

## COD System Processing Changes for Direct Loan Disclosure Statements

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### Overview

Beginning August 8, 2009, the Common Origination and Disbursement (COD) System will make disclosure statements and Plain Language Disclosures (PLDs) for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans available in an electronic format via the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#).

Instead of mailing a paper disclosure statement, the COD System will e-mail a message to a borrower's e-mail address providing notice that a disclosure statement is available on the [Direct Loan Electronic MPN Web site](#). The borrower can sign in with his or her Federal Student Aid PIN to retrieve, view, and print his or her disclosure statement(s).

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### Electronic Disclosure Statements

Beginning August 8, 2009, any existing borrower who has a valid MPN on file (paper or electronic) *and* a valid e-mail address on file will receive an electronic notice about the disclosure statement(s) unless he or she opts out of receiving correspondence via e-mail.

In addition, going forward, an electronic notice about the disclosure statement(s) will be sent to a new borrower when he or she:

- completes an MPN electronically via the [Direct Loan Electronic MPN Web site](#), *and*
- provides a valid e-mail address during Step 4 of the process, *and*
- does not opt out of receiving correspondence via e-mail during Step 9 of the process.

The electronic notice will be sent to any borrower meeting the above criteria regardless of a school's Disclosure Print Option.

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### Paper Disclosure Statements

Beginning August 8, 2009, paper disclosure statements will be mailed to any existing borrower who has a valid MPN on file (paper or electronic), but does not have a valid e-mail address on file or who later opts out of receiving correspondence via e-mail.

In addition, going forward, paper disclosure statements will be mailed to a new borrower when he or she:

- completes a paper MPN, *or*
- completes an MPN electronically, but does not provide an e-mail address during Step 4 of the process, *or*
- completes an MPN electronically, but opts out of receiving correspondence via e-mail during Step 9 of the process.

Finally, paper disclosure statements will be mailed to any borrower whose e-mail correspondence is rejected after three attempts (unless the school's Disclosure Print

Option is set to N).

*Note:* While the paper disclosure statement(s) will be mailed instead of the electronic notice, a borrower can still view his or her disclosure statement(s) electronically by logging in to the [Direct Loan Electronic MPN Web site](#) at any time.

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**No School  
Action  
Required**

The COD System change requires no action by a school.

However, schools can search and view information about electronic correspondence via the Events section of the [COD Web site](#).

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