



### SBA's New PPP Forgiveness Portal Webinar August 11, 2021 | 2:00 -3:00 PM

#### **OUR WEBINAR WILL BEGIN SHORTLY**



### OneEastside SPARK WEBINAR

#### KRISTINA HUDSON CEO OneRedmond





### OneEastside SPARK



#### 23 Eastside Cities & Towns



OneEastside SPARK





### www.OneEastside.org/ SPARK

**OneEastside SPARK:** *Center for Business Resilience and Innovation* is provides our small businesses and non-profits with essential support to recovery and grow!

#### Offerings include:

- Database of financial opportunities and other resources
- No cost one-on-one advising services
- Programs and webinars in collaboration with our partners
- Businesses and non-profit are invited to connect with your peers on our Facebook Group <a href="https://tinyurl.com/OneEastside-SPARK-Group">https://tinyurl.com/OneEastside-SPARK-Group</a>



### Confidential, No Cost One-on-One Advising

### Need to talk to a CPA?

#### Receive up to two hours of tax and accounting advising

Sarah Huang Clark Nuber



Contact OneEastside SPARK Program Manager Samantha Paxton at <u>samanthap@oneeastside.org</u>, (425) 885-4014 ext 5 for more information



### Confidential, No Cost One-on-One Advising

### **Need help promoting your business?** Connect with our OneEastside SPARK Marketing Advisor

#### **Daphné Leblanc** Social Media Strategist



Contact OneEastside SPARK Program Manager Samantha Paxton at <u>samanthap@oneeastside.org</u>, (425) 885-4014 ext 5 for more information



### Confidential, No Cost One-on-One Technical Assistance

## **General business questions?**

#### **Connect with our East King County SBDC Business Advisor**

Shawn Palmer ASBC, MSML | Business Advisor Washington Small Business Development Center





Contact Shawn at <a href="mailto:shawnp@oneeatside.org">shawnp@oneeatside.org</a> (425) 885-4014 ext 3

## **Upcoming Webinars**



*Center for Business Resilience and Innovation* 

### How to Optimize Your Pricing Strategy to Maximize Profits Thursday, August 19, 2021 1:30 PM - 2:30 PM

## **Upcoming Webinars**



Center for Business Resilience and Innovation

### How to Find Your Next Employee Using Social Media Wednesday, August 25, 2021 1:30 PM - 2:30 PM

# **SBA PPP** Forgiveness Portal G U I D A N C E

AUGUST 11 • 2:00 PM - 3:00 PM









# OneEastside SPARK WEBINAR



Need technical help during the webinar? Use the **Chat Box** 

**Q**&A

Questions for the Speakers? Use the **Q&A Box** 



Recording will be available following the webinar

## Disclaime r

To the best of our knowledge, this information was correct at the time of this webinar on August 11, 2021 at 2:00pm.

Given the responsive nature of these Federal COVID-Relief programs related changing guidelines, be aware that some of this information may have changed.

Please visit the SBA website for the latest updates at <u>www.sba.gov</u>.

## Featured Speakers



### Melanie Norton

Deputy Director Seattle District U.S. Small Business Administration (SBA)



### Janie Sacco

Outreach & Marketing Specialist Seattle District U.S. Small Business Administration (SBA)



### OneEastside SPARK WEBINAR

### Melanie Norton

U.S. Small Business Administration Seattle District Office



### **SBA COVID-19 Relief Funding Options**

### Loan Programs

### **Grant Programs**









Paycheck Protection Program (PPP) Debt Relief on SBA 7(a), 504 and Microloans Economic Injury Disaster Loan (EIDL) and Targeted EIDL Advance

Shuttered Venue Operators Grant (SVOG)





### OneEastside SPARK WEBINAR

### Janie Sacco

U.S. Small Business Administration Seattle District Office





## PPP COVID Revenue Reduction Score & Direct Forgiveness

Only for loans \$150,000 or less for lenders that have opted-in

Effective date of PPP Direct Forgiveness IFR

#### PPP COVID Revenue Reduction Score & Direct Forgiveness

- Loans \$150,000 or less represent 93% of outstanding PPP loans
  - Approximately 6.5 million loans remain to be forgiven
  - Many borrowers will have to begin making payments on these loans in the very near future
- •SBA has developed solutions to assist
  - COVID Revenue Reduction Score (Score)
  - Direct Forgiveness

