

How to Become a Paycheck Protection Program (PPP) Lender

April 23, 2020

Speakers:

- Bill Briggs, SBA
- Brian Morgenstern, Department of Treasury
- John Miller, SBA
- Edward Ledford, SBA
- Sheri McConville, SBA
- Jessica Seale, SBA



- Today's session
- Questions:

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Email your question to: <u>asktheregulators@stls.frb.org</u>

or

- Use the "Ask Question" button in the webinar tool
- This call is being recorded and will be available immediately following the session.
 - Archived recording can be accessed using the same link as today's webinar.
- A survey will be delivered via email following the call. Let us know your thoughts or ideas for future sessions.



 Provide an update on the Paycheck Protection Program (PPP)

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- Recognize the needs of financial institutions who may wish to participate as a (PPP) lender
- Provide an overview of how to apply to become a PPP lender and what steps to take as well as where to find more information





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Bill Briggs Deputy Associate Administrator Office of Capital Access U.S. Small Business Administration



Brian Morgenstern Deputy Assistant Secretary Office of External Affairs U.S. Department of Treasury



Loan Count	Net Approved Dollars	Lender Count
1,661,367	\$342,277,999,103*	4,975

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GA GU

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IA ID

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KY

PPP Loan Data Summary - States and Territories

Approved	Approved PPP		Approved	Approved PPP		Approved	Approved PPP
PPP Loans	Amount	State	PPP Loans	Amount	State	PPP Loans	Amount
4,842	\$921,927,504	LA	26,635	\$5,100,534,501	OR	18,732	\$3,806,104,476
27,922	\$4,862,690,120	MA	46,937	\$10,360,907,178	PA	69,567	\$15,697,648,689
21,754	\$2,722,726,557	MD	26,068	\$6,537,733,687	PR	2,856	\$658,573,638
2	\$419,583	ME	14,993	\$1,944,425,549	RI	7,732	\$1,335,777,801
19,280	\$4,846,959,062	MI	43,438	\$10,381,310,070	SC	22,933	\$3,807,578,397
112,967	\$33,413,693,192	MN	46,383	\$9,014,060,040	SD	11,324	\$1,369,616,339
41,635	\$7,392,960,359	MO	46,481	\$7,547,822,023	TN	34,035	\$6,542,045,089
18,435	\$4,151,934,451	MP	56	\$12,619,835	TX	134,737	\$28,483,710,273
3,253	\$1,247,218,727	MS	20,748	\$2,481,000,606	UT	21,257	\$3,695,399,459
5,171	\$1,090,415,848	MT	13,456	\$1,470,300,136	VA	40,371	\$8,721,170,223
88,997	\$17,863,199,837	NC	39,520	\$8,005,752,270	VI	240	\$62,242,612
48,332	\$9,464,475,442	ND	11,002	\$1,548,384,035	VT	6,983	\$1,000,127,478
508	\$102,418,346	NE	23,477	\$2,988,890,489	WA	30,421	\$6,959,680,159
11,553	\$2,046,450,982	NH	11,582	\$2,006,858,477	WI	43,395	\$8,317,705,842
29,424	\$4,315,688,444	NJ	33,519	\$9,527,794,260	WV	7,861	\$1,351,223,328
13,627	\$1,850,034,026	NM	8,277	\$1,424,408,711	WY	7,618	\$837,018,372
69,893	\$15,972,578,071	NV	8,674	\$2,013,939,889			
35,990	\$7,491,445,351	NY	81,075	\$20,345,681,101			
26,245	\$4,288,652,108	ОН	59,800	\$14,108,889,927		pprovais th	nrough 4/16/20
23,797	\$4,149,467,684	ОК	35,557	\$4,615,708,450			



PPP Loan Data Summary - Loan Size

Loan Size	Approved Loans	Approved Dollars	% of Count	% of Amount
\$150K and Under	1,229,893	\$58,321,791,761	74.03%	17.04%
>\$150K - \$350K	224,061	\$50,926,354,675	13.49%	14.88%
>\$350K - \$1M	140,197	\$80,628,410,796	8.44%	23.56%
>\$1M - \$2M	41,238	\$57,187,983,464	2.48%	16.71%
>\$2M - \$5M	21,566	\$64,315,474,825	1.30%	18.79%
>\$5M	4,412	\$30,897,983,582	0.27%	9.03%

