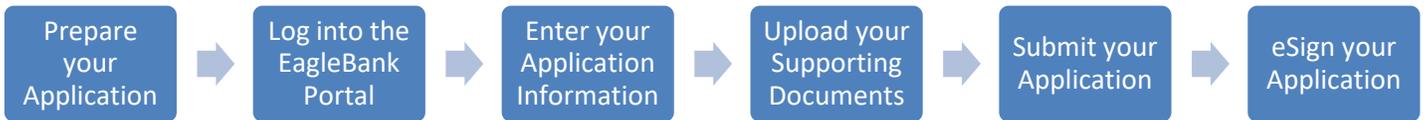




EagleBank – Paycheck Protection Program – Forgiveness Application Process

The EagleBank Forgiveness Application Process follows six steps. This document will provide you information on each step to complete your Forgiveness Application using EagleBank’s online portal.



1 Prepare your Application

EagleBank highly recommends that you download the most up-to-date Paycheck Protection Program Loan Forgiveness Application and Instructions, These documents will provide you with the information you will need to complete your Paycheck Protection Loan Forgiveness Application via the EagleBank online portal.

In particular, the Loan Forgiveness Application Instructions provide detailed information on the supporting documentation you will be required to upload in support of your Forgiveness Application. The link to the SBA website is: <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

2 Log into the EagleBank Portal

Once you have collected all of your supporting documentation for your PPP Forgiveness Application, you are ready to begin submitting your application.

EagleBank is accepting PPP Forgiveness Applications via its online portal. To log into the portal you will need the following three pieces of information:

- The email address of the authorized signer that was included on the original PPP Application. Please note, if there was more than one authorized signer on the original PPP Application, any of the authorized signers can submit the PPP Forgiveness Application. *However, once one authorized signer begins the process, they are the only ones that can complete the application.*
- The organization’s Tax ID.
- The original PPP loan amount that was approved by the SBA. This should be the original loan amount, not the amount adjusted for any pay downs or increases made after the original loan was approved.



Click on the URL or cut and paste the URL into your browser. Please note, the portal is compatible with either Internet Explorer 11 or Google Chrome.

EagleBank PPP Forgiveness Portal: <https://eaglebankcorp.expressbankloan.com/2/#/match>

The following page will display:

Enter the information in each box and click the button 'Find My PPP Loan'.

Throughout the portal, you can click on this icon to get additional information or find out the purpose of a certain field:

 [Learn more](#)



3 Enter Your Application Information

The portal supports the SBA Form 3508, 3508EZ and the 3508S applications. You will only be shown fields that may require your update or input.

Fields will either be:

- Blank for you to enter data.
- Drop down fields for you to select the correct response for your organization.
- Pre-filled from data you provided during the initial PPP application process.

NOTE: You can also 'Save' your application if you need to come back to complete it later.

Upon entering the portal, you will first need to verify your business information. This information will be pre-filled by the Bank, but can be updated by clicking on the down arrow to expand the section to update any of the data fields.

The screenshot shows the EagleBank PPP portal interface. At the top left is the EagleBank logo. The main heading is "Confirm Your Business Information". Below this heading is a light gray box containing the following text: "KB208262020 LLC", "264 Main Street", "Laurel, MD 20708", and "(301) 111-1141". To the right of this text is a small downward-pointing arrow icon, which is circled in blue to indicate it is a dropdown menu.



Once you confirm your business information, you will need to select the Forgiveness Application you want to use. Because your original loan was \$50,000 or less, the system will default to the SBA Form 3508S. If you do not qualify to use the SBA Form 3058S, you can click the down arrow to select either the SBA Form 3508 or 3508EZ application.

Fill Out Application Information for PPP Loan Forgiveness (S Application)

Which application should I use?

You can apply for forgiveness using the *SBA Form 3508S* (selected below) if your loan is \$50,000 or less and you and your *affiliates have loans less than \$2 million*.

- The full instructions for choosing & filling out the [3508S Application](#) can be found here.

