nCino PPP Round 2 Functional Job Aid v.2

Getting Started

The following information outlines the process of using the nCino PPP Draw 2 workflow. Below are some tips to help set you up for success when you are getting started with nCino. Always log in to nCino using Google Chrome browser

- 1. Access nCino by clicking on this link or by typing the URL into Google Chrome:
- 2. Working with multiple tabs open in nCino will be helpful as you navigate between objects, such as a Relationship and a Loan.
 - a. To open a link in a separate tab, click the "Ctrl" key and then click on the link.
 - b. You can also right click on a link and then select the option to "Open link in a new tab."
- 3. As a best practice, always search nCino using the Global Search Bar prior to creating a new record in the system.

	AI	•	Q	Search) Salesforce					
Reports	~	Dash	nboards	~	Opportunities	~	Product Packages	~	Collateral Mgmt	~

4. To refresh your page, click the circle with an arrow that is just to the left of the URL in your Chrome browser window.

Initial Work in nCino

- 1. Change Owner
 - a. Click the **Change Owner** on the Relationship.



b. Select the new owner then click Change Owner.

1	
enfor	9
Q, 'enfor' in People	
Enforce Admin	
Transfer account owner's open cases	
Transfer all of this account evener's cases	
Send notification email	
Send notification email he new owner will also become the owner of thes re swred by you.	e records related to Magnum PI, LLC that
he new owner will also become the owner of thes	e records related to Magnum PL LLC that
he new owner will also become the owner of thes recorded by you.	e records related to Magnum PI, LLC that
he new owner will also become the owner of thes re owned by you.	
he new owner will also taccome the owner of these e owned by you. • Open opportunities • Contracts in Draft and In Approvel status	
he new owner will also become the owner of these is carried by yes. • Open apportunities • Contracts in Draft and In Approval status • Deten in Draft status (with or without a transfe	

Online Application – Applying for Draw 1

Draw 1 is only if the user does not have a PPP loan from the first round.

1. User signs into the online application.

Welcome back!	
Log in to continue,	
Password	
Forgot password?	
Ligh	
New Customer? Sign Up	
	Log in to continue.

2. Upon **Sign Up**, the user lands beginning of the application. User will select the **PPP 1st Draw Loan**. User completes all fields. Once complete, user clicks **Continue**.

Your Paycheck Protection Program Lo Select Paycheck Protection Program 1st Draw Loan ONLY if you DO NOT	
loan.	
What product are you interested in?	
Paycheck Protection Program 1st Draw Loan	:
First Name	
	đ
Last Name	
Email	
Email	
Mobile	
	1
Continue	
or	

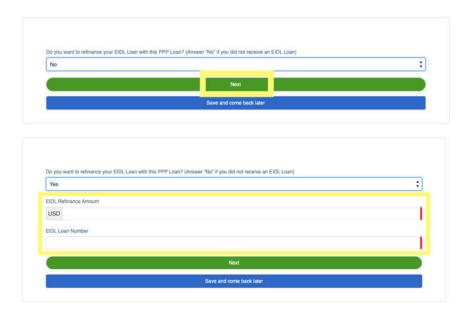
3. User completes the fields on the **Your Business** route then click **Next**.

Vie1	Il use this information to venity your business and confirm your eligibility	- 1
Legal Business Name		
Draw One, Inc		
Tax identification Number (TIN)		
	Why do we need this?	
Number of Employees		
11		1
Business Entity Type:		
S Corp		:
NAICS Code		
453920 - Art Dealers		Q
Doing Business As		
Vhere is your business located? Street Address 1900 Main St		
City		
Dallas		
State (Abbreviation)	ZIP	
TX	75201	
	Make a Different Selection	
	Hent	
6		
	Save and come back later	

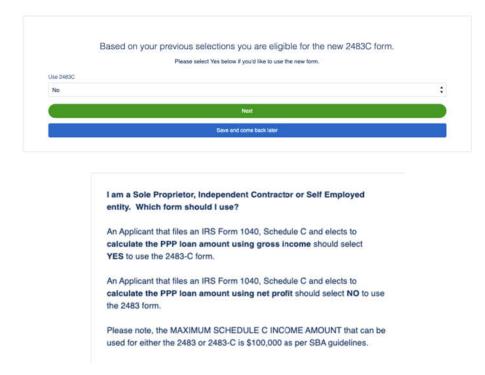
4. User completes the fields in the **Personal Info** route then clicks **Next**. User will choose **Owner** in the *How are you related to this business* field.

1	Tell us abo	out yourself	
		person representing the business.	
	we need to know a bit about the	person representing the business.	
How are you related to this business?			
Owner			(P.
Ownership Percent			
100.000 %			
Official Title			
CEO			
Social Security Number (SSN)			
	6	Why do we need this?	
6768988888			
6768988888			
Residential Address			
2100 Main St			
City			
Dallas			
State		Zip Code	
тх	:	75201	
C	N	ext?	

5. In the **EIDL Loans** route, the user will indicate whether or not they want to refinance their EIDL loan with this PPP Loan. If "Yes", user will input EIDL Refinance Amount and EIDL Loan Number.



6. Based on the Entity type selected in the **Your Business** route, Sole Proprietors, Self-Employed, and Independent Contractors will see the **Form 2483C Election** route and have the ability to elect to continue through the Application using the 2483C Form. All other Entity types will not see this route appear. ***If user indicates "Yes" please see 2483C Workflow starting on step 15. ***



7. User completes the fields in the **Payroll Calculation** route. User will complete only one field in **Section A**. User will answer and complete the rest of the fields on the route. Once complete the user clicks **Next**.

8. Based on the information provided, the **Loan Calculated Total** route will produce an estimated PPP Loan Amount.

Y	our Paycheck Protection Program Loan Amount
	re inputs provided, we have currently calculated your loan amount as shown below.
Loan Amount USD 187,500.00	
	Next
	Save and come back later

9. User continues to complete the application by answering the questions. If the user answers **Yes** to question 1, 2, 5 or 6, they will not qualify for the loan. If the user answers Yes to question 8, they should answer Yes to question 9 and enter their **Franchise Code**.

	If questions (1), (2), (5), or (6) are answered "Yes", the loan will not be approved.	
	ner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal sently involved in any bankruptcy?	
Please Select Yes or No		
No		:
	ner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently ed in the last 7 years and caused a loss to the government?	
Please Select Yes or No		
No		:
including their TINs if availa	ner of the Applicant an owner of any other business, or have common management (including a management agreement) with any other business? If yes, list all such busines bie) and describe the relationship on a separate sheet identified as addendum Å.	505
Please Select Yes or No		
No		٠
 Did the Applicant receive a 	in SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	
Please Select Yes or No		
No		:
Please Select Yes or No		
No		:
felony, has the Applicant (if a probation before judgment)?	any felony involving fraud, bribery, embezziement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any of n individual) or any owner of the Applicant 1} been convicted; 2} pleaded guilty; 3} pleaded noto contendere; or 4} commenced any form of parole or probation (including	her
Please Select Yes or No		
No		;
7. Is the United States the pri	ncipal place of residence for all amployees included in the Applicant's payroll calculation above?	
Please Select Yes or No		
No		:
. Is the Applicant a franchise	97	
Please Select Yes or No		
No		:
9. If yes to question 8, is the	franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below:	
Please Select Yes or No		
		:
No		

User has the ability to choose multiple purposes on the purpose of this loan. Then user clicks Next.

Number of Employees	
11	
Date of Establishment	
1/1/1990	8
MDYYYY	
SBA Size Standard (For help regarding SBA Size Standard, please see the help text located at the upper right side of the page.)	
No more than 500 employees (or 300 employees, if applicable)	:
Nease select the purpose of this loan. If other, please describe below, (select all that apply) Payroli Costs, Rent / Morigage Interest, Utilities	
V Payroll Costs	
V Rent / Mortgage Interest	
V Utilities	
Covered Operations Expenditures	

10. User must **check** every Certification in order to move forward then click **Next**.

	Certifications
•	I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, covered utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures, and not more than 40% of the forgiven amount may be for non-payroll costs. If required, the Applicant will provide to the Lender and/or SBA documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of eligible expenses for the covered period following this loan.
	The Applicant has not and will not receive another loan under the Paycheck Protection Program, section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)) (this does not include Paycheck Protection Program second draw loans, section 7(a)(37) of the Small Business Act (15 U.S.C. 636(a)(37)).
	The President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings provided in Section 322 of the Economic Ald to Hard-Hit Small Businesses, Nonprofits, and Venues Act.
	I acknowledge that the Lender will confirm the eligible loan amount using required documents submitted. I urderstand, acknowledge, and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.
•	The Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f).
•	I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000
×	The Applicant has not and will not receive a Shuttered Venue Operator grant from SBA.
•	Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.
2	The funds will be used to retain workers and maintain payroli; or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures as specified under the Paycheck Protection Program Rules; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.
	Next

11. In the **Beneficial Ownership** route if there are multiple owners, any over 20% will need to complete their portion of the application once the fields are completed by the initial submitter. For any Non-Profit or Church, user will need to input at least 1% to qualify for the loan. The user will receive an email to complete their portion of the application (the application will not be completed until all Beneficial Owners complete their portion). If none, they can **Skip**.

	Beneficial	Ownership	
Ownership percentage, regardless of Busi		h Affiliated, require at least 1% ownership to be considered Owners. Ov % are considered Non-Owners.	inership
First Name		Last Name	
Draw	Ξ	One Ben Own	
Email			
xxx			
Mobile Phone Number			
3039847987			
Role			
Owner			:
Sector -			
Role on Loan Beneficial Owner			:
Beneticial Owner			
Ramove			
	Add Another E	Beneficial Owner	
		lext	
		ome back later	

12. User will **E-Consent** to the application by completing fields and then click **Next**.

	Electronic Signature
	lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, form of E-consent or E-signature that complies with the requirements of the Electronic Signatures in Global and National Commerce Act (P.L. 106-229).
By typing my name below, I	recognize that this may be treated as an electronic signature and certify to submitting accurate information.
Draw One	
By typing my initials below, Application.	recognize that this may be treated as an electronic signature and used to initial certifications on the Paycheck Protection Program Loan
DO	
C	Next
÷.	Save and come back later

13. User has the option to complete the Demographic Information and click **Next**.

Disclosure is voluntary and will have no bearing on the loa	In decision
Principal Name	
Draw One	
Position	
Veteran	
2=Veteran	:
Gender	
	:
Race (more than 1 may be selected)	
1=American Indian of Alaska Native	*
Ethnicity	
	:
Next	

14. User will review the information on the **Review & Submit** route. They can **Edit** if necessary. Once reviewed the user can Submit Application.

