



FIRST BANK PPP PORTAL INSTRUCTIONS

Our portal is now open for you to complete and submit your SBA application for a new PPP loan or your Loan Forgiveness application for an existing PPP loan that was originated with First Bank. We are not accepting paper applications, so the only way to apply for a new PPP loan or for forgiveness is by using our portal. Please access the application portal from the First Bank home page www.firstbanknj.com and clicking the PPP Portal link, or directly by clicking [here](#).

EXISTING CUSTOMERS: You obtained your original PPP loan with First Bank.

Once you click on the portal link on First Bank's website, you will be asked for your business email address (the one we use to contact you), your Borrower Tax Identification Number (TIN), and the Social Security Number (SSN) of the authorized representative. If you are a sole proprietor and do not have a TIN, please use your SSN instead of the TIN (the SSN will be used twice). If you have more than one PPP loan for different entities, you may use the same email address, but the Tax ID number should be different.

NEW CUSTOMERS: You are applying for a PPP 1st Draw loan or you are applying with us for a 2nd Draw loan and another bank processed your original PPP loan.

1. You will need to enter your Company name and zip code. The portal will search for your company using Lexis Nexis. If your business is found, you will be given options to pick from that closely match your business that will then pre-populate some of the business information fields. If your business is not found, you are able to search again or you have the option to start an application.
2. If the information is correct, the Borrower will continue onto a 'Select Your Business' page. Select the correct business and press "Next".

INSTRUCTIONS FOR USING THE PORTAL (Existing and New Customers)

1. Upon entering the Portal, you will see a list of applications that you can start for your business. You may have a Loan Forgiveness application and a Second Draw Loan application concurrently.

Your Applications

This page allows you to access existing applications and start new applications for your business.

You can add

The screenshot shows two application cards. The first card is for 'PPP Loan Forgiveness' with the subtext 'Over \$50,000 Loans' and a 'Start Request' button with a right-pointing arrow. The second card is for 'PPP Loan Second Draw Loan' and has an 'Apply Now' button with a right-pointing arrow. Both cards have a green plus icon on the left.

Exit Securely

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2. The next window will be the Business Information details. Based on your first PPP application or the Lexis-Nexis search much of the information will be pre-populated. If any of the information needs to be updated you can do so.
3. Once you have completed the Business Information click Save & Collapse and continue to the rest of the page.

EXISTING CUSTOMERS only / NEW CUSTOMERS proceed to Step 7 below


4. After entering the application details you will be able to save the application form or move to the document upload step.



The screenshot shows a certification form with two items, each with a checked checkbox. The first item reads: 'I certify that I am the previously mentioned owner and I agree with the E-sign Consent agreement to use electronic records and signatures.' The second item reads: 'I certify that I am the previously mentioned Authorized Representative and I agree with the PPP Representations, Authorizations, and Certifications and authorize to obtain and review my personal credit report.' Below the form are two buttons: a light blue 'SAVE' button with a right-pointing arrow and a dark blue 'NEXT' button with a right-pointing arrow.

5. You must submit supporting documents as part of the application. **First Bank is requiring Revenue Documentation to support the 25%+ decline in gross receipts at time of loan application.** You will upload these supporting documents before submitting the application for Lender Review.



Upload your supporting documents

Thank you for submitting your PPP loan application. Please note the document size limit is 35MB per document and acceptable file types are the following: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, and png. You can get more information on the supporting documents [here](#).

 Your application is not considered complete until you have submitted all of the required documentation for review. Once complete, please click the **Submit for Review** button below.

 Upload Payroll Documentation (0) 



 Upload Revenue Documentation (0) 



[← BACK](#)

[Submit for Review](#)




6. After you submit the application, a confirmation page displays.

[Your Applications](#) / PPP Second Draw Loan

You have submitted your PPP Loan application!

Thank you for submitting your PPP loan application request.

