



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

Following is some basic information that is required in order to execute your Federal PLUS (parent) Loan electronic Master Promissory Note (eMPN). You may find it helpful to complete this worksheet prior to going to the Direct Loan Promissory Note web site.

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

You must provide information for two persons with different U.S. addresses who have known you for at least three years.

Name _____

Permanent Street Address _____

City, State, Zip Code _____

Area Code/Telephone No. (_____) _____

Relationship to you _____

Name _____

Permanent Street Address _____

City, State, Zip Code _____

Area Code/Telephone No. (_____) _____

Relationship to you _____

- The eMPN web site address is <https://studentloans.gov>
- 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”



Log in to StudentLoans.gov

Log In

You now need an FSA ID instead of a PIN to log in. To create an FSA ID click [HERE](#).

If you need assistance, call 1-800-557-7394.

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



FSA ID Username or E-mail Address

FSA ID Password

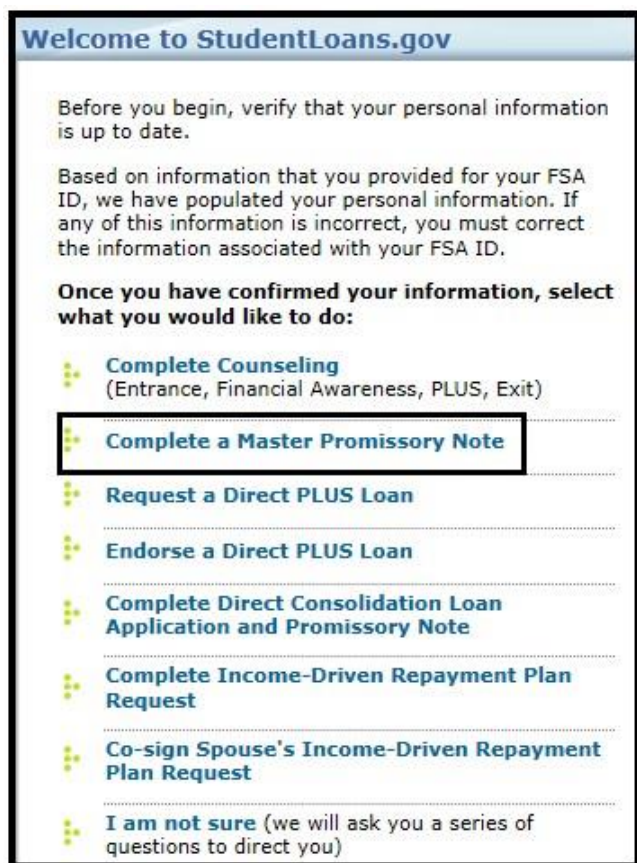
Log In

[Create an FSA ID](#)

[Forgot Username or Password?](#)

For assistance, call 1-800-557-7394.

Step 3: Click “Complete Master Promissory Note” from the list of choices.



Welcome to StudentLoans.gov

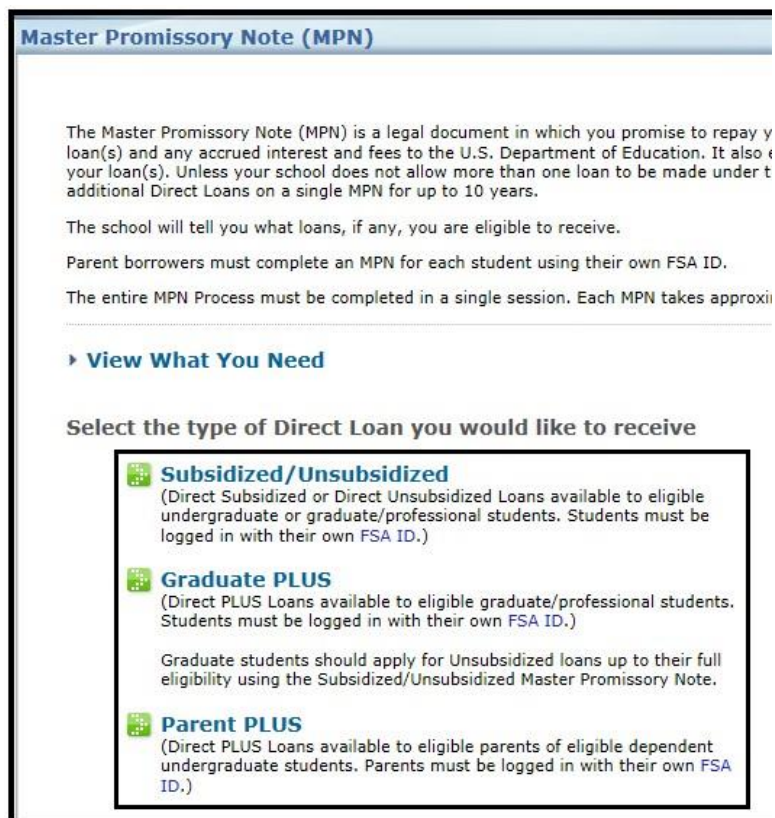
Before you begin, verify that your personal information is up to date.

Based on information that you provided for your FSA ID, we have populated your personal information. If any of this information is incorrect, you must correct the information associated with your FSA ID.

Once you have confirmed your information, select what you would like to do:

- [Complete Counseling](#)
(Entrance, Financial Awareness, PLUS, Exit)
- [Complete a Master Promissory Note](#)**
- [Request a Direct PLUS Loan](#)
- [Endorse a Direct PLUS Loan](#)
- [Complete Direct Consolidation Loan Application and Promissory Note](#)
- [Complete Income-Driven Repayment Plan Request](#)
- [Co-sign Spouse's Income-Driven Repayment Plan Request](#)
- [I am not sure](#) (we will ask you a series of questions to direct you)

Step 4: Select the type of loan you are completing the eMPN for.



Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also covers your loan(s). Unless your school does not allow more than one loan to be made under the additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

Parent borrowers must complete an MPN for each student using their own FSA ID.

The entire MPN Process must be completed in a single session. Each MPN takes approximately 10 minutes.

View What You Need

Select the type of Direct Loan you would like to receive

- Subsidized/Unsubsidized**
(Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be logged in with their own FSA ID.)
- Graduate PLUS**
(Direct PLUS Loans available to eligible graduate/professional students. Students must be logged in with their own FSA ID.)

Graduate students should apply for Unsubsidized loans up to their full eligibility using the Subsidized/Unsubsidized Master Promissory Note.
- Parent PLUS**
(Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be logged in with their own FSA ID.)

Step 5: Fill in the information as instructed.