Les statis data dar puoto proved Corpora data dire, set frances car subliship en data dire su colla desance 14 dires Mar en dire and frances Mar en dires Biologia Direstante Nagan Biologia Direstante Nagan Biologia Dir	3
	۲
4 Dan Ang Anama N Kanang Nama Kanang Nama	۲
Ang kanan ku Saran ku Saran Ku Saran Saran Saran Saran Saran Saran Saran Saran	۲
Sinning System Silical A Silical Silica Silical Silica Silical	۲
100207.9 100- 1001	۲
100207.9 100- 1001	۲
100207.9 100- 1001	
100207.9 100- 1001	
Transfer Manual	
a 1100 Maar Ib Dama, TX Tabir	
	(10)
102. Palment	
Protein propulation from final fight registrion.	
And the second sec	
Letter surface and	
In a first star of the	
France AND Conceptional Conception of Concep	
196	
	100
And all interesting	
The second se	
Parametricit.	
afaite	
H Constant	
making descended and an an an and an an an and and	
Parallel of Law State	
	6
	(14)
Parties	
Tests .	
	USE BY Ware water

Workflow if User selected "Yes" to using the 2483C Form:

15. In the **Payroll Calculation 2483C** route, user will complete section's A – D. Per SBA guidelines, Schedule C Gross Income cannot exceed \$100,000.

	Let's determine your eligibility	
	Help us determine the terms of the loan that best meet your needs	
Was your	Businesses started or acquired on or after January 1, 2020:	
No	:	
ection /		
	the last 12 months: Refer to Average Monthly Payroll Help - General 300,000.00	
Schedule Imount, in	C Gross Income – II NO EMPLOYEES, 2019 or 2020 IRS Form 1040, Schedule C, line 7. II EMPLOYEES, 2019 or 2020 IRS Form 1040, Schedule C, line 7 sinus the sum of line 14, line 19, and line 26	
USD	100,000.00	
ection I	B	
341s subr		
No	;	J
Total num	ber of individuals receiving compensation in excess of \$100,000; (includes w-2, 1099 or sole prop)	
0.00		
Total com	pensation paid to these individuals over the 4 quarter period: (includes w-2, 1098 or sole prop)	
USD	0.00	
ection		
	your employees have a principal place of residence located outside of the United States?	
No	;	
total comp	pensation paid to employee(s) with a principal place of residence outside of the United States over the 4-quarter period reflected above?	
USD	0.00	
ection	D:	
To the be	st of your knowledge, does any of the compensation identified in IRS Form 941 include qualified sick and/or family leave wages allowed under section 7001 of the Frat Connavirus Response Act?	
No	:	
	tal amount of qualified sick and/or family leave wages allowed under section 7001 of the Families First Coronavirus Response Act:	
USD		7.
050	4,00	
lease e	inter your account information for deposit purposes.	
Customer	Name	
Bank Nan		
Colorier Latte	19	
Account #	lumber .	
ABA Num	ber	
	or Checking	
Savings o		
Savings o	;	
Savings o	• Next	

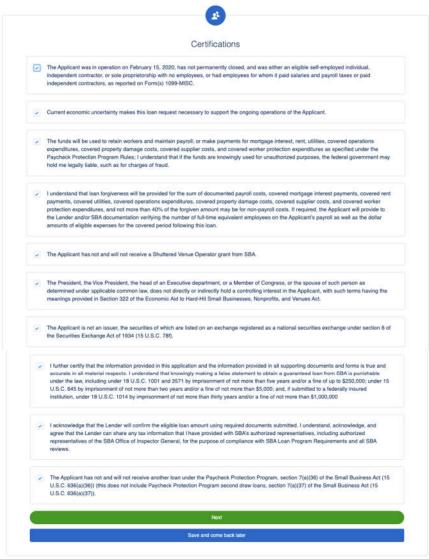
16. Based on the information provided, the **Loan Calculated Total** route will produce an estimated PPP Loan Amount.

	Your Paycheck Protection Program Loan Amount	
B	ased on the inputs provided, we have currently calculated your loan amount as shown below.	
Loan Amount		
USD 145,833.00		
	Next	

17. User continues to complete the application by answering the questions in the 2483C Eligibility route. If the user answers Yes to question 1, 2, 5 or 6, they will not qualify for the loan. If the user answers Yes to question 8, they should answer Yes to question 9 and enter their Franchise Code. User will also enter the <u>Total Amount of Gross Income</u> and <u>Tax Year Used</u> for Gross Income. This value may differ than the value input in the Payroll Calculation 2483C to calculate the loan amount.

No Is the Annlie	ant (if an individual) or any owner of the Applicant presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignmen
	and (if an individual) or any owner of the Appricant presently incarcerated or, for any telony, presently subject to an indictment, criminal information, arraignmen ans by which formal criminal charges are brought in any jurisdiction?
	alect Yes or No
No.	hat E inner for am falam husbian favof hikans amkemlamant og a falog pletanent in a fore sentieting og in emiliating for fakter Brootet og instante
ithin the la } comment	Isst 5 years, for any felory involving fraud, hobery, embezziement, or a faile statement in a loan application or an application for federal financial assistance, st year, for any other felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nois contendere; eed any form of parole or probation (including probation before judgment)?
	slect Yes or No
No	ted States the principal place of residence for all employees included in the Applicant's payroll calculation above?
is the Uni	
. Is the Un	ran nanns me huurihis histe a rasaanna ta is substatis seenaan u uu uhbirmu s hatus caraasana soosa t
	ner o dennin ini principale parte o reasonner no an englisystea missiono in nor approxim a poprar cancastori acono r siect Yes or No
Please Se Yes 8. is the A	
Please Se Yes 8. is the A	elect Yes or No oplicant a franchise?
Please Si Yes 8. Is the A Please Si No	elect Yes or No oplicant a franchise?
Please Se Yes 8. Is the A Please : No 9. If yes to	alect Yes or No pplicant a franchise? Select Yes or No
Please Se Yes 8. Is the A Please : No 9. If yes to	sliect Yes or No pplicant a franchise? Select Yes or No question 8, is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below:
Please Si Yes 8. Is the A Please S No 9. If yes to Please S No	alect Yes or No pplicant a franchise? Select Yes or No question 8, is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No
Please Si Yes 8. Is the A Please : No 9. If yes to Please : No	sliect Yes or No pplicant a franchise? Select Yes or No question 8, is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below:
Please Si Yes: 8. is the A Please S No 9. If yes to Please S No We'll ne	alect Yes or No pplicant a franchise? Select Yes or No question 8, is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No
Please Si Yes: 8. is the A Please S No 9. If yes to Please S No We'll ne	alect Yes or No pplicant a tranchise? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No ceed to gather some more information from you before we can submit your Ioan.
Please Si Yes 8: is the A Please : No 9: If yes to No We'll ne Number 4	alect Yes or No pplicant a tranchise? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No ceed to gather some more information from you before we can submit your Ioan.
Please Si Yes 8: is the A Please : No 9: If yes to No We'll ne Number 4	stect Yes or No pplicant a tranchise? Select Yes or No rquestion 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select Yes or No select to gather some more information from you before we can submit your loan. of Employees Establishment
Please Si Yes 8: is the A Please 3 No 9: If yes to No We'll ne Number 4 Date of	alect Yes or No pplicant a tranchise? Select Yes or No rquestion 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select to gather some more information from you before we can submit your Ioan. of Employees Establishment 999
Please St Yes. 8. is the A Please : No 9. If yes to Please : No We'll no Number 4 Date of 2/1/1 MD000	stect Yes or No pplicant a tranchise? Select Yes or No rquestion 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select Yes or No select to gather some more information from you before we can submit your loan. of Employees setablishment seg 1
Please Si Vas. 8. is the A Please 3 No 9. If yes to No We'll no Number 4 Date of 2/1/1 MDNY SBA Siz	alect Yes or No pplicant a tranchise? Select Yes or No rquestion 8, is the tranchise Isted in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select Yes or No select to gather some more information from you before we can submit your Ioan. of Employees setablishment segametry se Standard, Please see the help text located at the upper right side of the page.)
Please Si Vas. 8. is the A Please 3 No 9. If yes to No We'll no Number 4 Date of 2/1/1 MDNY SBA Siz	stect Yes or No pplicant a tranchise? Select Yes or No rquestion 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select Yes or No select to gather some more information from you before we can submit your loan. of Employees setablishment seg 1
Please SX Yes 8. Is the A Please 3 No 9. If yes to No No Number 4 Date of 2n(1) SBA Siz2 No m	alect Yes or No pplicant a tranchise? Select Yes or No rquestion 8, is the tranchise Isted in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select Yes or No select to gather some more information from you before we can submit your Ioan. of Employees setablishment segametry se Standard, Please see the help text located at the upper right side of the page.)
Please SX Yes 8. Is the A Please 3 No 9. If yes to No Please 4 No No SBA Siz 2/1/1 SBA Siz No No Momm Please 3 No No	alect Yes or No pplicant a franchise? Select Yes or No question 8, is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No select Yes or No select to gather some more information from you before we can submit your Ioan. of Employees Establishment Select Yes or No s Standard (For help regarding SBA Size Standard, please see the help text located at the upper right side of the page.) or help regarding SBA Size Standard, please see the help text located at the upper right side of the page.) or help regarding SBA Size Standard, please see the help text located at the upper right side of the page.)
Please Sr Van 8. Is the A Please t No 9. If yes to No We'll nr Number 4 Date of 2/1/1 Motion SBA Siz No m Please t Please t	alect Yes or No pplicant a tranchise? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No Select Yes or Yes or No Select Yes or Yes or Select Yes or Select All Yes or Yes or Select Yes or Yes
Please SX Yes 8. Is the A Please 1 No 9. If yes to No Please 1 No No SBA Siz 2/1/1 SBA Siz No No Momm Please 1 No No	alect Yes or No pplicant a tranchise? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No Select Yes or Yes or No Select Yes or Yes or Select Yes or Select All Yes or Yes or Select Yes or Yes
Please Sr Van 8. Is the A Please t No 9. If yes to No We'll nr Number 4 Date of 2/1/1 Motion SBA Siz No m Please t Please t	alect Yes or No pplicant a tranchise? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No Select Yes or Yes or No Select Yes or Yes or Select Yes or Select All Yes or Yes or Select Yes or Yes
Please SX Yan 8. Is the A 9. It yes to No We'll nu Number 4 Date of 27:11 MOYYY SISA Si2 No m Please to 27:11 MOYYY Other (c	alect Yes or No pplicant a tranchise? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No Select Yes or Yes or No Select Yes or Yes or Select Yes or Select All Yes or Yes or Select Yes or Yes
Please SX Yas 8. Is the A Please to No 9. If yes to No Please to No We'll nu Aumber 4 Date of 0 2/1/1 Momor Please to RA SX No m Please to RA SX Please to No Please to RA SX Please to No Please to RA SX Please to No Please to RA SX Please to No Please to RA SX Please to	alect Yes or No pplicant a tranchiae? Select Yes or No rquestion 8, is the tranchise Ested in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No Select Yes or Yes
Please SX Yes 8. Is the A Please 1 No 9. If yes to No We'll number 4 Date of 2/1/1 No m Please 1 Please 1 Please 1 No No m Please 1 No Date of 2/1/1 No Date of 2/1 Date of 2/1/1 No Date of 2/1 No Date of No Date of No Date of No Date of Date of No Date of No No No No No No No No No No No No No	stect Yes or No
Please SX Yes 8. Is the A Please 1 No 9. If yes to No We'll number 4 Date of 2/1/1 No m Please 1 Please 1 No m Please 1 Please 1 No m Please 1 Date of 2/1/1 No m Please 1 Date of 2/1 Date of 2/1/1 Date of 2/1/1/1 Date of 2/1/1	alect Yes or No pplicant a tranchiae? Select Yes or No question 8, is the tranchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code Below: Select Yes or No Select Yes or No Select to gather some more information from you before we can submit your Ioan. of Employees Establishment. 999 Select the proces of this loan. If other, please describe below. (select all that apply) alect the purpose of this loan. If other, please describe below. (select all that apply) ale Costs, Rent / Mortgage Interest, Utilities septimation of Corpos Income