### **PPP Direct Forgiveness**

#### **Direct Forgiveness Process**

#### • For lenders that choose to opt-in:

- SBA is allowing borrowers to submit forgiveness applications for First Draw and Second Draw loans using SBA Platform
- Provides a single secure location for borrowers to apply for loan forgiveness using electronic equivalent of SBA Form 3508S
- Platform will notify lenders when borrower has applied for forgiveness
- In the Platform, Lender reviews forgiveness application and issues forgiveness decision to SBA

### **PPP Direct Forgiveness**

#### Borrowers must submit forgiveness application directly to lender when:

- Lender does not opt-in to use the direct borrower forgiveness process
- Borrower's PPP loan amount is greater than \$150,000
- Borrower does not agree with the data as provided by the SBA system of record, or cannot validate their identity in the Platform (for example, if there is an unreported change of ownership); or
- For any other reason where the Platform rejects the borrower's submission.

In such circumstances, borrowers must follow instructions from their lender regarding how the lender expects the borrower to submit a forgiveness application for its PPP loan

### **PPP COVID Revenue Reduction Score**

#### **COVID Revenue Reduction Score (Score)**

- For Second Draw PPP loans SBA is providing a COVID Revenue Reduction Score (Score) that serves as optional method to document borrower's revenue reduction
- The Score was developed using current data on economic recovery and return of businesses to operational status
- SBA will score *all* Second Draw PPP loans \$150,000 or less and will be visible to *all* lenders in the Platform (even those that do not opt-in to Direct Forgiveness) to use on an optional basis

### **PPP COVID Revenue Reduction Score**

#### **COVID** Revenue Reduction Score (Score):

- When Score validates the borrower's revenue reduction:
  - If borrower has not already provided documentation to the lender, use of Score will satisfy the requirement for the borrower to document revenue reduction
  - If borrower has already provided documentation to the lender, lender will make forgiveness decision based on the documentation
- When Score does not validate the borrower's revenue reduction:
  - If borrower has not already provided documentation to the lender, borrower must provide documentation either directly to lender (if lender did not opt-in to Direct Forgiveness) or upload to Platform if lender has opted-in, and lender will make forgiveness decision based on the documentation
  - If borrower has already provided documentation to the lender, lender will make forgiveness decision based on the documentation

## Regardless whether the lender opts-in to Direct Forgiveness, the following applies to all borrowers:

- Documentation overrides the Score: If the lender has documentation that the borrower did not have a 25% revenue reduction, a satisfactory score will NOT make the borrower eligible - Lender may not make the forgiveness decision based on the Score
- If the lender knows the borrower is ineligible (e.g. discriminatory hiring practices, illegal business), the lender may not approve forgiveness



### **Paycheck Protection Program**

Direct Forgiveness Portal User Guide

#### Contents

| Section                                | Slide(s) |
|--|----------|
| Direct Forgiveness Portal Registration | 3 - 8    |
| Application Submission                 | 9 - 16   |
| Application Signing                    | 17 – 21  |
| Submitted Applications                 | 22 - 25  |
| Resources                              | 26 - 27  |



### **Direct Forgiveness Portal**

Registration

#### **Direct Forgiveness Portal**

- The PPP Direct Forgiveness Portal can be accessed at <u>https://directforgiveness.sba.gov</u>
- The Direct Forgiveness Portal allows PPP borrowers whose loans are \$150,000 or less to apply for forgiveness directly to the SBA by submitting a simple pre-filled application.
- Using MS Edge or Google Chrome browsers is recommended for an optimal experience.
- New Registration will be required to utilize this portal.

SB



#### **Direct Forgiveness Portal – New Registration**

#### To begin, A Select - Register to Start your Application



- 1. Enter Create a unique username
- 2. *Enter* Use your email address
  - Business should have access to this email at any given time
  - Email addresses CANNOT be changed once registration is created
- 3. *Enter* a password
  - Passwords **MUST** meet security criteria
- 4. **Re-enter** your password
- 5. *Enter* Captcha Characters
  - Select Sign Up

SB/



#### **Direct Forgiveness Portal – Registration Emails**

Registrants will receive <u>two</u> emails to complete registration and grant access to the portal. Complete each step to gain access to the application portal.



