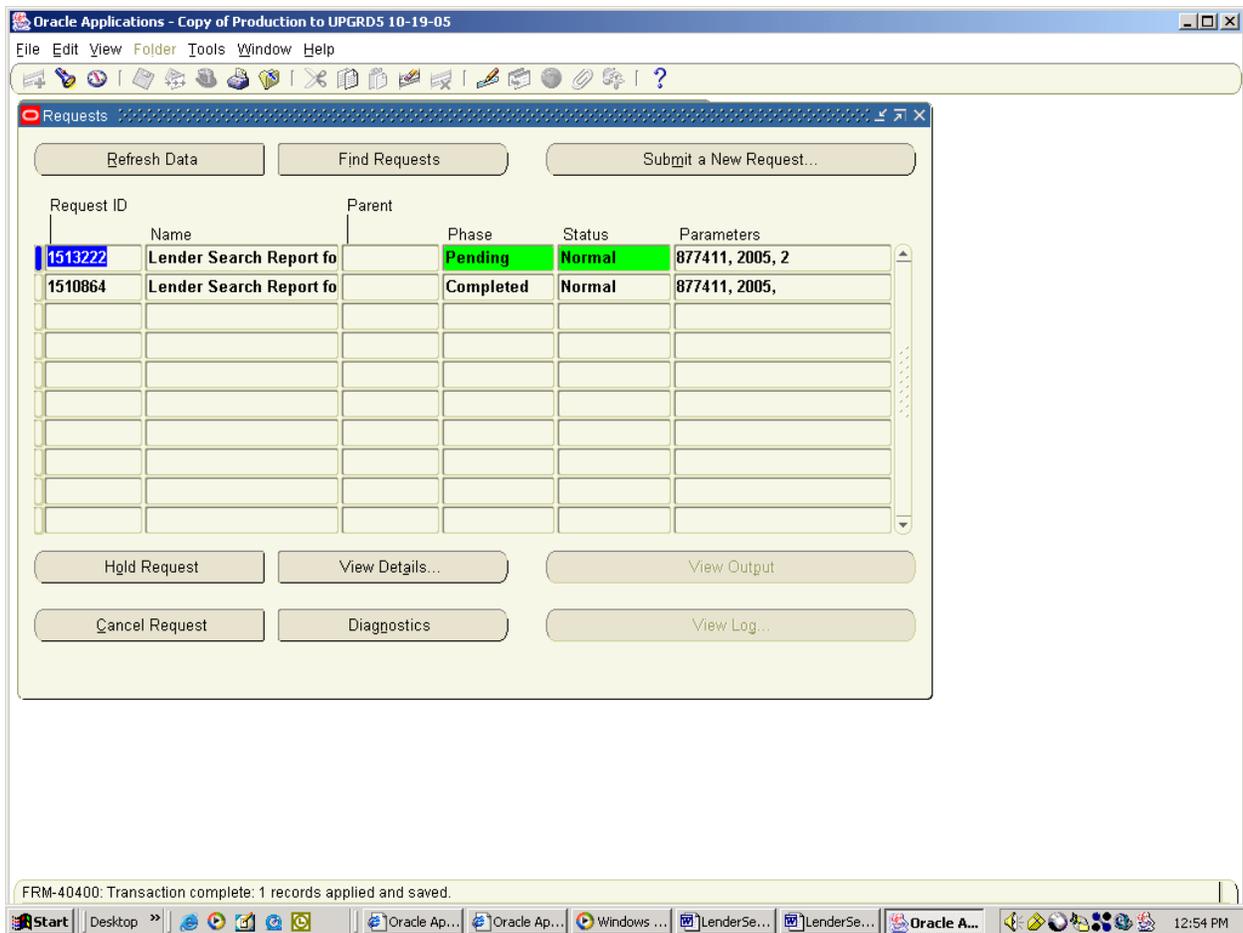
8. After clicking on OK, the *Submit Request* window will appear. Place your cursor in the *name* field and click on the list of values button.



