

Introduction

The Maintain Person Demographics transaction (TX1J) provides the facility for maintaining Borrower, Endorser, Student and Reference demographic information. Changes to person demographics occur in all business areas within the Agency, as new information about the persons is received. Information may be received by mail, by an incoming phone call regarding a loan, or as a result of a user working a queue, discovering that information is missing or incorrect, and making a phone call to get updated information.

In some situations the user may approach the demographic screens through screens that are part of a business area, such as Loan Origination or Loan Servicing. In other situations, the user will approach the demographic screens directly through the Common Modules subsystem. This procedure is written for the Common Modules approach.

Delete is not a valid mode in this transaction. Person demographic information may be added, changed or viewed, but not deleted. When demographic information is no longer used it is moved to a history status and the users retain the ability to view it.

Regardless of the method used to access the demographic screens, when data is updated on one person demographic record, all other person demographic records with the same person ID are updated.

The basic person demographics screen is used for all persons. The fields on the screen and the last two digits of the screen ID change according to the person type entered.

The screen IDs are as follows:

- **BORROWER DEMOGRAPHICS** screen (TXX1R-01)
- **ENDORSER DEMOGRAPHICS** screen (TXX1R-02)
- **STUDENT DEMOGRAPHICS** screen (TXX1R-03)
- **REFERENCE DEMOGRAPHICS** screen (TXX1R-04)

Add Demographic Records

1. At the **MAIN MENU** (J0X01), select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

3. Select **PERSON DEMOGRAPHICS**.
4. Press Enter.

The **SUBSYSTEM LEVEL PERSON DEMOGRAPHICS MENU** (J0X02) is displayed.

5. Enter **A** (Add) in the **MODE** field and **TX1J** (Maintain Person Demographics) in the **TRANSACTION ID** field.
6. Press Enter.

Borrower Demographic Record

7. Enter **B** (Borrower) in the **PERSON TYPE** field. *This is a required field.*
8. In the **PERSON ID** field, enter the borrower's person ID or nine-digit Social Security number. *This is a required field.*
9. Press Enter.

The **BORROWER DEMOGRAPHICS** screen (TXX1R-01) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

The **PERSON ID** field displays the borrower's nine-digit Social Security number.

The **ACCT #** (Account Number) field is blank in Add mode. This field is protected and cannot be updated by the user.

10. In the **NAME LAST VER** (Name Last Verified) field, enter the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This field is required.*

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

11. In the **LN** (Last Name) field, enter the borrower's last name. *This is a required field.*

12. In the **FN** (First Name) field, enter the borrower's first name. *This is a required field.*

13. In the **MID** (Middle) field, enter the borrower's middle name or initial.

14. In the **SUF** (Suffix) field, enter the borrower's last name suffix.

15. In the **PLN** (Previous Last Name) field, enter the borrower's previous last name, in case of a name change.

16. In the **PFN** (Previous First Name) field, enter the borrower's previous first name, in case of a name change.
17. In the **PMID** (Previous Middle) field, enter the borrower's previous middle name or initial, in case of a name change.
18. In the **PSUF** (Previous Suffix) field, enter the borrower's previous last name suffix, in case of a name change.

The **LST USER** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **NM LST UPD** (Name Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

19. In the **PAID AHEAD AUTH** (Paid Ahead Authorization) field, enter **Y** (Yes) or **N** (No) to indicate whether the borrower is authorized for paid ahead status. *This is a required field.*
20. In the **CHK OPT** (Check Option Out) field, enter the one-character value that indicates if the borrower has opted out of the Accounts Receivable Check Conversion (ARC) process. The ARC process captures information from a paper check, including the borrower's bank routing number, the borrower's bank account number, the check number and the amount of the payment. This information is transmitted to the bank electronically for deposit.

Valid values in the **CHK OPT** field are **Y** (Yes), indicating that the borrower has opted out of ARC; **N** (No), indicating that the borrower has not opted out of ARC; and null (leaving a blank space in the field), which is the equivalent of a value of **N** (No). The default value for the field is **N** or null. Once the field has been populated, valid values are **N** or **Y**. This field does not display in all regions.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

21. In the **SOURCE: CODE** field, enter the code that indicates the source of the information for this borrower. Press F1=HELP for a list of valid codes. *This is a required field.*
22. In the **3RD PARTY: CODE** field, enter the code that indicates the third party who provided the address information. Press F1=HELP for a list of valid codes. *This field is optional.*
23. In the **ID** field, enter the ID of the third party who provided the address information. This may be a person ID, Social Security number, or valid institutional ID (such as guarantor). *This field is optional.*

The **ADDR TYP** (Address Type) field displays **L** (Legal Address). This field is system populated and protected in Add mode.

24. In the **ADDR LAST VER** (Address Last Verified) field, enter the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

25. In the **STREET** fields, enter up to three lines for the borrower's street address. These fields are required.

26. In the **ADDR VALID** (Address Valid) field, enter **Y** (Yes) to indicate that the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification. *This field is required.*

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

27. If the address is outside the USA, tab to the **FGN ST** (Foreign State) field and enter the name of the foreign state where the borrower resides.

28. If the address is outside the USA, tab to the **FGN CDE** (Foreign Code) field and enter the code that indicates the name of the foreign country where the borrower resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

29. If the address is outside the USA, tab to the **FGN CNY** (Foreign Country) field and enter the name of the foreign country where the borrower resides. *For a foreign address, this is a required field.*

NOTE: If the borrower has a domestic address, the foreign address fields should be left blank.

30. In the **CITY** field, enter the domestic city where the borrower resides. *For a domestic address, this field is required.*

31. In the **ST** field, enter the domestic state where the borrower resides. *For a domestic address, this field is required.*

32. In the **ZIP** field, enter the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

33. In the **PHONE TYP** (Phone Type) field, enter a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes. *This field is required.*

34. In the **MBL** (Mobile) field, enter a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown.

35. In the **CONSENT** field, enter **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required.*

36. In the **PHN LAST VER** (Phone Last Verified) field, enter the date the phone number was last verified in MM DD YY format. This field defaults to the current system date. *This field is required.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

37. In the **DOM PHN: AC** (Domestic Phone Area Code) field, enter the borrower's three-digit domestic area code.

38. In the **DOM PHN: XCH** (Domestic Phone Exchange) field, enter the borrower's three-digit domestic exchange.

39. In the **DOM PHN: LCL** (Domestic Phone Local) field, enter the borrower's four-digit domestic local.

40. In the **DOM PHN: EXT** (Domestic Phone Extension) field, enter the borrower's domestic extension, up to five digits.

41. In the **PHN VLD** (Phone Valid) field, enter **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid or if the status is uncertain. The default value is **Y** (Yes). *This field is required.*

42. In the **NO PHN** (No Phone) field, enter the code that indicates the reason the borrower does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

43. In the **FGN PHN: CNY** (Foreign Phone Country) field, enter the borrower's three-digit foreign area code.

44. In the **FGN PHN: CTY** (Foreign Phone City) field, enter the borrower's three-digit foreign exchange.

45. In the **FGN PHN: LCL** (Foreign Phone Local) field, enter the borrower's four-digit foreign local.

46. In the **FGN PHN: EXT** (Foreign Phone Extension) field, enter the borrower's foreign extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the borrower did not have phone access.

47. In the **SOURCE CODE** field, enter a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

48. In the **DOB** (Date of Birth) field, enter the borrower's date of birth in MM DD CCYY format.

49. In the **SEX** field, enter **F** (Female) or **M** (Male).

50. In the **US CTZN** (United States Citizen) field, enter **Y** (Yes) if the borrower is a U.S. citizen or **N** (No) if the borrower is not.
51. In the **ALIEN REGN** (Alien Registration) field, enter the registration number if the borrower is registered as a foreign borrower (alien). *This field is required if the borrower is foreign.*
52. In the **FGN LNG** (Foreign Language) field, enter the code that indicates the language spoken by the borrower, if the borrower speaks no English. Press F1=HELP for a list of valid codes. This field is optional; however, the information is helpful and should be entered if known.
53. In the **DRV LIC** (Driver's License) field, enter the borrower's driver's license number.
54. In the **ST** (State) field, enter the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.
55. In the **RNWL** (Renewal) field, enter the renewal date that appears on the borrower's driver's license.
56. In the **ORIG HD** (Origination Hold Indicator) field, enter **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.
57. In the **HD EFF** (Hold Effective) field, enter the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

The **PRS STA** (Person Status) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STA DTE** (Status Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **HD USR** (Hold User) field is blank in Add mode. This field is protected and cannot be updated by the user.

58. Press Enter.

The following message is displayed at the bottom of the screen: **01004 RECORD SUCCESSFULLY ADDED.**

The **ACCT #** (Account Number) field is system populated.

The **SEQ** (Sequence) field is populated with the sequence number of the borrower demographic record.

The **LST UPD** (Last Updated) and **CRT DTE** (Create Date) fields are populated with the current system date.

The **LST USR** (Last User) fields are populated with the user ID.

The **HD USER** (Hold User) field is populated with the user ID.

Code description text is updated for the **SOURCE: CODE**, **3RD PARTY: CODE**, and the **ID** fields.

If the person being added is a possible duplicate of an existing record, that is, the full name is the same as the full name of an existing record; the following message is displayed at the bottom of the screen: **01709 POSSIBLE DUPLICATE EXISTS**.

If this message is displayed, refer to the [Review Possible Duplicate](#) section of this procedure.

Endorser Demographic Record

1. In the **PERSON TYPE** field, enter **E** (Endorser). *This is a required field.*
2. In the **PERSON ID** field, enter the endorser's nine-digit Social Security number. *This is a required field.*
3. Press Enter.

The **ENDORSER DEMOGRAPHICS** screen (TXX1R-02) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER**.

The **PERSON ID** field displays the endorser's nine-digit Social Security number.

The **ACCT #** (Account Number) field is blank in Add mode. This field is protected and cannot be updated by the user.

4. In the **NAME LAST VER** (Name Last Verified) field, enter the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This field is required.*

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

5. In the **LN** (Last Name) field, enter the endorser's last name. *This is a required field.*
6. In the **FN** (First Name) field, enter the endorser's first name. *This is a required field.*
7. In the **MID** (Middle) field, enter the endorser's middle name or initial.
8. In the **SUF** (Suffix) field, enter the endorser's last name suffix, such as JR or III.
9. In the **PLN** (Previous Last Name) field, enter the endorser's previous last name, in case of a name change.
10. In the **PFN** (Previous First Name) field, enter the endorser's previous first name, in case of a name change.
11. In the **PMID** (Previous Middle) field, enter the endorser's previous middle name or initial, in case of a name change.
12. In the **PSUF** (Previous Suffix) field, enter the endorser's previous last name suffix, in case of a name change.

The **LST USER** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **NM LST UPD** (Name Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

13. In the **BRWR SSN** (Borrower Social Security Number) field, enter the nine-digit Social Security number of the borrower associated with this endorser. *This is a required field.*

The **ENDR SEQ** field is blank in Add mode. This field is protected and cannot be updated by the user.

