Creating a Second Draw Application for Your Account

Forgiveness Simplified - forgivesmb.com
April 6th, 2021

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

Forgiveness Simplified

test company
First Draw
Click here to select an application

Dashboard

My Application

test company ︿
Profile
Logout

🏢 Dashboard

Tax ID: TIN_citi_000001_0722_19000

Bank	Loan Amount	Loan Disbursement Date	
citi **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

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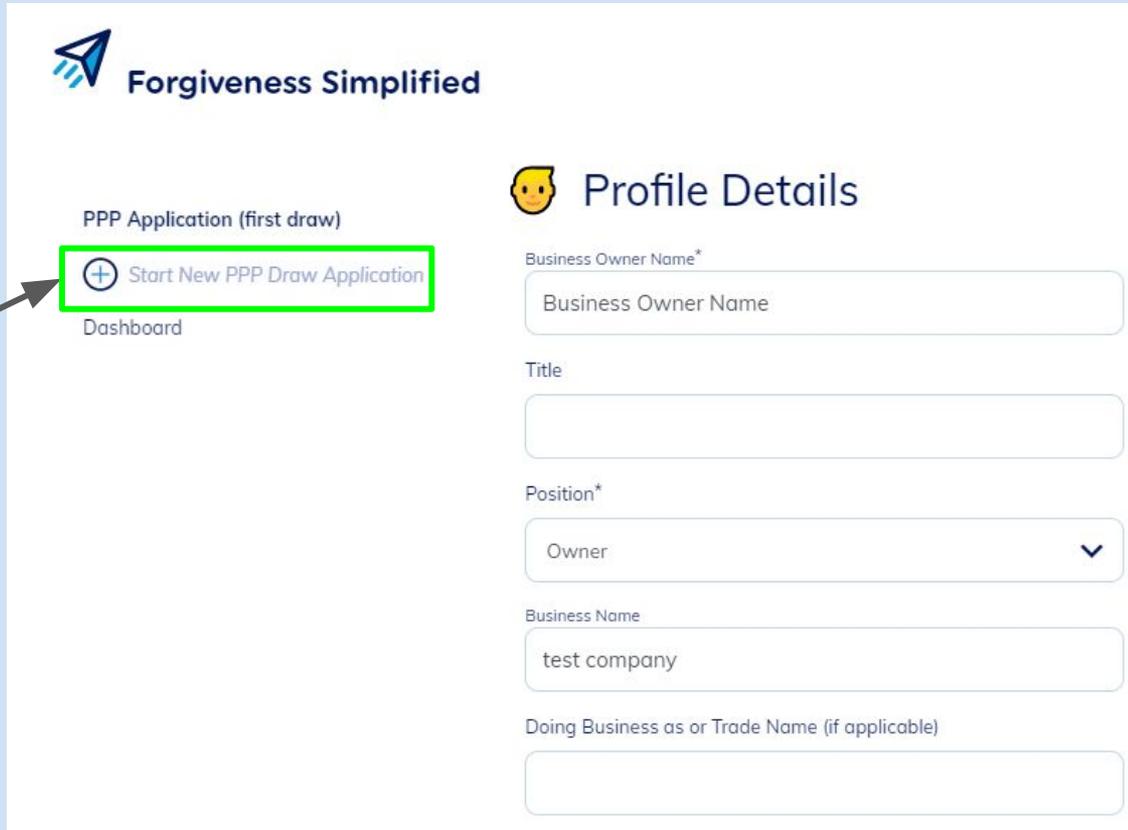
Manage my applications

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.

⊿ **Forgiveness Simplified**

PPP Application (first draw)

⊕ Start New PPP Draw Application

Dashboard

👦 Profile Details

Business Owner Name*

Business Owner Name

Title

Position*

Owner

Business Name

test company

Doing Business as or Trade Name (if applicable)

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

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.

