

# Master Promissory Note Instructions

## For all UHEAA Lenders:

Go to <http://www.uheaa.org>

Click on "Account Access"

Click on "Create an Account"

Provide the requested information

Select "Your Stafford MPN is available for completion"

Follow instructions to completion

In order to sign electronically, you will need your FAFSA pin number

If you have any problems, call UHEAA at 1-877-336-7378 24 hours a day, 7 days a week

## Non-UHEAA Lenders:

**If the instructions for your lender are not on this list, you will need to contact your lender directly for instructions.**

### Wells Fargo

Go to <http://www.wellsfargo.com/student/>

Click on the red "Apply, Cosign, or Sign" button

If you have questions or need help, call 1-877-699-5444

### Sallie Mae

Go to <http://opennet.salliemae.com/>

Click on the "I am a student or parent borrower" link

Select "Utah", then "Southern Utah University" from the drop downs and click submit

Either log in using your Sallie Mae account or create a new account if you do not already have one

Follow the instructions from here

If you have questions or need help, call 1-888-2SALLIE (1-888-272-5543)

### Wachovia

Go to <http://www.wachovia.com/education>

Click on "Borrower Login" link in the upper right hand corner

Enter your Wachovia online ID and password. If you do not have a Wachovia online ID, click the "Create New Account" button and set one up.

If Wachovia has a loan for you to sign for, it will come up after you have either logged in or created an account ID.

If you have questions or need help, call 1-877-689-0763

### **Chase / Bank One**

Go to <http://www.chasestudentloans.com/>  
Find the loan for which you have applied on the left side and click "Apply Now"  
Select "Utah" and "Southern Utah University" from the drop down boxes  
Complete the demographic information and click "Continue"  
Follow instructions from here

If you have questions or need help, call 1-800-487-4404

### **Bank of America**

Go to <http://www.bankofamerica.com/studentbanking/>  
Click on either the "Stafford loans", "PLUS loans", or "Graduate PLUS loan" link, whichever you have applied for  
On the left side, click the "Apply" link  
Click on "Apply Online Now" under whichever loan you have applied for  
Select "Utah", then "Southern Utah University" from the drop down menus, then click "Continue"  
Select which loan you want to sign for, then click "Continue"  
Follow instructions from here

If you have questions or need help, call 1-888-839-8309

### **Southwest Student Services Corporation**

Southwest Student Services is serviced by Sallie Mae. To sign a promissory note for a SSSC loan, follow the instructions for Sallie Mae above.

### **Discover Student Loans**

Go to <http://www.discoverstudentloans.com/>  
In the upper right corner, under "Manage My Account", click the applicable link to e-sign whichever loan you have applied for.  
Enter your login id and click continue. If you do not have a login id, click the link at the bottom to establish an id.  
Follow instructions from here.

If you have questions or need help, call 1-877-728-3030

### **Nelnet**

Go to <http://www.nelnet.com/>  
Click on the "E-Sign Promissory Note" link on the left side of the page  
Enter your Nelnet user name and password and click the "Log In" button. If you do not have a Nelnet user name and password, click the "New User" link and follow the prompts.  
Follow instructions from here.

If you have questions or need help, call 1-888-486-4722

## **US Bank**

Go to <http://www.usbank.com/studentloans>

Click on "Apply Now" under the heading Student Loan Applications

Select the type of loan you have applied for and click the "Apply Online" link

Read the information, and towards the bottom click the "Continue" button

Continue to follow the instructions from here

If you have any questions or need help, call 1-800-242-1200

**This is a list of the most common non-UHEAA lenders used by students at Southern Utah University. If you have selected a non-UHEAA lender for your Federal loan and you do not see the instructions for the Master Promissory Note here, please contact our office at (435) 586-7735 or e-mail us at [finaid@suu.edu](mailto:finaid@suu.edu).**