14. In the **LOAN SEQ** (Loan Sequence) field, enter the loan's four-digit sequence number. *This is a required field.*
15. In the **LOAN PGM** (Loan Program) field, enter the loan program code associated with the loan application. Press F1=HELP for a list of valid codes. *If a sequence number is entered in the **APPL SEQ** field, the loan program ID is required.*

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

16. In the **ENDR TYP** (Endorser Type) field, enter a code that indicates the function of the endorser. Press F1=HELP for list of valid codes. *This field is required.*

17. In the **REL TO BRWR** (Relationship to Borrower) field, enter a code that indicates the type of relationship the endorser has to the borrower. Press F1=HELP for a list of valid codes.

18. In the **LO SEQ** (Loan Origination Sequence) field, enter the four-digit LO sequence number. This number relates the endorser to a specific LO sequence.

19. In the **LCO SEQ** (Loan Consolidation Origination Sequence) field, enter the three digit LCO sequence number. This number relates the endorser to a specific LCO sequence.

The **HST DTE** (History Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **BRWR NAME** (Borrower Name) field is blank in Add mode. This field is protected and cannot be updated by the user.

20. In the **APPL ID** (Application ID) field, enter the nine-digit application ID.

The **HST REA** (History Reason) field is blank in Add mode. This field is protected and cannot be updated by the user.

21. In the **ADDR TYP** (Address Type) field, enter a code to indicate the address type. This field defaults to **L** (Legal Address). To add a different address type, enter a code to indicate the new address type and press Enter. The **ADDR TYP** field is updated and address information can be added. Press F1=HELP for a list of valid codes. *This is a required field.*

22. In the **ADDR LAST VER** (Address Last Verified) field, enter the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

23. In the **STREET** fields, enter up to three lines for the endorser's street address. *These fields are required.*
24. In the **ADDR VALID** (Address Valid) field, enter **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification. *This field is required.*

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

25. If the address is outside the USA, tab to the **FGN ST** (Foreign State) field and enter the name of the foreign state where the endorser resides.
26. If the address is outside the USA, tab to the **FGN CDE** (Foreign Code) field and enter the code that indicates the name of the foreign country where the endorser resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*
27. If the address is outside the USA, tab to the **FGN CNY** (Foreign Country) field and enter the name of the foreign country where the endorser resides. *For a foreign address, this is a required field.*

NOTE: If the endorser has a domestic address, the foreign address fields should be left blank.

28. In the **CITY** field, enter the domestic city where the endorser resides. *For a domestic address, this field is required.*
29. In the **ST** field, enter the domestic state where the endorser resides. *For a domestic address, this field is required.*
30. In the **ZIP** field, enter the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

31. In the **PHONE TYP** (Phone Type) field, enter a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes. *This field is required.*
32. In the **MBL** (Mobile) field, enter a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown.

33. In the **CONSENT** field, enter **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required.*

34. In the **PHN LAST VER** (Last Verified) field, enter the date the phone number was last verified in MM DD YY format. This field defaults to the current system date. *This field is required.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

35. In the **DOM PHN: AC** (Domestic Phone Area Code) field, enter the endorser's three-digit domestic area code.

36. In the **DOM PHN: EXCH** (Domestic Phone Exchange) field, enter the endorser's three-digit domestic exchange.

37. In the **DOM PHN: LCL** (Domestic Phone Local) field, enter the borrower's four-digit domestic local.

38. In the **DOM PHN: EXT** (Domestic Phone Extension) field, enter the endorser's domestic extension, up to five digits.

39. In the **PHN VLD** (Phone Valid) field, enter **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid, or if the status is uncertain. The default value is **Y** (Yes). *This field is required.*

40. In the **NO PHN** (No Phone) field, enter the code that indicates the reason the endorser does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

41. In the **FGN PHN: CNY** (Foreign Phone Country) field, enter the endorser's three-digit foreign area code.

42. In the **FGN PHN: CTY** (Foreign Phone City) field, enter the endorser's three-digit foreign exchange.

43. In the **FGN PHN: LCL** (Foreign Phone Local) field, enter the endorser's four-digit foreign local.
44. In the **FGN PHN: EXT** (Foreign Phone Extension) field, enter the endorser's foreign extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the endorser did not have phone access.

45. In the **SOURCE CODE** field, enter a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

46. In the **DOB** (Date of Birth) field, enter the endorser's date of birth in MM DD CCYY format.

47. In the **SEX** field, enter **F** (Female) or **M** (Male).

48. In the **US CTZN** (United States Citizen) field, enter **Y** (Yes) if the endorser is a U.S. citizen or **N** (No) if the endorser is not.

49. In the **ALIEN REGN** (Alien Registration) field, enter the registration number if the endorser is registered as a foreign endorser (alien). *This field is required if the borrower is foreign.*

50. In the **FGN LNG** (Foreign Language) field, enter the code that indicates the language spoken by the endorser, if the endorser speaks no English. Press F1=HELP for a list of valid codes. This field is optional; however, the information is helpful and should be entered if known.

51. In the **DRV LIC** (Driver's License) field, enter the number appearing on the endorser's driver's license.

52. In the **ST** (State) field, enter the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.

53. In the **RNWL** (Renewal) field, enter the renewal date that appears on the endorser's driver's license.

54. In the **ORIG HD** (Origination Hold Indicator) field, enter **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.

55. In the **HD EFF** (Hold Effective) field, enter the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

The **PRS STA** (Person Status) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STA DTE** (Status Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **HD USER** (Hold User) field is blank in Add mode. This field is protected and cannot be updated by the user.

56. Press Enter.

The following message is displayed at the bottom of the screen: **01004 RECORD SUCCESSFULLY ADDED.**

The **ACCT #** (Account Number) field is system populated.

The **SEQ** (Sequence) field is populated with the number assigned to the endorser's demographic record.

The **LST USR** (Last User) and **HD USER** (Hold User) fields are populated with the user ID.

The **LST UPD** (Last Updated) and **CRT DTE** (Create Date) fields are populated with the current system date.

The **ENDR SEQ** (Endorser Sequence) field is populated with the number assigned to the borrower's endorser.

The **BRWR NAME** (Borrower Name) field is updated with the name of the borrower identified in the **BRWR SSN** (Borrower Social Security Number) field.

Code description text is updated for the **ENDR TYP** (Endorser Type) field.

If the person being added is a possible duplicate of an existing record, that is, the full name is the same as the full name of an existing record, the following message is displayed: **01709 POSSIBLE DUPLICATE EXISTS.**

If this message is displayed, refer to the [Review Possible Duplicate](#) section of this procedure.

Student Demographic Record

1. In the **PERSON TYPE** field, enter **S** (Student). *This is a required field.*
2. In the **PERSON ID** field, enter the student's nine-digit Social Security number.
3. Press Enter.

The **STUDENT DEMOGRAPHICS** screen (TXX1R-04) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

The **PERSON ID** field displays the student's Social Security number entered on the previous screen.

The **ACCT #** (Account Number) field is blank in Add mode. This field is protected and cannot be updated by the user.

4. In the **NAME LAST VER** (Name Last Verified) field, enter the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This field is required.*

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

2. In the **LN** (Last Name) field, enter the student's last name. *This field is required.*
5. In the **FN** (First Name) field, enter the student's first name. *This field is required.*
6. In the **MID** (Middle) field, enter the student's middle name or initial.
7. In the **SUF** (Suffix) field, enter the student's last name suffix.
8. In the **PLN** (Previous Last Name) field, enter the student's previous last name in the case of a name change.

9. In the **PFN** (Previous First Name) field, enter the student's previous first name in the case of a name change.
10. In the **PMID** (Previous Middle) field, enter the student's previous middle name or initial in the case of a name change.
11. In the **PSUF** (Previous Suffix) field, enter the student's previous last name suffix in the case of a name change.

The **LST USER** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **NM LST UPD** (Name Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **BRWR SSN** (Borrower Social Security Number) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **LOAN SEQ** (Loan Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **APPL SEQ** (Application Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

The **BRWR NAME** (Borrower Name) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **APPL ID** (Application ID) field is blank in Add mode. This field is protected and cannot be updated by the user.

12. In the **ADDR TYP** (Address Type) field, enter a code to indicate the address type. This field defaults to **L** (Legal Address). To add a different address type, enter a code to indicate the new address type and Press Enter. The **ADDR TYP** field is updated and address information can be added. Press F1=HELP for a list of valid codes. *This is a required field.*

13. In the **ADDR LAST VER** (Address Last Verified) field, enter the date the address was last verified in MM DD YY format. This field defaults to the current system date.

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

14. In the **STREET** fields, enter up to three lines for the student's street address. *These fields are required.*

15. In the **ADDR VALID** (Address Valid) field, enter **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that the validity is uncertain. The default value is **Y**. If **N** is entered in this field, the record automatically goes into a skip-tracing queue for verification.

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

16. If the address is outside the USA, tab to the **FGN ST** (Foreign State) field and enter the name of the foreign state where the student resides.

17. If the address is outside the USA, tab to the **FGN CDE** (Foreign Code) field and enter the code that indicates the name of the foreign country where the student resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

18. If the address is outside the USA, tab to the **FGN CNY** (Foreign Country) field and enter the name of the foreign country where the student resides. *For a foreign address, this is a required field.*

NOTE: If the student has a domestic address, the foreign address fields should be left blank.

19. In the **CITY** field, enter the domestic city where the student resides. *For a domestic address, this field is required.*

20. In the **ST** field, enter the domestic state where the student resides. *For a domestic address, this field is required.*

21. In the **ZIP** field, enter the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

22. In the **PHONE TYP** (Phone Type) field, enter a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes. *This field is required.*
23. In the **MBL** (Mobile) field, enter a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown.
24. In the **CONSENT** field, enter **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required.*
25. In the **PHN LAST VER** (Last Verified) field, enter the date the phone was last verified. This field defaults to the current date. *This field is required.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

26. In the **DOM PHN: AC** (Domestic Phone Area Code) field, enter the student's three-digit domestic area code.
27. In the **DOM PHN: EXCH** (Domestic Phone Exchange) field, enter the student's three-digit domestic exchange.
28. In the **DOM PHN: LCL** (Domestic Phone Local) field, enter the student's four-digit domestic local.
29. In the **DOM PHN: EXT** (Domestic Phone Extension) field, enter the student's domestic extension, up to five digits.
30. In the **PHN VLD** (Phone Valid) field, enter **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid, or if the status is uncertain. The default value is **Y** (Yes). *This field is required.*
31. In the **NO PHN** (No Phone) field, enter the code that indicates the reason the student does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

32. In the **FGN PHN: CNY** (Foreign Phone Country) field, enter the student's three-digit domestic area code.
33. In the **FGN PHN: CTY** (Foreign Phone City) field, enter the student's three-digit domestic exchange.
34. In the **FGN PHN: LCL** (Foreign Phone Local) field, enter the student's four-digit domestic local.
35. In the **FGN PHN: EXT** (Foreign Phone Extension) field, enter the student's domestic extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the student did not have phone access.

