



OFFICE OF STUDENT FINANCIAL SERVICES

FEDERAL DIRECT PLUS (PARENT LOAN)

Before receiving a Federal Direct PLUS (Parent Loan), the parent needs to complete a Master Promissory Note. The directions are as follows:

1. Obtain a Federal PIN Number:

The parent borrower will need the PIN number assigned by the Department of Education, upon completion of the FAFSA, to electronically sign the Federal Direct PLUS Master Promissory Note. Your Federal PIN number substitutes as your signature while signing online documents. If you do not have a Federal PIN number, you must apply for one at the pin website: www.pin.ed.gov

2. Signing The Federal Direct PLUS (Parent Loan) Master Promissory Note:

- a. Once you have your Federal PIN number, go to www.studentloans.gov
- b. Click on the **green “Sign In” button** to log into your account
- c. At this point you will need to provide your:
 - i. Social Security Number
 - ii. The first two characters of your last name
 - iii. Your birth date
 - iv. Your Federal PIN number

Next, click the “sign in” button

- d. Click on the link **Complete Master Promissory Note**, then select **Parent Plus** on the next page
- e. Provide the necessary information (including the names, addresses, and telephone numbers of two personal references) and carefully read through the terms and conditions of the loan
- f. Print your Promissory Note for your own personal records

You have now completed your Direct PLUS (Parent Loan) Master Promissory Note

3. If you have any questions, Direct Lending has an Applicant Services Department to assist with online forms available from 8:00 a.m. to 8:00 p.m. Eastern Standard time at 1-800-557-7394