

MEFA Online System – College Administrator Access

This form may be used to add, modify, or remove user profiles. Please fill in all required fields for each access request.

- ❖ View Only access to MEFA Alternative Loans = View/Download Online Status and Disbursement Rosters for all active MEFA Loans
- ❖ Certify access to MEFA Alternative Loans = Certify MEFA Alternative Loans and View/download Online Status for all active MEFA Loans and Online Disbursement Rosters

Security Requirements:

Name and Title(Required)	Phone (Required)	Individual Email Address (Required)	MEFA Alternative Loans (Required – Please Choose ONE)	Login ID (if already established)	Delete User Access?
			<input type="checkbox"/> VIEW ONLY <input type="checkbox"/> CERTIFY <input type="checkbox"/> NO Access		
			<input type="checkbox"/> VIEW ONLY <input type="checkbox"/> CERTIFY <input type="checkbox"/> NO Access		
			<input type="checkbox"/> VIEW ONLY <input type="checkbox"/> CERTIFY <input type="checkbox"/> NO Access		

General School Information:

School Name: _____

Authorizing Officer(e.g. Director of Financial Aid)

Name (Please print): _____

Signature: _____

Federal School Code: _____

(6 digits required/please include additional 2 digit branch code if applicable)

Title: _____

Date: _____

Please fax this form to MEFA at (617)261-9765 attn: Meg Villavicencio. If you have any questions, please contact Meg Villavicencio at 800-842-1531 X 4814 or send an email to mwillavicencio@mefa.org. Thank you!