36. In the **SOURCE CODE** field, enter a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

37. In the **DOB** (Date of Birth) field, enter the student's date of birth in MM DD CCYY format.
38. In the **SEX** field, enter **F** (Female) or **M** (Male).
39. In the **US CTZN** (United States Citizen) field, enter **Y** (Yes) if the student is a U.S. citizen or **N** (No) if the student is not.
40. In the **ALIEN REGN** (Alien Registration) field, enter the registration number if the student is registered as a foreign student (alien). *This field is required if the student is foreign.*
41. In the **FGN LNG** (Foreign Language) field, enter the code that indicates the language spoken by the student, if the student speaks no English. Press F1=HELP for a list of valid codes. This field is optional; however, the information is helpful and should be entered if known.
42. In the **DRV LIC** (Driver's License) field, enter the number appearing on the student's driver's license.

43. In the **ST** (State) field, enter the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.
44. In the **RNWL** (Renewal) field, enter the renewal date that appears on the student's driver's license.
45. In the **ORIG HD** (Origination Hold Indicator) field, enter **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.
46. In the **HD EFF** (Hold Effective) field, enter the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

The **PRS STA** (Person Status) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STA DTE** (Status Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **HD USER** (Hold User) field is blank in Add mode. This field is protected and cannot be updated by the user.

47. Press Enter.

The following message is displayed at the bottom of the screen:

01004 RECORD SUCCESSFULLY ADDED.

The **ACCT #** (Account Number) field is system populated.

The **SEQ** (Sequence) field is populated with the sequence number of the student demographic record.

The **LST UPD** (Last Updated) and **CRT DTE** (Create Date) fields are populated with the current system date.

The **LST USR** (Last User) and **HD USER** (Hold User) fields are populated with the user ID.

If the student being added is a possible duplicate of an existing record, that is, the full name is the same as the full name of an existing record; the following message is displayed at the bottom of the screen: **01709 POSSIBLE DUPLICATE EXISTS.**

If this message is displayed, refer to the [Review Possible Duplicate](#) section of this procedure.

Reference Demographic Record

1. In the **PERSON TYPE** field, enter **R** (Reference). *This is a required field.*
2. In the **PERSON ID** field, enter the reference's nine-digit Social Security number if known.
This field is optional.
3. Press Enter.

The **REFERENCE DEMOGRAPHICS** screen (TXX1R-03) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

The **PERSON ID** field displays the reference's nine-digit Social Security number if entered on the previous screen. If the Social Security number was not entered, it can be entered here or a person ID will be assigned by the system once Enter is pressed.

The **ACCT #** (Account Number) field is blank in Add mode. This field is protected and cannot be updated by the user.

4. In the **NAME LAST VER** (Name Last Verified) field, enter the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This field is required.*

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

5. In the **LN** (Last Name) field, enter the reference's last name. *This is a required field.*
6. In the **FN** (First Name) field, enter the reference's first name. *This is a required field.*
7. In the **MID** (Middle) field, enter the reference's middle name or initial.
8. In the **SUF** (Suffix) field, enter the reference's last name suffix.
9. In the **PLN** (Previous Last Name) field, enter the reference's previous last name, in case of a name change.
10. In the **PFN** (Previous First Name) field, enter the reference's previous first name, in case of a name change.
11. In the **PMID** (Previous Middle) field, enter the reference's previous middle name or initial, in case of a name change.
12. In the **PSUF** (Previous Suffix) field, enter the reference's previous last name suffix, in case of a name change.

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **NM LST UPD** (Name Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

13. In the **BRWR SSN** (Borrower Social Security Number) field, enter the nine-digit Social Security number of the borrower associated with this reference. *This is a required field.*

The **REFR SEQ** field is blank in Add mode. This field is protected and cannot be updated by the user.

The **REFR TYP** (Reference Type) field displays the code that indicates if the reference is a person) or an institution. The default value is **P** (Person). This field is system populated and protected.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

In the **LN SEQ** field, enter the loan sequence number for which this reference is a designee. *This field is required and only used if the **REL. TO BRWR** field is 29 (Designee). The **LN SEQ** field is not used in the federal regions.*

14. In the **REL. TO BRWR** (Relationship to Borrower) field, enter a code indicating the type of relationship the reference has to the borrower. Press F1=HELP for a list of valid codes.

15. In the **AUTH BEGIN DTE** (Authorized Begin Date) field, enter the date the reference became an authorized third party in MM DD YY format. If the reference information was taken from a document, use the date on the document as the authorized begin date. *This field is required if the reference is an authorized third party.*

16. In the **AUTH** (Authorization) field, enter **Y** (Yes) to indicate that the reference is an authorized third party or **N** (No) to indicate that the reference is not an authorized third party.

17. In the **AUTH END DTE** field, enter the date the reference is no longer authorized on the account. Use the MM DD YY format for the date.

The **BRWR NAME** field is blank in Add mode. This field is protected and cannot be updated by the user.

The **HST REA** (History Reason) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **HST DTE** field is blank in Add mode. This field is protected and cannot be updated by the user.

18. In the **ADDR TYP** (Address Type) field, enter a code to indicate the address type. This field defaults to **L** (Legal Address). To add a different address type, enter a code to indicate the new

address type and Press Enter. The **ADDR TYP** field is updated and address information can be added. Press F1=HELP for a list of valid codes. *This is a required field.*

19. In the **ADDR LAST VER** (Address Last Verified) field, enter the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays **A** (Active). In Add mode, this field is system populated and cannot be changed by the user.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

20. In the **STREET** fields, enter up to three lines for the reference's street address. These fields are required.

21. In the **ADDR VALID** (Address Valid) field, enter **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification. *This field is required.*

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

22. If the address is outside the USA, tab to the **FGN ST** (Foreign State) field and enter the name of the foreign state where the reference resides.

23. If the address is outside the USA, tab to the **FGN CDE** (Foreign Code) field and enter the code that indicates the name of the foreign country where the reference resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

24. If the address is outside the USA, tab to the **FGN CNY** (Foreign Country) field and enter the name of the foreign country where the reference resides. *For a foreign address, this is a required field.*

NOTE: If the reference has a domestic address, the foreign address fields should be left blank.

25. In the **CITY** field, enter the domestic city where the reference resides. *For a domestic address, this field is required.*

26. In the **ST** field, enter the domestic state where the reference resides. *For a domestic address, this field is required.*

27. In the **ZIP** field, enter the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

28. In the **PHONE TYP** (Phone Type) field, enter a code that indicates the type of phone number entered. This field displays the default value H (Home). Press F1=HELP for a list of valid codes. *This field is required.*

29. In the **MBL** (Mobile) field, enter a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown.

30. In the **CONSENT** field, enter **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required.*

31. In the **PHN LAST VER** (Phone Last Verified) field, enter the date the phone number was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LST USR** (Last User) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STATUS** field displays the status of the telephone information. In Add mode, the system populates this field with **A** (Active). This value cannot be changed by the user.

32. In the **DOM PHN: AC** (Domestic Phone Area Code) field, enter the reference's three-digit domestic area code.

33. In the **DOM PHN: EXCH** (Domestic Phone Exchange) field, enter the reference's three-digit domestic exchange.

34. In the **DOM PHN: LCL** (Domestic Phone Local) field, enter the reference's four-digit domestic local.

35. In the **DOM PHN: EXT** (Domestic Phone Extension) field, enter the reference's domestic extension, up to five digits.

36. In the **PHN VLD** (Phone Valid) field, enter **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid, or if the status is uncertain. The default value is **Y** (Yes). *This field is required.*

37. In the **NO PHN** (No Phone) field, enter the code that indicates the reason the reference does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field is blank in Add mode. This field is protected and cannot be updated by the user.

38. In the **FGN PHN: CNY** (Foreign Phone Country) field, enter the reference's three-digit foreign area code.

39. In the **FGN PHN: CTY** (Foreign Phone City) field, enter the reference's three-digit foreign exchange.

40. In the **FGN PHN: LCL** (Foreign Phone Local) field, enter the reference's four-digit foreign local.

41. In the **FGN PHN: EXT** (Foreign Phone Extension) field, enter the reference's foreign extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the reference did not have phone access.

42. In the **SOURCE CODE** field, enter a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **CRT DTE** (Create Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

43. In the **DOB** (Date of Birth) field, enter the reference's date of birth in MM DD CCYY format.

44. In the **SEX** field, enter **F** (Female) or **M** (Male).

45. In the **US CTZN** (United States Citizen) field, enter **Y** (Yes) if the reference is a U.S. citizen or **N** (No) if the reference is not.
46. In the **ALIEN REGN** (Alien Registration) field, enter the registration number if the reference is registered as a foreign reference (alien). *This field is required if the borrower is foreign.*
47. In the **FGN LNG** (Foreign Language) field, enter the code that indicates the language spoken by the reference, if the reference speaks no English. Press F1=HELP for a list of valid codes. This field is optional; however, the information is helpful and should be entered if known.
48. In the **DRV LIC** (Driver's License) field, enter the number appearing on the reference's driver's license.
49. In the **ST** (State) field, enter the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.
50. In the **RNWL** (Renewal) field, enter the renewal date that appears on the reference's driver's license.
51. In the **ORIG HD** (Origination Hold Indicator) field, enter **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.
52. In the **HD EFF** (Hold Effective) field, enter the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

The **PRS STA** (Person Status) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **STA DTE** (Status Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

The **HD USER** (Hold User) field is blank in Add mode. This field is protected and cannot be updated by the user.

53. Press Enter.

The following message is displayed at the bottom of the screen: **01004 RECORD SUCCESSFULLY ADDED.**

The **LST UPD** (Last Updated) and **CRT DTE** (Create Date) fields are populated with the current system date.

The **LST USR** (Last User) and **HD USER** (Hold User) fields are populated with the user ID.

The **REFR SEQ** (Reference Sequence) field is populated with the number assigned to the borrower's reference.

The **BRWR NAME** (Borrower Name) field is updated with the name of the borrower identified in the **BRWR SSN** (Borrower Social Security Number) field.

If the person being added is a possible duplicate of an existing record, that is, the full name is the same as the full name of an existing record; the following message is displayed at the bottom of the screen: **01709 POSSIBLE DUPLICATE EXISTS**.

If this message is displayed, refer to the [Review Possible Duplicate](#) section of this procedure.

Change/View Demographic Records

1. At the **MAIN MENU** (J0X01), select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

3. Select **PERSON DEMOGRAPHICS**.

4. Press Enter.

The **SUBSYSTEM LEVEL PERSON DEMOGRAPHICS** (J0X02) is displayed.

5. Enter **C** (Change) or **I** (Inquiry) in the **MODE** field and **TX1J** (Maintain Person Demographics) in the **TRANSACTION ID** field.

NOTE: Change mode is used in this example.

6. Press Enter.

Borrower Demographic Record

Multiple types of searches can be performed by entering data as follows:

To Search by Borrower SSN

1. In the **PERSON TYPE** field, enter **B** (Borrower).
2. Enter the borrower's nine-digit Social Security number in the **PERSON ID** field.
3. Press Enter.

