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RGM Memo

Date: July 3, 2014
To: School Owners, CEO's, or President
RE: Electronic Campus Based User Registration for eSignature

Please read the information below which recently came in the IFAP regarding the registration requirements for access to the eCampus-Based (eCB) web site to complete the eSignature for your FISAP submission.

This requirement applies to the The Chief Executive Officer (CEO), (e.g., President, Chancellor, Owner) as designated in a school's Program Participation Agreement (PPA) is the only person authorized to sign the forms available within the eCB Web site. He or she will also be the only person authorized to complete the eSignature process.

If you, the owner, president or CEO has an FSA User I.D. and Token, but does NOT have access to the (eCB) Electronic Campus Based Website, please contact Lidia Swoopes in our accounting department with any questions you may have lidia_swoopes@rgmsms.com or call 323-730-8700 ext. 212.

There are several steps that need to be taken in order for you, the president, chancellor, owner, CEO, need to complete for the registration process for eSignature for the Fiscal Operations Report and Application if you currently DO NOT have an FSA User I.D. and Token.

Electronic Signature Available August 1, 2014

We are pleased to announce that an electronic signature (eSignature) option is being added to the eCampus-Based (eCB) Web site. eSignature allows schools to electronically sign and submit the signature pages for the Fiscal Operations Report and Application to Participate (FISAP), Lobbying Form, Work Colleges Application Form, Work Colleges Expenditure Report, and Expenditure Report for Title IV Aid to Students with Intellectual Disabilities. eSignature will eliminate the need for schools to send hard copy signature documents printed from the eCB Web site to the Department of Education. eSignature will be available beginning August 1, 2014 and eSignature instructions will be available through a link on the eCB Login page and through the Help tab within the eCB Web site.

The Chief Executive Officer (CEO), (e.g., President, Chancellor, Owner) as designated in a school's Program Participation Agreement (PPA) is the only person authorized to sign the forms available within the eCB Web site. He or she will also be the only person authorized to complete the eSignature process.

Note: The CEO/President/Chancellor at a school using the eSignature process must be enrolled as an eCB Web site user, have an FSA User ID and password, and receive and register a TFA token. Information about completing these steps is below.

Additional information about eSignature as well as information about the final FISAP form, instructions, and Desk Reference will be provided in a separate electronic announcement posted to the Information for Financial Aid Professionals (IFAP) Web site.

eCB User Registration

Beginning August 1, 2014, if a school has a user who needs access to the eCB Web site, the user must first register as an eCB user. The required steps to complete this registration may be different depending on whether or not the user already has an FSA User ID.

New eCB Users without FSA User ID

Enrollment as an eCB Web site user is completed using the **Registration** link on the eCB Web site login screen.

How to Navigate to the Registration Link on the eCampus-Based Web site login screen:

1. Access the eCB Web site at <https://cbfisap.ed.gov>.
2. Click on the Login button in the middle of the page.

The screenshot shows the top of a web browser window with the address bar containing <https://cbfisap.ed.gov/ecb/CBSWebApp/>. The page header features the Federal Student Aid logo on the left and the text "START HERE GO FURTHER FEDERAL STUDENT AID" in the center. To the right, a dark blue banner contains the text "The eCampus-Based System" in yellow. Below the header, a white box contains the following text: "This site has been found to be compliant by the U.S. Department of Education in support of its obligations under Sections 504 and 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 794d, for the current School Year (2014-15) application." Below this is contact information for the Campus-Based Call Center. A navigation bar contains links for "Campus-Based Program Materials", "Other Links", "Privacy Policy", "Contacts", "Q&As", "FISAP Desk Reference", "FISAP Form", "FISAP Instructions", "Title III/V", and "Contact Us". A red warning message follows, stating that the site is a U.S. Department of Education computer system and that unauthorized access is prohibited. Below the warning is a paragraph explaining the FISAP form and the site's purpose. At the bottom, a yellow button labeled "Login" is visible.

A login screen titled "Login – The eCampus-Based System" is displayed.

There are several links displayed immediately below the screen title. The **Registration** link is the second one from the left.

Detailed guidance concerning the Registration process is provided in the eCB Self Registration Guide available from the **Registration Help** link located to the left of the **Registration** link.



[Return to Login](#)

Confirming Your Identity

We need some personal information from you to create an identity. If you populate your registration forms with your current access rights. Please at

Existing Users : [Enter information as it appears on your Participation Man](#)

Your First Name*:

Your Last Name*:

Your Date of Birth (MMDDYYYY)*:

Last four digits of Social Security Number*:



Required fields are marked with an *

Once you submit they will be emailing the user FSA ID.

The school owner, president, CEO or person listed on the PPA must request a token once the FSA ID has been issued.

Tokens may be requested by emailing the following address. Include your school OPEID number in the request.

TFA_communication@ed.gov

Thank you,

Rafael