

## **Adding the COD Online Service for FFEL Lenders and Lender Servicers**

Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination Point Administrators (Secondary DPAs) of the Primary TG number (Destination Point/SAIG mailbox) for their organization should follow these instructions when adding the COD Online Service to a Destination Point (TG number/SAIG mailbox).

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment Web site](#).
2. Enter your FSA User ID and password. Select **Login**.
3. Read and accept the Privacy Act Acknowledgment and Rules of Behavior, and complete annual security training, as required by the Access and Identity Management System (AIMS).
4. Select **Add Online User Services**.
5. Select the **Adding a new service to an existing DPA** option.
6. Enter the TG number for the Destination Point (TG number/mailbox) you are adding the COD Online Service. Select **Next**.
7. Select the **Yes** option associated with COD Online Service. Select **Next**.
8. Enter your Lender ID and select the “Look-up/Read Only” role from the dropdown. Select **Next**.
9. Select **Next** on the End of the Enrollment Form page.
10. Select **Submit Form** after verifying the information on the Final Review page.
11. Select **Next** when you are finished.
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 records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)) with questions concerning your enrollment.
15. Sign the signature pages and mail them to CPS/SAIG Technical Support using the address provided in the signature page instructions. New services will be added to your TG number after the signature pages have been received.

### **FSA User ID, Password, and TFA Token**

In addition to adding the COD Online Service as described above, an authorized user at an FFEL lender or lender servicer will need an FSA User ID, password, and the six-digit password generated by the user's Two-Factor Authentication (TFA) token to access the COD Web site.

Adding the COD Online Service for FFEL Lenders and Lender Servicers  
Attachment to December 2013 Electronic Announcement

A user may already have an FSA User ID and password because they are an authorized user of one or more Federal Student Aid systems that currently use an FSA User ID to log in. This includes the National Student Loan Data System (NSLDS) Professional Access Web site and the SAIG Enrollment Web site.

If an authorized user at an FFEL lender or lender servicer does **not** have an FSA User ID and password, they will need to register for an FSA User ID by completing the following steps:

**Step 1:** Go to the [SAIG Enrollment Web site](#) and click on the “FSA User ID Registration” link on the left-hand side of the home page.

**Step 2:** Enter the identifying information requested and click on “Submit.”

**Step 3:** Follow the remaining steps, which include establishing a password and setting up challenge questions.

During the FSA User ID registration process, the user will be presented with the e-mail address reflected within the SAIG Enrollment Web site. We will use this e-mail address to send the FSA User ID. **Note:** If the user changes the e-mail address during the registration process, we will use the new e-mail address to send the FSA User ID, but it will not be saved or updated within the SAIG Enrollment Web site.

After the FSA User ID registration process is complete and the FSA User ID is received, the user will then need to register his or her TFA token to associate it with the FSA User ID. Users who do not have a TFA token should contact their Primary DPA to obtain one. If the user is a Primary DPA and needs a TFA token, contact [TFA\\_Communications@ed.gov](mailto:TFA_Communications@ed.gov), and include the lender name and Lender ID on the correspondence.

To register a TFA token, use the following steps:

1. Go to the following URL: <https://sa.ed.gov/enrole/SAWeb/selfmenu.jsp>.
2. Click on the token registration link: "**Register/Maintain Token.**"
3. Enter your FSA User ID and password and click on "**Login.**"
4. Complete the token registration information.
5. When the “Success” message is displayed, the token has been registered.