# **biz2credit**

# PPP Loan Process

**Customer Guidebook** 

- IN CASH

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# The CPA Business Funding Portal for Clients

### **CPA Business Funding** Portal **biz2credit** CPA.com

- CPA firms prepare apps
- AICPA PCPS Tips integrated
- A service of CPA.com
- 10,000+ practitioners

The CPA Business Funding Portal does not substitute for clients' relationship with Biz2Credit. Clients must participate in the processing of their loan, as required by SBA guidelines. Clients will need to take some actions themselves and work closely with Biz2Credit representatives to ensure a smooth process.

Two platforms working together to deliver the Paycheck Protection Program.



- Leading funding platform
- \$3B+ small business financing
- SBA-approved direct funder
- 250,000+ small businesses

## Government Declaration and eSign CPA Business Funding Portal



## Receive email for eSign

PPP Government Declarations and E-sign > Inbox ×



CPA Business Funding Portal to Demo +



Hi Demo Chen,

Testing sent you a document to review and sign. Please complete the "Government Declaration & Certification" section and the document will be ready for signature.

#### **Review and Sign**

If you were somehow unable to access this button, copy and paste below text in your browser to proceed https://cpaloanportal.com/government-declaration/108a9515336458ca6eca8ec9b16f695cfbfa022a743f26bcaf2ac556ce11ba7 e4245486f542247d98eb1ddf8d6d6ba3c22c3a9ea55531b7fb1afcf6409680e9328de82e1f095cd933715b4225be9e59a

Note: Please disregard the other email coming from Biz2Credit eSign (info@biz2sign.com) for e-signature.

Regards,

CPA Support

The CPA Business Funding Portal (alternatively CPALcanPortal.com) is a service provided to CPA firms and accountants by Biz2Credit. The service is governed by Biz2Credit's <u>Privacy Policy</u> and <u>Terms of Use</u>. All financing applications are subject to the Biz2Credit <u>Business Finance Terms &</u> <u>Conditions</u>. You understand that this website cannot guarantee the accuracy of any calculations and analysis, and that you are solely responsible to review all calculations when submitting applications for financing, including government-backed financing programs where calculations should be made in accordance with the SBA's specific instructions and guidelines. Biz2Credit is not a lender.

Biz2Credit is a preferred partner of CPA com but is not affiliated with CPA com. CPA com is a subsidiary of the American Institute of CPAs and part of the Association of International Certified Professional Accountants. The American Institute of CPAs is the world's largest member organization representing the CPA profession. CPA com has collaborated with fintech Biz2Credit to offer the CPA Business Funding Portal to members of the accounting profession.

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A service of





### **Complete Government Declaration** (1 of 3)

Service Update: Last night we took the CPA Business Funding Portal into a maintenance period due to ongoing instability with the SBA API (interface). The maintenance window was completed at 7am ET for all users. Over the next 24 hours enhancements will be released to the Portal, including the ability to preview an application before submitting.

Rent / Mortgage Interest
Covered Operations Expenditures
Covered Supplier Costs
Other
Do any owners of the business own any other businesses? ?
If yes, please fill in and upload Addendum A on the Document Upload page.
Yes No
Is this business a franchise that is listed in the SBA's Franchise Directory?
Yes No







### **Complete Government Declaration** (2 of 3)









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### **Complete Government Declaration** (3 of 3)

- The funds will be used to retain workers and maintain payroll; or make payments for mortgage interest, rent, utilities, covered operations liable, such as for charges of fraud.
- expenses for the covered period following this loan.
- ✓ The Applicant has not and will not receive a Shuttered Venue Operator grant from SBA.
- Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.
- Securities Exchange Act of 1934 (15 U.S.C. 78f).
- by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Please sign your initials here: DC

SUBMIT

expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures as specified under the Paycheck Protection Program Rules; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally

I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, covered utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures, and not more than 40% of the forgiven amount may be for non-payroll costs. If required, the Applicant will provide to the Lender and/or SBA documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of eligible

The Applicant has not and will not receive another loan under the Paycheck Protection Program, section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)) (this does not include Paycheck Protection Program second draw loans, section 7(a)(37) of the Small Business Act (15 U.S.C. 636(a)(37)).

