U.S. Small Business Administration

Paycheck Protection Program Lender Instructions

Lender Agreement thru Loan Application

Updated: 4/26/2020

Paycheck Protection Program

This document outlines the <u>first three steps</u> required by new lenders to participate in the Paycheck Protection Program:

Become an SBA Lender

- Identify Correct Application
- Complete and Submit Form
- Confirm Approval

Create SBA Systems Account

- Create CAFS Login System (CLS) Account
- Request System Roles

Submit Loan Applications in CAFS

- Verify Borrower
- Collect Applicant Data
- Submit Loan Application
- Approval notification

U.S. Small Business Administration

First Things First…

Defining Key SBA Terms

Capital Access Financial System (CAFS)

Capital Access Financial System (CAFS) is the platform housing SBA's lending applications and related systems. You can reach CAFS using this link: **https://caweb.sba.gov/cls/**

CAFS Login System (CLS)

Lender individuals need to create accounts in CAFS via the CAFS Login System (CLS). The login information for CLS will be applicable to all CAFS systems for which the user has requested access.

ETRAN

ETRAN (or "E-Lend") is a group of lending systems housed within CAFS.

- ***ETRAN Origination*** – submit loan guaranty requests
- ***ETRAN Servicing*** – update/edit existing loans

Location ID

Each SBA Lender has a "Location ID" associated with their organization.
This is a public unique identifier, and individuals within a lending organization must know their Location ID in order to sign up for SBA systems with their CLS Account. Location IDs are usually between 4 and 6 digits.

Authorizing Official

Each Location ID must have <u>at least one</u> Authorizing Official associated with it in order to allow individual system sign-ups.
The role of the Authorizing Official (AO) is to approve other individuals signing up under a Location ID and re-confirm those users and their respective access levels biannually.

Other users cannot sign up under a Location ID until at least one Authorizing Official has been approved by SBA.

U.S. Small Business Administration

Step 1: Becoming an SBA Lender

What types of lenders are eligible to make PPP loans?

1) Any federally insured depository institution
2) Any federally insured credit union
3) Any Farm Credit System institution (other than the Federal Agricultural Mortgage Corporation) as defined in 12 U.S.C. 2002(a)
4) Any depository or non-depository financing provider that:
   - originates, maintains, and services business loans or other commercial financial receivables and participation interests
   - applies the requirements under the BSA as a federally regulated financial institution, or the BSA requirements of an equivalent federally regulated financial institution
   - has been operating since at least February 15, 2019, and has originated, maintained, and serviced more than $50 million in business loans or other commercial financial receivables during a consecutive 12 month period in the past 36 months, or is a service provider to any insured depository institution that has a contract to support such institution's lending activities in accordance with 12 U.S.C. § 1867(c) and is in good standing with the appropriate Federal banking agency

Note: Institutions described in 1-3 will be automatically qualified upon transmission of SBA Form 3506 unless they currently are designated in Troubled Condition by their primary federal regulator or are subject to a formal enforcement action by their primary federal regulator that addresses unsafe or unsound lending practices

Resources:
- https://www.sba.gov/sites/default/files/2020-04/PPP--IFRN%20FINAL_0.pdf

Lenders: Apply Using Correct Form

Become an SBA Lender → Create SBA Systems Account → Submitting Loan Applications

Find Correct Application Form → Complete and Submit form → Confirm Approval

Financial institutions that wish participate in the SBA lending program are required to **submit an application form:**

Banks

Potential SBA lenders that are federally insured depository institutions, federally insured credit unions, or Farm Credit System institutions will need to submit their application (form 3506) to DelegatedAuthority@sba.gov to apply.

Non-Banks

Potential SBA lenders that are non-bank or non-insured depository institution lenders will need to submit their application (form 3507) to NFRLApplicationForPPP@sba.gov to apply.

Eligibility

- All existing SBA-certified lenders will be given delegated authority to speedily process PPP loans.
- All federally insured depository institutions, federally insured credit unions, and Farm Credit System institutions are eligible to participate in this program.
- Non-bank and non-insured depository institution lenders can also begin making loans as soon as they are approved and enrolled in the program.

Resources:

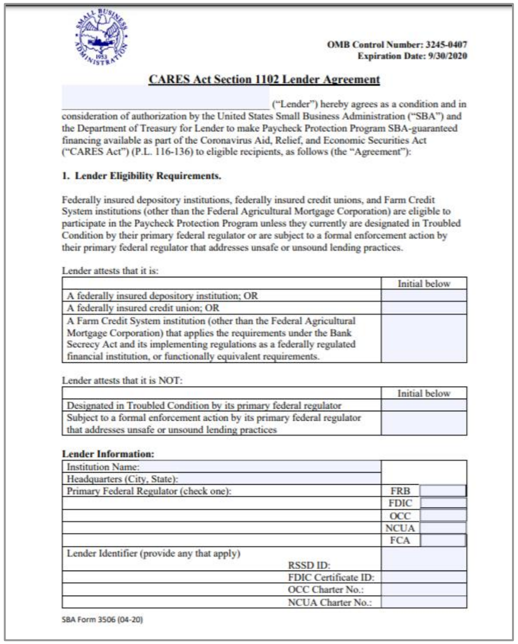
- List of Existing SBA lenders
- PPP Application form for Banks (SBA Form 3506)
- PPP Application form for Non-Banks (SBA Form 3507)

Lenders: Complete, Sign, and Submit Form

Become an SBA Lender → Create SBA Systems Account → Submitting Loan Applications

Find Correct Application Form → Complete and Submit Form → Confirm Approval

Banks: SBA Form 3506



OMB Control Number: 3245-0407
Expiration Date: 9/30/2020

CARES Act Section 1102 Lender Agreement

____________________ ("Lender") hereby agrees as a condition and in consideration of authorization by the United States Small Business Administration ("SBA") and the Department of Treasury for Lender to make Paycheck Protection Program SBA-guaranteed financing available as part of the Coronavirus Aid, Relief, and Economic Securities Act ("CARES Act") (P.L. 116-136) to eligible recipients, as follows (the "Agreement"):

1. Lender Eligibility Requirements.

Federally insured depository institutions, federally insured credit unions, and Farm Credit System institutions (other than the Federal Agricultural Mortgage Corporation) are eligible to participate in the Paycheck Protection Program unless they currently are designated in Troubled Condition by their primary federal regulator or are subject to a formal enforcement action by their primary federal regulator that addresses unsafe or unsound lending practices.

Lender attests that it is:

	Initial below
A federally insured depository institution; OR	
A federally insured credit union; OR	
A Farm Credit System institution (other than the Federal Agricultural Mortgage Corporation) that applies the requirements under the Bank Secrecy Act and its implementing regulations as a federally regulated financial institution, or functionally equivalent requirements.	

Lender attests that it is NOT:

	Initial below
Designated in Troubled Condition by its primary federal regulator	
Subject to a formal enforcement action by its primary federal regulator that addresses unsafe or unsound lending practices	

Lender Information:

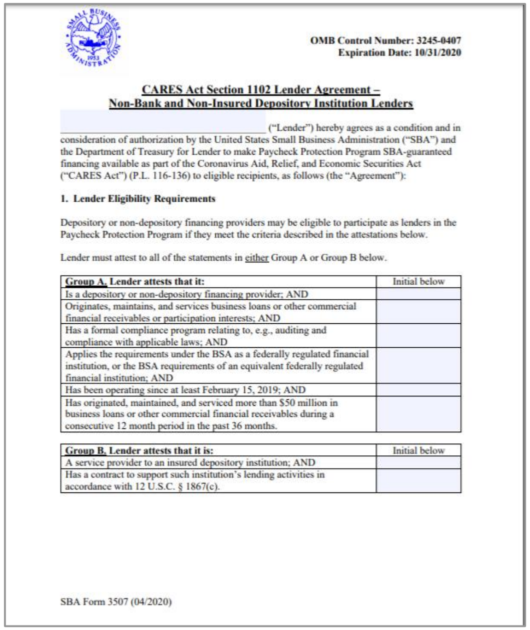
Institution Name:		
Headquarters (City, State):		
Primary Federal Regulator (check one):	FRB	
	FDIC	
	OCC	
	NCUA	
	FCA	
Lender Identifier (provide any that apply) RSSD ID:		
FDIC Certificate ID:		
OCC Charter No.:		
NCUA Charter No.:		

SBA Form 3506 (04-20)

Complete Forms:

- Complete all required boxes
- Sign form
  Note: 2 separate signatures are required:
  1. Applicant
  2. Officer or Secretary of institution
- Save form
- Attach completed and signed form to an email and send to:
  - Banks send form 3506 to: DelegatedAuthority@sba.gov
  - Non-Banks send form 3507 to: NFRLApplicationForPPP@sba.gov
- Within a few days a email will be sent to lenders to notify of approval

Non-Banks: SBA Form 3507



OMB Control Number: 3245-0407
Expiration Date: 10/31/2020

CARES Act Section 1102 Lender Agreement –
Non-Bank and Non-Insured Depository Institution Lenders

____________________ ("Lender") hereby agrees as a condition and in consideration of authorization by the United States Small Business Administration ("SBA") and the Department of Treasury for Lender to make Paycheck Protection Program SBA-guaranteed financing available as part of the Coronavirus Aid, Relief, and Economic Securities Act ("CARES Act") (P.L. 116-136) to eligible recipients, as follows (the "Agreement"):

1. Lender Eligibility Requirements

Depository or non-depository financing providers may be eligible to participate as lenders in the Paycheck Protection Program if they meet the criteria described in the attestations below.

Lender must attest to all of the statements in either Group A or Group B below.

Group A. Lender attests that it:	Initial below
Is a depository or non-depository financing provider; AND	
Originates, maintains, and services business loans or other commercial financial receivables or participation interests; AND	
Has a formal compliance program relating to, e.g., auditing and compliance with applicable laws; AND	
Applies the requirements under the BSA as a federally regulated financial institution, or the BSA requirements of an equivalent federally regulated financial institution; AND	
Has been operating since at least February 15, 2019; AND	
Has originated, maintained, and serviced more than $50 million in business loans or other commercial financial receivables during a consecutive 12 month period in the past 36 months.	

Group B. Lender attests that it is:	Initial below
A service provider to an insured depository institution; AND	
Has a contract to support such institution's lending activities in accordance with 12 U.S.C. § 1867(c).	

SBA Form 3507 (04/2020)

Lenders: Receive Approval from SBA

Become an SBA Lender → Create SBA Systems Account → Submitting Loan Applications

Find Correct Application Form → Complete and Submit form → Confirm Approval

Upon receipt of lender application, SBA will:

- Verify materials supplied for correctness and completeness
- Verify lender eligibility
- Email lenders within a few days of approval for “Paycheck Protection Program 7(a) Loan Guaranty Agreement”. **Note**: Many applications are processed in under 24 hours.
  - If not approved because of incomplete or incorrect information on application – lenders may re-apply
  - If not approved for eligibility reasons, lenders may not re-apply

Once approved, lenders:

Can create an online account in 1 of the 2 systems available for submitting borrower applications (see next section for details)

- CAFS
- SBA Connect

SBA

Step 2: Create an Online Account

Lenders: Create Online Account in 1 of 2 Systems

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → Request System Roles

In order for ***approved* lenders** to be able to submit borrower loan applications, they must establish access to ETRAN via one of two channels:

1. **Directly through CAFS (CLS/PIMS/ETRAN):**
    - CAFS is the primary system for loan originations and servicing
    - Screen-by screen instructions for creating a CAFS account are on the following pages
2. **Lender Gateway:**
    - Lender Gateway is one example (of many) of a 3rd party software via which lenders can submit PPP loan applications
    - To gain access to Lender Gateway, sign in via SBA Connect: https://connect.sba.gov/

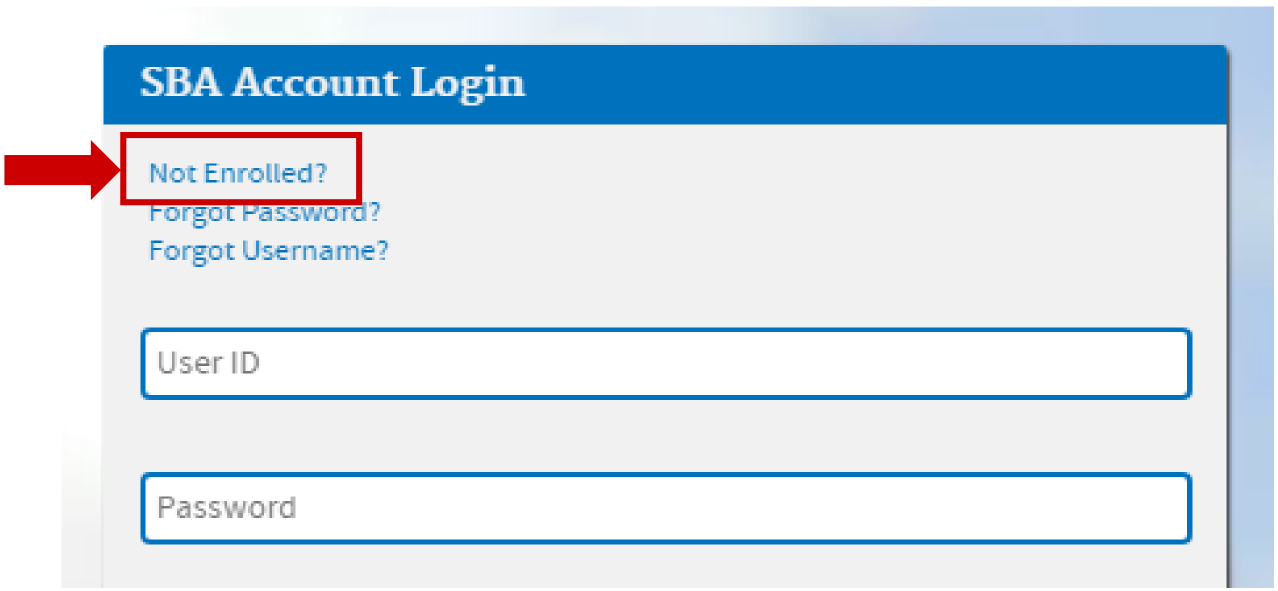
Lenders: Create Online Account in CLS

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → Request System Roles

Lenders should start this process ***after*** **receiving confirmation** that they are an SBA-approved lender for PPP loans.