If you don't qualify to use the 3508S form, You can apply using the 3508EZ if you can answer "Yes" to at least one of the qualifying questions presented at the beginning of the EZ application when selected below.

- The full instructions for choosing & filling out the [3508EZ Application](#) can be found here.

If you do not qualify for either the 3508S or the 3508EZ, you are required to use the standard application which can be selected below.

- The full instructions for choosing & filling out the [3508 Standard Application](#) can be found here.

Select Application:

PPP Loan Forgiveness (S Application)





NOTE:

- To use the SBA Form 3508S, the borrower must be able to answer ‘No’ to the condition that the borrower, together with its affiliates, received PPP loans totaling \$2 million or more.

A borrower that, together with its affiliates, received PPP loans totaling \$2 million or more cannot use this 3508S form.

- To use the SBA Form 3508EZ, the company must be able to answer ‘Yes’ to one of the conditions set by the SBA. These conditions will be listed on the screen. If you cannot answer ‘Yes’ to one of the conditions, you must select the Standard Application from the drop down.

Borrower must satisfy one of the below conditions in order to use the Form 3508EZ.

If the borrower does not satisfy any of the below, they must select the **standard application** above.

The portal provides a list of fields from the application form. If you skip a field that requires an answer, the field will be highlighted in red.

| | |
|---|--|
| Annual Sales: | |
| \$ 0.00 | |
| PPP Loan Amount | |
| \$45,600.00 | |
| Loan Disbursement Date | |
| 04/16/2020 | |
| Employees at time of PPP Loan Application | |
| 6 | |



After you have completed the Forgiveness Application, the portal will calculate the estimated amount of forgiveness based upon your answers and the estimated forgiveness gap. **Please note that these are estimates based upon your input and may not be the final amounts.**

| | |
|--|-------------------|
| Calculation Form, Line 8: Calculated Forgiveness Amount \$80,000.00 | i |
| Estimated Forgiveness Gap (Remaining Loan Balance) \$2,000.00 | i |



At this point, you have the option to:

- 'edit' the application if you realize any of the information has been entered incorrectly. To 'edit' the application, scroll up and update the fields that have been entered incorrectly.
- 'save' the application and come back later to complete it. To 'save' the application, scroll to the bottom of the page and click on the 'Save' button.
- 'confirm' the authorized signer and 'submit' the application to move to the next step to upload the supporting documentation.



To 'confirm' the authorized signer, the authorized signer must enter their social security number and check the boxes to certify agreement with the eSign Consent agreement and the PPP Loan Forgiveness Borrower Certifications. Click the 'Submit' button.

Click on the hyperlinks for the eSign Consent agreement and PPP Loan Forgiveness Borrower Certifications for a copy of these documents. You can also email a copy of the documents to yourself from the hyperlink pop ups.