#### Once you provide and verify your e-mail address, it CANNOT be changed.

#### **Direct Forgiveness Portal – Sign In**

Once registration is complete and confirmation emails have been acknowledged, applicants can access the PPP Direct Forgiveness Portal.

- 1. Enter the Username created
- 2. Enter the Password created

SB



Password reset and forgot password links are available.

#### **SMS Two-Factor Authentication**

All Platform users will encounter two-factor authentication upon login. A US based mobile number must be used. The provider must not be a VOIP (Voice Over IP) phone carrier.



A text message will be sent to the mobile phone provided.





### **Direct Forgiveness Portal**

### **Application Submission**

#### **Direct Forgiveness Portal – Home Page**

The Portal has many tools to help simplify the submission process.

- 1. Start New Forgiveness Request
- 2. Access previously started/submitted Forgiveness Requests
- 3. View and Edit Profile
- 4. View Inbox (Messages to/from SBA)
- 5. Help Review FAQs and tips for Application submission
- 6. Take a Guided Tour This provides step by step instructions to the application.



#### **Direct Forgiveness Portal – Start New Request**

| rour request can be inforce in 10 fillitites of less.   | SBA PPP Forgiveness                      | Requests   |               |        |  |
|---|--|------------|---------------|--------|--|
| tant: Before you begin, please ensure you will be the authorized signer on this<br>eness request and have the authority to act on behalf of the PPP Borrower.<br>onplete this request you will need:<br>our PPP Loan Number that was originally assigned by the SBA. This should have been<br>rovided by your lender when you originally received the PPP proceeds.<br>our TIN (Tax identification Number (SSN or EIN or ITIN)) that was used to apply for<br>the PPP Loan. | Business Name   Start New Forgiveness Re | SBA Number | PPP Loan Draw | Status |  |

- 1. Enter EIN, SSN, or ITIN
- 2. Enter SBA Loan Number
- 3. The Select Find your loan



Security measures are in place that will prevent duplicate applications.

#### **Direct Forgiveness Portal – Loan Details (Section 1)**

Most loan information will populate and be locked for edit. Any incorrect information must be updated through PPP Lender prior to Forgiveness request submission.

- 1. The Select Appropriate **Title** from Drop-Down.
- *Enter* Primary Contact (First/Last) Name. 2.

| SBA U.S. Small Business Dr All Requests                   |  | Send Messages<br>directly to SBA | to 🔨 💄 Sign Ou                           |
|---|--|----------------------------------|--|
| Request not Submitted                                     |  | Application.                     | HIS Messages 🔥 Save Request 🔶 Exit Wizan |
| Helpful Links   | Loan Details   | Documentation                    | Summary                                  |
| EtranDemoBank Essist in applying<br>can be found<br>HERE. | Loan Details<br>This request is to be completed by applicants who are applying for forgiveness of an existing<br>SBA PPP Loan.   | All locked (GRAY) fields must be | 3  |
| General Support Phone Number:<br>(877)552-2692            | Prefilled data (locked) was provided by your Financial Institution during the initial loan request<br>submission to the SBA and cannot be updated here. If there are any discrepancies in loan | Forgiveness Request Submission   | :<br>n.                                  |
| PPP Loan Amount<br>\$150,000.00                           | details, please consult your Financial Institution, changes cannot be made in this platform.   |                                  | _  |
| orgiveness Amount   | Business Legal Name  | DBA or Tradename (If Applicable) |  |
| our SBA Number  | Developer Tills (EN/SSN//TIN)  | Phone Number                     |  |
| pur Lender Loan Number                                    | Business lin (Ein/ Ssn/Tin)  | Phone Number                     |  |
| our Current Request Status                                | Business Address   |                                  |  |
| Request not Submitted action required)                    | Sample Test add1 Sample Test add2  |                                  |  |
| E-Signature Required                                      |  |                                  |  |
| E-Signature Processing                                    | Title Primary Contact Nan  | ne                               | Primary Email                            |
| ) Submission to Lender Pending                            | 1 2  |                                  | gay description is an architect          |
| ) Submitted to Lender                                     | •  |                                  |  |
| C Lender Decision   | Business Industry Lookup (NAICS) 😧   |                                  |  |
| SBA Review  | 3 Enter Business Industry  |                                  |  |
|   | Type an explicit term or set of terms like "Farming" or "Industrial", then choose a code from the list.  |                                  | 34                                       |

