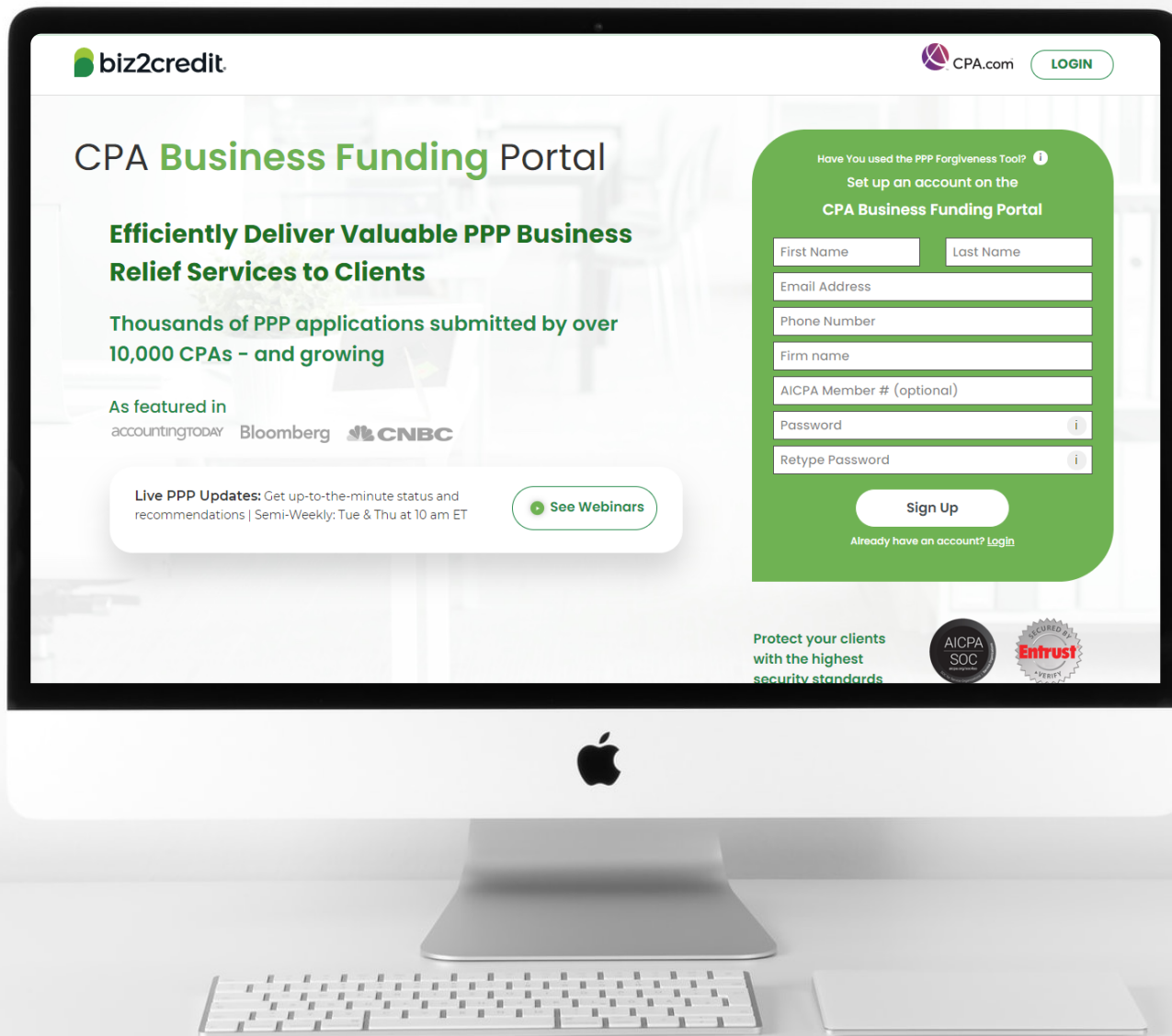




# CPA **Business Funding** Portal

Live PPP Service Updates

April 15, 2021



# Operational Updates from the CPA Business Funding Portal Team

# Updates to Your Experience

- ✓ New 2483 Forms (3.3 version)
- ✓ Error code messages on View Application page
- ✓ Sort dashboard by applications
- ✓ Updates to PPP forgiveness
- ✓ PCPS Pro Tips in PPP application process
- ✓ Add ACH details for clients (Paid subscribers)
- ✓ Draw 2 loans for 2021 Draw 1 borrowers **NEW**
- ✓ Status sync with client dashboard enhancements
- ✓ Resource hub now available
- ✓ New client dashboard views
- ✓ Updated status descriptions
- ✓ Loan amount & E-Tran on View Application page
- ✓ Schedule C Gross Income Application Workflow
- ✓ Underwriting Notes & Conversational Thread **NEW**

# 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**

ACH Details  
**NEW**

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

**Biz2Credit Account**

Submission Status

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.