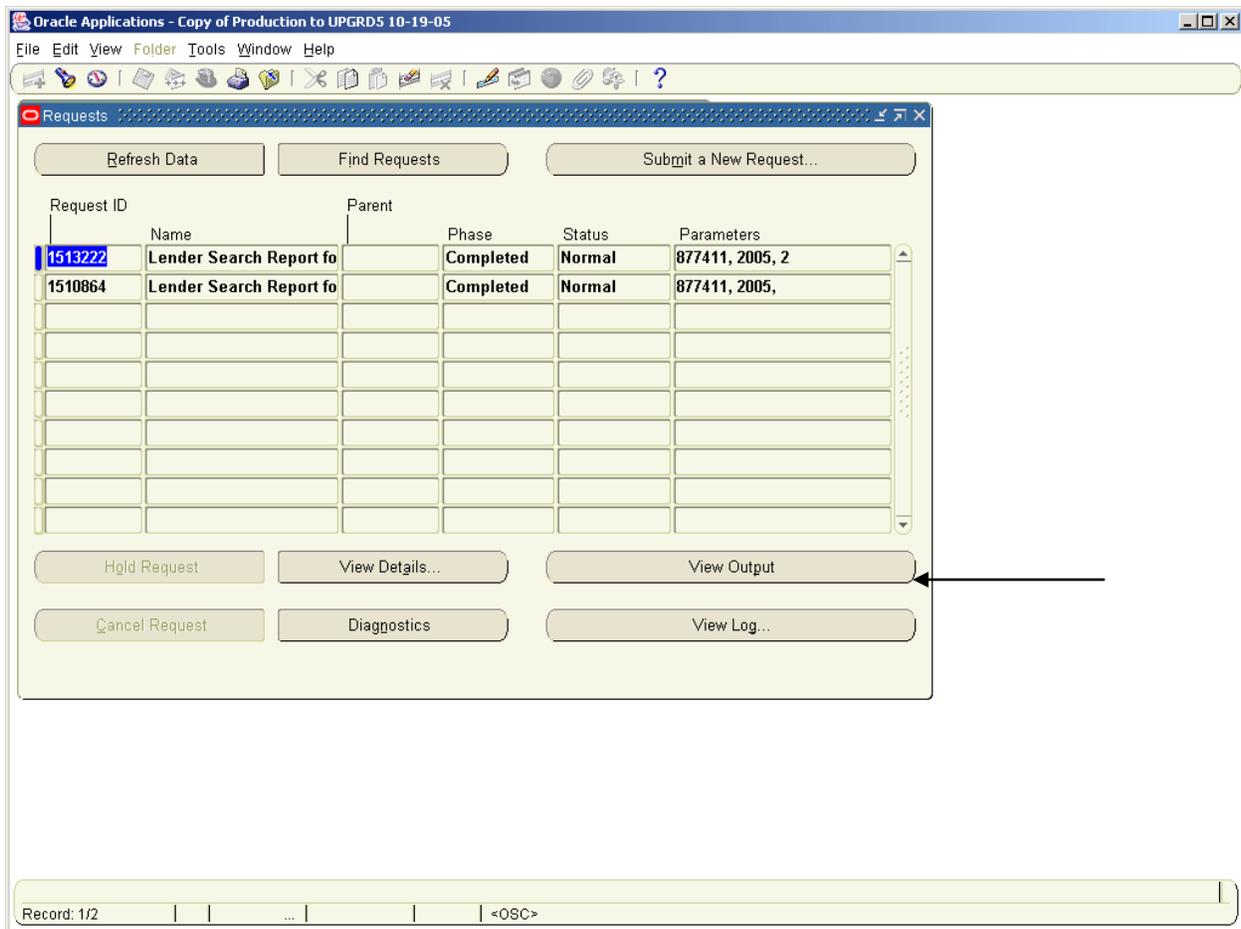
9. After clicking on the list of values button, the *Reports* window will appear with the name 'Lender Search Report for Lenders' highlighted. Click 'OK'.



