

ePromissory Note Workflow

Loan award created and sent to ECSI via secure FTP interface, or award loaded manually via ECSI Administrative Website (https://client.ecsi.net/)

Promissory Note Loaded to ECSI-Web where student/borrower can access at www.ecsi.net/promxx

Student/borrower sent notification to complete ePromissory Note

*Notification sent via email and/or letter

Student/borrower confirms their identity and authenticates themselves to access and eSign Promissory Note. Upon authentication, the student/borrower can select any of their unsigned Promissory Notes

*Perkins Loans Authenticated through STAN

*Institutional/Health-Prof/Nursing loans authenticated with ECSI PIN

Get Started

Begin the Electronic Signature Process

Student/borrower presented with Entrance Interview/Quiz, Rights and Responsibilities and Reference Information

Student reviews and eSigns Regulation Z Approval Disclosure and Dept of Ed. Self-Certification Form

Student reviews and eSigns Promissory Note

Cosigner information submitted and Cosigner Authentication Email sent

Cosigner directed to Authentication Page

*Authentication is matched against 9

data fields

ePromissory Notes
include:
Regulation Z
Disclosures
(Application,
Approval and
Final) and the SelfCertification

Cosigner passes authentication and eSigns Promissory

Note

Promissory Note eSign Confirmation Email sent to borrower and cosigner for future reference

eSigned Award File loaded to SAL and/or sent to client via secure FTP interface