

HOW TO

Locate an Archived Loan

Did you know that Campus Partners has a screen that will assist you in locating information on a borrower's account that has been archived? This screen is called "Archived Borrower/Loan Inquiry," and the option for this screen is "ARCI."

To look for a borrower's loan that may be in the archived file, just follow the steps outlined below:

- 1 After logging onto System III, enter "ARCI" in the option field and then press the Enter key.
- 2 System III will take you to the Archived Borrower/Loan Inquiry screen as illustrated below:

```
ARCHIVED BORROWER / LOAN INQUIRY          OPTION █ SELECT █
ACCOUNT  _ _ _ _ _          RAAN  _ _ _ _
PROGRAM  _ _ _ _ _          SSN   _ _ _ _
NAME     _ _ _ _ _          LOAN  _ _ _ _ _          STUDENT ID  _ _ _ _ _

SEL BORROWER NAME          BORR NUMBER          SOC SEC NUM          RAAN          RP
  STUDENT ID              DATE ARC          TYPE          CONS          PROG          LOAN          SEQ

E0226 ENTER SEARCH ARGUMENTS
```

- 3 Once you are on the Archived Borrower/Loan Inquiry screen, you can use any search request options listed below to locate the borrower.

- RAAN (Randomly Assigned Account Number)
- Account (Account Number)
- SSN (Social Security Number)
- Program/Loan/Sequence Number
- Student ID
- Name



4 After typing your search request, press the **Enter** key. Once the search has been completed, the screen displays all matches to the search request. The following list of fields display for the matches (if the information is available):

- Sel – This identifies the borrower if you choose to “select” that particular borrower and navigate to another screen.
- Borrower Name – The borrower’s name that matches the search criteria.
- Student ID – The student identification number. This is an optional field; therefore not all borrowers will have this information.
- Date ARC – Date archived. This is the date that the account was last archived.
- Borr Number – The borrower numbers that matched the search criteria.
- Type – This is the loan type.
- Cons – The consolidation number.
- Soc Sec Num – The borrower’s social security number.
- Prog – The program number.
- RAAN – The randomly assigned account number. Accounts archived prior to the release of the randomly assigned account number will not have a RAAN.
- Loan – The loan number.
- RP – Restore pending. This means that someone has requested that the account be restored with the run of the next un-archive. If a restore is pending, then an ‘*’ will appear above the sequence number.
- SEQ – The sequence number.
- Page X of X – This represents the page number of the page that the user is on out of the number of pages the search found. If the search has more than 50 pages, then the following warning message will be displayed “W0000 SEARCH STOPPED AT MAXIMUM RESULT PAGES.”



5 If you find a loan that you need to have unarchived, please contact your **Customer Service Representative**.

