



PPP Loan Process

Customer Guidebook



The CPA Business Funding Portal for Clients

Two platforms working together to deliver the
Paycheck Protection Program.

CPA **Business Funding** Portal



- CPA firms prepare apps
- AICPA PCPS Tips integrated
- A service of CPA.com
- 10,000+ practitioners



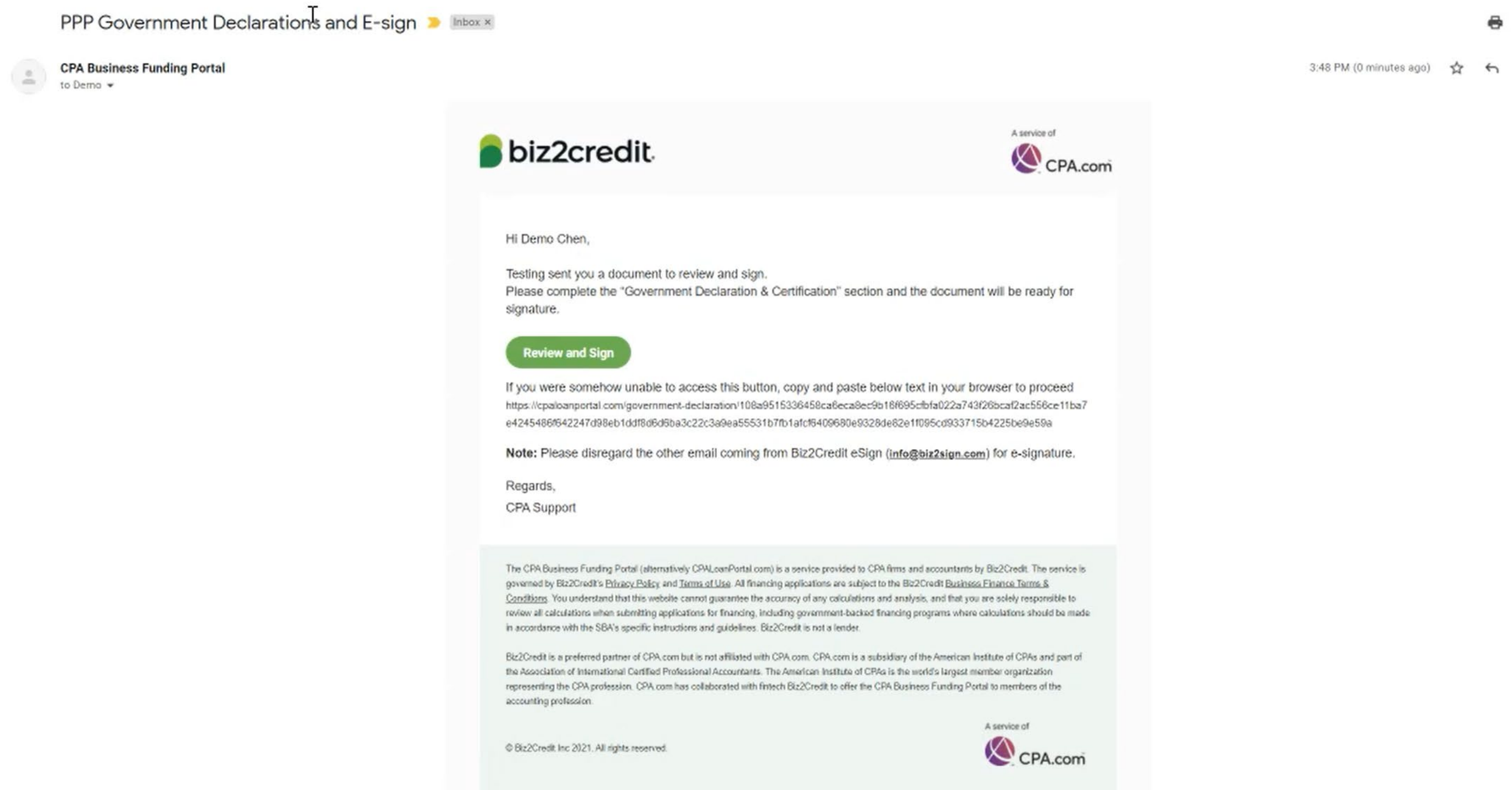
- Leading funding platform
- \$3B+ small business financing
- SBA-approved direct funder
- 250,000+ small businesses

The CPA Business Funding Portal does not substitute for clients' relationship with Biz2Credit. Clients must participate in the processing of their loan, as required by SBA guidelines. Clients will need to take some actions themselves and work closely with Biz2Credit representatives to ensure a smooth process.

