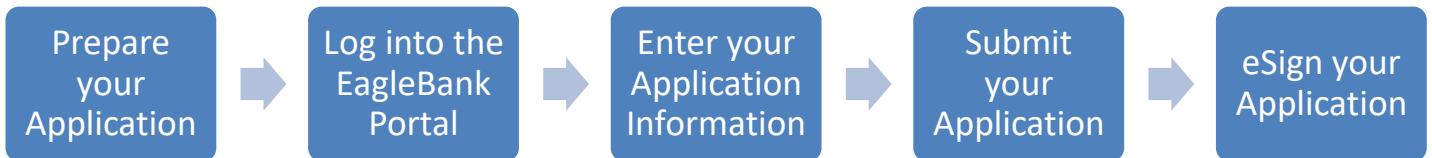




EagleBank – PPP – SBA Form 3508S Forgiveness Application Process

The EagleBank Forgiveness Application Process for the SBA Form 3508S follows five 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 SBA Form 3508S Forgiveness Application and Instructions, as the SBA makes periodic updates to these documents.

The link to the SBA website is: <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

Calculate your payroll and nonpayroll costs after reviewing the SBA’s instructions.

2 Log into the EagleBank Portal

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 your original PPP Application. Please note, if there was more than one authorized signer on your 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 party that can complete the application and submit it to the Bank.
- The organization’s Tax ID.
- The authorized signer’s social security number.

Click on the URL below 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:


Throughout the portal, you can click on this icon to get additional information or find out the purpose of a certain field:  [Learn more](#)

Enter the required data and click the 'I'm not a robot' check box. After validation, the 'Find My Account' button will turn blue. Click on the 'Find My Account' button.


A screen will display the PPP applications available to your organization.


Your Applications

This page allows you to access existing applications and start new applications for your business. If another authorized representative for your business already started an application for your business, you will need to contact us to check the status using the help icon at the bottom of this page.

 PPP Loan Forgiveness (S Application) (264)
New [Details →](#)

You can add

 PPP Loan
Second Draw Loan [Apply Now →](#)

[Exit Securely](#) 

Click on the button for your PPP Loan Forgiveness Application.

3 Enter Your Application Information

If your original loan amount is equal to or less than \$150,000, the portal defaults to the SBA Form 3508S forgiveness application. If your original loan amount is between \$50,001 and \$150,000 you will have the option to select any of the supported SBA Forgiveness applications, SBA Form 3508S, 3508EZ or 3508 (standard).

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. You will need to scroll to the bottom of the page, enter your SSN, and click the 'Save' button.



Upon entering the portal, you will first need to verify your business information. This information will be pre-filled by the Bank, all fields except for the Business Name can be updated by clicking on the down arrow to expand the section to update the data fields. The Business Industry or NAICS code is also in this section.



Business Industry equals the NAICS code.
Begin typing your industry to see and select a different industry code.

Once you confirm your business information, you will need to select the Forgiveness Application you want to use. Because your PPP loan was \$150,000 or less, the system defaults to the SBA Form 3508S. If your original loan amount is between \$50,001 and \$150,000 you will have the option to select any of the supported SBA Forgiveness applications, SBA Form 3508S, 3508EZ or 3508 (standard).

These instructions are for the SBA Form 3508S.



The Loan Type defaults to First Draw PPP Loan at this time.

Annual Sales and Employee counts are pre-populated from the First Draw PPP application. All three of these fields can be updated.

Application Information

Loan Type

First Draw PPP Loan ⓘ

Annual Sales (optional)

\$ 1,000,000.00 ⓘ

Employees at time of PPP Loan Application

2 ⓘ

Employees at time of Forgiveness Application

2 ⓘ

The Start of Covered Period will be prefilled by the Bank. Per the SBA’s guidelines, this is the date you received the PPP funds. You must enter a date for the End of Covered Period. This must be a date between 8 to 24 weeks from the start of your Covered Period.

The PPP Loan Amount will be prefilled by the Bank.



Start of Covered Period / Loan Disbursement Date	06/03/2020	ⓘ
End of Covered Period	07/17/2020	ⓘ
<hr/>		
<p>You have chosen a date outside of 8 to 24 weeks after your covered period, please change the date.</p>		
Has the Borrower (together with affiliates, if applicable) received First Draw PPP Loans of \$2 million or more or Second Draw PPP Loans of \$2 million or more?		
<input type="radio"/> Yes		
<input checked="" type="radio"/> No		
ⓘ		
PPP Loan Amount	\$37,500.00	ⓘ

You must enter the Amount of Loan Spent on Payroll Costs and the Requested Loan Forgiveness Amount.

