

**Information for PDPAs Enrolling R2T4 Users for COD Online Service  
Attachment to February 2019 Electronic Announcement**

**This document is for Primary Destination Point Administrators (PDPAs).**

An R2T4 user who does not already have COD Web Site access must be enrolled for the COD Online Service through the [SAIG Enrollment website](#) **and** have an FSA User ID and password to access the COD Web Site. The following information will assist PDPAs in enrolling users for the COD Online Service. **Note:** PDPAs can only enroll additional users if the COD Online Service has been added to the Primary TG Number. See the instructions below to add the COD Online Service to the Primary TG Number.

**Reminder about Two Factor Authentication (TFA) tokens:** If necessary, PDPAs should ensure that TFA tokens have been distributed to authorized users and those users have registered their tokens. If you have not received TFA tokens for your school, send an email to [TFA\\_Communications@ed.gov](mailto:TFA_Communications@ed.gov), and include your school name and OPE ID with the correspondence.

This attachment covers the following information:

- PDPA Steps for Adding COD Online Service to a Primary TG Number (Destination Point/Mailbox)
- PDPA Steps for Enrolling Users with a TG Number for COD Online Service
- PDPA Steps for Enrolling Users without a TG Number for COD Online Service
- Additional Information about Primary TG Numbers

**Note about returning signature pages:** Once the COD Online Service has been added, the PDPA must return the signed signature pages by **only one** of the following methods: mail, fax, or email. Changes will be made to your enrollment after the signed signature pages are approved and processed.

Mail: Sign the signature pages and mail them to CPS/SAIG Technical Support using the address provided in the signature page instructions

Fax: 319-665-7662

Email: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov); send the scanned copy using the subject line "COD Online Signature Forms"

If a school opts to fax or email the forms, **do not** send them more than once.

## **PDPA Steps for Adding COD Online Service to a Primary TG Number (Destination Point/Mailbox)**

PDPAs should follow these instructions to add the COD Online Service to the Primary TG Number for their organization. This process is only needed if the Primary TG Number does not already have the COD Online Service added.

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment website](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Select **Add Online User Services**.
4. Select the **Adding a new service to an existing DPA** option.
5. Enter the TG number for the Destination Point (TG number/mailbox) to which you are adding COD Online. Select **Next**.
6. Select the **Yes** option associated with COD Online. Select **Next**.
7. Enter your organization's code and select the role the new online user should be assigned. Select **Next**. The organization code that is requested and the roles that are displayed will depend on your organization's type.
8. Select **Next** on the End of the Enrollment Form page.
9. Select **Submit Form** on the Final Review page after verifying that the information entered is correct.
10. Select **Next** from the Are you finished? page.
11. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
12. Select **OK** when asked if you successfully printed the signature pages.
13. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (1-800-330-5947 or by email at CPSSAIG@ed.gov) with questions concerning your enrollment.
14. Sign the signature pages and send them to CPS/SAIG Technical Support using one of methods noted on page 1. The changes will be made after the signed signature pages are processed.

## **PDPA Steps for Enrolling Users with a TG Number for COD Online Service**

PDPAs should follow these instructions when enrolling users for the COD Online Service if the user is already associated with a unique TG Number and the Primary TG Number has the COD Online Service.

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment website](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Select **Add Online User Services**.
4. Select the **Adding a new service to an existing DPA** option.
5. Enter the TG number to which you want to add COD Online Service. Select **Next**.
6. Select **Yes** for COD Online Service. Select **Next**.
7. Enter your organization's code and select the role the new online user should be assigned. Select **Next**. The organization code that is requested and the roles that are displayed will depend on your organization's type.
8. Select **Next** on the End of the Enrollment Form page.
9. Look over the Final Review page and select **Submit Form** after you verify the information is correct.
10. Select **Next** from the Are you finished? page.
11. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
12. Select **OK** when asked if you successfully printed the signature pages.
13. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (1-800-330-5947 or by email at CPSSAIG@ed.gov) with questions concerning your enrollment.
14. Sign the signature pages and send them to CPS/SAIG Technical Support using one of the methods noted on page 1. The changes will be made after the signed signature pages are processed.

**Note:** The COD Online Service can be added to an existing TG Number as long as the TG Number is uniquely assigned to an individual DPA (such as the TG Number assigned to a DPA for NSLDS Online access) and its associated Primary TG Number is also enrolled for the COD Online Service.

## **PDPA Steps for Enrolling Users without a TG Number for COD Online Service**

PDPAs should follow these instructions when enrolling new users for the COD Online Service if those users do not already have their own unique TG Number.

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment website](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Select **Add Online User Services**.
4. Select the **Adding a New DPA** option.
5. Enter the Primary TG number of your organization. Select **Next**. Your Primary TG number must already be enrolled for COD Online Service in order to add additional COD Online users. In addition, if your organization is a third-party servicer, you must already be enrolled for COD Batch service.
6. Complete the Demographic Information page for the person you are enrolling. Select **Next**.
7. Select **Yes** for COD Online. Select **Next**.
8. Enter your organization's code and select the role the new online user should be assigned. Select **Next**. The organization code that is requested and the roles that are displayed will depend on your organization's type.
9. Select **Next** on the End of the Enrollment Form page.
10. Look over the Final Review page and select **Submit Form** after you verify the information is correct.
11. Select **Next** from the Are you finished? page.
12. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
13. Select **OK** when asked if you successfully printed the signature pages.
14. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (1-800-330-5947 or by email at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)) with questions concerning your enrollment.
15. Sign the signature pages and send them to CPS/SAIG Technical Support using one of the methods noted on page 1. The changes will be made after the signed signature pages are processed.

Before a new COD Web Site user can log into the COD Web Site, he or she must have an FSA user ID. If the new COD Web Site user does not have an FSA user ID, he or she must go to the [SAIG Enrollment website](#) and select the **FSA User ID Registration** link to register. After the new COD Web Site user has completed his or her registration, an FSA User ID will be emailed to him or her.

### **Additional Information about Primary TG Numbers**

PDPAs can confirm certain information about the Primary TG Number by reviewing the steps below.

To determine the Primary TG Number for your organization, the PDPA should complete the following steps:

1. Select the **Review Your Organization's SAIG Mailboxes (TG Numbers)** link on the [SAIG Enrollment website](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Enter your TG number.
4. Under **Review Organization Information**, the Primary TG Number for your organization will be listed first and will have "PRIMARY" under the Status column.

To determine if the Primary TG Number for your organization is enrolled for COD Batch services, the PDPA should complete the following steps:

1. Select the **Review Services Assigned to Your SAIG Mailboxes (TG Numbers) / Activate Your New SAIG Mailbox (TG Number)** link on the [SAIG Enrollment website](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Enter the Primary TG Number for your organization. If you already have COD Online service, Yes will be displayed in the COD Online column.