Government Declaration and eSign

CPA **Business Funding** Portal

Receive email for eSign




(1 of 3)





Complete Government Declaration


(2 of 3)


Service Update: Last night we took the CPA Business Funding Portal into a maintenance period due to ongoing instability with the SBA API (interface). The maintenance window was completed at 7am ET for all users. Over the next 24 hours enhancements will be released to the Portal, including the ability to preview an application before submitting.




 CPA.com | Questions? |  cpa@biz2credit.com


Additional certifications:

Are any owners of the business debarred or excluded from this transaction by any Federal department, or presently involved in any bankruptcy? 

Is any owner of the business subject to criminal charges, or presently incarcerated, or on probation / parole? 



Initial to certify:

Has any owner of the business, for this business or another business they own, taken a loan guaranteed by any Federal agency that is currently delinquent or which has defaulted in the last 7 years? 

Has any owner of the business been convicted of a felony involving a financial crime in the last 5 years, or been convicted of a felony or been placed on probation / parole within the last 1 year? 

Initial to certify:


For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

Disclaimer: The borrower's Paycheck Protection Program (PPP) loan application is subject to our [Business Finance Terms and Conditions](#). PPP loans are issued at the sole discretion of the lender and the SBA in accordance with their respective rules and other federal guidelines. PPP funding is subject to eligibility requirements, availability of funds and SBA approval. Approved PPP loans are governed by definitive documentation of the lender, which incorporate PPP terms and conditions. Biz2Credit is not a lender.


[Privacy](#) | [Terms](#)

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A service of  CPA.com

Support: cpasupport@biz2credit.com

Powered By



Complete Government Declaration

(3 of 3)

- ☒ The funds will be used to retain workers and maintain payroll; or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures as specified under the Paycheck Protection Program Rules; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.
- ☒ I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, covered utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures, and not more than 40% of the forgiven amount may be for non-payroll costs. If required, the Applicant will provide to the Lender and/or SBA documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of eligible expenses for the covered period following this loan.
- ☒ The Applicant has not and will not receive another loan under the Paycheck Protection Program, section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)) (this does not include Paycheck Protection Program second draw loans, section 7(a)(37) of the Small Business Act (15 U.S.C. 636(a)(37))).
- ☒ The Applicant has not and will not receive a Shuttered Venue Operator grant from SBA.
- ☒ The President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings provided in Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.
- ☒ The Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f).
- ☒ I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- ☒ I acknowledge that the Lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge, and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Please sign your initials here:

SUBMIT

eSign Form: 2483 or 2483-SD

Biz2Sign

More Options

Page: 1

Page: 2

Page: 3

636(a)(37)).

DC

The Applicant has not and will not receive a Shuttered Venue Operator grant from SBA.

DC

The President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meaning provided in Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.

DC

The Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f).

DC

I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

DC

I acknowledge that the Lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge, and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Sign Here

Signature of Authorized Representative of Applicant

Demo Chen

Print Name

SBA Form 2483 (1/21)

01/22/2021

Date

CEO

Title

2

eSign Complete: 2483 or 2483-SD

Biz2Sign

More Options

Biz2Sign Document Reference: E7803A9959C24F438E8BC540E16C3345

Paycheck Protection Program
Borrower Application Form Revised January 8, 2021

OMB Control No.: 3245-0407
Expiration Date: 7/31/2021

Check One:

☐ Sole Proprietor

☐ Partnership

☒ C-Corp

☐ S-Corp

☐ LLC

☐ Independent Contractor

☐ Self-Employed Individual

☐ 501(c)(3) nonprofit

☐ 501(c)(6) organization

☐ 501(c)(19) veterans organization

☐ Housing cooperative

☐ Tribal Business

☐ Other

DBA or Tradename (if applicable)

Year of Establishment (if applicable)

