Federal Perkins & Institutional Loan Promissory Notes

Students who have been awarded a Federal Perkins and/or an Institutional Loan must complete all paperwork and sign the Promissory Note(s) and/or Disclosures(s) online at [https://www.ecsi.net/prom8m/](https://www.ecsi.net/prom8m/). Heartland Educational Computer Systems, Inc. (ECSI) is Boise State University’s loan servicer for Federal Perkins and Institutional Loans.

Below you will find all information pertaining to the acceptance and authorization of your current academic year Federal Perkins and/or other Institutional Loan(s). It is imperative that you read and complete this on-line process immediately to ensure timely disbursement of your loan(s) to your student account.

Your loan(s) cannot be disbursed until all electronic documents are accurately completed (NOTE: Per Regulation Z, there will be a 3 day delay after the signing of your Institutional Promissory Note and/or Disclosures). Timely completion of the processes will ensure disbursement on the school designated disbursement date.

Federal Perkins Loan Promissory Note Instructions

***NOTE: If you have been awarded a Federal Perkins Loan, your FAFSA PIN is required to complete this process. If you do not have a valid PIN, you must go to the Department of Education’s PIN site at [http://www.pin.ed.gov](http://www.pin.ed.gov).

1. Log on to Heartland ECSI’s website at [https://www.ecsi.net/prom8m/](https://www.ecsi.net/prom8m/)

2. Provide your Social Security Number, last name and date of birth.

3. Provide your PIN when requested on the Student Authentication Network page.

4. Most pages require that you accept the terms by checking a box at the bottom of those pages.

5. You must provide complete reference information for yourself, next of kin (a relative) and two additional references. Failure to complete all lines accurately will keep your loan from disbursing to your account.

6. PROMISSORY NOTE - Read completely. Once you have read the promissory note you must electronically sign the note at the bottom of the page. The electronic signature includes a check off box plus your full legal name.

If you are required to print the promissory note, an original signed promissory note can be dropped off at the Payment & Disbursement Center located in the Administration Building Room 101 or mailed to 1910 University Dr. Boise, ID 83725-1246.

Updated: 06/05/2015
Institutional Loan Promissory Note Instructions

1. Log on to Heartland ECSI's website at https://www.ecsi.net/prom8m/.

2. Provide your Social Security Number or Student ID Number, last name and date of birth.

3. Enter your ECSI PIN when requested for authentication.

4. Most pages require that you accept the terms by checking a box at the bottom of those pages.

5. You may be required to provide complete reference information for yourself, next of kin (a relative) and two additional references. Failure to complete all lines accurately will keep your loan from disbursing to your account.

6. PROMISSORY NOTE and/or DISCLOSURE STATEMENTS - Read completely. Once you have read the promissory note you must electronically sign the note at the bottom of the page. The electronic signature includes a check off box plus your full legal name.

   If you are required to print the promissory note, an original signed promissory note can be dropped off at the Payment & Disbursement Center located in the Administration Building Room 101 or mailed to 1910 University Dr. Boise, ID 83725-1246.

   If you have questions, please contact Heartland ECSI at 888-549-3274. You may also email Heartland ECSI at webservice@ecsi.net.