



USARC G1

STUDENT LOAN REPAYMENT PROGRAM

A GUIDE ON HOW TO INITIATE LOAN PAYMENTS

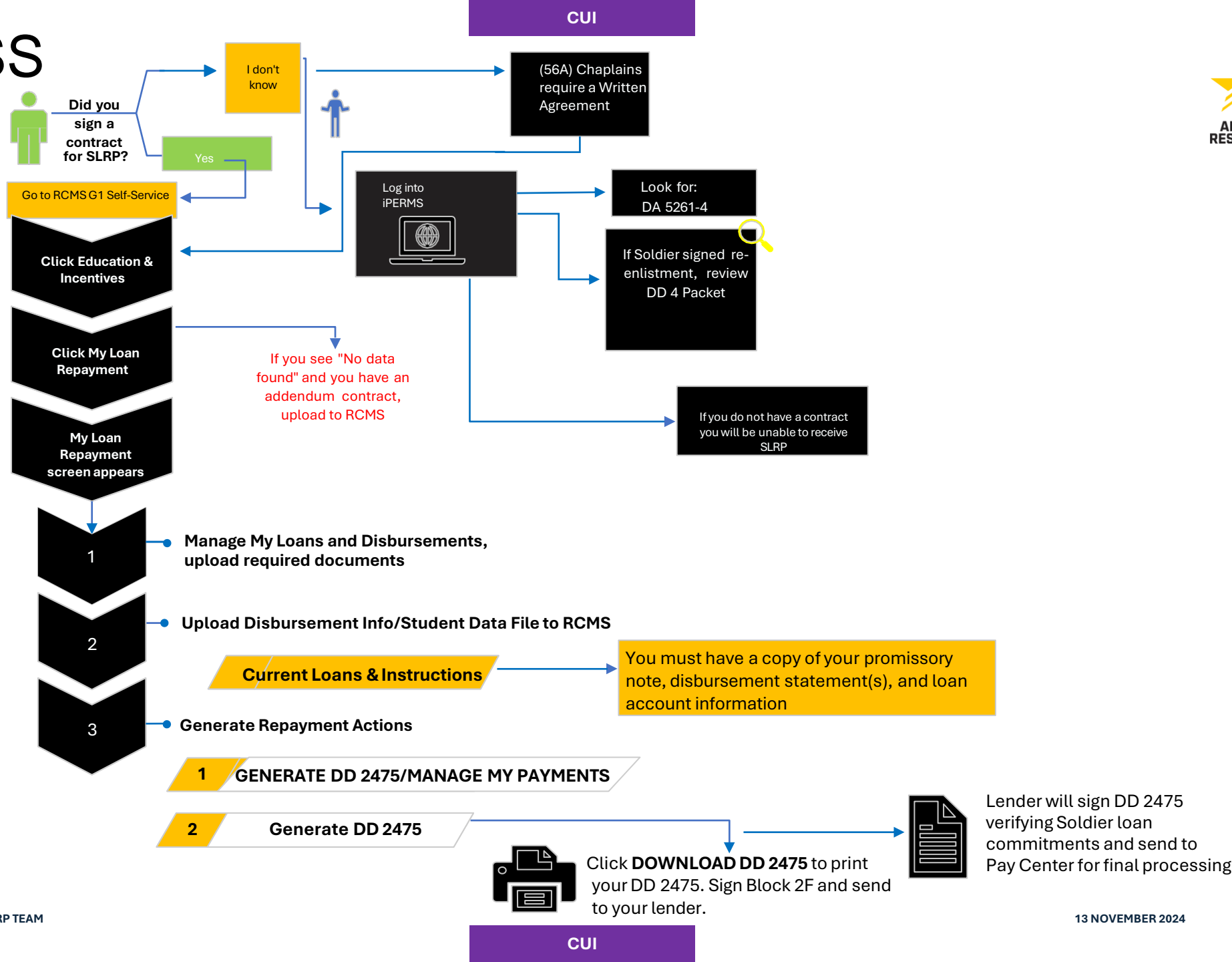
13 NOVEMBER 2024

AGENDA

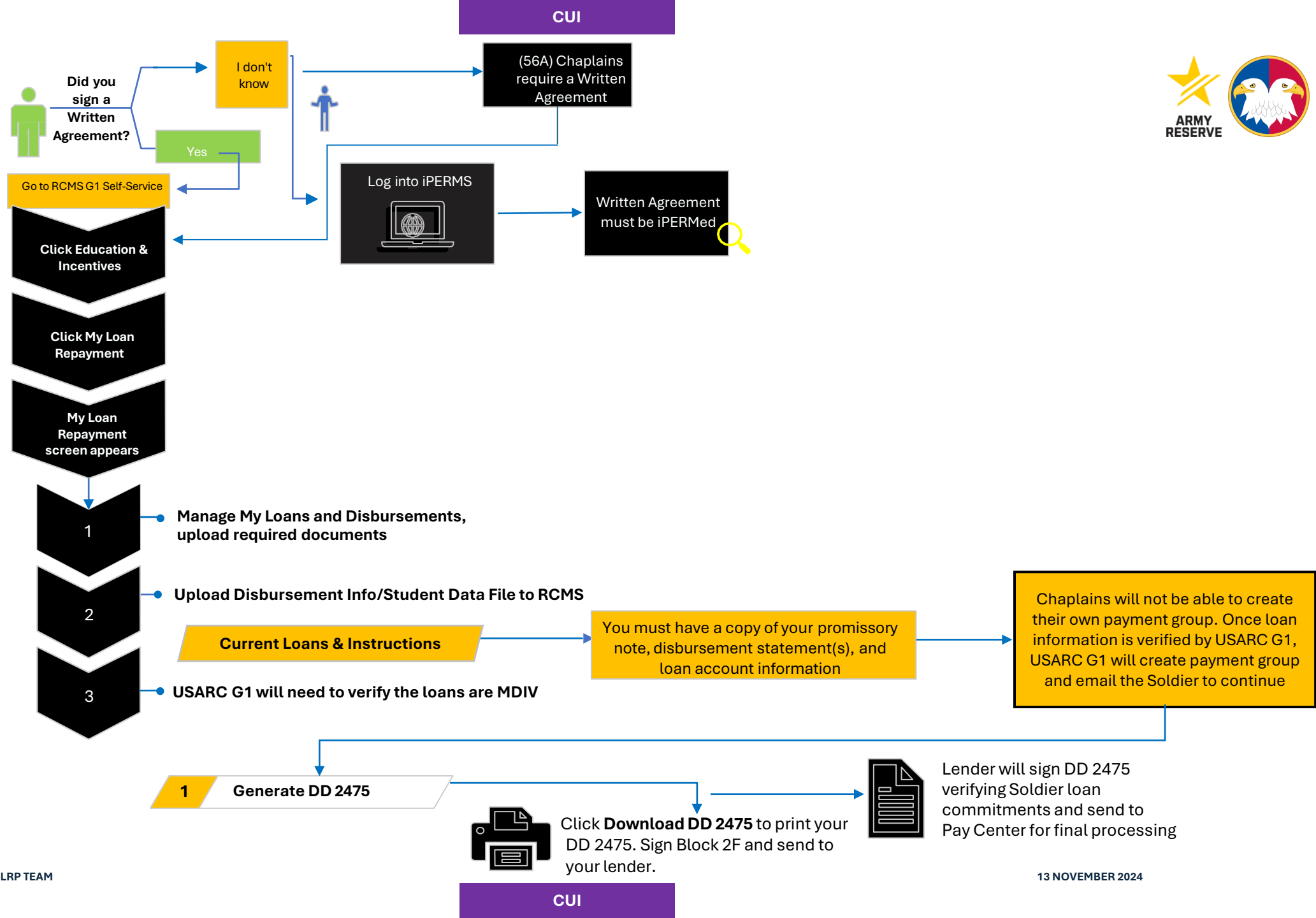


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PROCESS



CHLRP PROCESS



KEY NOTES



- MPN/PN (Master Promissory Note/Promissory Note) must be dated on/before receiving funds/disbursements.
- MPN/PN must be uploaded to Soldier's Self-Service account.
- Upload monthly account statement with account number.
- If SM has multiple loans with the same account number from the same lender, enter the data as one loan with individual disbursements and dates (see slides 21-24).
- SM anniversary date = contract execution date/effective date of DD4 re-enlist.
- The Soldier can generate DD2475 up to 90 days before anniversary date.
- **Please read each slide carefully and follow the instructions.**