 **Your PPP loan application is in Review**
We will contact you shortly regarding the next steps.

Your Documents

 Your Supporting Documents (0) 

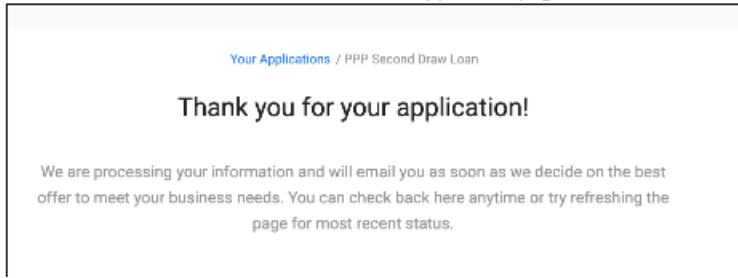


[Exit Securely](#)



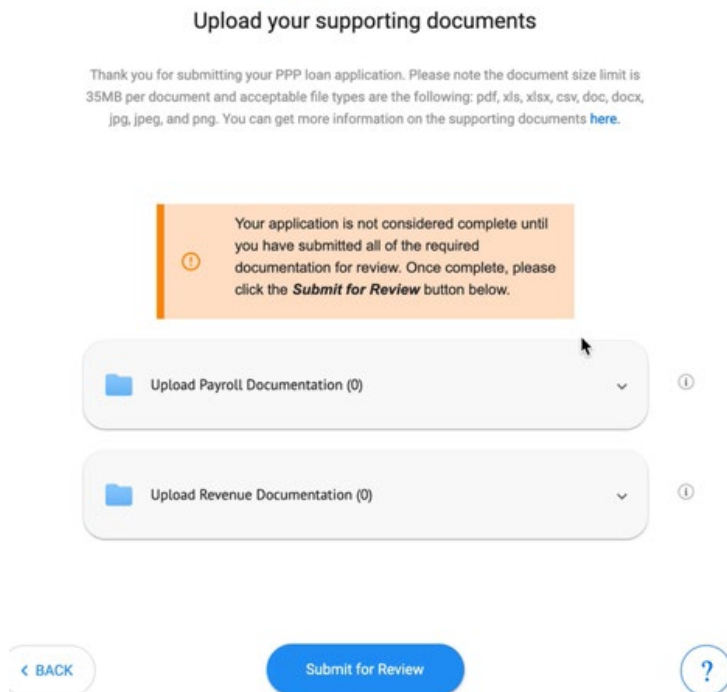
NEW Customers:

7. After entering the application details you will be able to save the application form and press Submit.
8. You will then see the submitted Application page.



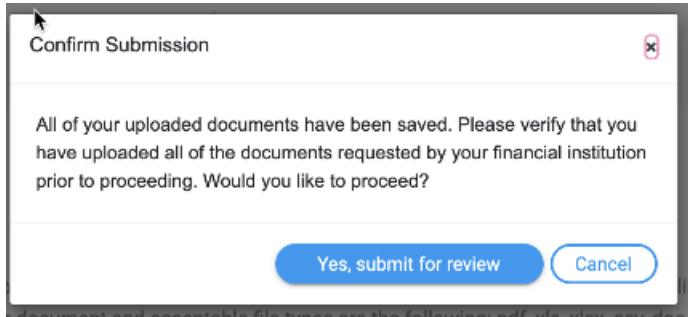
9. Once submitted, you will then shortly after receive an email to the email address entered into the application. This email will contain a link requesting payroll documentation and Know Your Customer (KYC) documentation. The Borrower will click on the secure upload link to open the document upload tool in a web browser.
10. You will be shown a list of document categories into which you will need to upload your documentation.

Example:



11. Once you have uploaded all of your documents to the folders, click on the Submit for Review button on the bottom of the page.

12. You will be prompted to confirm your document upload submission.



If you have any questions about this process, please contact your Relationship Manager. If you do not know how to contact your Relationship Manager, please call 877-821-2265 and select option #3 (Loan Department) and then Option #1 (Commercial Loans).