- Go to the **Capital Access Financial Systems (CAFS)** home page: https://caweb.sba.gov/cls/dsp_login.cfm
- Press the **"Not Enrolled?"** link in the top left corner of the login box

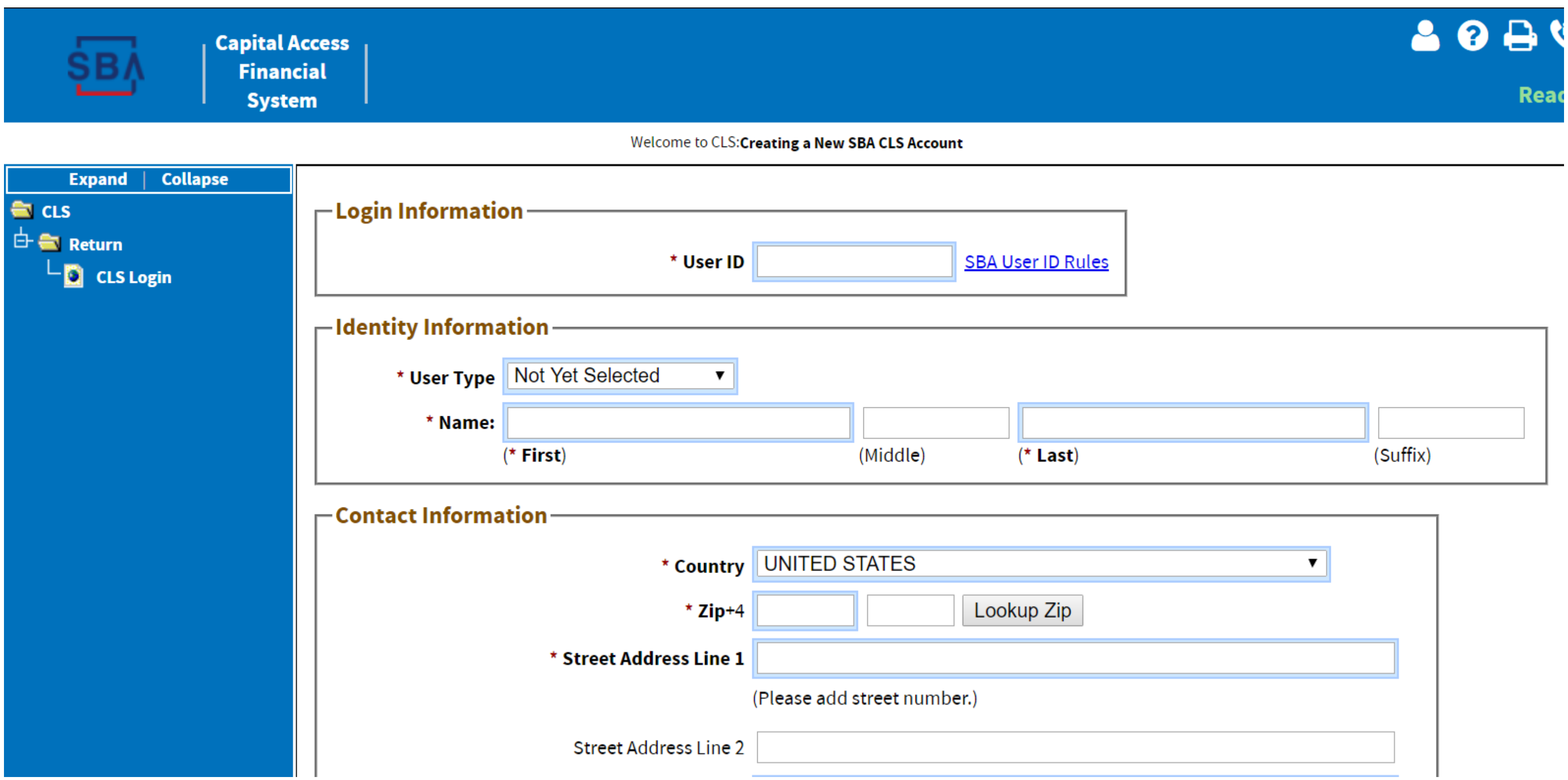


Lenders: Create Online Account in CLS

Become an SBA Lender → Create SBA Systems Account → Submitting Loan Applications

Create CAFS Account → Request System Roles

You will be taken to the page below where you need to complete all mandatory fields **(bold = mandatory)**



Lenders: Create Online Account in CLS

Become an SBA Lender | **Create SBA Systems Account** | Submitting Loan Applications

Create CAFS Account | Request System Roles

- **Choose and enter your User ID**
  - This User ID is how you will log into the system in the future
  - The User ID must be between 8 and 15 characters long
- **Choose and enter your Password (x2)**
  - Password must be at least 12 characters
  - Must use at least on lowercase letter, one uppercase letter, and at least one special character OR number


Login Information

* User ID [ ] SBA User ID Rules

* Password [ ] SBA Password Rules

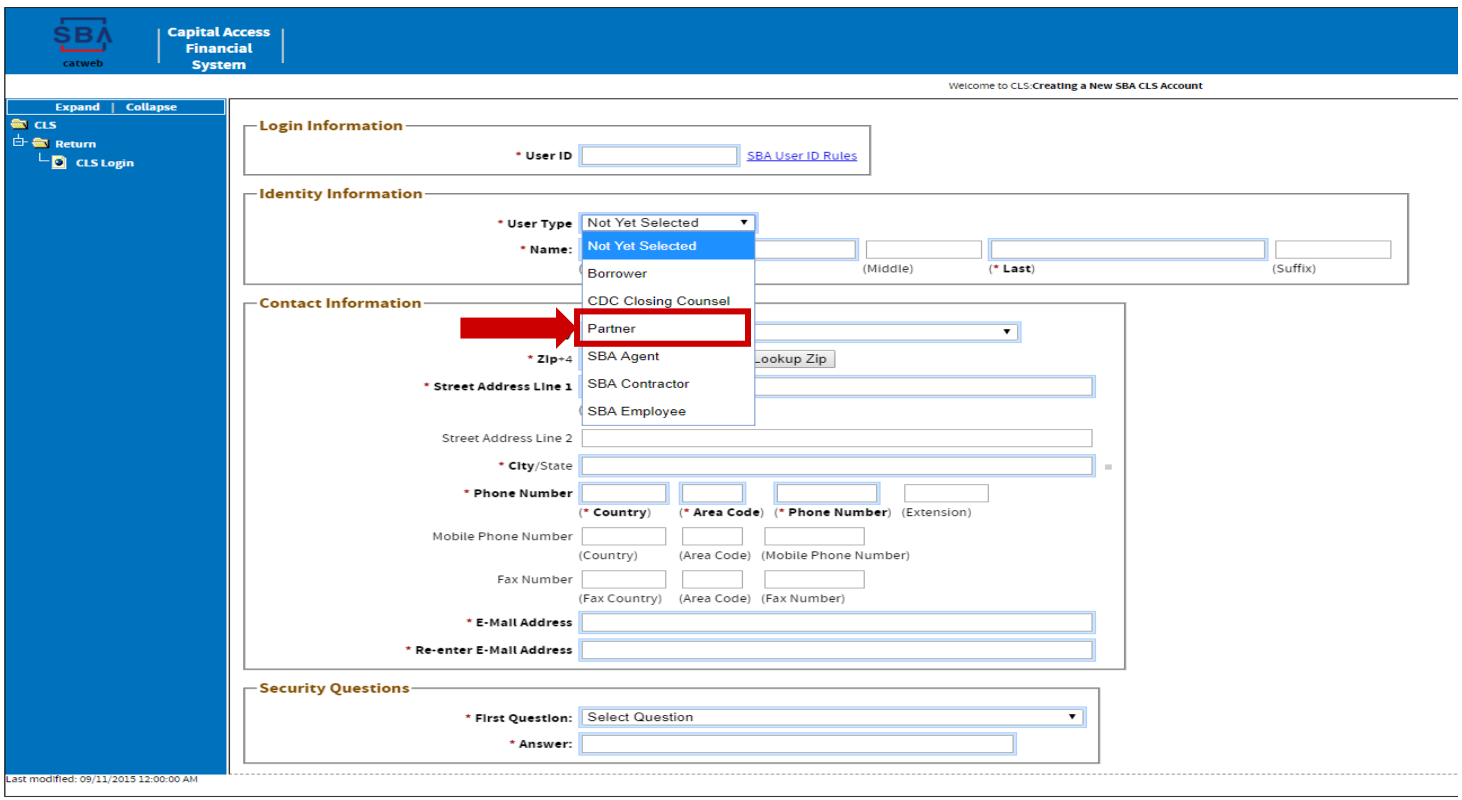
* Re-enter Password [ ]

Lenders: Create Online Account in CLS

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → Request System Roles

- Lenders should select the **"Partner"** user type from the drop-down list



Lenders: Create Online Account in CLS

Become an SBA Lender | Create SBA Systems Account | Submitting Loan Applications

Create CAFS Account | Request System Roles

- Fill in your name (first and last required; middle name is optional)
- Date of Birth must be filled out in the format of mm/dd/yyyy (e.g., November 1, 1980 = 11/01/1980)

Identity Information

* **User Type** Partner

* **Name:** Jane | Josephine | Doe |
(* **First**) (Middle) (* **Last**) (Suffix)

* **Date of Birth**: 01/01/1990

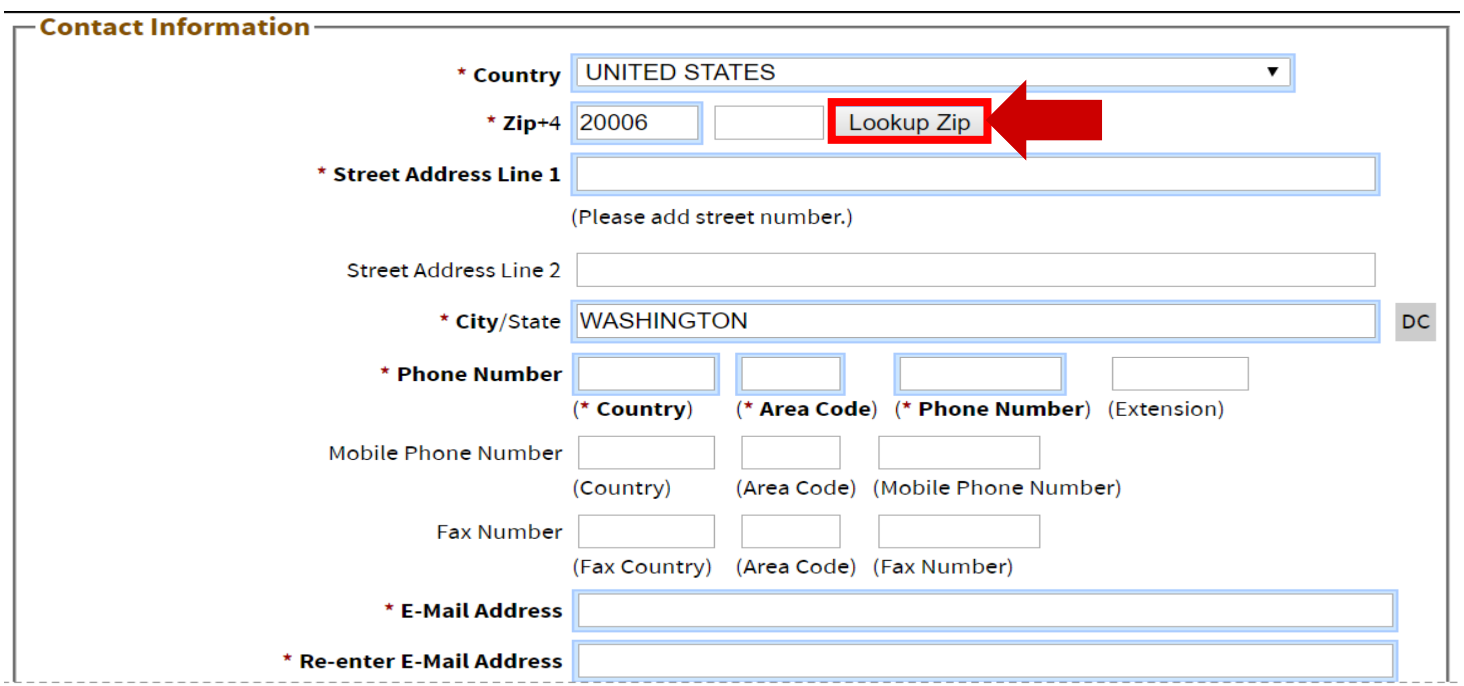
Lenders: Create Online Account in CLS

Become an SBA Lender | Create SBA Systems Account | Submitting Loan Applications

Create CAFS Account | Request System Roles

Street Address:

- Use your **office address** for street address fields
- After entering your zip code, press the "**Lookup Zip**" button. This will populate the "City/State" field, so you will no longer need to fill in that portion



Lenders: Create Online Account in CLS

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → Request System Roles

- **Enter your Landline AND Mobile Phone Numbers:**
  - U.S. country code = 1
  - **Include hyphen** in 7-digit phone number
  - **Only using your cell phone?** Put your mobile number under both landline and mobile.

