



## COLLEGE OF SANTA FE

### **\*\*INSTRUCTIONS FOR STAFFORD, PLUS AND PACE LOANS\*\***

#### **TG Loans By Web™**

CSF is participating in a loan process for student Stafford, parent PLUS and parent PACE loan borrowers called TG Loans By Web™. TG Loans By Web™ is a process by which borrowers at CSF can go on-line via the Internet and complete the loan application process. You will not receive a loan until you have completed the loan entrance interview (Stafford only) and master promissory (all borrowers) note through Loans By Web™. If you do not have access to a PC with an Internet connection, please contact us for assistance.

#### E-Signature:

E-Signature is a process that allows new borrowers to sign the master promissory note with an electronic signature. E-signing will eliminate delays in processing by your lender.

Here's what you need to complete the E-Signature process:

1. Your Personal Identification Number (PIN) from the Department of Education. This is the same PIN you used to sign the FAFSA on-line. If you don't have a PIN or have forgotten your PIN, you can request one at [www.pin.ed.gov](http://www.pin.ed.gov).
2. Your Social Security Number
3. Your Date of Birth
4. The first two letters of your last name

#### Helpful Hints:

TG Loans By Web™ is intended to be self-explanatory. However, the following information may help you in the process.

1. Your Internet browser must be the equivalent of Internet Explorer 5.0 or higher.
2. If you are required to print your promissory note at the end of the process, you will need to have Adobe Acrobat Reader 3.0 or higher on your computer, prior to starting the loan process. You may obtain a free copy of this program at: <http://www.adobe.com/products/acrobat/readstep.html>
3. TG Loans By Web™ is available seven days a week, 24 hours a day but will periodically experience short periods of downtime so that maintenance can be performed on the website.
4. You will need to provide your Social Security Number, Date of Birth, Driver's License Number, two references that are U.S. residents whom reside at two different addresses.

**\*\*INSTRUCTIONS FOR LOAN PROCESS ON BACK SIDE\*\***

## TG Loans By Web™ – The Process:

The following procedures explain the steps to complete a promissory note using TG Loans By Web™. Always use the buttons provided on the website to navigate. Do NOT use the “BACK” button on the browser during the TG Loans By Web™ process. Using the “BACK” button will interrupt the process and may force you to start the process over again.

1. Open your browser to Loans By Web™ (<https://lbw.tgslc.org>).
2. Select “I am an undergraduate student borrower”, “I am a graduate student borrower” or “I am a parent borrower” and login using your Social Security Number and Date of Birth.
3. Select “Complete a loan award”, then choose an award.
4. All student borrowers will have to complete on-line entrance counseling before being able to guarantee their loan. To do so, click the “Entrance Counseling” link on the left. Once you have finished with the counseling, make note of the confirmation number verifying your completion.
5. Complete all personal information.
6. Review or enter your reference information, including address and phone numbers.
7. Select your lender. CSF’s preferred lender list is available for you to view on this site. **PACE loan borrowers must choose EdInvest as their lender.**
8. Review and “Submit” your loan award information. Students - if you are eligible for subsidized loan funds, borrow these funds before borrowing any unsubsidized loan funds. Carefully review and complete the screen that reflects your loan award amount, loan period and type of loan eligibility.
9. Confirm that the information is correct. **IMPORTANT** - Click the “Complete” button to submit your loan for guarantee. If the loan is guaranteed, a page will appear with the message: “Congratulations, your loan has been guaranteed.” If the loan application is rejected, a page will appear listing the errors found. Print this page and contact TG’s Loan Guarantee team at 1-800-252-9743.
10. New borrowers are required to complete a Master Promissory Note (MPN) before their loan will be disbursed. If your lender participates in the e-signature process, you may click E-sign to complete this process.
11. If you have chosen a lender that does not participate in E-Signature, you must sign and date one copy of your MPN and mail it (front and back pages) to your lender at the address provided. Be sure to keep a second copy for your records.

***If you choose not to E-Sign please do not send any paper promissory notes to the College of Santa Fe. All promissory notes must be sent to the lender for processing.***