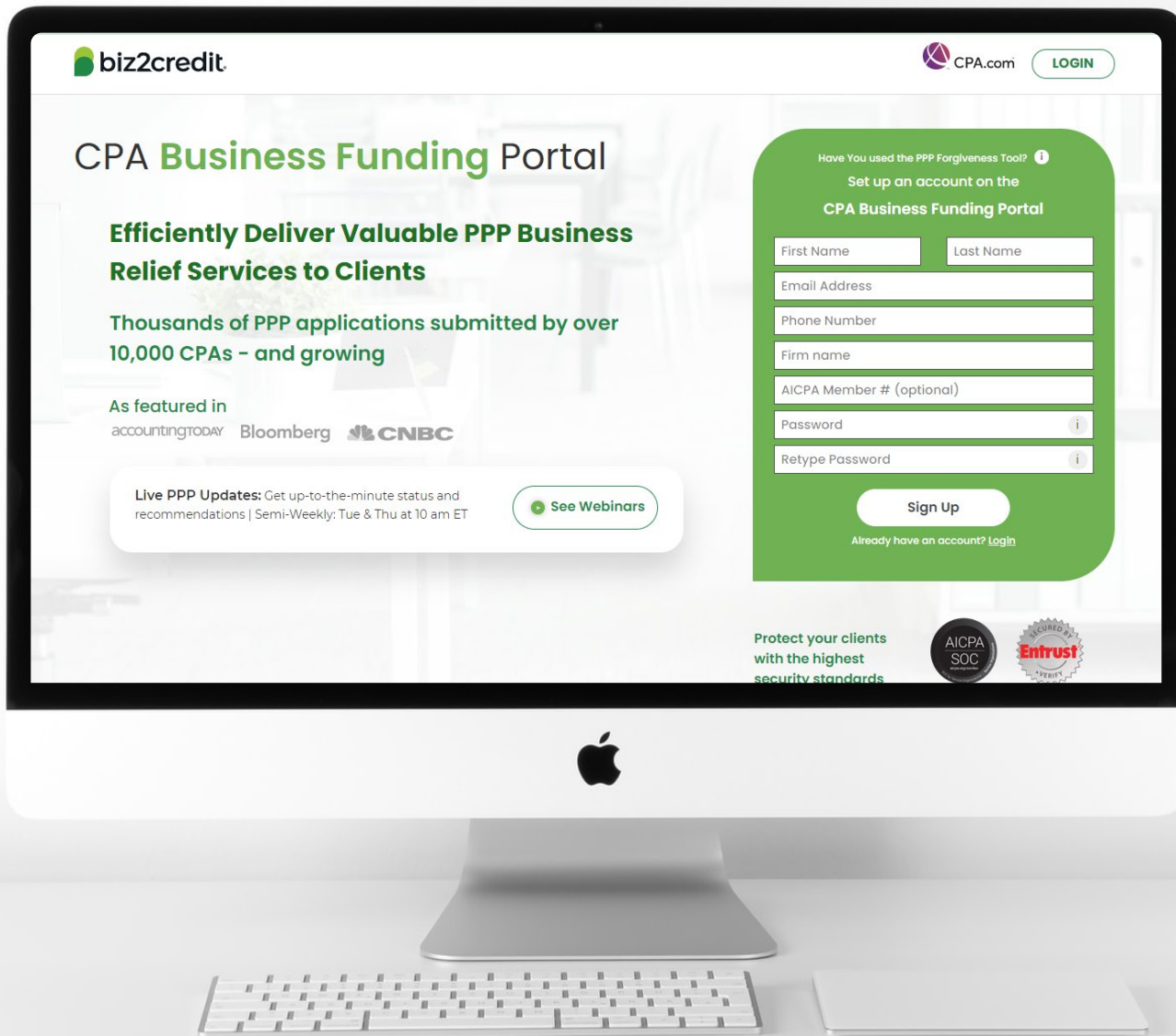




CPA **Business Funding** Portal

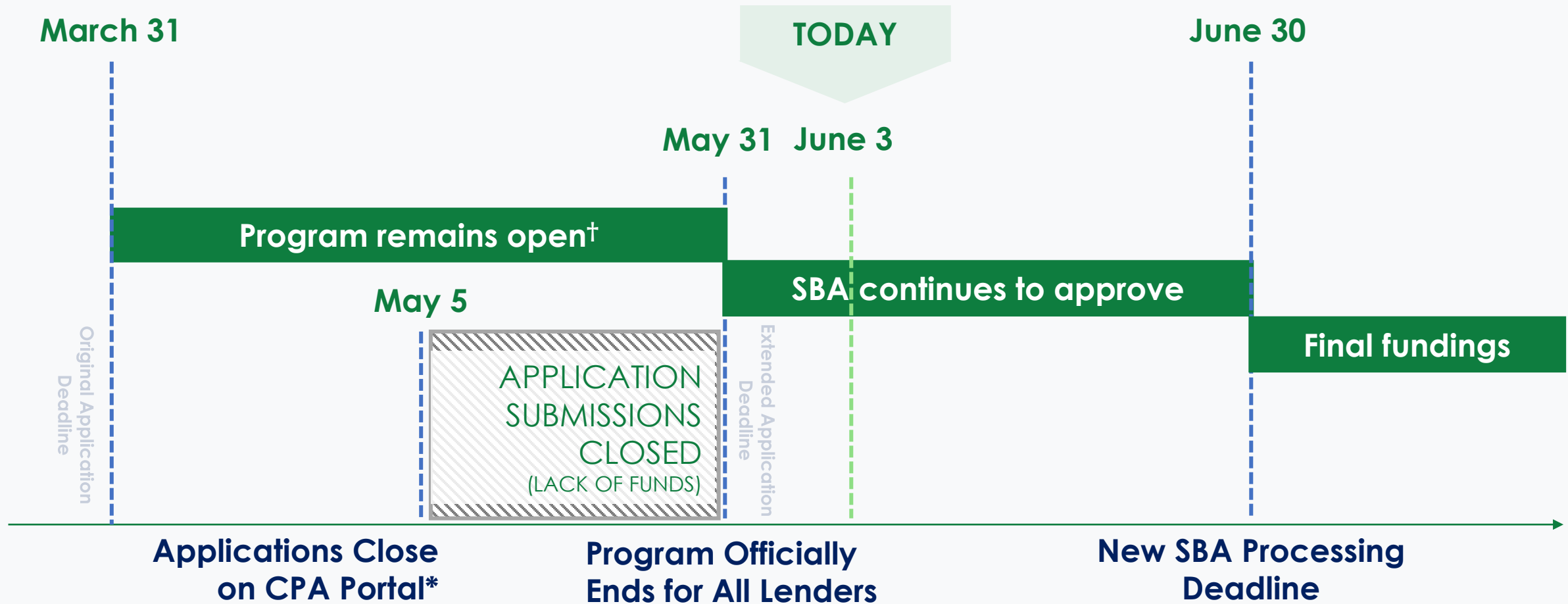
Live PPP Service Updates

June 3, 2021



Operational Updates from the CPA Business Funding Portal Team

PPP Timeline: The Final Phase



* Closure due to lack of funds availability in PPP general fund † Applications available at Community Financial Institutions (CFIs)

Agent Fee Processing

1

Initial Agent Fee Payment

- **50% of the eligible Agent Fees for all applications funded by April 30 are paid by the end of May**
- The total amount of the payment, with statement of loans included, will be available on the commission report page

PAYMENTS ISSUED LAST WEEK...

2

Final Agent Fee Payment

- All outstanding Agent Fees will be paid on or before the date when the processing of applications is completed per the Terms of Use
- Allows final reconciliation for all outstanding applications
- You will be able to monitor the outstanding Agent Fees in the commission report page

By the End of May

**Program Ends
(Funding Closed)**

Info on Agent Fee Payments

Invoices Available Soon:

Look on the 'My Plan' and 'Commission Report' pages for a copy of your invoice and a summary of outstanding Agent Fees.

