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 Student Aid (FSA) ID - This has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites:
   The parent will need the FSA ID, to electronically sign the Federal Direct PLUS Master Promissory Note. Your FSA ID – a user name and password- substitutes as your signature while signing online documents. If you do not have a Federal Student Aid ID, you can create one when logging in to www.studentloans.gov.

2. To complete the Federal Direct PLUS (Parent Loan) Master Promissory Note:
   a. Log in to www.studentloans.gov, MPN must be completed in a single session
   b. Click on the link complete Master Promissory Note, then select PLUS MPN for parent
   c. Provide Personal Information
      - Permanent Address
      - Mailing Address (if different from permanent address)
      - Telephone Number
      - Email Address
      - Alien Registration Number (If you are an eligible non-citizen)
   d. Employer Information
      - Employer Name
      - Employer Address
   e. School Name
   f. Reference Information for two people with different U.S. addresses who have known you for at least 3 years. You may not list the student for whom you are borrowing this loan.
      - Name of each reference
      - Address of each reference
      - Email address for each reference
      - Telephone number of each reference
      - Relationship of each reference to the borrower
   g. Student Information
      - Student first name, middle initial and last name
      - Student social security number
      - Student date of birth
      - Student address
      - Student telephone number
   h. Carefully read through the terms and conditions of the loan. Review, sign and submit. Print your Promissory Note for your own personal records.