



Office of Financial Aid

Direct Loan Information Sheet

If you have Federal Direct Student Loans (Subsidized, Unsubsidized, PLUS, Grad PLUS), the first step to ensuring your funds will be disbursed in a timely fashion includes (you and if applicable your parent) completing an Electronic Master Promissory Note (E-MPN). The EMPN is available at www.dlenote.ed.gov. Completion of the Electronic Master Promissory Notes will eliminate you having to sign in the future as this note is good for a period of ten years.

An electronic MPN can be completed in 11 steps. The information below demonstrates how the electronic MPN process works. We estimate that it will take 30 minutes to complete the electronic MPN process. Make sure you allow enough time to complete the entire process in a single session. If you exit this web site before submitting your signed MPN in Step 10 and return later, you'll have to start over beginning with Step 1.

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| Step 1 | PIN Registration |
| Step 2 | Disclosure and Consent |
| Step 3 | Provide Name and School |
| Step 4 | Read Borrower's Rights and Responsibilities Statement |
| Step 5 | Read Addendum |
| Step 6 | Complete MPN |
| Step 7 | Review Draft MPN |
| Step 8 | Sign Your MPN |
| Step 9 | Review Signed MPN/ Enter Confirmation Code |
| Step 10 | Confirm Acceptance of MPN Terms and Submit MPN |
| Step 11 | Success! Now Print Your MPN |

If you are a **first time borrower** (never borrowed a loan) under the William D. Ford Federal Direct Loan Program before receiving a student loan, **you must complete an entrance counseling session**. This quick and easy interactive counseling session provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities.

This online entrance counseling session will take about 20-30 minutes to complete and is available at www.dlsonline.com

