Directions for signing an approved PLUS Loan promissory note:

Go to www.studentloans.gov
   Only the parent who completed the PLUS application can sign the PLUS master prom note. That parent must also use their own federal PIN #. If you need a federal PIN number, you may obtain one at www.pin.ed.gov

Click on the green “Sign In” box under Manage My Direct Loan on the left hand side of the webpage.

Enter the parent applicant’s information.
   The parent will need his or her federal PIN number to access the site.

Click on “complete Master Prom Note- Parent PLUS”.
   • Follow the instructions to complete the MPN.
   • Near the last page of the prom note, click on the HTML version to print a copy of the MPN for your records. YOUR ARE NOT YET DONE.
   • After reading the information, “MINIMIZE” the screen (do NOT CLOSE the screen).
   • After the screen is minimized click on “continue”. You will then (and only then) receive the message you have completed the process.

Approximately 24 hours after completing the promissory note, the Parent MPN will drop off the student’s “To Do” list.