



How to access and e-sign the online Direct Parent PLUS Loan

You can now electronically sign and securely submit your online Federal Direct PLUS Loan Request form through a new online financial aid portal. You will need to create an account and e-sign your Federal Direct PLUS Loan Request form.

STEP 1: Go to <https://www.bmcc.cuny.edu/finaid>

STEP 2: Navigate to [Apply for Financial Aid](#)

STEP 3: Select a [Request a Federal Direct Loan](#) page.

STEP 4: Scroll to the middle of the webpage and select the Federal Direct PLUS Loan Request link.

If you are a dependent student and your parents wish to request a Federal Direct PLUS Loan, your parents must fill out, sign and submit a paper **Federal Direct PLUS Loan Request**. **Note:** Look for the "Create New Account" link and follow the instructions to create a user name and password to access the PLUS Loan Request.

STEP 5: Click on the form you wish to access and you will be taken to the online financial aid portal.

Log In

Sign in to complete the **Parent PLUS Loan Application** form as requested by **Borough of Manhattan Community College**.

User Name

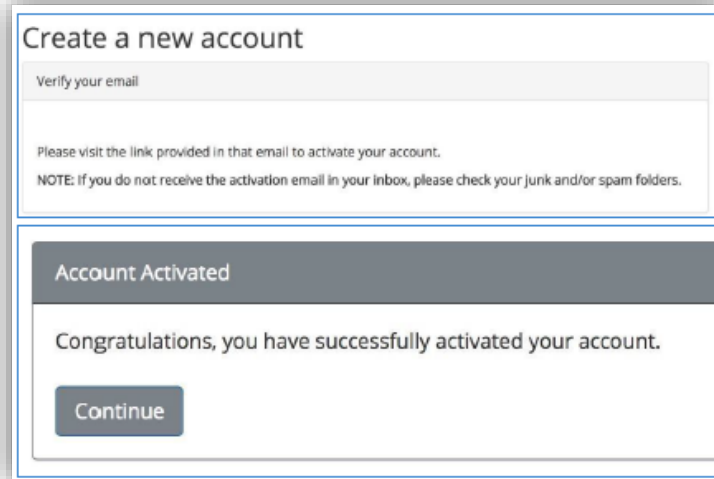
Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

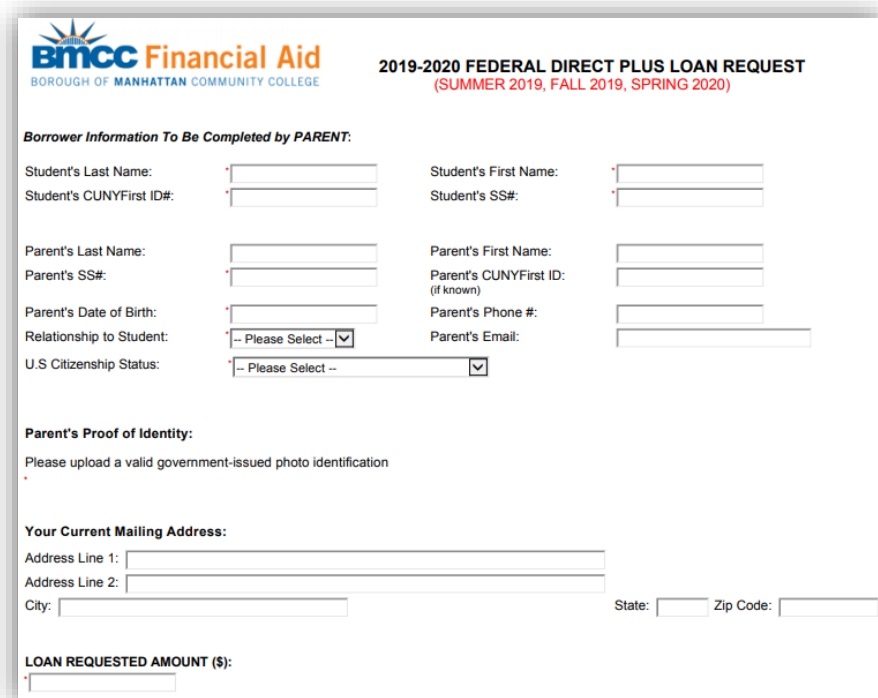
STEP 6: Click “Create New Account” and follow the enrollment process.

STEP 7: After completing the enrollment steps, you will need to verify your email to activate the account. Once you activate the account, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.



The screenshot shows a web page titled "Create a new account". It contains a section for "Verify your email" with instructions to visit a link in the email and a note to check junk/spam folders. Below this is a dark grey banner that says "Account Activated" and a message: "Congratulations, you have successfully activated your account." A "Continue" button is located at the bottom of the page.

STEP 8: You will be prompted to log-in with your username, password and security question. Once you have completed the log-in process, you will be directed to the required form.



The screenshot displays the "2019-2020 FEDERAL DIRECT PLUS LOAN REQUEST" form for the Borough of Manhattan Community College (BMCC). The form is titled "Borrower Information To Be Completed by PARENT:" and includes the following fields:

- Student's Last Name:
- Student's CUNYFirst ID#:
- Student's First Name:
- Student's SS#:
- Parent's Last Name:
- Parent's SS#:
- Parent's First Name:
- Parent's CUNYFirst ID: (if known)
- Parent's Date of Birth:
- Parent's Phone #:
- Relationship to Student:
- Parent's Email:
- U.S Citizenship Status:

Below the parent information, there is a section for "Parent's Proof of Identity" with the instruction: "Please upload a valid government-issued photo identification".

The "Your Current Mailing Address:" section includes:

- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip Code:

At the bottom, the "LOAN REQUESTED AMOUNT (\$):" field is .