



**FEDERAL DIRECT LOAN
ELECTRONIC MASTER PROMISSORY NOTE (eMPN)
WORKSHEET**

Following is some basic information that is required in order to generate a Federal Direct Loan Electronic Master Promissory Note (eMPN). It may be helpful to complete this worksheet prior to going to the Direct Loan web site.

- Student's FSA ID Username (or Verified E-mail Address): _____
- Student's FSA ID Password: _____
- To create an FSA ID Username and Password or if you have forgotten them go to:
<https://fsaid.ed.gov>
- Student's driver's license number and state: State _____ Number _____
(For students who do not have a driver's license, enter your state code in both the state and number questions)
- The following reference information is required when completing the eMPN:

Information must be provided for two persons with different U.S. addresses who have known the borrower for at least three years.

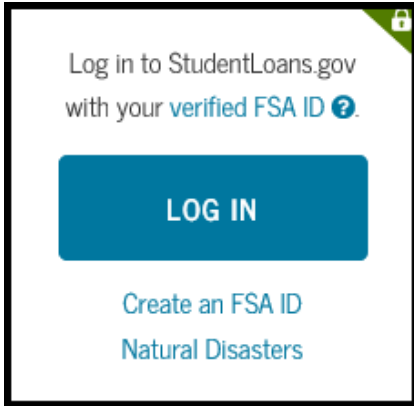
Name _____
Permanent Street Address _____
City, State, Zip Code _____
Area Code/Telephone No. (_____) _____
Relationship to the borrower _____

Name _____
Permanent Street Address _____
City, State, Zip Code _____
Area Code/Telephone No. (_____) _____
Relationship to the borrower _____

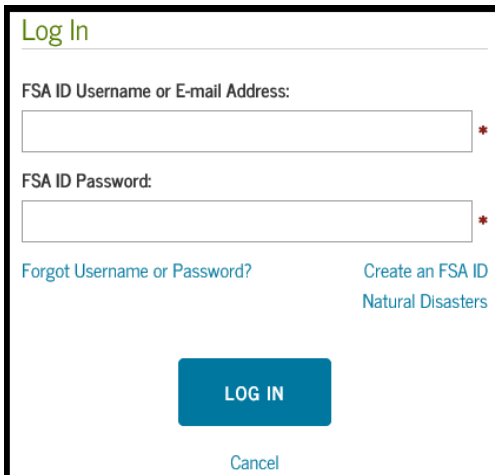
- The eMPN web site address is <https://studentloans.gov>
- The eMPN must be completed in one sitting – an eMPN cannot be saved and completed at a later time
- This worksheet can be kept for personal records. Do not send this worksheet to Marquette

Instructions for filling out the Electronic Promissory Note (eMPN) online

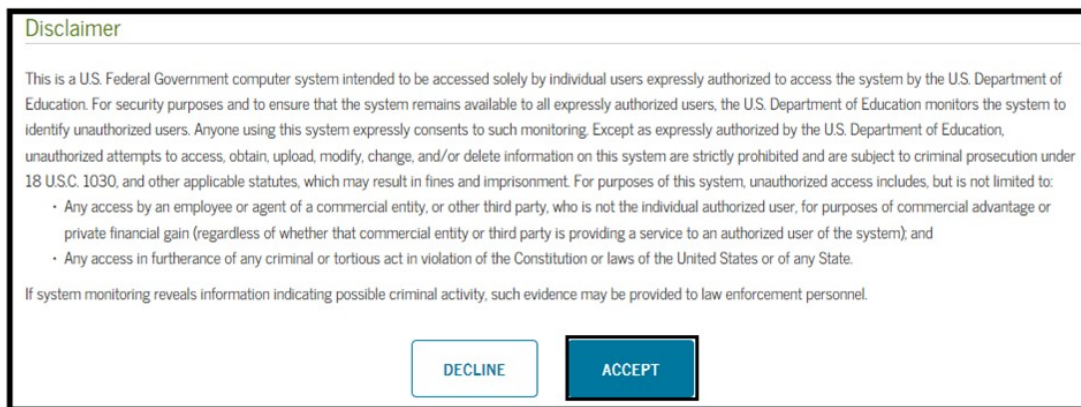
Step 1: Click on “LOG IN”