18. User must **check** every Certification in order to move forward then click **Next**.



19. In the **Beneficial Ownership** route if there are multiple owners, any over 20% will need to complete their portion of the application once the fields are completed by the initial submitter. For any Non-Profit or Church, user will need to input at least 1% to qualify for the loan. The user will receive an email to complete their portion of the application (the application will not be completed until all Beneficial Owners complete their portion). If none, they can **Skip**.

	Beneficial	Ownership
Ownership percentage, regardless of Busine		ch Affiliated, require at least 1% ownership to be considered Owners. Ownership % are considered Non-Owners.
First Name		Last Name
Draw	E	One Ben Own
Email		
XXX		
Mobile Phone Number		
3039847987		
Role		
Owner		\$
Role on Loan		
Beneficial Owner		:
Remove		
	Carol contains a	performa tabularda acon
	Add Another E	Beneficial Owner
C	h	Hext.
6	Save and ex	ome back later

20. User will **E-Consent** to the application by completing fields and then click **Next**.

	Electronic Signature
	lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, form of E-consent or E-signature that compiles with the requirements of the Electronic Signatures in Global and National Commerce Act (P.L. 106-229).
By typing my name below, I	recognize that this may be treated as an electronic signature and certify to submitting accurate information.
Draw One	
Application.	recognize that this may be treated as an electronic signature and used to initial certifications on the Paycheck Protection Program Loan
DO	
(Next

21. User has the option to complete the Demographic Information and click Next.

Disclosure is voluntary and will have no bearing on the loan dec	ision
Principal Name	
Draw One	
Position	
/eferan	
2=Veteran	3
Sender	
	:
Race (more than 1 may be selected)	
T≑American Indian or Alaska Native	*
Ethnicity	
	:
Next	
Save and come back later	

22. User will review the information on the **Review & Submit** route. They can **Edit** if necessary. Once reviewed the user can Submit Application.

	Does even when thing look egen?" (and added along you've even all the set of	
Rature Me		
Restructed Artic	In manhane factory	(m)
Hans Dra, but	for incident form	
Energiese All	Name and Tax	
N	B Talan Hotay Instance In	
AUD2: An Unave		
PETrap Indiana . PETER March IN		
Date, 18 1961		
Pertonal livito		-
	forestin Areas	
Dent	100.00 N	
100xx10x		
Balan Turning	Parate day fallows	
6110100064	1730 Marc 80 25486, 7X 75307	
	14000 0000	
Propriet Call Address		(10)
Reariest daniel d'allertaires de l'2000	100. Antonio 1 No.	
Plants of land 10 pulsma	(1999 paper) for the last 19 months.	
Auto segrame ne	0.001 0.00	
Site Property of the second	Approvement of the second seco	
frames loss on the	The A Province on Table	
No.	1.0	
Keel Delay also field water had	Traphone Article (Colline (Article (C	
Total Dama Manimum Contants (M	from the local sector was a first	
080.000		
The Interference and Annual Table		
Platte		
Application of a lower for internal	Autor consistion	
has		
Applementation of Albert Association	Nama 100.	
Annual Course of Courses	Particular Second	
The second se	Au a Tarite	
No.		
Manufact Leman 1914 Nac	House of Franceson H	
Iners & Establishment	a mark of the American of	
91/1109	No more than 500 ampliques on 500 ampliquest, P application,	
Press Prime	Parameter d'Lane (Ban	
Definition		
Optional Demographic Information		. (66)
Pad tamp	Pages	
tras tra		
D-Viterar	-	
Pase Andreature Indian in Asada Nami	Treets	
Internation of Audul Name		
		and the second se

23. The application has been submitted and the user will land on the **Next Steps** page. The user will click **Go to Dashboard** to upload documents.

	The first step of your application is complete. We now need to move on to uploading supporting documents.
1.	Please click the Go to Dashboard button to upload the your supporting documentation in the Upload Documents section of the "TO-DO-LIST".
2.	Once you've uploaded all required documentation, we will begin processing your Application. Failure to upload required documentation may delay the processing of your Application.
3.	It may take several weeks to process your Applications. We will contact you if we need additional information or documentation,
	Go to Dashboard

24. The user will be on their **TO-DO LIST** where they will upload documents. The user will click the caret next to the Upload Documents number to display the placeholders. The user can then upload documents. *CURRENTLY, there are no placeholders rendering. Please have your Admin create the placeholders for your FI*.

Upload Documents	8
TO-DO LIST	
Upload Documents	8
rivers License	
Draw One	<u>*</u>
lease upload a picture of your non-expired Drivers License.	DRAG & DROP
	or browse
ocial Security Card	
Draw One	*
lease upload a picture of your Social Security Card.	DRAG & DROP
rease upicad a picture or your Social Security Card.	or browse
opy of Voided Check - Draw One, Inc	
Paycheck Protection Program 1st Draw Loan (\$72000.00)	100
	DRAG & DROP
	or browse
orm 941 Q1 - Draw One, Inc	
Paycheck Protection Program 1st Draw Loan (\$72000.00)	<u>^</u>
Paycheck Protection Program 1st Draw Loan (\$72000.00)	DRAG & DROP
	or browse
orm 941 Q2 - Draw One, Inc	
	1
Paycheck Protection Program 1st Draw Loan (\$72000.00)	
	DRAG & DROP or browse

Form 941 Q3 - Draw One. Inc

Online Application – Applying for Draw 2

Draw 2 is only if the user is applying for a second PPP loan.

1. User logs into the online application.

Log in to continue.	
Email	
portalncino+sallyt@gmail.com	
Password	
•••••	5
Forgot password?	
Log in	
New Customer? Sign Up	

2. To apply for Draw 2, the user clicks **Marketplace**. The user clicks **Apply** to apply for Paycheck Protection Program Draw 2 Loan.

rboard	Paycheck Protection Program 1st Draw Loan
ALLANCE.	This product is to be used ONLV if you are applying for your FIRST Psycheck Protection Program loan. If you already have a Paycheck Protection Program loan and want to apply for a second, please use the Psycheck Protection Program End Dreak Loan. If you are looking to increase an existing Psycheck Protection Program first draw loan as allowed under the Economic Aid Act, please reach out to your financial institution directly.
	Paycheck Protection Program 2nd Draw Loan
	This product is to be used CPLV if you are applying for your SECCIND Paycheck Protection Program loan. If you DO NOT have a Paycheck Protection Program to an avant to apply, please use the Paycheck Protection Program ta Draw Loan. If you are osving to increase an existing Paycheck Protection Program first draw loan as allowed under the Economic Aid Act, please reach out to your financial institution directly.
	Paycheck Protection Program Forgiveness
	Select Paycheck Protection Program Forgiveness ONLY If you are applying for a FORGIVENESS ON YOUR 1ST LOAN.

3. The first thing the user must do is confirm the business for which they are applying for Draw 2. They click **Apply With This Business**. The user may Edit information if necessary.

		Your Business	
		Which business would you like to apply with?	
		Edit	
(Ħ)	Fields Flower Shop Corporation	a sector and a sec	
$\overline{}$	Retail 1900 Elm St		
	Dallas, Tx 75201		
		Apply With This Business	
		Add New)
		Save and come back later	

4. In the **Personal Information** route, the user will quickly confirm their personal details. If any information has been updated from the time the original PPP loan was created, the end user has the ability to update that information here. Then, the user clicks **Next**.

