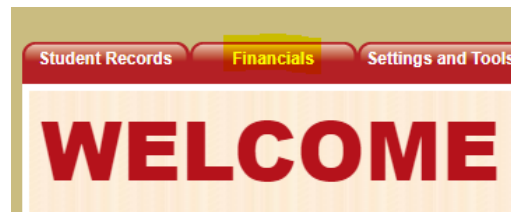


## How To Accept/Decline Federal Loans Online (Graduate and Online Students)

1. Log into your WebAMC portal: <https://webamc.annamaria.edu/>

The login page for Anna Maria College's WebAMC portal. It features the college's name at the top, followed by the WebAMC logo. A message states, "You must log in to access the requested resource". Below this are input fields for Username and Password. The Username field has an example of "100412345" and a note that students use their Student ID number. The Password field has an example of "012799" and a note that the password is the user's date of birth in MMDDYY format (e.g., January 27, 1999 would be 012799). There is a "Click for help" link and a "Submit" button.

2. Click on the "Financials" tab and select "Accept/Decline Awards"



3. Use the drop-down menu to select the current award year

The "Accept/Decline Awards" page in the WebAMC portal. It shows the "Financials" tab selected. The page title is "Accept/Decline Awards". Below the title, there is a "Change" link and current filter settings: "Person: [redacted]", "Term: 2023U1: Summer 2023", "Dept: Crse:", "Sect:", "App. Year: 2022". There is a drop-down menu for "Award Year" with a yellow highlight on the "2022" option.

4. Use the checkboxes next to each loan type to accept or decline the offer
  - a. \*\*Please note that you must decline all unsubsidized loan funding before reductions can be made to subsidized loans. Subsidized loans are the most affordable option for students, as interest will not accrue while you are enrolled at least half time

A screenshot of the "Accept/Decline Awards" page showing the "Award Year" drop-down menu set to "Award Year 2023". Below the menu, there is a section titled "Not Yet Accepted or Declined" with a table of checkboxes for accepting or declining loans. The table has columns for "Accept All", "Decline All", and "Term". The "Term" column lists "Fall" and "Spring". The "Accept" and "Decline" checkboxes are highlighted with yellow boxes.

- If you would like to reduce the amount of loan funding offered for a term, use the “Change Amount” boxes to the left to indicate the amount plan to use

Not Yet Accepted or Declined							
Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	Fall 2023	1	Non Need Based Loan	Fed. Unsub.Stafford Loan	\$10,250.00	
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2024	1	Non Need Based Loan	Fed. Unsub.Stafford Loan	\$10,250.00	
Total:						\$20,500.00	

- When you are satisfied with your entries, select “Accept/Decline/Change Financial Aid” at the bottom of the screen

Student Records
Financials
Settings and Tools

## Accept/Decline Awards

Change
Current filter settings: Person: ████████ Term: 2023U1: Summer 2023 Dept: Crse: Sect: App. Year: 2022

Award Year: Award Year 2023

Not Yet Accepted or Declined							
Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	Fall 2023	1	Non Need Based Loan	Fed. Unsub.Stafford Loan	\$10,250.00	
Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2024	1	Non Need Based Loan	Fed. Unsub.Stafford Loan	\$10,250.00	
Total:						\$20,500.00	

[Latest Award Letter](#)
Accept / Decline / Change Financial Aid

- To make additional changes to your loans after selecting the “Accept/Decline/Change Financial Aid” button, please contact the financial aid office directly at 508-849-3366 or [financialaid@annamaria.edu](mailto:financialaid@annamaria.edu)