Questions? Contact Customer Care:

cpasupport@biz2credit.com

Itria Ventures LLC One Penn Plaza Suite 4530 New York, NY 10119 Ph: 212-644-4555		Statement	
Paid To Ritesh-user01		Date May 26, 2021	Invoice # CPAAF-43556
Quantity	Description	Amount (USD)	
1	50% of Agent Fees for PPP Application Funded till April 30, 2021, credited to your account XXXX-XXXX-XXXX-4321.	1500.5	
		Total	\$1,500.50

Payments come from Itria Ventures LLC

Agent Fee Processing

Payments are sent via ACH. Admins will receive a notification email when payment is sent. Expect to receive it by the next business day. The commission report page will be updated next week to reflect this payment and the full balance of fees paid so far.

Case ID	SBA Loan Number	Business Name	Lender	Funded Date	Funded Amount	Commission ¹	Opt-in
APP1577	0023456789	New-Client01	Itria Ventures	01/01/2021	\$2,000.00	\$200.00	<input checked="" type="checkbox"/>
APP18984	2918400284	ata	Itria Ventures	02/28/2021	\$664,797.00	\$3,323.99	<input checked="" type="checkbox"/>
Total					\$666,797.00	\$3,523.99	
Total Amount Paid						\$150.00	
Total Amount Pending						\$3,373.99	

← Already paid

← Total remaining

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.

More Information Needed Applications

PPP Loan applications that are in a More Information Needed status generally have one of three requirements outstanding that you and your clients need to complete. Your clients are receiving reminders about these outstanding requirements where they still exist. You should make sure that the information has been provided into the client's Biz2Credit account or via the Underwriting Notes feature to ensure accurate processing.

COMMON REASONS FOR THE MORE INFORMATION NEEDED STATUS

- ✓ **ACH Deposit Information** - clients must make sure they set up a deposit account. They can complete this step if it is still outstanding quickly and easily from their Biz2Credit dashboard. ([Watch this video](#) that explains this step in the process). The account information will be saved to their account once everything is loaded. When the application is ready for funding these details will be on file with Biz2Credit's finance department.
- ✓ **Online Account Verification** - Some clients have received a request to complete an Online Account Verification using Biz2Credit's secure third-party service. Clients must complete this requirement. These requests for verification are sent by the Biz2Credit verification team and any loan that has received one must connect their account online in order for the application to be confirmed and sent forward for funding.
- ✓ **Required Documentation** - Make sure all documentation is uploaded in the client's Biz2Credit account. Go to the 'Review Documents' page and check for uploaded documents - the row should turn green when the document is there. Firms can now collaborate more closely with the Biz2Credit funding team. You now have the ability to communicate directly with your client's assigned funding specialist and also upload any missing documents that have been requested to move the application to the final stages.

Look for the new menu option on Approved or More Information Needed applications that have been reviewed by a verification specialist:







Feb 25, 2021, 5:58:13 AM	PPP	MOCKDATA 225310	APP18381	Approved	
Feb 26, 2021, 1:45:47 AM	PPP	Business funnel 01253	APP18383	Upload document	

Important Advisory: clients should look for an email with the subject line **Connect Your Bank Account Today [Link Expires in 72 Hours]** to complete this request.

Forgiveness Eligibility



Forgiveness applications are open to **loans funded by the end of March**. According to SBA guidance, **the minimum covered period is 8 weeks from the loan dispersal date**.

If your application is funded prior to April, you should be able to either start the application or assign it to the borrower by visiting the Portal dashboard. Make sure you look for the option on the record of the previously funded PPP application.

APPI7943	First Last Testsignature@b2cdev.com	Test Business	56-8974523	Jan 22, 2021, 11:38:48 PM	\$88,540.00	PPP	Funded ?	New Alert  
APPI7942	First Last Testsignature@b2cdev.com	-	-	Jan 22, 2021, 3:22:56 PM	\$0.00	PPP	Eligibility	Edit Client Profile
APPI7904	First Last Testsignature@b2cdev.com	Test Business	24-3324324	Jan 20, 2021, 5:56:41 PM	\$33,557.00	PPP	Program Funding ? Expired	Start Forgiveness App  Option 1
APPI7903	First Last Signature@b2cdev.com	New Client Amar Test Jorunery	32-4324342	Jan 20, 2021, 5:46:38 PM	\$3,097,500.00	PPP	Application View	Assign Forgiveness App to Borrower  Option 2
APPI7851	Doug Cooper Karenhirsh- cooper@outlook.com	-	-	Jan 19, 2021, 8:22:29 PM	\$0.00	PPP	Eligibility	Apply for Draw 2