#### Belect - Question Marks for details relevant to those fields

#### **Direct Forgiveness Portal – Loan Details (Section 2)**

- 1. X **Check** If lender provided additional funds as part of a PPP loan increase after initial disbursement. (*Not Common*)
- 2. Covered Period from Drop-Down (8 Weeks, 24 Weeks, Other)
- 3. **Enter** Gross Receipts amount for 2019.

#### 4. Enter - Gross Receipts amount for 2020.

| <ul> <li>Request not Submitted</li> </ul> | 🐨 Messa   | ;es 🚯 Save Request | ← Exit Wizard |
|---|---|--------------------|---------------|
| Holoful Linke                             | Section 2: Loan Information   |                    |               |
|   | PPP Loan Draw   |                    | $\bigcirc$    |
| EtranDemoBank                             | Second Draw   |                    | ~             |
|   | PPP Loan Amount   |                    |               |
|   | \$150,000.00  |                    |               |
| (877)552-2692                             |   |                    |               |
| PP Loop Amount                            | PPP Loan Dispursement Date (YYYY-MM-DD)   |                    |               |
| 150.000.00                                | 2020-11-27  |                    |               |
|   | Click this box if your lender provided you additional funds as part of a PPP loan increase. |                    |               |
| \$0                                       | (Note: this is not a common scenario, most borrowers won't check this box)                  |                    |               |
| our SBA Number                            | Covered Basing Start Data (2004) HM DDL   |                    |               |
|   |   |                    |               |
| our Lender Loan Number                    |   |                    |               |
| 10000                                     | Covered Period 😧  |                    |               |
| our Current Request Status                | 2 8 Weeks   |                    | ~             |
| Request not Submitted                     | Covered Period End Date (YYYY-MM-DD)  |                    |               |
| action required)                          | 2021-01-21  |                    |               |
| E-Signature Required                      |   |                    |               |
| ) E-Signature Processing                  | Gross Receipts for 2019 <u>Clickhere for details by entity type</u>                         |                    |               |
| Submission to Lender Pending              | <b>3</b> s  |                    |               |
| ) Submitted to Lender                     | Gross Receipts for 2020 Click here for details by entity hore                               |                    |               |
| C Lender Decision                         |   |                    |               |
| SBA Review                                | ·   |                    |               |
|   |   |                    |               |
|   |   |                    | reed          |

Content of the second s

#### **Direct Forgiveness Portal – Loan Details (Section 2-cont)**

- 1. **Enter** Number of Employees at time of PPP Loan Application
- 2. Enter Number of Employees at Time of Loan Forgiveness Request (Today).
- 3. <sup>(h)</sup> Select Yes/No from Drop-Down.
- 4. **Enter** Amount of PPP spent on Payroll.
- 5. **Enter** Requested Forgiveness Amount.
- 6. **Enter** Demographic Details (*Optional & WILL NOT impact Forgiveness request*).

| va sal | <ul> <li>Request not Submitted</li> </ul>                       |   |                                    | 🗣 Messages 🛛 🙆 Save Request 🔶 🗧 |
|--------|---|---|------------------------------------|---------------------------------|
|        | Status Helpful Links  | Employees at Time of Loan Application 😧   |                                    |                                 |
|        | EtranDemoBank   | Employees at Time of Forgiveness Request 😧  |                                    |                                 |
|        | General Support Phone Number:<br>(877)552-2892                  | Did you (together with Affiliates) receive a first or second draw PPP loans of \$2 Million or | nore?                              | 3 No ~                          |
|        | PPP Loan Amount<br>\$150,000.00                                 | Amount of Loan Spent on Payroll 😧   |                                    |                                 |
|        | Forgiveness Amount<br>\$0                                       | →<br>Requested Forgiveness Amount •   |                                    |                                 |
|        | Your SBA Number   | 5 s   |                                    |                                 |
|        | Your Lender Loan Number   | Demographic Details (optional)  |                                    |                                 |
|        | Your Current Request Status                                     | Principal Name Q  |                                    |                                 |
|        | <ul> <li>Request not Submitted<br/>(action required)</li> </ul> | Principal Name  |                                    |                                 |
|        | E-Signature Required  | Principal Position 😧  |                                    |                                 |
|        | E-Signature Processing     Submission to Lender Pending         | Principal Position  |                                    |                                 |
|        | Submitted to Lender   | veteran<br>Select   | Select                             |                                 |
|        | Lender Decision   | Ethnicity   | Race (more than 1 may be selected) |                                 |
|        | O SBA Review  | Select  | ~ [                                |                                 |
|        |   | 7 2* Add Demographic  |                                    |                                 |
|        |   |   |                                    |                                 |

