
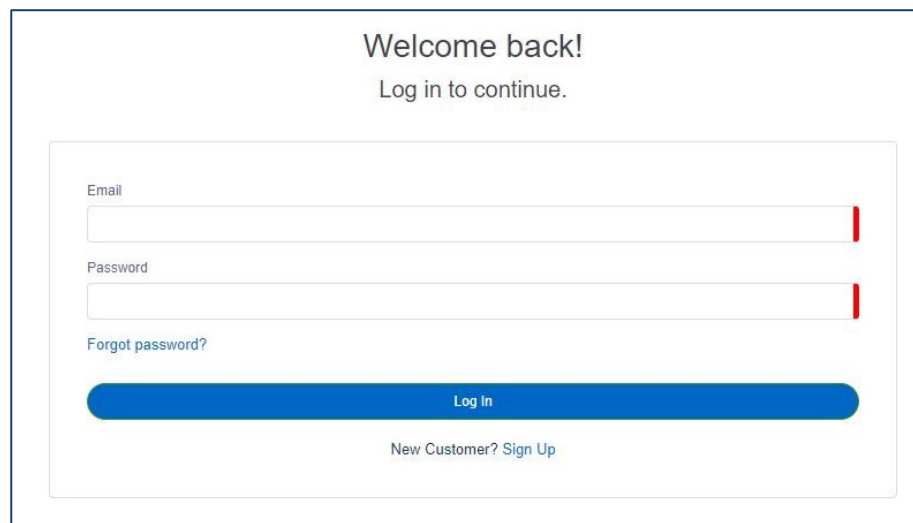


# Forgiveness Portal

## Welcome Email

- When your loan has reached the date for which it is eligible for forgiveness (a period between 8 and 24 weeks after the date you received funds) you will receive an email from your bank asking you to log in to the Paycheck Protection Program Forgiveness Portal
- The link shared will be unique to you. **Do Not share this link**
- You may click the **Log In to Get Started** button or directly on the link at the bottom to navigate to your account
- It is suggested that you use the Google Chrome Browser  for best results in the Bank Portal
- Once you have navigated to the Log In page you will need to click on **Forgot Password** to send yourself a password reset email. This step will only be necessary once. If you wish to revisit your application later you will be able to Log In using this Username and Password
- Check your inbox for a new email from your bank

INSTRUCTIONS



>Welcome back!  
Log in to continue.

Email

Password

[Forgot password?](#)

[Log In](#)

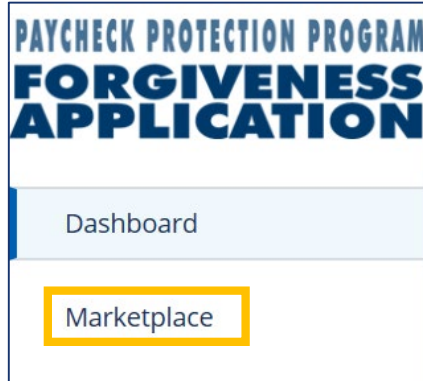
[New Customer? Sign Up](#)

# Forgiveness Portal

## Apply for Loan Forgiveness

### INSTRUCTIONS

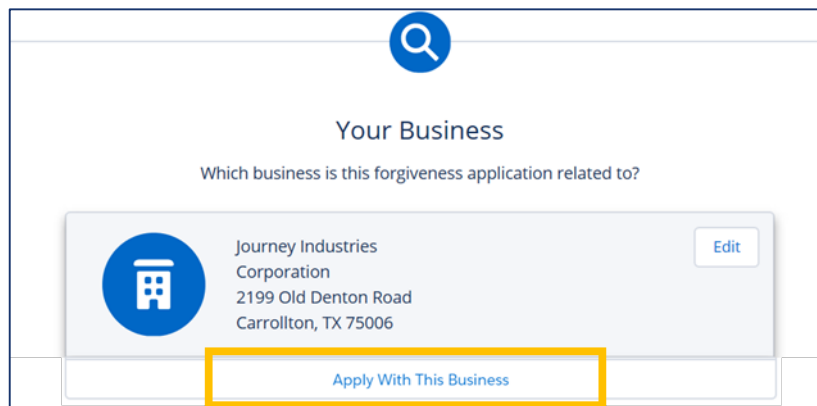
- After logging in you will be directed to your **Dashboard**
- Use the Navigation Bar on the left side of the screen. Click on **Marketplace**