* **Phone Number**	1 (* **Country**)	999 (* **Area Code**)	999-9999 (* **Phone Number**)	(Extension)
* **Mobile Phone Number**	1 (* **Country**)	999 (Area Code)	888-8888 (* **Mobile Phone Number**)	
Fax Number	(Fax Country)	(Area Code)	(Fax Number)	

SBA

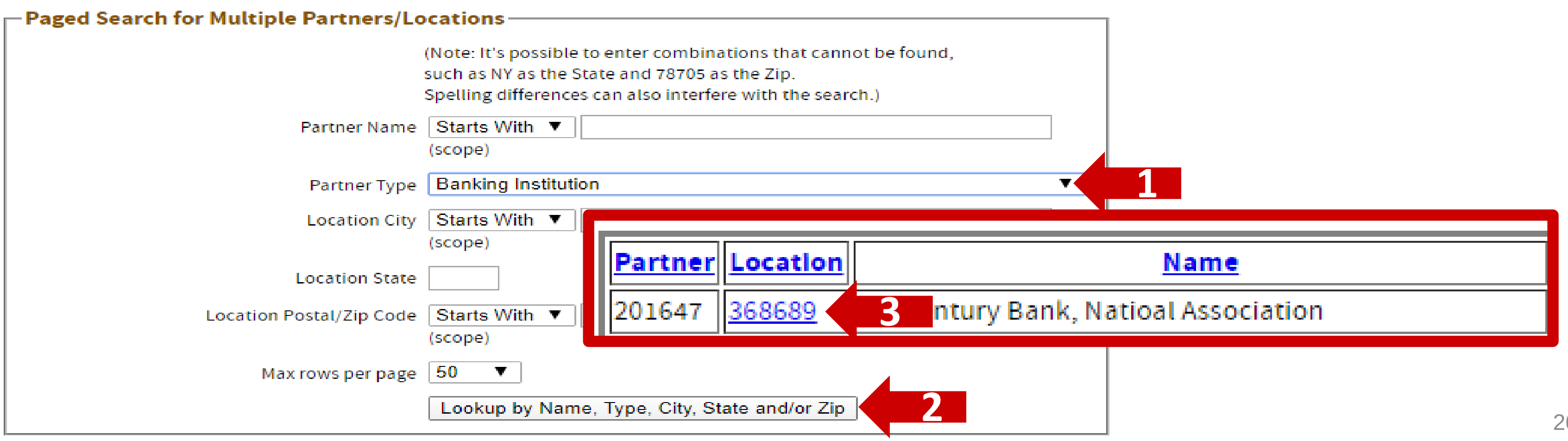
Lenders: Create Online Account in CLS

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → Request System Roles

Location ID: Enter your organization's **Headquarters Location ID.** If you do not know your organization's location ID, use the "Lookup" button. Do not use a branch/local ID.

Lookup Functionality: Search for your institution's name, or filter the list by selecting your Partner Type (e.g., Banking Institution or Credit Union) (1) and press the "Lookup by Name, Type, City, State, and/or Zip" button (2). When you find your institution in the list, press the blue Location ID link to auto-copy that into your CLS account sign-up (3).



Lenders: Create Online Account in CLS

Become an SBA Lender → Create SBA Systems Account → Submitting Loan Applications

Create CAFS Account → Request System Roles

What is an Authorizing Official (AO)?

AOs act as oversight for CLS related issues and is the first decision level for partner user accounts and role requests for the partner. AOs are also responsible for recertifying (verifying users and role permissions) for accounts biannually. **All institutions should designate at least one person (though a minimum of two are recommended) to be the AO.**

How Do I Select My AO?

Option 1: **Automatic Selection**

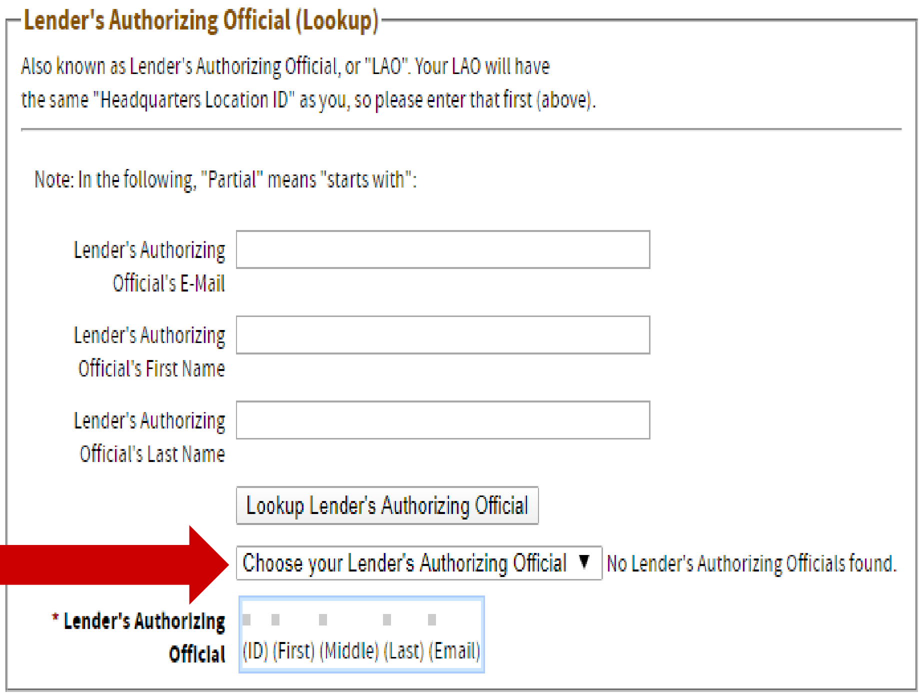
Happens when: There is already **one** authorizing official designated for your Location ID.

What to do: **No action needed.** Your AO will be automatically selected.

Option 2: **Automatic Selection**

Happens when: There are **multiple** AOs associated with your Location ID.

What to do: **Select an AO** from the "Choose your Lender's Authorizing Official" dropdown."


Lender's Authorizing Official (Lookup)

Also known as Lender's Authorizing Official, or "LAO". Your LAO will have the same "Headquarters Location ID" as you, so please enter that first (above).

Note: In the following, "Partial" means "starts with":

Lender's Authorizing Official's E-Mail

Lender's Authorizing Official's First Name

Lender's Authorizing Official's Last Name

Lookup Lender's Authorizing Official

Choose your Lender's Authorizing Official ▼ No Lender's Authorizing Officials found.

* Lender's Authorizing Official (ID) (First) (Middle) (Last) (Email)

Lenders: Create Online Account in CLS

Become an SBA Lender | Create SBA Systems Account | Submitting Loan Applications

Create CAFS Account | Request System Roles

What is an Authorizing Official (AO)?

AOs act as oversight for CLS related issues and is the first decision level for partner user accounts and role requests for the partner. AOs are also responsible for recertifying (verifying users and role permissions) for accounts biannually. **All institutions should designate at least one person (though a minimum of two are recommended) to be the AO.**

How Do I Become My Organization's AO?

Option 1: You Automatically Become AO

Happens when: You are the **first** person to sign up for a CLS account for your Location ID

What to do: **No action needed.** When a Lender/User creates an account for a Location ID, the system will check for any AO available for that Location ID. If none are available, the system sends automatic AO role requests for that user. The requests will need to go through the SBA approval process, and then the user will gain access to the CAFS Security system for their Location ID.

Option 2: You Request the AO Role

Happens when: There is already an AO for your organization's Location ID, but you need to be signed up as a back-up AO for your organization.

What to do: Set up your account. Afterwards, **send an email to cls@sba.gov with subject "PRODUCTION Authorizing Official Approval Request."** In the email state that you are requesting to be a back-up authorizing official for your Location ID (include your Location ID in the email). You will receive an email from cls@sba.gov that your account has been approved.

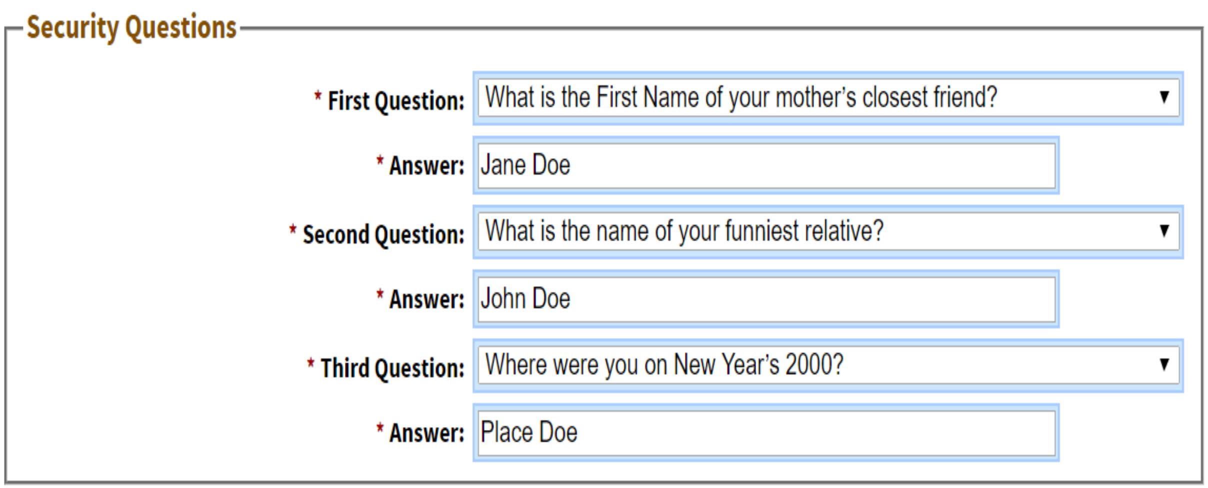
Lenders: Create Online Account in CLS

Become an SBA Lender | Create SBA Systems Account | Submitting Loan Applications

Create CAFS Account | Request System Roles

- Select a question from the dropdown for which you will easily remember the answer
- You will have create answers for three security questions in total
- Verify the CAPTCHA
- Press submit at the bottom of the page

Note: If there are any errors in the previous fields you have to correct, you will be asked to re-write these security questions and verify a new CAPTCHA.



Lenders: Log into CAFS, Create PIMS & ETRAN Accounts

Become an SBA Lender → Create SBA Systems Account → Submitting Loan Applications

Create CAFS Account → Request System Roles

- Go to the CAFS website: https://caweb.sba.gov/cls/dsp_login.cfm
- Enter your User ID and Password
- Check the box next to "I agree to these terms"
- Press "Login"

Lenders: Create Online Account in CLS

Become an SBA Lender | Create SBA Systems Account | Submitting Loan Applications

Create CAFS Account | Request System Roles

After account creation:

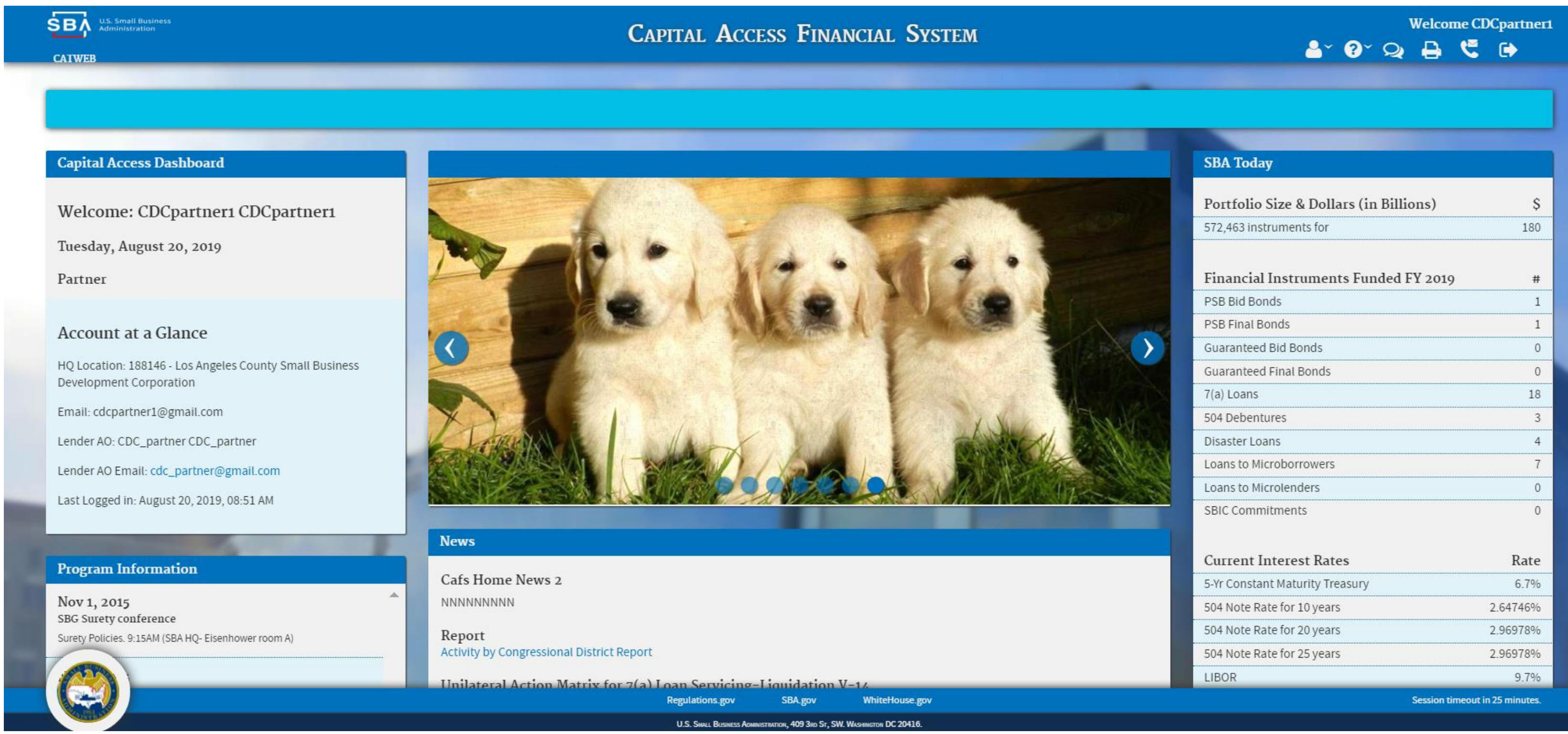
- User needs to login to CAFS system with their newly created user name and password
- When the user logs in for the first time, they will be prompted with verification of a PIN