DOCUMENTS REQUIRED TO UPLOAD TO RCMS

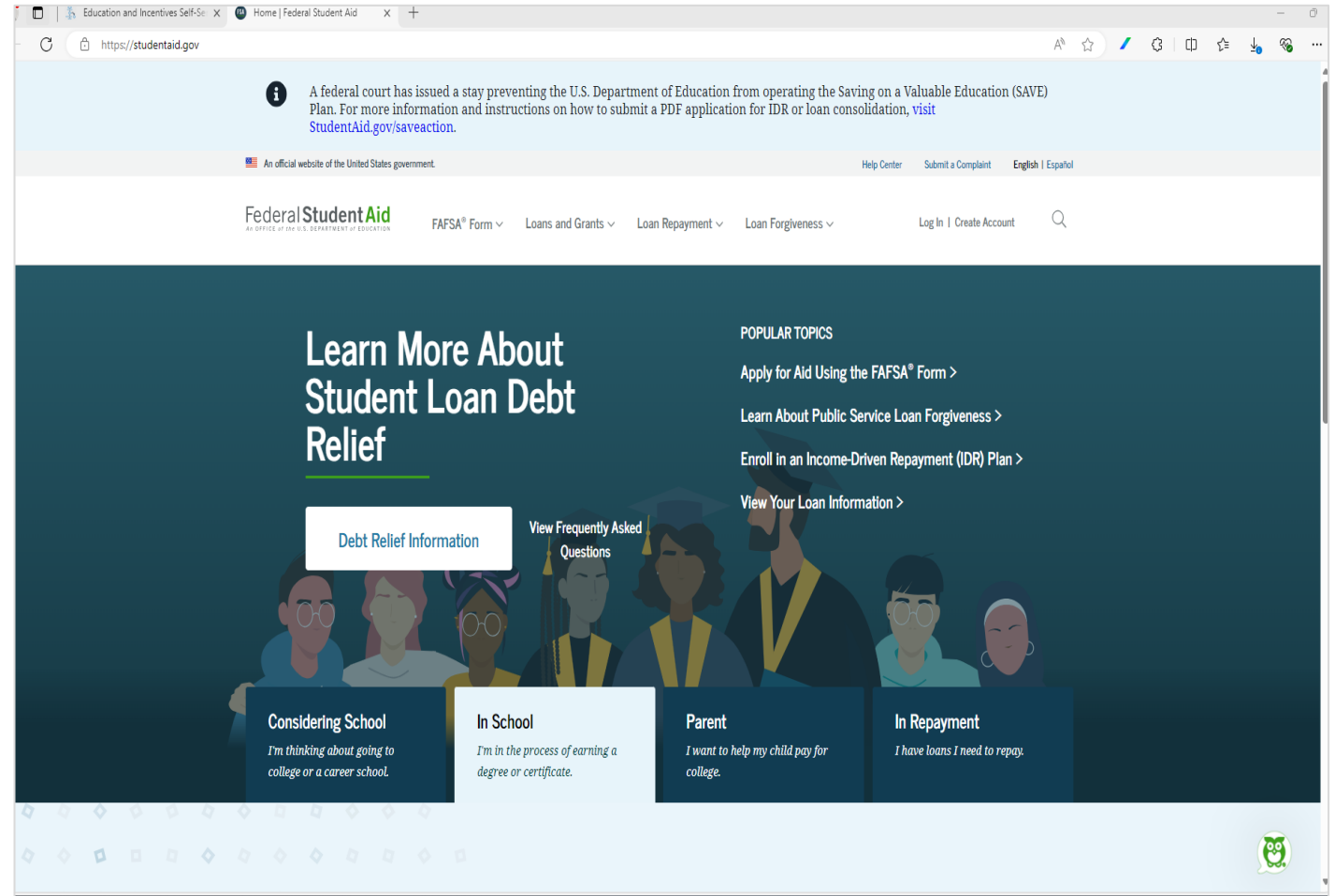


- Master Promissory Note (MPN)/Promissory Note (PN)
- Student Aid Data Sheet
- If you are a Chaplain (56A), you must have a signed Written Agreement prior to requesting payments

STUDENT DATA SHEET



- Log in to loan provider website to generate Student Aid Data Sheet.



STUDENT DATA SHEET LOG-IN



- Link for student data website:
<https://studentaid.gov>
- Log in.

education and incentives center | Log in | Federal Student Aid

https://studentaid.gov/fsa-id/sign-in/landing

An official website of the United States government.

Help Center Submit a Complaint English | Español

Federal Student Aid AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

FAFSA® Form Loans and Grants Loan Repayment Loan Forgiveness Log In | Create Account

Log In

Email, Phone, or FSA ID Username

Enter a username, or verified email or mobile phone number. For more info, select the help (?) icon.

Password

You must provide a response in the "Password" field. This field cannot be left blank. Select Help (?) for more details.

Show Password

Log In

Forgot My Username | Forgot My Password

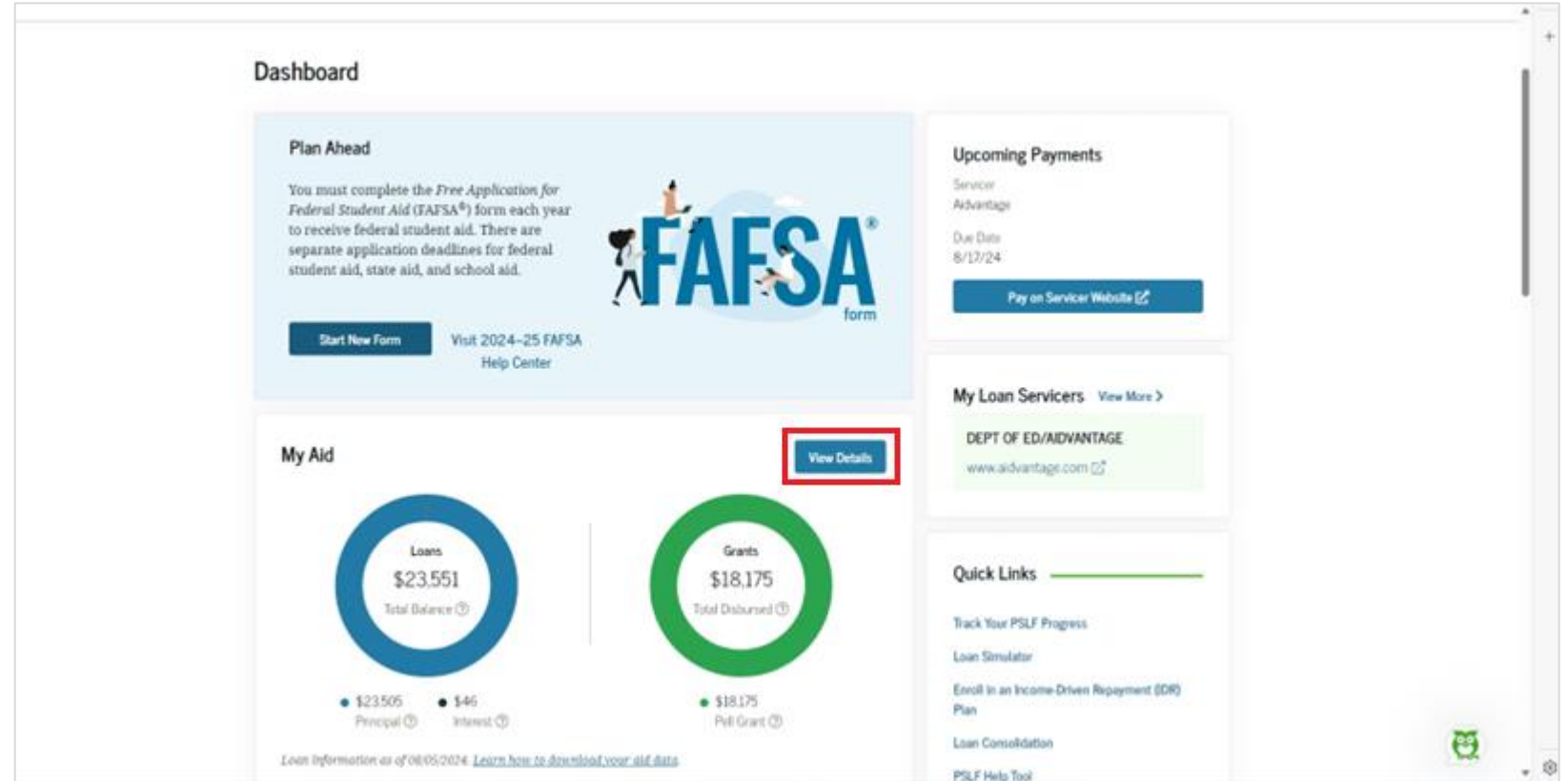
Create an Account

[Help Me Log In to My Account](#)