• Overall average loan size is \$206K

Approvals through 4/16/20



PPP Loan Data Summary Industry by NAICS Subsector

NAICS Subsector Description	Approved Loans	Approved Dollars	% of Amount
Construction	177,905	\$44,906,538,010	13.12%
Professional, Scientific, and Technical Services	208,360	\$43,294,713,938	12.65%
Manufacturing	108,863	\$40,922,240,021	11.96%
Health Care and Social Assistance	183,542	\$39,892,493,481	11.65%
Accommodation and Food Services	161,876	\$30,500,417,573	8.91%
Retail Trade	186,429	\$29,418,369,063	8.59%
Wholesale Trade	65,078	\$19,489,410,472	5.69%
Other Services (except Public Administration)	155,319	\$17,707,077,167	5.17%
Administrative and Support and Waste Management and Remediation Services	72,439	\$15,285,814,286	4.47%
Real Estate and Rental and Leasing	79,784	\$10,743,430,227	3.14%
Transportation and Warehousing	44,415	\$10,598,076,231	3.10%
Finance and Insurance	60,134	\$8,177,041,995	2.39%
Educational Services	25,198	\$8,062,652,288	2.36%
Information	22,825	\$6,675,630,276	1.95%
Arts, Entertainment, and Recreation	39,670	\$4,939,280,138	1.44%
Agriculture, Forestry, Fishing and Hunting	46,334	\$4,374,343,877	1.28%
Mining	11,168	\$3,894,793,207	1.14%
Public Administration	5,570	\$1,197,353,586	0.35%
Management of Companies and Enterprises	3,211	\$1,170,748,130	0.34%
Utilities	3,247	\$1,027,575,137	0.30%



PPP Loan Data Summary PPP Lenders – Highest Approved Dollars

Lender	Approved Loans	Approved Dollars	Average Approved Size
1	27,307	\$14,071,396,427	\$515,304
2	32,097	\$10,309,843,746	\$321,209
3	21,062	\$9,612,090,368	\$456,371
4	33,594	\$7,778,303,458	\$231,538
5	27,929 \$6,555,028,971		\$234,703
6	25,820	\$6,114,676,731	\$236,819
7	26,238	\$6,057,787,355	\$230,878
8	10,681	\$4,406,088,115	3,115 \$412,516
9	14,215	\$4,356,840,783	\$306,496
10	9,457	\$4,267,336,254	\$451,236
11	12,001	\$4,190,129,500	\$349,148
12	25,151	\$3,889,799,524	\$154,658
13	9,673	\$3,392,990,074	\$350,769
14	10,642	\$2,978,045,260	\$279,839
15	40,746	\$2,966,427,908	\$72,803



Paycheck Protection Program Overview



John Miller Deputy Associate Administrator Office of Capital Access U.S. Small Business Administration



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Intent of program is to help small businesses cover payroll costs for eight-week period

- 100% SBA guarantee
- \$10 million maximum loan amount
- Fixed 1% interest rate
- Maturity of two years
- Payments are deferred for six months (*interest does accrue*)

- Loans can be made up to June 30, 2020 or when PPP funds expire
- Loans can be forgivable
- Loan disbursement must begin within 10 calendar days of getting SBA loan number



PPP loans are meant to cover up to eight weeks of average monthly payroll (*based on 2019 figures*)
plus 25% of other operating expenses

 SBA will forgive the portion of loan proceeds used for payroll costs and other designated operating expenses for up to eight weeks, provided at least 75% of loan proceeds are used for payroll costs.

Basics of PPP Loan

Eligible expenses for the eight-week forgiveness include:

- Payroll costs (excluding the prorated portion of any compensation above \$100,000 per year for any person) include salary, commissions, tips; certain employee benefits including sick leave and health care premiums, and state & local taxes;
- Mortgage interest (not prepayment or principal payments) and rent payments on mortgages and leases in existence after February 15, 2020;
- Utilities such as electricity, gas, water, transportation, phone and internet access for services that began before February 15, 2020; and
- Additional wages paid to tipped employees.



