

# Loans Portal Guide

for Students  
GBP 2024



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Questions? Please reach out to us at: [usloans@convera.com](mailto:usloans@convera.com)

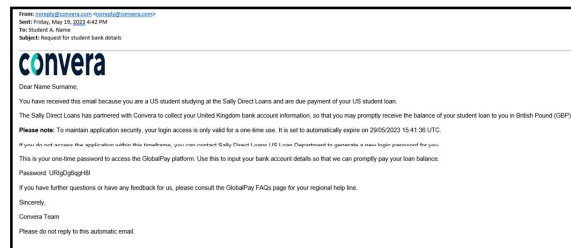
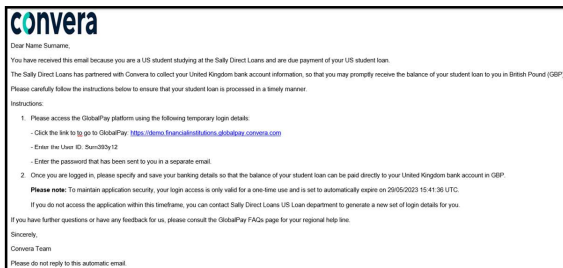
## Loans Portal Student View

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.

- Two emails from [noreply@convera.com](mailto: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.



- 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** PRINT

1 Beneficiary Details      2 Beneficiary Address      3 Bank Account Details      4 Payment Options      5 Submit & Review

**Beneficiary Details**

Beneficiary Name	Beneficiary Type	Bank Country	Currency	Familiar Name	Payer ID	
Name Surname		United Kingdom	British Pound	Name Surname	222222	EDIT

**Beneficiary Address**

Address

UK address EDIT

**Bank Account Details**

IBAN/Account Number	Currency	Bank Name	Address	SWIFT Code	Sort Code	
	British Pound		United Kingdom			EDIT

**Payment Options**

Payment Purpose EDIT

ADD CORRESPONDENT BANK CONFIRM

- 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	
	British Pound		United Kingdom			<b>EDIT</b>

- 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		Search by IBAN		Enter Bank Details Manually	
Show 10 per Page ▾					
	Bank Name	SWIFT Code	Routing Code	Address	
⌵	SANTANDER UK PLC	ABBYGB2LXXX	090217	BRIDLE ROAD	<b>SELECT</b>

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

Bank Account Details					
Search by Bank Detail		Search by IBAN		Enter Bank Details Manually	
Account Number *	Bank Name *	Street Address	City		
<input type="text"/>	SANTANDER UK PLC	BRIDLE ROAD	LIVERPOOL		
County	Post Code	SWIFT Code	Sort Code		
MERSEYSIDE	L69 3TH	ABBYGB2LXXX	090217		
CANCEL & START AGAIN				BACK <b>NEXT</b>	

- 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	
	GBP		United Kingdom				<b>EDIT</b>

Payment Options	
Payment Purpose	<input type="text" value="Loan Disbursement"/>
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

<input type="button" value="ADD CORRESPONDENT BANK"/>	<input type="button" value="CONFIRM"/>
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- When you have finished entering the information correctly, and clicked CONFIRM, a message will display indicating success.

1 Beneficiary Details
2 Beneficiary Address
3 Bank Account Details
4 Payment Options
5 Submit & Review

**Beneficiary Details**

Beneficiary Name	Beneficiary Type	Bank Country	Currency	Familiar Name	Payer ID	
Name Surname		United Kingdom	British Pound	Name Surname	222222	<small>EDIT</small>

**Beneficiary Address**

Address	
UK address	<small>EDIT</small>

**Bank Account Details**

IBAN/Account Number	Currency	Bank Name	Address	SWIFT Code	Sort Code	
.....	GBP	SANTANDER UK PLC	BRIDLE ROAD, LIVERPOOL, MERSEYSIDE, L30 4GB, United Kingdom	ABBYGB2LXXX	090321	<small>EDIT</small>

**Payment Options**

Payment Purpose	
Loan Disbursement	<small>EDIT</small>

ADD CORRESPONDENT BANK
CONFIRM

Edit Beneficiary

x

<small>Beneficiary Status</small>	<small>Description</small>
✔ Success	Your information has now been submitted to your institution for payment processing.



For more information

[convera.com](https://convera.com)

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