Business Legal Name

NAICS Code

Guangyu Demo 101

212221

Business Address (Street, City, State, Zip Code - No P.O. Box addresses allowed)

Business TIN (EIN, SSN)

Business Phone

(324) 254-2344

Email Address

quangyudemo101@biz2cdiv.com

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✓ You have completed your documents

X Close

Download document

Print

Following eSign, CPA firm finishes the submission

Once the client has eSigned the SBA 2483, the CPA firm receives the form within their CPA Business Funding Portal dashboard. The firm uploads all supporting documents as required by SBA regulations and guidelines to complete the package for submission into the SBA queue with Biz2Credit's funding platform. Once ready, the firm will review all information and click the button to submit the application. From there, the client will receive the confirmation that their application has been submitted to Biz2Credit and the SBA queue and will be able to pick up the journey within their Biz2Credit account.

After submission, firms will be able to track the status of applications as they proceed through the SBA queue ultimately all the way to funding. CPAs are able to review all application details they submitted, and they can see updates about applications on their dashboard as they are progressing through the process.

However, clients will be required to input information in their Biz2Credit accounts at some points in the process following submission, as the SBA requires lenders to work directly with borrowers to ensure compliance.

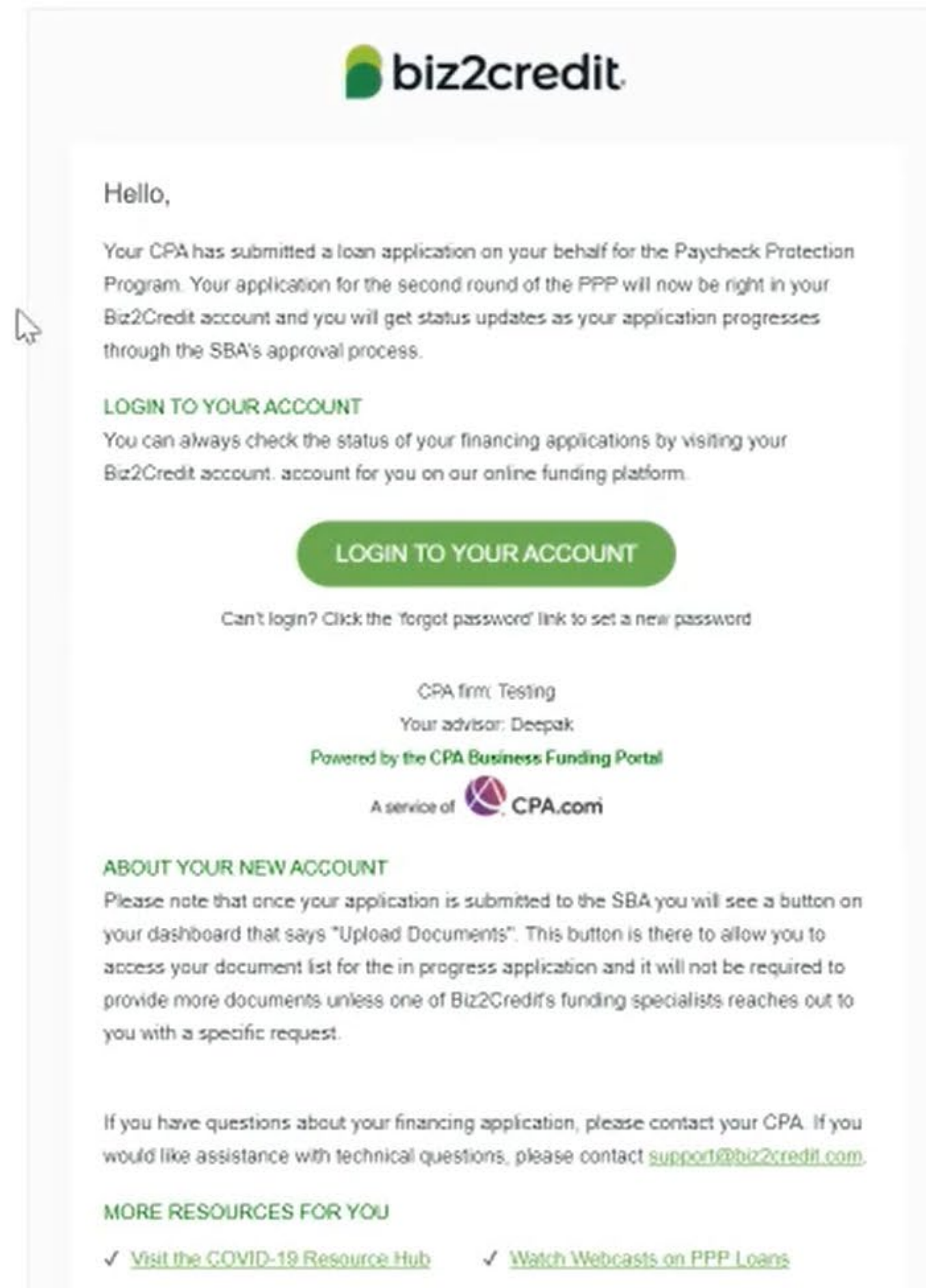
Biz2Credit Account



Receive Email to Login

The individual who is listed as the principal client (on the 'Client' record within the CPA Portal) will receive the login with credentials to access a new Biz2Credit account.

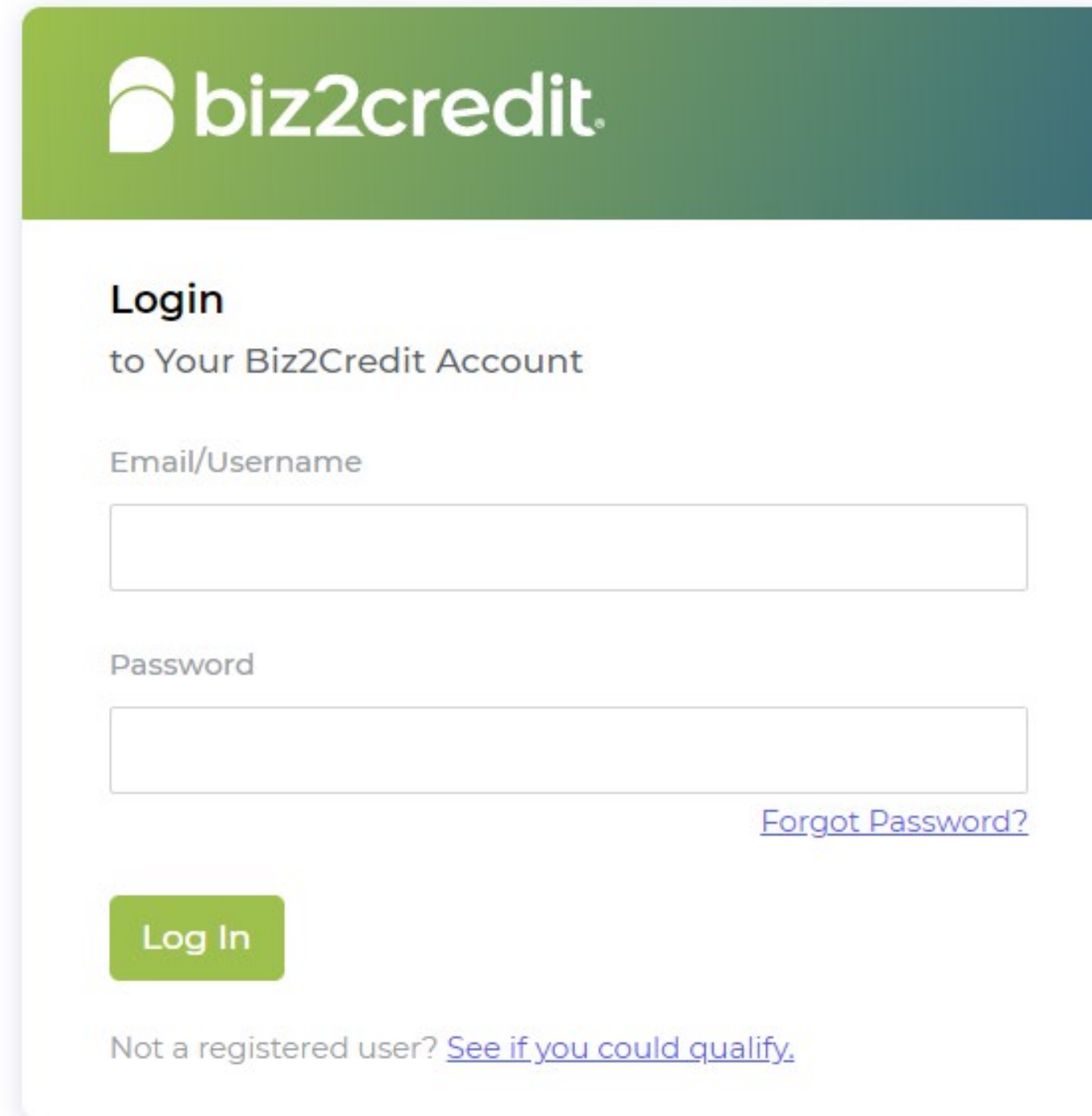
If the client already has a Biz2Credit account, they can login directly and access their application in their existing account.