In President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings provided in

The Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the

I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014

I acknowledge that the Lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge, and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA



# eSign Form: 2483 or 2483-SD





## eSign Complete: 2483 or 2483-SD





# Following eSign, CPA firm finishes the submission

Once the client has eSigned the SBA 2483, the CPA firm receives the form within their CPA Business Funding Portal dashboard. The firm uploads all supporting documents as required by SBA regulations and guidelines to complete the package for submission into the SBA queue with Biz2Credit's funding platform. Once ready, the firm will review all information and click the button to submit the application. From there, the client will receive the confirmation that their application has been submitted to Biz2Credit and the SBA queue and will be able to pick up the journey within their Biz2Credit account.

After submission, firms will be able to track the status of applications as they proceed through the SBA queue ultimately all the way to funding. CPAs are able to review all application details they submitted, and they can see updates about applications on their dashboard as they are progressing through the process.

However, clients will be required to input information in their Biz2Credit accounts at some points in the process following submission, as the SBA requires lenders to work directly with borrowers to ensure compliance.



# Biz2Credit Account biz2credit

## **Receive Email to Login**

Application submitted by your CPA firm > Inbox ×

Biz2Credit to guangyudemo101 💌

The individual who is listed as the principal client (on the 'Client' record within the CPA Portal) will receive the login with credentials to access a new Biz2Credit account.

If the client already has a Biz2Credit account, they can login directly and access their application in their existing account.

#### Hello.

Your CPA has submitted a loan application on your behalf for the Paycheck Protection Program. Your application for the second round of the PPP will now be right in your Biz2Credit account and you will get status updates as your application progresses through the SBA's approval process.

#### LOGIN TO YOUR ACCOUNT

You can always check the status of your financing applications by visiting your Biz2Credit account, account for you on our online funding platform.

#### ABOUT YOUR NEW ACCOUNT

Please note that once your application is submitted to the SBA you will see a button on your dashboard that says "Upload Documents". This button is there to allow you to access your document list for the in progress application and it will not be required to provide more documents unless one of Biz2Credit's funding specialists reaches out to you with a specific request.

If you have questions about your financing application, please contact your CPA. If you would like assistance with technical questions, please contact support@biz2credit.com.

MORE RESOURCES FOR YOU

✓ Visit the COVID-19 Resource Hub
✓ Watch Webcasts on PPP Loans

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Can't login? Click the 'forgot password' link to set a new password

CPA firm: Testing Your advisor: Deepak

Powered by the CPA Business Funding Portal

A service of CPA.com



## Login to Biz2Credit Reset password if there's any difficulty using the credentials included in the email

If clients have difficulty logging into their accounts they should use the 'Forgot Password' option here to login.



Privacy Terms Sitemap © Biz2Credit Inc 2021. All rights reserved.

redit	
t Account	
	<u>Forgot Password?</u>
r? <u>See if you coulc</u>	<u>l qualify.</u>





# User Dashboard – Application Submitted to SBA

The client dashboard is where clients will find all the information available about their application as it moves through the different stages of the program.

Applications submitted to the SBA will take no less than 48 hours before the SBA issues a decision. Clients should check back after that time, and will be notified over email when they have received an approval.



### Paycheck Protection Program Application is being reviewed by SBA

Your application is being reviewed by the Small Business Administration (SBA). The SBA will conduct a series of verifications on your application before issuing their decision. They may request further supporting information or they may identify adjustments that are required according to prevailing regulations. Either way, when they tell us we will tell you. **Next Step:** make sure you gather and upload all the relevant documents for your business to speed up your funding once you receive an SBA approval.

Note: Our team may reach out to you if we determine that more information is needed to process your application.