Lenders: Log into CAFS, Create PIMS & ETRAN Accounts

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → Request System Roles

- Once logged in, you will see your information on the left-hand side
- After reaching this point, you will need to request specific system accesses within CAFS

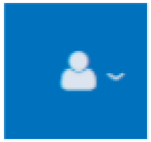


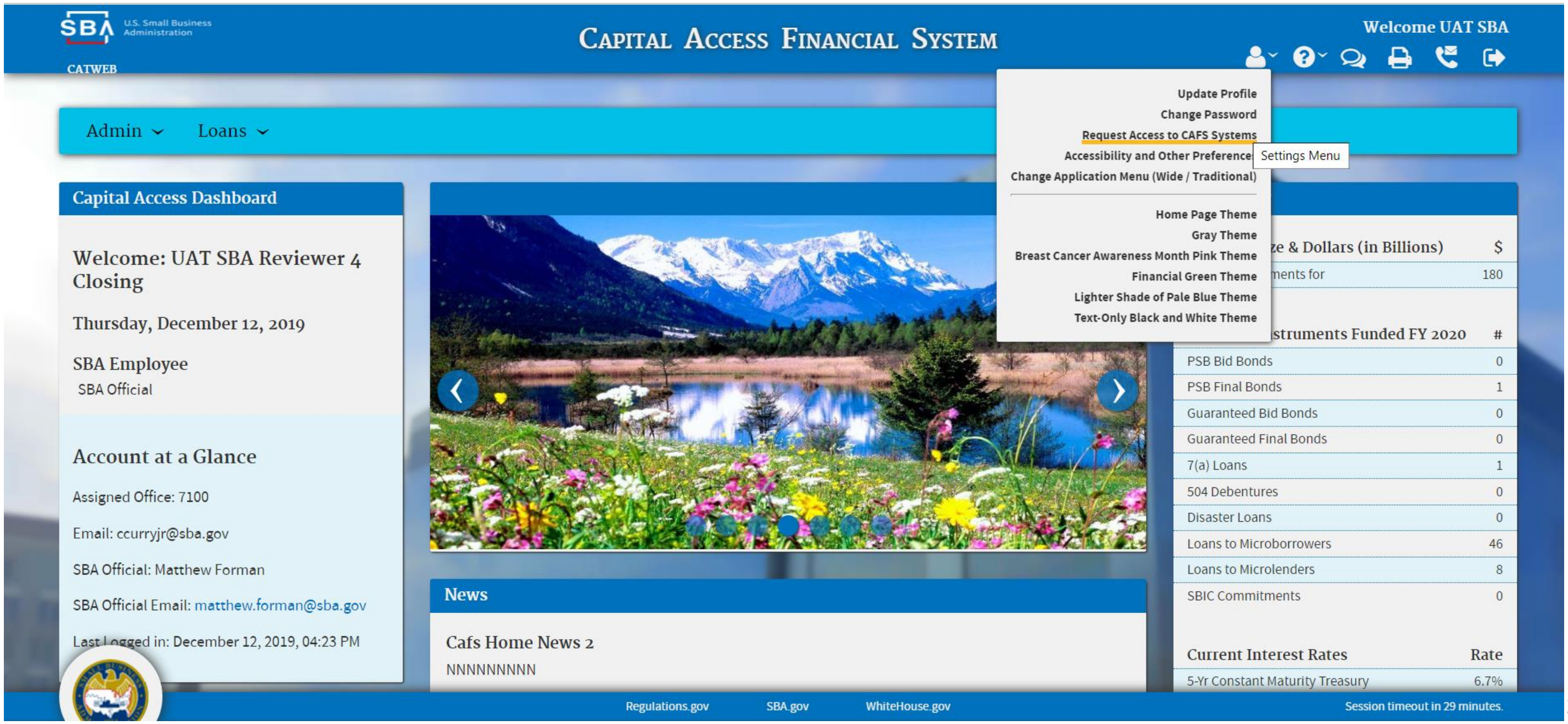
Lenders: Request Roles

Become an SBA Lender → **Create SBA Systems Account** → Submitting Loan Applications

Create CAFS Account → **Request System Roles**

- At the top right, select the person icon.
- Select “Request Access to CAFS Systems” from the dropdown

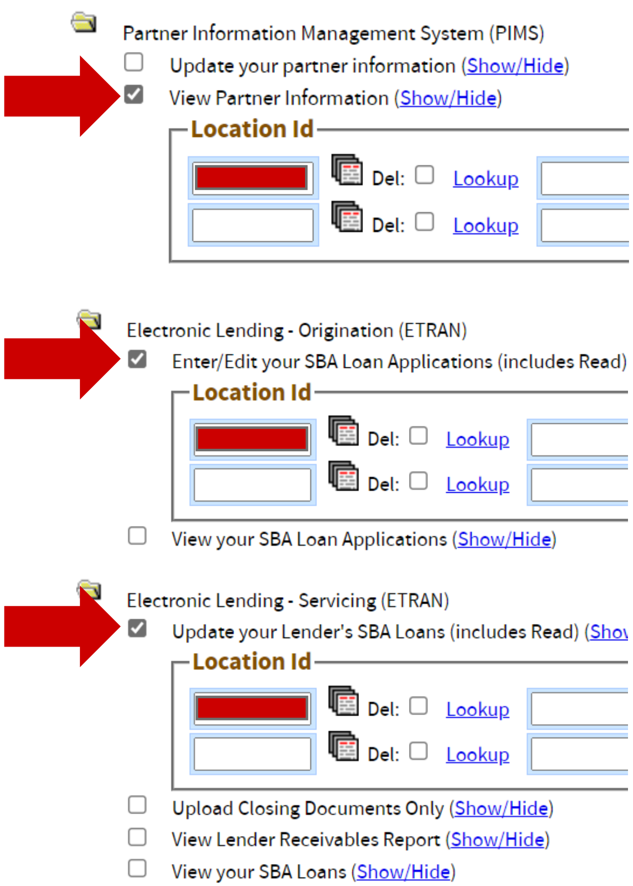




Lenders: Request Roles

Become an SBA Lender | **Create SBA Systems Account** | Submitting Loan Applications

Create CAFS Account | **Request System Roles**



For each required access level, click on the folder, select the box, and enter your organization's Location ID (the same ID # you used when requesting your CLS Account)

Here are the specific accesses required for PPP Loans:

1) Under **"Partner Information System (PIMS),"** select **"View Partner Information"** and input your **Location ID**
2) Under **"Electronic Lending – Origination (ETRAN),"** select **"Enter/Edit your SBA Loan Applications (includes Read)"** and input your **Location ID**
3) Under **"Electronic Lending – Servicing (ETRAN),** select **"Update your Lender's SBA Loans (includes Read)"** and input your **Location ID**

Then press submit at the bottom.

What happens next:

- **You will receive an email** that your account has been updated.
  NOTE: THIS IS NOT AN APPROVAL FOR ACCESS
- **After the access is approved** by the AO (they will have 48 hours from your request), Program Office and the CLS security team, you will receive an email from cls@sba.gov.

U.S. Small Business Administration

Step 3: Submitting Loan Applications in CAFS

For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → Submit Loan Application → Approval Notification

Verify Loan Applicant (Borrower) Meets Underwriting Criteria

Before Submitting a borrower application, each lender shall verify the borrower meets the minimum underwriting requirements:

- Confirm receipt of borrower certifications contained in Paycheck Protection Program Application form issued by the Administration
- Confirm receipt of information demonstrating that a borrower had employees for whom the borrower paid salaries and payroll taxes on or around February 15, 2020;
- Confirm the dollar amount of average monthly payroll costs for the preceding calendar year by reviewing the payroll documentation submitted with the borrower's application; and
- Follow applicable BSA requirements:

If such entities have questions with regard to meeting these requirements, they should contact the FinCEN Regulatory Support Section at FRC@fincen.gov.

Do lenders have to apply the "credit elsewhere test?" No. When evaluating an applicant's eligibility lenders will not be required to apply the "credit elsewhere test" (as set forth in section 7(a)(1)(A) of the Small Business Act (15 USC 636) and SBA regulations at 13 CFR 120.101))

Resources:
- Final Interim Rule: https://www.sba.gov/sites/default/files/2020-04/PPP--IFRN%20FINAL_0.pdf
- SBA Form 2484: https://home.treasury.gov/system/files/136/PPP-Lender-Application-Form-Fillable.pdf

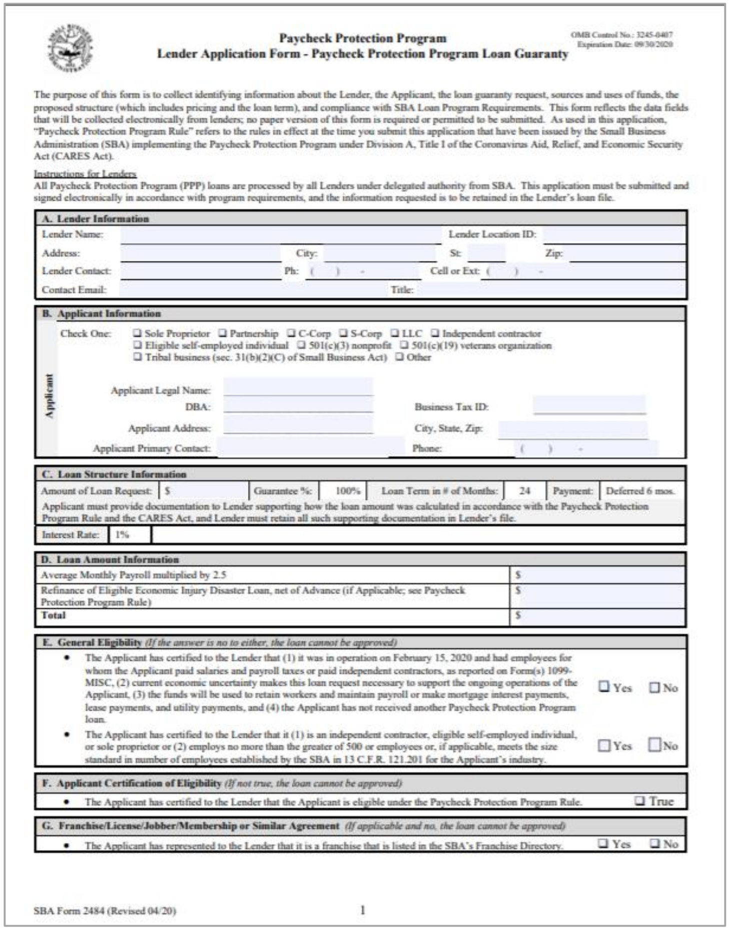
For Lenders: Submitting SBA Loan Applications

Become an SBA Lender › Create SBA Systems Account › **Submitting Loan Applications**

Verify Applicant › **Collect Applicant Data** › Submit Loan Application › Approval Notification

Collect Data from Loan Applicant

- **Lenders are not required to use SBA Form 2484.** However, all of the information collected in SBA Form 2484 is required in the E–TRAN system in order to complete the loan application.
  - SBA Form 2484 identifies information about lender, the Applicant, the loan guaranty request, sources and uses of funds, the proposed structure, and compliance with SBA Loan Program Requirements
  - Lenders may consider using the form for their own documentation purposes
- All loan applications are entered electronically by the lender into E-TRAN.



Paycheck Protection Program
Lender Application Form - Paycheck Protection Program Loan Guaranty

OMB Control No.: 3245-0407
Expiration Date: 09/30/2020

The purpose of this form is to collect identifying information about the Lender, the Applicant, the loan guaranty request, sources and uses of funds, the proposed structure (which includes pricing and the loan term), and compliance with SBA Loan Program Requirements. This form reflects the data fields that will be collected electronically from lenders; no paper version of this form is required or permitted to be submitted. As used in this application, "Paycheck Protection Program Rule" refers to the rules in effect at the time you submit this application that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

Instructions for Lenders
All Paycheck Protection Program (PPP) loans are processed by all Lenders under delegated authority from SBA. This application must be submitted and signed electronically in accordance with program requirements, and the information requested is to be retained in the Lender's loan file.

A. Lender Information
Lender Name: Lender Location ID:
Address: City: St: Zip:
Lender Contact: Ph: ( ) - Cell or Ext: ( ) -
Contact Email: Title:

B. Applicant Information
Applicant
Check One: ❑ Sole Proprietor ❑ Partnership ❑ C-Corp ❑ S-Corp ❑ LLC ❑ Independent contractor
❑ Eligible self-employed individual ❑ 501(c)(3) nonprofit ❑ 501(c)(19) veterans organization
❑ Tribal business (sec. 31(b)(2)(C) of Small Business Act) ❑ Other
Applicant Legal Name:
DBA: Business Tax ID:
Applicant Address: City, State, Zip:
Applicant Primary Contact: Phone: ( ) -

C. Loan Structure Information

Amount of Loan Request:	$	Guarantee %:	100%	Loan Term in # of Months:	24	Payment:	Deferred 6 mos.

Applicant must provide documentation to Lender supporting how the loan amount was calculated in accordance with the Paycheck Protection Program Rule and the CARES Act, and Lender must retain all such supporting documentation in Lender's file.