Edward Ledford

Office of Credit Risk Management Office of Capital Access U.S. Small Business Administration



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Applicant has an active SBA Form 750

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 Many institutions have an active SBA Form 750 and apply because:

(1) they were not aware the Agreement still existed/ is valid; or

(2) they aren't sure if they still needed to apply as they have not been actively participating in the 7(a) loan program before PPP.

SBA's first level check identifies that these institution's have active agreements and are notified.

Applicant is a NEW PPP Lender (*federally-insured*)

 The institution applies to participate in PPP by emailing SBA Form 3506 and an Incumbency Certificate to <u>DelegatedAuthority@sba.gov</u>

(Form 3506 is available at <u>www.sba.gov/paycheckprotection</u>)



Applicant is a NEW PPP Lender (federally-insured)

Application Next Steps

SBA will:

- Check Documentation (complete and consistent application)
- Review Lender using data and other sources (Federal Regulator, etc.)

Application is Deficient

Common Reasons Why:

- Wrong form
- Attest/ Witness section was not completed correctly
- Missing Incumbency Certificate
 (solution: use own Certificate or FS Form 1014)
- The officer who executed SBA Form 3506 was excluded was the list of officers on the Incumbency Certificate
- Same officer who executed SBA Form 3506 would attempt to "self-certify" his/ her authority



Applicant is a NEW PPP Lender (federally-insured)

Application is Approved by SBA

If deemed acceptable, the application is processed, the Paycheck Protection Program Agreement is entered into SBA's CAFS system and the Lender is notified.

Time Considerations

- SBA has added additional support personnel and systems to handle new lender applications.
- Deficiencies are generally corrected on same day
- Turnaround time on approval is dependent on volume of applications and most federally insured applications are addressed within 48 hours of initial submission.



Sheri McConville

Office of Performance Systems and Management Office of Capital Access U.S. Small Business Administration



Applicant is now a newly approved PPP Lender (federally-insured)

Critical Juncture

After SBA approves new lender application, an email is sent back to the person who sent the application.

The e-mail notification includes information on how to access SBA's electronic delivery system for application processing.

The approval email confirmation includes the following:

- An "Intro to CAFS PowerPoint" (CAFS is SBA's Capital Access Financial System which is the system SBA and SBA lenders use to originate, service and liquidate loans)
- A nine-digit code (*example below*).

Alias Type	Alias
Authentication Number	123AB45CD

 The Lender follows the PowerPoint instructions to access CAFS and will get to the point where the nine-digit code is required.



PPP - New Lender Process Post-Application Approval

Applicant is a NEWLY APPROVED PPP Lender (federally-insured)

Ŋ	Process Step	lssue	Self-Help Resources	SBA Routing Help
~	Tiocess Step	13506		
CANARA CONTRACTOR	Become an	Lender Agreements	 <u>PPP Treasury Site</u> <u>Lender Application Form</u> <u>PPP SBA Site</u> 	Delegated Authority: <u>DelegatedAuthority@sba.gov</u>
	Approved SBA Lender or LSP	Lender Service Provider	Not Applicable	Lender Service Providers: LSP.Agreements@sba.gov
NOLLE		CLS / CAFS / ETRAN Systems	PPP Lender Instructions	 PPP Lender Assistance Hotline: <u>1(833) 572-0502</u> CLS: <u>CLS@sba.gov</u>
	Submit Loan	Lender Gateway	 <u>SBA Connect FAQs</u> <u>SBA Connect User Guide</u> 	• PPP Lender Assistance Hotline: <u>1(833) 572-0502</u>
	Applications (Loan Origination)	Loan Applications	 Interim Final Rule Treasury Lender FAQs PPP Lender Instructions 	PPP Lender Assistance Hotline: <u>1(833) 572-0502</u>
		Loan Processing & Policy	 Interim Final Rule Treasury Lender FAQs PPP SBA Site 	 PPP Lender Assistance Hotline: <u>1(833) 572-0502</u> Loan Processing/Servicing Centers
	Loan Somulaing 8	Reporting	Not Applicable	To Be Decided
	Servicing & Processing	Keporting	Not Applicable	
	Processing			
		$\mathbf{\mathbf{\dot{e}}}$	Self-Help Resources	SBA Routing Help
		Policy Questions (e.g., lender fees, reporting)	PPP Treasury Site Treasury Lender FAQs	 <u>7aQuestions@sba.gov</u> <u>7aPaycheckLoanProgramQuestions@sba.gov</u>
		Comments on th	a Interim Final Rule should I	he directed to: PPP-IER@sha.gov



