

Perkins Promissory Note & Entrance Counseling Instructions

To start you will need: Your full social security number, birthdate, & about 20 minutes to complete

1. Access Perkins Loan MPN and Entrance counseling through <https://heartland.ecsi.net/> or <https://borrower.ecsi.net/>
 - a. For the Heartland link, click onto the Blue Box on the left side labeled "Manage Student Loan Account"
 2. Log into ECSI. Keep this information for your records
 - a. School/Organization Code: 3X
 - b. Account number: Social Security Number (SSN)
 - c. Passcode: click onto "Need Help Logging in" and complete the necessary steps to access numbered code
 - i. Use permanent address for Zip Code requested
 3. On the right side there is a section labeled "E-signature needed," click onto the link labeled "Unsigned Prom Note"
 4. Select "OK" to the pop-up box
 5. Click onto the Drop Box on the top of the page and select "Sign Promissory Note"
 - a. Add your information
 6. Select Authenticate Me (in blue)
 - a. Check box at the bottom
 - b. If you are unable to be authenticated please call the Financial Aid Office
 7. ***Here you will be prompted to complete Entrance Counseling***
 8. Read all of the information provided and answer questions at the bottom
 - a. All questions must be answered correctly in order to continue
 9. Submit 3 references and their information
 - a. 1 can live with you and be a relative, the other 2 cannot
 10. Select Submit at the bottom of the page
- You are not required to bring in any hard copies of the Promissory Note if you were able to successfully electronically sign and submit it online
 - All documents will be loaded online, please allow about **2-3 weeks** for processing