Confirm Primary Authorized Representative Information

A Signer
asigner@email.com
(301) 111-1172
1043 A ST SEVERN, MD

Social Security Number

XXX-XX-XXXX

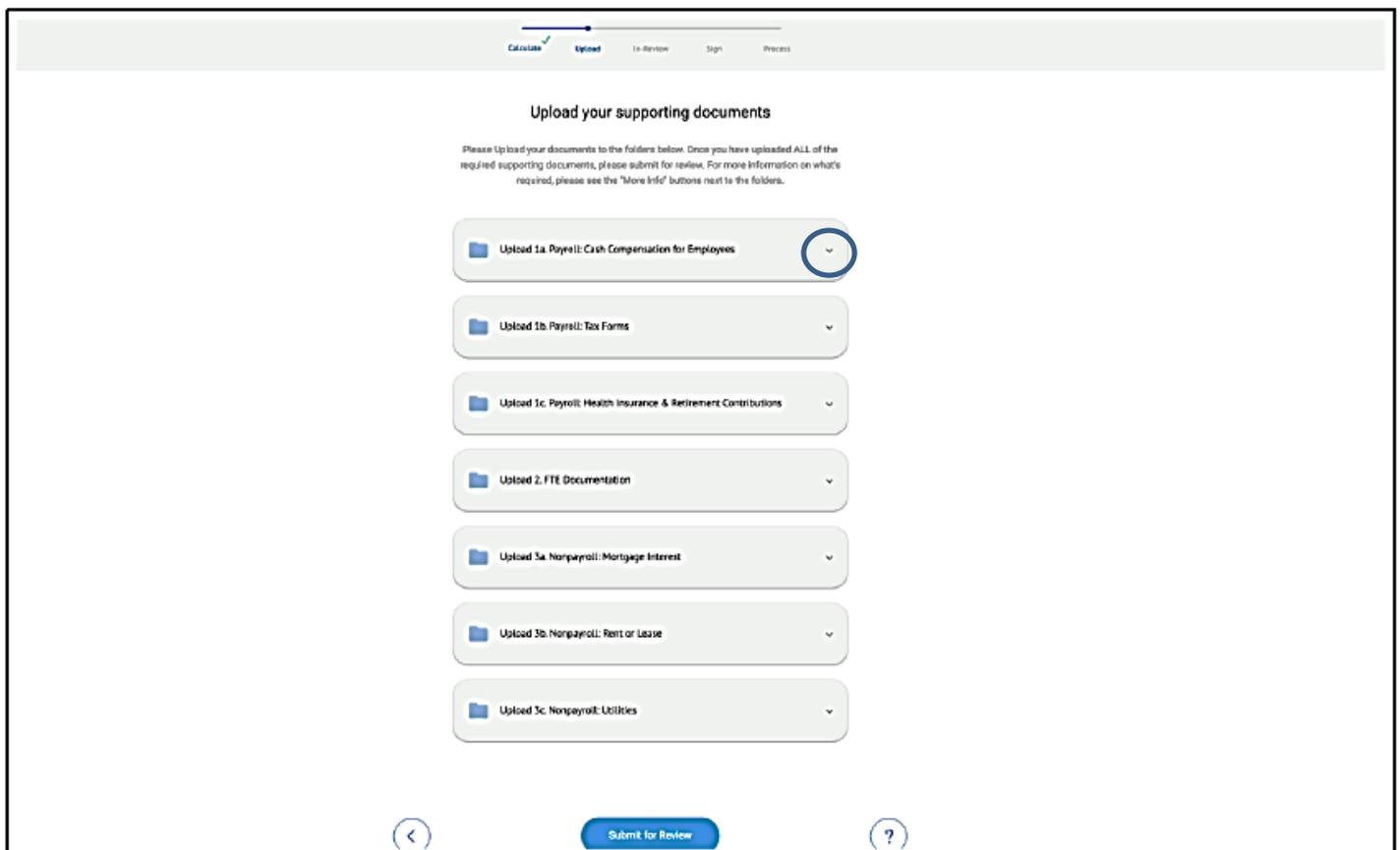
- I certify that I am the Authorized Representative and I agree with the [eSign Consent agreement](#) to use electronic records and signatures.
- I certify that I am the Authorized Representative and I agree with the [PPP Loan Forgiveness Borrower Certifications](#).

4 Upload Your Supporting Documentation

After completing your forgiveness application, you will need to upload your supporting documentation. Your application is not considered 'complete' until all required supporting documentation has been provided.

The portal provides you an easy way to upload your supporting documents into folders associated with the different documentation required. Please note, if you did not claim an expense for a specific folder, you do not need to provide documentation for that folder (for example, if you did not claim utility expenses, no documentation is required).

To upload supporting documentation, click the down arrow in the associated folder.



Calculate Upload In Review Sign Process

Upload your supporting documents

Please Upload your documents to the folders below. Once you have uploaded ALL of the required supporting documents, please submit for review. For more information on what's required, please see the "More Info" buttons next to the folders.

- Upload 1a. Payroll: Cash Compensation for Employees
- Upload 1b. Payroll: Tax Forms
- Upload 1c. Payroll: Health Insurance & Retirement Contributions
- Upload 2. FTE Documentation
- Upload 3a. Nonpayroll: Mortgage Interest
- Upload 3b. Nonpayroll: Rent or Lease
- Upload 3c. Nonpayroll: Utilities



The folder will expand. Click on the 'Browse files' button to select your document.