Funding Institution

#### Itria Ventures

Paycheck Protection Program 2020 CARES ACT

	My Account 🗸	My Account		
	Get Funds(\$)	Submitted	Pendina	
	Have a question? Learn More About the PPP			
	Read our PPP FAQs [>] Visit the COVID-19 Hub [>]			
	support@biz2credit.com ail us or call the hotline 855-415-4632	Em		ct
	IMPORTANT NOTICE ABOUT CALL VOLUMES: We are receiving high call volumes. Responses will be delayed and your call may not go through. We strongly recommend emailing our support address about program or technical questions.			
				9
/		Action	Status	
	nts	Upload Docume	Submitted to SBA	

It is possible for the SBA to issue an error message upon submission into their system. If this occurs, first an automatic reattempt is made. Then a funding specialist is assigned for manual review.

Most CPA clients will see a button to 'Review Documents' since the CPA firm already provided documents



## **Adding ACH Details for Funding** Only available if the loan is approved by SBA

et Started			
	Application	Pending	Submi
Approved! Paycheck Pi	rotection Program		
Your application h least 48-72 hours closing document	as been approved. It may take before you receive your final lo s. Our team is working on it ar	e at ban nd	
will be in touch for details you'll find i	<sup>,</sup> your next steps. Here are the n it:	key	
<ul> <li>Key Loan Details:</li> <li>Interest Rate: 1% per</li> <li>Term: 5 Years</li> <li>Payments: deferred</li> <li>Term: 5 Years</li> <li>Payments: deferred</li> <li>SBA Loan Number</li> </ul>	for 10 months for 10 months for 10 months E-Tran):		
Note: Your Paycheck Prote back on your Biz2Credit a up your funds (or at least i information and prepare a	ction Program loan is forgivable. Please ch count dashboard after you have finished u weeks after receiving your funds) to see m forgiveness application.	eck Ising hore	
Funding Institution		Status	Action
ItriaVentures			



Once the client's loan application is approved by the SBA, the client's dashboard will update to reflect the new status of the application and new action items will be available for the client to select. This includes the 'Add ACH Details' button.

Clients should be prepared to provide a voided check and a bank statement, or else they can connect to their online bank account securely – all within their Biz2Credit account.

**Review Documents** 



## **Upload Additional Documents** (only if applicable)

Firms have already provided clients with a complete package for the PPP based on the application steps in the **CPA Business Funding** Portal. However, clients may be asked for a new document following submission. If this occurs, this documents page is where they can upload them to their account.

### **Important Note:**

Documents that are listed in green have already been uploaded for the client and do not need to be uploaded again.

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### **Paycheck Protection Program - Required Documents**

Please upload the following documents that are required for verification of business information under the Paycheck Protection Program.

2019 IRS Form 1040 Schedule C / 1065 / 1120(S)

operating as of 2/15/2020

Additional documents if needed (1)

PPP-Addendum A (Optional) Download sample

PPP-Addendum B (Optional) Download sample

SBA 2483 eSign (1)



You're Applying for the Paycheck Protection Program

#### Go to Dashboard



### Your privacy and security is our top priority

Information you provide is stored in a secure database backed by ISO-27001 security and encryption standards

Biz2Credit does not share your data with any third party without your consent





Have an issue? Get help

#### Contact Support

Your App ID: #488689

Help & FAQs Read the PPP Loan FAQs we've put together. Read FAQs »



## **Add ACH Details**

Required before the loan application can proceed to final loan closing

Clients must complete the ACH Details set up through their Biz2Credit account in order for their loan to be advanced to the loan verification step. Clients have 10 days to complete this step.



Clients must upload the voided check and bank statement (applicable for loans above \$75,000). If they do not have a voided check, they can provide a bank letter with account and routing numbers included in its place.

### biz2credit

Applications

#### **Paycheck Protection Program - ACH Set up**

Choose the account where your PPP loan funds should be desposited. This information is required to deposit the funds from your PPP loan. Your loan application still has to receive final verification and you must complete the loan closing process before you will receive funds.