Interest Rate: 1%

D. Loan Amount Information

Average Monthly Payroll multiplied by 2.5	$
Refinance of Eligible Economic Injury Disaster Loan, net of Advance (if Applicable; see Paycheck Protection Program Rule)	$
Total	$

E. General Eligibility *(If the answer is no to either, the loan cannot be approved)*
- The Applicant has certified to the Lender that (1) it was in operation on February 15, 2020 and had employees for whom the Applicant paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC, (2) current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant, (3) the funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, and (4) the Applicant has not received another Paycheck Protection Program loan. ❑ Yes ❑ No
- The Applicant has certified to the Lender that it (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, meets the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry. ❑ Yes ❑ No

F. Applicant Certification of Eligibility *(If not true, the loan cannot be approved)*
- The Applicant has certified to the Lender that the Applicant is eligible under the Paycheck Protection Program Rule. ❑ True

G. Franchise/License/Jobber/Membership or Similar Agreement *(If applicable and no, the loan cannot be approved)*
- The Applicant has represented to the Lender that it is a franchise that is listed in the SBA's Franchise Directory. ❑ Yes ❑ No

SBA Form 2484 (Revised 04/20) 1

Resources:
- SBA Form 2484: https://home.treasury.gov/system/files/136/PPP-Lender-Application-Form-Fillable.pdf

For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → **Collect Applicant Data** → Submit Loan Application → Approval Notification

Agent Information

- An agent is an authorized representative (e.g., attorney, loan broker, accountant, consultant, someone who assists the applicant in the loan process).
- Agents are not permitted to collect any fees from the applicant.
- Agent fees will be paid out of the lenders' fees. The total amount that an agent may collect from the lender for assistance in preparing an application for a PPP loan cannot exceed:
  - 1% for loans less than $350,0000
  - .5 % for loans between $350,000 and $2 million
  - .25% for loans greater than $2 million

For Lenders: Submitting SBA Loan Applications

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Log Into E-Tran Origination – Complete Application

- Go to the CAFS website: https://caweb.sba.gov/cls/dsp_login.cfm
- Enter your User ID and Password
- Check the box next to "I agree to these terms"
- Press "Login"

For Lenders: Submitting SBA Loan Applications

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- Select: “Loans” dropdown
- Select: Electronic Lending - Originations (E-Tran)

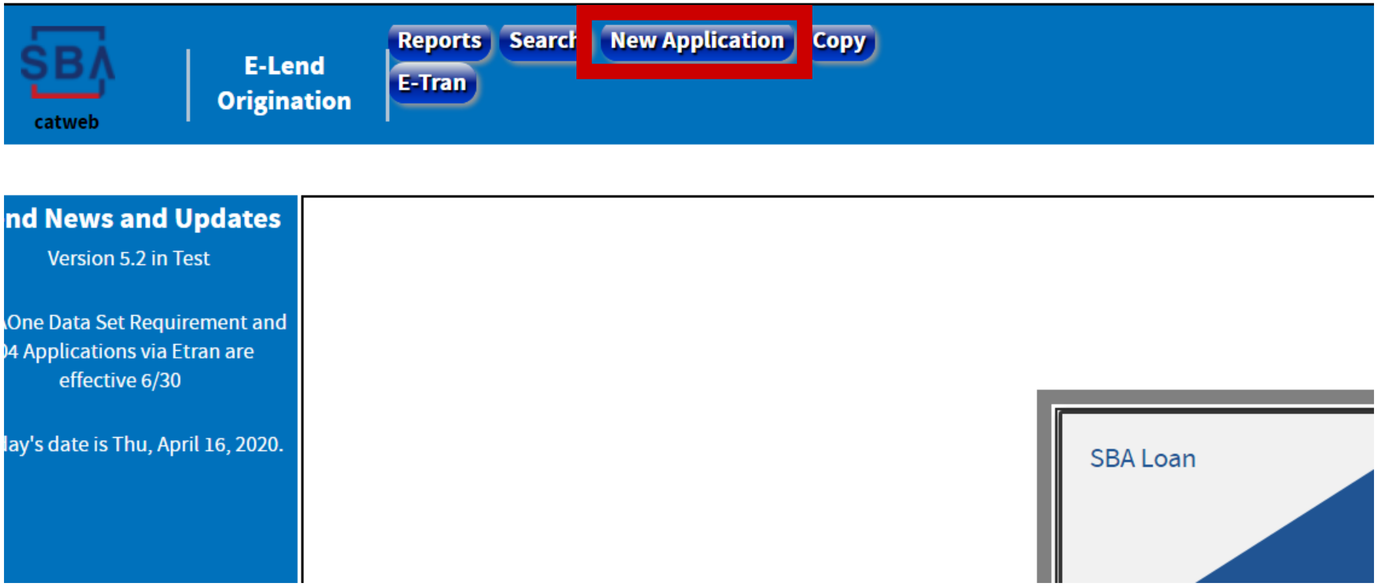
For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

A screen with a menu of options listed across the top will appear

- Click: **“New Application”**

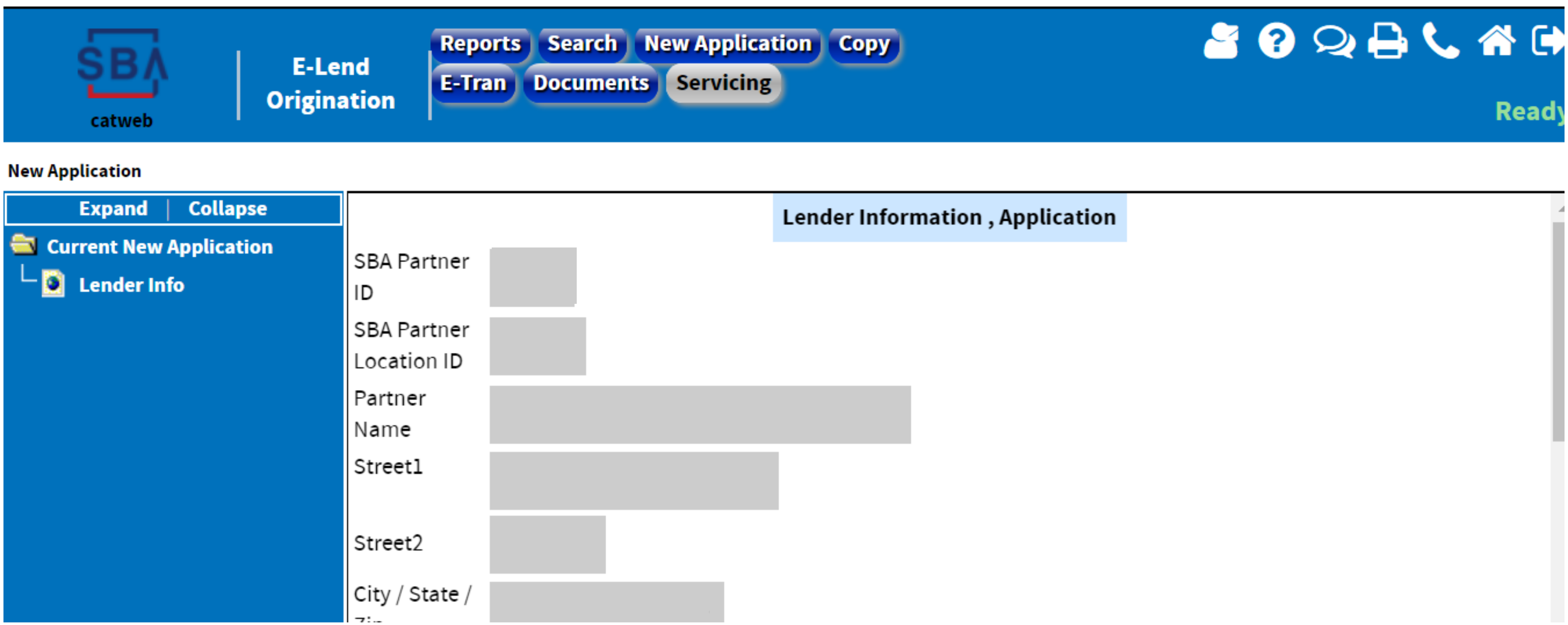


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

- Provide the **lender information** required on the form
- Click “Save/Next” to proceed to next screen

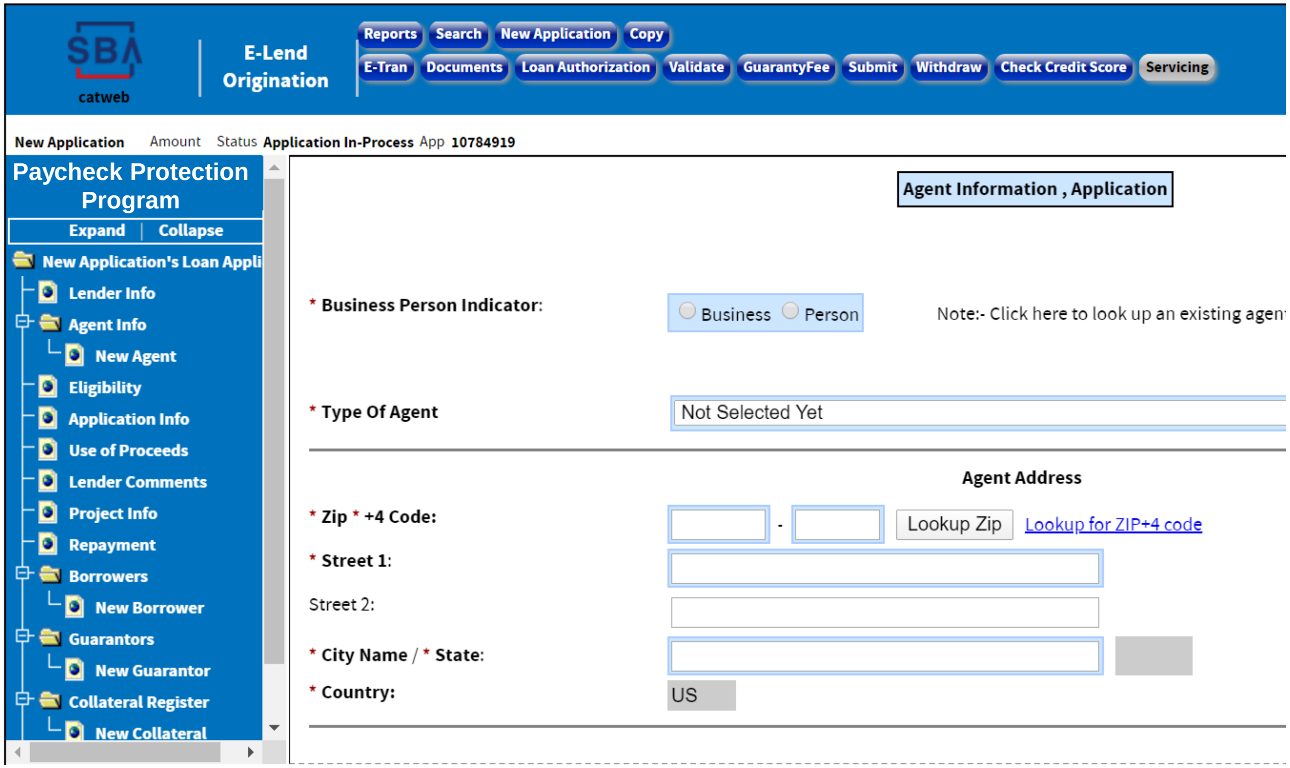


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

- Complete **Agent information**
- Click ‘next’ to proceed to next screen

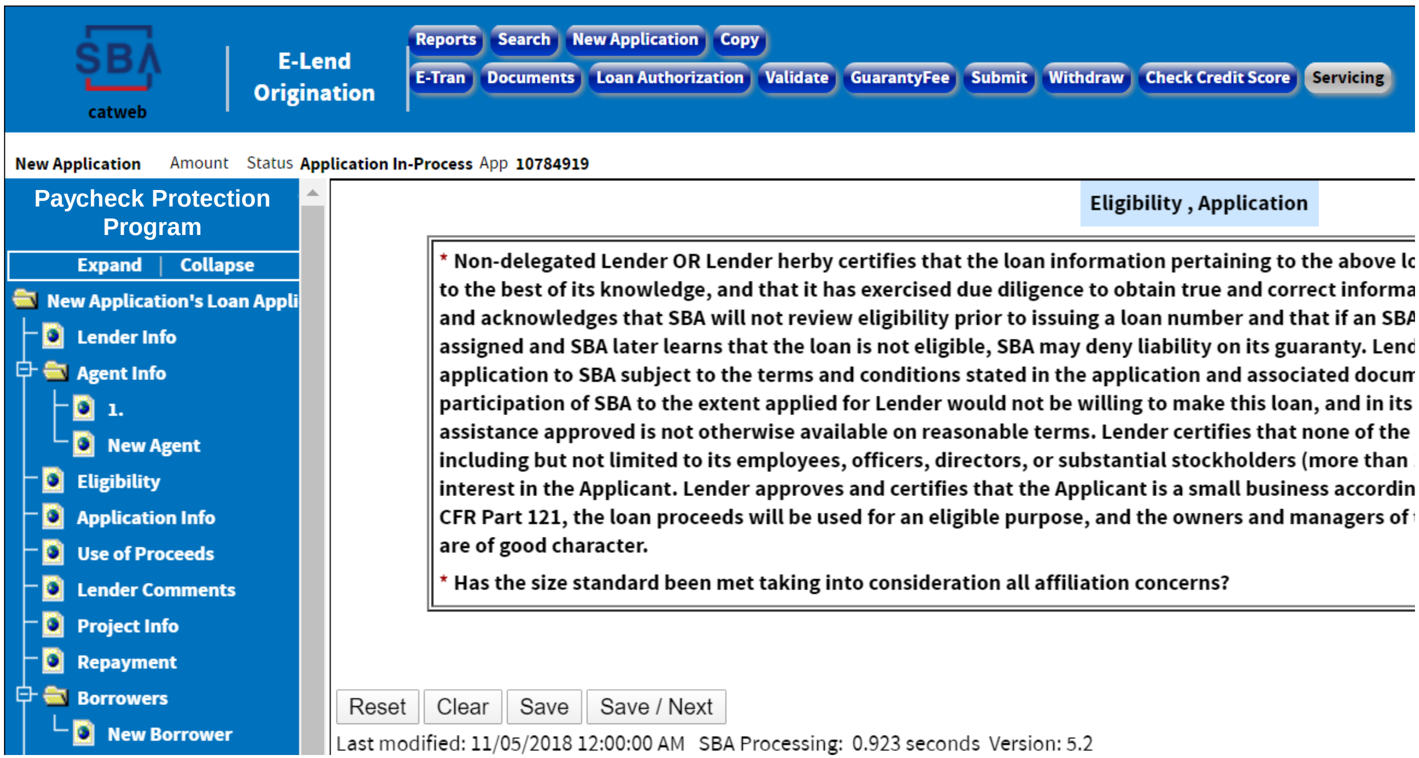


For Lenders: Submitting SBA Loan Applications

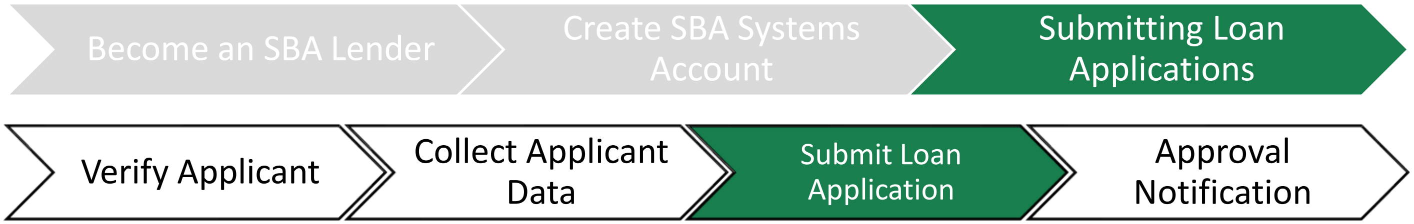
Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

