

## Applying for a PLUS Loan Using TG Loans By Web™

Angelo State University and TG have teamed up to provide a Web-based application for the Parent Loan for Undergraduate Students (PLUS). This online application -- TG Loans By Web™ -- guides you through the process of obtaining a loan. Here's what you can expect.

### Keep in Mind

- You will **only** receive a loan if you complete an application through TG Loans By Web. If you do not have access to a computer with an Internet connection, contact TG. Refer to TG's contact information below.
- Be prepared to provide the name, address, and phone number of two references.
- Be prepared to provide a valid email address, when prompted. This will help ensure the prompt delivery of your loan award information.
- Download Adobe Acrobat to print your **Master Promissory Note (MPN)** and **Borrower's Rights and Responsibilities**. (Download it for free at [www.adobe.com](http://www.adobe.com).)
- You may have the option to electronically sign a Master Promissory Note (MPN) with certain lenders. To do so, obtain a Department of Education personal identification number, or PIN, at [www.pin.ed.gov](http://www.pin.ed.gov).
- Do not send signed MPNs to the school your dependant is attending. The school will be notified of your loan electronically.
- Understand that TG communicates important loan processing information via email. Promptly read and act upon e-mails from **TG** (Texas Guaranteed) and **TG Customer Assistance** -- [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org)
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### Applying

1. Parent borrower, open your Web browser and go to **TG Loans By Web** at <https://lbw.tgslc.org>. Log in using your Social Security Number and date of birth.
2. Select **Complete a loan award**, then choose an award.
3. Enter your dependent's Social Security Number and date of birth.
4. Update your personal information.
5. Enter reference information, including the addresses and phone numbers of two references.
6. Select your lender. The school will provide a list of preferred lenders to choose from. Lenders that will accept an electronic signature for your loan request are designated with an asterisk.
7. Review and submit your loan award information. (Click **Back** at the bottom of the screen to make changes.)
8. Print the MPN for a guaranteed loan or have TG print and mail an MPN to you. You may click **E-Sign** to sign MPNs for lenders that accept electronic signatures.
9. Click **Close**.
10. Sign, date, and mail one copy of your printed MPN to your lender. **Your lender will not release funds for your loan until it has received the signed MPN from you.** If you already have a MPN through your school, you may not have to mail in another one.

### Help

TG  
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Round Rock, Texas 78683-3100  
Phone: (800) 845-6267  
E-mail: [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org)

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ASU Station 11015  
San Angelo, TX 76909-1015  
Phone: (800)933-6299 or (325)942-2246  
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