



Electronic Signature Instructions

Completing your online Entrance Interview and electronically signing your Federal Perkins Loan Master Promissory Note (MPN):

● **You must have the following information available to enter online:**

- Your Social Security Number
- Your full name
- Date of Birth
- The name of the SUNY campus that you plan to attend
- The name, address and telephone number of a parent or relative *and* two personal references

● **Complete the following 7 steps:**

Step 1 Confirm Availability of Unsigned Promissory Note –

Provide SSN, First Name, Last Name, Date of Birth

Step 2 Authenticate Your Identity – Identity verification enabling you to sign

Step 3 Consent – Your agreement to the terms of the E-signature process

– All borrowers to Complete Entrance Interview Counseling

Step 4 Federal Perkins Loan Rights and Responsibilities

Step 5 Reference Information- Parent information and two references

Step 6 Review and Sign- Electronically sign your MPN *

(available only to borrowers who pass the authentication process)

Step 7 Electronic Signature Accepted – You have successfully signed your MPN. You may view and print a copy of your MPN.

*** If you are ineligible to electronically sign your MPN, you must print, manually sign and bring or mail the paper MPN to your school for processing.**

● **SUNY SLSC PIN and Account Access:** You will be provided with a 5 digit PIN number in Step 7 above to allow you online access to your Federal Perkins loan account information. It is very important that you retain your SUNY SLSC PIN number in a secure location for future use. You can use your PIN to review your loan documents within the Borrowers section of the SUNY SLSC home page at: <http://slsc.albany.edu> .