

MASTER PROMISSORY NOTE (MPN)

Each academic year, a Master Promissory Note (MPN) must be completed. We are pleased to offer two options to complete the MPN: the **Direct Loan Electronic Promissory Note** or **Direct Loan Paper Promissory Note** method. The procedures for both methods are listed below. The *Direct Loan Electronic Promissory Note* is the **preferred** and quickest method.

◆ **Direct Loan Electronic Promissory Note**

- You must have your Personal Identification Number (PIN) to sign the promissory note. If you do not have a PIN, go to www.pin.ed.gov and apply for a PIN. Without your PIN you cannot electronically sign the promissory note and will be unable to complete the following instructions.
- With your PIN, go to <https://dlenote.ed.gov>
- Click on **WHAT YOU NEED**, located on the left side of the screen, to view site requirements.
- Click on **COMPLETE NEW MPN FOR STUDENT LOANS**, located on the left side of the screen.
- A Microsoft Internet Explorer box will appear. It should read, “*You have selected Complete New MPN for Student Loans.*” If so, click **OK**. (If not, click Cancel. You will return to the previous screen where you must click on **COMPLETE NEW MPN FOR STUDENT LOANS**.)
- The **MPN TYPE SELECTION** screen will appear. Select **Subsidized/Unsubsidized** and click **CONTINUE**.
- The **COMPLETE NEW MPN FOR STUDENT LOANS** screen will appear, listing the 11 steps to complete an electronic Master Promissory Note. To be successful, you must complete all 11 steps at one time.

Step 1	PIN Registration
Step 2	Disclosure and Consent
Step 3	Provide Name and School
Step 4	Read Borrower’s Rights and Responsibilities Statement
Step 5	Read Addendum
Step 6	Complete MPN
Step 7	Review Draft MPN
Step 8	Sign Your MPN
Step 9	Review Signed MPN/Enter Confirmation Code
Step 10	Confirm Acceptance of MPN Terms and Submit MPN
Step 11	Success! Now Print Your MPN

- Scroll down to the bottom of the screen. Click on **PROCEED TO PIN SITE REGISTRATION** to access the Student Authentication Network screen, which will confirm your identity and begin the 11 Step process.

A copy of your completed Master Promissory Note will automatically be confirmed and sent by e-mail to the Macomb Community College Financial Aid Office.

◆ **Direct Loan Paper Promissory Note**

- Contact Ms. Nancy Gibson, Coordinator of Financial Aid, at 586.445.7871 to request a paper promissory note and processing instructions.