To Search by Last Four Digits of SSN

1. Enter the last four digits of the borrower's Social Security number in the **LAST FOUR SEARCH** field.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **PERSON TYPE, PERSON ID** and name and address fields.

2. Press Enter.

To Search by Borrower Name

1. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the borrower's name.

NOTE: The first three characters of the borrower's last name and an asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME** field.

2. Press Enter.

To Search by Account Number

1. In the **ACCT NUMBER** (Account Number) field, enter the borrower's ten-digit account number.
2. Press Enter.

To Search by Address

1. In the **PERSON TYPE** field, enter **B** (Borrower).
2. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the borrower's name.
3. In the **ADDRESS TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
4. In the **CITY**, **STATE** and **ZIP CODE** fields, enter the borrower's city, state, and ZIP code as appropriate.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME**, **FIRST NAME**, **PERSON ID**, **CITY** or **ZIP CODE** fields.

5. Press Enter.

To Search by Phone Number

1. In the **PHONE TYPE** field, enter the code identifying the type of phone number. Press F1=HELP for a list of valid code values.
2. If searching for a domestic phone number, enter the phone number in the **DOM PHONE** (Domestic Phone) field.

OR

If searching for a foreign number, enter the number in the **FGN PHONE** (Foreign Phone) field.

3. Press Enter.

To Search by Date of Birth

1. In the **LAST NAME** field, enter the borrower's last name.
2. In the **DATE OF BIRTH** field, enter the borrower's date of birth.
3. Press Enter.

To Search by Email Address

1. In the **EMAIL TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
2. In the **EMAIL ADDR** field, enter the borrower's email address.
3. Press Enter.

Depending on the type of search, the result of the search may be a long list. The system may need to produce the list in an overnight batch printout instead of on the screen. If so, the following message will be displayed at the bottom of the screen. **03204 PRESS ENTER TO REQUEST A BATCH LISTING.**

4. Press Enter to create a batch listing.

OR

Perform a new search by narrowing the search criteria.

The **PERSON SELECTION** screen (TXX1L) is displayed.

This screen does not display if the list is long enough to require a batch listing or if only one name matches the criteria.

1. In the **SELECTION** field, enter the number that corresponds to the desired borrower.
2. Press Enter.

The **BORROWER DEMOGRAPHICS** screen (TXX1R-01) is displayed.

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The screen is divided into four windows of data, which are active one window at a time. All fields are viewable, but only the fields in the active window can be accessed and changed. Press F6=SWCH to move from one window to another.

The unprotected fields in the active window are highlighted.

First Window

The first window displays the following unprotected fields:

The **PERSON ID** field displays the borrower's nine-digit Social Security number. This is a required field.

The **NAME LAST VER** (Name Last Verified) field displays the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LN** (Last Name) field displays the borrower's last name. *This is a required field.*

The **FN** (First Name) field displays the borrower's first name. *This is a required field.*

The **MID** (Middle) field displays the borrower's middle name or initial.

The **SUF** (Suffix) field displays the borrower's last name suffix.

The **DOB** (Date of Birth) field displays the borrower's date of birth in MM DD CCYY format.

The **SEX** field displays **F** (Female) or **M** (Male).

The **US CTZN** (United States Citizen) field displays **Y** (Yes) if the borrower is a U.S. citizen or **N** (No) if the borrower is not.

The **ALIEN REGN** (Alien Registration) field displays the registration number if the borrower is registered as a foreign borrower (alien). *This field is required if the borrower is foreign.*

The **FGN LNG** (Foreign Language) field displays the code that indicates the language spoken by the borrower, if the borrower speaks no English. Press F1=HELP for a list of valid codes. This field is optional; however, the information is helpful and should be entered if known.

The **DRV LIC** (Driver's License) field displays the borrower's driver's license number.

The **ST** (State) field displays the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.

The **RNWL** (Renewal) field displays the renewal date that appears on the borrower's driver's license.

The **ORIG HD** (Origination Hold Indicator) field displays **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.

The **HD EFF** (Hold Effective) field displays the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

3. Make necessary data changes.

4. Press Enter.

The following message is displayed at the bottom of the screen. **01093 PERSON DEMO-
GRAPHICS UPDATED.**

5. Press F6=SWCH to move to the second window.

Second Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The second window displays the following unprotected field:

The **PAID AHEAD AUTH** (Paid Ahead Authorization) field displays **Y** (Yes) or **N** (No) to indicate whether the borrower authorized Paid Ahead Status. This field is automatically populated with a **Y** (Yes) through the Loan Origination and Asset Acquisition and Conversion interface processes.

6. If necessary, type over the **Y** (Yes) with **N** (No). *This is a required field.*
7. Press Enter.

The following message is displayed at the bottom of the screen: **01094 RELATIONSHIP DATA
UPDATED.**

8. Press F6=SWCH to move to the third window.

Third Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The third window displays the following unprotected fields:

The **SOURCE: CODE** field displays the code that designates the source of the information for this borrower. Press F1=HELP for a list of valid codes. *This is a required field.*

The **3RD PARTY: CODE** field displays the code that designates the third party who provided the address information. Press F1=HELP for a list of valid codes. This field is optional.

The **ID** field displays the ID of the third party who provided the address information. This may be a person ID, Social Security number, or valid institutional ID (such as guarantor). This field is optional.

The **ADDR TYP** (Address Type) field is system populated with **L** (Legal Address).

If more than one address type exists for the borrower, an asterisk is displayed in front of the address type code (***L**).

9. The default address type is **L** (Legal Address). To see a different address type, type **B** (Billing Address) or **D** (Disbursement Address) in the **ADDR TYP** field and Press Enter. The most recent address of that type is displayed.

10. Press F7 and F8 to scroll through the history of addresses.

The **ADDR LAST VER** (Address Last Verified) field displays the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **STATUS** field displays the status of the address information currently displayed. Press F1=HELP for a list of valid codes.

The **SEQ** (Sequence) field displays the sequence number of this address within the history of addresses.

The **STREET** fields display up to three lines for the borrower's street address. These fields are required.

The **ADDR VALID** (Address Valid) field displays **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification.

The **CRT DTE** (Create Date) field is system populated with the date the address was created in MM DD YY format. This field is system populated and cannot be updated by the user.

If the address is outside the USA, the **FGN ST** (Foreign State) field displays the name of the foreign state where the borrower resides.

If the address is outside the USA, the **FGN CDE** (Foreign Code) field displays the code of the foreign country where the borrower resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

If the address is outside the **USA**, the **FGN CNY** (Foreign Country) field displays the name of the foreign country where the borrower resides. *For a foreign address, this is a required field.*

NOTE: If the borrower has a domestic address, the foreign address fields should be left blank.

The **CITY** field displays the domestic city where the borrower resides. *For a domestic address, this field is required.*

The **ST** field displays the domestic state where the borrower resides. *For a domestic address, this field is required.*

The **ZIP** field displays the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field displays the date the address information was last changed in MM DD YY format. It is system populated and cannot be updated by the user.

11. Make necessary data changes.

12. Press Enter.

The following message is displayed at the bottom of the screen. **01096 ADDRESS DATA
UPDATED.**

13. Press F6=SWCH to move to the fourth window.

Fourth Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The fourth window displays the following unprotected fields:

The **PHONE TYP** (Phone Type) field displays a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes.

If more than one phone type exists for the borrower, an asterisk is displayed in front of the phone type code (***L**).

The default phone type is **H** (Home). To see a different phone type, type **W** (Work Phone) or **A** (Alternative Phone) in the **PHONE TYP** field and press Enter. The most recent phone of that type is displayed.

14. Press F7 and F8 to scroll through the history of telephone numbers.

NOTE: If a phone type does not exist for the borrower, the following message displays at the bottom of the screen: **01103 PHONE TYPE DOES NOT CURRENTLY EXIST – TO ADD, ENTER PHONE NUMBER DATA.**

The **MBL** (Mobile) field displays a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown. *This field is required to be updated when modifying the phone number.*

The **CONSENT** field displays **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required to be updated when modifying the phone number.*

The **PHN LAST VER** (Phone Last Verified) field displays the date the phone number was last verified in MM DD YY format. *This field is required to be updated when modifying the phone number.*

The **LST USR** field displays the ID of the user who last updated the telephone number.

The **STATUS** field displays the status of the borrower's telephone number information currently displayed. Press F1=HELP for a list of valid codes.

The **DOM PHN: AC** (Domestic Phone Area Code) field displays the borrower's three-digit domestic area code.

The **DOM PHN: XCH** (Domestic Phone Exchange) field displays the borrower's three-digit domestic exchange.

The **DOM PHN: LCL** (Domestic Phone Local) field displays the borrower's four-digit domestic local.

The **DOM PHN: EXT** (Domestic Phone Extension) field displays the borrower's domestic extension, up to five digits.

The **PHN VLD** (Phone Valid) field displays **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid or if the status is uncertain. The default value is **Y** (Yes). *This field is required to be updated when modifying the phone number.*

If any part of the phone number is changed, the **MBL**, **CONSENT**, **PHN LAST VER** and **PHN VLD** fields must be updated. Even if the data is the same as the old, it must be retyped in the field.

The **NO PHN** (No Phone) field displays the code that indicates the reason the borrower does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be

updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field displays the last assigned sequence number within the history of phone numbers for this borrower. This field is system populated and cannot be updated by the user.

The **FGN PHN: CNY** (Foreign Phone Country) field displays the borrower's three-digit domestic area code.

The **FGN PHN: CTY** (Foreign Phone City) field displays the borrower's three-digit domestic exchange.

The **FGN PHN: LCL** (Foreign Phone Local) field displays the borrower's four-digit domestic local.

The **FGN PHN: EXT** (Foreign Phone Extension) field displays the borrower's domestic extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the borrower did not have phone access.

The **SOURCE CODE** field displays a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field displays the date when the borrower's phone number was last changed in MM DD YY format. This field is system populated and cannot be updated by the user.

The **CRT DTE** (Create Date) field is populated with the date the phone information was first entered in MM DD YY format. This field is protected and cannot be updated by the user.

15. Make necessary data changes.

16. Press Enter.

If an existing phone type was changed, the following message displays at the bottom of the screen: **01097 PHONE DATA UPDATED.**

If a new phone type was added, the following message displays at the bottom of the screen:

01100 PHONE TYPE HAS BEEN ADDED.

Endorser Demographic Record

Multiple types of searches can be performed by entering data as follows:

To Search by Endorser SSN

1. In the **PERSON TYPE** field, enter **E** (Endorser).
2. Enter the endorser's nine-digit Social Security number in the **PERSON ID** field.
3. Press Enter.

To Search by Last Four Digits of SSN

1. Enter the last four digits of the endorser's Social Security number in the **LAST FOUR SEARCH** field.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **PERSON TYPE, PERSON ID** and name and address fields.

2. Press Enter.

To Search by Endorser Name

1. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the endorser's name.

