

HelmNet Change Transactions Instruction Guide

Purpose

The purpose of this guide is to provide instructions on how to process change transactions during the current program year after completing certification for the College Access Loan (CAL) and Texas Armed Services Scholarship Program (TASSP) through the HelmNet Online portal.

Accessing Update Options

Institutions can use the **Update Loan** feature within the HelmNet portal to make certain updates to a **certified** loan or scholarship using two different options.

Option 1. Pull up the student record in HelmNet by using the **Borrower Query**.

- Click on the **Update Loan** option on the **Borrower Summary** screen.

Loan ID	Loan Type	Status	Loan Period	Principal Balance	Interest Rate	CommonLine Unique ID	
CL0001	COLLEGE ACCESS LOAN	IN SCHOOL	8/19/2020 - 5/11/2021	\$9,464.00	4.200%	XXXXXXXXXXXXXXXXXXXX	Update Loan #CL0001

System Tip

Depending on your screen resolution settings, you may need to **EXPAND** the data in order to access the **Update Loan** button.

The screenshot shows the 'Loans on File' table with the following data:

Loan ID	Loan Type	Status	Loan Period
CL0001	COLLEGE ACCESS LOAN	IN SCHOOL	8/19/2020 - 5/11/2021

Below the table, the following details are displayed:

- Principal Balance: \$9,464.00
- Interest Rate: 4.200%
- CommonLine Unique ID: XXXXXXXXXXXXXXXXXXXX

The 'Update Loan #CL0001' button is highlighted in red in both the main screenshot and the zoomed-in view.

Option 2: Institution can use the online Loan Reporting feature in HelmNet to access a listing of scholarship or loan recipients. Available reports include:

- Pending School Certification
- Certified–No Allocated Funds Available
- Certified Applications in Process
- Pending Disbursement–Need Documents
- Pending Future Disbursements
- Disbursed

Note: Refer to the [HelmNet Online Reporting Instructions](#) for more information regarding this tool.

Transaction Options

The following three transaction options are currently available:

- Update Loan Period
- Cancel Loan
- Pre-Disbursement Changes

The following are unavailable:

- Post-Disbursement Changes
- School Refund
- School Refund Correction

The screenshot shows the 'CL Change Transactions for Loan #00000#' screen with the following information:

- Update Loan Period** (highlighted in red)
- Cancel Loan** (highlighted in red)
- Pre-Disbursement Changes** (highlighted in red)
- Post-Disbursement Changes
- School Refund
- School Refund Correction

Borrower Information:

- Borrower SSN:** XXXXXXXX
- Loan Type:** CAL / TASSP
- Guarantee Date:** ## / ## / ####
- CommonLine ID:** XXXXXXXXXXXXXXXX

Return To Borrower Summary (XXXXXXXX)

Update Loan Period

By selecting the **Update Loan Period** option, institutions can make the following changes during the program year:

- Change Loan Period
- Change Grade Level
- Change Anticipated Graduation Date

Cancel Loan

By selecting the **Cancel Loan Option**, institutions can enter a date of cancellation prior to disbursement.

- Once canceled, the **Reinstate Loan** option appears but reinstatement requests **must** be sent through [CONTACT US](#) to be processed by the THECB.

Pre-Disbursement Changes

By selecting the **Pre-Disbursement Changes** option, institutions can make the following changes on pending disbursements:

- Cancel Disbursement
 - Enter \$0.00 in **Gross Amount** and enter a **Cancel Date**
- Change Disbursement Date
- Change Disbursement Amounts
 - Increase/Decrease pending disbursements
- Change Disbursement Status
 - Hold or Release

Disb Number:	1	2	3	4
Status:	DISBURSED	PENDING/RELEASED	PENDING/RELEASED	PENDING/HOLD
Gross Amount:	XXXXXXXXXXXXXXXXXX	\$ #,###.##	\$ #,###.##	\$ #,###.##
Date:	##/##/####	##/##/####	##/##/####	##/##/####
Hold/Release:	Release	Release	Release	Hold
Cancel Date:				

System Tip

Using the **Hold** feature will prevent funds from disbursing to the institution. Institutions will need to manually **Release** the disbursements on **Hold**.

Note: To increase an amount, the total of all disbursements cannot exceed the **Guarantee Amount**.

HelmNet Loans and Scholarships Updates Chart

Changes can be made at various stages of the loan or scholarship life-cycle. The chart below identifies the appropriate action based on the stage.

Program	HelmNet Change Transactions	LIFE CYCLE					Additional Information
		Application	School Certification Complete LAD Sent	LAD Accepted Loan Pending Future Disbursement	Partial Disbursement	Full Disbursement	
CAL TASSP	Cancel a loan		✓	✓			A loan or scholarship can be fully canceled up until the first payment is Ready to be Disbursed (3 business days before the disbursement date).
CAL TASSP	Cancel a disbursement		✓	✓	✓		Pending disbursements can be changed up until they are Ready to be Disbursed (3 business days before the disbursement date).
CAL TASSP	Change disbursement date		✓	✓	✓		
CAL TASSP	Change disbursement amount (increase/decrease)		✓	✓	✓		
CAL TASSP	Change disbursement status to Hold or Release		✓	✓	✓		
CAL TASSP	Change loan period date		✓	✓	✓	✓	Changes to the Loan Period Dates , Graduation Date and Grade level can be made during the current program year after an institution certifies an application.
CAL TASSP	Change student's Anticipated Graduation Date		✓	✓	✓	✓	
CAL TASSP	Change student's grade level		✓	✓	✓	✓	

*LAD = Private Education Loan Approval Disclosure