



## PPP Loan Application Portal Instructions

Applications for the new 2021 First and Second Draw Paycheck Protection Program (PPP) Loans are actively being accepted by the Small Business Administration (SBA), which is why we established a convenient online application portal where you can safely provide the required information and upload supporting documents. Our team is dedicated to providing you with a secure and streamlined process to apply.

The portal will automatically save your work as you go, so you can ensure all information is accurately entered.

# LET'S GET STARTED

## STEP 1 – Visit Online Application Portal

Visit [snbconnect.streetshares.com/ppp3](https://snbconnect.streetshares.com/ppp3) using the latest version of **Google Chrome™** browser. Do not use Internet Explorer as it will not work properly.

If you do not have Google Chrome downloaded to your computer, you can download it by clicking on the icon:



## STEP 2 – Create an Account

Fill out the form with your first and last name, business name, email address, create a password (must include at least 8 characters containing upper and lowercase letters, special character and a number).

Check the box if you already received a PPP loan and are seeking the Second Draw PPP loan.

Lastly, check the second box agreeing to represent the business requesting the loan, giving permission for your documents and information to be shared with Security National Bank as your lender.

For your convenience, you will find  next to certain fields that provides further explanation.

Paycheck Protection Program (PPP) Application

To begin your PPP application, you will first need to create an account. If you already have an account, you may sign in using the link below.



### Create Account [Sign In](#)


First Name  Last Name

Please fill in this field.

Business Name

Email Address

Password   

Applicant has previously received a PPP loan and wishes to apply for a second draw PPP loan. 







By checking this box, I represent that I am an authorized representative of the business and agree that Security National Bank of Omaha ("SBA Participating Lender") may share the information and documents submitted with this application with the SBA and other third parties as necessary for the purpose of processing this PPP loan application.

## STEP 3 – Application Hub

Next you will be taken to the Application Hub where you can enter your information in sections **Business Information**, **Owners**, **Loan Request**, **Documents** and **Questions & Certifications**.

PPP Application Hub

**Complete Your Application**  
To submit, you must finish all sections of the application and upload the required documentation.

 <b>Business Information</b> Tell us basic information about your business.	 In Progress
 <b>Owners</b> Provide information about owners of 20% or more of the equity of your business.	Not Started
 <b>Loan Request</b> Add financial information relevant to your loan request.	Not Started
 <b>Documents</b> Upload and manage documents verifying the information you have provided.	Not Started
 <b>Questions &amp; Certifications</b> Answer qualifying questions, consent to terms of use, and provide contact information for the person who will be signing the final application form and PPP loan terms.	Not Started

**IMPORTANT:** Once you complete all fields and upload your documents, you will be emailed from **PPP Loan Admin via DocuSign** <dse\_na2@docusign.net>. Please check your spam email in case you are missing it. You must download the PDF you sign within DocuSign and upload it in the Documents area of our portal to finalize submission.

A few helpful tips:

- ✓ The portal will automatically save your work as you go, so you can ensure all information is accurately entered.
- ✓ The submit button will not appear until the forms are fully completed.
- ✓ Documents file types preferred: Excel and Adobe PDF (no size requirement)
- ✓ You will need to upload Forms [2483](#) (First Draw) or [2483-SD](#) (Second Draw) into the documents area.
- ✓ For Second Draw PPP Loans, you will need your SBA Loan Number as a reference.

If you need further help, please contact your banker for assistance.

Toll-free: 844-SNB-1964

Omaha and Council Bluffs 402-344-7300

West Des Moines 515-369-3248

Dallas 469-749-8960