



**Federal Perkins Loan Entrance Interview and Electronic Master Promissory Note instructions:**

Go to <http://slsc.albany.edu/borrowers/>

Select the third option: *Access and Sign Your Electronic documents/Complete Your Entrance Interview and Sign Your Promissory Note*. Please note that it takes a minimum of two business days after you accept the Perkins Loan on your my.newpaltz.edu account before you will be able to access the electronic documents on the Student Loan Service Center web site.

- **You must have the following information available to enter online:**
  - Your Social Security Number
  - Your full name
  - Date of Birth
  - The name of the SUNY campus that you plan to attend
  - The name, address and telephone number of a parent or relative **and** two personal references
  
- **Complete the following 7 steps:**
  - Step 1 Confirm Availability of Unsigned Promissory Note –**  
Provide SSN, First Name, Last Name, Date of Birth
  - Step 2 Authenticate Your Identity –** Identity verification enabling you to sign
  - Step 3 Consent –** Your agreement to the terms of the E-signature process  
– All borrowers to Complete Entrance Interview Counseling
  - Step 4 Federal Perkins Loan Rights and Responsibilities**
  - Step 5 Reference Information-** Parent information and two references
  - Step 6 Review and Sign-** Electronically sign your MPN \*  
(available only to borrowers who pass the authentication process)
  - Step 7 Electronic Signature Accepted –** You have successfully signed your MPN. You may view and print a copy of your MPN.

**\* If you are ineligible to electronically sign your MPN, you must print, manually sign and bring or mail the paper MPN to your school for processing.**

- **SUNY SLSC PIN and Account Access:** You will be provided with a 5 digit PIN number in Step 7 above to allow you online access to your Federal Perkins loan account information. It is very important that you retain your SUNY SLSC PIN number in a secure location for future use. You can use your PIN to review your loan documents within the Borrowers section of the SUNY SLSC home page at: <http://slsc.albany.edu>.