- Click **Apply** on the **Forgiveness** option to begin your application for loan forgiveness



- After clicking Apply you should see **Your Business** listed. This is the business that you used to secure the Paycheck Protection loan
- Click **Apply With This Business** or **Continue with this Business** to begin applying for Forgiveness of your loan related to this business



# Forgiveness Portal

## Tell Us About Yourself

- Confirm your personal data that was previously captured during the application process
  - Make sure to update contact information (Address, Phone Number) if it has changed since the application was filled out
- **The Process** bar on the left side of the screen shows your progress through the application. It can also be used to revisit a previous section by clicking on that section
- Throughout the application process you will find helpful hints in the box on the right side of the screen. These boxes do not require you to enter data or navigate to any links, they are only meant to provide you helpful information related to the questions in the application
- If you do not want to complete the application at this time, you can always select **Save and come back later** at the bottom of each screen

### INSTRUCTIONS


The screenshot displays the 'Your Loan Forgiveness Application' interface. On the left, a vertical 'THE PROCESS' bar shows five steps: APPLICATION (highlighted in yellow), YOUR BUSINESS, PERSONAL INFO, COVERED PERIOD & PAYROLL, and APPLICATION TYPE. The main form, titled 'Tell us about yourself', includes a search icon, the text 'We need to know a bit about the person representing the business.', and two input fields: 'Role' (containing 'Company') and 'Ownership Percent' (containing '100.000 %'). Below these fields are two buttons: a green 'Next' button and a blue 'Save and come back later' button (highlighted in yellow). On the right, a box titled 'What is forgivable?' contains text explaining that the CARES Act lists two categories of forgivable expenses: 'Eligible payroll costs' and 'Eligible nonpayroll costs', and notes that the loan is forgivable to the extent the proceeds are used for these categories while maintaining headcount and salaries.

# Forgiveness Portal

## Your Covered Period

### INSTRUCTIONS

- The covered period for your loan is described in the box highlighted below. Use these dates when determining eligible expenses and headcount
- Information about the **Covered Period** is provided in the Help Box on the right



### Let's look at your Covered Period and Payroll Frequency

The Payroll & Benefit Costs are based on the covered period (or Alternative Payroll Covered Period). Depending on when you received your SBA loan number, you may have the option to decide between an 8 week or 24 week period. For loans that received an SBA loan number on or after the "Paycheck Protection Program Flexibility Act of 2020" was signed into law on 6/5/20, you will be using the earlier of a 24 week period or 12/31/2020.

#### Covered Period Begin Date

Covered Period Begin Date based on the PPP loan disbursement date  
5/27/2020

Are you eligible to elect a covered period?  
Yes. Based on when you received your SBA loan number you are eligible to elect an 8 or 24 week covered period.

Would you like to use an 8 week or 24 week covered period?

8 Week  24 Week

- The option to choose an 8 Week or 24 Week Covered Period is given to you at this point but read the instructions to determine whether your funding date allows you to select 8 Week
- A longer period allows you to spend more of your loan on forgivable expenses, but you must maintain specific headcount and wage criteria through the Covered Period

# Forgiveness Portal

## Tell Us About Your Payroll Frequency

- Select your typical Payroll Schedule by clicking on the option that best describes the frequency

Payroll Schedule

Select your Payroll Schedule (the frequency with which payroll is paid to employees)

Weekly ✓

Biweekly (every other week)

Twice a month

Monthly

Other

- If you select **Weekly** or **Biweekly** you will be prompted on whether you would like to enter an **Alternative Payroll Coverage Period**. A description of an Alternative Payroll Coverage period can be found in the Help Box to the right

**Alternative Payroll Covered Period**

Because you pay biweekly (or more frequent) you have the option to enter an alternative payroll covered period.

Would you like to enter an Alternative Payroll Covered Period?

Yes ✓

No

Alternative Period Begin Date: Enter the first day of your first pay period following your PPP Loan Funding Date

M/D/YYYY

# Forgiveness Portal

## EZ Form Eligibility

### INSTRUCTIONS

- The SBA has provided **two methods to apply for Forgiveness**. Those methods are the **3508 Form** (which is a standard application) and the **3508EZ Form** (which requires less information)
- The **3508EZ Form** is intended for borrowers with very simple expenses. Read through the **3 Qualification Questions** and answer **Yes** or **No** to each option. You cannot progress with the application until you have selected an answer for each option
- You only need to answer **Yes** to a single question to qualify for the EZ application
- If you are unsure whether you qualify, select **No** for each option. The EZ application is shorter but does not result in a different amount of your loan being forgiven



### Determining Your Eligibility to use the 3508EZ Form

The SBA is offering the 3508EZ form if you meet specific criteria. Please review the guidance provided on this page and answer each question to determine if you are eligible to use the 3508EZ Form. Based on the latest guidance from the SBA, you only need to answer "Yes" to one of the qualification options.

