



Before your Federal Direct Student Loan funds can be paid out on your behalf, you must first sign Master Promissory Note. This can be done online at www.studentloans.gov

Once you are at the website:

- Click on the 'Sign In' box
 - Enter your SSN, first two letters of your last name, date of birth and U.S. Department of Education Issued PIN (this is the same PIN you used to sign your FAFSA)
- Click on 'Complete Master Promissory Note'
 - We recommend you also enter your email address and check the box indicating you would like to receive correspondence electronically
- Click on 'Subsidized/Unsubsidized'
 - Enter your Personal, School and Loan information and click on the 'Continue' box
 - Enter your Personal Reference information and click on the 'Continue' box
 - . References cannot share the same address or phone number
 - . References cannot have a non-U.S. address
 - . You must have known your reference for at least 3 years
 - . If the reference does not have a phone number, enter N/A
- Click on and read each section of the Terms & Conditions
 - You must read all sections before continuing on to the next section
 - Once you have read all sections, click on the box acknowledging you have done so and click on the 'Continue' box
 - Review your Personal and School information and Personal references. Make any necessary edits
 - Enter your 'First Name' 'Middle Initial' and 'Last Name' and click on the 'Sign' box
 - Once your signature has been authenticated, you must click on the 'HTML Version' to view your MPN
 - We recommend you print and keep a copy of your MPN for your records.

Please remember: if you have not already done so, you need to complete your annual Direct Loan Entrance Counseling. This can also be done at www.studentloans.gov

If you have any questions please stop by or contact our office at financial.aid@aims.edu, or 970-339-6548.

Thank you.
Financial Aid Office