NOTE: The first three characters of the endorser's last name and an asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME** field

2. Press Enter.

To Search by Account Number

1. In the **ACCT NUMBER** (Account Number) field, enter the endorser's ten-digit account number.
2. Press Enter.

To Search by Address

1. In the **PERSON TYPE** field, enter **E** (Endorser).
2. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the endorser's name.
3. In the **ADDRESS TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
4. In the **CITY**, **STATE** and **ZIP CODE** fields, enter the endorser's city, state, and five- or nine-digit ZIP code as appropriate.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME**, **FIRST NAME**, **PERSON ID**, **CITY** or **ZIP CODE** fields.

5. Press Enter.

To Search by Phone Number

1. In the **PHONE TYPE** field, enter the code identifying the type of phone number. Press F1=HELP for a list of valid code values.
2. If searching for a domestic phone number, enter the phone number in the **DOM PHONE** (Domestic Phone) field.

OR

If searching for a foreign number, enter the number in the **FGN PHONE** (Foreign Phone) field.

3. Press Enter.

To Search by Date of Birth

1. In the **LAST NAME** field, enter the endorser's last name.
2. In the **DATE OF BIRTH** field, enter the endorser's date of birth in MM/DD/YYYY format.
3. Press Enter.

To Search by Email Address

1. In the **EMAIL TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
2. In the **EMAIL ADDR** field, enter the endorser's email address.
3. Press Enter.

Depending on the type of search, the result of the search may be a long list. The system may need to produce the list in an overnight batch printout instead of on the screen. If so, the following message will be displayed at the bottom of the screen: **03204 PRESS ENTER TO REQUEST A BATCH LISTING.**

1. Press Enter to create a batch listing.

OR

Perform a new search by narrowing the search criteria.

The **PERSON SELECTION** screen (TXX1L) is displayed.

This screen does not display if the list is long enough to require a batch listing or if only one name matches the criteria.

1. In the **SELECTION** field, enter the number that corresponds to the desired endorser.
2. Press Enter.

The **ENDORSER DEMOGRAPHICS** screen (TXX1R-02) is displayed.

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The screen is divided into four windows of data, which are active one window at a time. All fields are viewable, but only the fields in the active window can be accessed and changed. Press F6=SWCH to move from one window to another.

The unprotected fields in the active window are highlighted.

First Window

The first window displays the following unprotected fields:

The **PERSON ID** field displays the endorser's person ID or nine-digit Social Security number. *This is a required field.*

The **NAME LAST VER** (Name Last Verified) field displays the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LN** (Last Name) field displays the endorser's last name. *This is a required field.*

The **FN** (First Name) field displays the endorser's first name. *This is a required field.*
The **MID** (Middle) field displays the endorser's middle name or initial.

The **SUF** (Suffix) field displays the endorser's last name suffix, such as JR or III.

The **DOB** (Date of Birth) field displays the endorser's date of birth in MM DD CCYY format.

The **SEX** field displays **F** (Female) or **M** (Male).

The **US CTZN** (United States Citizen) field displays **Y** (Yes) if the endorser is a U.S. citizen or **N** (No) if the endorser is not.

The **ALIEN REGN** (Alien Registration) field displays the registration number if the endorser is registered as a foreign endorser (alien). *This field is required if the borrower is foreign.*

The **FGN LNG** (Foreign Language) field displays the code that indicates the language spoken by the endorser, if the endorser speaks no English. Press F1=HELP for a list of valid codes. *This field is optional; however, the information is helpful and should be entered if known.*

The **DRV LIC** (Driver's License) field displays the number appearing on the endorser's driver's license.

The **ST** (State) field displays the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.

The **RNWL** (Renewal) field displays the renewal date that appears on the endorser's driver's license.

The **ORIG HD** (Origination Hold Indicator) field displays **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.

The **HD EFF** (Hold Effective) field displays the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

3. Make necessary data changes.

4. Press Enter.

The following message is displayed at the bottom of the screen. **01093 PERSON DEMO-
GRAPHICS UPDATED.**

5. Press F6=SWCH to move to the second window.

Second Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The second window displays the following unprotected fields:

The **LOAN SEQ** (Loan Sequence) field displays the loan's four-digit sequence number. *This is a required field.*

The **LOAN PGM** (Loan Program) field displays the loan program code associated with the loan application. Press F1=HELP for a list of valid codes. *If a sequence number is entered in the **APPL SEQ** field, the loan program ID is required.*

The **STATUS** field displays **A** (Active).

The **ENDR TYP** (Endorser Type) field displays a code that indicates the function of the endorser. Press F1=HELP for list of valid codes. *This field is required.*

The **REL TO BRWR** (Relationship to Borrower) field displays a code that indicates the type of relationship the endorser has to the borrower. Press F1=HELP for a list of valid codes.

The **LO SEQ** (Loan Origination Sequence) field displays the four-digit LO sequence number. This number relates the endorser to a specific LO sequence.

The **LCO SEQ** (Loan Consolidation Origination Sequence) field displays the three digit LCO sequence number. This number relates the endorser to a specific LCO sequence.

The **HST DTE** (History Date) field is blank in Add mode. This field is protected and cannot be updated by the user.

6. Make necessary data changes.

7. Press Enter.

The following message is displayed at the bottom of the screen: **01094 RELATIONSHIP DATA
UPDATED.**

8. Press F6=SWCH to move to the third window.

Third Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The third window displays the following unprotected fields:

The **ADDR TYP** (Address Type) field is system populated with **L** (Legal Address).

If more than one address type exists for the endorser, an asterisk is displayed in front of the address type code (***L**).

The default address type is **L** (Legal Address). To see a different address type, type **B** (Billing Address) or **D** (Disbursement Address) in the **ADDR TYP** field and Press Enter. The most recent address of that type is displayed.

Press F7 and F8 to scroll through the history of addresses.

The **ADDR LAST VER** (Address Last Verified) field displays the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LSTUSR** (Last User) field displays the ID of the last user or program to update the PDEM record. This field is protected.

The **STATUS** field displays the status of the address information currently displayed. Press F1=HELP for a list of valid codes.

The **SEQ** (Sequence) field displays the sequence number of this address within the history of addresses. In Add mode, as there are no previous (History) address records, the field is blank and protected.

The **STREET** fields display up to three lines for the endorser's street address. *The first street address field is required.*

The **ADDR VALID** (Address Valid) field displays **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification.

The **CRT DTE** (Create Date) field is system populated with the date the address was created in MM DD YY format. This field is system populated and cannot be updated by the user.

If the address is outside the USA, the **FGN ST** (Foreign State) field displays the name of the foreign state where the endorser resides.

If the address is outside the USA, the **FGN CDE** (Foreign Code) field displays the code of the foreign country where the endorser resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

If the address is outside the USA, the **FGN CNY** (Foreign Country) field displays the name of the foreign country where the endorser resides. *For a foreign address, this is a required field.*

NOTE: If the endorser has a domestic address, the foreign address fields should be left blank.

The **CITY** field displays the domestic city where the endorser resides. *For a domestic address, this field is required.*

The **ST** field displays the domestic state where the endorser resides. *For a domestic address, this field is required.*

The **ZIP** field displays the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field displays the date the address information was last changed in MM DD YY format. It is system populated and cannot be updated by the user.

9. Make necessary data changes.

10. Press Enter.

The following message is displayed at the bottom of the screen. **01096 ADDRESS DATA
UPDATED.**

11. Press F6=SWCH to move to the fourth window.

Fourth Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The fourth window displays the following unprotected fields:

The **PHONE TYP** (Phone Type) field displays a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes.

If more than one phone type exists for the borrower, an asterisk is displayed in front of the phone type code (***L**).

The default phone type is **H** (Home). To see a different phone type, type **W** (Work Phone) or **A** (Alternative Phone) in the **PHONE TYP** field and Press Enter. The most recent phone of that type is displayed.

12. Press 7 and 8 to scroll through the history of telephone numbers.

NOTE: If a phone type does not exist for the endorser, the following message displays at the bottom of the screen: **01103 PHONE TYPE DOES NOT CURRENTLY EXIST – TO ADD, ENTER PHONE NUMBER DATA.**

The **MBL** (Mobile) field displays a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown. *This field is required to be updated when modifying the phone number.*

The **CONSENT** field displays **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required to be updated when modifying the phone number.*

The **PHN LAST VER** (Phone Last Verified) field displays the date the phone number was last verified in MM DD YY format. *This field is required to be updated when modifying the phone number.*

The **LST USR** (Last User) field displays the ID of the user who last updated the telephone number.

The **STATUS** field displays the status of the endorser's telephone number information currently displayed. Press F1=HELP for a list of valid codes.

The **DOM PHN: AC** (Domestic Phone Area Code) field displays the endorser's three-digit domestic area code.

The **DOM PHN: EXCH** (Domestic Phone Exchange) field displays the endorser's three-digit domestic exchange.

The **DOM PHN: LCL** (Domestic Phone Local) field displays the endorser's four-digit domestic local.

The **DOM PHN: EXT** (Domestic Phone Extension) field displays the endorser's domestic extension, up to five digits.

The **PHN VLD** (Phone Valid) field displays **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid, or if the status is uncertain. The default value is **Y** (Yes). *This field is required to be updated when modifying the phone number.*

NOTE: If any part of the phone number is changed, the **MBL**, **CONSENT**, **PHN LAST VER** and **PHN VLD** fields must be updated. Even if the data is the same as the old, it must be retyped in the field.

The **NO PHN** (No Phone) field displays the code that indicates the reason the endorser does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field displays the last assigned sequence number within the history of phone numbers for this endorser. This field is system populated and cannot be updated by the user.

The **FGN PHN: CNY** (Foreign Phone Country) field displays the endorser's three-digit domestic area code.

The **FGN PHN: CTY** (Foreign Phone City) field displays the endorser's three-digit domestic exchange.

The **FGN PHN: LCL** (Foreign Phone Local) field displays the endorser's four-digit domestic local.

The **FGN PHN: EXT** (Foreign Phone Extension) field displays the endorser's domestic extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the endorser did not have phone access.

The **SOURCE CODE** field displays a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field displays the date when the endorser's phone number was last changed in MM DD YY format. This field is system populated and cannot be updated by the user.

The **CRT DTE** (Create Date) field is populated with the date the phone information was first entered in MM DD YY format. This field is protected and cannot be updated by the user.

13. Make necessary data changes.

14. Press Enter.

If an existing phone type was changed, the following message displays at the bottom of the screen: **01097 PHONE DATA UPDATED.**

If a new phone type was added, the following message displays at the bottom of the screen:

01100 PHONE TYPE HAS BEEN ADDED.

Student Demographic Record

Multiple types of searches can be performed by entering data as follows:

To Search by Student SSN

1. In the **PERSON TYPE** field, enter **S** (Student).
2. Enter the student's nine-digit Social Security number in the **PERSON ID** field.
3. Press Enter.

To Search by Last Four Digits of SSN

1. Enter the last four digits of the student's Social Security number in the **LAST FOUR SEARCH** field.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **PERSON TYPE, PERSON ID** and name and address fields.

2. Press Enter.

To Search by Student Name

1. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the student's name.

NOTE: The first three characters of the student's last name and an asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME** field.