9. Next the *Parameters* window will appear.
 - A. In the **Lender ID** field, enter your lender id number.
 - B. In the **Report Year**, enter the year of the reported 799 that you want to view.
 - C. In the **Report Quarter**, enter the quarter (1,2,3 or 4) of the reported 799 you want to view. Or you can leave this field blank and all the quarters for the Report Year will display on the report.
 - D. Click the **OK** button.



12. The *Request* window will appear. Click on the **Refresh Data** button until the **Phase** column for this report indicates **Completed** and the **Status** column indicates **Normal**. (Note: this report should take approximately one minute to run).



13. Click 'View Output' to view the report.

RUN DATE: 10/06/05
 U.S. DEPARTMENT OF EDUCATION
 FEDERAL FAMILY EDUCATION LOAN PROGRAM
 INTEREST PAYMENTS SUBSYSTEM
 LENDER SEARCH REPORT

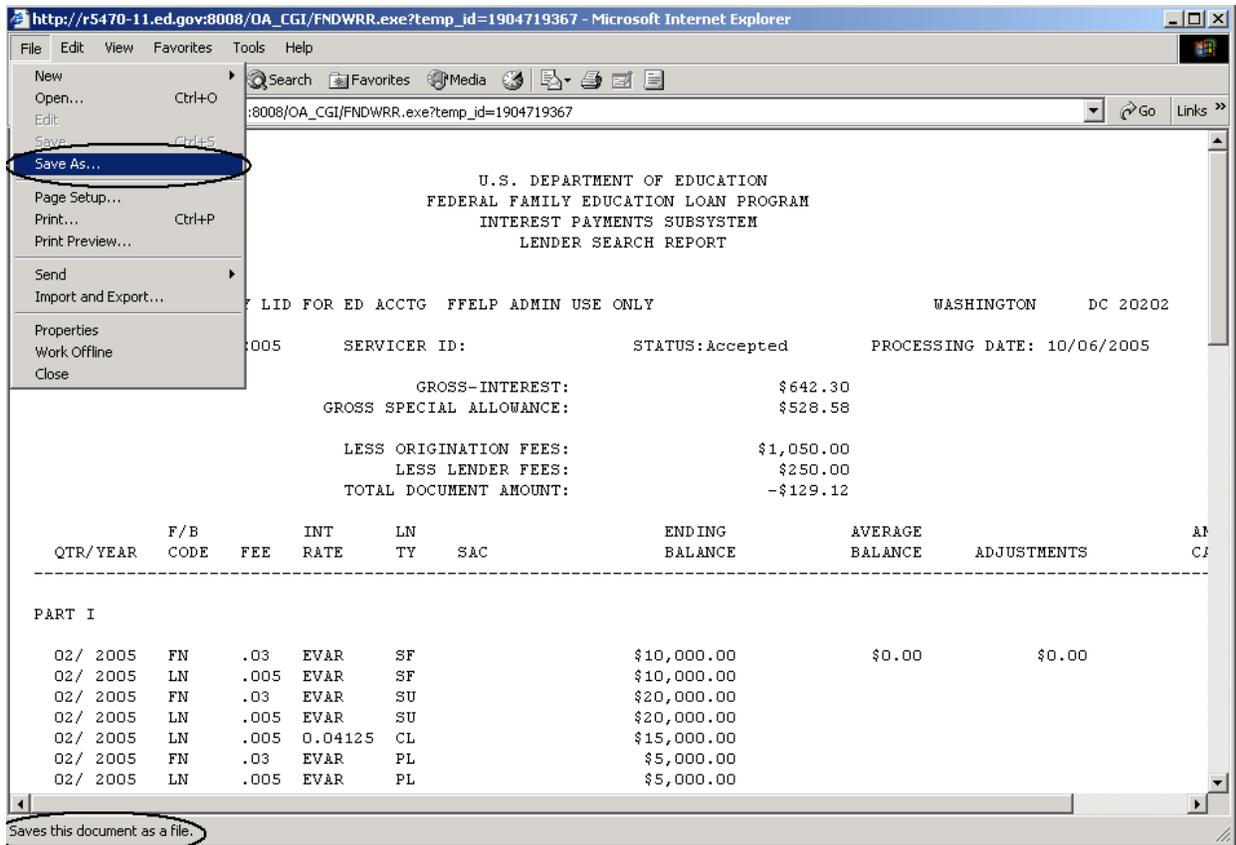
LENDER: 877411 DUMMY LID FOR ED ACCTG FFELP ADMIN USE ONLY WASHINGTON

SUMMARY FOR: 2 / 2005 SERVICER ID: STATUS: Accepted PROCESSING DATE: 10/

GROSS-INTEREST: \$ 642.30
 GROSS SPECIAL ALLOWANCE: \$ 528.58
 LESS ORIGATION FEES: \$ 1,050.00
 LESS LENDER FEES: \$ 250.00
 TOTAL DOCUMENT AMOUNT: -\$ 129.12

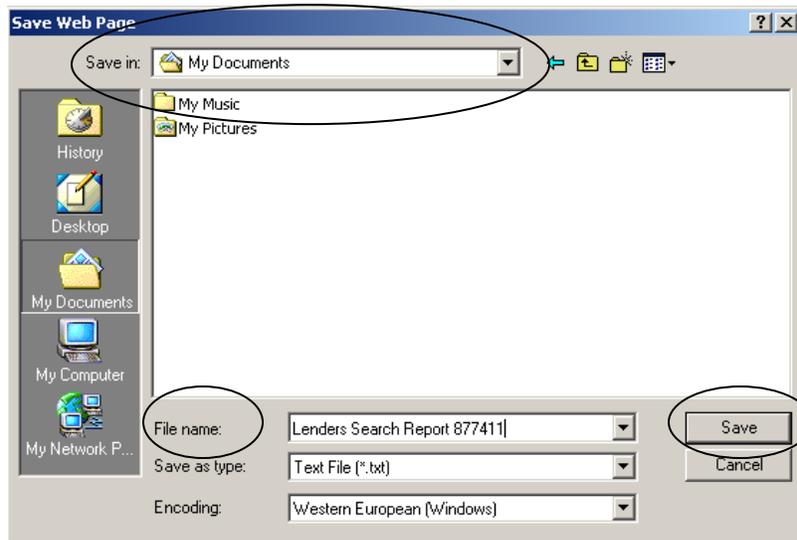
QTR/YEAR	F/B	FEE	INT	LN	ENDING	AVERAGE	ADJUSTMENT
	CODE		RATE	TY	BALANCE	BALANCE	
PART I							
02/ 2005	FN	.03	EVAR	SF	\$10,000.00	\$0.00	\$0.0
02/ 2005	LN	.005	EVAR	SF	\$10,000.00		
02/ 2005	FN	.03	EVAR	SU	\$20,000.00		
02/ 2005	LN	.005	EVAR	SU	\$20,000.00		

