



**Harvard University Graduate School of Education
Financial Aid Office**

INSTRUCTIONS FOR ELECTRONICALLY SIGNING A PERKINS LOAN PROMISSORY NOTE

*****NOTE: Your FASFA PIN is required to complete this process. If you do not have a valid PIN, you must go to the Department of Education's PIN site at <http://www.pin.ed.gov>**

1. **Log on to ECSI's website** at <http://www.ecsi.net/promk4>
2. **Confirm your identity:** Provide your social security Number, last name, and date of birth.
3. **Authenticate Yourself:** Provide your FAFSA PIN when requested on the Student Authentication Network page.
4. **Requirements and Consent** page: This page lists your loans to be signed and it explains the electronic signature process. Be sure to check the box at the bottom of the page agreeing to the electronic entrance and promissory note.
5. **Rights and Responsibilities:** Check the box at the bottom of the page to agree to the terms of the loans and then press the Submit button.
6. **Reference Information:** You must provide complete reference information for yourself, next of kin and two additional references. Failure to complete all lines accurately will keep this loan from being disbursed to your account.
7. **Review and Sign:** A draft of the promissory note. Check the box to accept the promissory note. Type in your first name, initial and last name and press the Submit button.
8. **Electronic Signature Accepted:** Read this section very carefully You will need this information in order to retrieve, print and access your electronic promissory note.