ANNA MARIA COLLEGE
50 Sunset Lane, Paxton, MA 01612
Email: finaid@annamaria.edu

Federal Direct Parent PLUS Loan
Master Promissory Note Instructions

You have applied and been approved for the Federal Direct Parent PLUS Loan for Anna Maria College. Please complete your Direct PLUS Loan Master Promissory Note (MPN) online to finalize this process:

Steps:

1. Go to www.studentloans.gov
2. Click on the green "Sign In" button
3. Enter parent information
   (If you do not have, or do not remember, the PIN please visit www.pin.ed.gov and request a duplicate PIN. If the parent who is borrowing the PLUS loan is different from the parent who signed the FAFSA with the student, that parent will need to apply for a PIN.)
4. After signing in, verify that the personal information matches the parent who is the PLUS loan borrower
5. Click on "Complete Master Promissory Note"
6. Click on "Parent PLUS"
7. Enter all borrower information, student information and school information before clicking "continue"
8. Enter two references (they must live at separate addresses and neither can be the student)
9. Review the terms and conditions and click the check box and submit
10. Review all the information and make corrections if necessary
11. Scroll to the bottom and enter parent name to sign electronically, click "Sign"
12. Review the MPN one final time and click "Submit"

After clicking "Submit" you will be brought to a screen where you can print the completed MPN. You should also receive an email confirmation that the MPN was completed successfully. After completion, the school can verify the MPN in approximately 24 hours.

Contact the Financial Aid Office at (508) 849-3366 or email us at finaid@annamaria.edu if you have any questions.