e 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!
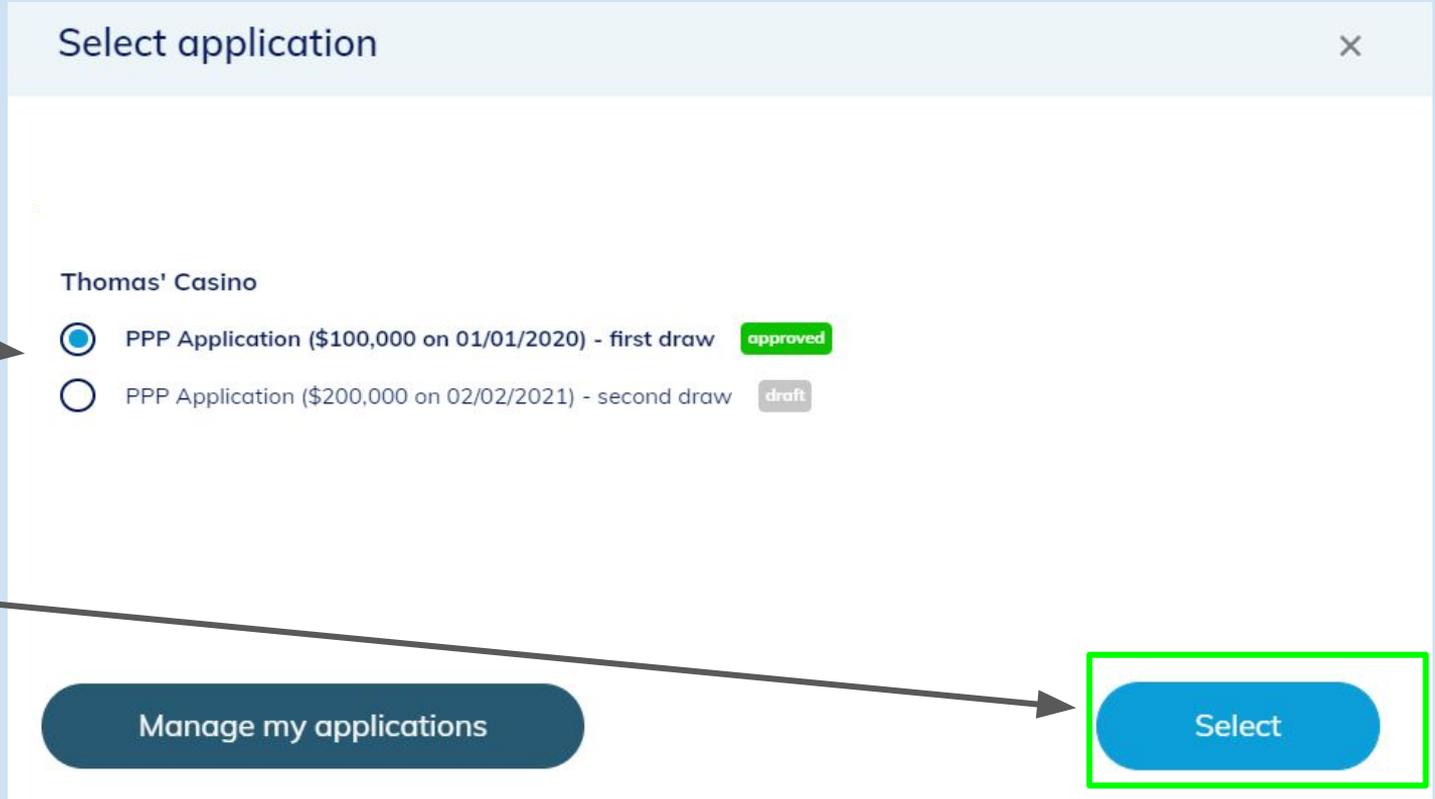
Switching Between Applications

Forgiveness Simplified

To return to the dashboard, click **Forgiveness Simplified**

test company ^
Profile
Logout

test company
First Draw
Click here to select an application

🏢 Dashboard

Dashboard

My Application

Tax ID: TIN_citi_000001_0722_19000 ⓘ

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

Bank	Loan Amount	Loan Disbursement Date
	000	07/22/2020	✔

...raw PPP Forgiveness application, please use the dropdown at the top right or click the selected application on ...s.

Continue Forgiveness Application

Alternatively, you can click the dropdown and enter your Profile Section. This can be accessed anywhere on the application !

"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.**

Select application   ✕

Thomas' Casino

🔘 **PPP Application ($100,000 on 01/01/2020) - first draw** `approved`

⚪ PPP Application ($200,000 on 02/02/2021) - second draw `draft`

Manage my applications

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.

Forgiveness Simplified

PPP Application (first draw)

PPP Application (second draw)

Business O

Borrov

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!