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CPA Business Funding Portal

Live PPP Service Updates

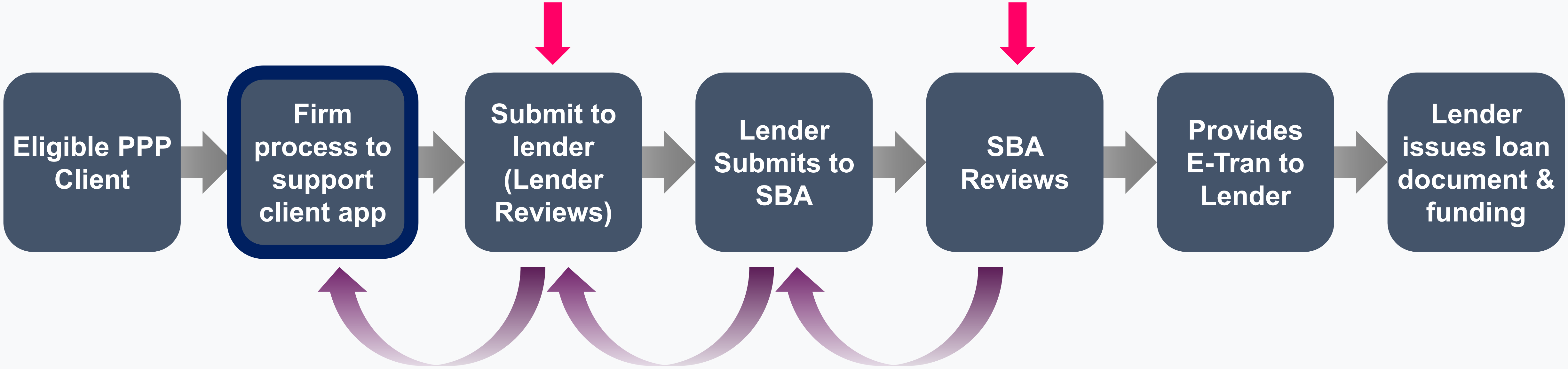
April 13, 2021

Operational Updates from the CPA Business Funding Portal Team

PPP Firm to Lender Workflow

Very important for all information to be double-checked – avoid SBA processing errors at this point

Processing errors (~30%)



Lender or SBA returns application for more information

(Process could take days to weeks)

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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.	Submission into SBA and timeframe for SBA decision to be made is no less than 48 hours.	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 12-14 business days right now.	Funds are sent to the client's account via ACH or wire transfer. Processing may take around 48 hours.
CPA Business Funding Portal	**Biz2Credit Account**			**Client's Bank Account**

ACH Details
NEW

Submission Status

Underwriter Notes
NEW

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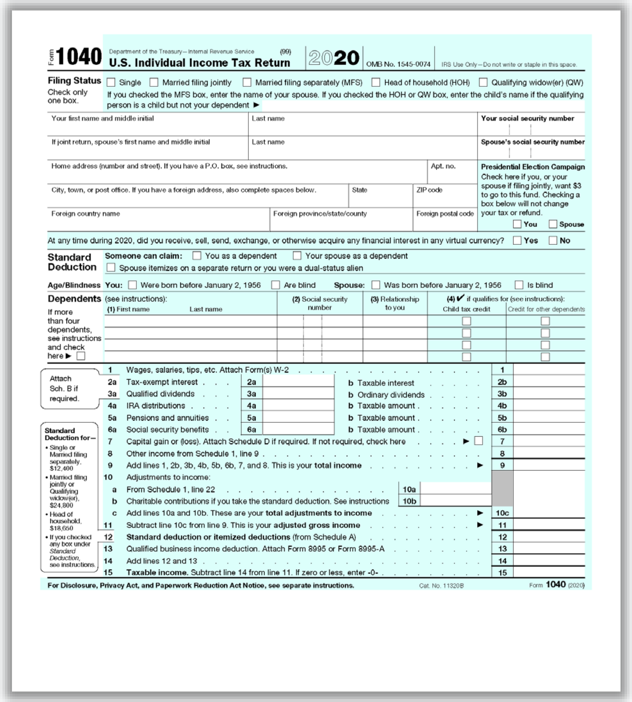
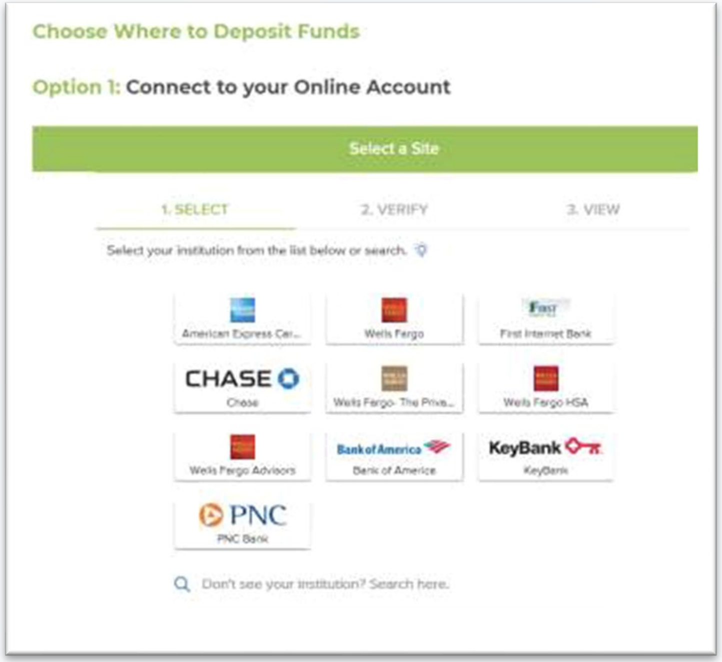
Additional Verification Steps