#### Qualification Option 1

The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

Do you meet the criteria for Qualification Option 1 above?

- This walkthrough will follow the standard 3508 Form process with special attention given to areas that would appear differently on the 3508EZ Form. Those steps will be clearly called out for the reader

# Forgiveness Portal

## Tell Us About Your Payroll Costs

- Enter your **Payroll Costs** in the corresponding fields. You can find information about eligible Payroll Costs in the Help Box on the right

INSTRUCTIONS

### Eligible payroll costs

The total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. For an 8-week Covered Period, that total is \$15,385. For a 24-week Covered Period, that total is \$46,154.

Enter the total cash compensation for employees making less than \$100K. This will be (Box 1) from PPP Schedule A Worksheet, Table 1:

USD  \*

Enter the total cash compensation for employees making greater than \$100K. This will be (Box 4) from PPP Schedule A Worksheet, Table 2:

USD  \*

Enter the total amount paid for employer contributions for employee health insurance:

USD  \*

Enter the total amount paid for employer contributions to employee retirement plans:

USD  \*

Enter the total amount paid for employer state and local taxes assessed on employee compensation:

USD  \*

### Compensation to Owners

The total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. For an 8-week Covered Period, that total is \$15,385. For a 24-week Covered Period, that total is \$20,833.

Compensation to Owners

USD  \*

Number of Owners

\*

# Forgiveness Portal

## Tell Us About Your Headcount

INSTRUCTIONS

- Select the appropriate answers to **tell us about your Headcount and Salary information** by filling out the required fields
- The Help Box on the right will give you information helpful for determining Headcount
- **Note:** The **3508EZ Form** will not have as many Headcount questions as the standard 3508 Form

### Headcount & Salary Information

Let's gather information about your employee headcount and salaries.

#### Headcount Details

Do we have your number of employees at the time of the loan application on file?

Yes

Employees at time of loan application

5

Employees at Time of Forgiveness Application

- If you answered **Yes** to the first question (Yes, I reduced headcount) you will need to provide additional information, described on the next page

### PPP Forgiveness Calculation Specific Headcount Details

Was there a reduction in the number of employees or average paid hours between January 1, 2020 and the end of the Covered Period?

Yes  No

Enter the average weekly number of FTEs during your chosen reference period. Details about the reference period are provide in the FTE & Safe Harbor section of this page

Enter the average number FTEs during the Covered Period or the Alternative Payroll Covered Period with compensation <= \$100k. This will be (Box 2) Table 1

Enter the average number FTEs during the Covered Period or the Alternative Payroll Covered Period with compensation > \$100k. This will be (Box 5) Table 2.



# Forgiveness Portal

## Safe Harbor

### INSTRUCTIONS

- If you answered **Yes** to the first question in the Headcount section (Yes, I reduced headcount) you will need to provide additional information related to the FTE Safe Harbor provision
- The Help Box on the right will give you information helpful for determining Safe Harbor rules

#### FTE Reduction Safe Harbor 1:

Were you unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19?

Do you meet the criteria for the FTE Reduction Safe Harbor 1 requirement described above?

Yes

No

#### FTE Reduction Safe Harbor 2:

Leveraging the Schedule A worksheet, you can determine if you meeting the criteria for the FTE Reduction Safe Harbor 2 option.

Do you meet the criteria for the FTE Reduction Safe Harbor 2 requirement described above?

Yes

No

#### Salary Details

Did you reduce salary or hourly wages during the Covered Period or the Alternative Payroll Covered Period?

Yes ✓

No

Will any employee get a salary reduction over 25%?

Yes ✓

No

- If you reduced salary or wages by more than 25% during the covered period and you do not meet Safe Harbor requirements you will need to enter the total reduction of salary

You've indicated that you have not met the Salary/Hourly Wage Safe Harbor requirements. Please enter the total amount of salary reductions over 25%.

