

SIGNING YOUR PROMISSORY NOTE

Go to the TVCC web site www.tvcc.edu/finserv/stafford.aspx and click on the Loans by Web icon. Then follow the instructions below:

1. Enter your name and social security number, click on Login.
2. The main menu page will have several choices to choose from, for printing or e-signing your promissory note, choose Reprint or E-sign.
3. The next page will have Reprint and E-sign separated.
4. On the next page, choose REPRINT if you wish to print the promissory note, sign and date it and **mail it to your lender** OR to expedite the process, you can choose E-SIGN. To complete the e-signature process if you have a Department of Education Pin number.

YOUR LOAN FUNDS WILL NOT BE DISBURSED UNTIL THE LENDER RECEIVES A SIGNED PROMISSORY NOTE (either e-signed or a paper copy signed and mailed).