

Loans Portal Guide


for Students
2024



convera

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Questions? Please reach out to us at: usloans@convera.com

What's New

<i>2024: Students now have the option of entering USD details. Previously, it was only British pounds (GBP).</i>	3
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Loans Portal Student View

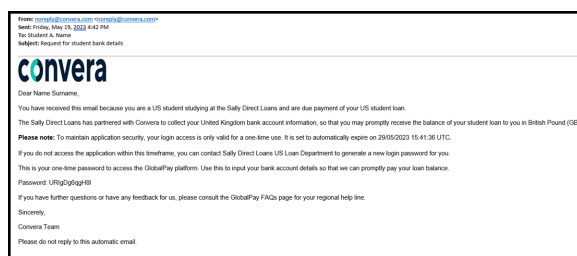
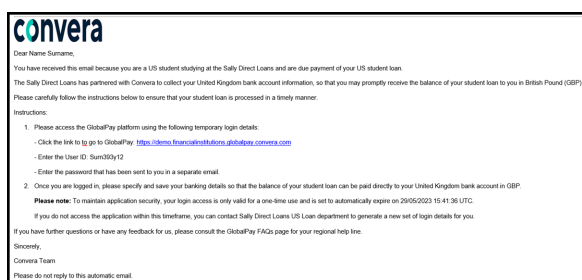
A Loans Portal Data Management user invites students to submit their bank details, so that the remainder of your student loan payment can be delivered by Bank Transfer. The system emails a query to you directly using the email given in the Student file. You can then provide banking details so that money can be put by EFT /Wire into your account.

2024: Students now have the option of entering USD details. Previously, it was only British pounds (GBP).

1. Two emails from noreply@convera.com will provide the student with 1) a temporary account, and 2) a temporary password, to logon to provide banking details.



The logon and password emails are only effective for one log on session. Also, it will expire in 10 days.



2. Then log into the portal using the user ID and password provided.

Please add or amend your personal information by clicking on the EDIT buttons below.

EDIT

Beneficiary Details

Beneficiary Address

Bank Account Details

Payment Options

Submit & Review

Beneficiary Name	Beneficiary Type	Bank Country	Currency	Familiar Name	Payer ID	
First LastName		United States	U.S. Dollar	First LastName	36912	EDIT

Beneficiary Address

Address

461 Street, New York, New York, 1238, United States

EDIT

Bank Account Details

IBAN/Account Number	Currency	Bank Name	Address	SWIFT Code	Fedwire Routing Code	ACH Routing Code	
	U.S. Dollar		United States				EDIT

Payment Options

Payment Purpose

EDIT

ADD CORRESPONDENT BANK

EDIT

HISTORY

- You will see your own identification and bank account information. Click **EDIT** at the end of a row to add or change this information.

Bank Account Details						
IBAN/Account Number	Currency	Bank Name	Address	SWIFT Code	Sort Code	
	USD		United States			EDIT

- To provide a bank, please either search the bank details or enter these details manually, then **SELECT** your bank.

Bank Account Details					
Search by Bank Detail		Enter Bank Details Manually			
Bank Name	SWIFT Code	Routing Code	Address		
THE BANK OF NEW YORK MELLON	IRVTUS3NXXX	021000018	240 GREENWICH STREET		SELECT
THE BANK OF NEW YORK MELLON	IRVTUS3NXXX	021000018	144 GLENN CURTIS BLVD		SELECT

- Then, you must add your bank account number to the information.

Bank Account Details					
Search by Bank Detail		Enter Bank Details Manually			
Account Number	Bank Name *	Street Address	City		
123456789	THE BANK OF NEW YORK MELLON	240 GREENWICH STREET	NEW YORK		
State	Zip Code	SWIFT Code	Fedwire Routing Code		
NY	10286	IRVTUS3NXXX	021000018		
ACH Routing Code					
021000018					
<div>CANCEL & START AGAIN</div> <div>BACK NEXT</div>					

- Then, click to **EDIT** Payment Purpose and select *Loan Disbursement* and **SAVE**.

Bank Account Details							
IBAN/Account Number	Currency	Bank Name	Address	SWIFT Code	Fedwire Routing Code	ACH Routing Code	
	U.S. Dollar		United States				EDIT

Payment Options
 Payment Purpose

Loan Disbursement

?

CANCEL

SAVE

ADD CORRESPONDENT BANK

CONFIRM

- When you have finished entering the information correctly, and clicked CONFIRM, a message will display indicating success.

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Beneficiary Details

Beneficiary Address

Bank Account Details

Payment Options

Submit & Review

Beneficiary Details

Beneficiary Name	Beneficiary Type	Bank Country	Currency	Familiar Name	Payer ID	
Name Surname		United States	USD	Name Surname	222222	EDIT

Beneficiary Address

Address	
New York, United States	EDIT

Bank Account Details

IBAN/Account Number	Currency	Bank Name	Address	SWIFT Code	Sort Code	
*****	USD	U.S. Bank Name	U.S. Bank street address	U.S. Bank SWIFT	U.S. Code	EDIT

Payment Options

Payment Purpose	
Loan Disbursement	EDIT

ADD CORRESPONDENT BANK

CONFIRM

Edit Beneficiary

Beneficiary Status

Description

Success

Your information has now been submitted to your Institution for payment processing.



For more information

convera.com

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