2. Press Enter.

To Search by Account Number

1. In the **ACCT NUMBER** (Account Number) field, enter the student's ten-digit account number.
2. Press Enter.

To Search by Address

1. In the **PERSON TYPE** field, enter **S** (Student).
2. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the student's name.
3. In the **ADDRESS TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
4. In the **CITY**, **STATE** and **ZIP CODE** fields, enter the student's city, state, and ZIP code as appropriate.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME**, **FIRST NAME**, **PERSON ID**, **CITY** or **ZIP CODE** fields.

5. Press Enter.

To Search by Phone Number

1. In the **PHONE TYPE** field, enter the code identifying the type of phone number. Press F1=HELP for a list of valid code values.
2. If searching for a domestic phone number, enter the phone number in the **DOM PHONE** (Domestic Phone) field.

OR

If searching for a foreign number, enter the number in the **FGN PHONE** (Foreign Phone) field.

3. Press Enter.

To Search by Date of Birth

1. In the **LAST NAME** field, enter the student's last name.
2. In the **DATE OF BIRTH** field, enter the student's date of birth.
3. Press Enter.

To Search by Email Address

1. In the **EMAIL TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
2. In the **EMAIL ADDR** field, enter the student's email address.
3. Press Enter.

Depending on the type of search, the result of the search may be a long list. The system may need to produce the list in an overnight batch printout instead of on the screen. If so, the following message will be displayed at the bottom of the screen. **03204 PRESS ENTER TO REQUEST A BATCH LISTING.**

4. Press Enter to create a batch listing.

OR

Perform a new search by narrowing the search criteria.

The **PERSON SELECTION** screen (TXX1L) is displayed.

This screen does not display if the list is long enough to require a batch listing or if only one name matches the criteria.

1. In the **SELECTION** field, enter the number that corresponds to the desired student.
2. Press Enter.

The **STUDENT DEMOGRAPHICS** screen (TXX1R-04) is displayed.

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The screen is divided into four windows of data, which are active one window at a time. All fields are viewable, but only the fields in the active window can be accessed and changed. Press F6 to move from one window to another.

The unprotected fields in the active window are highlighted.

First Window

The first window displays the following unprotected fields:

The **PERSON ID** field displays the student's person ID or nine-digit Social Security number. *This is a required field.*

The **NAME LAST VER** (Name Last Verified) field displays the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LN** (Last Name) field displays the student's last name. *This is a required field.*

The **FN** (First Name) field displays the student's first name. *This is a required field.*
The **MID** (Middle) field displays the student's middle name or initial.

The **SUF** (Suffix) field displays the student's last name suffix, such as JR or III.

The **DOB** (Date of Birth) field displays the student's date of birth in MM DD CCYY format.

The **SEX** field displays **F** (Female) or **M** (Male).

The **US CTZN** (United States Citizen) field displays **Y** (Yes) if the student is a U.S. citizen or **N** (No) if the student is not.

The **ALIEN REGN** (Alien Registration) field displays the registration number if the student is registered as a foreign student (alien). *This field is required if the borrower is foreign.*

The **FGN LNG** (Foreign Language) field displays the code that indicates the language spoken by the student, if the student speaks no English. Press F1=HELP for a list of valid codes. *This field is optional; however, the information is helpful and should be entered if known.*

The **DRV LIC** (Driver's License) field displays the number appearing on the student's driver's license.

The **ST** (State) field displays the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.

The **RNWL** (Renewal) field displays the renewal date that appears on the student's driver's license.

The **ORIG HD** (Origination Hold Indicator) field displays **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.

The **HD EFF** (Hold Effective) field displays the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

3. Make necessary data changes.

4. Press Enter.

The following message is displayed at the bottom of the screen. **01093 PERSON DEMO-
GRAPHICS UPDATED.**

5. Press F6=SWCH to move to the second window.

Second Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

Only the **PERSON ID** field is unprotected in the second window. Changing the ID in this field will change the displayed demographic record.

6. Press F6=SWCH to move to the third window.

Third Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The third window displays the following unprotected fields:

The **ADDR TYP** (Address Type) field is system populated with **L** (Legal Address).

If more than one address type exists for the borrower, an asterisk is displayed in front of the address type code (*L).

The default address type is **L** (Legal Address). To see a different address type, type **B** (Billing Address) or **D** (Disbursement Address) in the **ADDR TYP** field and Press Enter. The most recent address of that type is displayed.

7. Press 7 and 8 to scroll through the history of addresses.

The **ADDR LAST VER** (Address Last Verified) field displays the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **STATUS** field displays the status of the address information currently displayed. Press F1=HELP for a list of valid codes.

The **SEQ** (Sequence) field displays the sequence number of this address within the history of addresses, if applicable.

The **STREET** fields display up to three lines for the student's street address. *These fields are required.*

The **ADDR VALID** (Address Valid) field displays **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification.

The **CRT DTE** (Create Date) field is system populated with the date the address was created in MM DD YY format. This field is system populated and cannot be updated by the user.

If the address is outside the USA, the **FGN ST** (Foreign State) field displays the name of the foreign state where the student resides.

If the address is outside the USA, the **FGN CDE** (Foreign Code) field displays the code of the foreign country where the student resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

If the address is outside the USA, the **FGN CNY** (Foreign Country) field displays the name of the foreign country where the student resides. *For a foreign address, this is a required field.*

NOTE: If the student has a domestic address, the foreign address fields should be left blank.

The **CITY** field displays the domestic city where the student resides. *For a domestic address, this field is required.*

The **ST** field displays the domestic state where the student resides. *For a domestic address, this field is required.*

The **ZIP** field displays the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADDR LST UPD** (Address Last Updated) field displays the date the address information was last changed in MM DD YY format. It is system populated and cannot be updated by the user.

8. Make necessary data changes.

9. Press Enter.

The following message is displayed at the bottom of the screen. **01096 ADDRESS DATA
UPDATED.**

10. Press F6=SWCH to move to the fourth window.

Fourth Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The fourth window displays the following unprotected fields:

The **PHONE TYP** (Phone Type) field displays a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes.

If more than one phone type exists for the borrower, an asterisk is displayed in front of the phone type code (***L**).

The default phone type is **H** (Home). To see a different phone type, type **W** (Work Phone) or **A** (Alternative Phone) in the **PHONE TYP** field and Press Enter. The most recent phone of that type is displayed.

11. Press 7 and 8 to scroll through the history of telephone numbers.

NOTE: If a phone type does not exist for the borrower, the following message displays at the bottom of the screen:

01103 PHONE TYPE DOES NOT CURRENTLY EXIST – TO ADD, ENTER PHONE NUMBER DATA.

The **MBL** (Mobile) field displays a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown. *This field is required to be updated when modifying the phone number.*

The **CONSENT** field displays **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required to be updated when modifying the phone number.*

The **PHN LAST VER** (Phone Last Verified) field displays the date the phone number was last verified in MM DD YY format. It is system populated and cannot be updated by the user. *This field is required to be updated when modifying the phone number.*

The **LST USR** field displays the ID of the user who last updated the telephone number.

The **STATUS** field displays the status of the borrower's telephone number information currently displayed. Press F1=HELP for a list of valid codes.

The **DOM PHN: AC** (Domestic Phone Area Code) field displays the student's three-digit domestic area code.

The **DOM PHN: EXCH** (Domestic Phone Exchange) field displays the student's three-digit domestic exchange.

The **DOM PHN: LCL** (Domestic Phone Local) field displays the student's four-digit domestic local.

The **DOM PHN: EXT** (Domestic Phone Extension) field displays the student's domestic extension, up to five digits.

The **PHN VLD** (Phone Valid) field displays **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid, or if the status is uncertain. The default value is **Y** (Yes).

NOTE: If any part of the phone number is changed, the **MBL**, **CONSENT**, **PHN LAST VER** and **PHN VLD** fields must be updated. Even if the data is the same as the old, it must be retyped in the field.

The **NO PHN** (No Phone) field displays the code that indicates the reason the student does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field displays the last assigned sequence number within the history of phone numbers for this student. This field is system populated and cannot be updated by the user.

The **FGN PHN: CNY** (Foreign Phone Country) field displays the student's three-digit domestic area code.

The **FGN PHN: CTY** (Foreign Phone City) field displays the student's three-digit domestic exchange.

The **FGN PHN: LCL** (Foreign Phone Local) field displays the student's four-digit domestic local.

The **FGN PHN: EXT** (Foreign Phone Extension) field displays the student's domestic extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the student did not have phone access.

The **SOURCE CODE** field displays a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field displays the date when the borrower's phone number was last changed in MM DD YY format. This field is system populated and cannot be updated by the user.

The **CRT DTE** (Create Date) field is populated with the date the phone information was first entered in MM DD YY format. This field is protected and cannot be updated by the user.

12. Make necessary data changes.

13. Press Enter.

If an existing phone type was changed, the following message displays at the bottom of the screen: **01097 PHONE DATA UPDATED.**

If a new phone type was added, the following message displays at the bottom of the screen:

01100 PHONE TYPE HAS BEEN ADDED.

Reference Demographic Record

Multiple types of searches can be performed by entering data as follows:

To Search by Reference Person ID

1. In the **PERSON TYPE** field, enter **R** (Reference).
2. Enter the reference's nine-digit person ID in the **PERSON ID** field.
3. Press Enter.

To Search by Last Four Digits of SSN

1. Enter the last four digits of the reference's Social Security number in the **LAST FOUR SEARCH** field.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **PERSON TYPE, PERSON ID** and name and address fields.

2. Press Enter.

To Search by Reference Name

1. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the reference's name.

NOTE: The first three characters of the reference's last name and an asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME** field.

2. Press Enter.

To Search by Address

1. In the **PERSON TYPE** field, enter **R** (Reference).
2. In the **LAST NAME**, **FIRST NAME** and **MIDDLE NAME** fields, enter the reference's name.
3. In the **ADDRESS TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
4. In the **CITY**, **STATE** and **ZIP CODE** fields, enter the reference's city, state, and ZIP code as appropriate.

NOTE: An asterisk (*) may be used as a wildcard to initiate a search from the **LAST NAME**, **FIRST NAME**, **PERSON ID**, **CITY** or **ZIP CODE** fields.

5. Press Enter.

To Search by Phone Number

1. In the **PHONE TYPE** field, enter the code identifying the type of phone number. Press F1=HELP for a list of valid code values.
2. If searching for a domestic phone number, enter the phone number in the **DOM PHONE** (Domestic Phone) field.

OR

If searching for a foreign number, enter the number in the **FGN PHONE** (Foreign Phone) field.

3. Press Enter.

To Search by Date of Birth

1. In the **LAST NAME** field, enter the reference's last name.
2. In the **DATE OF BIRTH** field, enter the reference's date of birth.
3. Press Enter.

To Search by Email Address

1. In the **EMAIL TYPE** field, enter the code identifying the type of address. Press F1=HELP for a list of valid code values.
2. In the **EMAIL ADDR** field, enter the reference's email address.
3. Press Enter.