14. The report will be open in the web browser.



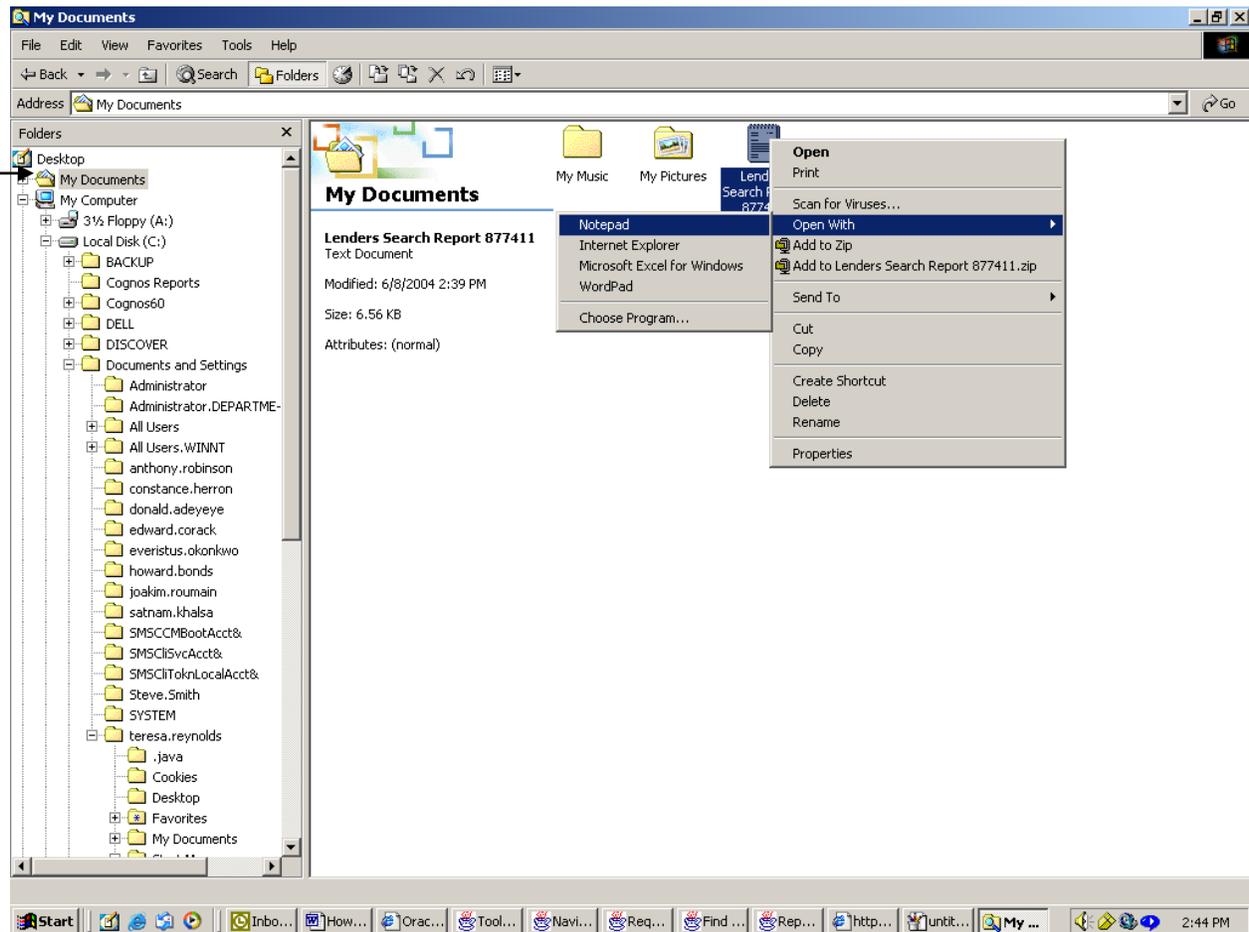
15. From the web browser, select File > Save As from the menu bar.

16. In the *Save Web Page* window, select a folder to save the report in on your hard drive. Name the report in the **File Name** field and then click on the **Save** button. Be sure the save as type is 'Text File'.



17. Right click on the **Start** button in the bottom left-hand corner of your screen and select **"explore"**.





18. Open the folder where the report was saved, right-click on the file, select **Open With** and then select **Notepad**.

