



STUDENT LOAN

Entrance Counseling & Promissory Note E-Signing is Just a Click Away

Dear Merrimack College Student:

As an incoming freshman or first time Stafford (student) loan borrower at Merrimack College, you are required to complete **ENTRANCE COUNSELING** – a process that ensures you are fully aware of your rights and responsibilities as a student loan borrower. In order for the loan proceeds to be disbursed to your student account at Merrimack, and **not incur any late fees, you must complete Entrance Counseling no later than August 1, 2008.**

IT'S EASY.....JUST GET ON A COMPUTER AND TYPE THE FOLLOWING WEBSITE:

- <http://mappingyourfuture.org/se>
- Read and follow the directions.
- Complete the online form on Step 6 that provides information electronically to Merrimack College. You will need your:
 - social security number
 - driver's license number
- When all information has been completed, click the “submit button”, receive a confirmation number and a page summarizing the information with your ‘rights and responsibilities’ statement. Print out this page with the confirmation number for your records.

That's it!!!...Merrimack will receive an email of those students who have completed the online loan counseling. Upon receipt of this information we will be able to complete processing your federal student loan and apply your Stafford loan funds to your account.

PLEASE NOTE...By federal regulation, if entrance counseling is not completed, your loan will be cancelled and the current balance must be paid on demand.

Any questions?????????

Call the Office of Financial Aid at 978-837-5186

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FEDERAL STUDENT LOAN PROMISSORY NOTE E-SIGN CHECKLIST

ESTABLISH A NEW USER ACCOUNT:

Type the following web address: <https://asadirect.amsa.com/ewp/login/conditions.asp>

- On the **Conditions of Use** page Click on **I accept**.
- Click on the '**Are you a first time user?**' link to create your User ID and password. type in the required information and click on the **Submit** button.
- Check your e-mail account for an e-mail from autoReply@asa.com. The e-mail will include a Registration ID, which you will need to access ASA Direct.
- Click on the hyperlink within the e-mail. At the ASA Direct login page, click on **Login**. Type in the **username, password (and registration ID if prompted)** and click on the **Submit** button.
- Once you have successfully logged into ASA Direct **Welcome** page, click on the **Application List** menu option to begin the Stafford MPN E-sign process.
 - If the status of your pending application states **Missing Information**, click on the **Missing Information** link. Once you click on the **Missing Information** application link the **Worksheet for Completing Your Master Promissory Note** screen will appear. The Worksheet informs you of the items/information needed to complete the e-signature process.
- Click on the **Missing Signature** link to begin the process of electronically signing your MPN.
- Authentication:** enter your **FAFSA PIN** to verify your identity then click **Continue** to proceed with the authentication process.

NOTE: If the personal information you provide at the Federal Student Aid PIN web site does not match the information on record, the FSA web site will allow you a total of three attempts. Upon a third failure to match the information, you will be directed to the ASA Direct home page and will not be permitted to proceed with the E-sign process.

- Select the '**I agree to proceed with Electronic MPN and have the required hardware and software**' checkbox and click on **Continue** to proceed to the next step.

Success!!

At this point, you have signed your MPN. The status of your application will be provided upon completion of the E-sign process. You may now print the signed MPN for your records.

? NEED HELP COMPLETING THE MASTER PROMISSORY NOTE ?

Contact an ASA Customer Service Representative at (800)-999-9080 ext. 5015