State University of New York  
Electronic Signature Instructions for your Perkins Loan

1. Must accept Perkins Loan first with the Financial Aid Office!  
2. Please allow TWO weeks from the date you accepted the Perkins Loan before attempting the instructions below.

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

➢ Go to the Student Loan Service Center website at http://slsc.albany.edu  
➢ Go to “Borrowers”  
➢ Select “Access and Sign your Electronic Documents”  
➢ Choose the “Entrance Interview and Sign your Promissory Note” link  
➢ 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:  
  Step 1 Confirm your identity – provide SSN, last name, date of birth  
  Step 2 Authenticate - using your FAFSA PIN  
  Step 3 Review and Complete: Requirements and Consent; Entrance Counseling; and Test Your Understanding  
  Step 4 Review and Accept your Rights and Responsibilities  
  Step 5 Provide Reference Information  
  Step 6 Review and electronically Sign your Promissory Note  
  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 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 and logging into your account using the PIN provided in Step 7 above.