Please note, the SBA:

- has a size limit of 35MB per document.
- accepts the following file types: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, and png.

Upload your supporting documents

Please Upload your documents to the folders below. Once you have uploaded ALL of the required supporting documents, please submit for review. For more information on what's required, please see the "More info" buttons next to the folders.

Upload 1a. Payroll: Cash Compensation for Employees ^

Upload Documents Here [Browse files](#)

| Name | Status |
|--|--------|
| Screen Shot 2020-08-03 at 6:53:45 AM.png | Done |

Upload 1b. Payroll: Tax Forms ^

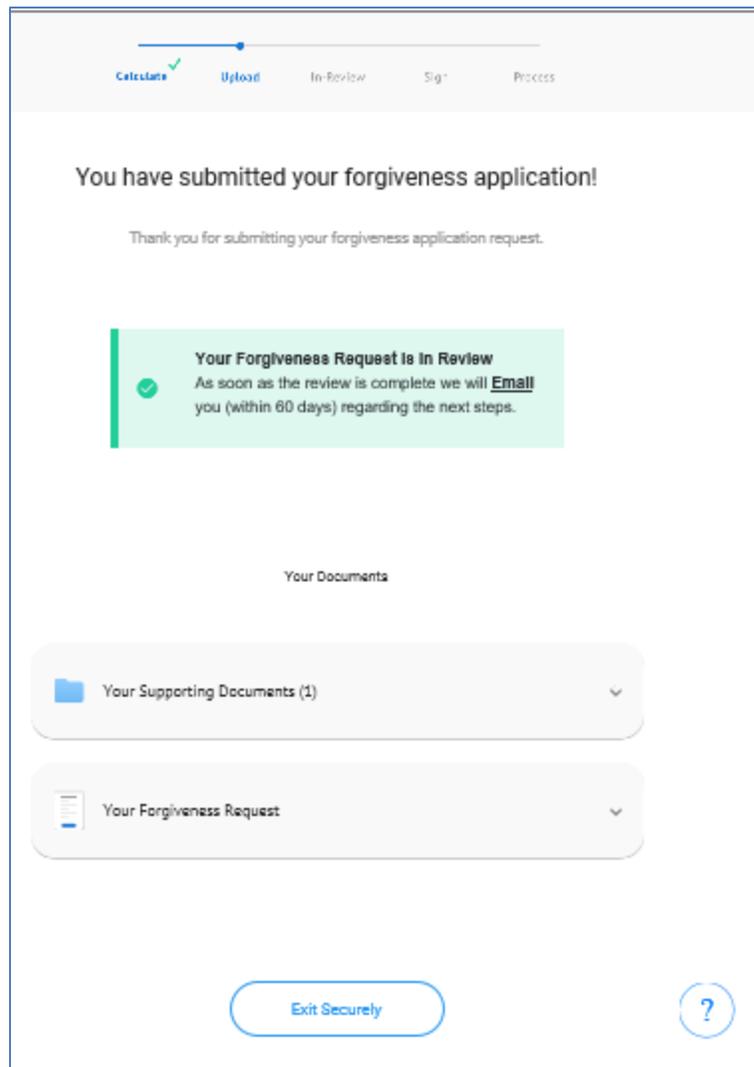
Upload Documents Here [Browse files](#)

| Name | Status |
|-------------------------------------|--------|
| ppp_upload_results_20200802(3).xlsx | Done |

5 Submit your Application

Once you have uploaded all of your supporting documents, scroll down to the bottom of the page and click the 'Submit for Review' button.

The portal will present a confirmation page. The Bank will begin the review of your application and will reach out to you should we have any questions. Please note, the Bank has 60 days to complete the review of your forgiveness application.

