

Dlenote.ed.gov

Click: Complete the New MPN for Student Loans

Pop-Up will say: "You have selected Complete New MPN for Student Loans. This is the correct choice if you are taking out a loan to pay for your own education. Click OK to proceed"

Click: OK

Select: Graduate PLUS button & Click Continue

Complete NEW MPN for GRADUATE PLUS LOANS

This screen lists the steps required to complete a Promissory note. (STEPS 1-9)

\*\*note: AOL users should click on the "AOL Users link" for important information

\*\* As of December 26, 2004, the PIN requirements have changed. If you have not updated your information already, please visit the [PIN Site](#) to review the requirements and update your profile.

Click: Proceed to eMPN Login

Step 1: Student Authentication Network

Confirms the borrower's identity by entering the following information:

SSN # // 1<sup>st</sup> 2 characters of the last name // Date of Birth // PIN #

Click SUBMIT

Step 2: Disclosure and Consent for Graduate PLUS MPN

Click the "I agree to use an electronic MPN and have the required hardware & software" box // Click Continue

Step 3: Provide Name & School

Fill in Name & School Location (State) // Click Continue

Select School Name from Drop Down list// Click Continue

Review information// Click Continue

Step 4: Complete MPN

Fill out all required information: Permanent Address, Contact Information, Employer Information, References (2)

**Step 5: Review Draft MPN**

Review document, if correct CLICK "I have reviewed the information about me on this Master Promissory Note" // CLICK continue

**Step 6: Sign Your MPN**

Read the Promise to Pay, Enter First, MI, & Last Name// CLICK Submit Signature button

**Step 7: Review Signed MPN**

Review completed contents. Write down Confirmation Code // CLICK Continue

\*\*note: Your Confirmation Code is at the bottom of the last page of your signed MPN. Link to "Review Signed MPN [html]" is on this page

Enter Confirmation Code // CLICK Continue

**Step 8: Confirm Acceptance of MPN Terms & Submit MPN**

Read this page // CLICK Submit Note

**Step 9: Success! Now Print Your MPN**

Print or Save a copy of your MPN for your records// CLICK Done