

## 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):
- To create an FSA ID Username and Password or if you have forgotten them go to: <u>https://fsaid.ed.gov</u>
- 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:

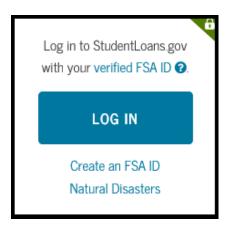
Information must be provided for two persons with different U.S. addresses who have known the borrower for at least three years.

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		

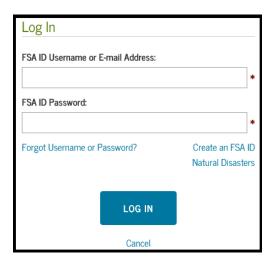
- The eMPN web site address is <u>https://studentloans.gov</u>
- The eMPN must be competed in one sitting an eMPN cannot be saved and completed at a later time
- This worksheet can be kept for personal records. Do not send this worksheet to Marquette

## 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"



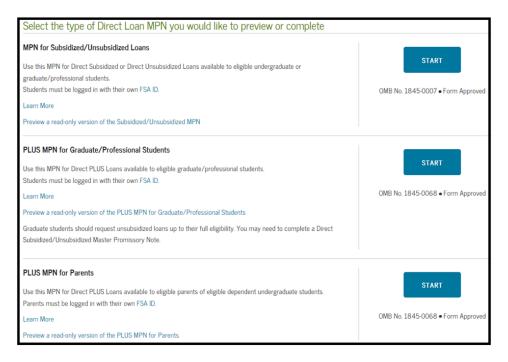
## Step 3: Read the Disclaimer and click "ACCEPT"

Disclaimer
This is a U.S. Federal Government computer system intended to be accessed solely by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 USC, 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to: <ul> <li>Any access by an employee or agent of a commercial entity, or other third party, who is not the individual authorized user, for purposes of commercial advantage or private financial gain (regardless of whether that commercial entity or third party is providing a service to an authorized user of the system), and</li> <li>Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or of any State.</li> </ul>
If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.
DECLINE

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