

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 two input fields: "Username" with an example of "100412345" and a note that students use their Student ID number, and "Password" with an example of "012799" and a note that the password is the date of birth in MMDDYY format (e.g., January 27, 1999 would be 012799). A "Click for help" link is provided, and a red "Submit" button is at the bottom.

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. It shows a navigation bar with "Student Records", "Financials", and "Settings and Tools". The main heading is "Accept/Decline Awards". Below this, there is a "Change" link and "Current filter settings: Person: [redacted] Term: 2023U1: Summer 2023 Dept: Crse: Sect: App. Year: 2022". A drop-down menu for "Award Year" is set to "2022".

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" set to "2023". Below the filter settings, there is a section titled "Not Yet Accepted or Declined". It contains a table with checkboxes for "Accept All", "Decline All", and "Term". The "Accept" and "Decline" checkboxes are highlighted in yellow.

Accept All	Decline All	Term
<input type="checkbox"/>	<input type="checkbox"/>	Fall
<input type="checkbox"/>	<input type="checkbox"/>	Spring

- 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

[Accept / Decline / Change Financial Aid](#)

[Latest Award Letter](#)

- 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