

Direct Loan Master Promissory Note

Step by Step Instructions

You will need the following items to complete Direct Loan Master Promissory Note (MPN):

- Your address, date of birth, and social security number
- Your FSA ID Username and FSA ID Password
- Driver's License Number (if applicable)
- Names, addresses, and phone numbers of two personal references
 - You must have known the references for at least three years.
 - References cannot share the same address or phone number.

Instructions:

1. Go to <http://www.studentaid.gov>.
2. Hover over the third tab **Complete Aid Process**.
3. Under **Complete Master Promissory Note** select from the following three options:
 - a. Subsidized/Unsubsidized Loan MPN
 - b. Grad PLUS MPN
 - c. Parent PLUS MPN
4. Under the green lined box titled *Complete a Master Promissory Note*, click **Log In To Start**.
5. Enter your FSA ID Username and FSA ID Password.
6. Click **Accept**.
7. Complete the required fields in all 4 sections of the MPN.
 - a. In the first section of the MPN, be sure to select Palm Beach Atlantic University under the *School Information* section.
8. When you have completed either the Subsidized/Unsubsidized, Grad, or Parent MPN you will see a statement informing you that you have successfully completed the process. PBA will be automatically notified within 48 hours of your completion.