



The Evergreen State College  
Perkins Loan Office  
Olympia, Washington 98505

## PERKINS LOAN BORROWERS

**The Evergreen State College is the Lender for your Perkins Loan.** Before your Perkins Loan Funds can be released and applied to your Evergreen Student Account, **all new** Perkins Loan Borrowers must complete your Perkins Entrance Counseling, accept your Perkins loan and sign your Perkins Promissory Note. Each **subsequent** year you are awarded a Perkins Loan, you will need to go to the **SignMyLoan** website and accept the award amount, update your personal information, references and retrieve your disclosure notice before your Loan can be disbursed for that school year. You will not be asked to sign the Promissory Note again.

The Evergreen State College partners with University Accounting Service, LLC (UAS) to administer Evergreen's Perkins Loan Program. Promissory Notes are signed electronically at the **UAS SignMyLoan Website**, <https://www.signmyloan.com/>. After **June 1, 2008**, you will be able to access the website to accept, sign the promissory note and update information regarding your Perkins Loan.

**UAS will notify you by e-mail when your Perkins Loan Promissory Note is ready for your signature. If you have certain filters on your email, UAS emails may be sent to the Bulk or Junk Folder. Please check these emails before deleting. You will need to add UAS and the Evergreen Perkins Loan Manager to your Address Book**

**SignMyLoan Process** (*You will need about 15-20 minutes to complete this counseling session*)

1. Visit: <https://www.signmyloan.com> (*Once you get your email notification.*) It is recommended that you use Internet Explorer Browser as it is the most compatible with the UAS systems.
2. Click 'Review and Sign My Loan' in the green box.
3. Click on 'continue' at the bottom of the page.
4. Click that you obtained your PIN Number from FAFSA. If you do not have a PIN or have forgotten it, go to <http://www.fafsa.ed.gov/> to request a PIN or to retrieve your PIN.
5. Complete the Authentication (SSN, First 2 characters of your last name, Date of Birth and PIN).
6. You will then be asked to enter 3 References (full name, street address, city, state, zip code and telephone number including area code). **Evergreen requires that 2 of your 3 references be relatives that do not live in the same household.**
7. Next you will be taken through the Entrance Counseling for your Perkins Loan.
8. Print out the Entrance Counseling Information. Until your Loan is paid in full, you will need to keep a copy of all paperwork regarding your Loan. We suggest you create a folder for your Evergreen Perkins Loan.
9. Once you have completed the Entrance Counseling, you will be asked to accept the award amount (this will be your entire award for the current year) and to sign your Promissory Note.
10. Continue through the process until you see **"You have successfully signed the promissory note"**. When you see that message, you have completed the process.

**Decline Perkins Loan:** If you wish to decline your Perkins Loan, please send me an email ([coleg@evergreen.edu](mailto:coleg@evergreen.edu)) that has your full name, Evergreen Student I.D. number and states that you want to decline your Perkins Loan.

**How will funds be applied to your account?**

The Perkins Loan Manager will provide the Financial Aid Office a list of borrowers who have completed their Entrance Counseling and signed their Promissory Note. Financial Aid will disburse your loan funds to your Evergreen Student Account each quarter.

**If you have a question about the SignMyLoan website, or need assistance completing the online process, please contact UAS at: 800-999-6227.**

Ginger Cole, Evergreen Perkins Loan Manager  
[coleg@evergreen.edu](mailto:coleg@evergreen.edu)  
(360) 867-6440