Control Select - Question Marks for details relevant to those fields

#### **Direct Forgiveness Portal – No Documentation**

#### Required documents will be shown on the screen below (if applicable).

- Select type of document from Drop-Down, Name Document, and C Select -Choose file. Locate and select file from your device. (Acceptable file types are listed)
- 2. <sup>(h)</sup> Select Upload.
  - Repeat steps 1-2 until all necessary documents have been uploaded.
- 3. 1 Select Next

| US. Small Business<br>Administration  |  |   | 8  | Sign Out      |
|---|--|---|--|---------------|
| Onisideant  |  |   | 🚽 Messages 🛛 🙆 Save Request 🗧 🗧  | - Exit Wizard |
| Status Helpful Links  | Loan Details   | Documentation   | Summary  |               |
| <u>ش</u> EtranDemoBank  | Supporting Documents   |   |  |               |
| General Support Phone Number:<br>(877)552-2692                                  | As a result of your COVID Revenue Reduction Score and/or the characteristi<br>You may continue to the next step to submit your Request. The SBA may su | cs of your request, the SBA has determined that <b>no documentation</b> is require<br>bsequently request information and documents to review as part of its loan re | d to support your Forgiveness Request at this time.<br>eview or audit processes. |               |
| PPP Loan Amount<br>\$150,000.00<br>Forgiveness Amount                           | Document Uploader  |   |  |               |
| \$150,000.00<br>Your SBA Number   | Please name your files contextually.<br>Each attachment must be <b>under 35 megabytes</b> in size to ensure successful submis                          | sion. <b>DO NOT ENCRYPT</b> your documents, this will result in us being unable to process:   | them.  |               |
| Your Lender Loan Number   | Valid file types:<br>pdf xls xlsx csv doc docx jpg jpeg png  | ]   |  |               |
| Your Request Status (no action required)  | V Name   | Choose File No file chosen  |  |               |
| Request not Submitted     E-Signature Required                                  | 1 Upload   |   |  |               |
| E-Signature Processing     Submission to Lender Pending     Submitted to Lender | Uploaded Documents   |   |  |               |
| Lender Decision     SBA Review  | Document Name Document   | nt Type File  |  |               |
|   | Tou nave no uploaded documents yet.  |   |  |               |
|   | < Pre 3 Next >   |   |  | Needhell      |

#### **Direct Forgiveness Portal – Documentation Needed**

#### Required documents will be shown on the screen below (if applicable).

- 1. <sup>(h)</sup> **Select** type of document from Drop-Down, Name Document, and <sup>(h)</sup> **Select** Choose file. Locate and select file from your device. (Acceptable file types are listed)
- 2. <sup>(h)</sup> Select Upload.
  - Repeat steps 1-2 until all necessary documents have been uploaded.
- 3. <sup>1</sup> Select Next.