10,000 80/10	Tell us abo	
	ed to know a bit about the p	person representing the business.
How are you related to this business?		
Owner		۹. ا
Ownership Percent		
100.000 %		
Official Title		
CEO		
Social Security Number (SSN)		
	0	Why do we need this?
8089899999		
8089899999		
Residential Address		
Residential Address 2000 Main St		
2000 Main St		
2000 Main St City		Zip Code
2000 Main St City Dallas	:	Zip Code 75201
2000 Main St City Dallas State		75201
2000 Main St City Dallas State	÷	75201

5. The user is directed to complete the **PPP Round 1 Attestation**. If user chooses **No** the loan will not progress. Then the user clicks **Next**.

sy denniying Tes Delow, you are ack	mowledging that you have recieved a First Draw Paycheck Protection Program Los the time of disbursement for the Second Draw.	and will have used the full ball amount by
PPP Round 1 Certification		
Yes		:
C	Next	
	Save and come back later	

6. Based on the Entity type selected in the **Your Business** route, Sole Proprietors, Self-Employed, and Independent Contractors will see the **Form 2483C Election** route and have the ability to elect to continue through the Application using the 2483C Form. All other Entity types will not see this route appear. ***If user indicates "Yes" please see 2483SD-C Workflow starting on step 15. ***

	Please select Yes below if you'd like to use the new form.
Use 2483C	
No	:
C	Next
	Save and come back later
	I am a Sole Proprietor, Independent Contractor or Self Employed
	entity. Which form should I use?
	An Applicant that files an IRS Form 1040, Schedule C and elects to
	calculate the PPP loan amount using gross income should select
	YES to use the 2483-C form.
	An Applicant that files an IRS Form 1040, Schedule C and elects to
	calculate the PPP loan amount using net profit should select NO to use
	the 2483 form.
	Please note, the MAXIMUM SCHEDULE C INCOME AMOUNT that can be

7. In the **Payroll Calculation** route, the user will answer the questions. In **Section A**, the user will complete only one field. Then the user clicks **Next**. If user answers Yes to first question, they must adjust the **Number of months payroll costs to report**.

Let's determine your eligibility	
Harp us determine the terms of the loan that best meet your needs	
De you have tees than 12 months of payral costs but were in operation on February 10, 2020? (If your business bit not begin operating until after February 16, 2020, you are not eligible)	
No	:
Number of months of payrol costs to report?	
12	1
Rection A: Complete only one field in section A	
USD 230,000.00	
1008 payrol for the last 12 months - U2018 or 2820 PG turns 1006, Inc II)	
USD 0.00	
Sole Proprietor nel noome (2019 or 2020 (RB. 1540 Schedule C, line 31)	
USD 6:00	
ection B:	
Pederal income taxes withfeld over the last 4 quarter period (IPIS Form 541, line 3, Form 544, line 2)	
USD 0:00	
ection C: Db any individual employee, sale propriets: or independent sortbustor recover companisation in excess of \$100,000 over the 4-quarter period reflected in the INS Fain SH1 is submitted? New	
Did any individual amployee, sole proprietic, or independent contractor receive companisation in excess of \$100,000 over the 4-quarker period velocited in the INS From M1x puterhilds/ Yes 100	
Do any obseque engineers, sele propriets, or independent contractor receive companisation in eacess of \$100,000 over the 4-quarter peniod reflected in the INS Frain MH1 is automated in New Hair Teal member of individuals receiving companisation in excess of \$100,000 (includes w.E. 1000 or sole prop) 0.00	*
Do any nchebul engineyee, sele propriets: or independent contextual receive compensation in eacess of \$100,000 over the 4-quarter peniod reflected in the HIS frain 941's submitted ' Yes: 100 or sele prop. Ted number of individuals receiving compensation in excess of \$100,000 (includes w.2, 1000 or sele prop)	
Do any chekkual engingees, sole proprietic or independent contractor receive companisation in eacess of \$100,000 over the 4-quarter pendor reflected in the INS frain 941s submitted 1 Nex Help 1 Tool number of individuals receiving compensation in excess of \$100,000 (recluids w 2, 1000 or inte prop) 0 00 Dirac companisation parts to these individuals aver the 4-quarter pendol (incluids w 2, 1000 or inte prop) USD 0 0.0	
Do any holidual engineyes, sele proprietar or independent contrautor receive companisation in eacess of \$100,000 over the 4-equater pendor electrical in the INS frain 941s automated in a societa of \$100,000 over the 4-equater pendor electrical in the INS frain 941s automated in a societa of \$100,000 over the 4-equater pendor electrical in the INS frain 941s automated in the INS f	· · · · · · · · · · · · · · · · · · ·
Do any individual employee, sele proportist, or independent sortistator receive companitation in eacess of \$100,000 over the 4-quarter period reflected in the ING Fun Hell's quarter period reflected in thell's qua	*
Do any hotobal angelyses, sele propriets, or independent screturator in eacess of \$100,000 over the 4-spanter pendor reflected in the INS frain 941s submitted ' Nex	· · ·
Do any individual employee, sele proportist, or independent sortistator receive companitation in eacess of \$100,000 over the 4-quarter period reflected in the ING Fun Hell's quarter period reflected in thell's qua	
Do any indexidual employee, toke proportius or independent sombactor receive companitation in excess of \$100,000 over the 4-quarter pendor reflected in the 1115 Fuin 5411 s quantum factor of the 1110 Fuin 5411 s q	
Do any checked engingers, sele propriets, or independent sortwards receive companisation in eacess at \$100,000 over the 4-quarter pendor reference on the HS rais. Annual 4 New New New New New New New New New New	
Color of individual angiptypes, take proprietic or independent isorbasitor receiver companisation in eacees at \$100,000 over the 4-quarter pendor released at the 1155 fram 941 is submitted 1	Considua Regona Act
As any deviated any deviated any device of the dependent contractor receive comparisation in escense of \$100,000 over the 4-quarter pendor reflected at the HTS fram MH is submitted if fram MH is sub	Convertue Aret?
Constrained and provide and provide a set of an and provide and set of a s	
Color of individual angiptypes, take proprietic or independent isorbasitor receiver companisation in eacees at \$100,000 over the 4-quarter pendor released at the 1155 fram 941 is submitted 1	Comunitus Pregone Ad?

8. Next, the user completes the **Eligibility** route. If the user answers **Yes** to question 1, 2, 4 or 5, they will not qualify for the loan. If the user answers Yes to question 7, they should answer Yes to question 8 and enter their **Franchise Code**. As always, the tile on the right provides guidance on how to answer the questions. Then the user clicks **Next**.

	v suspended, debarred, proposed for debarment, declared ineligible, voluntarity excluded from
participation in this transaction by any Federal department	t or agency, or presently involved in any bankruptcy?
Please Select Yes or No	
No	
	usiness owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or or (b) has defaulted in the last 7 years and caused a loss to the government?
Please Select Yes or No	
No	
	r of any other business, or have common management (including a management agreement) with any their TNNs if available) and describe the relationship on a separate sheet identified as addendumA.
Please Select Yes or No	
No	
subject to an indictment, criminal information, arraignmen	nt, or other means by which formal criminal charges are brought in any jurisdiction?
Please Select Yes or No	
Please Select Yes or No	
No 5. Within the last 5 years, for any felony involving fraud, b assistance, or within the last year, for any other felony, ha	urbery, embezziement, or a faise statement in a Ioan application or an application for foderal financial a the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) arole or probation (including probation before judgment)?
No 5. Within the last 5 years, for any felony involving fraud, b salatance, or within the last year, for any other felony, ha	inbery, embezziement, or a false statement in a loan application or an application for federal financial is the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3)
No 5. Within the last 5 years, for any felony involving fraud, b sesistance, or within the last year, for any other felony, he pleaded nois contendere; or 4) commanced any form of p	volkny, embezzienen, or a false statement (n a losn application or an application for indexal financial is the Applicant () an individual or argument of the Applicant 1) been convicted; 3) pleaded guilty; 3) arole or probation (including probation before judgment)?
No Switch the last 5 years, for any follow involving frauit, lo substainance, or white last year, for any other follow, ha pleaded note contenders; or 4) commenced any form of p Please Select Yes or No No	volkny, embezzienen, or a false abstemat (n a loan application or an application for federal financial is the Applicant (1) in individual or argy envers of the Applicant (1) been convicted; 2) pleaded guilty; 3 arole or probation (including probation before judgment)?
No . Within the last 5 years, for any tolony involving frauit, loss substainance, or within the last year, for any other follows, ha leaded note contandere; or 4) commenced any form of p Please Select Yes or No No	inberg, embezziement, ora false atatement in a loan application or an application for federal financial is the Applicant (if an individual or any evener of the Applicant 1) been convicted; 3) pleaded guilty; 3 arole or probation (including probation before judgment)?
No SWIthin the last 5 years, for any tolony involving fraud, b isolatance, or within the last year, for any other falony, b pleaded noise containdere; or 4) commanced any form of p Please Select Yes or No No Lis the United States the principal place of residence for	Inberg, embezziement, or a faise atatement in a foan application or an application for federal financial is 'ma Applicant (if an individual) or any owner of the Applicant () been convicted; 3) pleaded guilty; 3 arole or probation (including probation before judgment)?
No Within the last 5 years, for any follow involving fraud, b, satisfance, or within the last year, for any other fallow, ho satisfance, or year of the last year, for any other fallow, ho bedded noise contenders; or 4) commanded any form of p Please Select Yes or No N	Inberg, embezziement, or a faise atatement in a foan application or an application for federal financial is 'ma Applicant (if an individual) or any owner of the Applicant () been convicted; 3) pleaded guilty; 3 arole or probation (including probation before judgment)?
No Within the last 5 years, for any follow involving fraud, b, satisfance, or within the last year, for any other fallow, ho satisfance, or year of the last year, for any other fallow, ho bedded noise contenders; or 4) commanded any form of p Please Select Yes or No N	Inberg, embezziement, or a faise atatement in a foan application or an application for federal financial is 'ma Applicant (if an individual) or any owner of the Applicant () been convicted; 3) pleaded guilty; 3 arole or probation (including probation before judgment)?
No Within the last 8 years, for any felony involving fraud, by asstance, or write the last year, for any other felony, hubededed noise contenders; or 4) commanced any form of p Please Solicit Yas or No No Is the United States the principal place of residence for Please Solicit Yas or No No Is the Applicant a franchise?	vrbary, enhezizienen, or a faile atatement (n a loan application or an application for federal financial is the Applicant (in individual or expression of the Applicant) been convicted; 2) pleaded guilty; 3 arole or probation (including probation before judgment)? all employees included in the Applicant's payroll calculation above?
No S within the last 5 years, for any follow involving fraud, b, assistance, or within the last year, for any other follow, b, assistance, or within the last year, for any other follow, b, please Gelect Yes or No No L is the United States the principal place of residence for Please Select Yes or No No L is the Applicant a franchise? Please Select Yes or No No	vrbary, enhezizienen, or a faile atatement (n a loan application or an application for federal financial is the Applicant (in individual or expression of the Applicant) been convicted; 2) pleaded guilty; 3 arole or probation (including probation before judgment)? all employees included in the Applicant's payroll calculation above?
No S within the last 5 years, for any follow involving fraud, b, assistance, or within the last year, for any other follow, b, assistance, or within the last year, for any other follow, b, please Gelect Yes or No No L is the United States the principal place of residence for Please Select Yes or No No L is the Applicant a franchise? Please Select Yes or No No	robary, embezziement, ora failes batement (na faion application or an application for federal financial is the Applicant (if an individual) or any evenior of the Applicant 1) been convicted; 2) pleaded guilty; 3) arole or probation (including probation before judgment)? all employees included in the Applicant's payroll calculation above?

