Creating a Second Draw Application for Your Account

Forgiveness Simplified - forgivesmb.com
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**Please be advised that for advice on the details of your loan or assurance on specific qualified expenses, you should consult a certified CPA.**
Before You Start...

The multiple draw feature is only for loans under the same Tax ID, as that is what the system uses to pull the loan information.

If you have a second business to apply for, please log out and sign up using a different email. You may also do this for your Second Draw application if you wish! It is not required to have both draw applications on the same account.
Starting from the Dashboard

To start a second application, click on the box in the top left corner to select an application. Within the popup, click Management.

Alternatively, you can click the dropdown at the top right to enter the Profile area.
Profile details are shared between both applications. If anything needs updated to the present moment, do so and **Save** your information at the bottom!

To begin an application for a Second Draw loan, click the button.
Adding Your Other Loan Information

The system will match your information based on the Loan amount and Disbursement Date provided by your lender.

Let's Look up your Loan

Tax ID: TIN_citi_000001_0722_19000

<table>
<thead>
<tr>
<th>Bank</th>
<th>Loan Amount</th>
<th>Loan Disbursement Date</th>
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Please Note: to submit a Second Draw PPP Forgiveness application, please use the dropdown at the top right or click the selected application on the left to manage your applications.

The application process will be the same as the first time around. Enter your info, Click Add Loan, then Start Forgiveness Application!

***Can't match your loan info? Reach out to The Borrower Support team for help!***
Switching Between Applications

To return to the dashboard, click Forgiveness Simplified.

Then, click on this box here to select which application you are working on.

Alternatively, you can click the dropdown and enter your Profile Section. This can be accessed anywhere on the application!
If you clicked the button from the Dashboard page, you should be faced with this popup.

Here, you can see your applications and which status they are under. Click the bubble you’d like to work on and click **Select**.
“Profile Page” Option

The current application you are on will be Bolded. To change applications, click whichever draw you’d like to work on.

The system will confirm the selection, and clicking Select will return you to the Dashboard page.
Questions?

Reach out to the Borrower Support team at support@forgivesmb.com

We are available on the site chat as well. If you have a question, please feel free to email or leave your question with your email/business name in the support chat! We will get back to you in one business day.

Let’s help you get 100% Forgiveness!