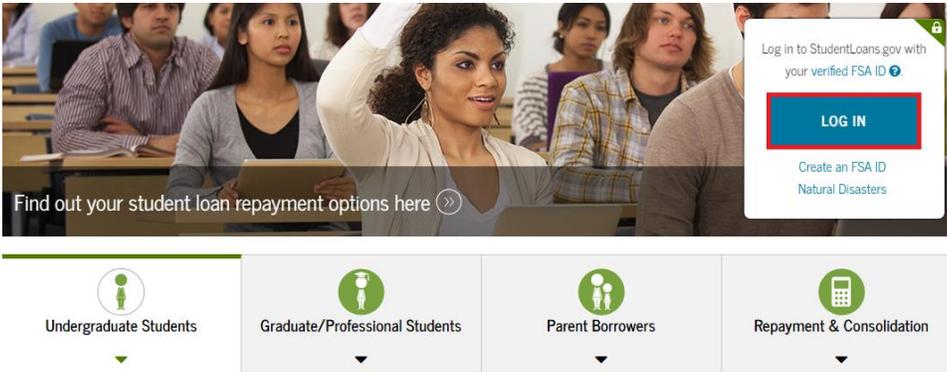


## MASTER PROMISSORY NOTE STEP – BY – STEP FOR PARENT BORROWERS

1. Go to <https://studentloans.gov>
2. **Select *Log In*** (use your created FSA ID and Password to log in)  
*\*\* (if you do not have an FSA ID please select **Create an FSA ID**)*



3. A disclaimer message may pop-up **select *ACCEPT***

### Disclaimer

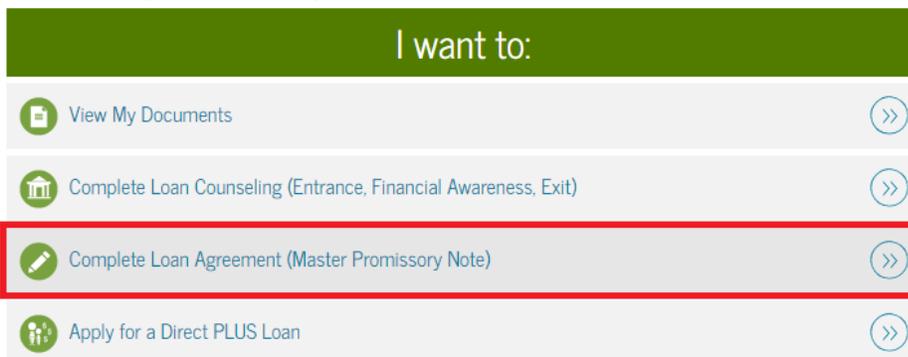
This is a U.S. Federal Government computer system intended to be accessed solely by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual authorized user, for purposes of commercial advantage or private financial gain (regardless of whether that commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or of any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.



4. **Select *Complete Loan Agreement (Master Promissory Note)***



5. **Select PLUS MPN for Parents** (third MPN option)

Select the type of Direct Loan MPN you would like to preview or complete

**MPN for Subsidized/Unsubsidized Loans**

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)

START

OMB No. 1845-0007 • Form Approved

**PLUS MPN for Graduate/Professional Students**

Use this MPN for Direct PLUS Loans available to eligible graduate/professional students. Students must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the PLUS MPN for Graduate/Professional Students](#)

Graduate students should request unsubsidized loans up to their full eligibility. You may need to complete a Direct Subsidized/Unsubsidized Master Promissory Note.

START

OMB No. 1845-0068 • Form Approved

**PLUS MPN for Parents**

Use this MPN for Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be logged in with their own FSA ID.

START

6. You are required to complete the portion under *Borrower information* with an \*

- a. Complete *Permanent Address*
- b. If this is your current address check the box *this is my current mailing address*
- c. It is asked is your mailing address different then your permanent address – if the addresses are not different **select No**. If the address is different **select Yes** and fill out your mailing address

**Borrower Information**

Driver's License State:  Driver's License Number:

**Permanent Address** [More Information](#)

Address (line 1): 29358 154TH AVENUE *	State: IOWA *
Address (line 2): <input type="text"/>	Zip Code: 52079 *
City: ZWINGLE *	Country: UNITED STATES *

This is my current permanent address. If permanent address information is incorrect, update as needed.

Is your mailing address different than your permanent address? [More Information](#)

Yes  No

- d. Under contact information enter your *E-mail Address*, *Confirm E-mail Address*, and your *Telephone Number*

**Contact Information**

E-Mail Address: [More Information](#)  
 \*

Confirm E-Mail Address:  
 \*

Telephone Number:  
 \*

Mobile Phone Number:

7. Complete the *School Information* portion

- a. Under *Select School to Notify* **Select U.S. Schools / U.S. Territory Schools**
- b. Under *Choose a state* **Select Missouri**
- c. Under *Search school by name* type in *Missouri Valley College* (the selected school will appear on the right hand side)
- d. **Select CONTINUE**

School Information

**Select School to Notify**

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

**Choose a state:**

MISSOURI

**Search school by name:**

Missouri Valley College

MISSOURI VALLEY COLLEGE

✓ The school you selected is participating in the electronic Master Promissory Note (MPN) process.

School Name:  
MISSOURI VALLEY COLLEGE

School Code/Branch:  
G02489

School Address:  
500 EAST COLLEGE STREET  
MARSHALL, MO 653403197

[Remove this school](#)

EXIT CONTINUE

8. You are required to complete the portion under *Reference 1 and Reference 2* \*(repeat the same steps for reference 2, using a different reference)

Reference 1

If you have previously completed information for the reference:

- Select -

Name [More Information](#)

**First Name:**

Billy \*

**Last Name:**

Bob \*

**Middle Initial:**

Permanent Address

**Address (line 1):**

500 East College Street \*

**Address (line 2):**

**City:**

Marshall \*

**State:**

MISSOURI \*

**Zip Code:**

65340 \*

**Country:**

UNITED STATES \*

Contact Information

**Telephone Number:**

6608314110 \*

**E-Mail Address:**

**Relationship to You:**

OTHER \*

Aunt \*

9. Review and edit if needed *Borrower Information, School Information, Reference Information*  
a. To edit **select** the *edit* options on the right-hand side

[Borrower Information](#)



10. If everything is correct **select** *CONTINUE*

EXIT

CONTINUE

11. **YOU ARE NOT DONE YET!!!** Scroll down the page, review and read as you go

**Your MPN has not been submitted yet!**

Scroll down to review and sign the Master Promissory Note.

To correct your information, click the browser's "Back" button or the "3 - Review & Edit" option at the top of the page.

12. At the bottom of the page it will say *Sign & Submit* check the box that you have reviewed the information about the Master Promissory Note  
13. To officially sign type your *First Name* and *Last Name*  
14. **Select** *SIGN & SUBMIT*

[Sign & Submit](#)

- I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings and the accompanying Borrower's Rights and Responsibilities Statement. I agree to repay in full all loans made under this MPN according to the terms and conditions of the MPN.*  
(Your response will be recorded and made part of your completed MPN.)

First Name:

joe \*

Middle Initial:

Last Name:

schmoe \*

EXIT

SIGN & SUBMIT