LANDING PAGE



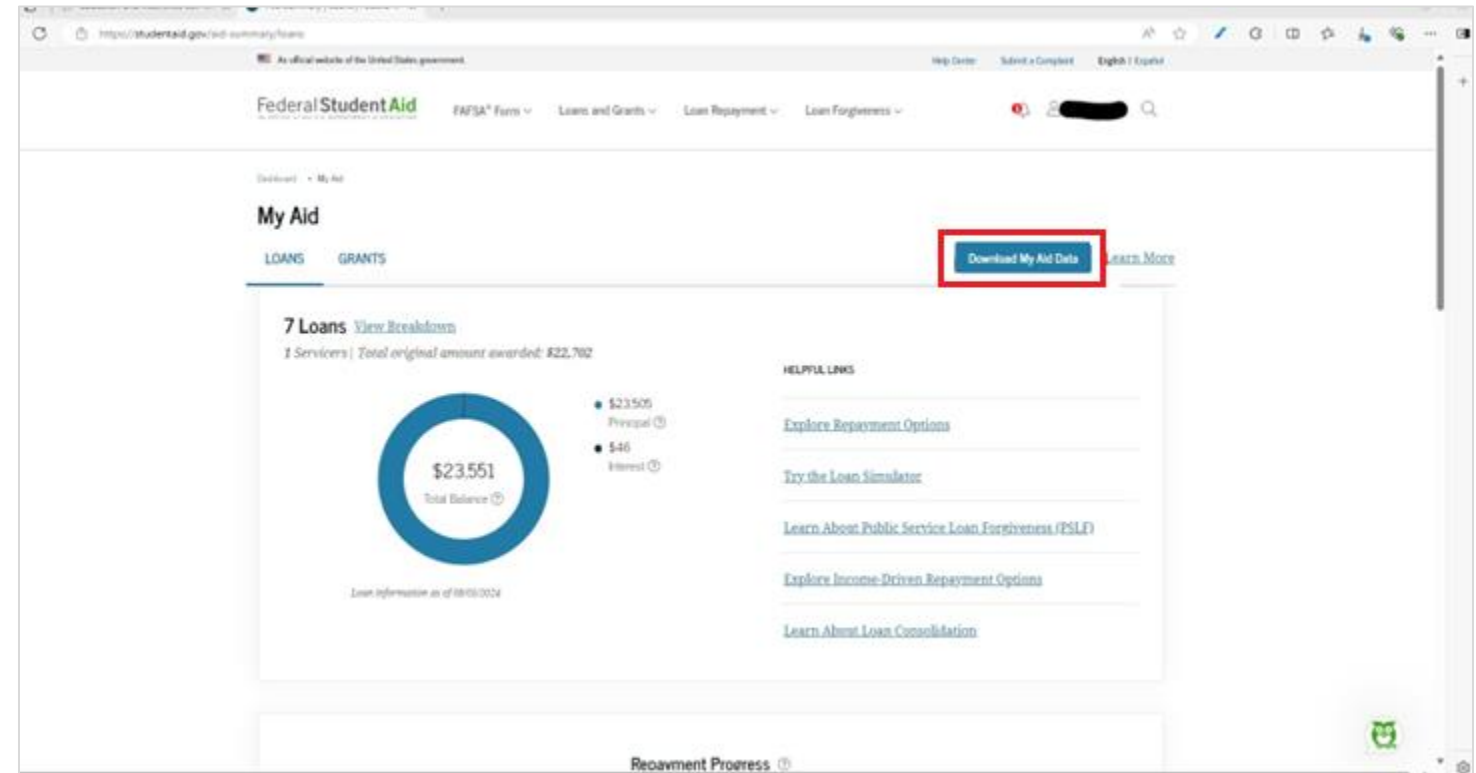
- Click **View Details**.



STUDENT DATA



- Click on **Download My Aid Data**.
- It will download as a text file.
- See next slide for an example text file.



TEXT FILE

- Data text file will appear like this.



```

File Edit Format View Help
A new version of Notepad is available. Install
Aggregate Unsubsidized Total (Undergraduate and Graduate):$9,190.00
Aggregate Combined Total (Undergraduate and Graduate):$21,690.00
Student Total All Loans Outstanding Principal:$23,505.00
Student Total All Loans Outstanding Interest:$46.00
Student Pell Lifetime Eligibility Used:350.000%
Student Iraq and Afghanistan Service Lifetime Eligibility Used:0.000%
Student Total All Grants:$18,175.00
Type Code:D1
Type Description:DIRECT STAFFORD SUBSIDIZED
Total <D1> Outstanding Principal:$12,503.00
Total <D1> Outstanding Interest:$20.00
Type Code:D2
Type Description:DIRECT STAFFORD UNSUBSIDIZED
Total <D2> Outstanding Principal:$11,002.00
Total <D2> Outstanding Interest:$26.00
Loan Type Code:D1
Loan Type Description:DIRECT STAFFORD SUBSIDIZED
Loan Award ID:****
Loan Attending School Name: College
Loan Attending School OPEID:
Loan Date:09/22/2016
Loan Repayment Begin Date:11/19/2018
Loan Period Begin Date:08/22/2016
Loan Period End Date:12/18/2016
Loan Amount:$2,250.00
Loan Disbursed Amount:$2,250.00
Loan Canceled Amount:$0.00
Loan Canceled Date:
Loan Outstanding Principal Balance:$2,121.00
Loan Outstanding Principal Balance as of Date:08/05/2024
Loan Outstanding Interest Balance:$3.00
Loan Outstanding Interest Balance as of Date:08/05/2024
Loan Interest Rate Type Code:F
Loan Interest Rate Type Description:FIXED
Loan Interest Rate:3.51%
Loan Actual Interest Rate:3.51%
Loan Statutory Interest Rate:3.76%
Loan Repayment Plan Type Code:SG
Loan Repayment Plan Type Code Description:GRADUATED REPAYMENT
Loan Repayment Plan Begin Date:07/24/2019
Loan Repayment Plan Scheduled Amount:$40.00
Loan Repayment Plan IDR Plan Anniversary Date:
Loan Confirmed Subsidy Status:
Loan Subsidized Usage In Years:
Loan Reaffirmation Date:
Loan Most Recent Payment Effective Date:07/17/2024
Loan Next Payment Due Date:08/17/2024
Loan Cumulative Payment Amount:$297.00
Loan PSLF Cumulative Matched Months:0
Academic Level:Second Year

```

HOW TO CONVERT TEXT FILE



1. Download the .txt file and save the document as a Word document.
2. Open the document with Microsoft Word.
3. Select **File > Print** and then click **Page Setup** in the bottom right. Click **Paper**, set the **Height** to 19", click **OK**, and then click **Ignore**.
4. Click the Back arrow at the top left corner to return to the document.
5. Now it is time to set your margins (be sure the ruler is showing).
6. Starting with the side ruler on the left-hand side, drag the white portion of the ruler upward until there is no more gray showing and it is all white (text should be at the top of the page).
7. Next, using the ruler at the top, drag the white portion on the right side of the ruler towards the 7 direction until there is no more gray showing.
8. Lastly, go back to the ruler on the left side of the page. Go back to the left-hand side of the screen where you see the ruler and slowly scroll downward until you see gray. Drag the white portion downward until there is no more gray showing (text should be taking up the entire page).
9. Now you are ready to begin highlighting the important information.
10. Press **Ctrl A** and then change the font size for the entire document to 9.
11. Next, highlight in yellow the **Student First Name**, **Student Middle Initial** and **Student Last Name** (Soldier's Name).
12. Press **Ctrl F** and type **Loan Type** in the navigation bar. Then press your Down arrow.

HOW TO CONVERT TEXT FILE



13. Highlight each loan type in **green**.
14. Next, move each loan to an individual page.
15. Then press **Ctrl F** and type **Loan Date** in the navigation bar. Then press your Next arrow to find the next Loan Date.
16. Highlight each Loan Date in **yellow**.
17. Then press **Ctrl F** and type **Loan Amount** in the navigation bar. Then press your Next arrow.
18. Highlight the lines that say Loan Amount, Loan Disbursed, and Loan Cancelled in **yellow**.
19. Type **Current Loan** in the navigation bar and press your Next arrow.
20. Highlight the Current Loan Status in **yellow**.
- **Note:** If the loan status says Cancelled or Paid in Full, highlight in **blue**.
Then go back to the top of that particular loan page and highlight the loan type in **blue** as well.
13. Type **Loan Disbursement** in the navigation bar and press your Down arrow.
14. Highlight the Loan Disbursement Dates and Amounts in **yellow**.
15. Type **Loan Contact** in the navigation bar and press your Down arrow.
16. Highlight each loan contact name, street address, city, state, and zip code in **yellow**.
17. Once you have reached the last loan, save the document:
 - First as a word document
 - Then save as a PDF document

```

Loan Type Code:DP
Loan Type Description:DIRECT STAFFORD SUBSIDIZED
Loan Award ID:*****
Loan Attending School:
Loan Attending School OPEID:
Loan Date:09/22/2016
Loan Repayment Begin Date:11/19/2018
Loan Period Begin Date:08/22/2016
Loan Period End Date:12/18/2016
Loan Amount:$2,250.00
Loan Disbursed Amount:$2,250.00
Loan Canceled Amount:$0.00
Loan Canceled Date:
Loan Outstanding Principal Balance:$2,121.00
Loan Outstanding Principal Balance as of Date:08/05/2024
Loan Outstanding Interest Balance:$3.00
Loan Outstanding Interest Balance as of Date:08/05/2024
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Loan Interest Rate Type Description:FIXED
Loan Interest Rate:3.51%
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Loan Repayment Plan Type Code:SG
Loan Repayment Plan Type Code Description:GRADUATED REPAYMENT
Loan Repayment Plan Begin Date:07/24/2019
Loan Repayment Plan Scheduled Amount:$40.00
Loan Repayment Plan IDR Plan Anniversary Date:
Loan Confirmed Subsidy Status:
Loan Subsidized Usage in Years:
Loan Reaffirmation Date:
Loan Most Recent Payment Effective Date:07/17/2024
Loan Next Payment Due Date:08/17/2024
Loan Cumulative Payment Amount:$297.00
Loan FSLF Cumulative Matched Months:0
Academic Level:Second Year
Additional Unsubsidized Loan Flag:No Denial
Award Year:2017
Capitalized Interest:$14.00
Net Loan Amount:$2,250.00
Reaffirmation flag:
Calculated Subsidized Aggregate OPB:$2,120.00
Calculated Unsubsidized Aggregate OPB:
Calculated Combined Aggregate OPB:
UpdtDt:08/06/2024
DelinqDate:06/18/2019
Current Loan Status:RP
Current Loan Status Description:IN REPAYMENT
Highest Historical Outstanding Principal Balance (OPB):$2,187.00
Current Standard-Standard Schedule Payment Amount:$0.00
Permanent Standard-Standard Schedule Payment Amount:$0.00
Parent Plus First Level Consolidation Indicator:
Consolidation Loan With Any Parent Plus Indicator:
Loan Status:RP
  