USD

\*

# Forgiveness Portal

## Tell Us About Your Nonpayroll Costs

- In addition to Payroll, you are eligible for loan forgiveness if you spent the loan on a few categorized **Nonpayroll Costs**. Eligible nonpayroll costs are described in the Help Box on the right
- Various monthly costs (Mortgage Interest, Lease/Rent Payments, Utility, Fuel costs for business vehicles) can be entered in the corresponding fields
- **Note:** This screen may not appear if your Payroll costs do not cover the total loan amount. For example, if you took a loan for \$30,000 and you entered \$30,000 in payroll costs in the previous Payroll Costs screen you will not need to enter additional nonpayroll costs. The Paycheck Protection Program currently allows for 40% of the loan to be spent on nonpayroll expenses

Let's gather information about your nonpayroll costs

**Eligible nonpayroll costs**

Interest on Covered Mortgages

USD

Expense for Rent or lease payments

USD

Utility Expenses

USD

# Forgiveness Portal

## Original Loan Details

- The next screen will show the details of your original Paycheck Protection Loan

### Additional Forgiveness Detail

Let's review some details about your original Paycheck Protection Loan

Paycheck Protection Loan Amount

USD 125,000.00

Date that the funds of your PPP loan were disbursed

5/27/2020

- If your loan was for an amount of \$2 Million or more, you must note that on the Forgiveness Application

**The PPP Loan Forgiveness application form requires that you, the borrower together with affiliates, confirm if you received PPP loans in excess of \$2 million.**

Did you the Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million?

Yes

No

- If you received an Economic Injury Disaster Loan from the SBA you will enter the amount of any advances you received

If you did not receive an Economic Injury Disaster Loan (EIDL) loan you may leave these fields blank.

EIDL Application Number

Enter the amount of any advance on your COVID-19 Economic Injury Disaster Loan (EIDL) you received.

USD

# Forgiveness Portal

## Borrower's Estimated Forgiveness Amount

INSTRUCTIONS

- Review the information you have entered during the Forgiveness Application process. Each field will align with a Line on the SBA's Paycheck Protection Program Loan Forgiveness Worksheet. You can see the worksheet in the Help Box on the right

**Estimated Forgiveness Calculation**

Let's review the data that will be used to create the SBA's PPA Forgiveness Application

**Payroll and Nonpayroll Costs**

Line 1. Payroll Costs (enter the amount from PPP Schedule A, line 10):  
USD 14,000.00

Line 2. Business Mortgage Interest Payments:  
USD 1,000.00

Line 3. Business Rent or Lease Payments:  
USD 1,000.00

Line 4. Business Utility Payments:  
USD 1,000.00

**Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions**

Line 5. Total Salary/Hourly Wage Reduction (enter the amount from PPP Schedule A, line 3): Note: if this number is 0, then you have indicated that no employees have had a salary reduction in excess of 25% or you meet the Safe Harbor requirements.  
USD 0.00

Line 6. Add the amounts on lines 1, 2, 3, and 4, then subtract the amount entered in line 5:  
USD 17,000.00

Line 7. FTE Reduction Quotient (enter the number from PPP Schedule A, line 13):  
1.00

**Potential Forgiveness Amounts**

Line 8. Modified Total (multiply line 6 by line 7):  
USD 17,000.00

Line 9. PPP Loan Amount:  
USD 125,000.00

Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60):  
USD 23,333.33

**Forgiveness Amount**

Line 11. Forgiveness Amount (enter the smallest of lines 8, 9, and 10):  
USD 17,000.00

- Your estimated **Forgiveness Amount** is shown at the bottom. The calculation is performed by the system, you do not need to do anything on this screen.

# Forgiveness Portal

## PPP Schedule A Summary

- This screen shows the information that will appear on **Schedule A** of the **3508 Form**
- **Note:** If you are using the **3508EZ Form** you will not see this page, there is no Schedule A on that form
- You do not need to do anything on this screen, just review and check that your information is complete and correct. The following screens will all ask you to Certify your information is correct

### PPP Schedule A

Based on the information that you entered, here is a summary of your "Schedule A" of the PPP Loan Forgiveness Application.

#### PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:  
USD 10,000.00

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:  
5.0

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1: Note: if this number is 0, then you have indicated that no employees have had a salary reduction in excess of 25% or you meet the Safe Harbor requirements.  
USD 0.00

# Forgiveness Portal

## SBA Certifications

- This screen has all the Certifications required by the SBA and your bank
- You must click the checkbox next to each Certification to move to the next step

### Certifications

I understand and agree that this certification serves as my valid electronic signature for purposes of this application.