After you have completed the Forgiveness Application, the portal will calculate the estimated amount of forgiveness based upon your answers as well as the estimated forgiveness gap, if any.

Amount of Loan Spent on Payroll Costs	\$ 0.00	ⓘ
Requested Loan Forgiveness Amount	\$ 0.00	ⓘ
Estimated Forgiveness Gap (Remaining Loan Balance)	\$37,500.00	ⓘ

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 click 'Next' to move the application to the next step.



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 'Next' button.

If there is an error in the application, the system will provide an error message in red below the field that needs to be corrected.

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

The screenshot shows a web form with the following elements:

- A dropdown menu for a signer, currently showing "A Signer" and "asigner@email.com". Below it, the address "(301) 222-3333" and "234 MAIN ST LAUREL, MD" is visible.
- A "Social Security Number" field containing "XXX-XX-XXXX" with a red border and a red error message below it: "Social Security Number is required."
- A section with two checkboxes, both unchecked:
 - Checkbox 1: "I certify that I am the Authorized Representative and I agree with the eSign Consent agreement to use electronic records and signatures. You must verify that you agree."
 - Checkbox 2: "I certify that I am the Authorized Representative and I agree with the PPP Loan Forgiveness Borrower Certifications. You must verify that you agree."
- A red error message at the bottom of the checkbox section: "Please check the form for invalid fields"
- Two buttons at the bottom: a light blue "SAVE" button and a dark blue "NEXT" button.

Of Note: You will receive a system generated email stating that you need to upload supporting documents. You can ignore this email.

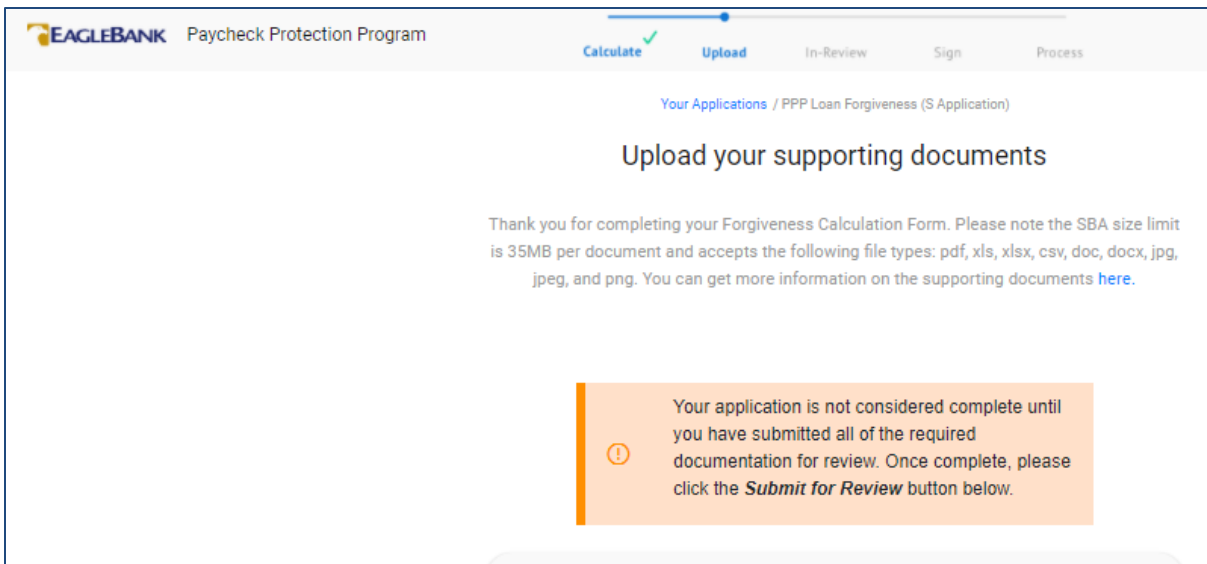


4 Submit Your Application

After clicking 'Next', you will be taken to the Upload your Supporting documents page.