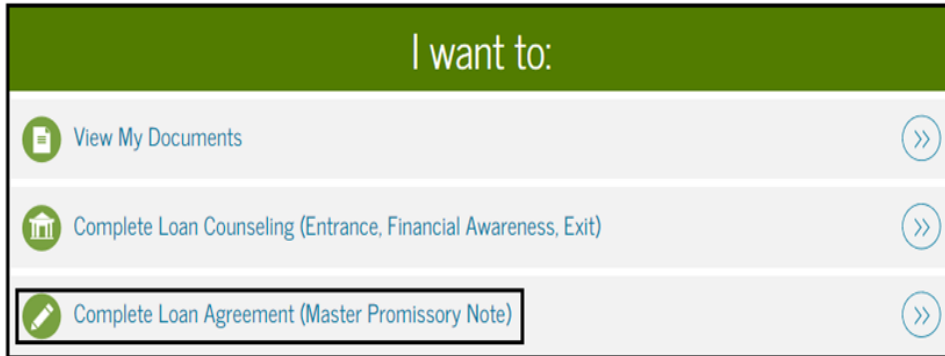
Step 2: Enter FSA ID Username or Email Address and FSA ID Password and then click “LOG IN”



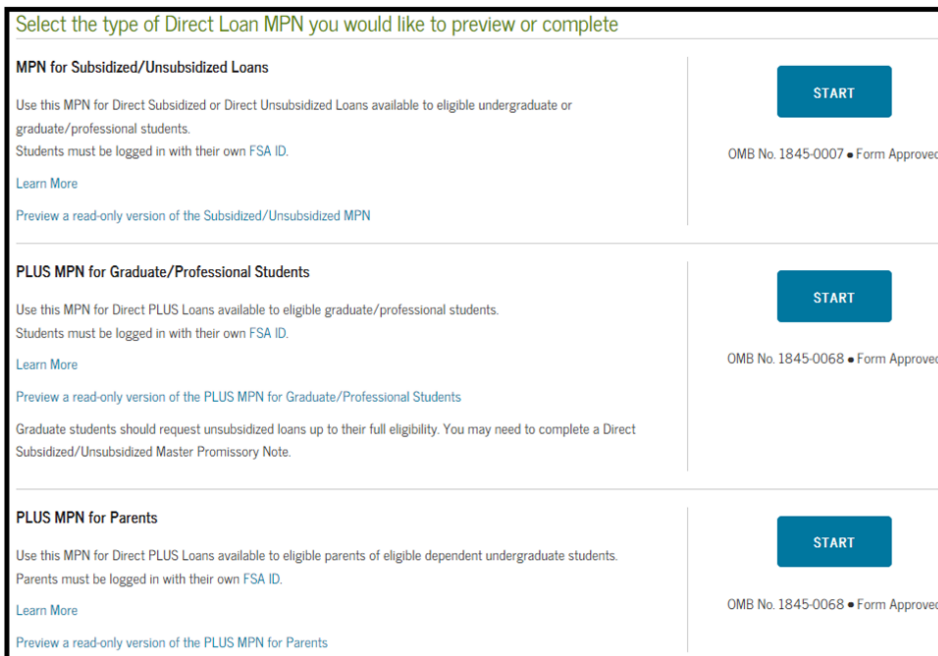
Step 3: Read the Disclaimer and click “ACCEPT”



Step 4 Click “Complete Loan Agreement (Master Promissory Note)” from the list of choices



Step 5: Select the type of loan you are completing the eMPN for



Step 6: Fill in the information as instructed