New Feature – Assign PPP Forgiveness

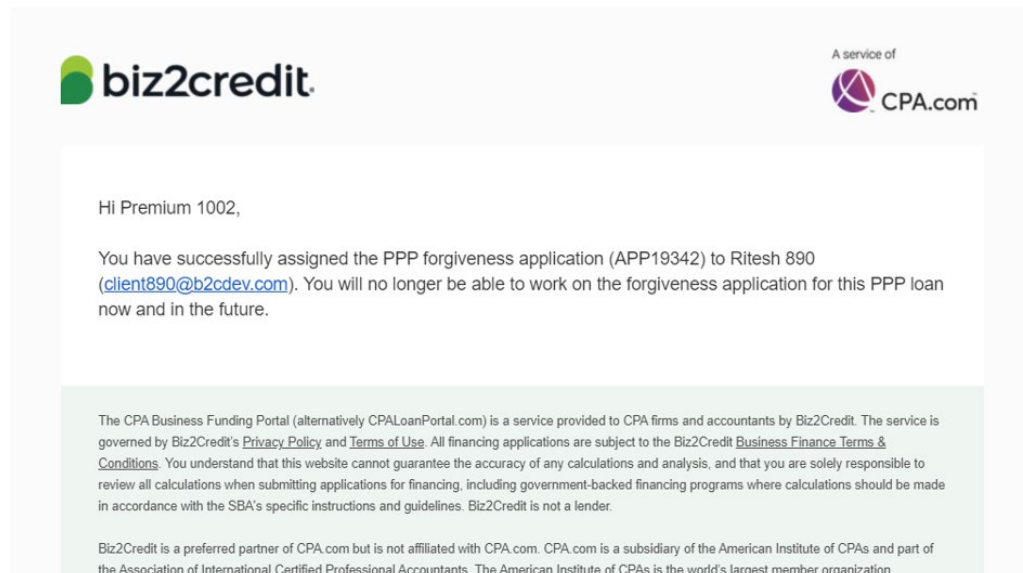
Firms will be able to assign the PPP Forgiveness application to the borrowers if they choose not to work on the application. This action will not be reversible and the borrower will receive communications on the next steps

Application ID	Client Name	Business Name	Business TIN	Created Date	Amount	Type	Status	Action
APP18382	Test Business Surya93amar@b2cdev.com	Test Business	43-2323232	Feb 25, 2021, 5:39:16 PM	\$6,250.00	PPP	Funded ?	New Alert  
APP18261	Abhijeetdemo Abhijeetdemo@b2cdev.com	-	-	Feb 12, 2021, 11:21:43 AM	\$0.00	PPP	Eligibility	<ul style="list-style-type: none">Edit Client ProfileStart Forgiveness AppAssign Forgiveness App to Borrower
APP18237	Abhijeetdemo Abhijeetdemo@b2cdev.com	-	-	Feb 11, 2021, 9:40:15 PM	\$0.00	PPP	Eligibility	
APP18225	Abhijeetdemo	Test PPP Forgiveness	64-1321131	Feb 10, 2021,	\$3,500.00	PPP	About borrower's busi	

Click on "Assign Forgiveness App to Borrower" to proceed. This action cannot be reversed and any forgiveness applications in progress will no longer be available

New Feature – Assign PPP Forgiveness

Email Confirmation to CPAs



The screenshot shows an email from Biz2Credit, a service of CPA.com. The email is addressed to 'Premium 1002' and informs them that they have successfully assigned a PPP forgiveness application (APP19342) to Ritesh 890 (client890@b2cdev.com). The email also includes a disclaimer about the CPA Business Funding Portal and a footer with contact information for CPA.com.

biz2credit. A service of **CPA.com**

Hi Premium 1002,

You have successfully assigned the PPP forgiveness application (APP19342) to Ritesh 890 (client890@b2cdev.com). You will no longer be able to work on the forgiveness application for this PPP loan now and in the future.