9. The user completes the additional information. User has the ability to **choose multiple purposes** on the purpose of this loan.

Number of Employees	
11	
PPP First Draw SBA Loan Number	
12345	
SBA Size Standard (For help regarding SBA Size Standard, please see the help text located at the upper right side of the page.)	
No more than 500 employees (or 300 employees, if applicable)	:
Please select the purpose of this loan, it other, please describe below. (select all that apply)	
Payroll Costs, Rent / Morigsge Interest, Utilities	.*
Other (explain):	
Date of Establishment	
1/1/1999	ő

10. The user enters their **Reduction in Gross Receipts**. The Reference Quarter must match the Quarter 2020. As always, the tile on the right provides guidance on how to answer the headcount questions. Then the user clicks **Next**.

	£.	
Reference Quarter		
Q1 2019		:
Gross Receipts 2019		
USD 125,000.00		
Quarter 2020		
Q1 2020		:
Gross Receipts 2020		
USD 80,000.00		
	Net	
	Save and come back later	
	Reduction in Gross Receipts Help	
	In determines whether the Applicant experiment of least a 23% reduction in proce repetitio.	
	In industments primate the Applicat apprintment all teach a 27% induction in groups readings, for iterating above \$100,000, the Application and allocating the 2000 quarks meeting the	
	for leases above \$160,000, the Applicant evail identity the 2000 bycanter meeting this requirement, beening the reference quarks, and attack the proves receipts annount the tom guarking, we well as provide supporting documentation. For hank or \$350,000 and below.	
	for leans above \$150,000, the Applicant mult identify the 2000 quarter meeting this requirement, identify the reference quarter, and alate the prose receipts amounts for both	
	For lasses active 3150,000, for Angularization of multi identify the 3000 guarter meeting this requirements. Useful to interference guarter, and in a table toget sense constraints the total guarters, as well as provide supporting documentation. For lassing of 3150,000 and below, these fields as may assumed and the Adjudget and by multi antify the Adjudget and has meet the 355 genes meeting and support of the adjudget and adjudget and the adjudget and the anti- the BdS spinses meeting and adjudget and adjudget adjudget and adjudget and adjudget and the adjudget and the adjudget and the adjudget a	
	For lasses active 1910.000, the Anternet program of an attract the program meeting this requirements, U-MHD the Anternet program. In a data the program comparison structure the domining guaranters, a world as provide supporting documentation. For barrs of 1910.000 and before, these finders are not experiment and the Anternet of any world entity the Angelana II has need the 25% program meeting the anticological control and the Angelana Tabulan and the 25% program meeting the Angelana and the three of any statistical the Angelana II has a provide Angelana and the Angelana and the Angelana and the Angelana II has a provide Angelana and the Angelana and the Angelana II has a experiment and the Angelana II has a statistical and provide Angelana II has a statistical the Angelana II has a experiment and the Angelana II has a statistical and provide Angelana II has a statistication and the Angelana II has a experiment and the Angelana II has a statistication and the Angelana II has a statistication and the Angelana II has a statistication and the Angelana II has a statistication and the Angelana II has a statistication and angelana II has a statistication and provide Angelana II has a statistication and statistication and provide Angelana II has a statistication and statistication and provide Angelana II has a statistication and provide Angelana II	
	For Sama pairs 91100.000, For Angularization of multi identify the 3000 quarket meetings this requirements, Level by the enteriors or quarket, multi and the target and multiple structures. The solution of	
	For lasses active 1910.000, the Augustice frant identity the SUDD guider meeting this requirements, USHIP to reference oparity in a direct the grass mean structure the SUDD guider meeting the SUDD guider structure the SUDD guider meeting the SUDD guider meeting the SUDD guider meeting the SUDD guider structure the SUDD guider structure the SUDD guider structure the SUDD guider meeting the SUDD guider meeting the SUDD guider structure the SUDD guider meeting the SUDD guider meeting the SUDD guider structure the SUDD guider meeting the SUDD guider meeting the SUDD guider structure guider the SUDD guider meeting the SUDD guider guider the SUDD guider meeting the SUDD guider meeting the SUDD guider meeting guider the Summer presents, SUDD guider the SUDD guider guider structure guider the Summer presents, SUDD guider guider guider structure guider the Summer Subd meeting structure guider structure guider the Summer Summer meeting structure guider structure guider the Summer Summer meeting structure guider structure guider structure guider the Summer Summer structure guider structure guid	
	For lassing active 3150,000, for Angling income man all density that Store guardees meetings that preparaments, Storethy the enterine organized man at the the grans and complex simulation the both gransmith is an entering and the store and complex simulation that and the gransmith and the the gransmith and the store and complex simulation. The Storethy and the store is the store store and complex simulation that and the store and complex simul	
	The fact lease gives 1510.000, the Application of multi identify the SDD gausties meeting this requirements, Leaving the Anderson application of an antibian the gives mean structure the home the structure of the Application of the Application of Application of the Application	
	For Sama applicables, the Applicables and Bendring Max 2000 quarker meeting Max requirements, Service an provide surgestimation of control and the the granes and control provide surgestimation. Second and the second and control provide surgestimation of the second and the second and control provide surgestimation. Second and the second and control provide surgestimation of the second and the second and control provide surgestimation of the second and the second and control provide surgestimation of the second and the second and control provide surgestimation and control p	
	For Example actions 1510,200, for Angling income multi-bently that action by starts the therm frameworks (bit the prevailment). Action by for extension outputs in the action by starts the therm for action of 1500,000 and therm being activity, as write a provide any acyclering documentation. For same of 1500,000 and therm being activity, as write a provide any acyclering documentation. For same of 1500,000 and therm being activity, as write a provide any acyclering documentation. For same of 1500,000 and therm being activity, as write any activity of the time of the 20% generation activity of the time of the time of the 20% generation activity. The activity of the activity activity of the ac	
	In the laser applicable, the Applicable Table and the Applicable Table applicable meetings this requirements, the Applicable Table and the Applicable Table applicable to the Applicable Table Table applicable to the Applicable Table	
	If the last applicable is the product of the last being the second applicable to the last applicable is the last the product applicable structure to the last being the second applicable structure to the last being the second applicable structure to the last being the second applicable is the last being the	
	In the last spice stratuces, the last spice is an advective stratuce of the last spice stratuces is the last spice stratuce is stratuced by the last spice stratuces is stratuced by the last spice stratuce stratuce stratuces and stratuces is stratuced by the last spice stratuces is stratuced by the last spice stratuce stratuce stratuce stratuces and stratuces is stratuced by the last spice stratuce stratuce stratuces and stratuces the last spice stratuce stratuce stratuce stratuces and stratuces is stratuced by the last spice stratuce stratuce stratuce stratuces and stratuces is stratuces and s	
	If the last applicable is the product of the last being the second applicable to the last applicable is the last the product applicable structure to the last being the second applicable structure to the last being the second applicable structure to the last being the second applicable is the last being the	
	 The takes alow 1510.00%, the Application of mail allowing the SUBD quarket meetings this requirements, share the prevent encode takes the prevent encode takes the states the prevent encode takes th	
	 The Status action 1510,200; Fin Application of mail allowing hom 2000 quarter meetings this requirements, setting the produce supporting discoveresistion. In Figure 2 (#150,000 and the interesting the binding quarter is well as a produce supporting discoveresistion. Figure 2 (#150,000 and the lower of the binding quarter is well as a produce supporting discoveresistion. Figure 2 (#150,000 and the lower of the binding quarter is well as a produce supported in the lower of the lower of the binding quarter is well as a produce support of the lower of the lower	
	 The taken given stillable, the Application Hand Hendry the XDB quarket meetings this requirements, Handright for Antimicro Application Handright Strategies Strategies The Strategies Handright Application Handright The Strategies Strategies Strate	
	In the issues prior ST10200; In the function of mail identity that SSD0 quarket meetings that instructions the index of the grant source instruction of the index of the inde	
	 The Status spice of Status Stat	
	 The taken given stillable, the Application Hand Hendry the XDB quarket meetings this requirements, should be released to application of the Application Hand Hendry Hand Street Street Hand Hand Hand Hand Hand Hand Hand Hand	
	In the issues appoint 1510,200; In the digitable of the issues in the distribution is an excise is a transmission is a state in the general material is stated in the distribution is an excise is a state ist	
	In the issues about \$150,200; it is duplicably that all density that \$200 guarder meetings that is megatives its substate the points output \$100,200 guarder meetings that is the point output \$100,200 guarder meetings that is the point output \$100 guarder meetings that \$1	
	In the issues prior statubate, the Applicate is nature density that and the applicate issues that the issues is not the applicate is nature to apply the app	

11. In the **Beneficial Ownership** route if there are multiple owners, any over 20% will need to complete their portion of the application once the fields are completed by the initial submitter. For any Non-Profit or Church, will need to input at least 1% to qualify for the loan. The user will receive an email

to complete their portion of the application (the application will not be completed until all Beneficial Owners complete their portion). If none, they can **Skip**.