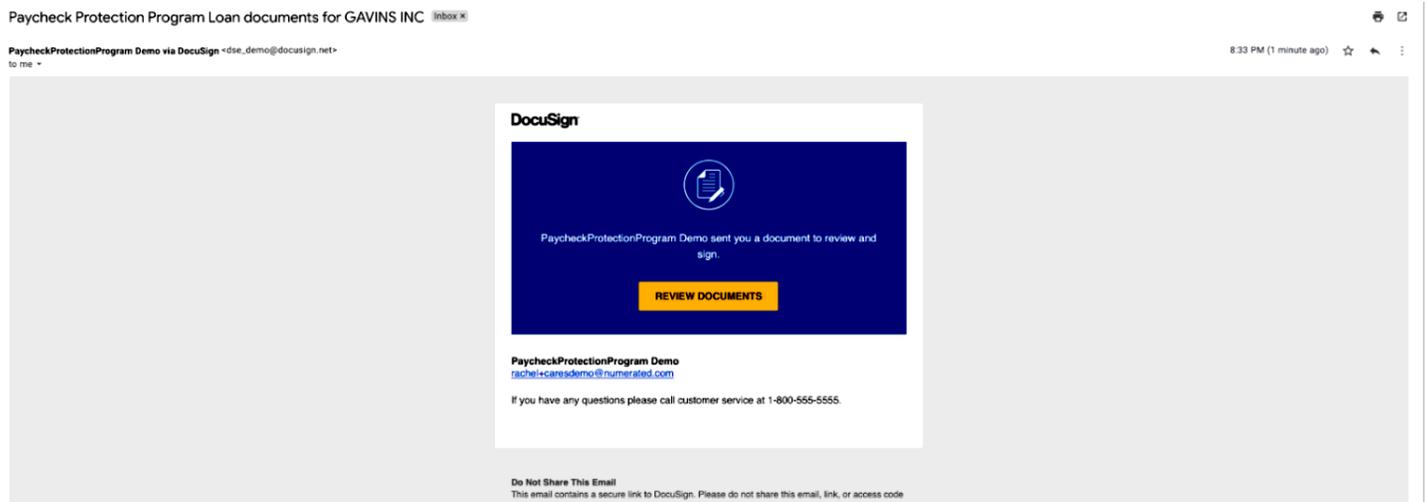
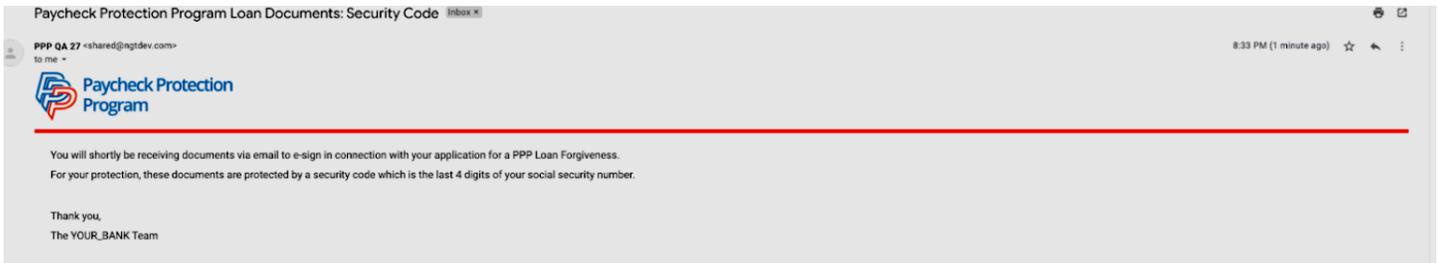




6 eSign your Application

Once the Bank has successfully reviewed your forgiveness application, you will receive two emails to initiate the Document Signing process.

1. The first email will inform you of your Authentication Code to eSign your application (the last four digits of your social security number).
2. The second email will provide a link for you to review and eSign your documents in DocuSign.



The end of the DocuSign process has an **optional** Borrower Demographic Information sheet. This information is being requested by the SBA and will be included in the document package, but is not required.

After you eSign the application, the Bank will counter eSign and then submit your forgiveness application to the SBA.

The SBA has 90 days to review your application. We will notify you once we hear back from the SBA on their decision regarding your forgiveness application.

Last revised: 10/26/2020