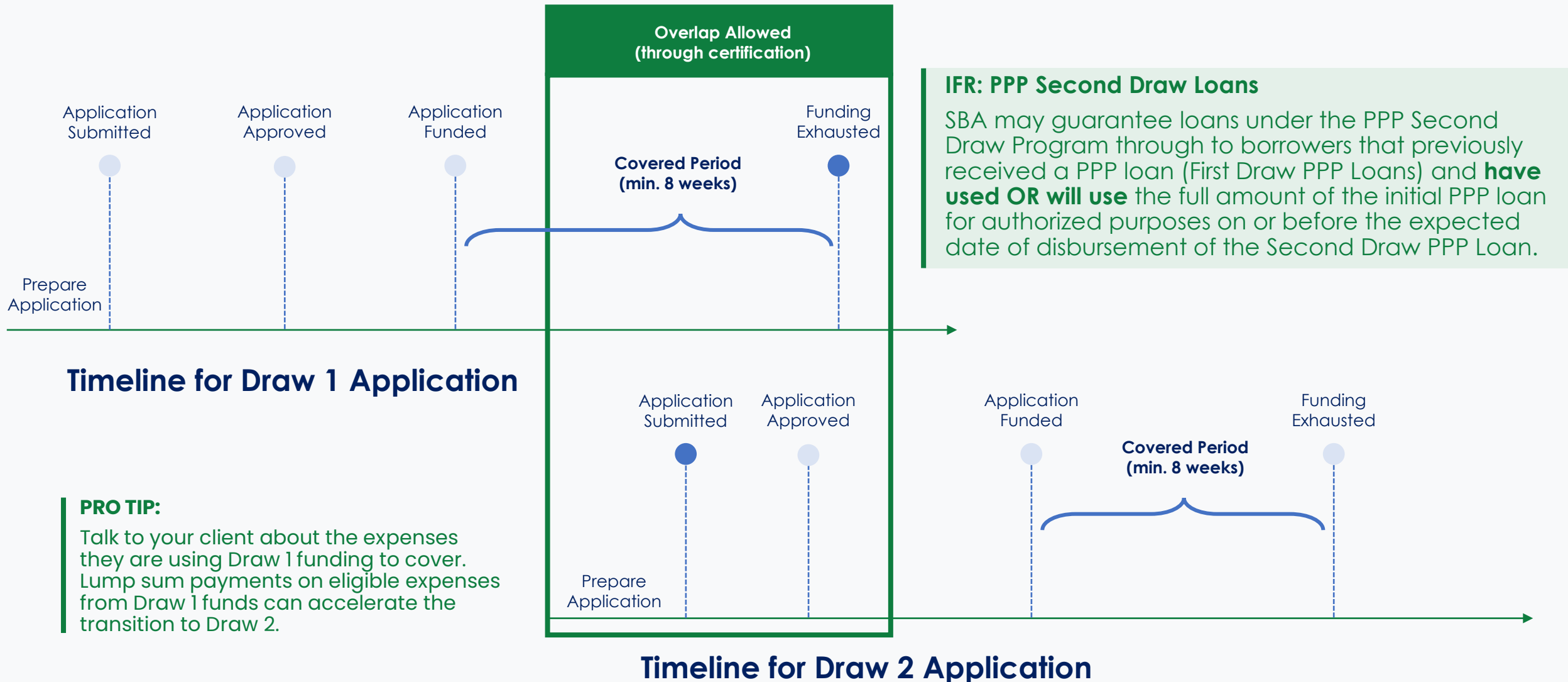
Underwriter Notes  
**NEW**

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.

**Client's Bank Account**

# Draw 2 Application Conditions Explained



# 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)

The image shows the top portion of the 2020 U.S. Individual Income Tax Return (Form 1040). It includes the filing status section with options for Single, Married filing jointly, Married filing separately, Head of household (HOH), and Qualifying widow(er) (QW). Below this is the address section, followed by the age and blindness section. The 'Standard Deduction' section is also visible, with checkboxes for 'Someone can claim' and 'Spouse itemizes on a separate return or you were a dual-status alien'. The 'Dependents' section is partially visible, showing fields for first name, last name, social security number, and relationship. The bottom section shows the beginning of the income section, with line 1 for 'Wages, salaries, tips, etc. Attach Form(s) W-2'.

## Online Account Verification

The image shows the 'Choose Where to Deposit Funds' screen. It features a green header with the title 'Choose Where to Deposit Funds' and a sub-header 'Option 1: Connect to your Online Account'. Below this is a large green button labeled 'Select a Site'. Underneath the button, there are three columns labeled '1. SELECT', '2. VERIFY', and '3. VIEW'. The '1. SELECT' column contains a search bar and a list of financial institutions: American Express Card, Wells Fargo, First Internet Bank, CHASE, Wells Fargo - The Private..., Wells Fargo - HSA, Wells Fargo Advisors, Bank of America, KeyBank, and PNC Bank. At the bottom, there is a search bar with the text 'Don't see your institution? Search here.'

