



## The clock is ticking...will you be ready?

The ED Form 799 is retiring October 1<sup>st</sup>!!

Are you ready for the NEW and IMPROVED Lender Reporting System (LaRS)?

With the LaRS production date of October 1st fast approaching, it is more important than ever to submit your Lender Application Process (LAP), Organization Participation Agreement (OPA), and Security Form. Remember, all forms must be submitted by 9/13 in order to have access to LaRS on 10/1. If you miss this deadline, you risk delaying your access to the new LaRS system, and may ultimately delay the submission of your quarterly student loan portfolio data.

Still not sure how to access LAP and the OPA? Completing your LAP and OPA is as easy as 1...2...3! Check out the three steps below and don't delay another day!

- ❑ Complete the **LAP** application on-line at [www.fp.ed.gov/PORTALSWebApp/fp/fms.jsp](http://www.fp.ed.gov/PORTALSWebApp/fp/fms.jsp). The LAP allows lenders and servicers to verify and update their demographic information. The LAP can be completed until September 13, 2002, but we strongly advise that sooner is better than later.
- ❑ Complete and mail the attached **OPA** to FSA. Once the OPA is completed and sent to FSA, 'wet' signatures are no longer required on each electronic submission. The OPA is also available at [www.fp.ed.gov/fp/docs/larsopafinal01.doc](http://www.fp.ed.gov/fp/docs/larsopafinal01.doc).
- ❑ Complete and mail to FSA the attached Financial Management System (FMS) **Security Form**. This document identifies the INDIVIDUALS who will actually be gaining access to FMS and using the LaRS application. The FMS Security Form can also be obtained at [www.fp.ed.gov/fp/docs/SecurityForm.doc](http://www.fp.ed.gov/fp/docs/SecurityForm.doc).

If you are unable to access this information on-line, please e-mail us at [FSA\\_LR@ed.gov](mailto:FSA_LR@ed.gov) or call us at 202-377-3322, 3324 or 3326. Please continue to visit [www.fp.ed.gov](http://www.fp.ed.gov) and click on "What's New" to obtain the latest information on the Lender Payment Process Redesign Initiative.