```

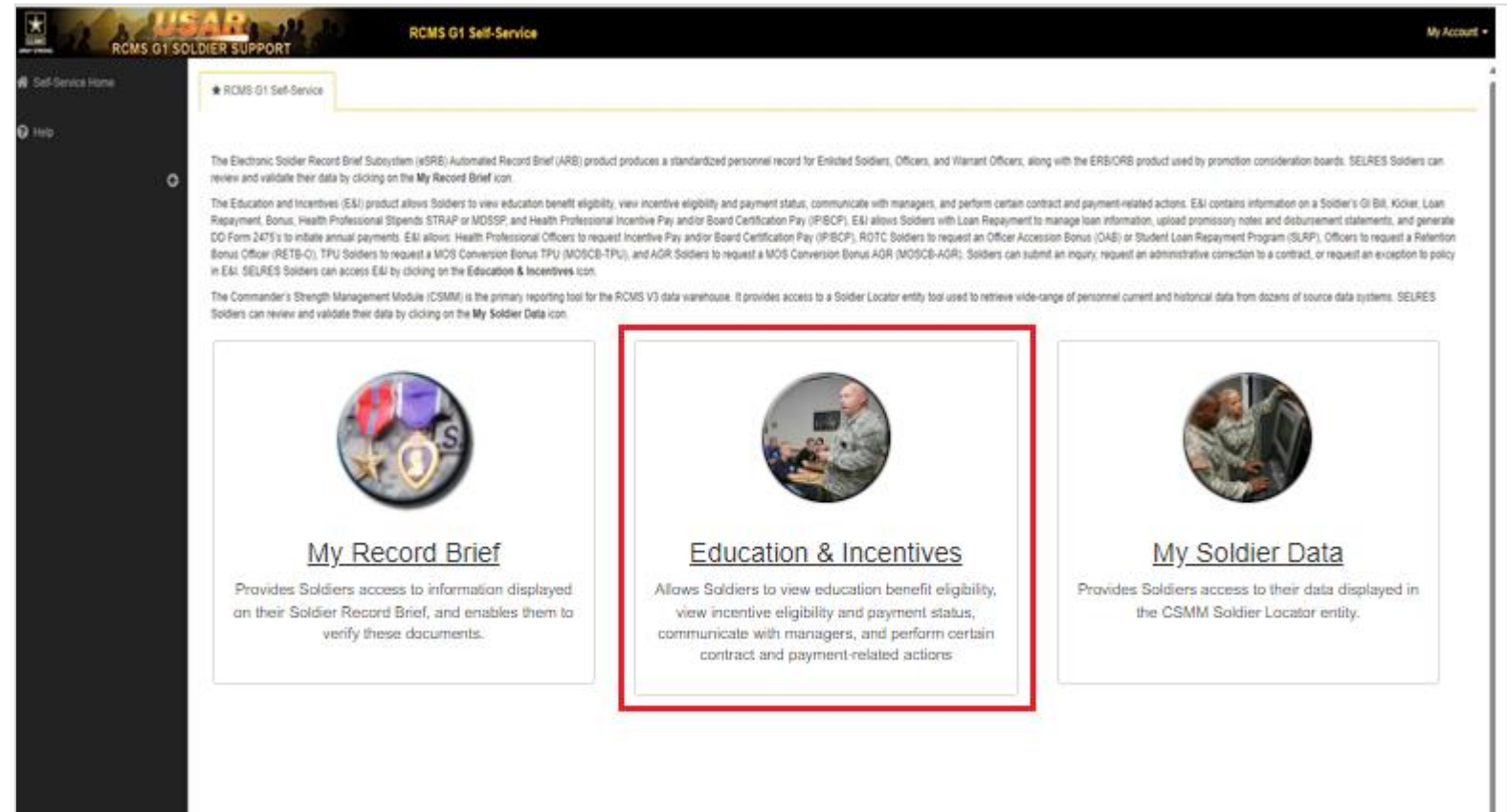
```

/2024
6/18/2019
Status:RP
Status Description:IN REPAYMENT
Original Outstanding Principal Balance (OPB):$2,187.00
Standard-Standard Schedule Payment Amount:$0.00
Standard-Standard Schedule Payment Amount:$0.00
First Level Consolidation Indicator:
n Loan With Any Parent Plus Indicator:
RP
Description:IN REPAYMENT
Effective Date:09/01/2023
FB
Description:FORBEARANCE
Effective Date:03/13/2020
RP
Description:IN REPAYMENT
Effective Date:07/18/2019
FB
Description:FORBEARANCE
Effective Date:05/18/2019
RP
Description:IN REPAYMENT
Effective Date:11/19/2018
IG
Description:IN GRACE PERIOD
Effective Date:05/19/2018
IA
Description:LOAN ORIGINATED
Effective Date:09/22/2016
ement Date:09/22/2016
ement Amount:$2,250.00
Type:Current ED Servicer
Code:578
Name:DEPT OF ED/AIDVANTAGE
Street Address 1:PO Box 300001
Street Address 2:
City:Greenville
State Code:TX
Zip Code:75403
Phone Number:800-722-1300
Phone Extension:
Email Address:
Web Site Address:https://www.aidvantage.com
t:Yes
Contact Reason:
Contact:
  
```

STEP 1. ACCESS RCMS SELF-SERVICE

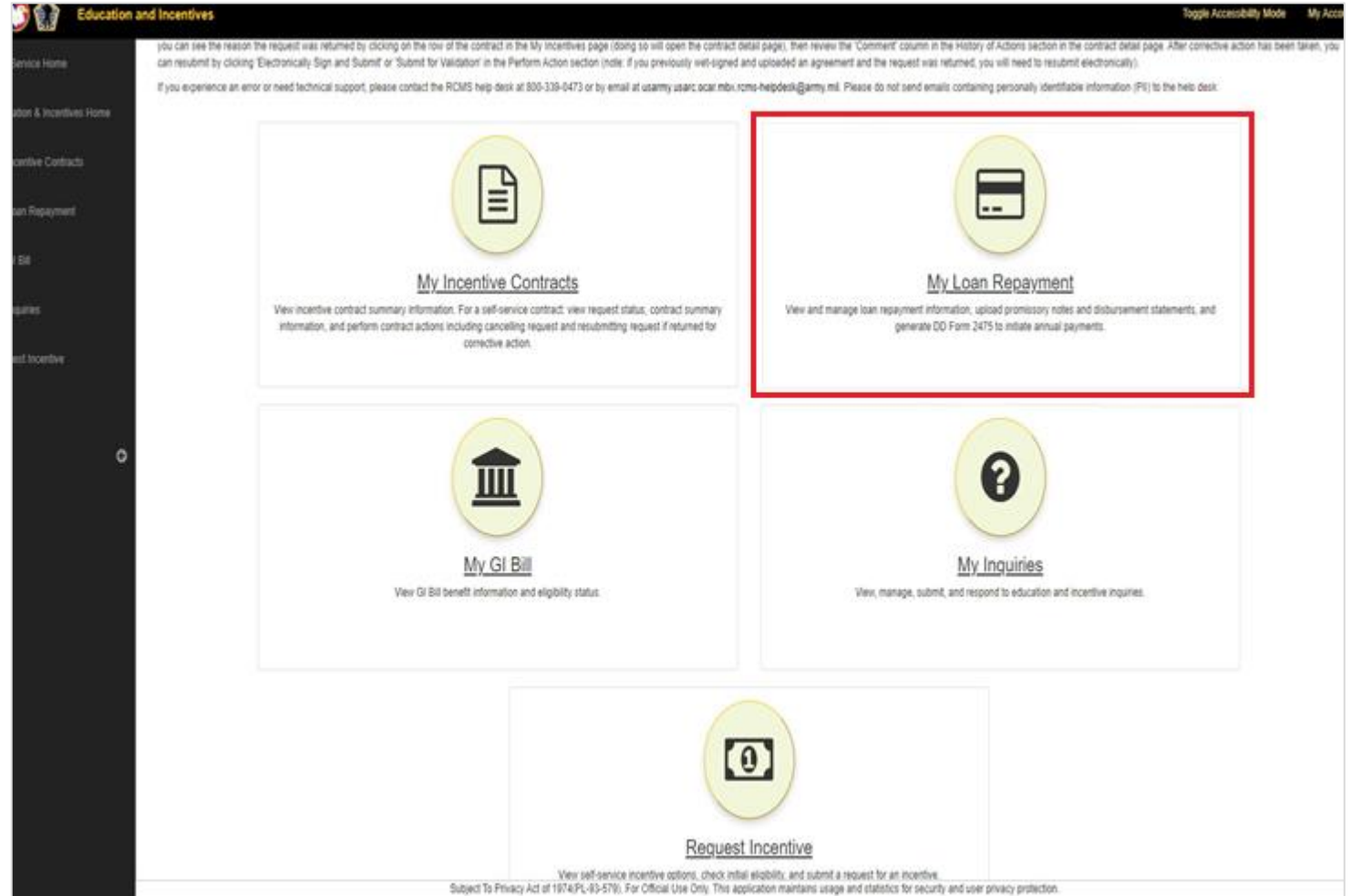


- RCMS Self-Service is a CAC enabled website.
- Go to this URL:
<https://federation.eams.army.mil/>
- Once on the landing page, click on **Education & Incentives**.



