

How to sign the ESCI Master Promissory Note

1. When your Master Promissory Note is ready to sign you will receive an email from our partner ESCI (webmaster@ecsi.net) with specific instructions.
2. Navigate to <https://www.ecsi.net/promd45>. If you have pop up blockers or safety protection you may need to disable to reach the website. If you still encounter difficulties attempt to use Chrome and on a PC computer. Select Get Started.

Welcome to ESCI's Electronic Promissory Note site. You will be able to complete, review and print your promissory note online.

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

1. If you proceed, you are agreeing to complete the 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 must 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 account and password information) to review and print the documents you signed electronically.
6. You have the right to request a paper copy of any documents you signed electronically.
7. By completing the electronic signature process, you are certifying that you are the person identified on the promissory note. If you purposely certify to false or misleading information, you may be fined up to \$20,000, face criminal prosecution, or both. Please do not proceed if you are not the person receiving a financial aid award.

Information about Privacy and Security:

1. Click here to view our [Privacy Policy](#).
2. For information about the security of ESCI's website, please read our [Security FAQ](#).

You will need to have the following to successfully complete the process:

1. If you are signing for a Health Profession Loan, Nursing Loan, or other Institutional Loan, you will need the PIN number provided to you in the email or letter notification.
2. Internet Explorer, Firefox, Chrome or Safari
3. Your browser must have Javascript and images enabled
4. If you wish to print a copy of your promissory note, you must have a printer capable of printing web pages. You can try printing the [Sample Promissory Note](#) page as a test.

By clicking on the Get Started button, you are confirming you have read the above information and agree to use the electronic promissory note.

Get Started
Begin the Electronic Signature Process

Serviced by ESCI
Electronic Student Center of Institutions

3. Fill in information. The SSN will be the SSN that the University of Pennsylvania has on file for you.

[Step 1](#) > [Step 2](#) > [Step 3](#) > [Step 4](#) > [Step 5](#) > [Step 6](#) > [Step 7](#)

Confirm Availability of Promissory Note/Loan Packages

We will need to confirm that you have award packages, promissory notes, and/or loan packages available for signature before you can continue. Please enter the information requested below to complete the confirmation process.

Your School:	University of Pennsylvania
Social Security Number:	*****
First Name:	Joe
Last Name:	Lange
Date of Birth:	***** (mmddyyyy)

*Required Fields

Accurate as of 9/16/2022
NS - SFA

- You will then be asked to Authenticate yourself. You will require the Pin Number in the notification e-mail from ESCI. If you do not know the Pin Number please select “Need help Logging in” to gather the Pin”

Authenticate Yourself

We require proof of your identity before you can continue.

Before you continue, you must know the PIN that ESCI has issued to you. If you do not have a PIN or have forgotten your PIN, please visit the [Need help logging in?](#) page. If you are unable to receive your PIN/Password, please contact ESCI at (888) 549-3274 before attempting to continue.

You will be asked to identify yourself on the next page and will not be permitted to continue without valid credentials.

Clicking on the link below will take you to the ESCI Authentication page. This page will authenticate you against ESCI's database. This authentication is required in order to process your promissory note.

Important: By completing the ESCI authentication, you are certifying that you are the person identified by those items. Once you have been authenticated, you will be permitted to review and sign your promissory note electronically.

- Enter Pin and hit submit

Confirm Availability of Promissory Note/Loan Packages

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School: University of Pennsylvania
Social Security Number: 200-10-2209
Enter your ESCI PIN:

Submit

- Your Consent Page will show. Select Loan you wish to sign, certify you have the cored hardware & software to move forward.

Before you begin, there is some important information that we would like you to know.

- If you proceed, you are agreeing to complete the entrance counseling and promissory note signature process electronically.
- Your responses to all questions throughout this process will be recorded and made part of your electronically signed document.
- You have the option to complete this process using the traditional signature process (printing and signing your promissory note). You must contact the school if you wish to complete entrance counseling manually and sign a paper copy of your promissory note instead of electronically signing.
- At the end of the electronic process, you will be assigned an account. We will generate a PIN/password for future use. You must keep this information confidential.
- You can return to our website at any time to review and print documents that you electronically signed using the assigned login information provided to you at the end of the electronic process (see item 4 above).
- You have the right to request a paper copy of any documents that you signed electronically.

By checking this box, I certify that I have the required hardware and software as stated above and I agree to use an electronic entrance interview and promissory note process (electronic signature).

Submit

- Once you confirm eligibility walk through completing the Promissory Note & Entrance Counseling.