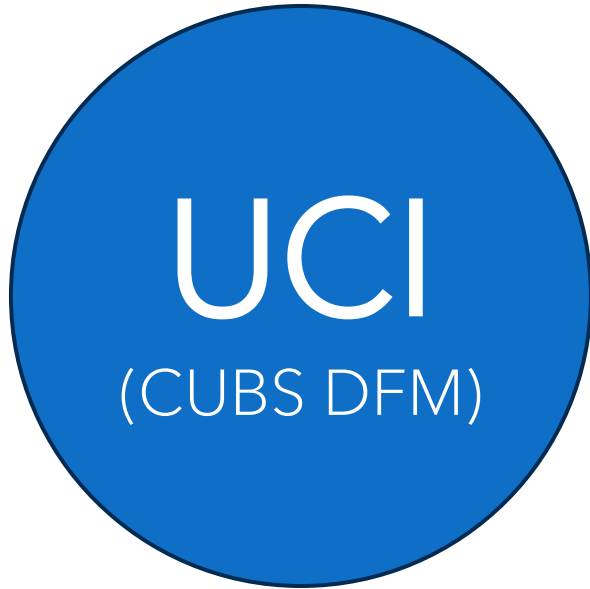


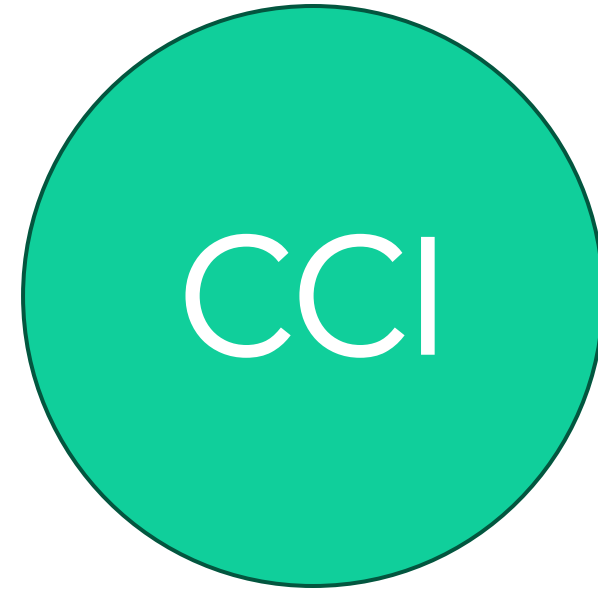
University Certification File Options



University Certification Inbound

Best for users who are looking for:

- Establishing accounts with streamlined information



Client Certification Inbound

Best for users who are looking for:

- More versatile bucket functionality

Certification File Contents

	UCI – University Cert IB	CCI – Client Cert IB
File format	Tab delimited	Comma delimited
Required file naming convention	N/A (Recommend including Client ID & Date)	CCI_IB_{Client ID}_YYYYMMDD.csv
Header record with field names required	✓	✓
Available account identifiers - DRL, CRN, Creditor ID	✓	✓
Available debtor identifiers - SSN, Name, Address, Phone, Birth Date	✓	✓
Bankruptcy flag available	✓	✓
Available buckets	<ul style="list-style-type: none"> Principal 	<ul style="list-style-type: none"> Principal Certified Interest Penalty – AGO interest & collection fees will not accrue on this bucket
Up to 20 Cert Reason fields for additional info	✓	✓
Certify co-owners as responsible for account	N/A	✓
Total number of fields available	37	176



Required Fields

Collapsed repeating cells to save room on presentation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	•	•	AJ	AK
1	DM Creditor Short Name	SSN	CRN	DRL	Last Name, First Name Middle	Address 1	Address 2	City	State	Zip code	Phone number	Birth date	Employer Phone	Amount of principal due	Bankruptcy indicator	Bankruptcy Flag Date	Reason 1	Reason 20	Period End		

Four fields are required for account creation:

- DM Creditor Short Name, CRN, Name, Amount of principal due

Additional Information Requested:

- SSN will make your accounts eligible for the state refund offset program
- Valid address to send certification notice
- Phone number
- Certification reasons so our representatives can explain why the account is owed
- Birth date helps us with skip tracing