STEP 2. MY LOAN REPAYMENT

- Click on **My Loan Repayment**.



STEP 3. VERIFICATION



- Verify that the *Contract Status* states **Active Loan**.
- Once status is verified, click on **MANAGE MY LOAN AND DISBURSEMENTS** for the Active Loan.

➤ **Note:** *Contract Start Date* is also the Anniversary Date.

Education and Incentives

Toggle Accessibility Mode My Account

Landing Page My Loan Repayment

Reminders

Eligibility includes but is not limited to: loan in good standing, loan and disbursement details are added and correct, supporting documents are uploaded, "Active Loan" contract status, contract requirements are met and maintained, and annual completion of satisfactory service. Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file.

My Loan Repayment Contracts

Eligible anniversary payment dates are scheduled 90 days before the anniversary date based on contract start date for Student Loan Repayment Program (SLRP) and Chaplain Loan Repayment Program (CLRP); or entitlement period start date if a Health Professional Officer (HPO) for Health Professional Loan Repayment (HPLR).
Repayment requires an "Active Loan" contract status, annual completion of satisfactory service, and a DD Form 2475.

Contract Type	Contract Amount	Control Number	Contract Issue Date	Contract Signature Date	Contract Start Date	Contract End Date	Contract Status	Lifetime Max	Total Paid	Remaining Lifetime Max
SLRP Generic	\$30,000.00	S1804120348E	20180412	20180412	20180412	20240411	Active Loan	\$30,000.00	\$0.00	\$30,000.00
SLRP Generic	\$30,000.00	S1804120385E	20180412		20180412		Invalid Contract	\$30,000.00	\$0.00	\$30,000.00

Showing 1 to 2 of 2 entries

My Loan Repayment Actions

To review or update loans, add a new loan, review or add disbursements to a loan, or upload loan documents like a promissory note and disbursement statements, click on "Manage My Loans and Disbursements".
To review processed payments, payment status, or initiate a request for an anniversary payment click on "Generate DD 2475 / Manage My Payments".

		Contract Type	Control Number	Contract Issue Date	Contract Signature Date	Contract Start Date	Contract End Date	Contract Status
MANAGE MY LOANS AND DISBURSEMENTS	GENERATE DD 2475 / MANAGE MY PAYMENTS	SLRP Generic	S1804120348E	20180412	20180412	20180412	20240411	Active Loan
MANAGE MY LOANS AND DISBURSEMENTS	GENERATE DD 2475 / MANAGE MY PAYMENTS	SLRP Generic	S1804120385E	20180412		20180412		Invalid Contract

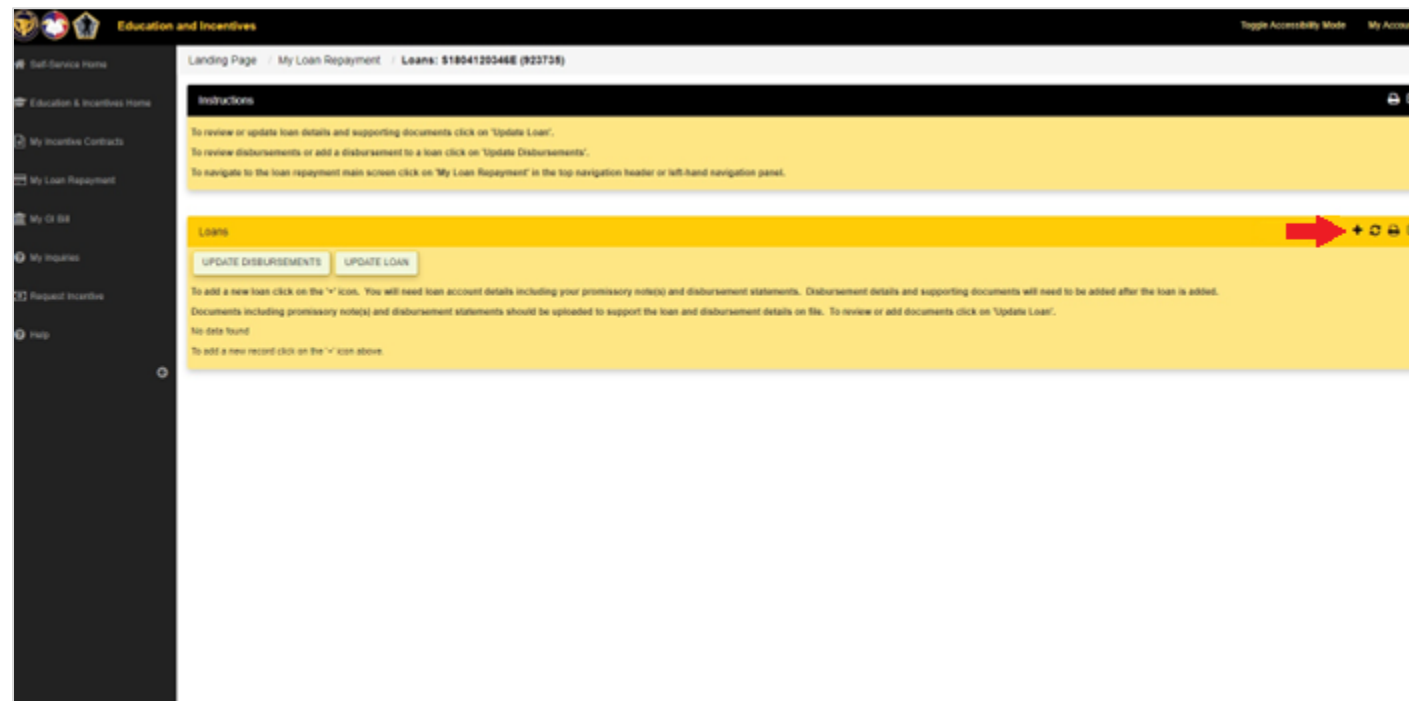
Showing 1 to 2 of 2 entries

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STEP 4. UPLOADING A NEW LOAN

- To add a **new** loan, click on the plus (+) icon on the right side of the *Loans* header.
- **Note:** Multiple loans with the same account number will be listed once as a **new loan**, the remaining will be listed as disbursement(s). See slides 21-24 for examples.



STEP 5. ADDING STANDARD LOANS



Only fill out information marked with a **red asterisk (*)**.

- **LoanHolder_ID** = The financial lender (Mohela, Nelnet, Aidvantage, etc.)
- **Loan Type** = The specific loan type (DCS, NDSL, SS, etc.)
- **MPN/PN** = Indicates if the loan is a Master Promissory Note/Promissory Note
- **Consolidation** = Indicates if the loan contains consolidated loans
- **Soldier Borrower** = Indicates if the Soldier is the borrower on the loan
- **Borrower Name** = Soldier legal name
- **Loan Account** = SSN + loan account number
- **Origination Date** = Date of first disbursement
- **Original Loan Amount** = Amount from first disbursement
- **Loan Status** = Must be in **Good Standing**

Add Loans

LoanHolder_ID *

Loan Type *

MPN * ☐ Yes ☐ No

Consolidation * ☐ Yes ☐ No

Soldier Borrower * ☐ Yes ☐ No

Borrower Name * ✓

Loan Account * ✓

Origination Date *

Original Loan Amount *

Current Principal

Current Principal Date

Interest Rate

Current Interest

Current Interest Date

Loan Status *

Loan Status Effective Date

+ ADD **○ CANCEL**

STEP 5A. CHAPLAIN LOAN REPAYMENT ONLY



Chaplain LRP will pay for seminary education resulting in a masters of Divinity **only**.

Only fill out information marked with a **red asterisk (*)**.

- **LoanHolder_ID** = The financial lender (Mohela, Nelnet, Aidvantage, etc.)
- **Loan Type** = The specific loan type (DCS, NDSL, SS, etc.)
- **MPN/PN** = Indicates if the loan is a Master Promissory Note/Promissory Note
- **Consolidation** = Indicates if the loan contains consolidated loans
- **Soldier Borrower** = Indicates if the Soldier is the borrower on the loan
- **Borrower Name** = Soldier legal name
- **Loan Account** = SSN + loan account number
- **Origination Date** = Date of first disbursement
- **Original Loan Amount** = Amount from first disbursement
- **Loan Status** = Must be in **Good Standing**

mil/SelfService/RequestIncentive/selfservice

My Loan Repayment / Loans: S1804120346E (923735)

ADD LOANS

LoanHolder_ID *

Loan Type *

MPN * ☐ Yes ☐ No

Consolidation * ☐ Yes ☐ No

Soldier Borrower * ☐ Yes ☐ No

Borrower Name *

Loan Account *

Origination Date *

Original Loan Amount *

Current Principal

Current Principal Date

Interest Rate

Current Interest

Current Interest Date

Loan Status *

Loan Status Effective Date

+ ADD CANCEL

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STEP 5B. ADDING A PARENT PLUS LOAN ONLY



Only fill out information marked with a **red asterisk (*)**.

