Signed Prom Note Interface:

Our Signed Prom Note Interface File is used to transfer data back to the University to indicate which borrowers have successfully eSigned their Promissory Notes. This interface file may be uploaded into your Financial Aid System to automate the process of releasing your New Loans and Advances.

File Layout Requirements:

ECSI's Standard Signed Prom File Layout may be found on the next page and our preferred format is Excel/CSV, Flat ASCII, Fixed Length or Line Sequential.

To facilitate automation, ECSI is willing to accept the University's Signed Prom File(s) in any file layout and format (including your current file layout and format, if applicable) to relieve your administrative and IT workload. If desired, the University may also utilize ECSI's Standard Signed Prom File layout, which may be found on the following page. Our preferred file format is Flat ASCII, Fixed Length, Line Sequential. ***_If using your own layout, or if your existing layout requires changes, please arrange testing and programming by email notification to implementation@ecsi.net._**

Frequency:

Federal Perkins Loans are sent within 24 hours of the prom note being signed on the web, whereas awards that require ECSI to service your Regulation Z requirements at held by ECSI until the 3 Day "Right to Cancel" period has passed after the award has been signed.

Method of Data Transfer:

For security purposes, ECSI utilizes Secure File Transfer Protocol (SFTP) to transmit data files. To access your Signed Prom Note File(s), please access our Secure FTP Site at ftp.ecsi.net and enter your Account Number and Password. Your Signed Prom Note File will be located within the Signed Prom Note File folder called "outgoingprom".

Please feel free to contact us at 1-800-437-6931 or email us at clientsupport@ecsi.net and we'd be glad to assist you.

ECSI's Standard Interface Signed Prom File Layout:

Field	Length	Type
SSN	9	NUMERIC
SID#	9	NUMERIC
LOAN FUND	5	ALPHA/NUMERIC
LAST NAME	20	ALPHA
FIRST NAME	20	ALPHA
MIDDLE INITIAL	1	ALPHA
LOAN AMOUNT	10	NUMERIC
LOAN PERIOD	20	NUMERIC
eSIGNATURE DATE	8	NUMERIC
eSIGNATURE	40	ALPHA
STATUS CODE*	1	NUMERIC

*Status Codes
1 – eSigned
2 – Denied
3 – Cancelled
4 – Paid in Full
5 – Paper Signed
6 – Rescinded
7 – Closed