	Beneficial	Ownership
Ownership percentage, regardless of Busin		h Attiliated, require at least 1% ownership to be considered Owners. Ownership & are considered Non-Owners.
First Name		Last Name
Draw		One Ben Own
Email		
888		
Mobile Phone Number		
3039847987		
Role		
Owner		:
Role on Loan		
Beneficial Owner		:
Remove		
	Add Another E	Beneficial Owner
C	16	ean)

12. User must **check** every Certification in order to move forward then click **Next**.

	Contrications
	The Applicant is not a business sorrown or entry primarily ongoand in policial or listeging activities. Robuding any entry that is organized for research or for engaging in advicancy in areas such as public policy or political strategy or intervant describes hard as a first tank in any public documente.
	The Applicant was in operation in February 15, 2020, has interpenanently closed, and was writer an engine self-omployed individual, independent contractor, or sole propretersing with no enginyees, or had enginyees for whom it part leaders and payorit taxes or part independent contractors, as reported on <i>Fore(s)</i> 1089-MINIC.
	Cameric accountic ancestanty makes this transmagnet meansary to support the angoing operations of the Applicant
	The Applicant has induction in gross receipts in socies at 25% relative to the researct comparison time parks. For lease preview than 5550,000, Applicant has provided documentation in the leader substantiating the authors in preview from the researce galaxies and a 550,000 or lease. Applicant has provided documentation in the leader substantiating the decline in gross receipts. For lease of \$550,000, Applicant has provided documentation in the leader substantiating the decline in gross receipts. For leases of the tender substantiating the decline in gross receipts for the leader substantiating the decline in gross receipts for the leader substantiating the decline in gross receipts gross relative searce gross for the Second Dave Paychers Molection Program Laws or quotients.
	The Applicant is not a business concers or entry (a) for which an entry created in an organizate under the save of the People's Republic of Datas on the Special Administrative Region of Heng Kong, on the has applicant operation in the People's Republic of Datas in the Special Administrative Region of Heng Kong, on the Administrative Region of Heng Kong, on the Has applicant operation in the People's Republic of Datas in the Special Administrative Region of Heng Kong, on the Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special of Data administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation of the Special Administrative Region of Heng Kong, on the Has applicant operation operat
	The Applicant Incented a Fast Dave Payment Protection Program Loan and, before the Second Draw Payment Protection Program Loan is discursed. We have used the full loan amount (including any monase) of the Fast Draw Payment Protection Program Loan range to explain a second Draw Payment Protection Program Loan is discursed. We
5	The funct will be used to retain workers and maintain payout, or make payments for motigge interest, rent, stitled, sovered operations expenditures, covered property damage costs, covered single roots, and covered worker conductor expenditures as specified under the Phythesis Princeton Program Name. Lunderstand that if the function are increasing used for vasilitational purposes, the fielded government may hold in experise in fractional field.
	understand that loan torgiveness will be provided for the sum of documented payroll costs, rowwell motigage interest payments, covined and are payments, covered utilities, covered utilities, covered upstatum expenditions, expenditions expenditions expenditions expenditions and of the formation and the sum of the sum
	The Applicant has not will not income another Second Diaw Paycheck Postection Program Loan.
	The Applicant has not and will not income a Structured Venue Operator grand from SBA.
	The President, The Vice President, The Nexl of an Execute disperteent, or a Member of Cooperso, or the spaces of such person as determined under applicable control has, does not develop or indirectly hold a controlling intered in The Applicant, with such terms having the meaning provided in Section 322 of the Economic Acids Hara-Half Small Businesses. Recording, and Yenues Acid.
	The Applicant is not as issues, the securities of which are lated to an exchange registered as a redorate exchange under section 6 of the Securities Exchange Act at 1934 (19.U.S.C. 199).
	The Applicant is not negative to indemnet and an indemnet and an and on 2 of the Through Agents Registration Act of 1908 (22 U.S.C.6.112).
	Turther certly fruit the internation provided in the application and the information provided in all supporting documents and forms in the and accuste in all numerics respects. Londerstand that incomingly making a fixee datament to datase a parameter tave from SBOA sponsibile under the law, excluding under 14 U.S.C. 1001 and SST1 by imprimenent of non-me than two years under a line drug to EDS-DDD under 15 U.S.C. 400 by reprincipant of non- than terry years and/or a line of non-me than \$52,000, and, it submitted to a featured instance with 18 U.S.C. 1011 by imprimenent of non-me than they years and/or a line of non-me than \$52,000, and, it submitted to a featured instance than terry years and/or a line of non-me than \$52,000, and, it submitted to a featured instance instance and its U.S.C. 1011 by imprimenent of non-me than they years and/or a line of non-me than \$52,000, and, it submitted to a featured instance than terry years and/or a line of non-me than \$52,000, and, it submitted to a featured instance instance instance that the off non-me than \$52,000, and, it submitted to a featured instance inst
	activately PM Pie Lender all confirm the eligible tare ensured asity regulard discusses submitted. Londerstend, activationale, and agree Rel Re Lender can obtain any tax information that I have provided with SEAN author sub representations, including authorized representations of the SEA Collect General, for the purpose of compliance with SEAN Lass Program Requirements and all SEA reviews.

13. User will **E-Consent** to the application by completing fields and then click **Next**.

-	Electronic Signature
	low all PPP lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, accept any form of E-consent or E-signature that complies with the requirements of the Electronic Signatures in Global and National Commerce Act (P.L. 106-229).
By typing my n	ame below, I recognize that this may be treated as an electronic signature and certify to submitting accurate information.
Roger Rabi	
By typing my in Application.	illals below, I recognize that this may be treated as an electronic signature and used to initial certifications on the Paysheek Protection Program Lean
RR	
C	Next
e.	Save and come back later

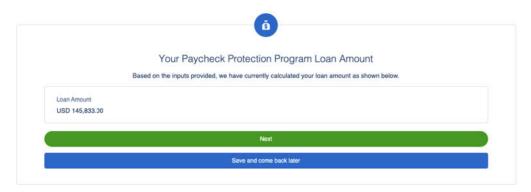
14. User will review the information on the **Review & Submit** route. They can **Edit** if necessary. Once reviewed the user can Submit Application.

	thing took right?
	with process your application and get you is undil distation in 1.2 days
Business Info	(14)
Hatafumpe Nerve Fisida Flaver Shop	Tax Interdituation Number
Explorem	Paulationality Type
3 NECLIMAR	Corporation Dring Businesi An
424930 - Flowes, Nursery Stock, and Floristic Supplies Merchant Wholesalem	
Riding Andreas Voor Ellen SF Dallas, Te 2020 i	
Personal Info	
	Ownedge Petrant
Owner	100.00 %
Ohise The CEO	000 0000
Multe Plate	Prestantia Atlantia 2000 Marti St
1069199999	2000 Mark St Datas, 7X 75201
PPP Round 1 Attestation	
VPX Pound 1 Adustation	(10)
Yos	
Payroll Calculation	10
In Business Less Nam 13 Membra Nat	Norths is Dualism Low that 12 12
12 Martha Pagnal	1039 Paprid 12 Months
USD 230,000 00	U50 0.00
See Prog 12 Month Red Hourse USD-0.06	Fail Insume Takes Withheld 4 (211%) USSI 0-29
Englique Cangi Deur 1804	Tana # Employee Over 1926 0.00
Titel Core of state Over 4 OTN	Employees Program Headerner Outster 101
USD 0.00	No
Total Comp Resistance Cutorin VS USD 0.00	Pares Dell Back/Pare Lawow 7001 No
Total Statifum Lawret Wegen 7901	
Eigbilty	
Applicant provertily isospecielal distanced	Applied delegant tear
No	No
Applicant sense of alter lawinese Nati	Applicat strengts No
Applicant Many	All employment functionary
No to Pratyline	No. Formation Latine BBA
No.	No
Numitar of Cryptopean 11	PPPP Find Draw SBA Laws Number 12245
195A Sue Standard	Putpma of Loan
No more than 500 amployees (or 300 amployees, if applicable)	
Purprise of Loan Offse	Date of Establishment Mr./1999
Reference Guarter Of 2019	Grass-Recepts 2019 USD 125.000.00
Control Italia	USD 125,000.00
Gr 2020	U102 85,000.00
Cortifications	
NOTION LASSING	(<u>m</u>)
	e Arginalan

15. In the **Payroll Calculation 2483C** route, user will complete all sections. Per SBA guidelines, Schedule C Gross Income cannot exceed \$100,000.

	Let's determine your eligibility	
	Help us determine the terms of the loan that best meet your needs	
Do you ha you are no	ve less than 12 months of payroll costs but were in operation on February 15, 2020? (If your business did not begin operating until after February 15, 2020, t elimitation)	
No	s segurn)	\$
Number of	I months of payroll costs to report?	
12		
Fotal Amou	unt of Gross income	
USD 8	500,000.00	
Tax Year L	Ised for Gross Income	
2019		\$
ection /	1	
	VE EMPLOYEES - Payroll for the last 12 months - See What should I include in my payroll costs?' help on the right Payroll for the last 12 months - See	
What sho	uld I include in my payroll costs?" help on the right.	
USD :	300,000.00	
	C Gross Income – If NO EMPLOYEES, 2019 or 2020 IRS Form 1040, Schedule C, line 7. If EMPLOYEES, 2019 or 2020 IRS Form 1040, Schedule C, line 7 inus the sum of line 14, line 19, and line 26	
	125,000.00	
ection E		
Did any ini 941s subr	dividual employee, sole proprietor, or independent contractor receive compensation in excess of \$100,000 over the 4-quarter period reflected in the IRS Form inted?	
No		\$
Total numb	per of Individuals receiving compensation in excess of \$100,000: (includes w-2, 1099 or sole prop)	
0.00		
Total comp	pensation paid to these individuals over the 4 quarter period: (includes w-2, 1099 or sole prop)	
USD (
Section	, C:	
Do any i	of your employees have a principal place of residence located outside of the United States?	
No	:	
Total co	mpensation paid to employee(s) with a principal place of residence outside of the United States over the 4 quarter period reflected above?	
USD	0.00]*
Section	1 D:	
To the b	est of your knowledge, does any of the compensation identified in IRS Form 941 include qualified sick and/or family leave wages allowed under section 7001 of	
	Illes First Coronavirus Response Act?	
No	;	
	total amount of qualified sick and/or family leave wages allowed under section 7001 of the Families First Coronavirus Response Act:	
USD	0.00	
	enter your account information for deposit purposes.	
Please	n the Account	
	in Name	
Name o	n Namo	
Name o	Number	
Name o		
Name o	Number	

16. Based on the information provided, the **2483C Loan Calculated Total** route will produce an estimated PPP Loan Amount.



