Completing the Master Promissory Note for the Parent

**Step 1:**
1. Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Select the "Log In" button

**Step 2:**
1. Enter your (parent) FSA ID username and password
2. If you have not set up a FSA ID username and password, select Create an FSA ID
3. Read the Disclaimer and must Accept in order to move forward

Step 3:

1. Under My Checklists, select “I’m a Parent”
2. Select “Complete Loan Agreement for Parent PLUS Loan (Master Promissory Note)” for you
Step 4:

1. Enter “Borrower Information”
2. Enter “Student Information”
3. Enter “School Information”
Step 6:
Enter two references that do not have the same address as each other then select “Continue”
Step 7:
Verify your information then select “Continue”
Step 8:

1. Answer Number 1 and Number 8
2. Scroll through and read each section
3. Check the “I have reviewed the information....” box
4. Type your name and select “Sign & Submit”
Step 9:

You have completed your MPN once you have received this notice!

Confirmation

You have successfully submitted your MPN.

A confirmation e-mail has been sent to

The school you selected will be notified of your MPN completion within the next 24 hours.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school’s financial aid office.

View, save and/or print a copy of your completed MPN for your records.

Next Steps

- Access PLUS Credit Counseling for more information on PLUS borrowing.

Questions?

- Visit our FAQ page