The dollar amount for which forgiveness is requested: 1 - was used to pay costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; or business utility payments); 2 - includes all applicable reductions due to decreases in the number of full-time equivalent employees and salary/hourly wage reductions; 3 - includes payroll costs equal to at least 60% of the forgiveness amount; 4 - if a 24-week Covered Period applies, does not exceed 2.5 months' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$20,833 per individual; and 5 - if the Borrower has elected an 8-week Covered Period, does not exceed 8 weeks' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$15,385 per individual.

# Forgiveness Portal

## 3508EZ Certifications

- If you are completing the **3508EZ Application** you must certify that you meet the criteria. This screen will not appear if you are filling out the standard 3508 Form
- You must answer each question to progress. Only one question requires a **Yes**

### Additional Form 3508EZ Certifications

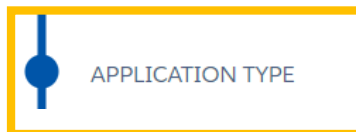
In addition, the Authorized Representative of the Borrower must certify by selecting "Yes" to at least ONE of the following two items:

**Item 1**

The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period (other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020, and reductions in an employee's hours that a borrower offered to restore and were refused).

Do you certify that you meet the criteria for Option 1 above?

- If you cannot answer **Yes** to any of the criteria, then you are not eligible for the 3508EZ application. Don't worry, you can still apply through the standard 3508 Form
- Click on **Application Type** in the left side navigation bar to return to the page where you selected the **3508EZ Form** and select **No** for all the answers. The rest of your application should be saved, and you can quickly progress through the screens to the Certifications page again. The **Headcount** page will require additional information, which is described on a previous page of this walkthrough document



# Forgiveness Portal

## E-Signature Consent

- We will need you to provide consent to apply your signature electronically to documents we will submit to the SBA on your behalf to secure forgiveness of your loan. You have the option to not provide consent, but this will slow the application process down as all signatures must be scanned and transmitted manually

### Electronic Signature

The SBA does allow all PPP lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, lenders may also 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).

#### E-Consent is optional

By typing my name below, I recognized that this may be treated as an electronic signature and certify to submitting accurate information.

By typing my initials below, I recognized that this may be treated as an electronic signature and used to initial certifications on the Paycheck Protection Program Loan Forgiveness Application.

Next



# Forgiveness Portal

## Demographics

- The SBA collects optional data regarding the demographics of those who asked for PPP Loans
- The purpose of the data is explained in the Help Box to the right

### PPP Borrower Demographic Information Form (Optional)

Disclosure is voluntary and will have no bearing on the loan forgiveness decision

Principal Name

Richard Jefferson

Position

Owner

Veteran

1=Non-Veteran



# Forgiveness Portal

## Does Everything Look Right?

- Do a **final check** of all your entries and information before hitting **Submit**
- You may alter your information by using the left side navigation, or by clicking **Edit** in any of the information boxes
- You cannot alter your application after hitting **Submit Application**

### Does everything look right?

Let's double check what you've entered. Once you submit this, we'll process your application and get back to you in 2-3 business days with the details on your forgiveness amount.

#### Business Info

[Edit](#)

Relationship Name

Annual Revenue

Journey Industries

Billing Address

Shipping Address

2199 Old Denton Road  
Carrollton, TX 75006

Submit Application

# Forgiveness Portal

## Submitted, Now Add Your Documents

- Once you have submitted your application, you will get success message and an advisory to **Upload Your Documents**
- Click the **Go to Dashboard** button to go upload your documents in the next screen
- Your application can't be submitted to the SBA for Forgiveness until all your verifying documents have been uploaded!

The first step of your application is complete. We now need to move on to uploading supporting documents.