Required Fields

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Client ID	SSN/EIN	CRN	DRL	CRN2 / Invoice #	Commercial Flag	Last Name / Business Name	First Name	Middle Name	Suffix	Address Line 1	Address Line 2	City	State	Zip	County	Country	Home Phone	Work Phone	Cell Phone	Birth Date	Deceased Date
	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI									
1	Total Certification Amount	Principle Amount	Interest Amount	Penalty Amount	Restitution Amount	Court Cost Amount	Surcharge Amount	Period / Cohort Year	Bankruptcy Flag	District # / OAKS Fund #	Debt/Loan Type	Legal Hold Flag	Government/Local E									
	AJ	AK	AL	AM	AN	AO	AP	BI	BJ	BK	BL	BM										
1	Entity Address Line 1	Entity Address Line 2	Entity City	Entity State	Entity Zip	Entity Phone	Reason 1	Reason 20	Number of Co-Owners	Co-Owner1 Commercial Flag	Co-Owner1 Last Name / Business Name	Co-Owner1 First Name										
	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX											
1	Co-Owner1 Middle Name	Co-Owner1 Suffix	Co-Owner1 SSN	Co-Owner1 Address Line 1	Co-Owner1 Address Line 2	Co-Owner1 City	Co-Owner1 State	Co-Owner1 Zip	Co-Owner1 County	Co-Owner1 Country	Co-Owner1 Home Phone											
	BY	BZ	CA	CB	FH	FI	FJ	FK	FL	FM	FN	FO	FP									
1	Co-Owner1 Work Phone	Co-Owner1 Cell Phone	Co-Owner1 DOB	Co-Owner2 Commercial Flag	Co-Owner6 DOB	Patient Name	Patient SSN	Patient Address	Patient City	Patient State	Patient Zip	Patient Phone	Patient DOB									
	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG					
1	Admit Date (In Hosp)	Discharge Date (Out Hosp)	Name of Hospital	Last Statement Date																		

The amount in these fields must sum to the 'Total Certification Amount'

Manual File Creation – How to Save in Correct Format

1. Start with an individual sheet in an Excel workbook with the headers of your chosen format in the first row.

	A	B	C	D	E	F	G	H	I
1	Client ID	SSN/EIN	CRN	DRL	CRN2 / Invoice #	Commercial Flag	Last Name / Business Name	First Name	Middle Name
2									
3									
4									
5									
6									
7									
8									
9									

Leave the labels in first row when saving the file - a header record is expected by both these interfaces.

2. Once account information is complete, select File > Save As.

UCI – save as tab delimited file	CCI – save as comma delimited file
<p>File name: ClientID_04172026</p> <p>Save as type: Text (Tab delimited)</p>	<p>File name: CCI_IB_ClientID_20260417</p> <p>Save as type: CSV (Comma delimited)</p>

Certification Files

UCI primary design document: layout with field lengths/formats



Excel screenshot showing a spreadsheet for UCI - University Certification Inbound. The spreadsheet includes a header section, a KEY section, and a table titled 'DETAIL RECORD FILE MAPPING'.

Field#	Field Name	Length	Format	Comments
1	DM Creditor Short Name	96	Y	Text This is your identification number use Please ask the AGO for your Cred
2	Individuals Social Security Number	11	N	Text 3XX-XX-XXXX SSN's must have "-" between the appropriate CH I do use some clients that do NOT have ETL will need to parse This number is what you use to do specific number does not exist. CH Some clients have leading zeros, use right zeros, so 10
3	Client Reference Number	20	Y	Text



Also available:
sample template with header record included

CCI primary design document: layout with field lengths/formats



Excel screenshot showing a spreadsheet for Client Certifications Inbound (CCI) File Layout. The spreadsheet includes a header section, a NOTES section, and a table titled 'DETAIL RECORD FILE MAPPING'.

Field#	Field Name	Length	Format	Comments	
1	Client ID	8	Text	N	AG Client ID
2	SSN/EN	11	000000000	N	ETL will remove all high business clients Max length is 11 if not combined before, 4 digit
3	Client Reference Number (CRN)	40	Text	Y	When Creditor Group = BNC, also map to Debtor
4	Debtor Reference Line (DRL)	20	Text	N	When Creditor = USTAR, also map to Debtor
5	CRN2 Processor #	40	Text	N	
6	Commercial Flag	1	Y/N	N	
7	Last Name / Business Name	128	Text	Y	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"
8	First Name	64	Text	N	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"
9	Middle Name	64	Text	N	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"
10	Suffix	16	Text	N	
11	Address Line 1	128	Text	N	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"
12	Address Line 2	128	Text	N	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"
13	City	64	Text	N	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"
14	State	20	Text	N	Will also map to Lien Demo UDF when Field 1 "Client ID" is "Commercial Flag" = "N"

Also available:
sample template with header record included



University Certification File Options