Login to Biz2Credit

Reset password if there's any difficulty using the credentials included in the email

If clients have difficulty logging into their accounts they should use the 'Forgot Password' option here to login.

A screenshot of the Biz2Credit login page. The page has a green header with the Biz2Credit logo. Below the header, the text "Login to Your Biz2Credit Account" is displayed. There are two input fields: "Email/Username" and "Password". A green "Log In" button is located below the password field. To the right of the password field is a link that says "Forgot Password?". At the bottom of the login form, there is a link that says "Not a registered user? See if you could qualify.".

biz2credit.

Login
to Your Biz2Credit Account

Email/Username

Password

[Forgot Password?](#)

Log In

Not a registered user? [See if you could qualify.](#)

[Privacy](#) [Terms](#) [Sitemap](#)

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User Dashboard – Application Submitted to SBA

The client dashboard is where clients will find all the information available about their application as it moves through the different stages of the program.

Applications submitted to the SBA will take no less than 48 hours before the SBA issues a decision. Clients should check back after that time, and will be notified over email when they have received an approval.

The screenshot shows a user dashboard with a progress bar at the top. The progress bar has five stages: 'Get Started' (checked), 'Application' (checked), 'Pending' (checked), 'Submitted' (active, highlighted with a green circle), and 'Get Funds(\$)' (not started). Below the progress bar, there is a main content area with a heading 'Paycheck Protection Program Application is being reviewed by SBA'. The text below the heading states: 'Your application is being reviewed by the Small Business Administration (SBA). The SBA will conduct a series of verifications on your application before issuing their decision. They may request further supporting information or they may identify adjustments that are required according to prevailing regulations. Either way, when they tell us we will tell you. **Next Step:** make sure you gather and upload all the relevant documents for your business to speed up your funding once you receive an SBA approval.' Below this text is a note: 'Note: Our team may reach out to you if we determine that more information is needed to process your application.' To the right of the main content area, there is a sidebar with a heading 'Have a question? Learn More About the PPP' and two links: 'Read our PPP FAQs [x]' and 'Visit the COVID-19 Hub [x]'. Below these links is the email address 'support@biz2credit.com' and the phone number 'Email us or call the hotline 855-415-4632'. At the bottom of the dashboard, there is a table with three columns: 'Funding Institution', 'Status', and 'Action'. The table has one row with the following data: 'Itria Ventures' under 'Funding Institution', 'Submitted to SBA' under 'Status', and 'Upload Documents' under 'Action'. The 'Upload Documents' button is highlighted with a green arrow pointing to it from the text on the right.

Funding Institution	Status	Action
Itria Ventures Paycheck Protection Program 2020 CARES ACT	Submitted to SBA	Upload Documents

It is possible for the SBA to issue an error message upon submission into their system. If this occurs, first an automatic reattempt is made. Then a funding specialist is assigned for manual review.

Most CPA clients will see a button to 'Review Documents' since the CPA firm already provided documents

Adding ACH Details for Funding

Only available if the loan is approved by SBA

Are you looking to apply for a PPP loan? You can start an application right in your Biz2Credit account [Start PPP Application](#).
If you need to see all applications in your account, visit the [Applications Page](#).

Get Started Application Pending Submitted Get Funds(\$)

Approved!