17. Next, the user completes the **Eligibility** route. If the user answers **Yes** to question 1, 2, 4 or 5, they will not qualify for the loan. If the user answers Yes to question 7, they should answer Yes to question 8 and enter their **Franchise Code**. As always, the tile on the right provides guidance on how to answer the questions. Then the user clicks **Next**.

:
Lor
;
;
;
ie, Df
\$
÷
:
\$
\$
٠

18. The user enters their **Reduction in Gross Receipts**. The Reference Quarter must match the Quarter 2020. As always, the tile on the right provides guidance on how to answer the headcount questions. Then the user clicks **Next**.

Seference Quarter		
		:
Iross Receipts Reference Quarter		
USD		
Juarier 2020		
		:
Sross Receipts 2020		
USD		
	Next	

19. User must **check** every Certification in order to move forward then click **Next**.

	Certifications
Ø	The Applicant was in operation on Pebruary 15, 2020, has not permanently closed, and was either an eligible self-employed individual, independent contractor, or sole proprietorship with no employees, or had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.
	Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.
	The Applicant has realized a reduction in gross receipts in excess of 25% relative to the relevant comparison time period. For loans greater than \$150,000, Applicant has provided documentation to the lender substantiating the decline in gross receipts. For loans of \$150,000 or less, Applicant will provide documentation substantiating the decline in gross receipts upon or before seeking loan forgiveness for the Second Draw Paycheck Protection Program Loan or upon SBA request.
۲	The Applicant is not a business concern or entity (a) for which an entity created in or organized under the laws of the People's Republic of China or the Special Administrative Region of Hong Kong, or that has significant operations in the People's Republic of China or the Special Administrative Region of Hong Kong, owns or holds, directly or indirectly, not less than 20 percent of the economic interest of the business concern or entity, including as equity shares or a capital or profit interest in a limited liability company or partnership; or (b) that retains, as a member of the board of directors of the business concern, a person who is a resident of the People's Republic of China.
	The Applicant received a First Draw Paycheck Protection Program Loan and, before the Second Draw Paycheck Protection Program Loan is disbursed, will have used the full loan amount (including any increase) of the First Draw Paycheck Protection Program Loan only for eligible expenses.
	The funds will be used to retain workers and maintain payrot; or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures as specified under the Paycheck Protection Program Rules; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.
	I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rep payments, covered utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures, and not more than 40% of the forgiven amount may be for non-payroll costs. If required, the Applicant will provide to the Lender and/or SRA documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar



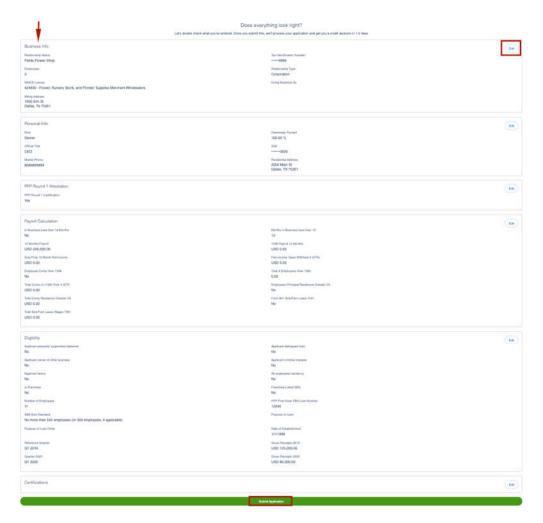
20. User will E-Consent to the application by completing fields and then click Next.

	Electronic Signature
	tow all PPP landers to accept scanned copies of signed ban applications and documents containing the information and certifications. Additionally, accept any form of E-consent or E-signature that complex with the requirements of the Electronic Signatures in Global and National Commerce Act (PL, 106-23).
By typing my n	ame below. I recognize that this may be treated as an electronic signature and certify to submitting accurate information.
Roger Rabb	
By typing my in Application.	stats below. I recognize that this may be treated as an electronic algoalurs and used to initial confiscations on the Psychock Protoction Program Lean
RR	
	Heat
ſ	Save and come back later
100	

25. User has the option to complete the Demographic Information and click Next.

Principal Name	
Draw One	
Position	
Anternan	
2=Veteran	:
Gender	
Race (mote than 1 may be selected)	
1=American Indian or Alaska Native	*
Ethnicity	
	:
Next	
Save and come back later	

21. User will review the information on the **Review & Submit** route. They can **Edit** if necessary. Once reviewed the user can Submit Application.



22. The application has been submitted and the user will land on the **Next Steps** page. The user will click **Go to Dashboard** to upload documents.

	The first step of your application is complete. We now need to move on to uploading supporting documents.
1.	Please click the Go to Dashboard button to up oad the your supporting documentation in the Upload Documents section of the "TO-DO-LIST".
2.	Once you've uploaded all required documentation, we will begin processing your Application. Failure to upload required documentation may delay the processing of your Application.
з.	It may take several weeks to process your Applications. We will contact you if we need additional information or documentation.
	Go to Dashboard

23. The user will be on their **TO-DO LIST** where they will upload documents. The user will click the caret next to the Upload Documents number to display the placeholders. *CURRENTLY, there are no placeholders rendering. Please have your Admin create the placeholders for your FI*.

Upload Documents	8
TO-DO LIST	
Upload Documents	8
Drivers License	
Taw One	<u>*</u>
Please upload a picture of your non-expired Drivers License.	DRAG & DROP
	or browse
Social Security Card	
Draw One	10
Please upload a picture of your Social Security Card.	DRAG & DROP
Piease upicau a picture or your Social Security Card.	or browse
Copy of Voided Check - Draw One, Inc	
Paycheck Protection Program 1st Draw Loan (\$72000.00)	20
	DRAG & DROP
	or browse
Form 941 Q1 - Draw One, Inc	
Paycheck Protection Program 1st Draw Loan (\$72000.00)	<u>*</u>
	DRAG & DROP
	or browse
Form 941 Q2 - Draw One, Inc	
Paycheck Protection Program 1st Draw Loan (\$72000.00)	2Q
	DRAG & DROP
	or browse

 $\blacklozenge \diamondsuit \blacklozenge$ the user is done with draw 2. $\blacklozenge \blacklozenge \blacklozenge$

Placeholder Creation

How to create Placeholders in DocMan <u>https://ncinocommunity.force.com/s/article/HowtoConfigureDocumentManagerPlaceholderswithDocu</u> <u>mentManagerAdministration</u> <u>https://ncinocommunity.force.com/s/article/HowtoCreateaNewCategoryforPlaceholdersinDocumentManager}</u> <u>https://ncinocommunity.force.com/s/article/CustomerPortalHowtoPortalEnablePlaceholders</u>

Dashboard – Documents

1. Once submitting the application, the user will see **To Do List** as well as **Incomplete Applications**, if any.

🗸 то	DO LIST			YOUR PI	RODUCT	S
Ľ	Upload Documents	8) >	à	SBA :	Your Product is just a til
Ä	Incomplete Applications	U	>			to show you what you applied for and your loa amount
	Additional Documents Upload additional documentation here, including supplemental files for to-do list items.					umouni
	Upload additional documentation here, including supplemental titles for to-do list items. DIAG & DF DIAG & DF of themse	OP				

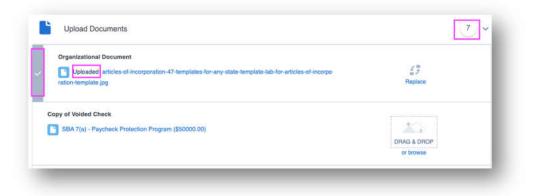
2. The **number in the circle** indicates how many documents the user may need to upload.

Upload Documents		8 ~
Organizational Document	10	
Magnum PL Inc	DRAG & DROP or browsie	Your list of documents
Copy of Voided Check		may look different from
SBA 7(a) - Paycheck Protection Program (\$50000.30)	DRAG & DROP or browse	the list here.
Form 940		100
SBA 7(s) - Paycheck Protection Program (\$50000.00)	DRAG & DROP or browse	
Form 941 Q1		
SBA 7(a) - Paycheck Protection Program (\$50000.00)	DRAG & DROP or browse	
Form 941 Q2		
SBA 7(a) - Paycheck Protection Program (\$50000.00)	DRAG & DROP or browse	

3. The user can either **browse** or **Drag & Drop** into the placeholder.



4. As the user uploads documents the number will decrease and the placeholder will change. The user will see a checkmark and that the document is uploaded. *There is no need to Save.*



5. The user can also verify if the document is uploaded, toggle the **Show Previously Completed** button. This will list the documents already uploaded.

				Show Previously Comple	
Drive	ers License Uploaded: DL2.jpg				
	Uploaded: DL2.jpg				
1			collapse 🛧		

6. Once all of the documents are uploaded, the user will be All Caught Up!

	All Caught Up! You don't have any tasks to complete at the mom supplementary documents anytime. You'll get a re additional To-Do List Rems.	
Upload Documents		v
Drivers License		
Uploaded: DL BP:goeg		⊈ ∄ Heplace
Organizational Document		
Uploaded: articles-of-	ncorporation-47-templates-for-any-state-tem	£3
plate lab-for-articles-of-inco	rponition-template jpg.pdf	Peplace
	collapse †	
_		

♦ ♦ ♦ END OF ONLINE USER EXPERIENCE ♦ ♦

Financial Institution View of Loan – Middle Office Back-End functionality This functionality is for both Draw 1 and Draw 2.

