Instructions for New Identity Validation Process
Electronic Promissory Note Signature

**Step 1:** Student enters their Social Security Number, First Name, Last Name, and Date of Birth.

**Step 2:** Student clicks on the Submit button. The system will verify that a Promissory Note and/or Disclosure package is uploaded for the student.

**Step 3:** Student clicks on the Authenticate Me link. The system will process identity verification with third-party service.
If you are validated you will get a message similar to below.

You have been authenticated! You are about to begin the process of completing your entrance interview counseling and signing your promissory note electronically. You will need to have the following to successfully complete the process:

1. Internet Explorer, Firefox, Google Chrome or Safari.
2. Your browser must have images and JavaScript enabled.
3. If you wish to print a copy of your promissory note, you must have a printer capable of printing these web pages. You can try printing the Sample Promissory Note page as a test.

If you are declining a loan do not select it below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Amount</th>
<th>Loan Period</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Federal Perkins Loan (MPN) 04-23-2015</td>
<td></td>
<td></td>
<td>Open Entrance Counseling Promissory Note Ready to Sign</td>
</tr>
</tbody>
</table>

* Your Financial Aid award provided the award amount for the MPN.

Before you begin, you should be aware of the following:

1. If you proceed, you are agreeing to complete the entrance interview counseling and promissory note signature process electronically.
2. Your responses to all questions throughout this process will be recorded and made part of your electronically signed document.
3. You have the option to complete this process using the traditional signature process. You may contact the school if you wish to sign your promissory note in ink.
4. At the end of the electronic signature process, you will be assigned an account and a password for future use. You must keep this information confidential as it can be used to electronically sign additional documents.
5. You can return to our web site at any time (using the assigned login information in step 4) to review and print documents you signed electronically.
6. You have the right to request a paper copy of any document you signed electronically.

By checking this box, I agree to use an Electronic Entrance Interview Entrance Counseling, Disclosure review and electronic signature process.

Mail the Paper Promissory Note and Disclosure package to:

UWRF Student Billing
215 North Hall
410 S. Third Street
River Falls WI 54022