Paycheck Protection Program

Your application has been approved. It may take at least 48-72 hours before you receive your final loan closing documents. Our team is working on it and will be in touch for your next steps. Here are the key details you'll find in it:

Key Loan Details:


- Interest Rate: 1% per year
- Term: 5 Years
- Payments: deferred for 10 months
- Term: 5 Years
- Payments: deferred for 10 months
- SBA Loan Number (E-Tran):

Note: Your Paycheck Protection Program loan is forgivable. Please check back on your Biz2Credit account dashboard after you have finished using up your funds (or at least 8 weeks after receiving your funds) to see more information and prepare a forgiveness application.

Have a question?
Learn More About the PPP
[Read our PPP FAQs](#) 
[Visit the COVID-19 Hub](#) 

support@b2cdev.com
Email us or call the hotline 855-415-4632

IMPORTANT NOTICE ABOUT CALL VOLUMES:
We are receiving high call volumes. Responses will be delayed and your call may not go through. We strongly recommend emailing our support address about program or technical questions.

Funding Institution	Status	Action
 Itria Ventures Paycheck Protection Program 2020 CARES ACT	Approved	Add ACH Details Review Documents

Once the client's loan application is approved by the SBA, the client's dashboard will update to reflect the new status of the application and new action items will be available for the client to select. This includes the 'Add ACH Details' button.

Clients should be prepared to provide a voided check and a bank statement, or else they can connect to their online bank account securely – all within their Biz2Credit account.


Upload Additional Documents

(only if applicable)

Firms have already provided clients with a complete package for the PPP based on the application steps in the CPA Business Funding Portal. However, clients may be asked for a new document following submission. If this occurs, this documents page is where they can upload them to their account.

Important Note:

Documents that are listed in green have already been uploaded for the client and do not need to be uploaded again.



You're Applying for the Paycheck Protection Program

Go to Dashboard

Paycheck Protection Program - Required Documents

Please upload the following documents that are required for verification of business information under the Paycheck Protection Program.


2019 IRS Form 1040 Schedule C / 1065 / 1120(S)	Upload
2020 invoice, bank statement or book of record showing business was operating as of 2/15/2020	Upload
<u>Driver's License(s) or other Real ID document (front and back) (1)</u> ?	Upload
<u>Additional documents if needed (1)</u>	Upload
PPP-Addendum A (Optional) Download sample	Upload
PPP-Addendum B (Optional) Download sample	Upload
<u>SBA 2483 eSign (1)</u>	Upload


Save & Finish

Your privacy and security is our top priority

Information you provide is stored in a secure database backed by ISO-27001 security and encryption standards

Biz2Credit does not share your data with any third party without your consent


★ Trustpilot



Have an issue? Get help

Contact Support

Your App ID: #488689

Help & FAQs
Read the PPP Loan FAQs we've put together.
[Read FAQs »](#)

?

View Saved ACH Details



My Account ▾



Dashboard



Applications



Business Tools ▾

Paycheck Protection Program - Your ACH Details


Your bank account and routing information has been added to your Biz2Credit You will receive your Paycheck Protection Program funds in the account listed below once the full Loan Closing process is completed.

ACH Details

Edit

Bank Name: JPMorgan Chase

Business Name on Account: Test Business

Account Number: XXXXXXXXX 

Routing Number: 938402948

Back to Dashboard

The ACH information can be edited once it is input. Clients can reach this page by selecting 'View ACH Details'

Complete ACH Details – application progresses

After finishing the ACH details, clients' applications will be placed into the final verification queue.

At this stage, a funding specialist is assigned to the client. Due to processing volume, multiple team members may reach out to your client, but the assigned funding specialist will be a point of contact in case the client experiences problems during the process.

✓

Get Started

✓

Application

✓

Pending

○

Submitted

○

Get Funds(\$)

Approved!


Paycheck Protection Program

Your application has been approved. It may take at least 48-72 hours before you receive your final loan closing documents. Our team is working on it and will be in touch for your next steps. Here are the key details you'll find in it:

Key Loan Details:

- Interest Rate: 1% per year
- Term: 5 Years
- Payments: deferred for 10 months
- SBA Loan Number (E-Tran): XXXXXXXXXX

Note: Your Paycheck Protection Program loan is forgivable. Please check back on your Biz2Credit account dashboard after you have finished using up your funds (or at least 8 weeks after receiving your funds) to see more information and prepare a forgiveness application.

