

ECSI Conversion – Interface Options

SID# & Email Address File



SID# and Email Address File:

This file is used to transfer your Student Identification Numbers (SID#'s) and Email Addresses into SAL. By providing us with an initial data download and ensuring that these two fields are provided within your New Loan & Advance Files, you'll keep SAL up-to-date with the most current information and will have the option of removing all Social Security Numbers (SSN's) from future ECSI Billing Statements, Late Letters, etc. and replacing them with your SID#'s for security and identity theft purposes. As you know, Email Addresses can be great Collection Tools. They also allow us to send Courtesy and Ancillary Email Notifications many times throughout the life cycle of a student loan.

File Layout Requirements:

To facilitate automation, ECSI is willing to accept the University's SID#'s and Email Addresses in any file layout and format to relieve your administrative and IT workload. In addition, we also offer the following options:

- ✓ If desired, the University has the option of providing ECSI with a complete listing of all students, who may or may not reside within SAL. For the purposes of this interface, ECSI only requires an SSN, SID# and Email Address for each borrower within your file.
- ✓ If data confidentiality is an issue, you may access your most recent SSN extract web report, available in .txt or .csv, from the website (www.ecsi.net) and provide us with the SID# and Email Address for those borrowers who currently reside within SAL.

Frequency:

As a courtesy to the University, ECSI is willing to accept and download your SID# and Email Address File(s) at your request.

Method of Data Transfer:

For security purposes, ECSI strongly encourages it's clients to transmit data files via Secure File Transfer Protocol (SFTP). To FTP us your file(s), please access our Secure FTP Site at [ftp.ecsi.net](ftp://ftp.ecsi.net) and enter your Account Number and Password. From here, simply place your SID# and Email Address File(s) within the folder called "incomingsidemail" and send us a courtesy email to clientsupport@ecsi.net to let us know that a file has been sent. Once your file has been processed, you will receive a courtesy email notification as confirmation.