PPP – Submitting Borrower Applications Via Lender Gateway

Jessica Seale

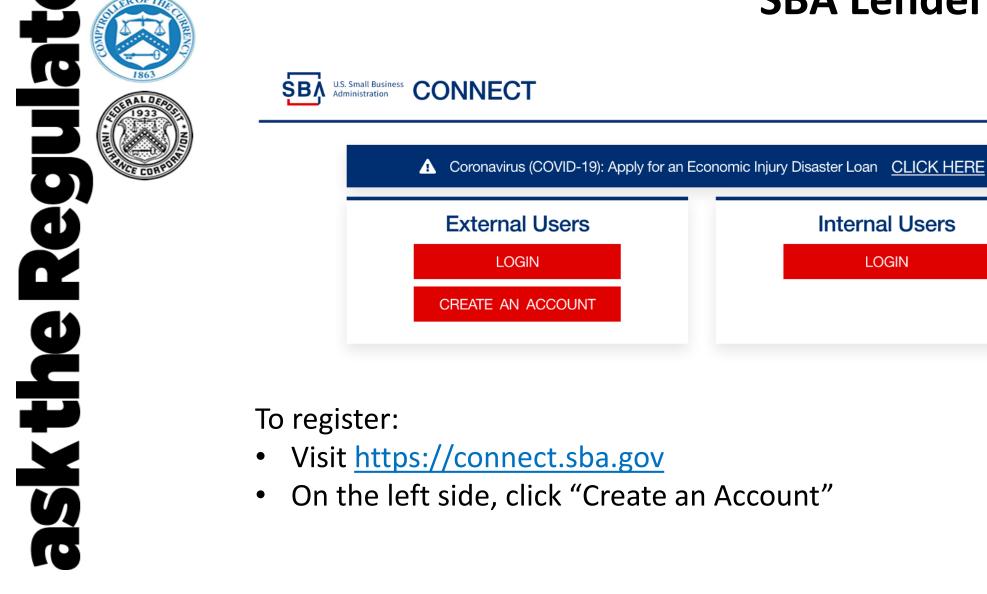
Digital Director Office of Communications and Public Liaison U.S. Small Business Administration



Internal Users

LOGIN

Help •



LOGIN



Enter your email address and check your email for a confirmation link to continue creating your account.

An official website of the United States government	An official website of the United States government
Enter your email address	We sent an email to with a link to confirm your email address. Follow the link to continue creating your
"C	account.
Submit	Didn't receive an email? <u>Resend</u> Or, <u>use a different email address</u> You can close this window if you're done.
Security Practices and Privacy Act Statement	



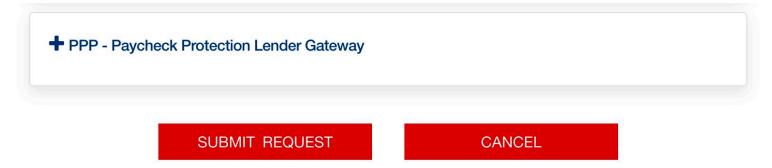


Request Access View/Update Profile Logout Help -

Hello Jessica Seale!

The SBA is currently unable to accept new applications for the Paycheck Protection Program based on available appropriations funding. Similarly, we are unable to enroll new PPP lenders at this time.

Login to your new account, and click "Request Access" in the navigation bar.



Then select "PPP – Paycheck Protection Lender Gateway" from the list of options.



