

# HOW TO

## Use *eXpressReports*

Managing reports has never been so easy as with *eXpressReports*, a Web-based product providing immediate access to your weekly and monthly student loan reports in an easy to use format. With *eXpressReports*, reports are easy to locate, view, and print. Reports are available the first business day after the week-end, month-end, or year-end post allowing you to start reviewing your reports at the start of your work week.

### Benefits of *eXpressReports*

- Fast access to your reports
- Key word search features
- Quick and easy report download
- Import report data into a spreadsheet
- Rolling 24-month archive of monthly reports
- Rolling 12-month archive of weekly reports
- Intuitive interface
- Concise on-line manual

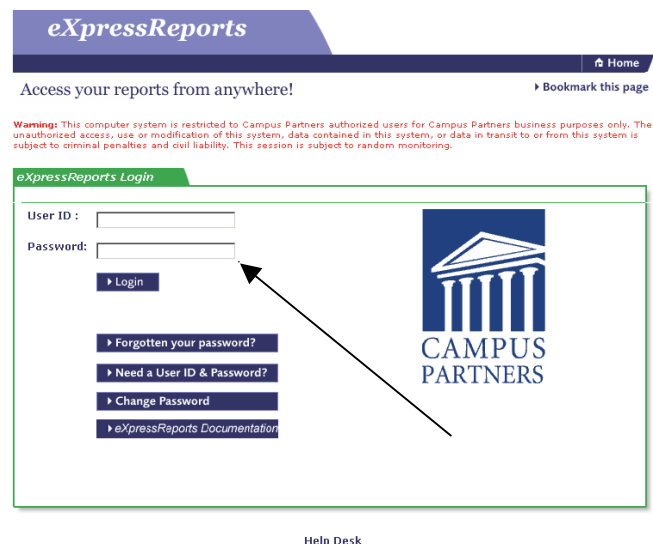
### Ready to Get Started?

To start using *eXpressReports*, visit our Web site, [www.campuspartners.com](http://www.campuspartners.com), and click on the icon for *eXpressReports*. At the Logon screen, enter your ID and password (the same one you use for other on-line tools), which will take you directly to the **Select Report Screen**.

If you don't have an ID and password, download an *eXpressReports Authorization Form* from our Web site at [www.campuspartners.com/forms](http://www.campuspartners.com/forms). Complete it and fax or mail it in. Your ID and password will be assigned within a few days.

After obtaining your ID and Password, all you need to use *eXpressReports* is Internet access and the latest version of Adobe Acrobat Reader, which is available free of charge.

After connecting to our *eXpressReports* Web site, enter your ID and password.



## Locating Your Reports

Once your ID and password has been verified, a **Welcome** screen is displayed. To select a report for view and/or print, chose the “Go” button beside the “Select Report for View And/or Print Option.” Then you are ready to locate your reports. On the **Select Report Screen**, reports can be selected from two different categories. After making your selection, click on Report to retrieve the report.

**Report Type** indicates the frequency of your System III Reports as well as your Student Loan Journal.

The **Date** section indicates the load date of the reports for each reporting frequency.

Section I of the **Customer Number and Report Description** indicates your SLSP number and the reports under that number.

Your SLSP number is found in the top left corner of any report. It stands for System – Lender – Sublender – Program numbers.

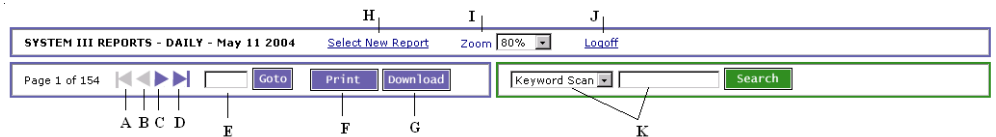
Section II of the **Report Description and Customer Number** will list all programs under that particular report description.

On the **Select Report Screen**, reports can be selected by listing all of the reports available by date under a particular program number or by listing all of the available reports by date under a report description.

After making your selections, click on **Report** to display the first page of the report that you selected. The first page of the report that you selected is displayed. This is your preface page, which separates each of your reports. If you click the **Next Arrow**, the first page of the selected report is displayed.

## Printing Your Reports

- The **Print** button is used to print page(s) of the report. Click on the Print button located on the Toolbar (See F on the Toolbar) . After selecting the Print button, a menu will pop up, allowing you to select various print options:
- **Current Page**
- **Entire Report Range-To**
- Once you have completed your print selection, click Print.



## Download into a Zip File

The **Download** function is used to save a report to your hard drive or network. Once you have located the report or the page you would like to download, click on the Download button located on the Toolbar (See G on the Toolbar). The file will be compressed into Zip archive format.

## Download Screen

Once you have located the file on your disk drive, double click the file to open your Zip program. Double click the file in your Zip program, and it will open in Notepad. To save the file, click on Save as located under the File menu.