- **LoanHolder_ID** = The financial lender (Mohela, Nelnet, Aidvantage, etc.)
- **Loan Type** = The specific loan type (DCS, NDSL, SS, etc.)
- **MPN/PN** = Indicates if the loan is a Master Promissory Note/Promissory Note
- **Consolidation** = Indicates if the loan contains consolidated loans
- **Soldier Borrower** = Indicates if the Soldier is the borrower on the loan
- **Borrower Name** = Parent Name on Plus loan
- **Loan Account** = Parent SSN + Soldier SSN
- **Origination Date** = Date of first disbursement
- **Original Loan Amount** = Amount from first disbursement
- **Loan Status** = Must be in Good Standing

Subject To Privacy Act of 1974(PL-93-579). For Official Use Only. This application maintains usage and statistics for security and user privacy protection.

STEP 5C. ADDING A CONSOLIDATION ONLY



Only fill out information marked with a **red asterisk (*)**.

- **LoanHolder_ID** = The financial lender (Mohela, Nelnet, Aidvantage, etc.)
- **Loan Type** = The specific loan type (DCS, NDSL, SS, etc.)
- **MPN/PN** = **No** (the loan is not a Master Promissory Note/Promissory Note)
- **Consolidation** = **Yes** (new Promissory Note consolidating previous student loans)
- **Soldier Borrower** = Indicates if the Soldier is the borrower on the loan
- **Borrower Name** = Soldier legal name
- **Loan Account** = SSN + loan account number
- **Origination Date** = Date of first disbursement
- **Original Loan Amount** = Amount from first disbursement
- **Loan Status** = Must be in **Good Standing**
- **Note:** Special cases may require assistance. Please contact USARC G1.

EXAMPLE OF CORRECT LOAN SETUP



- The *Disbursement Amounts* will equal your *Original Loan Amount*.
- One *Loan Account* number, from the same lender, with multiple disbursements.

Loan Holder	Loan Type	MPN	Cor	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount	Disbursed Amount	Cancelled Amount	Current Principal	Interest Rate	Current Interest	Loan Status	Note Received
Department of Education/Neinet	DCU - DIRECT CO UNSUBSIDIZED	Yes	Y	No		016	20211206	3,125.000	3,125.000	0.000		3.73		G - Good Standing	Yes

Showing 1 to 1 of 1 entries

CORRECT DISBURSEMENT SETUP



Loan Summary												
	Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount	Disbursed Amount	Cancelled Amount	Note Received
	Department of Education/Nelnet	DCU - DIRECT CONSOLIDATED UNSUBSIDIZED	Yes	Yes	No	[REDACTED]	[REDACTED] 016	20211206	3,125.000	3,125.000	0.000	Yes

Showing 1 to 1 of 1 entries

Disbursements				
	Disbursement Amount	Disbursement Date	Cancelled Amount	Cancelled Date
	1,750.000	20211206		
	1,375.000	20211206		

Showing 1 to 2 of 2 entries

MULTIPLE LOANS UPLOADED CORRECTLY



- Example* - Different lenders with different *Loan Account* numbers

Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount	Disbursed Amount	Cancelled Amount	Current Principal	Interest Rate	Current Interest	Loan Status	Note Receiver
DEPT OF ED/MOHELA	DSU - DIRECT STAFFORD UNSUBSIDIZED	Yes	No	No	[REDACTED]	[REDACTED]	20160913	25,000.000	25,000.000	0.000	21,775.000			G - Good Standing	Yes
American Education Services	PLUS - Parent Loan for Undergraduate Students (Old Version)	Yes	No	No	[REDACTED]	[REDACTED]	20181016	8,200.000	8,200.000	0.000				G - Good Standing	Yes
Customer Service	FP - FEDERAL PERKINS	Yes	No	No	[REDACTED]	[REDACTED]	20160919	4,000.000	4,000.000	0.000				G - Good Standing	Yes

INCORRECT SETUP FOR ONE/SAME LENDER LOANS



- The loan is from the same lender, Department of Education/Nelnet, and has the same *Loan Account* number for both loans.
- Same lender and same *Loan Account* number will be listed as one loan with disbursements.

Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount	Disbursed Amount	Cancelled Amount	Current Principal	Interest Rate	Current Interest	Loan Status	Note Received
Department of Education/Nelnet	DC [REDACTED] CONSOLIDATED UNSUBSIDIZED	Yes	Yes	No	[REDACTED]	[REDACTED] 016	20211206	1,750.000	1,750.000	0.000		3.73		H - On Hold	No
Department of Education/Nelnet	DC [REDACTED] CONSOLIDATED SUBSIDIZED	Yes	Yes	No	[REDACTED]	[REDACTED] 016	20211206	1,375.000	1,375.000	0.000	1,375.000	3.73		H - On Hold	No

Showing 1 to 2 of 2 entries

STEP 6. UPDATING DISBURSEMENTS



- For Soldiers with the same *Loan Account* number and multiple loans, the process will appear as the picture shown.
- Once the loan is displayed, click on **UPDATE DISBURSEMENTS**.
- If you have multiple account numbers, repeat steps 5-A, B, or C, depending on your situation.

The screenshot shows the 'Loans' section of the Army Reserve Self-Service portal. The page title is 'Education and Incentives' and the URL is 'https://selfservice.rms.usar.army.mil/SelfService/RequestIncentive/selfservice'. The page displays instructions for updating loan details and disbursements. Below the instructions, there is a table of loans. The 'UPDATE DISBURSEMENTS' button is highlighted with a red box.

		Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount
UPDATE LOAN	UPDATE DISBURSEMENTS	Advantage US Department of Education Loan Servicing	DF - DIRECT PLUS	true	true	false	[REDACTED]	[REDACTED]	20240702	\$10,000.00

Showing 1 to 1 of 1 entries



STEP 6A. UPDATING DISBURSEMENTS

- Soldier will click on the plus icon (+) to add the disbursement information. The information can be found in the service member's data sheet.
- Soldier's data sheet can be found at: <https://studentaid.gov>
- If you need assistance, refer to Slides 3-9.

Education and Incentives

Landing Page My Loan Repayment Loans: 51604120346E (923735)

Instructions

Disbursements: CP - DIRECT PLUS (121067)

Loan Summary

Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount	Disbursed Amount	Cancelled Amount
Advantage US Department of Education Loan Servicing	CP - DIRECT PLUS	true	true	false	[REDACTED]	[REDACTED]	20240702	\$10,000.00	\$10,000.00	\$0.00

Showing 1 to 1 of 1 entries

Disbursements

To add a new disbursement click on the "+" icon. For a master promissory note loan, which has more than one disbursement, you should add separate disbursements for each disbursed amount and date.

Self service updates to a disbursement are restricted, if you need to update the disbursement details for a disbursement please contact the RCMIS help desk at 800-338-0473 or usarmy.usarcmis.helpdesk@mail.mil.

Disbursement Amount	Disbursement Date	Cancelled Amount	Cancelled Date
\$10,000.00	20240802		

Showing 1 to 1 of 1 entries

CLOSE

STEP 7. ADDING DISBURSEMENTS



- After clicking the plus icon (+), this screen will appear. Use your data sheet to fill this portion out.
 - **Disbursement Amount**
 - **Disbursement Date**
- Complete this for each disbursement.
- Click **SAVE** when complete.

ice/RequestIncentive/selfservice

Repayment Loans: S1804120346E (923735)

087)

	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original L Amount
PLUS	true	true	false	[REDACTED]	[REDACTED]	20240702	\$10,000.00