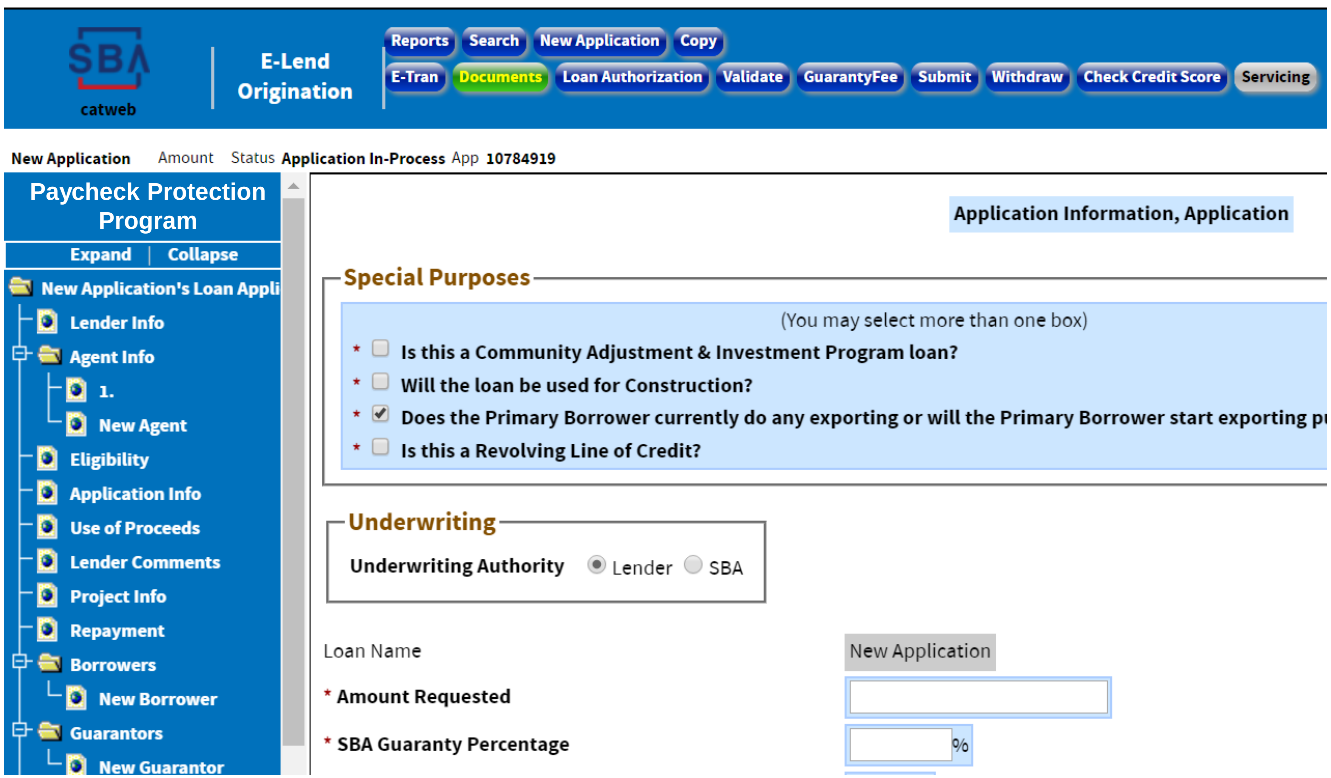
- **Confirm Eligibility**
- Click 'next' to proceed to next screen



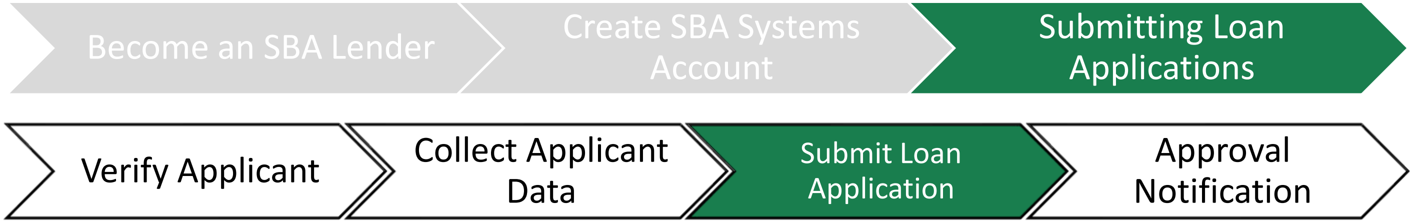
For Lenders: Submitting SBA Loan Applications



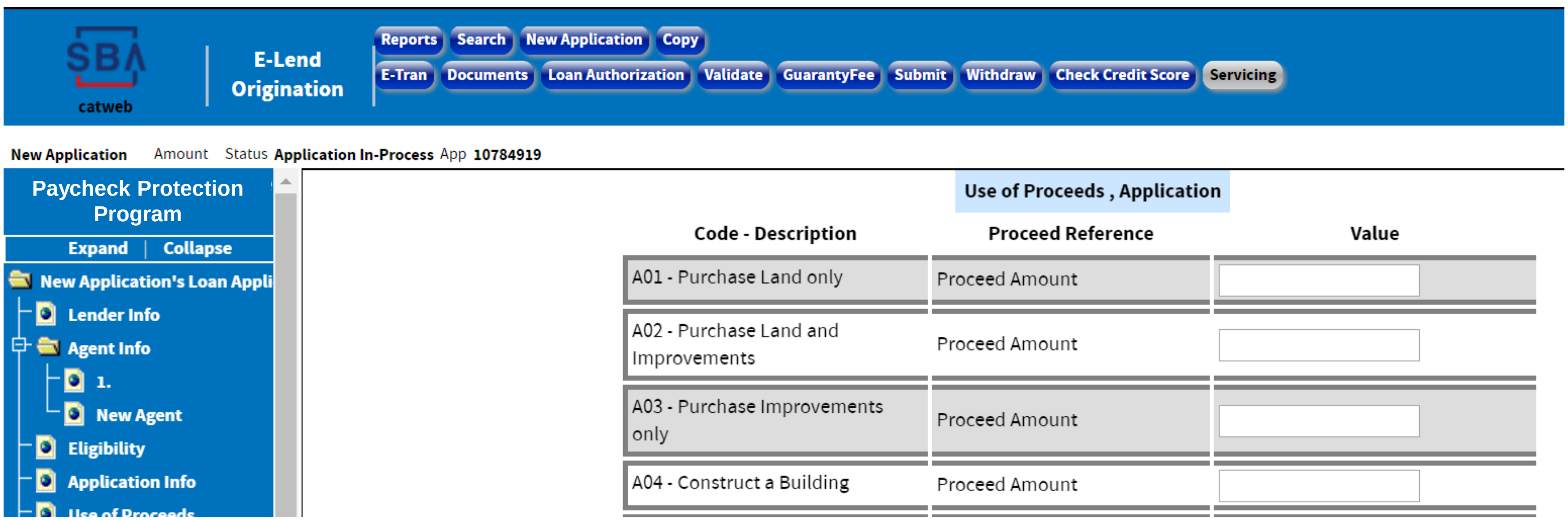
- Complete **loan application information**
- Click 'next' to proceed to next screen



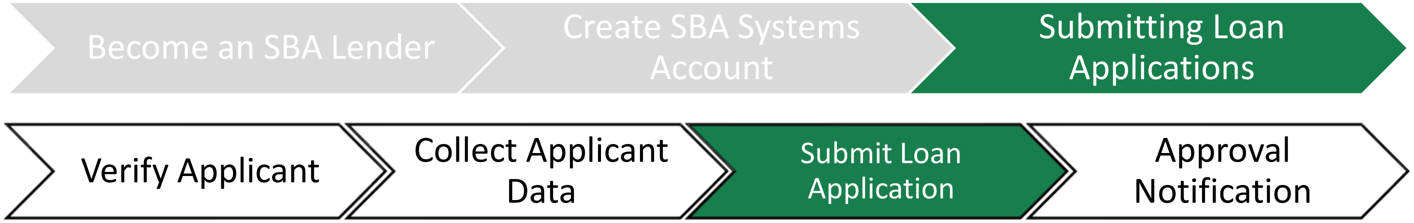
For Lenders: Submitting SBA Loan Applications



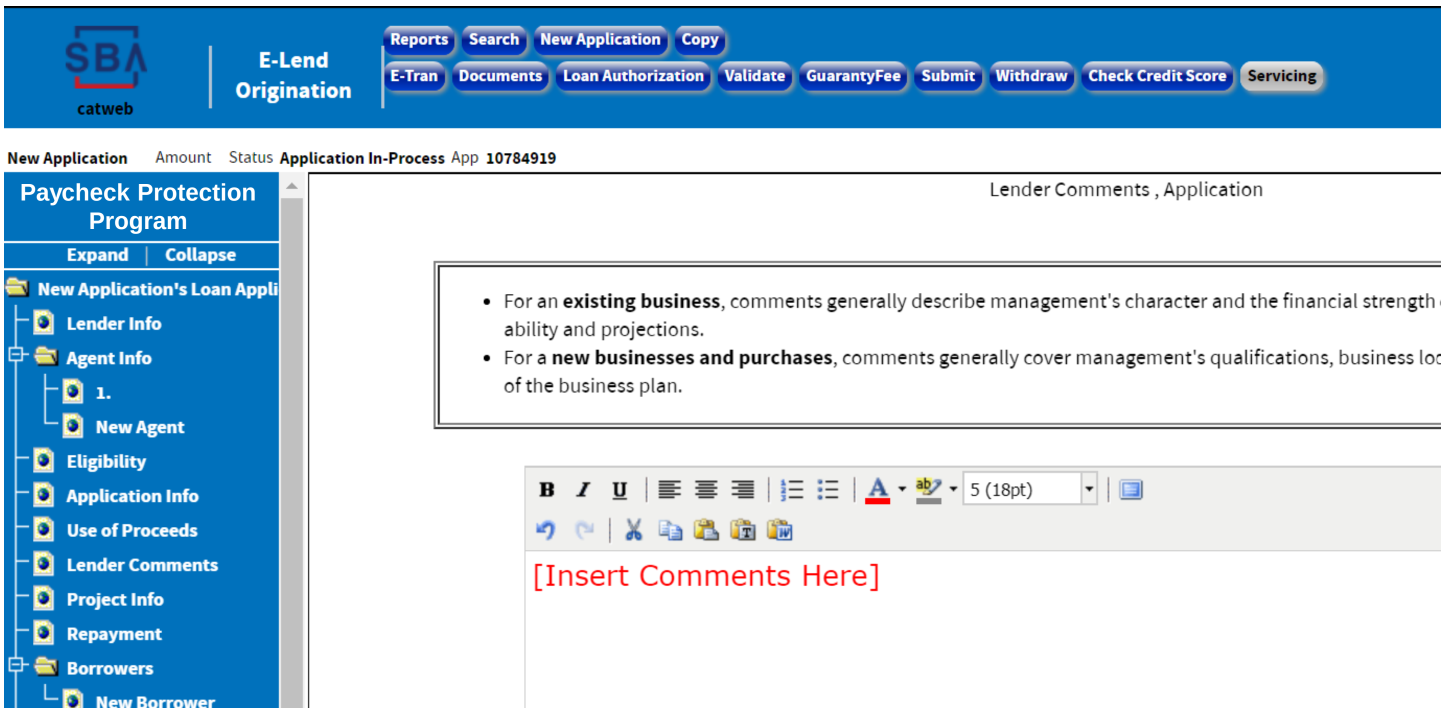
- **Insert the use of proceeds amounts–** ensure that all uses are documented and add up to total the total requested loan amount
- Click ‘next’ to proceed to next screen



For Lenders: Submitting SBA Loan Applications



- Insert any **comments** on the loan application.
  - Keep in mind the comments become part of the permanent record.
- Click ‘next’ to proceed to next screen

