



## Federal Direct Parent PLUS Loan Application Instructions

Your parent applied for a Federal Direct Parent PLUS Loan. In order to complete the Parent PLUS Loan application, **the parent who applied for the PLUS Loan** must:

- Obtain a federal Personal Identification Number (PIN)
- Complete an electronic Master Promissory Note (MPN)

### ***Obtain PIN***

Your parent who applied for the PLUS Loan will need their federal PIN to complete the electronic PLUS MPN. He or she may have applied for a PIN when you completed the FAFSA. If he or she does not know their PIN or have not yet applied for a PIN, log onto the U.S. Department of Education's PIN registration web site:

<http://www.pin.ed.gov/>

### ***Complete PLUS MPN***

Your parent **who applied for the PLUS Loan** will need to log into the U.S. Department of Education's Direct Loan Master Promissory Note web site:

<http://dlenote.ed.gov/>

Select the "**Complete New MPN for Parent PLUS Loans**" link located on the left side of the page. Please allow approximately 30 minutes to complete the electronic PLUS MPN process. If you leave the web site before submitting the signed PLUS MPN and return later, you will need to start all over again. Our office will receive the PLUS MPN electronically after it has been submitted and processed. You should also print a copy of the PLUS MPN for your records.

**Please note:** If you are having technical difficulty completing the above processes, please contact our office at (508) 999-8643 so that we may further assist you.