Perkins Loan and Harvard Law School Loan E-Signature Process U.S. Students:

Create an ECSI Password (aka PIN) and 3 Security Questions/Answers. Go to ECSI’s borrower website https://borrower.ecsi.net.

1. On the Welcome page - **ONLY** Enter our School code (k4) and click on the “Need help logging in?” link. Do not enter your account number or your Pin/Password.

2. Enter your 8-digit Harvard ID, your Last Name and Date of Birth. After you click “Submit” the system will check to see if we have a social security number on file.
   a. If we do, you will be asked to enter the last 4 digits of your social security number.
   b. If we don’t, ECSI will send you an email with a link to the final login page.
3. **Create password, 3 Security Questions/Answers, Type in email and click Submit.**

![Change Password Form](image)

**Log out of this site**

*Sign into ECSI’s e-signature website with your newly created password [http://esi.net/promk4](http://esi.net/promk4) and follow ECSI’s instructions.*

a. You will be asked to enter your Social Security Number, First Name, Last Name and Date of Birth and click Submit.

b. ECSI will attempt to Authenticate your data through Lexis/Nexis.

i. If you are Authenticated, you will be able to complete all documents and promissory notes online.

ii. If you are not Authenticated, you will start the entrance counseling process and then complete the Perkins Rights & Responsibilities document and the Reference Information document online. You will need to then print a generic copy of the promissory note. You will need to complete the information at the top of the first page **but do not sign the paper promissory note**. You will be required to bring the unsigned promissory note to Student Financial Services, along with a valid ID, and sign it in front of an SFS staff member.

After you have completed the print process for your Perkins, go back to the previous step and choose the option to start the electronic process for signing your Harvard Law School loan. You will need to re-enter your ECSI password to do this.