FEDERAL STAFFORD LOAN
ELECTRONIC MASTER
PROMISSORY NOTE WORKSHEET

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

- Student’s Department of Education PIN: ________________________________

- To apply for or retrieve a forgotten PIN, go to: http://www.pin.ed.gov

- Student’s driver’s license number and state: State _______ Number ____________________
  (For students who do not have a driver’s license, enter the 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 website address is http://dlenote.ed.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 “Sign-In” under “Manage My Direct Loan.”

**Step 2:** Enter identification information and then click “Sign In.”

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

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

**Step 5:** Fill in the information as instructed.