

## Steps to Complete Master Promissory Notes

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Sign in with your (student) FSA user ID and password
3. Click “Complete Loan Agreement Promissory Note”
4. Click “Start” to complete “MPN for Subsidized and Unsubsidized Loans”
5. Fill out your personal information & select Francis Marion University as your school.
6. List two (2) references with addresses
7. Read contents
8. Check the box indicating that you have reviewed & understand your MPN
9. Review that your information is correct
10. Type your name as your signature and click submit
11. Click “view, save, and/or print a copy of your completed MPN for your records”

