



CHOWAN UNIVERSITY

Steps to Completing the Federal PLUS Loan Master Promissory Note (MPN)

1.) Log into www.studentloans.gov

2.) Once logged in, click Complete MPN, and select Parent PLUS option

The screenshot shows the 'Manage My Direct Loan' interface. On the left, a 'Sign In' button is highlighted with an arrow. Below it, a list of options includes 'Sign Master Promissory Note'. On the right, the 'Master Promissory Note (MPN)' page is displayed. The sidebar menu has 'Complete MPN' selected, and the main content area shows 'Parent PLUS' as the selected loan type.

3.) You will now complete the actual MPN in a four step application process. Be sure to complete all four steps.

The screenshot shows the 'Submit Master Promissory Note (STEP 1) - Personal Information' form. The form is divided into four steps: 1. Personal Information, 2. Personal References, 3. Terms & Conditions, and 4. Review & Sign. The 'Personal Information' step is active, showing fields for Full Name, Social Security Number, Citizenship, Driver's License Number, and Driver's License State. A red asterisk indicates a required field, and a note says 'Make sure to complete all FOUR steps' with an upward arrow.

- At the end, you will have the option to print the actual MPN you have just completed. Master Promissory Notes are forwarded to the school on a daily basis.

If you have any questions, please call us at 1-888-4-CHOWAN.