

Creating a Second Draw Application for Your Account

Forgiveness Simplified - forgivesmb.com
April 6th, 2021



**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

The screenshot shows the 'Forgiveness Simplified' dashboard. At the top left is the logo and the text 'Forgiveness Simplified'. Below it is a box for 'test company' with 'First Draw' and a link 'Click here to select an application'. To the right is a 'Dashboard' header with a building icon and 'Tax ID: TIN_citi_000001_0722_19000'. Below this is a table with columns 'Bank', 'Loan Amount', and 'Loan Disbursement Date'. The table contains one row for 'Citi' with a loan amount of '\$19,000' and a disbursement date of '07/22/2020', followed by a checkmark icon. At the bottom center is a blue button 'Continue Forgiveness Application'. At the bottom left is a dark blue button 'Manage my applications'. At the bottom right is a yellow box with text explaining an alternative way to manage applications. A dropdown menu at the top right shows 'test company ^', 'Profile', and 'Logout'. A bell icon is also present.

test company
First Draw
Click here to select an application

Dashboard

Tax ID: TIN_citi_000001_0722_19000

Bank	Loan Amount	Loan Disbursement Date
Citi	\$19,000	07/22/2020

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.

Continue Forgiveness Application

Manage my applications

Alternatively, you can click the dropdown at the top right to enter the **Profile** area

test company ^
Profile
Logout

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

Manage my applications

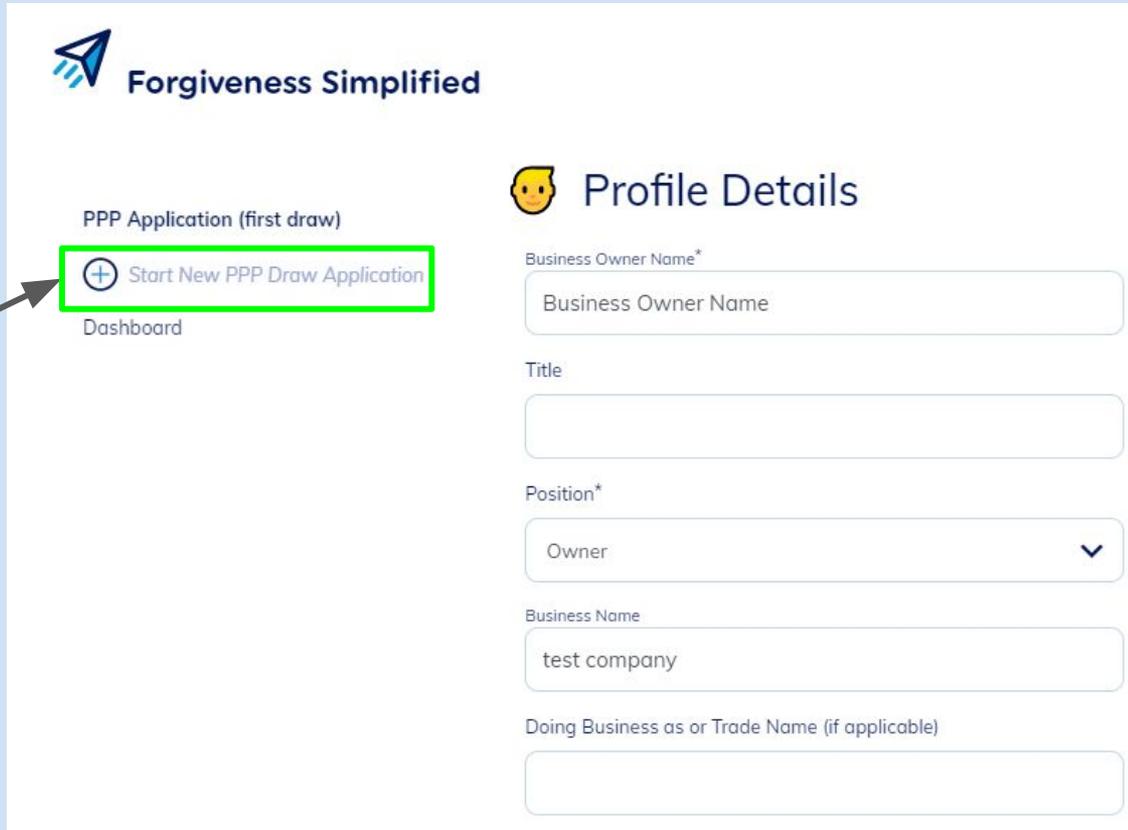
Alternatively, you can click the dropdown at the top right to enter the **Profile** area



Profile Page - Application Management

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  *New Application* button.



The screenshot shows the 'Forgiveness Simplified' profile page. On the left, there is a navigation menu with a 'Dashboard' link and a 'Start New PPP Draw Application' button highlighted with a green box. An arrow points from this button to the text in the yellow box on the left. The main content area is titled 'Profile Details' and contains several form fields: 'Business Owner Name*' (with a text input field containing 'Business Owner Name'), 'Title' (with an empty text input field), 'Position*' (with a dropdown menu showing 'Owner'), 'Business Name' (with a text input field containing 'test company'), and 'Doing Business as or Trade Name (if applicable)' (with an empty text input field).



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

Bank	Loan Amount	Loan Disbursement Date
	<input type="text"/>	<input type="text"/>

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.

