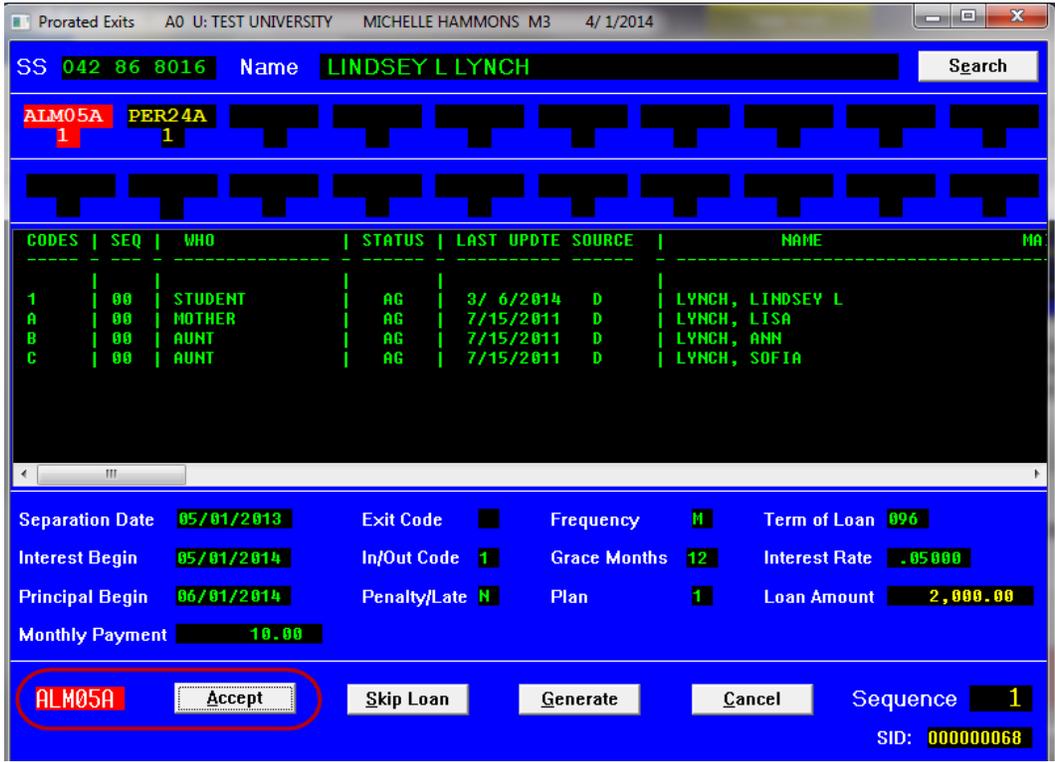


There are occasions when an exit is not generated on an account, but should be. When that happens, the exit can be generated manually.

Generating an Exit	
Step 1	Click the Forms button.
	<p>The screenshot shows the ECSI software interface for account LINDSEY L LYNCH. The 'Forms' button in the top menu is circled in red. The interface displays various account details, including student status, loan information, and a 'Paids' table. The 'Paids' table shows a balance of 2,000.00 and a total of 8.33. The 'Exit Prorate' button is visible at the bottom of the interface.</p>
Step 2	Click the Exit Prorate button.
Step 3	Type the Separation Date .
Step 4	Click the Accept button.

<p>Step 5</p>	<p>The borrower's first loan will display. Click the Accept button to exit the loan. Click the Skip Loan button to bypass exiting the loan and move on to the next loan on the account.</p>  <p>The screenshot shows the 'Prorated Exits' window for 'TEST UNIVERSITY' user 'MICHELLE HAMMONS M3' on '4/1/2014'. The borrower's name is 'LINDSEY L LYNCH'. Below the name is a table of loan codes and their sequences. The first loan, 'ALM05A' with sequence '1', is highlighted. Below this is a table with columns: CODES, SEQ, WHO, STATUS, LAST UPDTE, SOURCE, NAME, HA. The rows are: 1 00 STUDENT AG 3/ 6/2014 D LYNCH, LINDSEY L; A 00 MOTHER AG 7/15/2011 D LYNCH, LISA; B 00 AUNT AG 7/15/2011 D LYNCH, ANN; C 00 AUNT AG 7/15/2011 D LYNCH, SOFIA. Below the table are fields for Separation Date (05/01/2013), Exit Code, Frequency (M), Term of Loan (096), Interest Begin (05/01/2014), In/Out Code (1), Grace Months (12), Interest Rate (.05000), Principal Begin (06/01/2014), Penalty/Late (N), Plan (1), Loan Amount (2,000.00), and Monthly Payment (10.00). At the bottom, there are buttons for 'ALM05A', 'Accept' (circled in red), 'Skip Loan', 'Generate', and 'Cancel'. The 'Sequence' is 1 and 'SID' is 000000068.</p>
<p>Step 6</p>	<p>Once all appropriate loans have been accepted for exit, click the Generate button.</p>
<p>Step 7</p>	<p>Click the Edit List button.</p>
<p>Step 8</p>	<p>Click the Create button. SAL will run the exit process.</p>
<p>Step 9</p>	<p>Click the Cancel button to close the Edit Listing window.</p>
<p>Step 10</p>	<p>Click the Apply button.</p>  <p>The screenshot shows a blue bar with four buttons: 'Edit List', 'Apply' (circled in red), 'Delete', and 'Cancel'.</p>
<p>Step 11</p>	<p>Click the Create button.</p>
<p>Step 12</p>	<p>Click the Accept button. SAL will complete the exit process.</p>
<p>Step 13</p>	<p>Click the Cancel button.</p>
<p>Step 14</p>	<p>Click the Cancel button.</p>
<p>Step 15</p>	<p>Click the Cancel button.</p>
<p>Step 16</p>	<p>The Primary Window will display. The Interest Begin and Principal Begin dates will populate and an Exit Interview will generate for the borrower.</p>