

Basic Instructions for Using the PPP Forgiveness Portal

1. When you log in to the portal, you will be asked to determine whether you qualify to use the SBA Form 3508EZ Application or the longer form Standard Application. You can use the EZ Application if you can answer yes to one of these questions:

Borrower must satisfy one of the below conditions in order to use the Form 3508EZ. If the borrower does not satisfy any of the below, they must select the **standard application above.**

I am a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application. ^[*]

No Yes

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent AND The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period. ^[*]

No Yes

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent AND The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to requirements related to COVID-19. ^[*]

No Yes

2. If you qualify for the EZ Application, you will be asked to provide the following information:

- Annual Sales
- Employees at time of PPP Loan Application
- Employees at time of PPP Forgiveness Application
- EIDL Advance Amount (if applicable)
- EIDL Application Number (if applicable)
- Payroll Schedule (frequency of payroll payments)
- Total Payroll Costs
- Business Mortgage Interest Payments (if applicable)
- Business Rent or Lease Payments (if applicable)
- Utility Payments

3. If you do not qualify for the EZ Application you will be directed to the Standard Application and asked to provide the following information:
 - Annual Sales
 - Employees at time of PPP Loan Application
 - Employees at time of PPP Forgiveness Application
 - EIDL Advance Amount (if applicable)
 - EIDL Application Number (if applicable)
 - Payroll Schedule (frequency of payroll payments)
 - Cash Compensation for employees making less than or equal to \$100,000 for all pay periods in 2019
 - Cash Compensation for employees making more than \$100,000 for all pay periods in 2019
 - Salary/hourly wage reduction in excess of 25%
 - Employee health insurance
 - Employee retirement contributions
 - Employee taxes
 - Owners compensation
 - FTE employees making less than or equal to \$100,000 for all pay periods in 2019
 - FTE employees making more than \$100,000 for all pay periods in 2019
 - Average FTE during the borrower's chosen reference period
 - Total Payroll Costs
 - Business Mortgage Interest Payments (if applicable)
 - Business Rent or Lease Payments (if applicable)
 - Utility Payments

4. It is recommended that you download the PDF available in the portal for either the EZ Application or Standard Application. You will need to use the worksheets contained in the PDF to calculate some of the input amounts.

5. Once you have completed the required inputs, the portal will calculate and provide the Forgiveness amount. If the Forgiveness amount is not equal to the loan amount, the portal will calculate the "Forgiveness Gap". While subject to review by both the Bank and the SBA, this is the potential loan amount that you will be responsible for repaying.

6. You will then be asked to confirm your contact information and certify that you are the Authorized Representative, agree with the Borrower Certifications, and agree with the eSign the agreements.

7. Once you have consented to eSign, you will be asked to SAVE your application and SUBMIT your application.

8. Once Submitted, a new screen will open that will allow you to upload the required documentation which consists of:

- 1a. Payroll: Cash Compensation for Employees
- 1b. Payroll: Tax Forms
- 1c. Payroll: Health Insurance & Retirement Contributions
- 2. FTE Documentation
- 3a. Non-payroll: Mortgage Interest
- 3b. Non-payroll: Rent or Lease
- 3c. Non-payroll: Utilities

Suggestion – Have these documents readily available on your computer so you can upload them all at once when you click “UPLOAD REQUESTED DOCUMENTS”.

9. Once you have uploaded the documentation, you will be asked to Submit for review. At this point, you have completed your application and it has been transmitted to First Bank for your Relationship Manager for review. The Bank has up to 60 days to review your application. You will be notified if we require any additional information or if changes are needed to the application.

10. Once the Bank has reviewed your application and finalized any changes, it will be submitted to the SBA for approval. The SBA has up to 90 days to make a determination on your application. You will be notified of the SBA's determination.

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).