

# PPP FORGIVENESS APPLICATION *update*



## Now accepting applications for forgiveness!

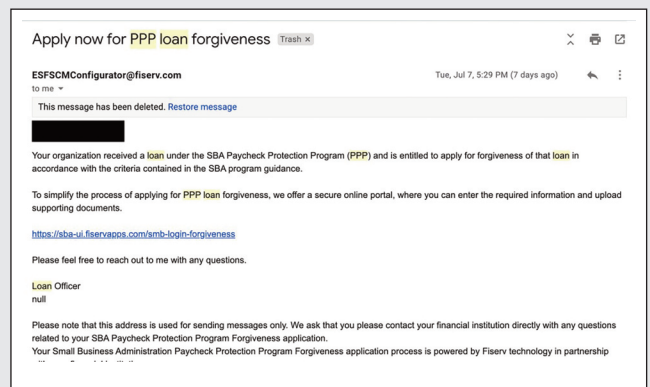
For our clients who received PPP funding of less than \$50,000, we are now ready to accept your forgiveness application.

Logging into the forgiveness application portal is as easy as 1-2-3:

### STEP 1

You will receive a customized email with the subject line "Apply now for PPP loan forgiveness" from @fiserv.com. You will simply click on the link within the email to begin your application.

**NOTE:** You will need to use Google Chrome™ as your web browser. If you don't have Google Chrome, you can download it here.



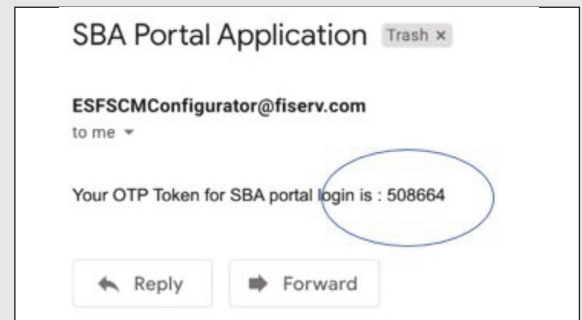
### STEP 2

Once you arrive at the portal, you will enter your business name **exactly as it is listed** in the previously received email with the Employer Identification Number, or EIN (no hyphenation). If you filed as an individual, you will need to enter your full name **as it appears in the email** along with your Social Security number (no hyphenation).

The screenshot shows the "SBA Paycheck Protection Program Portal" with a "Loan Forgiveness" section. It instructs the user to provide documentation and includes a "Returning Applicant" form with fields for "Business Name" (pre-filled with "General Construction, Inc.") and "EIN" (with a masked input field). A "Next" button is at the bottom of the form.

## STEP 3

A one-time passcode (OTP) will be generated and sent to your email. You will use this OTP to log into the portal.



### SBA Paycheck Protection Program Portal

#### Validate OTP (One Time Passcode)

For your security, this application requires multi-factor authentication. Your verification code will be sent to the email address that you provided in your loan application.

Please enter the OTP below to verify your email address. If you cannot see the email received from your Bank in your inbox, please make sure to check your Spam folder.

One Time Passcode

Verify

Once you are logged in, the first screen you will see is your loan summary.

*If you are planning to have someone assist you in completing the forgiveness application, you may input their email address in the Additional OTP Email field (shown below).*

←

→

↺

🔒

sba-ui.fiservapps.com/forgiveness-application

🔍

☆

👤

SBA Paycheck Protection Program Portal

Logout

1

2

3

4

Loan ApplicationFile UploadsReview & SubmitConfirmation

Previous

Next

Save Information

Continue to Upload Files

Knowledge Center

Business Legal Name

TIN/EIN/SSN

Institution Name

Business Phone

Email

Additional OTP Email

Loan Disbursement Date

Estimated Forgiven Amount:

Estimated Amount Not Forgiven:

Disbursed Loan Amount

\$3,800.00

\$3,800.00

\$0.00

Once you are logged into the portal, you are able to save and return to the application as often as necessary. You may close the window or continue completing your application.

# IMPORTANT NOTES:

- Click here to view full [3508S Instructions](#).
- If you have questions while using the portal, please visit the “Knowledge Center” for additional information.
- The 3508S is not available if total PPP loans among affiliated entities is \$2,000,000 or more.
- Once you are in the forgiveness portal, you will need to upload your supporting loan forgiveness documents using the list below; see 3508S instructions (pg 3) for required documentation.

Consider the following example, when choosing which documentation to upload to the portal.

*Example: For many borrowers, 24 weeks of cash compensation may exhaust all of their PPP loan funds.*

***In this case, a borrower may not need to substantiate any other eligible costs.***

heck Pt X + -

https://sba-ui.fiservapps.com/file-uploads

### Loan Forgiveness

Use the box below to upload supporting loan application documents. You may upload Image, PDF, Word, and Excel documents. There is a maximum file size limit of 15MB for each file uploaded. When you are finished, or if you don't have any files to upload, simply click the Next button to proceed to the next step.

#### Select Files to Upload

Select Files

Name
PPP Underwriting Template.xlsx
Forgiveness Supporting Docs (Rent Lease TenantStatement_1296_2)
Forgiveness Supporting Docs (Utilities_May Stmt (Utility).pdf)
Forgiveness Supporting Docs (Rent Lease June Stmt (Rent).pdf)
Forgiveness Supporting Docs (Utilities_Feb 2020 Utility.pdf)
Loan Application Supporting Docs

- Denial Justification
- Loan Application Supporting Documents for Self-Employed Individuals, Independent Contractors and Partners
- Faith-Based Addendum to 2483
- Addendum B to 2483
- Addendum A to 2483
- Forgiveness Supporting Docs (Mortgage Interest Payments)
- Miscellaneous
- 3508 & 3508-EZ Supporting Docs (Public Health Operating Restrictions)
- 3508-EZ Supporting Docs (FTE Certification)
- 3508 & 3508-EZ Supporting Docs (Job Offer, Refusal, etc. Certification)
- 3508-EZ Supporting Docs (Salary & Wage Certification)
- Forgiveness Supporting Docs (Utility Payments)
- Forgiveness Supporting Docs (Rent/Lease Payments)
- Forgiveness Supporting Docs (FTE)
- Forgiveness Supporting Docs (Payroll)
- Transcript of Account
- Borrower Note
- SBA Form 2483
- SBA Form 2484
- Loan Application Supporting Docs (Payroll)

For additional resources, please visit our [Business Resource Page](#).



ACCESSbank.com

