DIRECT PLUS LOAN FOR PARENTS MASTER PROMISSORY NOTE INSTRUCTIONS

This guide provides steps for completing the Direct PLUS Loan for Parents Master Promissory Note.

After you receive confirmation of eligibility, click **Complete MPN** in the left navigation menu to begin filling out the Master Promissory Note for the Parent PLUS Loan.

Under the **PLUS MPN for Parents** section, click the **Complete PLUS MPN for Parents** link.
Complete Steps 1 through 4 of the application process by entering all required information.

**STEP 1:** Information

**STEP 2:** References

**STEP 3:** Terms and Conditions

**STEP 4:** Review and Sign

**STEP 1: INFORMATION**

Step 1 requires the following information for borrower and student:

A. Borrower's citizenship and driver license information

B. Borrower's permanent address

C. Borrower telephone and email address

D. Borrower's employer information

E. Student's information

F. School's information

When all fields have been completed, click **Continue**.
**STEP 2: REFERENCES**

Step 2 requires information for references.

A. Information for Reference 1

B. Information for Reference 2

When all fields have been completed, click **Continue.**
**STEP 3: TERMS AND CONDITIONS**

Step 3 requires acknowledgement and agreement of the terms and conditions.

A. Review **Section D**, Borrower Request, Certifications, Authorizations, and Understandings

B. Review **Section E**, Promise to Pay; **Section F**, MPN Terms and Conditions; and **Section G**, Important Notices

C. Review and check the box in **Section H**

When all fields have been reviewed and checked, click **Continue**.
**STEP 4: REVIEW AND SIGN**

Step 4 requires final review of borrower, student, and references information, as well as official endorsement of MPN.

A. Review **Borrower Information**.

B. Review the **Student and School Information**.

C. Review contact information under the **References** section.

D. Enter borrower **First Name, Middle Initial** (if applicable) and **Last Name**.

When all fields have been reviewed and checked, click **Continue** to submit your PLUS MPN.

A message should appear saying: **Your signature has been authenticated**.

**Important:** Your signature must match your name exactly as you entered it when you applied for your FSA ID. Scroll up to see your name at the top of the page. Enter your name in the signature fields exactly as it is displayed at the top of your MPN application page.

**Note:** These field are case-sensitive.
The next page is a confirmation that your Direct PLUS Loan MPN has been submitted. Note that your Direct PLUS Loan MPN has not been completed until you see this page. Please click the View PDF link to save and/or print a copy of your completed PLUS MPN for your records. If you would like a paper copy of your completed MPN to be mailed to you, click on Completed MPNs under the My Loan Documents section in the navigation menu on the left.