SBA U.S. Small Business CONNECT Request Access View/Update Profile Logout Help -Your Access The SBA is currently unable to accept new applications for the Paycheck Protection Program based on available appropriations funding. Similarly, we are unable to enroll new PPP lenders at this time. + SBIC Web - Small Business Investment Company PPP - Paycheck Protection Lender Gateway Lender Request O FRS O FDIC O NCUA O LOCATION ID XXXXXX Your Lender Name Here Approved Account Number: Authentication XXXXXXXXX Number: SUBMIT REQUEST CANCEL

- First select FRS, FDIC, NCUA, or Location ID
- Then enter the corresponding number for your lending institution
- In the second box, enter the 9 digit code provided by SBA when you were approved for PPP lending
- Existing 7(a) lenders can find this code in CAFS



SUBMIT REQUEST CANCEL	SBA US Small Business CONNECT Request Access View/Update Profile Logout Help -
	Hello Jessica Seale!
Success!	The SBA is currently unable to accept new applications for the Paycheck Protection Program based on available appropriations funding. Similarly, we are unable to enroll new PPP lenders at this time.
Your access request has been submitted successfully. Once your request has been processed, you will receive notification.	PPP - Paycheck Protection Lender Gateway Lenders can use this tool to submit Paycheck Protection Program documents to SBA and obtain guarantee information.

- When you have successfully entered your lender institution number and Authentication Number, you will receive a pop-up that says Success!
- Click the Connect logo to return home, and your PPP Paycheck Protection Lender Gateway access will be displayed
- Click the PPP link to begin entering PPP applications



							💄 Jessica Seale
Lender	Agent	Application	Proceeds	Borrower	Principals	Eligibility	Summary
Lender Cont	tact Information						
Lender Cont Job Title	tact Information						
	tact Information		iddle Initial	Last Name		Suffix	
Job Title	tact Information		iddle Initial	Last Name Seale		Suffix	
Job Title First Name		M	iddle Initial ell Phone		Email	Suffix	

- The Lender Gateway has 8 screens.
- If an Agent is involved in the loan, select "Yes" to advance to the Agent screen
- If an Agent is not involved in the loan, select "No" to skip the second screen

1863	US. Small Business Administration	Agent	Application	Proceeds	Borrower	Principals	1
	Is the Agent Person Business Na	t a Business or a Pe	rson?				
ICE CORPO	Agent Con Agent Type	tact Information				Sequence N	Numb
	First Name		Mid	dle Initial	Last Name	• 1	
	Street Addr	ess 1					
	Street Addr	ess 2					
	City			State		Zip	
	Fees						
				There are no	Agent Fees	š.	

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SBA Lender Gateway

 The Agent screen includes all contact information for the Agent

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Agent Suffix

+ Add Agent Fee

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 A second optional field enables you to enter any fees associated with the Agent service

5		+ Add Agent F
Type of Service	Comment if Service is Other	
Amount Paid by Applicant	Amount Paid to Lender	
		X Cancel Add Agent Fee +

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	all Business tration		
	Lender Agent Application	n Proceeds O Borrower	Principals
	Application Information Form Application Number Requested Amount Project Address Street Address 1 Street Address 2	Payment Amount	Loan Term in Months Interes
	Project City	State	Zip Code +4
	Business Established Date	Business Age	Average Monthly Payroll
	Number of Current Employees	Number of Jobs Created	Number of Jobs Retained
	Is this Business a Franchise? Yes or N NAICS Code	Franchise Name	
S			← Previous

SBA Lender Gateway

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verage Monthly Payroll Costs

← Previous Next →

Interest Rate

Logout

- The Application screen includes primary application details
- Note: "Application Number" is for your institution's record keeping purposes. You may enter any unique identifier here
- Be sure to select Yes or No • to the Business Franchise question to advance

	S. Small Business ministration							Lessica Seale	Logout
1863	Lender	Agent	Application	Proceeds	Borrower	Principals	Eligibility	Sumn	nary
AL DEPOSIT	Total Proceeds A	mount: 0					+ A	dd Use Of Procee	eds
PARCE CORPORT				1					
			The	ere are no Us	ses of Procee	eds.			
				Add Use C	of Proceeds				
							← Previo	us Next	→
Tota	l Proceeds Amount:	0					+ A	dd Use Of Proce	eds
P	Proceed Amount								
L	oan Proceed Type		•						
						X Cancel	Add Use of	Proceeds	F
							← Previou	us Next	→

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SBA Lender Gateway

- The Proceeds screen is where you log how the loan will be used
- Click the Add Use of Proceeds button to fill in the **Proceeds information**
- You may add as many use of proceeds as necessary