[Add Loan](#) [Start Forgiveness Application](#)

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

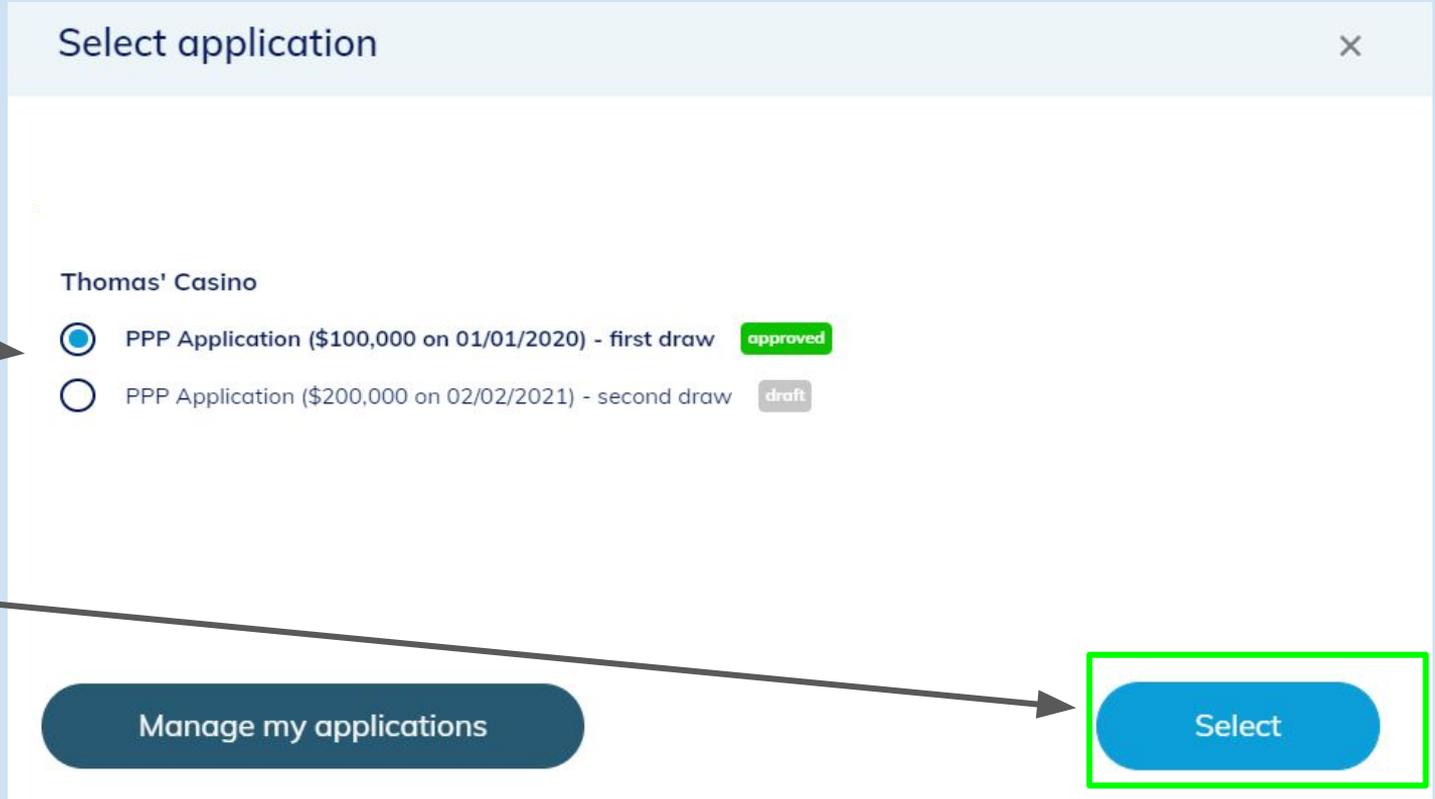
The screenshot shows the 'Forgiveness Simplified' dashboard. At the top left is the logo and the text 'Forgiveness Simplified'. A yellow callout box points to this text with the instruction: 'To return to the dashboard, click **Forgiveness Simplified**'. Below the logo is a box for 'test company' with 'First Draw' and 'Click here to select an application'. A green callout box points to this box with the instruction: 'Then, click on this box here to select which application you are working on'. The main dashboard area shows 'Dashboard' and 'My Application' sections. A table lists applications with columns for 'Bank', 'Loan Amount', and 'Loan Disbursement Date'. A blue button 'Continue Forgiveness Application' is at the bottom. In the top right, a user profile dropdown menu is open, showing 'test company ^', 'Profile', and 'Logout'. A yellow callout box points to the 'Profile' option with the instruction: 'Alternatively, you can click the dropdown and enter your Profile Section. This can be accessed anywhere on the application !'. The 'Profile' option is highlighted with a green box.



“Click Here to Select An Application” Option

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**.



The screenshot shows a modal window titled "Select application" with a close button (X) in the top right corner. Below the title, the text "Thomas' Casino" is displayed. There are two application entries, each with a radio button, a description, and a status label:

- PPP Application (\$100,000 on 01/01/2020) - first draw **approved**
- PPP Application (\$200,000 on 02/02/2021) - second draw **draft**

At the bottom of the modal, there are two buttons: "Manage my applications" (dark blue) and "Select" (blue). The "Select" button is highlighted with a green border. A yellow box on the left contains explanatory text, with an arrow pointing to the "Select" button. Another arrow points from the "Select" button to the "Select" button in the modal.



“Profile Page” Option

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

PPP Application (first draw)

PPP Application (second draw)

Business O

Borrow

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

Select application

This will change the application you're working on to:

Thomas' Casino / PPP Application (FIRST draw)

Cancel Select



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!