| LLS. Small Business<br>Administration  | 🙆 💄 Sign Out  |
|--|---|
| Chris Edward 🔵 Request not Submitted   | 🔩 Messages 🛛 🗛 Save Request 🔶 Exit Wizard   |
| Status Helpful Links   | Loan Details Documentation Summary  |
| EtranDemoBank  | Supporting Documents  |
| General Support Phone Number:<br>(#77)553-2092<br>PPFL Loan Amount<br>\$150,000.00<br>Forgiveness Amount<br>\$150,000.00<br>Yuur Stà Number  | Revenue Reduction Documentation Required         Please provide documentation to show Revenue Reduction. To be eligible for a Second Draw PPP Loan, you must have experienced a revenue reduction of not less than 25% in at least one quarter of 2020 compared to the same quarter in 2019. What is dentified that you need to provide documentation to support your individual circumstance.         Such documentation may include any of the following:       •         • relevant tax forms, including annual tax forms       •         • quarterly financial statements (if relevant tax forms are not available)       •         • bank statements (if relevant tax forms are not available)       • |
| Sezal34609 Your Lender Lean Number 4123456799 Your Current Request Status Request not Submitted (action required) E-Signature Required E-Signature Required E-Signature Required Submitsion to Lender Pending Submitsed to Lender I Lender Explorition | Document Uploader         Please name your files contextually.         Each attachment must be under 25 megabytes in size to ensure successful submission. BO NOT ENCRYPT your documents, this will result in us being unable to process them.         Valid life types:         pdf xis       xix         Name         Image: Choose File         No file chosen         St Upload   |
| SBA Review   | Uploaded Documents           Document Name         Document Type           Vou have no uploaded documents yet.  |

#### **Direct Forgiveness Portal – Complete Summary**

Review all relevant information for accuracy, once signed and submitted, edits can not be made to the application.

- 1. 1. Submit and Continue to Electronic Signature
  - Withdraw Request will delete submission
  - *Previous* will go back in unsubmitted application to allow edits.

| U.S. Small Business<br>Administration   |   |   |                                 |                  | Ð            | Sign Out      |
|---|---|---|---------------------------------|------------------|--------------|---------------|
| Request not Submitted   |   |   |                                 | 🗣 Messages       | Save Request | ← Exit Wizard |
| Status Helpful Links  | Loan De   | etails  | Documentation                   |                  | Summary      |               |
| <u>س</u> EtranDemoBank  | Summary of Forgiven   | ess Request   |                                 |                  |              |               |
|   | Review your Forgiveness Rec   | quest   |                                 |                  |              |               |
| General Support Phone Number:<br>(877)552-2692  | Business Name   | Chris Salvard   | Address Line 1                  | Sample Test add1 |              |               |
| BDD Leas Amount   | TIN   | 49322409  | Address Line 2                  | Sample Test add2 |              |               |
| \$150,000.00  | SBA Number  | 102023400   | Primary Contact Phone           | 10000780         |              |               |
| Forgiveness Amount<br>\$150,000.00  | Loan Number   | 4234578   | Primary Email                   | python particles | #17.00F      |               |
| Your SBA Number   | Requested Forgiveness Amount  |   |                                 |                  |              |               |
| Your Current Request Status   |   |   | \$150,000.00                    |                  |              |               |
| Request not Submitted     (action required)     E-Signature Required     E-Signature Processing | IMPORTANT! Once you 'Submit' yo<br>choose to 'Decline to Sign' in the fo<br>the request, you will no longer be al | bur request it will become unavailable for changes u<br>llowing step. If you choose 'Finish Later' or navigate<br>ble to edit. Only choosing 'Decline to Sign' will relea | nless you<br>back to<br>se your |                  |              |               |
| Submission to Lender Pending     Submitted to Lender     Lender Decision                        | request for changes. Once you have signing.   | e made any changes, you can then 'Submit' again to  | เกเรท                           |                  |              |               |
| SBA Review  | Withdraw Request  | o Electronic Signature  |                                 |                  |              | Heed Help     |

#### **Direct Forgiveness Portal – Missing Items Summary**

Missing Items will be outlined prior to submission. The Submit button will be inactive until all Missing Items have been corrected.

Review the specific Missing Item details and then the select - The Missing Item link to update the appropriate field. NOTE: This step may need to be complete multiple times.





