1. Go to: **www.studentloans.gov**

2. Log in using your FSA ID and password.

3. Click "**Complete Loan Agreement (Master Promissory Note)**."

4. Click the blue start button, next to "**MPN for Subsidized/Unsubsidized Loans**."

5. Complete all sections of the MPN.
   - *Choose "**Southeast Missouri State University**" as the school to notify.*

6. After reviewing and signing your MPN, be sure to click "**Sign & Submit**."

7. When complete, a confirmation page will display and you will receive a confirmation email.

The school will be notified within 2 business days.