Required: Provide ACH Details with Documents			
Voided check from your business bank account (?) If you do not have one, upload a letter from your bank with account information	Upload Files		
Name			
ness Name on Account			
ng Number			
unt Number			
nter Account Number			
	Save		

### Your account details are always secure

Biz2Credit uses 256-bit encryption to ensure that your information always stays secure





#### Read FAQs

Answer to common FAQs





## **View Saved ACH Details**



### **Paycheck Protection Program - Your ACH Details**

Your bank account and routing information has been added to your Biz2Credit You will receive your Paycheck Protection Program funds in the account listed below once the full Loan Closing process is completed.

#### **ACH Details**

Bank Name: JPMorgan Chase

Business Name on Account: Test Business

Account Number: XXXXXXXXX 💿

Routing Number: 938402948

Back to Dashboard



My Account 🗸



Edit

The ACH information can be edited once it is input. Clients can reach this page by selecting 'View ACH Details'



# **Complete ACH Details – application progresses**

After finishing the ACH details, clients' applications will be placed into the final verification queue.

At this stage, a funding specialist is assigned to the client. Due to processing volume, multiple team members may reach out to your client, but the assigned funding specialist will be a point of contact in case the client experiences problems during the process.

**Get Started** 

## Approved!

details you'll find in it:

#### Key Loan Details:

- Interest Rate: 1% per year
- Term: 5 Years
- Payments: deferred for 10 months

#### **Funding Institution**

#### **Itria**Ventures





## If More Information is Needed Following loan verification, it is possible that more information will be needed to complete loan closing

If the client's application requires additional information at the final step in the loan closing process, they will be assigned a funding specialist who will reach out to them about the specific requirements that have been uncovered by the verification team.

This is ordinarily due to missing ACH information that the client should provide.

**Each circumstance is** unique. Clients will need to work with a specialist to complete the review.



### eSign the PPP Loan Agreement A request for eSign will go to the client with the loan agreement once verification is complete



Questions about the Document?

If you need to modify the document or have questions about the details in the document, please

Once the client's application has passed final verification, the client will be sent a link to eSign their PPP Loan Agreement. This email will come from DocuSign and will contain a link directly to the secure signature page where they can add their signature and complete the contract.



# **User Dashboard – Funded**

Once clients' contracts have been signed, the client will be notified. They should wait approximately 48 hours for ACH transfers to complete to the account they listed on file in their Biz2Credit account.

### biz2credit Application Dashboard **Get Started**

### Funded Paycheck Protec

Our records indicate that funded. If you are not see account, Please contact t

#### Key Loan Details:

- Interest Rate: 1% per year
- Term: 5 Years
- · Payments: deferred for 10 m
- SBA Loan Number (E-Tran):

Note: Your Paycheck Protection Progr back on your Biz2Credit account dasl up your funds (or at least 8 weeks after information and prepare a forgivenes

Funding Institution

#### **Itria**Ventures

Paycheck Protection Program 2020



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			0	
Application	Offers		Upload Docs	
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hboard after you have finished using er receiving your funds) to see more ss application.				
	St	atus	Action	
CADES ACT	Fu	unded	Schedule a Call	







## **PPP Processing Timeline**

# MinimumUp toUp toAboutMinimutes48 hrs10 days10 days48 hrs

Complete the Government Declarations and eSign sent by the client's CPA firm. Submission into SBA and timeframe for SBA decision to be made is no less than 48 hours.

### CPA Business Funding Portal

Biz2Credit Account Client's application is approved and the final verification process begins. Client must provide ACH details and any outstanding documents or clarifications during this time.

Loan agreement is generated and sent to the client for eSign. Approximate processing times are 6-7 business days right now. Funds are sent to the client's account via ACH or wire transfer. Processing may take up to 48 hours.

> Client's Bank Account





# **biz2credit** Paycheck Protection Program

### Proud to help thousands of small business owners participate in the PPP

Learn more: biz2credit.com/PPP

