

## PERKINS LOAN MPN ON-LINE DIRECTIONS

Our records indicate that you have been awarded a Federal Perkins Loan at Eastern Michigan University. Completion of your Perkins Loan paperwork is now an on-line process. Below you will find all information pertaining to the acceptance and authorization of your Perkins Loan. It is important that you read and complete this on-line process immediately to ensure timely disbursement of this loan to your student account.

Your loan cannot be disbursed until all electronic documents are accurately completed.

**The electronic procedure for Perkins Loan borrowers is as follows:**

**\*\*\*NOTE: Your FAFSA PIN is required to complete this process. If you do not have a valid PIN, you must go to the Department of Education's PIN site at: <http://www.pin.ed.gov>**

1. Log on to ECSI's website at <https://www.ecsi.net/promx6>
2. Enter your social security number, last name and date of birth.
3. Provide your PIN when requested on the Student Authentication Network page.
4. Most pages require that you accept the terms by checking a box at the bottom of those pages.
5. You must provide complete reference information for yourself, next of kin (a relative) and two additional references. Failure to complete all lines accurately will keep this loan from disbursing to your account.
6. **MASTER PROMISSORY NOTE** – read completely. Once you have read the promissory note you must electronically sign the note at the bottom of the page. The electronic signature includes a check off box plus your full legal name.

**\*\*\*NOTE:** Your electronic signature **MUST MATCH EXACTLY** how your name appears on the reference page.

Your electronic promissory note will be reviewed before any monies are disbursed. If you have further questions about this process please contact the Perkins Loan Department at 800.813.3479 or via e-mail at [jill.finney@emich.edu](mailto:jill.finney@emich.edu) or [sharon.easter@emich.edu](mailto:sharon.easter@emich.edu).