As we take action to ensure the CPA Business Funding Portal is used to generate and submit verified applications, our teams may be reaching out to you and your clients for some further documentation to complete this necessary due diligence.

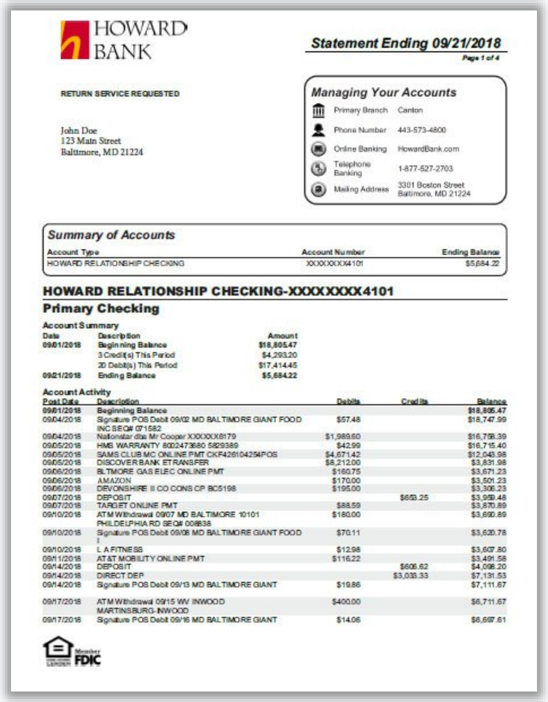
IRS Form 1040 (Tax Return)



Online Account Verification



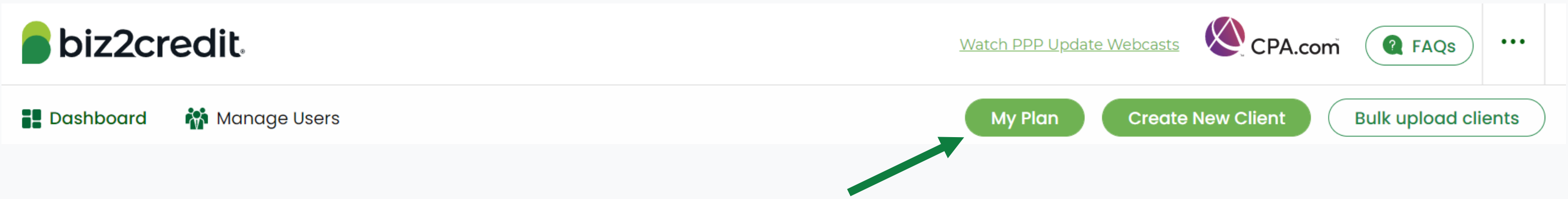
Bank Statement



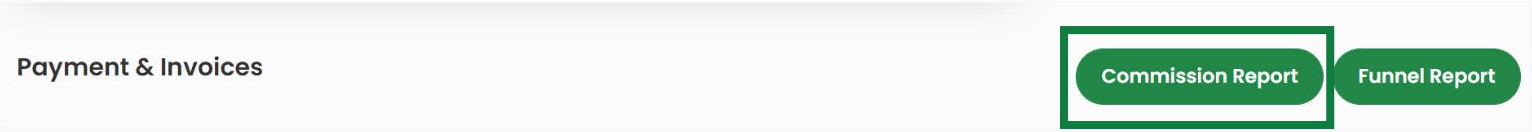
Commission Report – Accessing the Report

As more applications are funded, firms can view their Commission Report under "My Plan" page.