Your Funding Specialist
Tommy Blinder

Email: test@b2cdev.com
Direct: [\(425\) 903-3620 x 143](tel:(425)903-3620)

Funding Institution	Status	Action
<div><div>Itria Ventures</div><div>Paycheck Protection Program 2020 CARES ACT</div></div>	Approved	<div>View ACH Details</div> <div>Review Documents</div>

If More Information is Needed

Following loan verification, it is possible that more information will be needed to complete loan closing

If the client's application requires additional information at the final step in the loan closing process, they will be assigned a funding specialist who will reach out to them about the specific requirements that have been uncovered by the verification team.

This is ordinarily due to missing ACH information that the client should provide.

Each circumstance is unique. Clients will need to work with a specialist to complete the review.

DashboardApplicationsBusiness Tools

Request Call Back800-200-5678My Account

Get StartedApplicationOffersUpload DocsGet Funds(\$)

Information Needed

Paycheck Protection Program

Your approved loan application is being verified by Biz2Credit's funding affiliate. This is required before final processing can be completed. Our team has identified further information they would like to confirm with you about your application. Your funding specialist will reach out to confirm these details or share specific instructions for your business to proceed to the loan closing step in the process.

Have a question?

Learn More About the PPP

[Read our PPP FAQs](#)

[Visit the COVID-19 Hub](#)

support@b2cdev.com

Email us or call the hotline 855-415-4632

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Funding Institution	Status	Action
<div><div>Itria Ventures</div><div>Paycheck Protection Program 2020 CARES ACT</div></div>	More Information Needed	<div>Add ACH DetailsReview Document</div>

eSign the PPP Loan Agreement

A request for eSign will go to the client with the loan agreement once verification is complete

DocuSign



Biz2Credit Contract Support sent you a document to review and sign.

REVIEW DOCUMENT

Biz2Credit Contract Support
esignature@biz2credit.com

You have received a document for eSignature. Please review & sign your document.

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method

Visit DocuSign.com, click 'Access Documents', and enter the security code:

About DocuSign

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™.

Questions about the Document?

If you need to modify the document or have questions about the details in the document, please

Once the client's application has passed final verification, the client will be sent a link to eSign their PPP Loan Agreement. This email will come from DocuSign and will contain a link directly to the secure signature page where they can add their signature and complete the contract.

User Dashboard – Funded

Once clients' contracts have been signed, the client will be notified. They should wait approximately 48 hours for ACH transfers to complete to the account they listed on file in their Biz2Credit account.

Request Call Back
800-200-5678

My Account ▾

Dashboard

Applications

Business Tools ▾

✓

Get Started

✓

Application

✓

Offers

Upload Docs

Get Funds(\$)

Funded

Paycheck Protection Program

Our records indicate that your loan has been funded. If you are not seeing funds in your account, Please contact the lender directly.

Key Loan Details:

• Interest Rate: 1% per year

• Term: 5 Years

• Payments: deferred for 10 months

• SBA Loan Number (E-Tran): XXXXXXXXXX

Note: Your Paycheck Protection Program loan is forgivable. Please check back on your Biz2Credit account dashboard after you have finished using up your funds (or at least 8 weeks after receiving your funds) to see more information and prepare a forgiveness application.

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Funding Institution	Status	Action
<div><div> Itria Ventures</div><div>Paycheck Protection Program 2020 CARES ACT</div></div>	Funded	Schedule a Call

PPP Processing Timeline

Minutes > ^{Minimum} **48 hrs** > ^{Up to} **10 days** > ^{Up to} **10 days** > ^{About} **48 hrs**

Complete the Government Declarations and eSign sent by the client's CPA firm.

CPA Business Funding Portal

Submission into SBA and timeframe for SBA decision to be made is no less than 48 hours.

Biz2Credit Account

Client's application is approved and the final verification process begins. Client must provide ACH details and any outstanding documents or clarifications during this time.

Loan agreement is generated and sent to the client for eSign. Approximate processing times are 6-7 business days right now.

Funds are sent to the client's account via ACH or wire transfer. Processing may take up to 48 hours.

Client's Bank Account



Paycheck Protection Program

Proud to help
thousands of small
business owners
participate in the PPP

Learn more:
biz2credit.com/PPP