

# How to complete Online Entrance Counseling and Master Promissory Note

## Entrance Counseling

Step 1: Go to studentloans.gov and click the green "Sign In" button

Step 2: Fill in:

- FSA ID username OR E-mail and
- FSA ID password and hit "Log In"

Step 3: Once signed in, click "Complete Counseling" and then click "Start Entrance Counseling"

Step 4: Follow prompts for school information: Select Illinois for State and Lincoln College for School

- You will see: **300 Keokuk Street Lincoln, IL 62656-1699**
- Click "Notify this School"

Step 5: Select "I am completing entrance counseling to receive Direct Loans as an undergraduate student" and click continue

Step 6: Follow the pages to completion

- Read all pages completely and answer questions as you move through the process
- All answers to question are found by reading each part of the counseling
- The "Manage Your Spending" section has two tabs at the top of the page.
  - 'Your Expenses this Year'—These are the average expenses for an undergraduate student at Lincoln College for the current year
  - 'Your Funds this Year'—Look on your financial aid award letter for this information
- The "Plan to Repay" section has two tabs to fill out at the top of the page.
  - 'Your Monthly Loan Payment'— Estimate the amount of loans you will take out for 4 years. This is *your* estimate and you are not agreeing to take out any more loans during the entrance counseling.
  - 'Your Monthly Income'—Estimate your yearly income after you graduate college.

Step 7: Submit Counseling. You may print or email the confirmation page to yourself for your records.

## Master Promissory Note (MPN)

Step 1: Go to studentloans.gov and click the green "Sign In" button

Step 2: Fill in:

- FSA ID username OR E-mail and
- FSA ID password and hit "Log In"

Step 3: Once signed in, click "Complete Master Promissory Note" then click "Complete Subsidized/Unsubsidized MPN"

Step 4: Personal Information

- Enter all personal information
- **Note:** Do not include a period in any street address or city name
- At the bottom, Follow prompts for school information: Select Illinois for State and Lincoln College for School
  - You will see: **300 Keokuk Street Lincoln, IL 62656-1699**
- Click "Continue"

Step 5: References

- Enter two personal references. These sections must be completed in full and the references cannot have the same address.

Step 6: Terms and Conditions

- Open and read each section
- Check the box next to the paragraph "*I have reviewed the information about me on the Master Promissory Note and...*" and click "Continue"

Step 7: Review Personal Information

- Verify that all information is correct and sign at the bottom of the page
- Sign by typing your name exactly as it appears on your FSA ID and click "sign"

Step 8: A box will appear after you sign. Scroll all the way to the bottom and click "Submit"

**If you would like a copy for your records, click "Here" to save a PDF copy of your Master Promissory Note**