

On behalf of ~schoolname~,

Dear ~name~:

Our records indicate that you have been awarded one or more of the following: Federal Perkins, Nursing/Health Profession/Dental, or other Institutional/Private Loan(s). ECSI is pleased to notify you that completion of all paperwork and signing of the Promissory Note and/or Disclosures(s) is now ready to be processed online. Below you will find all information pertaining to the acceptance and authorization of your current academic year Federal Perkins, Nursing/Health Profession/Dental, or other Institutional/Private Loan(s). It is imperative that you read and complete this on-line process immediately to ensure timely disbursement of your loan(s) to your student account. Your loan(s) cannot be disbursed until all electronic documents are accurately completed (NOTE: Per Regulation Z, there will be a 3 day delay after the signing of your Promissory Note and/or Disclosures). Timely completion of the processes will ensure disbursement on the school designated disbursement date.

The electronic procedure for borrowers is as follows:

***NOTE: If you have been awarded a Federal Perkins Loan, your FAFSA PIN is required to complete this process. If you do not have a valid PIN, you must go to the Department of Education's PIN site at <http://www.pin.ed.gov>.

1. Log on to ECSI's website at <https://www.ecsi.net/prom~school~>.
2. Provide your Social Security Number, last name and date of birth.
3. Provide your PIN when requested on the Student Authentication Network page.
4. Most pages require that you accept the terms by checking a box at the bottom of those pages.
5. You must provide complete reference information for yourself, next of kin (a relative) and two additional references. Failure to complete all lines accurately will keep your loan from disbursing to your account.
6. PROMISSORY NOTE - Read completely. Once you have read the promissory note you must electronically sign the note at the bottom of the page. The electronic signature includes a check off box plus your full legal name.

***NOTE: If you have been awarded a Nursing/Health Profession/Dental, or other Institutional/Private Loan(s) your ECSI PIN ~pin~ is required for authentication to complete this process.

1. Log on to ECSI's website at <https://www.ecsi.net/prom~school~>.
2. Provide your Social Security Number or Student ID Number, last name and date of birth.
3. Enter your ECSI PIN: ~pin~ when requested for authentication.
4. Most pages require that you accept the terms by checking a box at the bottom of those pages.
5. You may be required to provide complete reference information for yourself, next of kin (a relative) and two additional references. Failure to complete all lines accurately will keep your loan from disbursing to your account.

6. PROMISSORY NOTE and/or DISCLOSURE STATEMENTS - Read completely. Once you have read the promissory note you must electronically sign the note at the bottom of the page. The electronic signature includes a check off box plus your full legal name.

By completing this on-line process, you will not need to complete the paper process that requires similar information. If you have questions, please contact ECSI at 888-549-3274. You may also email us at webservice@ecsi.net.

Sincerely,

ECSI

Educational Computer Systems, Inc.