

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 <u>snbconnect.streetshares.com/ppp3</u> 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:



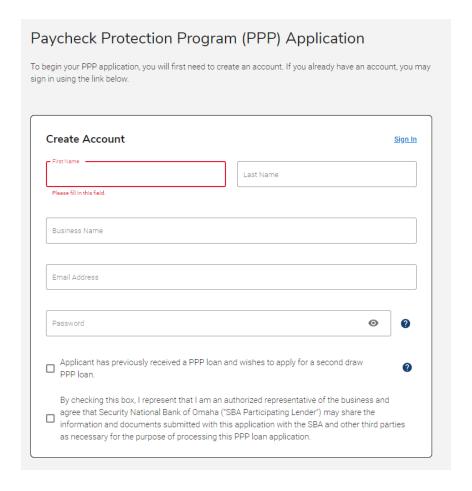
STEP 2 - Create an Account

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.

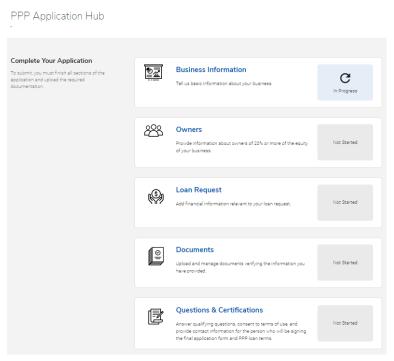
Lastly, check the second box agreeing to represent the business requesting the loan, giving permission for your documents and information to be shared with Security National Bank as your lender.

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



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**.



IMPORTANT: Once you complete all fields and upload your documents, you will be emailed from **PPP Loan Admin via DocuSign** cdse_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 <u>2483</u> (First Draw) or <u>2483-SD</u> (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

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