### **Direct Forgiveness Portal**

**Application Signing** 

#### **Direct Forgiveness Portal – DocuSign**

#### Applications will be signed electronically via DocuSign.

- 1. <sup>(1)</sup> Select I agree to use electronic records and signature.
- 2. <sup>(h)</sup> Select Continue.

| Please Review & Act on These                          | Documents  |                              | DocuSign                                |
|---|--|------------------------------|---|
| Direct Forgiveness Demo                               |  |                              | _                                       |
| Thank you for your continued business, please contact | us directly for any questions going forward.   |                              |   |
| Please read the <u>Electronic Record and Signat</u>   | <u>re Disclosure</u> .<br>atures   | CONTINUE                     | OTHER ACTIONS +                         |
| 1   |  | 2                            |   |
| DocuSian  | <br>∰ Chara  | e Languane - English (LIS) 🔻 | Convicient © 2021 Donu Gion Inc. 1 125  |
| Docusign  | the change of th | re varguage - English (US) ▼ | 1 solygingin wizzer bodubign ind. 1 vzn |

#### **Direct Forgiveness Portal – DocuSign - Signing**

- 1. 1. Select Start.
- 2. *•* **Select** Initial.
  - Pop-Up will allow systematic, drawn, or uploaded signatures to be applied.
- 3. <sup>(h)</sup> Select Initial.
- 4. 1 Select Sign.
- 5. C Select Finish.

| Please review the documents below. |   | 5   | FINISH  |                                 |   |   |
|------------------------------------|---|---|---|---------------------------------|---|---|
|                                    | Q Q ¥, ⊟ 0  | _   |   |                                 | Ľ   |   |
|                                    | <page-header><form><form><section-header><section-header><section-header><form><form><form><form><form><form><form></form></form></form></form></form></form></form></section-header></section-header></section-header></form></form></page-header> | Adop<br>Adop<br>Put Nar<br>John C<br>SELECT<br>Dy week<br>By week | a<br>pt Your In<br>red<br>me*<br>Doe<br>T STYLE<br>W<br>—Decutigned by<br>—ABC7212F1760<br>—ABC7212F1760<br>—ABC7212F1760 | hitials<br>tais, and signature. | e vectorior representationes en peri-ende | Initials*<br>JD<br>Chan<br>por signature and initials for all purposes with<br>appr signature or initial. |
| n                                  | rant Fornisanase Anninetion Form - 35089. 1   | of 2  |   |                                 | *   |   |

#### **Direct Forgiveness Portal – DocuSign – Decline to Sign**

If, after reviewing the application and prior to finishing, corrections are necessary, Applicants can – *Decline to Sign* 

- 1. <sup>1</sup> Select Other Actions.
- 2. 🗇 Select Decline to Sign.
- 3. <sup>(h)</sup> Select Continue.
- 4. The Select Reason for declining.
- 5. X Check Acknowledgement.
- 6. The Select Decline to Sign.



#### **Direct Forgiveness Portal – DocuSign – Declined Signature**

Applicants will experience a brief waiting period to make corrections after declining to sign. This should take no more than 5 minutes.

• Applicants can return to All Requests or Exit Wizard to regain access to their application and make necessary edits.





### **Direct Forgiveness Portal**

### Submitted Applications

#### **Direct Forgiveness Portal – Submitted**

- Once applications are submitted, progress can be reviewed through the portal.
- The Call Center is not able to provide details to timelines of forgiveness.



#### **Direct Forgiveness Portal – Corrections**

Applicants receive an email notifying of corrections. Details for the correction are located on the *Summary* page. Corrections will require an application withdrawal and resubmission.



#### **Direct Forgiveness Portal – SBA Decision**

Once an application moves to SBA Decision, the below letter will be available within the Application Portal for Borrowers as confirmation of forgiveness.





### **Direct Forgiveness Portal**

Resources

#### FAQ

#### How do I access the portal? This platform can be accessed by visiting <u>https://</u> <u>directforgiveness.sba.gov</u>.

How do I contact the SBA? The SBA's PPP Direct Forgiveness Hotline is **+1 (877) 552-2692**.

Where can I find information about Direct Forgiveness? A Knowledge Base of Frequently Asked Questions can be found <u>here</u>. This resource is regularly updated.

## Q & A



### Melanie Norton

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## **Upcoming Webinars**



Center for Business Resilience and Innovation

How to Optimize Your Pricing Strategy to Maximize Profits Thursday, August 19, 2021 | 1:30 PM - 2:30 PM

How to Find Your Next Employee Using Social Media Wednesday, August 25, 2021 | 1:30 PM - 2:30 PM





### SBA's New PPP Forgiveness Portal Webinar August 11, 2021 | 2:00 -3:00 PM

#### **THANK YOU FOR JOINING US!**