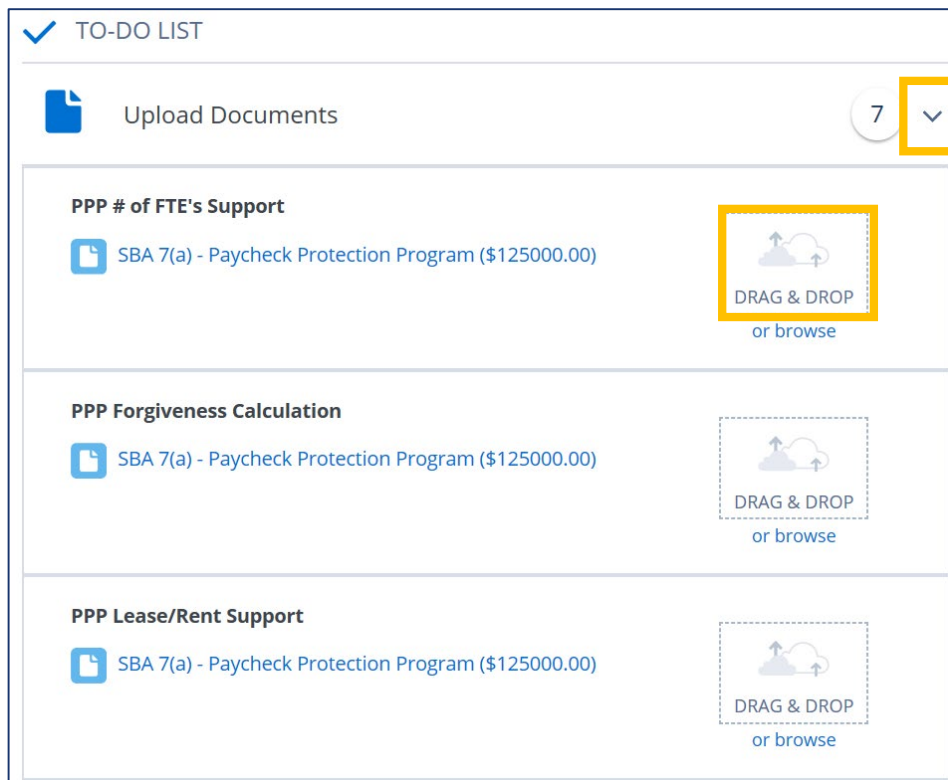
1. Please click the **Go to Dashboard** button to upload the your supporting documentation in the **Upload Documents** section of the "TO-DO-LIST".
2. Once you've uploaded all required documentation, we will begin processing your Forgiveness Application. Failure to upload required documentation may delay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

[Go to Dashboard](#)

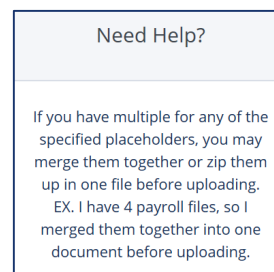
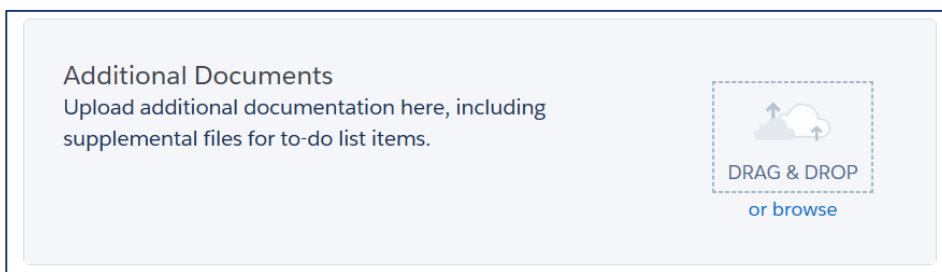
# Forgiveness Portal

## Adding Documents

- Once you have returned to your Dashboard you will have a To-Do List. Click the down arrow on the right side of the list to expand your task: **Upload Documents**
- You can either click **Browse** to open a window on your computer to look for your documents, or you can drag them directly from a folder and drop them on the placeholder
- These documents are necessary to verify and certify the forgiveness information in your application. Your bank will not be able to process your application for forgiveness until all relevant documents have been uploaded to the Portal



- You can drop miscellaneous documents into the **Additional Documents** placeholder if you are unsure where they go, or if you are having trouble combining multiple months of documents (Payroll, Rent, etc.) into a single file



# Forgiveness Portal

## All Caught Up...We'll Notify You Soon

### INSTRUCTIONS

- You're **all caught up** once you have uploaded all your required documents
  - The bank will reach out if there are any additional required documents or steps you need to take to help them process the forgiveness of your loan
  - If you had any issues submitting documents or filling out any part of the application, you can reach out to speak to someone at the bank about your questions and concerns
  - If you own multiple businesses, you'll need to fill out a similar application for any other businesses which you secured a Paycheck Protection Loan. Make sure you check your email for additional invitation links
- 
- **All Done!**