After the user submits the application, the internal user picks up the loan to begin the workflow.

1. The internal user moves stage to Credit Underwriting and Mark as Current Stage.



- 2. The internal user adds themselves to the Loan Team.
- 3. The internal user verifies the **Borrowing Structure** on the Loan. Add at least one **Authorized Signer**.

g Structure	Borrowing Structure						Add Entity
	RELATIONSKIP NAME RELATIONSHIP ID	RELATIONSHIP TYPE	BORROWER TYPE	CONTINGENT TYPE	CONTINGENT AMOUNT	CONTINGENT PERCENTAGE	ACTIONS
	Sarty Fiends 🖂	Individual	Guarantor	Joint & Several		100.00%	Edit Remove
	Fields Flower Shop D	Corporation	Sorrower	Joint & Several		100.00%	Edit Remove
-				-	-	_	
_		Add Authorized Sign	er				
SUGGESTER CONTINCTS		_	er			ī	
TUGGETIBI CONTACTS ()	BUNCH CONTRCTS	_		uurki tingi		ī	

4. The internal user validates the loan information entered on the **PPP Loan Information, Payroll Calculator as well as additional Routes (see Routes below)** and in **Document Manager**.

PPP Loan Information	PPP Loan Information
Eligibility Questions Draw 1	Payroll Calculator - Draw 2
Lender Certifications	Lender Certifications
Payroll Calculator - Draw 1	Eligibility Questions Draw 2
E-Consent	E-Consent
Loan Team	Loan Team
Borrowing Structure	Borrowing Structure
Loan Information	Loan Information

5. Internal user must verify the calculations on the **Payroll Calculator** route. If the user elected to use the 2483C or 2483SD-C, the additional fields highlighted in yellow below will be populated.

Total Calculated Loan Amount	O Calculated Loan Amount + EIDL Amount		
\$145,833.33	\$145,833.00		
Business started or acquired Jan 1 2020	O Total Monthy Payroll Jan1 to Feb29 of aq		
No			
EIDL Refinance?	EIDL Loan Number		
No			
EIDL Refinance Amount	0 Use 2483C		
	Yes		
Tax Year Used for Gross Income	Total Amount of Gross income		
2019	\$500,000.00		
Section A			
Payroll for last 12 months	1099 payroll for the last 12 months		
\$300,000.00	\$300,000.00		
0 * Sole Proprietor 2019 net income	2/483C Average Monthly Payroll		
\$100,000.00	\$25,000.00		
Monthly Gross Income			
\$8,333.33			

6. Internal user reviews Document Manager. Uploaded documents via the Customer Portal will be in a status of **Awaiting Review**.

in Document Manager							
29 All Documents	Search by document name or de	stalla				٩	
p Owned By Me	Actions - 0 of 39 tiems	Selected			Add Placehol	Ider Upiced Files	
se Customer Portal							
u E-Signature	STATUS	NAME +	VEAR	RELATIONSHIP	LAST MODIFIED DATE	2	
Relationships	· GIANNED	Assignment of Construction Contract			7/6/2020	>	
o File Staging	(orts •)	L Business Phone Statements			7/6/2020	>	
FILTER BY CATEGORIES	- AMANTING HEVIEW +	gL Cable & Internet Statements			7/6/2020	>	
	(aPEN •)	L Covered Period Peyrol Information			7/6/2020	>	
	(OPE4 •)	EDL Loan Information			7)6/2020	>	
	(I (IPEN.+)	L Electric Bik Statements			7/6/2020	>	
	(OPEN .)	Form 3508			7/6/2020	>	
	(OPEN -)	rt Form 941 Q1			7/6/2020		

7. FI will decide what **Status** the documents will remain in for the loan.

Approved	
Exception	
In-File	LICAT
Reviewed	- personal
Waived	

8. Once Draw amount has been determined, the loan may stay in may be submitted for Approval.

Loan in Round 2 Approval Stage – When the loan is in this stage, the loan is locked until approved.

1. The loan is locked once submitted for approval.



 From the Home Page or Loan Dashboard, the appropriate approver will see the loan for approval in their Items to Approve. The Approver can also approve from the loan dashboard or Approval History Route on the loan. Anyone with loan authority can approve the forgiven portion of the loan.

RELATED TO	TYPE	MOST RECENT APPROVER	DATE SUBMITTED	
Magnum PI, LLC - Fully Funding - 140600.00	Loan	Enforce Admin	7/6/2020 3:12 PM	
Fields Flowers, Inc - Fully Funding - 114500.00	Loan	Enforce Admin	7/2/2020 12:30 PM	

View on Loan Dashboard, Approval History Route

an Approval	r liotor y					
TEP	DATE	STATUS	ASSIGNED TO	ACTUAL APPROVER	COMMENTS	
Step 1	9/15/2020 8:35 AM	PENDING	Credit Queue	Credit Queue		1
Started	9/15/2020 8:35 AM	STARTED	Enforce Admin	Enforce Admin	Submitting Request For Approval	

- 3. The approver can approve from the Home Page upon review of the loan by using the down arrow and selecting **Approve/Reject**.
- 4. A new screen will open where the approver will select **Approve**, enter their **Comments** and click **Approve**. (This is only for the forgiven portion)

force Attract	A&0.2020	Celle Quese	disgont for Orielt Quinte			
Details			1	Approve Loan	Submitter Co	4
oppermail Détails						ang Request for Approval
	9 Fording 195002.00			Dane Conversion Inter		
					Laccel Approve	

5. The loan will unlock and progress to the **Closing** stage.

Loan in Draw 2 Closing Stage – When the loan is in this stage, the internal user is communicating the information back to the original borrower.

1. The 2483, 2483 SD, 2483C and 2483SC-C can be generated from the Loan Magic Wand, Generate Forms.

9	Application Form Revise	d January 8, 2021	Expiration Date: 3/31/2021	
Check One:		DBA or Tradename (if A	Applicable)	
{{FIELD-*LLC_BI_Lo	an_c.LLC_BI_Account_r.Type"}}	({FIELD="LLC_BI_Loan_c.LLC_BI_Account_r.nSBA_DBA_c"])		
	Business Legal Name		of Establishment (if applicable)	
({FIELD=*LLC_BI_	Loan_c.LLC_BI_Account_ <u>r,Name</u> "))	({FIELD="LLC BI_Loan_c.LL {{FIELD="LLC BI_Loan_c.PP C_BI_Account_r.cm_NAICS_LoP_Loan_Extension_ppp2_r.Date_ okup_r.cm_NAICS_Code_e"}) of Establishment_ppp2_e"}}		
(Street, City, State, 2	Business Address Gp Code - No P.O. Box addresses allowed)	Applicant (including affiliates, if applicable) Meets Size Standard (check one):		
((FIELD="LLC_BI_Lc ((FIELD="LLC_BI_Lc	an_c.LLC_BI_Account_r.BillingStreet"}) an_e.LLC_BI_Account_r.BillingState"}), an_c.LLC_BI_Account_r.BillingState"}, 	{(FIELD="LLC_BI_Loan_c.PPP_Loan ze_Standard_ppp2_		
Business TIN (EIN, SSN)	Business Phone	Primary Contact	Email Address	
	(FIELD="LLC BI Loan c.LLC BI Accou	((LIST="LLC_BI_Legal_Entities_c")) ((FILTER="1" FIELD="LLC_BI_Borrower_Type_c" IS="Guarantor"))	{{FIELD="LLC_BI_Loan c.Owner.Email"}}	

Enabling Portal/Documents

- 1. To enable documents or a user, navigate to the **Relationship** (Business or Individual).
- 2. Navigate to the Portal Access Management Tab.
- 3. Enable the contact if they are not already Enabled.

Tom Hanks		EMAIL ncinoportal+tomha@gmail.com	ROLE Owner	LAST LOGIN 2020-04-05	ENABLED	\sim
TO-DO LIST RELATI	ONSHIPS LOANS					
is To-Do list depicts all Por	tal requested documents for this relationsh	p.				
STATUS	PLACEHOLDER		DOCUMENT MANAGER			
OPEN	Copy of Voided Check		SBA 7(a) - Paycheck Protection Program (\$15800.00)			
OPEN	Form 941		SBA 7(a) - Paycheck Protection Program (\$15800.00)			
OPEN	Drivers License		Tom Hanks			
OPEN	Social Security Card		Tom Hanks			

- 4. Navigate to **Document Manager** on the Loan to request documents.
 - a. Click on the **checkbox** next to the document or documents you want to request.
 - b. Go to Actions and click Request Documents.
 - c. You may Edit All which will allow you to add additional instructions for the client.

Request I	Documents
Review Reques	sted Documents
	st, corresponding to-do list vulate in Portal.
	Edit All
EIDL Loan Information	
No description	
Form 3508	
No description	
Cable & Internet Statements	
Provide bills for all 8 weeks please.	
Carena accessing a construction of the accessing many sour #Co2729735 510	
	Cancel Send Documents

d. You will receive a Green notice that documents have been requested.

3 documents have been requested and are	available via Portal.	×

5. Once a document is received, the status will change to **Awaiting Review**.

Incomplete, Wrong or Missing Pages

1. If the wrong document was received or missing pages, you will set the Status to Exception.



2. Select the **Reason** and enter **Comment** then **Save**.

Reason for Rejection		
Wrong File	\$	
Comments	1	
Please upload correct file.		

- 6. The client will receive a new email and can upload a new document.
- 7. Once the document is uploaded, the Status will change back to Awaiting Review.
- 8. You can view **Versions** in the placeholder.

ERSION	UPDATED BY	LAST UPDATED	
Version 2 (Current)	Tom Selleck	7/6/2020 10:00 AM	• 🛃
Version 1	Tom Selleck	7/6/2020 9:59 AM	• 4

9. Once the document has been accepted (either the first upload or a replacement), change the **Status** (designated by FI).