- 1. Go to <u>www.studentloans.gov</u>
- 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"