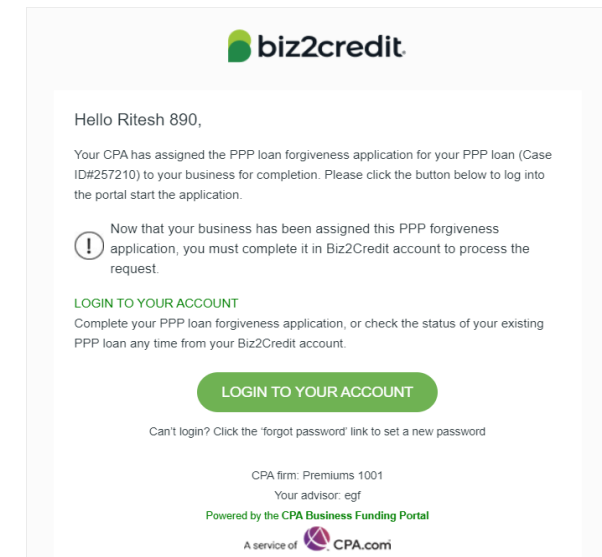
The CPA Business Funding Portal (alternatively CPALoanPortal.com) is a service provided to CPA firms and accountants by Biz2Credit. The service is governed by Biz2Credit's [Privacy Policy](#) and [Terms of Use](#). All financing applications are subject to the Biz2Credit [Business Finance Terms & Conditions](#). You understand that this website cannot guarantee the accuracy of any calculations and analysis, and that you are solely responsible to review all calculations when submitting applications for financing, including government-backed financing programs where calculations should be made in accordance with the SBA's specific instructions and guidelines. Biz2Credit is not a lender.

Biz2Credit is a preferred partner of CPA.com but is not affiliated with CPA.com. CPA.com is a subsidiary of the American Institute of CPAs and part of the Association of International Certified Professional Accountants. The American Institute of CPAs is the world's largest member organization

Email Confirmation to the Borrower

You have been assigned a loan forgiveness application by your CPA firm ▸ Inbox x

Biz2Credit <info@b2cdev.com>
to client890 ▾




The screenshot shows an email from Biz2Credit. The email is addressed to 'Ritesh 890' and informs them that their CPA has assigned a PPP loan forgiveness application for their PPP loan (Case ID#257210) to their business for completion. The email includes a warning icon and text stating that the borrower must complete the application in their Biz2Credit account. There is a 'LOGIN TO YOUR ACCOUNT' button and a link for 'forgot password'. The footer includes the CPA firm name 'Premiums 1001', the advisor 'egf', and the CPA Business Funding Portal logo.

biz2credit.

Hello Ritesh 890,

Your CPA has assigned the PPP loan forgiveness application for your PPP loan (Case ID#257210) to your business for completion. Please click the button below to log into the portal start the application.

 Now that your business has been assigned this PPP forgiveness application, you must complete it in Biz2Credit account to process the request.

LOGIN TO YOUR ACCOUNT

Complete your PPP loan forgiveness application, or check the status of your existing PPP loan any time from your Biz2Credit account.

LOGIN TO YOUR ACCOUNT

Can't login? Click the 'forgot password' link to set a new password

CPA firm: Premiums 1001
Your advisor: egf
Powered by the **CPA Business Funding Portal**
A service of **CPA.com**

Question & Answer

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

Future Live Update Webinars



Scheduling Change

Every Thursday at 10:00 AM

Starting from next week, our webinars will be scheduled one a week on Thursdays to go over the latest updates. Stay tuned!

Summary and Key Takeaways

SBA Announcements

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

NEWS ALERT

Funding for the PPP has been exhausted from the SBA general fund for lenders.

Important Reminders

Look for the option to upload missing documentation with the **Underwriter Notes** feature

Firm administrators should check their Commission Report page to review loans that will be eligible to receive **Agent Fees**

Tips & Best Practices

Watch the recap videos available on CPA.com

[CPA.com/PPPresources](https://cpa.com/PPPresources)

Join us on Thursday at 10am ET