Add Disbursements

Disbursement Amount *

Disbursement Date *

SAVE CANCEL

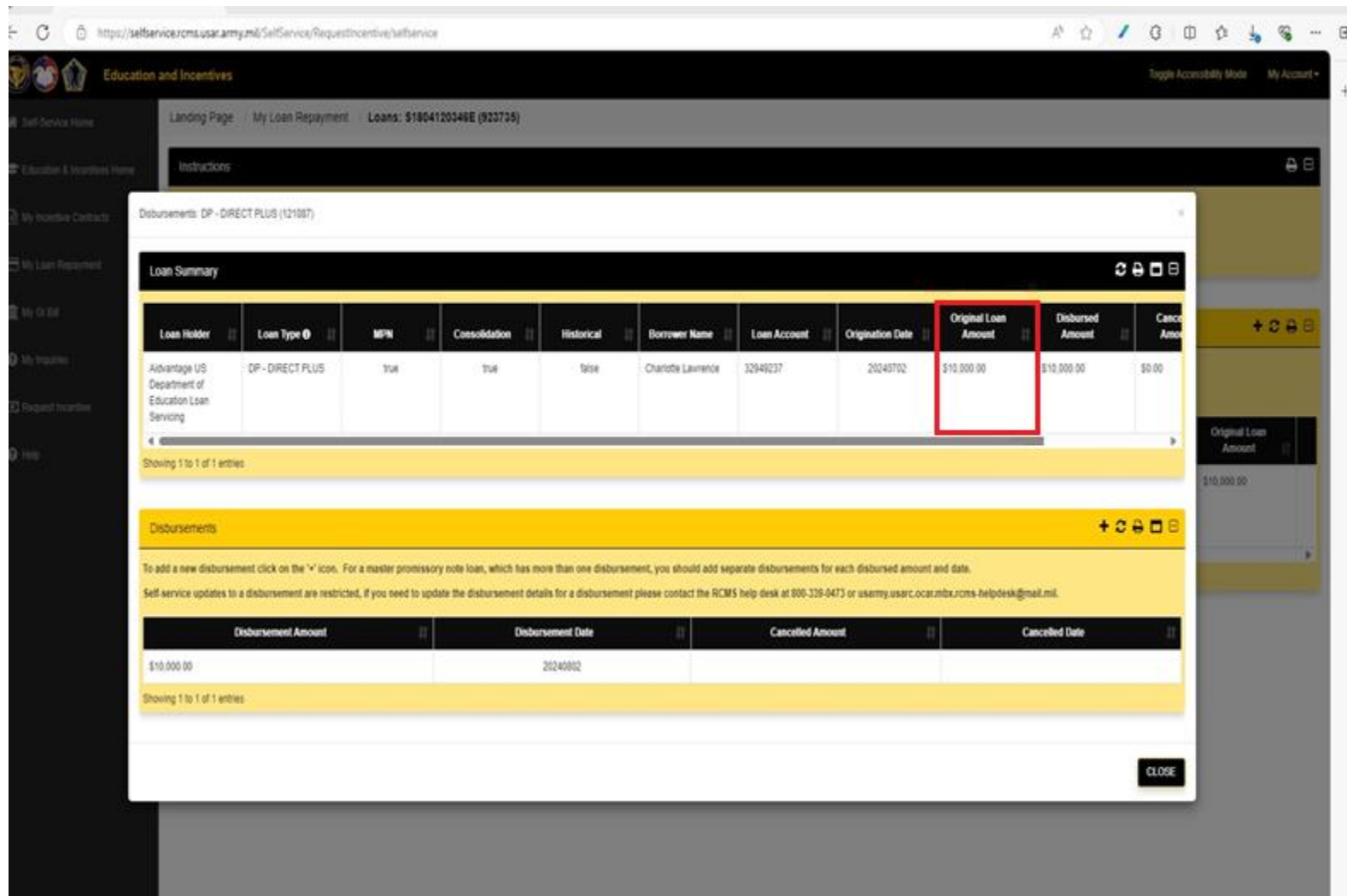
the "*" icon. For a master promissory note, the disbursement amount and date are restricted, if you need to update the disbursement amount or date, please contact the RMO help desk at 1-800-368-0774 or usarc.ocar.mbx.rcms-he

Amount	Disbursement Date	Cancelled Amount
	20240802	

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STEP 8. CHECK YOUR WORK

- Ensure you have uploaded all disbursement information.
- Your *Original Loan Amount* will change once you have uploaded all disbursements.
- Click the **Refresh** icon.



The screenshot displays the 'Education and Incentives' section of the USARCM Self-Service portal. The main content area shows a 'Loan Summary' table for a loan titled 'DP - DIRECT PLUS (121087)'. The table has columns for Loan Holder, Loan Type, M/F, Consolidation, Historical, Borrower Name, Loan Account, Origination Date, Original Loan Amount, Disbursed Amount, and Cancelled Amount. The 'Original Loan Amount' column is highlighted with a red box, showing a value of \$10,000.00. Below the loan summary, there is a 'Disbursements' section with a table showing a single disbursement of \$10,000.00 on 20240802. The 'Disbursements' table has columns for Disbursement Amount, Disbursement Date, Cancelled Amount, and Cancelled Date. The 'Original Loan Amount' is also shown on the right side of the screen, with a value of \$10,000.00.

Loan Holder	Loan Type	M/F	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount	Disbursed Amount	Cancelled Amount
Advantage US Department of Education Loan Servicing	DP - DIRECT PLUS	True	True	False	Charlotte Lawrence	32949237	20240702	\$10,000.00	\$10,000.00	\$0.00

Disbursement Amount	Disbursement Date	Cancelled Amount	Cancelled Date
\$10,000.00	20240802		

STEP 9. UPLOADING DOCUMENTS



- Return to the *My Loan Repayment* page.
- Click on **MANAGE MY LOANS AND DISBURSEMENTS** for the *Active Loan*.

Education and Incentives

Landing Page / My Loan Repayment : Loans: S1804120346E (523735)

Reminders

Eligibility includes but is not limited to: loan in good standing, loan and disbursement details are added and correct, supporting documents are uploaded, 'Active Loan' contract status, contract requirements are met and maintained, and annual completion of satisfactory service. Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file.

My Loan Repayment Contracts

Eligible anniversary payment dates are scheduled 90 days before the anniversary date based on contract start date for Student Loan Repayment Program (SLRP) and Chaplain Loan Repayment Program (CLRP); or entitlement period start date if a Health Professional Officer (HPO) for Health Professional Loan Repayment (HPLR).

Repayment requires an 'Active Loan' contract status, annual completion of satisfactory service, and a DD Form 2475.

Contract Type	Contract Amount	Contract Number	Contract Issue Date	Contract Signature Date	Contract Start Date	Contract End Date	Contract Status	Lifetime Max	Total Paid	Remaining Lifetime Max
SLRP Generic	\$30,000.00	S1804120346E	20180412	20180412	20180412	20240411	Active Loan	\$30,000.00	\$0.00	\$30,000.00
SLRP Generic	\$30,000.00	S1804120385E	20180412		20180412		Invalid Contract	\$30,000.00	\$0.00	\$30,000.00

Showing 1 to 2 of 2 entries

My Loan Repayment Actions

To review or update loans, add a new loan, review or add disbursements to a loan, or upload loan documents like a promissory note and disbursement statements, click on 'Manage My Loans and Disbursements'.

To review processed payments, payment status, or initiate a request for an anniversary payment click on 'Generate DD 2475 / Manage My Payments'.

		Contract Type	Contract Number	Contract Issue Date	Contract Signature Date	Contract Start Date	Contract End Date	Contract Status
MANAGE MY LOANS AND DISBURSEMENTS	GENERATE DD 2475 / MANAGE MY PAYMENTS	SLRP Generic	S1804120346E	20180412	20180412	20180412	20240411	Active Loan
MANAGE MY LOANS AND DISBURSEMENTS	GENERATE DD 2475 / MANAGE MY PAYMENTS	SLRP Generic	S1804120385E	20180412		20180412		Invalid Contract

Showing 1 to 2 of 2 entries

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STEP 10. CLICK ON UPDATE LOAN



https://selfservice.cms.usar.army.mil/SelfService/RequestIncentive/selfservice

Education and Incentives

Landing Page / My Loan Repayment / Loans: 51804120346E (923735)

Instructions

To review or update loan details and supporting documents click on 'Update Loan'.

To review disbursements or add a disbursement to a loan click on 'Update Disbursements'.

To navigate to the loan repayment main screen click on 'My Loan Repayment' in the top navigation header or left-hand navigation panel.

Loans

To add a new loan click on the "+" icon. You will need loan account details including your promissory note(s) and disbursement statements. Disbursement details and supporting documents will need to be added after the loan is added.

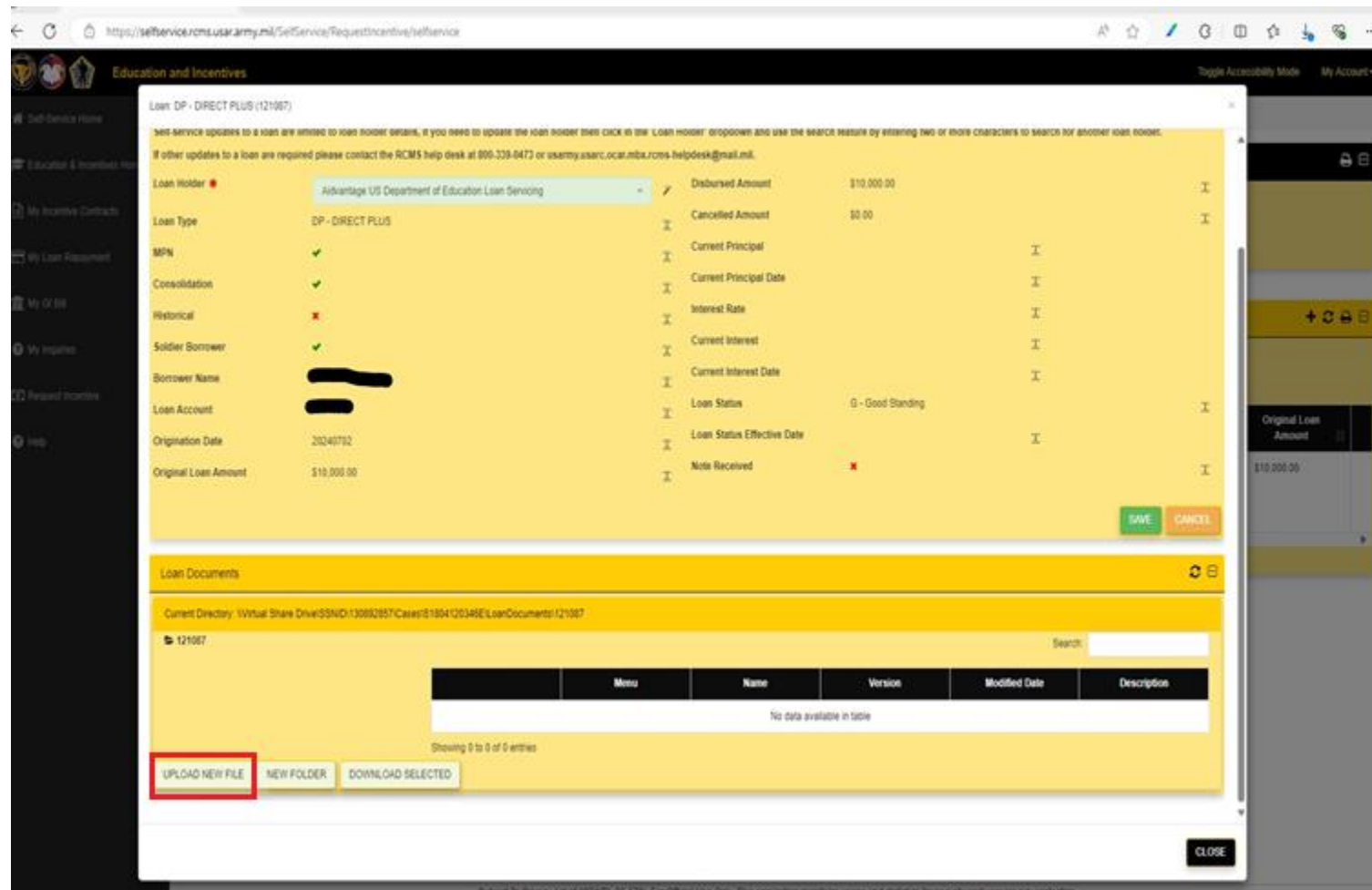
Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file. To review or add documents click on 'Update Loan'.

	Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name	Loan Account	Origination Date	Original Loan Amount
<div>UPDATE LOAN</div> <div>UPDATE DISBURSEMENTS</div>	Advantage US Department of Education Loan Servicing	DP - DIRECT PLUS	true	true	false	Charlotte Laurence	32948237	20240702	\$10,000.00

Showing 1 to 1 of 1 entries

STEP 11. ADD YOUR DOCUMENTATION

- Scroll down to the bottom of the page and upload your loan documents.
- Upload loan account statement with account number, student data sheet, and MPN/PN.
- Label documents appropriate as to what the document is (i.e., MPN, Account Statement, Disbursement Data).



Loan DP: DIRECT PLUS (121067)

Best service updates to a loan are added to loan holder details, if you need to update the loan holder then click in the 'Loan Holder' dropdown and use the search feature by entering two or more characters to search for another loan holder. If other updates to a loan are required please contact the RCMS help desk at 800-338-0473 or usarmy.usar.army.mil/rcms_helpdesk@mail.mil.

Loan Holder	Advantage US Department of Education Loan Servicing	Disbursed Amount	\$10,000.00
Loan Type	DP - DIRECT PLUS	Cancelled Amount	\$0.00
MPN	✓	Current Principal	
Consolidation	✓	Current Principal Date	
Historical	✗	Interest Rate	
Soldier Borrower	✓	Current Interest	
Borrower Name		Current Interest Date	
Loan Account		Loan Status	G - Good Standing
Origination Date	20240702	Loan Status Effective Date	
Original Loan Amount	\$10,000.00	Note Received	✗

SAVE CANCEL

Loan Documents

Current Directory: \\Virtual Share Drive\\SSA\\D130852857\\Cases\\1804120349E\\Loan Documents\\121067

121067

Menu	Name	Version	Modified Date	Description
No data available in table				

Showing 0 to 0 of 0 entries

UPLOAD NEW FILE NEW FOLDER DOWNLOAD SELECTED

CLOSE

STEP 12. GENERATE DD 2475



- Return to the *My Loan Repayment* page and proceed to **GENERATE DD 2475/MANAGE MY PAYMENTS** for the *Active Loan*.
- The next few slides need to be completed to create the DD 2475.
- **Note:** Your loan must be at least one year old upon your anniversary date for a DD 2475 to generate. You must have at least one-year qualifying service.

The screenshot displays the 'My Loan Repayment' page in the USARMC Self-Service portal. The page is titled 'Education and Incentives' and shows the user's loan details for 'Loans: S1804120346E (923735)'. The 'My Loan Repayment Contracts' section lists two contracts: one for 'SLRP Generic' with a status of 'Active Loan' and another for 'SLRP Generic' with a status of 'Invalid Contract'. The 'My Loan Repayment Actions' section provides instructions on how to review or update loans and includes a table with buttons for 'MANAGE MY LOANS AND DISBURSEMENTS' and 'GENERATE DD 2475 / MANAGE MY PAYMENTS'. The 'GENERATE DD 2475 / MANAGE MY PAYMENTS' button is highlighted with a red box.

Contract Type	Contract Amount	Contract Number	Contract Issue Date	Contract Signature Date	Contract Start Date	Contract End Date	Contract Status	Lifetime Max	Total Paid	Remaining Lifetime Max
SLRP Generic	\$30,000.00	S1804120346E	20180412	20180412	20180412	20240411	Active Loan	\$30,000.00	\$0.00	\$30,000.00
SLRP Generic	\$30,000.00	S1804120385E	20180412		20180412		Invalid Contract	\$30,000.00	\$0.00	\$30,000.00

STEP 13. CREATE PAYMENT GROUP (DD 2475)



- Create a Payment Group.
- **Note:** Everything must be correct and verified to create payment schedules.
- Click on the most recent FY **Payment Group** to generate DD 2475.

https://selfservice.rcms.usar.army.mil/SelfService/RequestIncentive/selfservice

Education and Incentives

Landing Page / My Loan Repayment / Payment Schedule: S1804120346E (923735)

Instructions

Payment Groups contain all loans with disbursement(s) eligible for repayment on the anniversary date within a fiscal year (FY): 1 Oct - 30 Sep. To view payment group details or initiate a request for an anniversary payment click on 'Go To Payment Group'. To navigate to the loan repayment main screen click on 'My Loan Repayment' in the top navigation header or left-hand navigation panel.

My Payment Groups

My Payment Groups is a FY summary of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, total paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.

	FY	Principal	Interest	Total	Payment Group Case	Payment Group Status
GO TO PAYMENT GROUP	2022				S1804120346E FY2022	Cancelled
GO TO PAYMENT GROUP	2023				S1804120346E FY2023	Cancelled
GO TO PAYMENT GROUP	2024				S1804120346E FY2024	Cancelled

Showing 1 to 3 of 3 entries

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STEP 14. GENERATING PAYMENT GROUP (DD 2475)



- Click on **Generate DD 2475**.
- RCMS will generate a PDF, service member will acknowledge the date and sign Block 2F.
- Do not generate DD 2475 until MPN, Promissory Note, Student Aid Data Sheet, and Account Statement have been uploaded.**

https://selfservice.rcms.usar.army.mil/SelfService/RequestIncentive/selfservice

Education and Incentives

Landing Page / My Loan Repayment / Payment Schedule: S1804120346E (923735) / Payment Group: S1804120346E FY2022 (Cancelled)

Payment Summary

FY summary of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, total paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.

FY	Principal	Interest	Total	Payment Group Case	Payment Group Status
2022				S1804120346E FY2022	Cancelled

Showing 1 to 1 of 1 entries

Instructions

Loans with a 'Soldier Update / Print DD 2475' payment status can be initiated for an anniversary payment. To generate a DD Form 2475 click on 'Generate DD 2475'.

To navigate to the payment schedule main screen click on 'Payment Schedule' in the top navigation header.

To navigate to the loan repayment main screen click on 'My Loan Repayment' in the top navigation header or left-hand navigation panel.

My Loan Payments

My Loan Payments is the FY detail of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.

	Loan Holder	Loan Type	Loan Account	Origination Date	Original Loan Amount	Unpaid Principal	Accrued Interest	Principal Payment	Interest Payment	Payment Status
GENERATE DD 2475	Navient	CLP - Consolidated Loan Program (Old Version)	9406843684	20200815	\$6,500.00					Cancelled

Showing 1 to 1 of 1 entries

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WHAT DO I DO WITH MY DD 2475?

- Generate the DD 2475 from RCMS.
- Acknowledge the date.
- Sign Block 2F.
- Send directly to lender(s).
- Lender sends completed DD 2475 to Pay Processing team (Address is in Block 1 of the DD 2475).
- Request a copy of the DD 2475 from lender(s) for your record.
- Reach out to USARC G1, 30 business days after lender confirms the completed DD 2475 has been sent to the address in Block 1.

CONTACT INFORMATION



For Technical Issues w/RCMS-Self Service

usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil (RCMS Help Desk questions ex. I am having trouble loading my loans.)

For Policy/General Questions

usarmy.usarc.usarc-hq.mbx.education-slrp@army.mil (Policy questions ex. Am I eligible for SLRP even though I am a miltech?)

For Information on USARC SLRP-CLRP-MGIB Incentives

[STUDENT & CHAPLAIN LOAN REPAYMENT PROGRAM \(sharepoint-mil.us\)](#)

For Information on All USARC Incentives

[U.S. ARMY RESERVE INCENTIVES PROGRAMS \(sharepoint-mil.us\)](#)

For General Questions about Army Reserve MGIB

usarmy.knox.hrc.mbx.tagd-mgib@army.mil