

## Basic Instructions for using the PPP Forgiveness Portal

1. On the First Bank website, click the link for PPP loans, or <https://www.firstbanknj.com/ppp-portal>
2. Click **Link to First Bank's PPP Forgiveness Portal**
3. In the **Existing Customers: Look Up Your Account** screen, enter your information in these fields:
  - a. "Business TIN (EIN or SSN)"
  - b. "Authorized Representative Email Address"
  - c. "Authorized Representative Personal SSN"
4. Click the **I'm Not a Robot** checkbox and follow the instructions that display.  
After successfully completing the instructions, a green checkmark displays.
5. Click the **Find My Account** button.  
Your loan application displays.
6. Click the **PPP Loan Forgiveness Start Request →** button.
7. Complete the application and click the Submit button.
8. If your application is for more than \$150,000 you will need to upload Supporting Documents.  
**Note:** Per SBA guidance, Borrowers submitting an application for under \$150,000 are not required to upload documents.
9. Click the **Submit for Review** button.

The completed Forgiveness application is automatically routed to your First Bank banker, who will receive an alert to review and validate the request and supporting documents, if required.