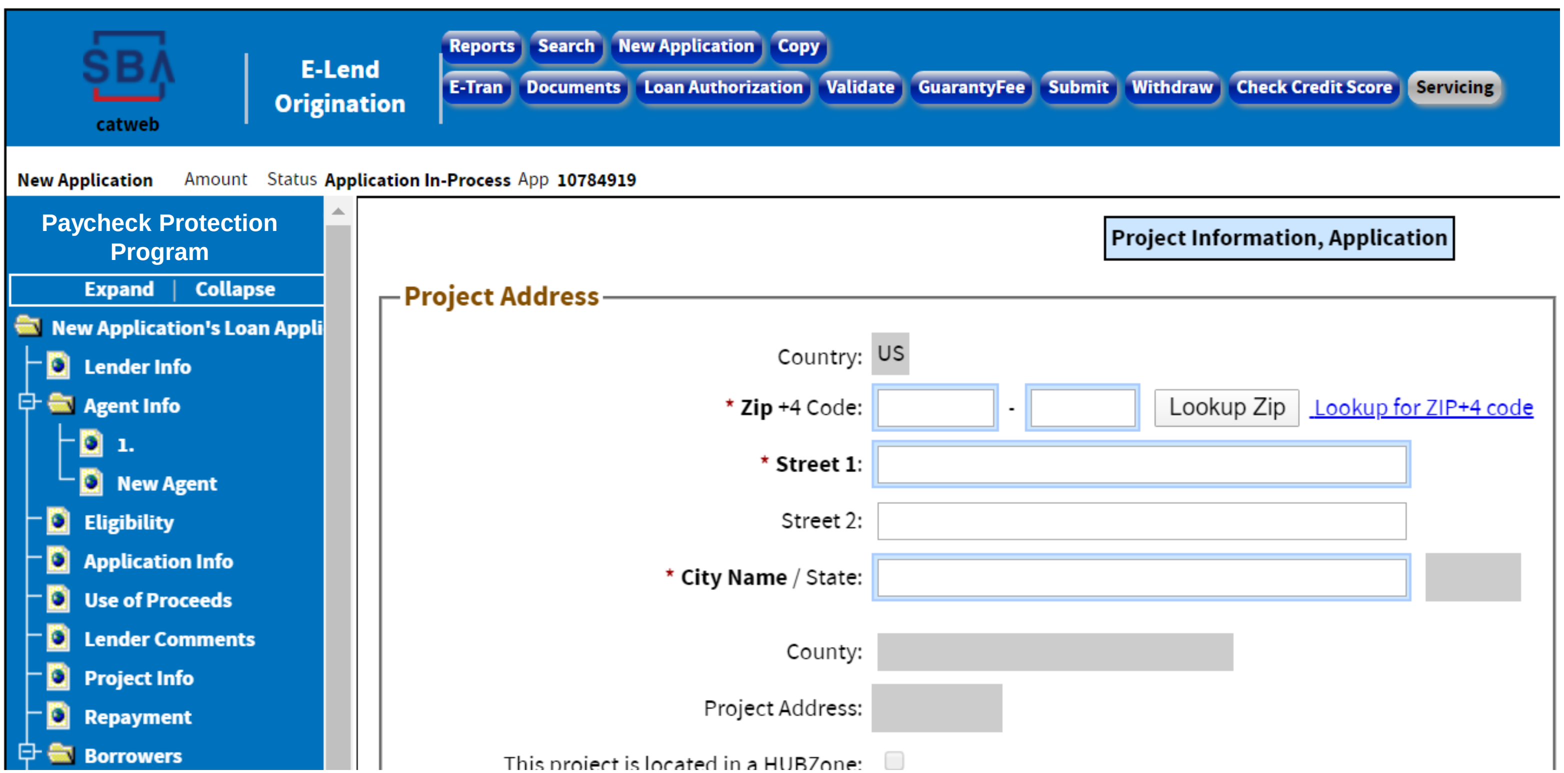


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

- Insert the appropriate information about the **project**
- Click ‘next’ to proceed to next screen

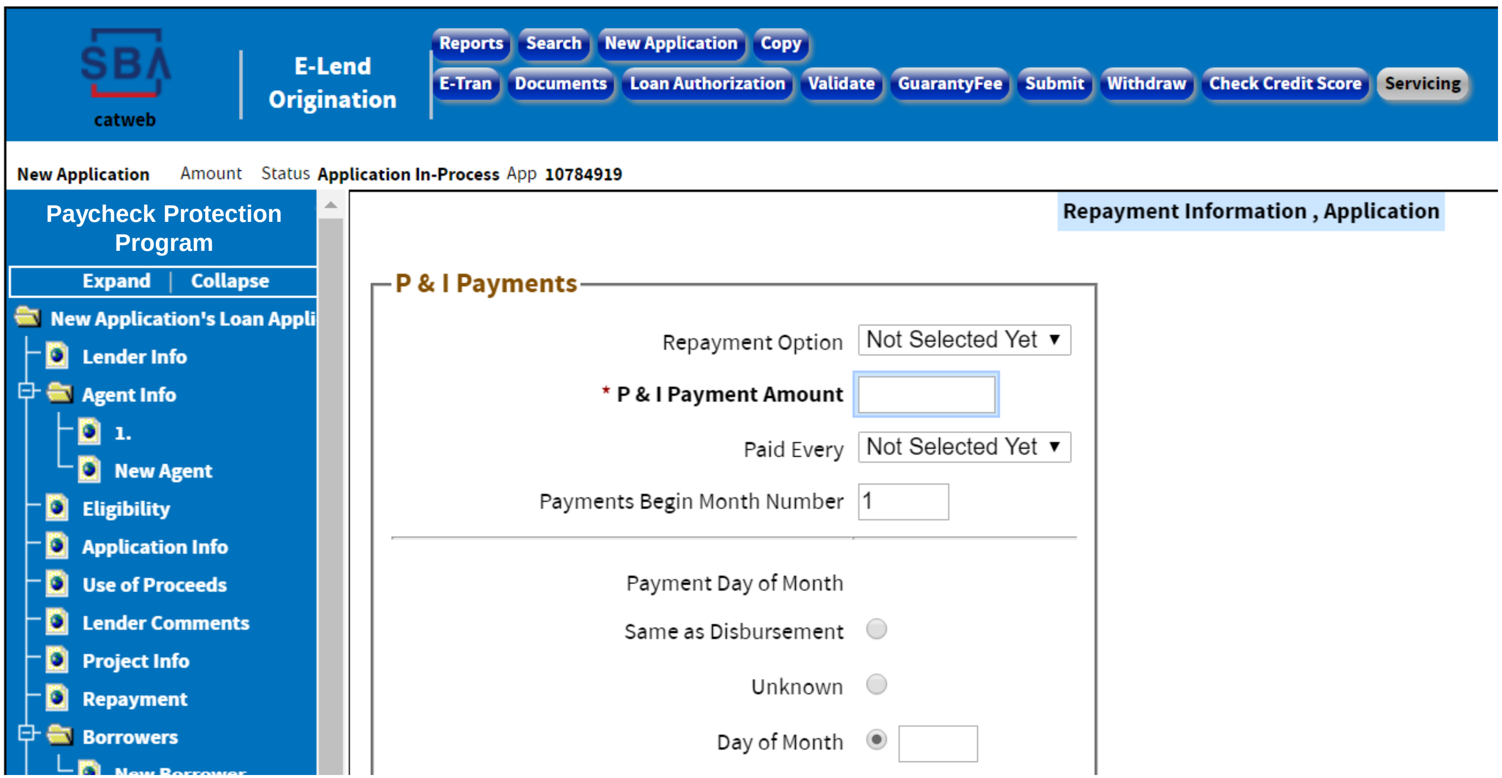


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

- Insert the appropriate information about the **repayment**
- Click ‘next’ to proceed to next screen

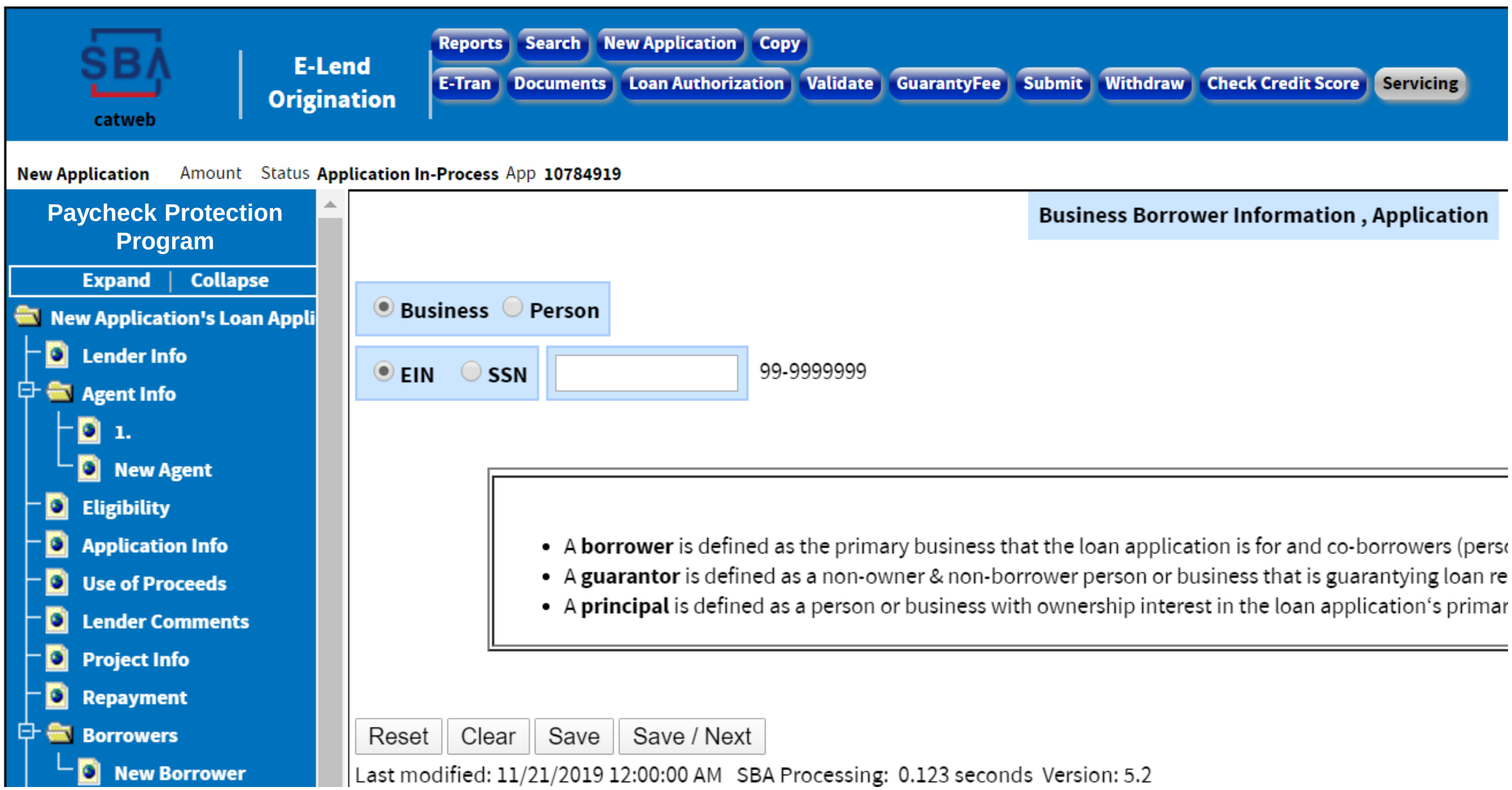


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

- Insert the appropriate information about the **borrower**
- Click ‘next’ to proceed to next screen

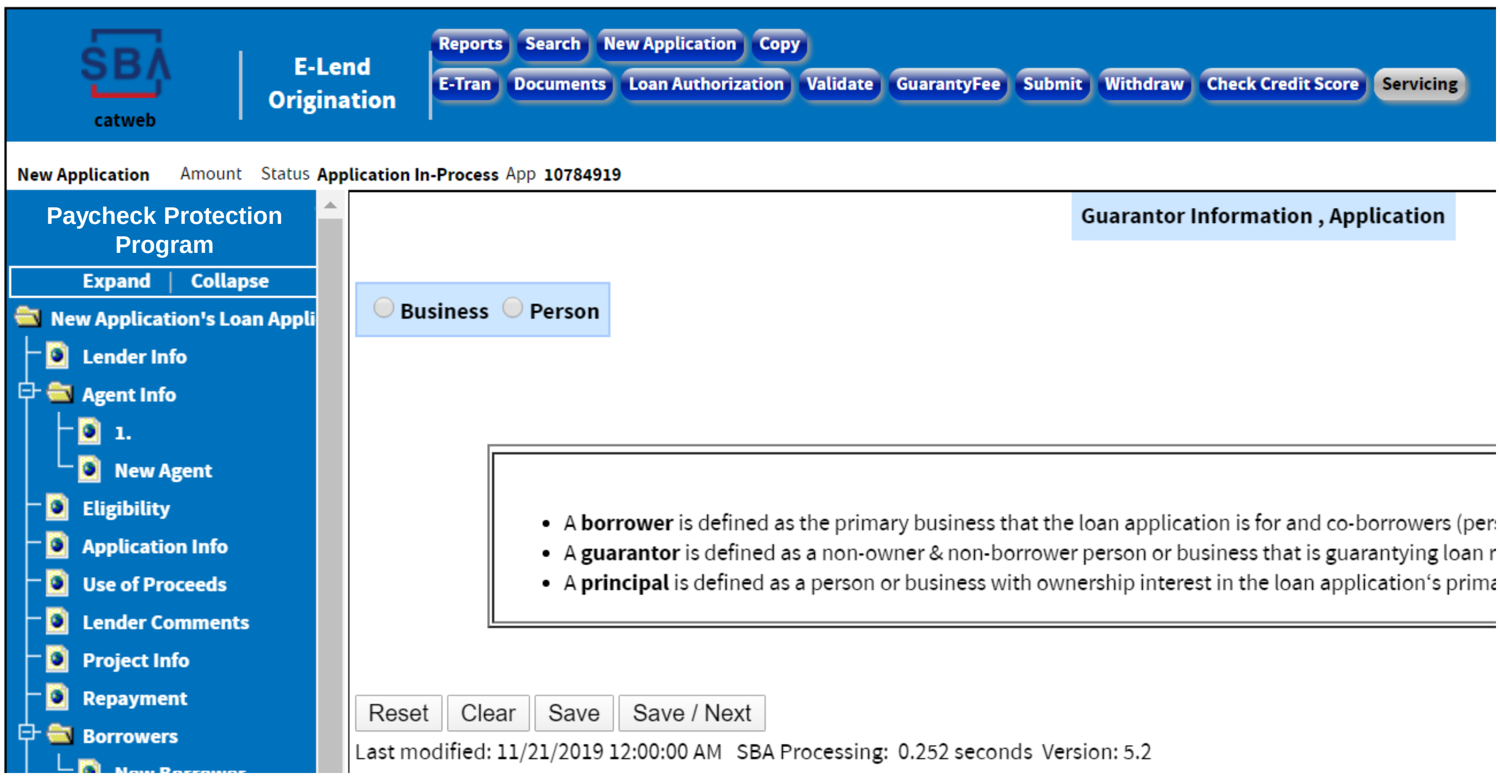


For Lenders: Submitting SBA Loan Applications

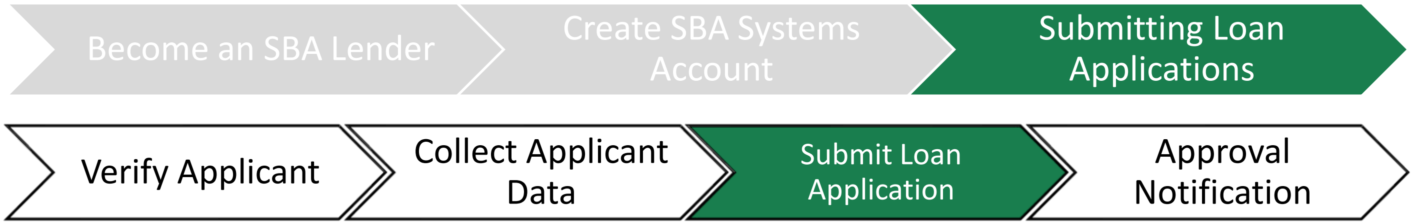
Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

