Loan Registration

Loan Registration Overview: Complete the steps below to register and submit your loan to the Paycheck Protection Program Loan Forgiveness Portal.

Step 1:
Borrowers will receive an email when their loan has been imported into the system. Select the Register or Register Now hyperlink to begin the borrower portal registration.

Reminder:
To register, you will need to enter your:

- SBA Loan Number or Lender Loan Number (either one)
- Loan Amount
- EIN or TIN
- Last 4 digits of SSN
Step 2:
Enter your SBA Loan Number or Lender Loan Number. Enter your Loan Amount. Enter the last 4 digits of your TIN.

Select Next.

Step 3:
Enter your First Name, Last Name, Email, Cellular Phone Number, and Title. Select Complete Registration.

Note: Your cellular phone number will be used for multi-factor authentication (MFA) verification.
Step 4:
Verify your email address. Create and confirm a new password. Enter your name.
Select **Create**.

Step 5:
Sign in with your registered email address and password. Select **Sign in**.
Step 6:
As an additional security measure, you will be asked to enter a multi-factor authentication (MFA) code. Choose if you want to have the code sent to you via text messaging or a phone call.

Note: If you chose the Call Me option, you need to answer the phone and select “#” on your phone’s dial pad to verify your identity.

Step 7:
If you chose the Send Code option, enter the verification code.
Step 8:
Congratulations! You have been redirected to the Borrower Forgiveness Portal.

Adding Delegates

Delegate Overview: If a delegate is assisting in completing your application (e.g., CFO, Accountant), please include their information using the process outlined below. Don’t forget, a delegate can fill out the loan forms, but they cannot eSign the application. The SBA requires the individual who signed for the loan to also sign the Forgiveness application.

Step 1:
Select **Add Delegate** in the upper right-hand corner of the Welcome screen.
Welcome

Our goal is to streamline your PPP Forgiveness application. We have provided some options to help you complete the process.

Your loan may be eligible for the 3508S form which simplifies the Forgiveness process. This option is only available for loans $50,000 and under.

In order to determine if you are eligible to use this form, please answer the below question.

Is this loan affiliated with businesses who have CARE PPP loans that total $2 million or more?
Step 2:
Select **New Delegate**.

Step 3:
Enter the First Name, Last Name, Email Address, and Title of the delegate. Select **Invite**.

**Note:** The delegate will receive a loan registration email and will need to complete the same loan registration process to gain access to the loan.