

iLinkSBS Features

The following iLink report services are available through iLinkSBS.

Reports Exportable to Excel	Subscribable Reports
Disbursement Roster	CDS Return of Funds Confirmation
Response Report	Anticipated Disbursement Roster
Refund Request Report	



Log in to iLinkSBS at <https://iLink.partners.AspireResourcesInc.com>.

View Loans

To search for and view loans:

1. Select **View Loan** in the top navigation.
2. Choose to search by the borrower's Social Security number or by loan status and date range.
3. Select **Search** to view all loans that match your criteria.
4. Choose to either view **Current Loan** or compare **History**.
 - a. Choose **Current Loan** to see or print details of the current view of the loan.
 - b. Choose **History** to compare the history of two different points in time for a loan.



Check **two history entries** to compare them in a side-by-side view.

The screenshot shows the iLink web application interface. At the top is the iLINK logo with the tagline 'A division of Aspire Resources Inc.' and the slogan 'Helping Students, Schools and Lenders Succeed'. Below the logo is a navigation bar with tabs: Dashboard, Reports, Loan Processing, Change Processing, View Loan (selected), and My Profile. A 'Log Out' link is in the top right. The main section is titled 'View Loan Search'. It includes a 'Required Fields' section with a 'Search Loans' form. The form has a dropdown for 'Institution ID' (00407503), a radio button for 'SSN or Last Name' (selected) with a text input (222229622), and a radio button for 'Status and Date Range'. There are 'Submit' and 'Clear' buttons. Below the form is a 'Search Results' table with columns: Commonline Unique ID, Student Name, Student Ssn, Loan Period, Guaranteed Loan Amt, Lender ID, Status, View, Compare, and Action. The table contains one row for student ERICTEST, HANNAH with SSN 222-22-9622, loan period 09/25/2014 - 05/20/2015, amount \$8,000.00, lender ID 807176, and status GU. The 'View' column has links for 'Current Loan' and 'History'. The 'Action' column has a link for 'Make Change'.

Commonline Unique ID	Student Name	Student Ssn	Loan Period	Guaranteed Loan Amt	Lender ID	Status	View	Compare	Action
8071760000WCX2576	ERICTEST, HANNAH	222-22-9622	09/25/2014 - 05/20/2015	\$8,000.00	807176	GU	Current Loan	History	Make Change

Certify Loans

To search for and certify loans:

1. Select **Loan Processing** in the top navigation.
2. Enter the criteria for the loan(s) you wish to certify and select Search. You may search by any of the following:
 - a. Entering a specific Social Security number.
 - b. Entering a specific lender ID.
 - c. Choosing **Search** without entering any criteria to return a list of all records needing certification from your listed institution code.
3. On the Certification Results screen, select the name of the borrower whose loan you wish to certify, and then complete all required fields in the certification window.
4. Choose to either **Certify** or **Terminate** the loan, and then select **Submit** to save the changes. The next record on your list will then show, or you may choose another record to certify.
5. Repeat steps 3 and 4 for each loan you want to certify or terminate.
6. When you have finished certifying all the records that are ready, select **Transmit All AT Status** to have the records sent to the appropriate lenders.

Note: You may edit any submitted loans until they have been transmitted.

Process Changes

To process changes:

1. Select **Change Processing** in the top navigation.
2. Enter the Social Security number for the student whose loans you want to update and then select **Search**.
3. Choose the **CommonLine Unique ID** link in the search results to go the Change Processing screen.
4. Update the appropriate loan information and select **Apply Change**.

Note: To increase loan amounts above the Guarantee Amount, call the iLink Service Center.



More Information

If you have questions or need assistance, please contact the iLink Service Center at (800) 833-4876.