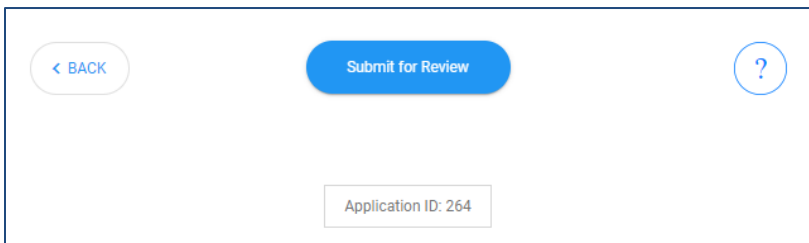
The SBA guidelines state that each Borrower **MUST** maintain, but is not required to submit, supporting documentation with the SBA Form 3508S Forgiveness application.

Of Note: The Borrower must retain all employment records/payroll documentation in its files for four years and all other documentation for three years after the date the loan forgiveness application is submitted to the lender, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request.



Scroll to the bottom of this page.

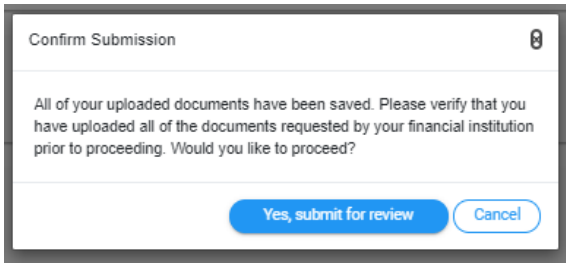
You have the option to go 'Back' to the application should you wish to make any adjustments to the application, close your browser and come back to this page at a later date or 'Submit' the application to the Bank for review.



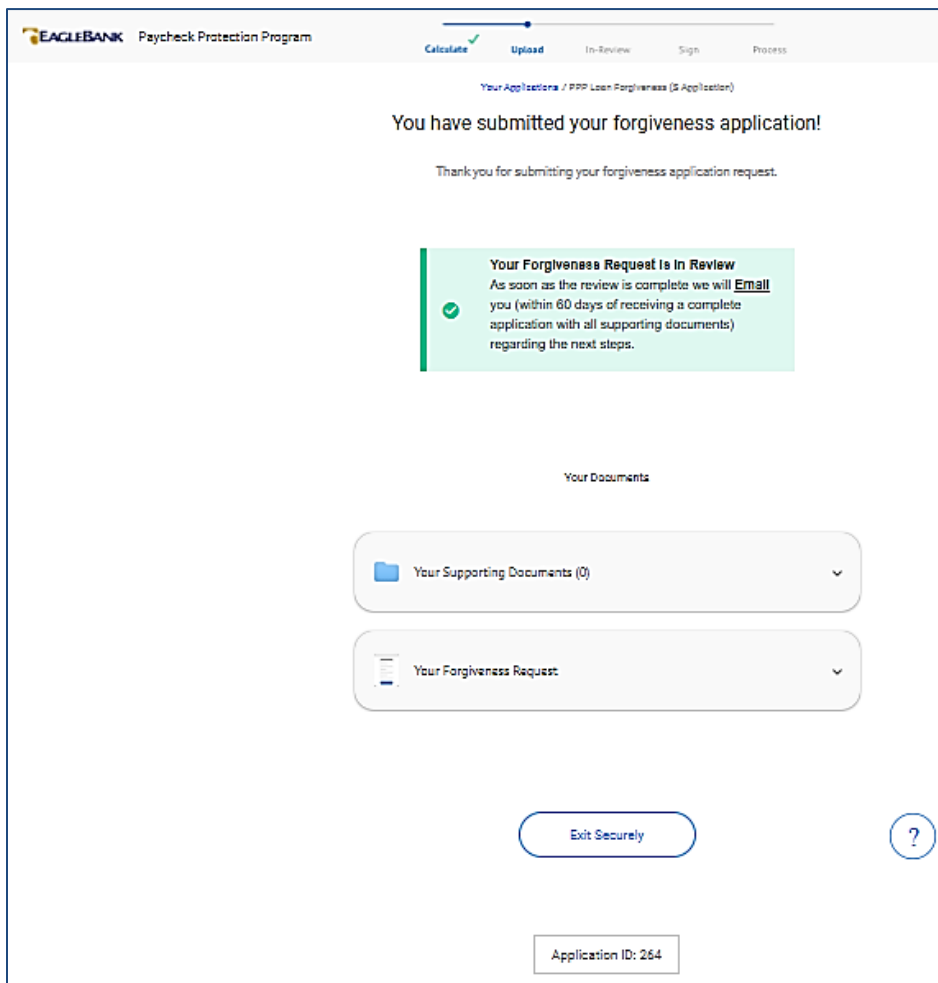
Click the 'Submit for Review' button to submit your application to the Bank for review.