Depending on the type of search, the result of the search may be a long list. The system may need to produce the list in an overnight batch printout instead of on the screen. If so, the following message will be displayed at the bottom of the screen. **03204 PRESS ENTER TO REQUEST A BATCH LISTING.**

4. Press Enter to create a batch listing.

OR

Perform a new search by narrowing the search criteria.

The **PERSON SELECTION** screen (TXX1L) is displayed.

This screen does not display if the list is long enough to require a batch listing or if only one name matches the criteria.

1. In the **SELECTION** field, enter the number that corresponds to the desired reference.
2. Press Enter.

The **REFERENCE DEMOGRAPHICS** screen (TXX1R-03) is displayed.

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The screen is divided into four windows of data, which are active one window at a time. All fields are viewable, but only the fields in the active window can be accessed and changed. Press F6=SWCH to move from one window to another.

The unprotected fields in the active window are highlighted.

First Window

The first window displays the following unprotected fields:

The **PERSON ID** field displays the reference's person ID. *This is a required field.*

The **NAME LAST VER** (Name Last Verified) field displays the date the name was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **LN** (Last Name) field displays the reference's last name. *This is a required field.*

The **FN** (First Name) field displays the reference's first name. *This is a required field.*

The **MID** (Middle) field displays the reference's middle name or initial.

The **SUF** (Suffix) field displays the reference's last name suffix.

The **DOB** (Date of Birth) field displays the reference's date of birth in MM DD CCYY format.

The **SEX** field displays **F** (Female) or **M** (Male).

The **US CTZN** (United States Citizen) field displays **Y** (Yes) if the reference is a U.S. citizen or **N** (No) if the reference is not.

The **ALIEN REGN** (Alien Registration) field displays the registration number if the reference is registered as a foreign reference (alien). *This field is required if the borrower is foreign.*

The **FGN LNG** (Foreign Language) field displays the code that indicates the language spoken by the reference, if the reference speaks no English. Press F1=HELP for a list of valid codes. *This field is optional; however, the information is helpful and should be entered if known.*

The **DRV LIC** (Driver's License) field displays the number appearing on the reference's driver's license.

The **ST** (State) field displays the two-digit abbreviation for the state where the driver's license was issued. Press F1=HELP for a list of valid codes.

The **RNWL** (Renewal) field displays the renewal date that appears on the reference's driver's license.

The **ORIG HD** (Origination Hold Indicator) field displays **Y** (Yes) to indicate that a hold has been placed on the loan by Loan Origination so that funds cannot be disbursed or **N** (No) if this is not the case. The default value is **N** (No). Only Loan Origination can place a loan in a hold status.

The **HD EFF** (Hold Effective) field displays the date the origination hold became effective, in MM DD YY format. *This field is required if the **ORIG HD** field contains **Y** (Yes).*

3. Make necessary data changes.

4. Press Enter.

The following message is displayed at the bottom of the screen. **01093 PERSON DEMO-
GRAPHICS UPDATED.**

5. Press F6=SWCH to move to the second window.

Second Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The **REFR TYP** (Reference Type) field displays the code that indicates if the reference is a person) or an institution. The default value is **P** (Person). This field is system populated and protected.

The **STATUS** field displays **A** (Active). Press F1=HELP for a list of valid codes.

The **LN SEQ** field, enter the loan sequence number for which this reference is a designee. This field is required and only used if the **REL. TO BRWR** field is **29** (Designee). The **LN SEQ** field is not used in the federal regions.

The **REL. TO BRWR** (Relationship to Borrower) field displays a code that indicates the type of relationship the reference has to the borrower. Press F1=HELP for a list of valid codes.

The **AUTH BEG DTE** (Authorized Begin Date) field displays the beginning date that the reference was authorized on the loan.

The **AUTH** (Authorization) field displays **Y** (Yes) or **N** (No) to indicate if the reference is an authorized third party.

The **AUTH END DTE** (Authorized End Date) field displays the ending date that the reference is authorized on the loan.

The **HST REA** (History Reason) field displays the code that indicates the reason the record was changed to History. Press F1=HELP for a list of valid codes.

The **HST DTE** (History Date) field displays date the record was changed to History status. This field is protected and is system-populated if the **STATUS** field is updated to **H** (History).

6. Make necessary data changes.

7. Press Enter.

The following message is displayed at the bottom of the screen. **01094 RELATIONSHIP DATA
UPDATED.**

8. Press F6=SWCH to move to the second window.

Third Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The third window displays the following unprotected fields:

The **ADDR TYP** (Address Type) field is system populated with **L** (Legal Address).

If more than one address type exists for the reference, an asterisk is displayed in front of the address type code (***L**).

The default address type is **L** (Legal Address). To see a different address type, type **B** (Billing Address) or **D** (Disbursement Address) in the **ADDR TYP** field and Press Enter. The most recent address of that type is displayed.

9. Press F7 and F8 to scroll through the history of addresses.

The **ADDR LAST VER** (Address Last Verified) field displays the date the address was last verified in MM DD YY format. This field defaults to the current system date. *This is a required field.*

The **STATUS** field displays the status of the address information currently displayed. Press F1=HELP for a list of valid codes.

The **STREET** fields display up to three lines for the reference's street address. *These fields are required.*

The **ADDR VALID** (Address Valid) field displays **Y** (Yes) to indicate the address is valid or **N** (No) to indicate that it is not valid or that its validity is uncertain. **Y** (Yes) is the default. If **N** (No) is entered in this field, the record automatically goes into a skiptracing queue for verification.

The **CRT DTE** (Create Date) field is populated with the date the address information was first entered. This field is protected and cannot be updated by the user.

If the address is outside the USA, the **FGN ST** (Foreign State) field displays the name of the foreign state where the reference resides.

If the address is outside the USA, the **FGN CDE** (Foreign Code) field displays the code of the foreign country where the reference resides. Press F1=HELP for a list of valid codes. *For a foreign address, this is a required field.*

If the address is outside the USA, the **FGN CNY** (Foreign Country) field displays the name of the foreign country where the reference resides. *For a foreign address, this is a required field.*

NOTE: If the reference has a domestic address, the foreign address fields should be left blank.

The **CITY** field displays the domestic city where the reference resides. *For a domestic address, this field is required.*

The **ST** field displays the domestic state where the reference resides. Press F1=HELP for a list of valid codes. *For a domestic address, this field is required.*

The **ZIP** field displays the domestic five- or nine-digit zip code. *For a domestic address, this field is required.*

The **ADR LAS UPD** (Address Last Updated) field displays the date the address was last updated. This field is protected and cannot be updated by the user.

10. Make necessary data changes.

11. Press Enter.

The following message is displayed at the bottom of the screen. **01096 ADDRESS DATA
UPDATED.**

12. Press F6=SWCH to move to the fourth window.

Fourth Window

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The fourth window displays the following unprotected fields:

The **PHONE TYP** (Phone Type) field displays a code that indicates the type of phone number entered. This field displays the default value **H** (Home). Press F1=HELP for a list of valid codes.

If more than one phone type exists for the reference, an asterisk is displayed in front of the phone type code (***L**).

The default phone type is **H** (Home). To see a different phone type, type **W** (Work Phone) or **A** (Alternative Phone) in the **PHONE TYP** field and Press Enter. The most recent phone of that type is displayed.

13. Press F7 and F8 to scroll through the history of telephone numbers.

NOTE: If a phone type does not exist for the borrower, the following message displays at the bottom of the screen:

01103 PHONE TYPE DOES NOT CURRENTLY EXIST – TO ADD, ENTER PHONE NUMBER DATA.

The **MBL** (Mobile) field displays a one-character code that indicates whether the telephone number is a mobile phone, a landline or unknown. *This field is required to be updated when modifying the phone number.*

The **CONSENT** field displays **Y** (Yes) or **N** (No) to indicate whether the borrower has given permission to be called using Autodialer. *This field is required to be updated when modifying the phone number.*

The **PHN LAST VER** (Phone Last Verified) field displays the date the phone number was last verified in MM DD YY format. It is system populated and cannot be updated by the user. *This field is required to be updated when modifying the phone number.*

The **LST USR** field displays the ID of the user who last updated the telephone number.

The **STATUS** field displays the status of the reference's telephone number information currently displayed. Press F1=HELP for a list of valid codes.

The **DOM PHN: AC** (Domestic Phone Area Code) field displays the reference's three-digit domestic area code.

The **DOM PHN: EXCH** (Domestic Phone Exchange) field displays the reference's three-digit domestic exchange.

The **DOM PHN: LCL** (Domestic Phone Local) field displays the reference's four-digit domestic local.

The **DOM PHN: EXT** (Domestic Phone Extension) field displays the reference's domestic extension, up to five digits.

The **PHN VLD** (Phone Valid) field displays **Y** (Yes) if the phone number is known to be valid or **N** (No) if it is known to be invalid, or if the status is uncertain. The default value is **Y** (Yes). *This field is required to be updated when modifying the phone number.*

NOTE: If any part of the phone number is changed, the **MBL**, **CONSENT**, **PHN LAST VER** and **PHN VLD** fields must be updated. Even if the data is the same as the old, it must be retyped in the field.

The **NO PHN** (No Phone) field displays the code that indicates the reason the reference does not have phone access. This field is protected for all phone types except **H** (Home) and cannot be updated if any valid phone type exists on the account. Press F1=HELP for a list of valid code values.

The **SEQ** (Sequence) field displays the last assigned sequence number within the history of phone numbers for this reference. This field is system populated and cannot be updated by the user.

The **FGN PHN: CNY** (Foreign Phone Country) field displays the reference's three-digit domestic area code.

The **FGN PHN: CTY** (Foreign Phone City) field displays the reference's three-digit domestic exchange.

The **FGN PHN: LCL** (Foreign Phone Local) field displays the reference's four-digit domestic local.

The **FGN PHN: EXT** (Foreign Phone Extension) field displays the reference's domestic extension, up to five digits.

NOTE: Data should not be entered in both the domestic and foreign phone number fields.

If data was entered in the **NO PHN** (No Phone) field, the **N/P VER** (No Phone Verified) field is populated by the system after Enter is pressed. The **N/P VER** field displays the date when the user verified the student did not have phone access.

The **SOURCE CODE** field displays a three-digit code that indicates the source of the telephone number update.

The **PHONE LST UPD** (Phone Last Updated) field displays the date when the borrower's phone number was last changed in MM DD YY format. This field is system populated and cannot be updated by the user.

The **CRT DTE** (Create Date) field is populated with the date the phone information was first entered in MM DD YY format. This field is protected and cannot be updated by the user.

14. Make necessary data changes.

15. Press Enter.

If an existing phone type was changed, the following message displays at the bottom of the screen: **01097 PHONE DATA UPDATED.**

If a new phone type was added, the following message displays at the bottom of the screen:

01100 PHONE TYPE HAS BEEN ADDED.

Review Possible Duplicate

When information is added or changed on the demographic record that causes a possible duplicate record to exist, follow the following steps to review the possible duplicate.

1. Press F2=SET2 to access the second set of function keys.
2. Press F9=DPL to access the **PERSON SELECTION** screen (TXX1L).

