# 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	

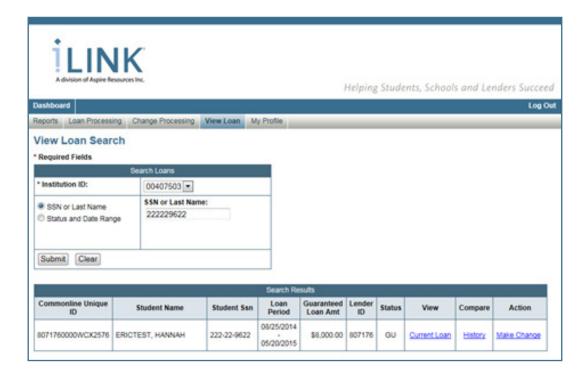


Log in to iLinkSBS at https://iLink.partners.AspireResourcesInc.com.

### 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.





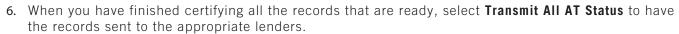
## Certify Loans

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.



**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.