1 Click on "My Plan" button on the dashboard (Firm Admin only)



2 Access the Commission Report below Usage Dashboard



Commission Report – View & Export Report

You will be able to view the details of the applications that have been funded as well as your commission for each application.

Commission Report - Pending Final SBA Guidance & Regulations

The following table shows the funded Paycheck Protection Program loans submitted by your firm through the CPA Business Funding Portal. These loans qualify for commission according to the Agent Fee structure provided by the government.

You can export the report in excel format

Download Excel

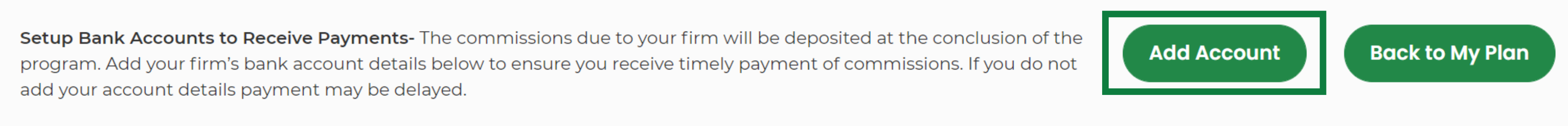
Case ID	SBA Loan Number	Business Name	Lender	Funded Date	Funded Amount	Commission[1]	Opt-in
APP18066	2918400233	Test Businessskjhdfjkhflndsl	Itria Ventures	03/10/2021	$798,798.00	$3,993.99	☑
Total					$798,798.00	$3,993.99	

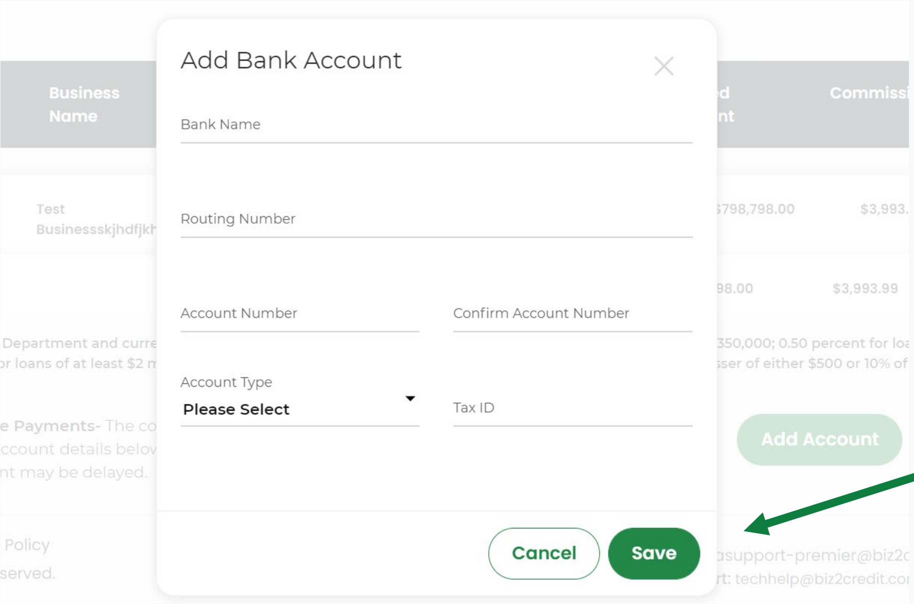
You can opt out of receiving the commission for this application by unchecking the box. The decision is final, and you will not be able to change it in the future

1. Agent fees are set by the Treasury Department and currently set so they may not exceed One percent (1.00%) for loans of not more than $350,000; 0.50 percent for loans of more than $350,000 and less than $2 million; 0.25 percent for loans of at least $2 million; for Loans under $50,000, it is expected that the fee will be based on the lesser of either $500 or 10% of the loan amount.

Commission Report – Bank Account Info

A bank account is required to ensure timely payment of the commissions. You can provide your bank account information by clicking on the "Add Account" button below the commission report.





Your bank account information will be saved in the portal and it will be the account where the commissions will be deposited.

Question & Answer

Enter Your Questions in the GoToWebinar Control Panel. Our team uses these questions to inform future resources and Live Service Update topics.

Summary and Key Takeaways

SBA Announcements

SBA updated rules are fully implemented in the CPA Business Funding Portal and now available for all users.

Deadline now extended to **May 31**.

Watch for updates about SBA funding for the program – approximately $50 billion remains.

New Features

Look for the ability to **add ACH details** on new PPP applications your firm is submitting

Check your firm's application **funnel report** for a picture of the processing status for your firm

Clients can now resolve many common **validation errors** by logging into their dashboard

Tips & Best Practices

Watch the recap videos available on CPA.com

CPA.com/PPPresources

Join us on Thursday at 10am ET