Tax Identification Number (ESN/SSN) Business Name Doing Business As (Optional) Legal Organization Code Contact Information Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City Street address 2 Street address 2 Street address 7 Street address 7 Street address 7 Street address 7 Street address 7 Street address 7 Street address 7 Street address 7 Street address 8	0.00	Lende	er 🚺 Age	ent 🌓	Application	Proceeds	Borrowe	(5)	Principals	Eligibilit	ty 🗸 Si
Tax Identification Number (ESN/SSN) Business Name Doing Business As (Optional) Legal Organization Code Borrower has a Prior Small Business Loan Yes or No Contact Information Primary Borrower Phone Primary Borrower Phone Street address 1 City Street address 2 Street address 2 City Street address 2 Street address 1 Street address 2 Street address 2 Street address 1 Street address 2 Street address 1 Street address 2 Street address 2 Street address 3 Street address 4	OF THE CL										
Business Name Doing Business As (Optional) Legal Organization Code Contact Information Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City Street address 2 City State Zip Code +4 the state		Tax Ident	ification Numbe	r (ESN/SSN)		EIN or SSN	Тах	dentificat	tion Numbe	er (ESN/SSN)	۵
Legal Organization Code Borrower has a Prior Small Business Loan Yes or No Contact Information Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City State Zip Code +4 Is the Business or any owner an owner of any other business or have common management with any other business?	863	Business	Name								
Legal Organization Code Borrower has a Prior Small Business Loan Yes or No Contact Information Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City State Zip Code +4 Is the Business or any owner an owner of any other business or have common management with any other business?		Doing Bu	siness As (Ontio	nal)							
Borrower has a Prior Small Business Loan Yes Contact Information Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City State Zip Code Is the Business or any owner an owner of any other business or have common management with any other business?	X		311633 A3 (Optio								
Contact Information Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City State Zip Code Is the Business or any owner an owner of any other business or have common management with any other business?	1	Legal Org	anization Code								
Primary Borrower Phone Primary Borrower Email (Optional) Street address 1 Street address 2 City State Zip Code +4 • • • • • • • • • • • • • • • • • • •					• I			iess Loan	Yes or	r No	
Street address 2 City State Zip Code +4 City Interview of any other business or have common management with any other business?		Primary	Borrower Phone		Pr)			
Street address 2 City State Zip Code +4											
City State Zip Code +4		Street ad	dress 1								
Is the Business or any owner an owner of any other business or have common management with any other business?		Street ad	dress 2								
Is the Business or any owner an owner of any other business or have common management with any other business?		City				State			7in Code	+4	
						State		•			
				r an owner of a	any other busi	ness or have commo	on management with	n any other bu	usiness?		
								l ineligible, vo	luntarily excl	uded from partic	ipation in this
Is the Business or any owner presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?											
		Has the	Business any of its	owners or any	husiness own	ed or controlled by	any of them ever of	atained a diro	ct or guarante	eed loan from SP	A or any othe
transaction by any Federal department or agency, or presently involved in any bankruptcy?			agency that is curre							Jou Idan Hom SD	A or any other

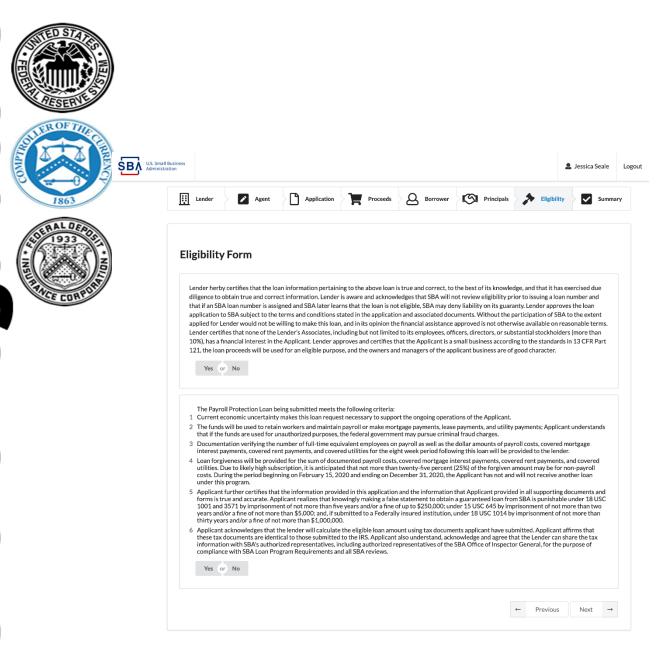
- On the next screen, enter Borrower Information.
- Be sure to select either EIN or SSN for the Tax Identification Number
- Be sure to select either Yes or No to all four additional form questions

