

How to sign a Master Promissory Note in Direct Lending

Prepare to sign your MPN (Master Promissory Note)

- 1- Prepare **two** references and their contact information such as their address and phone numbers.
 - a. *References can be friends and relatives and they need to live in different addresses.*
- 2- Prepare your PIN, the same number you use to file your FAFSA.
 - a. *If you forgot your PIN, you can request a duplicate at [Click here for Duplicate PIN](#)*

Ready to sign your MPN

- 1- Go to [SIGN Master Promissory Note](#), *DO NOT ENTER DASHES for SSN*
- 2- Follow all the steps and read all the disclosures.
- 3- Submit your Promissory Note and *save it in PDF for your records.*
- 4- You should receive an email to confirm the submission of your MPN.

You have now completed your Promissory Note. We hope that this process was simple and easy for you.

Thank you again and we wish you a wonderful 2010-2011 academic year.

CIIS Financial Aid Staff