The **PERSON SELECTION** screen (TXX1L) is displayed.

This screen will not be displayed if only one record is a possible duplicate.

3. In the **SELECTION** field, enter the number that corresponds to the desired person.
4. Press Enter.

The **DEMOGRAPHICS** screen (TXX1R) is displayed.

The demographic record displayed is one of the following, based on the selection made on the **PERSON SELECTION** screen (TXX1L):

- **BORROWER DEMOGRAPHICS** screen (TXX1R-01)
 - **ENDORSER DEMOGRAPHICS** screen (TXX1R-02)
 - **STUDENT DEMOGRAPHICS** screen (TXX1R-03)
 - **REFERENCE DEMOGRAPHICS** screen (TXX1R-04)
5. If the record is a duplicate, press F12=CAN to cancel the add process. Access the desired demographic record in Change or Inquiry modes.

OR

If the record is not a duplicate, press F12=CAN to return to the **DEMOGRAPHIC** screen (TXX1R).

The **DEMOGRAPHIC** screen (TXX1R) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

6. Press Enter.

The following message is displayed at the bottom of the screen: **01004 RECORD SUCCESS-
FULLY ADDED.**

Add Email Information

An email address can be entered in Change mode by accessing the person **DEMOGRAPHICS E-MAIL ADDRESS** screen (TXX4V).

1. On the person demographics screen (TXX1R), press F2=SET2 to access the second set of function keys.
2. Press F10=EML to access the person **DEMOGRAPHICS E-MAIL ADDRESS** screen (TXX4V).

The person **DEMOGRAPHICS E-MAIL ADDRESS** screen (TXX4V) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

The basic email demographics screen is used for all persons. The fields on the screen are the same; only the name of the screen changes.

The **PERSON ID** field displays the nine-digit Social Security Number or the person's ID that was assigned by the system. *This is a required field.*

The **LAST NAME** and **FIRST NAME** fields display the person's last name and first name. These fields are system-populated and cannot be changed by the user.

3. In the **ADDR SOURCE CODE** (Address Source Code) field, enter the code that identifies the source providing the email information. Press F1=HELP for a list of valid codes. *This is a required field.*
4. The **ADDR TYP** (Address Type) field displays **H** (Home), **A** (Alternate), **W** (Work) or **C** (Contact) to indicate the type of email address. This field displays the default value **H** (Home). If the person's email address is not **H** (Home), enter the code that indicates the person's email address and press Enter. The screen is redisplayed so that the new record can be created. Information added before Enter is pressed will be lost. *This is a required field.*

The **LSTUSR** (Last User) field is blank when no email address exists. This field is protected and cannot be updated by the user.

5. In the **ADDR LAST VER** (Address Last Verified) field, enter the date the email address was last verified in MM DD YY format. *This is a required field.*

The **STATUS DTE** (Status Date) field is blank when no email address exists. This field is protected and cannot be updated by the user.

The **STATUS** field is blank when no email address exists. This field is protected and cannot be updated by the user.

6. In the **ADDR VALID** (Address Valid) field, enter **Y** (Yes) to indicate that the email address is valid or **N** (No) if the email address is not valid or if the validity is uncertain. *This is a required field.*

The **CREATE DTE** (Create Date) field is blank when no email address exists. This field is protected and cannot be updated by the user.

The **ADR LAST UPD** (Address Last Updated) field is blank when no email address exists. This field is protected.

7. In the **E-MAIL** field, enter the person's email address. This address may be any combination of letters and numbers as well as most special characters, such as an underscore (_), period, comma, "at" sign (@) and parentheses. It can be upper or lowercase. *This is a required field.*
8. In the **ELETTER** field, enter **Y** (Yes) or **N** (No) to indicate whether the person has agreed to receive letters via email. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact). In Change mode, this field can only be populated with **N** (No).
9. In the **SRC** field, enter a two-character code that indicates the source of the **ELETTER** opt in indicator. Press F1=HELP for a list of valid codes. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact).

ONLINE ACCOUNT-BLOCKED displays when the borrower's online account is blocked.

10. In the **ALT FORMAT** field, enter **Y** (Yes) or **N** (No) indicating whether the borrower has requested communications in an alternate format, such as braille, large print, or an audio or data CD. This field displays only in federal regions.
11. In the **TYP** field, enter a code that indicates the alternate format of communication requested by the borrower. Press F1=HELP for a list of valid codes. *This field is required if the **ALT FORMAT** field is **Y** (Yes).* This field displays only in federal regions.
12. In the **EBILL** field, enter **Y** (Yes) or **N** (No) to indicate whether the person has agreed to receive bills via email. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact). In Change mode, this field can only be populated with **N** (No).
13. In the **SRC** field, enter the code indicating the source of the information in the **EBILL** field. Press F1=HELP for a list of valid codes. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact).
14. In the **ETAX** field, enter **Y** (Yes) or **N** (No) to indicate whether the borrower has opted in to receive tax-related information via email. In Change mode, this field can only be populated with **N** (No).
15. In the **SRC** field, enter a two-character code that indicates the source of the indicator in the **ETAX** field. Press F1=HELP for a list of valid codes.
16. In the **SEND EMAIL** field, enter **Y** (Yes) or **N** (No) to indicate whether the person may be notified of demographic information updates using email.

17. In the **SRC** field, enter the code indicating the source of the information in the **SEND EMAIL** field. Press F1=HELP for a list of valid codes. *This field is required if the **SEND EMAIL** field is not blank.*

The **SEND EMAIL** field and the corresponding **SRC** field are not used in the federal regions.

18. Press Enter.

The following message displays at the bottom of the screen: **01004 RECORD SUCCESS-FULLY ADDED.**

The code description text is updated for the **ADDR SOURCE CODE** (Address Source Code).

The **LST USR** (Last User) field displays the user ID.

The **STATUS DTE** (Status Date), **CREATE DTE** (Create Date) and **ADR LAST UPD** (Address Last Updated) fields are populated with the current system date.

The **STATUS** field displays **A** (Active) to indicate that the address displaying is active.

Change/View Email Information

1. On the person demographics screen (TXX1R), press F2=SET2 to access the second set of function keys.
2. Press F10=EML to access the **BORROWER DEMOGRAPHICS E-MAIL ADDRESS** screen (TXX4V).

The **BORROWER DEMOGRAPHICS E-MAIL ADDRESS** screen (TXX4V) is displayed.

The basic email demographics screen is used for all persons. The fields on the screen are the same; only the name of the screen changes.

If changing existing email information, the following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The following fields are populated if email information already exists:

The **PERSON ID** field displays the nine-digit Social Security Number or the person ID assigned by the system. *This is a required field.*

The **LAST NAME** field displays the person's last name. This field is system populated and cannot be changed by the user.

The **FIRST NAME** field displays the person's first name. This field is system populated and cannot be changed by the user.

The **ADDR SOURCE CODE** (Address Source Code) field displays the code that identifies the source providing the email information. Press F1=HELP for a list of valid codes. *This is a required field.*

The **ADDR TYP** (Address Type) field displays **H** (Home), **A** (Alternate), **W** (Work) or **C** (Contact) to indicate the type of email address. This field displays the default value **H** (Home). If the person's email address is not **H** (Home), enter the code that indicates the person's email address and press Enter. The screen is redisplayed so that the new record can be created. Information added before Enter is pressed will be lost. *This is a required field.*

The **LSTUSR** (Last User) field displays the user ID after Enter is pressed. This field is system populated and protected.

The **ADDR LAST VER** (Address Last Verified) field displays the date the email address was last verified in MM DD YY format. *This is a required field.*

The **STATUS DTE** (Status Date) field displays the date the current status became effective.

The **STATUS** field displays the current status. This field is system populated and protected.

The **ADDR VALID** (Address Valid) field displays **Y** (Yes) indicating that the email address is valid or **N** (No) if address is not valid or if the validity is uncertain. *This is a required field.*

The **CREATE DTE** (Create Date) field displays the date the email record was created in MM DD YY format.

The **ADR LAST UPD** (Address Last Updated) field displays the date the email address was last updated in MM DD YY format.

The **E-MAIL** field displays the person's email address. This address may be any combination of letters and numbers as well as most special characters, such as an underscore (_), period, comma, "at" sign (@) and parentheses. It can be upper or lowercase. *This is a required field.*

The **ELETTER** field displays **Y** (Yes) or **N** (No) to indicate whether the person has agreed to receive letters via email. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact). In Change mode, this field can only be populated with **N** (No).

The **SRC** field displays a two-character code that indicates the source of the **ELETTER** opt in indicator. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact).

ONLINE ACCOUNT-BLOCKED displays when the borrower's online account is blocked.

The **ALT FORMAT** field displays **Y** (Yes) or **N** (No) indicating whether the person has requested communications in an alternate format, such as braille, large print, or an audio or data CD. This field displays only in the federal regions.

The **TYP** field displays a code that indicates the alternate format of communication requested by the person. Press F1=HELP for a list of valid codes. *This field is required if the **ALT FORMAT** field is **Y** (Yes).* This field displays only in the federal regions.

The **EBILL** field displays **Y** (Yes) or **N** (No) to indicate whether the person has agreed to receive bills via email. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact). In Change mode, this field can only be populated with **N** (No).

The **SRC** field displays the code indicating the source of the information in the **EBILL** field. This field displays only when the **ADDR TYPE** field is populated with **C** (Contact).

The **ETAX** field displays **Y** (Yes) or **N** (No) indicating whether the borrower has opted in to receive a tax-related information via email. In Change mode, this field can only be populated with **N** (No).

The **SRC** field displays two-character code that indicates the source of the indicator in the E-TAX field.

The **SEND EMAIL** field and the corresponding **SRC** field are not used in the federal regions. The **SEND EMAIL** field displays **Y** (Yes) or **N** (No) to indicate whether the person may be notified of demographic information updates using email.

In the **SRC** field, enter the code indicating the source of the information in the **SEND EMAIL** field. Press F1=HELP for a list of valid codes. *This field is required if the **SEND EMAIL** field is not blank.*

3. Make necessary changes.
4. Press Enter.

The following message is displayed at the bottom of the screen: **01005 RECORD SUCCESS-
FULLY CHANGED.**

Function Keys

In addition to the standard function keys, the **DEMOGRAPHICS** screens (TXX1R) contain two sets of specific function keys:

Set 1

F6=SWCH — Use this key in Change mode to switch windows.

F11=RTRV — When this screen has been accessed from another business function, F11 retrieves the data from this screen so that it can be carried back to the business function screen.

Set 2

F4=BREL — Accesses the **BORROWER RELATIONSHIP** screen (TXX1Y)

F6=RLB — Accesses the **RELATIONSHIP TO OTHERS** screen (TXX20)

F9=DPL — When information is added or changed that causes a possible duplicate record to exist, this function key is used to view the possible duplicate records.

F10=EML — Accesses the **ENDORSER DEMOGRAPHICS E-MAIL ADDRESS** screen (TXX4V)

F11=RTV — When this screen has been accessed from another business function, F11 retrieves the data from this screen so that it can be carried back to the business function screen.