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Tax Identification Number (EIN/SSN)) EIN or SSN				ø
Is the Agent a Business or a Person?	Person	•			
Percentage Of Business Ownership					
US Citizenship	U.S. Citizen			×	
Veteran Code					•
Race	- Ethnicit	/		•	
First Name	Middle Initial				
Last Name	Suffix	Gender			
Street Name 1			•		
Street Name 2					
				. 4	
City	State		Zip	+4	
City Is the principal presently subject to an inc jurisdiction? Yes or No	State	ment, or other means b	Zip v which formal cri	+4	are brought
Is the principal presently incarcerated, or Yes or No	n probation, or parole?				
		or, has the principal: 1) I) pleaded guilty on before judgr	

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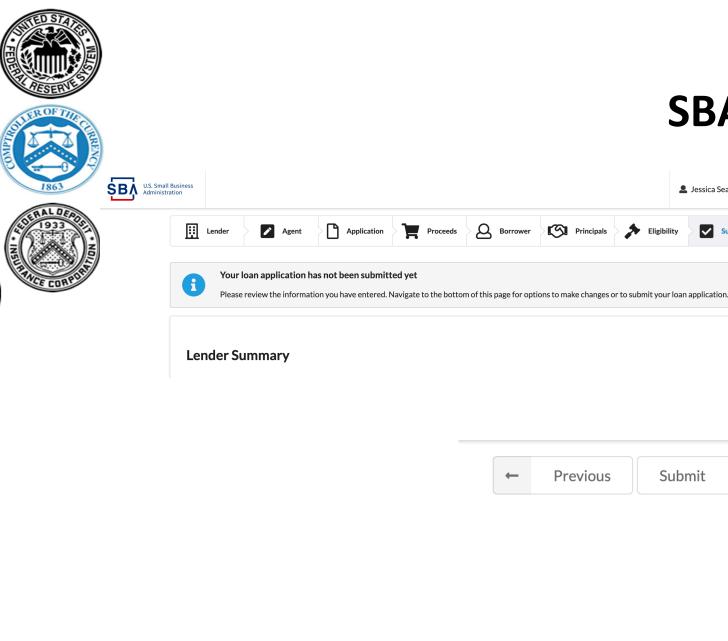
- On the Principals screen, click Add Principal to input appropriate information
- You may add as many Principals as appropriate
- Remember to select EIN or SSN for Tax Identification Number
- Also make sure to select Yes or No to all three questions before proceeding



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- The Eligibility screen includes Lender Certification that application information is correct
- This screen also includes
 Lender Certification that the
 loan being submitted meets
 the Payroll Protection
 Program criteria
- Please select Yes or No to certify the loan



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SBA Lender Gateway

Jessica Seale

Logout

- At the Summary screen, please verify that all data entered is correct
- When data is correct, click • Submit
- You will immediately ٠ receive a Loan Authorization Number or an error code
- If successful, you will also ٠ receive an email with the Loan Authorization Number
- If an error, correct the • necessary field(s) and resubmit



Key Points to Remember

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- Lender Gateway is only designed to enter borrower loans/applications into SBA loan systems
- Servicing actions and loan disbursement reports require accessing Capital Access Financial Systems (CAFS)
- To access CAFS: https://caweb.sba.gov/cls/dsp_login.cfm



Expected Guidance for PPP lenders

Please note new guidance is frequently updated

- Loan Forgiveness Process
- > Disbursement Reporting and Lender Fees
- Eligibility Considerations For Small Business Borrowers
- Clarification about PPP program



Additional Resources

Please note new guidance is frequently updated

- www.treasury.gov/cares
- www.sba.gov/paycheckprotection
- Lender Assistance Hotline: (833) 572 0502
- Lender Policy/Eligibility Questions: <u>7aquestions@sba.gov</u>



To ask a question:

- Email your question to: asktheregulators@stls.frb.org
- Use the "Ask Question" button in the webinar tool

Thanks for joining us.