Click the button, 'Yes, submit for review' if you wish to submit your application to the Bank or click the 'Cancel' button if you wish to return to your application.



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.

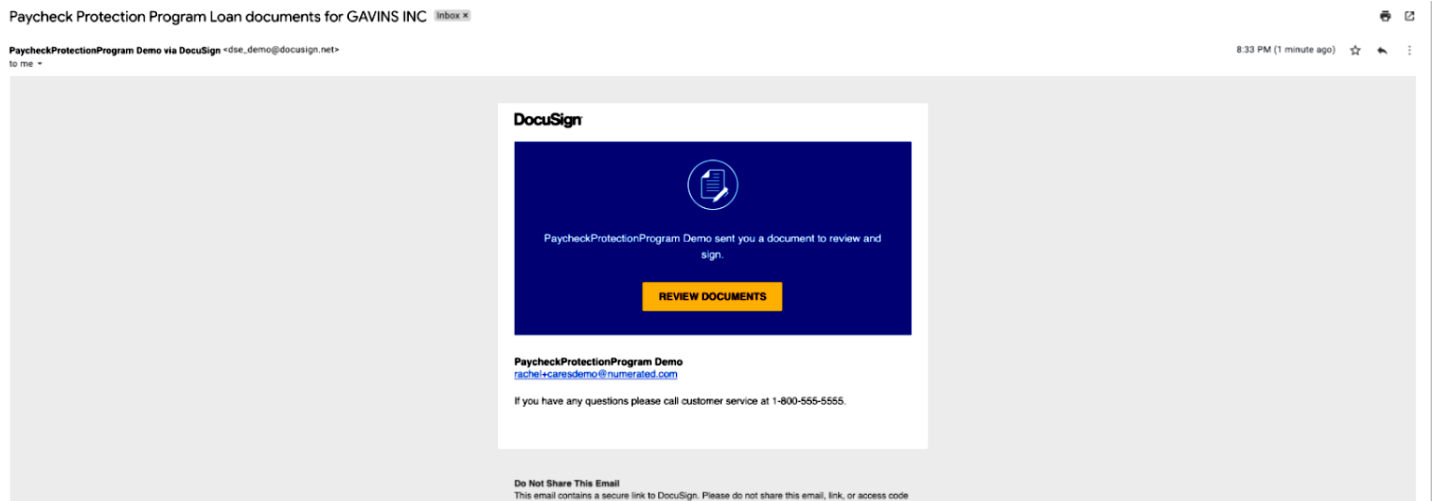
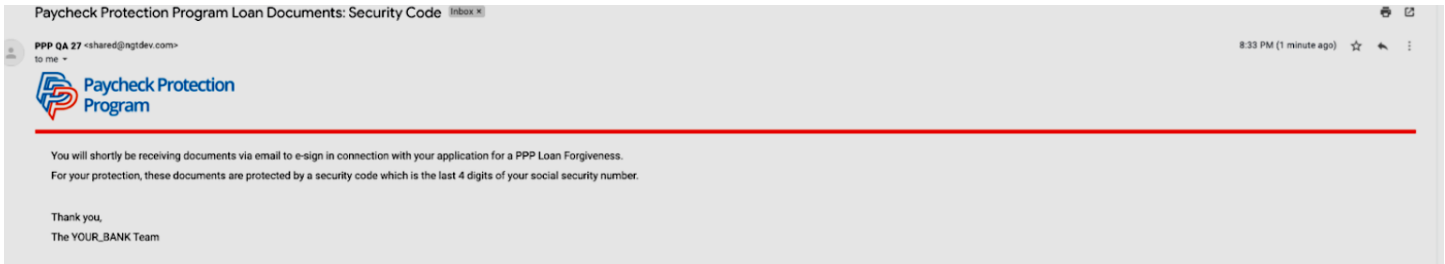




5 eSign your Application

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.
2. The second email will provide a link for you to review and eSign your documents via 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 the SBA renders a decision regarding your forgiveness application.

Last revised: 3/01/2021