U.S. DEPARTMENT OF EDUCATION
FEDERAL FAMILY EDUCATION LOAN PROGRAM
INTEREST PAYMENTS SUBSYSTEM
LENDER SEARCH REPORT

WASHINGTON DC

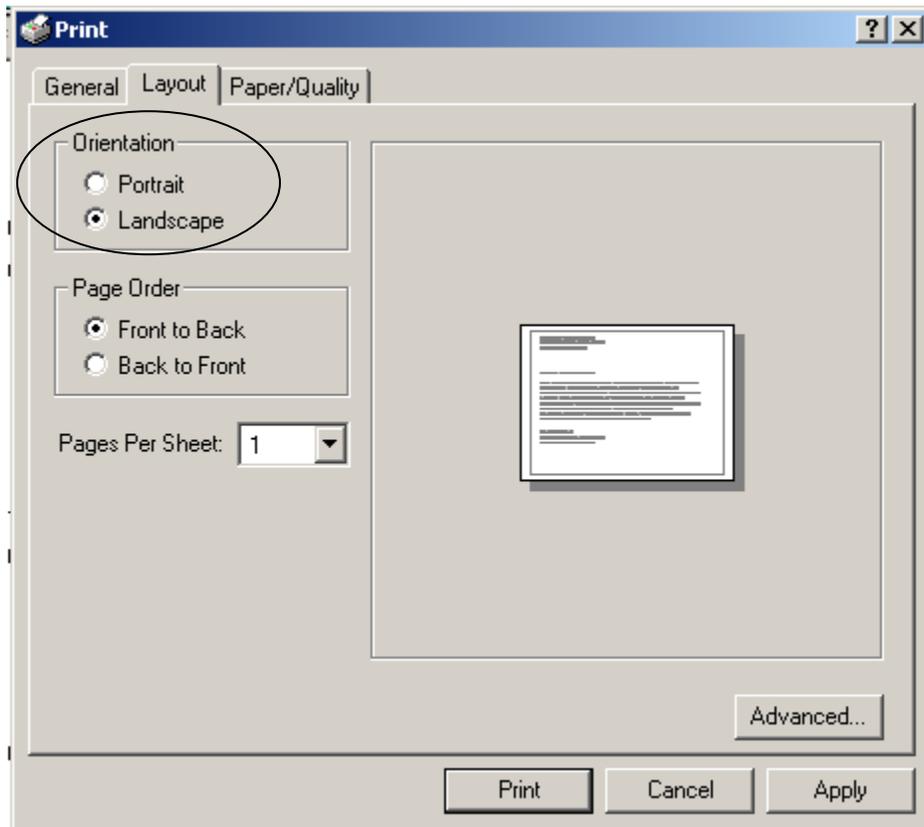
2004 SERVICER ID: STATUS: Accepted PROCESSING DATE: 06/03/2004

GROSS-INTEREST: \$690.35
GROSS SPECIAL ALLOWANCE: \$0.00
LESS ORIGINATION FEES: \$0.00
LESS LENDER FEES: \$0.00
TOTAL DOCUMENT AMOUNT: \$690.35

QTR/YEAR	F/B CODE	FEE	INT RATE	LN TY	SAC	ENDING BALANCE	AVERAGE BALANCE	ADJUSTMENTS
PART I								
01/ 2004	LD	.005	EVAR	SF		\$1,326.00	\$0.00	\$0.00
01/ 2004	LN	.005	EVAR	SF		\$1,326.00		
01/ 2004	FD	.03	EVAR	SF		\$1,326.00		
01/ 2004	FN	.03	EVAR	SF		\$1,326.00		
PART I TOTAL								
PART II								
01/ 2004	BC		.0346	SF		\$18,809.00	\$18,921.00	\$0.00
01/ 2004	BC		.0426	SF		\$17,424.00	\$19,540.00	
01/ 2004	BC		.0486	SF		\$24,545.00	\$25,159.00	
01/ 2004	BC		.08	SF		\$836.00	\$835.00	
PART II TOTAL								
PART III								
01/ 2004	BC		EVAR	SF	SE	\$67,191.00	\$70,481.00	

19. Once the document is open in Notepad, select **File > Print** from the menu bar.

NOTE: This screen may look different on your computer due to configuration differences.



20. In the *Print* window, click on the **Layout** tab and change the **Orientation** from Portrait to Landscape. Click on the **Print** button to print to kick off the print job.