PPP Portal: Borrower Application Procedure

(Paycheck Protection Program)

IMPORTANT: USE THE CHROME WEB BROWSER ONLY WHEN COMPLETING THE ONLINE APPLICATION TO AVOID EXPERIENCING POSSIBLE GLITCHES.

IF APPLY FOR MULTIPLE BUSINESSES, YOU MUST USE A UNIQUE EMAIL ADDRESS FOR EACH APPLICATION SUBMITTED, OTHERWISE YOU WILL RECEIVE AN ERROR MESSAGE ON SUBSEQUENT SUBMISSIONS.
Accessing the PPP Portal: Borrower Procedures

The Applicant will be presented with two options:

- **Start New Application**; or
- **Continue Application**

Paycheck Protection Program Application

Start your application for a small business relief loan under the CARES Act today!

Paycheck Protection Program loans are intended to help small businesses keep their workers employed during the COVID-19 emergency. Loans are provided with no fees, 2 year term, and an Interest rate of 1.0%. Additionally, the program features loan forgiveness based on employee/wage retention over an 8-week period. The application period for PPP loans ends June 30, 2020.

To start a new application click **Start New Application**. If you have already started an application click **Continue Application**.
Accessing the PPP Portal: Borrower Procedures

★ New Application

New Paycheck Protection Program Application
Please start by providing an email address. We will email you a link to your application so you can continue filling it out.

Email * Email

Send Email

Either selection will ask for the borrowers email address and they will then receive an email to continue to the next step

★ Continue Application

New Paycheck Protection Program Application
Please start by providing an email address. We will email you a link to your application so you can continue filling it out.

Email * Email

Send Email
Accessing the PPP Portal: Borrower Procedures

The borrower will receive an email from notifications@venturesgo.com that will contain a link for them to return to the online app.
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After clicking on the link, Borrower will be asked if they have an existing funded loan with company.

If Yes, they will be asked to provide Loan Number and SSN to link the application to the existing loan:

1. Loan Number = Needs to match a Loan Number or Log Number
2. SSN = Needs to match SSN of any one owner in the Primary Operating Company from existing loan

If No, it will take them directly to application.
Accessing the PPP Portal: Borrower Procedures

The borrower will complete each tab making sure anything with an * is completed.

The data will auto-save as they enter the information.

If borrower linked existing loan to application, some information will automatically pre-populate but can be edited.
Accessing the PPP Portal: Borrower Procedures

**Loan Application**
The borrower will need to download and complete the Paycheck Protection Program Application by clicking on the link. This document then needs to be uploaded through the Select File button.

**Loan Amount**
Borrower may download the Excel calculator to assist in calculating their average monthly payroll. Once the amount has been calculated they will then enter into the Average Monthly Payroll field and can upload their excel calculations for Lender to view. They will need to Certify their calculations by checking off the Certification box.

Upload completed Certification of Beneficial Ownership form and Harvest PPP Supplemental Form with SBA Loan Application.
Borrower will then fill out job information and upload requested tax filings.
An owner tab will need to be completed for anyone owning 20% or more of the borrowing entity. Complete all the required fields and upload a copy of the driver’s license for each.
Accessing the PPP Portal: Borrower Procedures

If any comments are needed, borrower can add them to the Comments box. If borrower needs to save application and complete later, they can click Finish Later button.

If ready to submit application, then Click Submit My Application. Once successfully submitted, the borrower will receive a message that submission was successful.