Electronic Signature Instructions

To complete your entrance interview and sign your Perkins loan promissory note online:

- **You must have the following information available to enter online:**
  - Your Social Security Number
  - Your FAFSA PIN
  - The name of the SUNY campus you plan to attend
  - The name, address and phone number of a parent or relative and two personal references

- **Complete the following 7 steps:**
  1. **Step 1 Confirm** your identity – provide SSN, last name, date of birth
  2. **Step 2 Authenticate** - using your FAFSA PIN
  3. **Step 3 Review and Complete:** Requirements and Consent; Entrance Counseling; and Test Your Understanding
  4. **Step 4 Review and Accept** your Rights and Responsibilities
  5. **Step 5 Provide** Reference Information
  6. **Step 6 Review** and electronically **Sign** your Promissory Note
  7. **Step 7 Print** and **Securely Retain** your SLSC Internet Account Information

- **You will be provided a PIN number in step 7 above to allow you online access to your Perkins loan account information. It is very important that you retain this SLSC PIN number in a secure location for future use.**

- After you have completed the entrance process and successfully signed your promissory note, you may review your loan documentation by selecting Borrower Account Inquiry from the SLSC home page: [http://slsc.albany.edu](http://slsc.albany.edu) and logging into your account using the SLSC PIN provided in Step 7 above.