## Bank Statement

The image shows a Howard Bank Statement ending 09/21/2018. It includes the Howard Bank logo and the statement title 'Statement Ending 09/21/2018'. Below this is the 'RETURN SERVICE REQUESTED' section, followed by the account holder's name 'John Doe' and address '123 Main Street, Baltimore, MD 21224'. The 'Managing Your Accounts' section lists contact information for Primary Branch, Phone Number, Online Banking, Telephone Banking, and Mailing Address. The 'Summary of Accounts' section shows the account type 'HOWARD RELATIONSHIP CHECKING', account number 'XXXXXXXX101', and ending balance '\$5,684.32'. The 'Primary Checking' section shows the account summary with a table of transactions. The 'Account Activity' section shows a table of transactions with columns for Date, Description, Debit, Credit, and Balance.

# Resources Available to Answer Your Questions

## Webcast Center

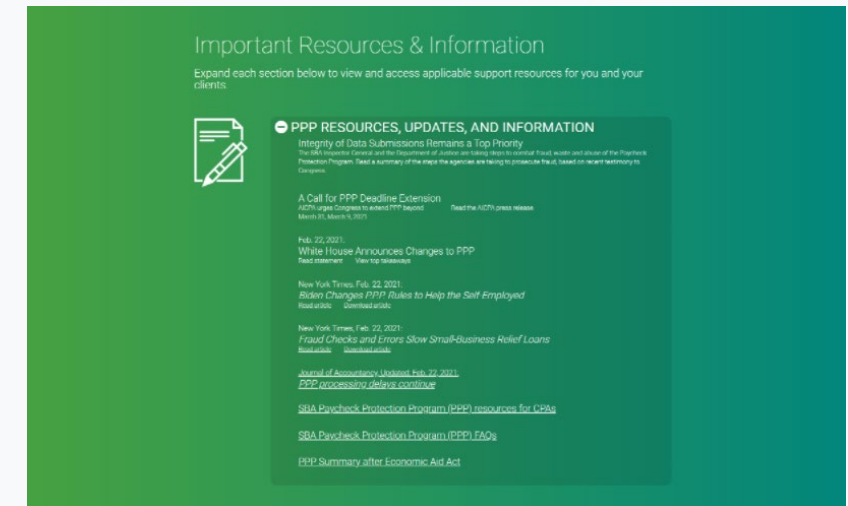
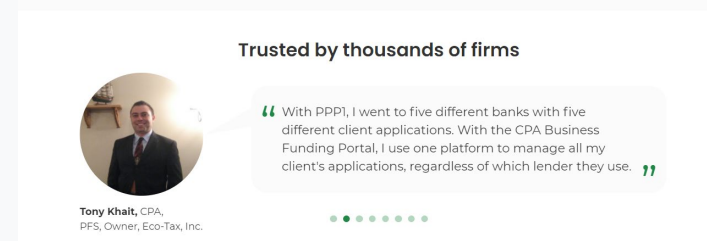
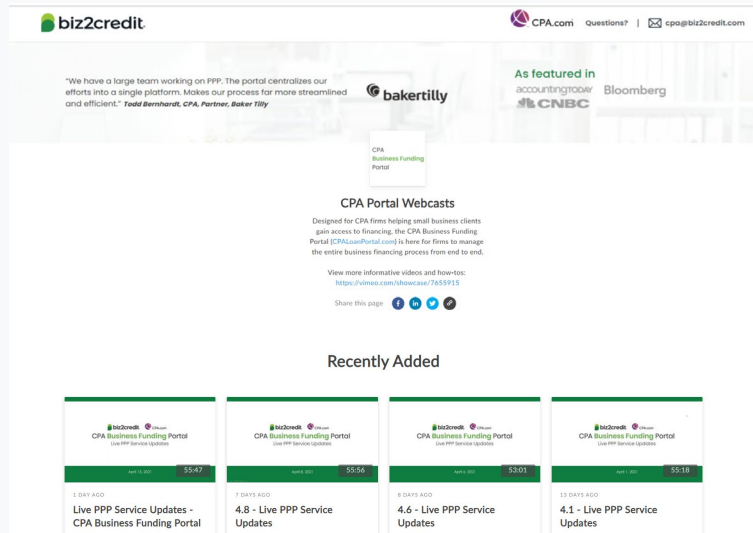
- ✓ Recordings of all past Live PPP Service Update webinars
- ✓ Register for upcoming webinars
- ✓ How-to Videos: Video guide of the platform

## CPA Business Funding Portal Resource Hub

- ✓ Required documents guidebook based on business type
- ✓ Client guidebook that helps you work with your clients
- ✓ Detailed status explanations

## CPA.com Resource Hub

- ✓ PPP Information
- ✓ Semi-weekly webcast: Important highlights and commentary
- ✓ Portal Help



# 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](https://cpa.com/PPPresources)

Join us on Tuesday at 10am ET