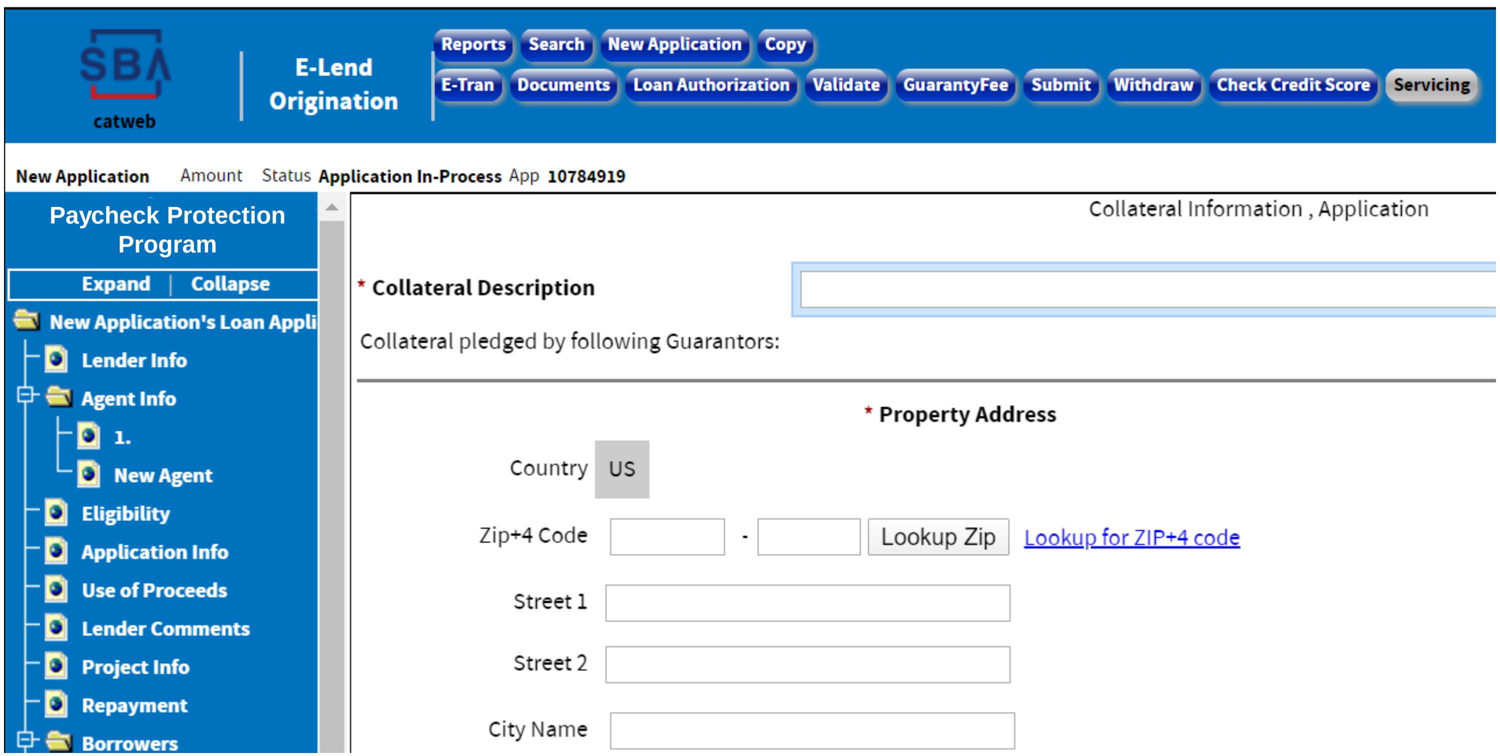
- Insert the appropriate information about the **guarantor**
- Click ‘next’ to proceed to next screen



For Lenders: Submitting SBA Loan Applications



- Insert the appropriate information about the **collateral**
- Click 'next' to proceed to next screen

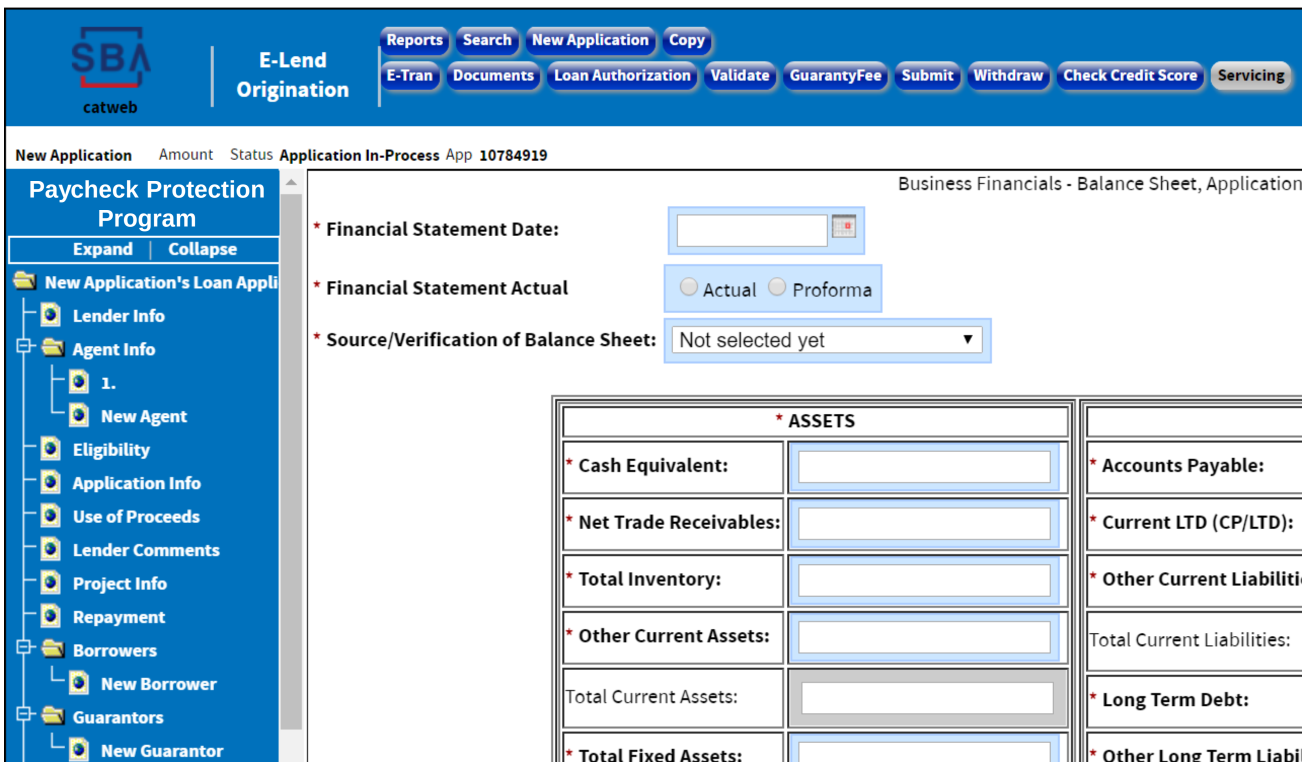


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

- Insert the appropriate **business financial information**
- Click ‘next’ to proceed to next screen

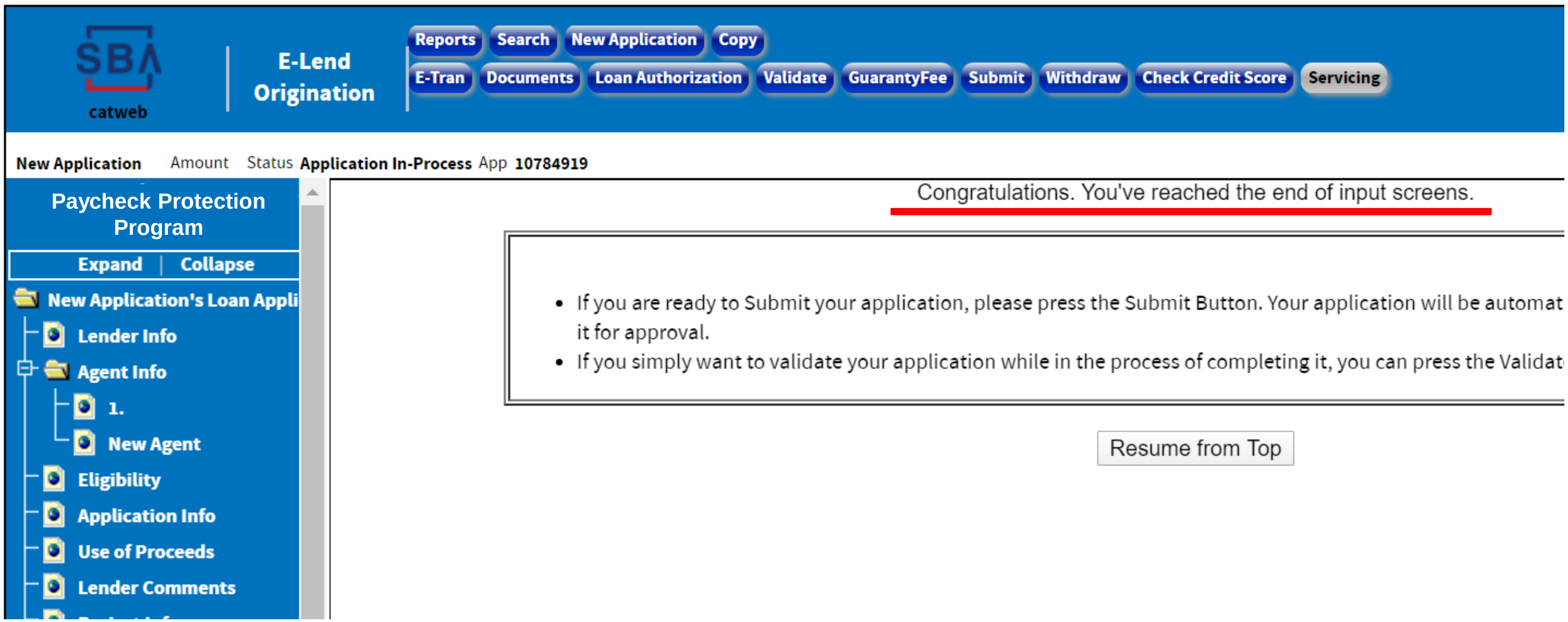


For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → **Submit Loan Application** → Approval Notification

Congratulations!



For Lenders: Submitting SBA Loan Applications

Become an SBA Lender → Create SBA Systems Account → **Submitting Loan Applications**

Verify Applicant → Collect Applicant Data → Submit Loan Application → **Approval Notification**

- **Upon Submission,** SBA will review the loan application.
- **Once Approved,** SBA will notify the lender and the lender can commence with loan funding.

Resources:

- SBA Form 147: https://content.sba.gov/sites/default/files/2020-04/040720note.pdf

U.S. Small Business Administration

Need Help?

If You Need Help

NEED HELP?

Process Step	Issue	Self-Help Resources	SBA Routing Help
Become an Approved SBA Lender or LSP	Lender Agreements	• PPP Treasury Site • Lender Application Form • PPP SBA Site	• **Delegated Authority:** DelegatedAuthority@sba.gov
	Lender Service Provider	Not Applicable	• **Lender Service Providers:** LSP.Agreements@sba.gov
Submit Loan Applications (Loan Origination)	CLS / CAFS / ETRAN Systems	• PPP Lender Instructions	• **PPP Lender Assistance Hotline:** 1(833) 572-0502 • **CLS:** CLS@sba.gov
	Lender Gateway	• SBA Connect FAQs • SBA Connect User Guide	• **PPP Lender Assistance Hotline:** 1(833) 572-0502
	Loan Applications	• Interim Final Rule • Treasury Lender FAQs • PPP Lender Instructions	• **PPP Lender Assistance Hotline:** 1(833) 572-0502
Loan Servicing & Processing	Loan Processing & Policy	• Interim Final Rule • Treasury Lender FAQs • PPP SBA Site	• **PPP Lender Assistance Hotline:** 1(833) 572-0502 • **Loan Processing/Servicing Centers**
	Reporting	Not Applicable	To Be Decided

!

Policy Questions	Self-Help Resources	SBA Routing Help
(e.g., lender fees, reporting)	• PPP Treasury Site • Treasury Lender FAQs	• 7aPaycheckLoanProgramQuestions@sba.gov

Comments on the Interim Final Rule should be directed to: PPP-IFR@sba.gov

SBA