

## Instructions for completion of the PLUS Loan process with a UHEAA affiliated lender:

- Go to [www.uheaa.org/uheaaonelinek/index.htm](http://www.uheaa.org/uheaaonelinek/index.htm)
- Enter User Account username and password. (note: if this is the first time you have used this site, please create your user account by clicking on “Create an Account”.)
- After User Account has been set up and entered, click on “Your PLUS Loan Application Awaits Completion”.
- Select “Complete this Application” and then click on “Continue” at the bottom.
- The next few screens take you through the credit check process. Read and complete the requested information on each screen and click on “Continue” to go to the next step.
- If your credit check is approved, the next screen will be the PLUS application and MPN. Enter the requested information and click on “Continue”.
- Select “I would like to sign my completed MPN electronically ...”. Then click on “Continue”.
- Read, then select “I agree to electronically sign my PLUS MPN ...”, then click on “Continue”.
- Click on “PLUS MPN document” to look at your PLUS MPN. At the bottom of your MPN is a transaction code. You will need this! Write it down. After reviewing your MPN close this window to continue with the process. Now select the box, marking that you have read, understand and fully agree ... Now enter your transaction code in the box, then click on “Continue”.
- Read this page!! Click on “Continue”.
- Enter the information requested in each box. Remember the PIN is from the Department of Education. Now click on “Submit”.
- Read this page!!! Click on “Continue”.
- You have successfully signed your PLUS MPN!! Click on “electronically signed PLUS MPN”. This is a copy of your MPN with your electronic signature stamp. Print this copy and keep with your financial aid records.
- Click on “Close Window”. Remember you can come back to the UHEAA OneLINK Borrower Portal and check on the status of your loan at any time.
- Your loan funds will be sent to SUU approximately one week before the start of each semester for which you have requested PLUS funds. These funds will be sent by check, made out to SUU and yourself. SUU will endorse the check and then mail it to you. After you have received these funds, it is your responsibility to get the funds to your student to apply to their student account for tuition and fees etc.