

→**ATT PARENT: Follow the instructions below to actually apply for a Parent loan:**←



Welcome to **StudentLoanOnLine™** !

Federal PLUS Loan Process

Master Promissory Note (MPN) Instructions for StudentLoanOnLine

1. Access www.studentloanonline.com to complete your Federal PLUS Loan Application and Master Promissory Note (PLUS MPN).
 2. Click the "Get Started" button at the top of the Home page.
 3. If you have applied for a loan on StudentLoanOnLine previously, log in by entering your User ID, password and clicking "Access My Account". Continue to Step 5. Otherwise, please continue the process starting with step 4.
 4. You will need to create an account in StudentLoanOnLine. To do so please click on, "Don't have a StudentLoanOnLine Account, Create One" button.
 5. Click on the "Start a new Master Promissory Note or Loan" button to complete your PLUS MPN.
 6. Click the "Apply as a Parent" button.
 7. Select the state and school that you are applying for the Federal PLUS Loan.
 8. Select the "Federal PLUS" button.
 9. Select the loan period begin/end dates or the pre-populated dates for which you are applying for the loan.
 10. If you have already completed a PLUS MPN, you may be asked to renew your existing MPN with the same lender.
 11. You are required to complete a PLUS Credit Check through Equifax. An approved credit check is required to continue with the MPN completion. If denied, do not try again.
 12. Complete borrower demographics, lender, employer, student information and references.
 13. Once you enter all necessary information, you will be directed to the PLUS Application Confirmation page. Please verify that all information is correct. If you completed an MPN renewal you are finished. Otherwise, continue to step 14.
 14. Three options are available to sign your PLUS MPN:
 - A- Electronic Signature *
 - B- Print the PLUS MPN and mail the signed PLUS MPN to College Assist, or
 - C- College Assist prints your PLUS MPN and will mail it to you for your review and signature. You will need to return your PLUS MPN to College Assist for processing.
- *** We recommend you select the electronic signature process as this expedites the process.
15. Your school will receive electronic notification from StudentLoanOnLine that your PLUS MPN is complete.

If you experience problems while completing any of the above steps, please contact College Assist's Customer Service Hotline at 303-305-3500 or 1-800-727-9834, or askops@college-assist.com.