Dear Team,

Great training today. To access the training please log into the IAP portal. Go into "Continued Training," Scroll down to "SBA Paycheck Protection Program Updates," and the training is the last call titled, "IAPs Now Processing PPP Loans 7.7.20."

Moving forward on all PPP loans your borrowers submit you will become the loan processor on those files on the 11 Capital Finance side. Prior to the PPP loan being approved for an Etran funding number you can email this loans email for updates on the file. It typically takes 72 hours for the lenders to assign an Etran funding number. Once the PPP loan has an approved Etran # the lender's processor will email the borrower and copy you reiterating what documents are needed for this PPP loan. Once you have direct access to the Benworth loan processor you need to directly coordinate with them for updates on the loan.

THE RULES BELOW HAVE CHANGES SO PLEASE READ CAREFULLY!

The PPP program is being extended until August 8th, 2020. Please encourage your contacts to still apply and to get their documents in ASAP!

FYI- Our PPP lender is only doing loans over $7,500! If your client has a PPP loan request under $7,500 please kindly refer them to www.kabbage.com. We cannot earn a fee with kabbage but at least you can help them.

-Also clients need to understand you can only request payroll funds for W2 employees. If they pay their workers W9, their workers will have to apply independently.

**To APPLY for the Paycheck Protection Program Loan:**

1. Make sure your borrower is in the CRM ([www.lessannoyingcrm.com](http://www.lessannoyingcrm.com)). We need you to enter their full name (First and Last), email and phone number in the CRM. Also when entering the borrowers contact info there is a section for "Company Name." We need you to enter the exact and correct spelling of the companies name. IT IS VERY IMPORTANT TO ENTER THE BORROWERS PERSONAL NAME, EMAIL, PHONE # & COMPANY NAME SPELLED CORRECTLY! WE HIGHLY ENCOURAGE YOU TO DO THE LOAN APPLICATION WITH THE BORROWER SO YOU CAN LIST YOURSELF AS THE REFERRAL SOURCE.

2. After your borrower is in the CRM (lessannoyingcrm) you can send them to the below link to apply for PPP. You need to protect yourself by making sure the borrower is in the CRM under you. Also we highly encourage you to do the loan application with the borrower on the phone.

<https://app.lendingwise.com/HMLOWebForm.php?bRc=e073c9d7744d0282&fOpt=8e614f58c0d670e4&op=69ae9aa7bfc04392&ft=loc>

3. Once the loan application is done, the borrower does have the ability to upload docs for their PPP loan right away. Please capture the secure link website page you are sent to and put it in the CRM, in the "background notes," and also email it to the borrower. You can have the borrower email you the documents and you review them first before you upload, or the borrower can upload the documents themselves. The #1 reason some of these PPP loans are going no where is b/c sloppy documentation is being submitted that is not legible or inaccurate. Please get involved in your files! Also please put the background notes on each file, the processor at Benworth and their email, the PPP #Etran number and the company name.

4. You as the IAP will be copied on all emails with your PPP client and Benworth, our PPP lender. We need you to go into less annoying CRM and copy and paste all email communication under that contacts name so everyone can stay up to date on your borrower!

5. TELL YOUR CONTACTS TO APPLY NOW! APPLY NOW!