

Paycheck Protection Program Application Process

Step 1:

Visit <u>www.sonabank.com</u>. Click *Learn More*. Review the loan program details and Q&A. Click *Apply Now.*





Step 2:

Click **Don't have an account? Sign up.** Enter your **email address** and **create a password**. Confirm the password. Click **SIGN UP.** You will receive a registration email that has a link to access your account should you need to return to your application at a later date.

ŝ	BIG BELIEVERS IN YOU								
Let's g	Let's get started on your application.								
Easy Local Secure									
Ś	-								
Apply in minutes from any device	Receive support from local experts	Your information is encrypted and private							
E	LOG IN								
Email									
Password									
Forgot pass	word?								
	LOG IN								
Don't have a	an account? Sign up								
	S ALABAN	<u>IK</u>							
BIG BELIEVERS IN YOU									
Latia	aet started on your a	ou							
Let's	get started on your a	ou pplication.							
Let's Easy	get started on your a	ou pplication. Secure							
Let's Easy	get started on your a Local	pplication. Secure							
Let's Easy O Apply in minutes from any device	get started on your a Local	pplication. Secure							
Let's Easy Of the second secon	get started on your a Local Receive support from local experts SIGN UP	pplication. Secure							
Let's Easy Of Control	get started on your a Local Receive support from local experts SIGN UP	pplication. Secure							
Let's Easy Of Control	get started on your a Local Receive support from local experts SIGN UP	pplication. Secure							
Let's Easy John minutes from any device Email	a Receive support from local experts SIGN UP	pplication. Secure							
Let's Easy Apply in minutes from any device Email John.Sr Passwore	e Receive support from local experts SIGN UP	pplication. Secure							
Let's Easy Apply in minutes from any device Email John.Sr Passwore Confirm I	e Receive support from local experts SIGN UP	pplication. Secure Tour information is encrypted and private							
Let's Easy Apply in minutes from any device Email John.Sr Password Confirm I	a Receive support from local experts SIGN UP	pplication. Secure Tour information is encrypted and private							
Let's Easy Opply in minutes from any device Email John.Sr Password Confirm f	In Secleves in a local local local local local local support from local experts SIGN UP mith@gmail.com d local loc	pplication. Secure T Your information is encrypted and private							



Step 3:

The Sageworks **WELCOME** screen displays. Click **SBA LOAN**.



<u>Step 4:</u>

Business Info - *Complete information across all 6 tabs of the application*, starting the *BUSINESS INFORMATION*. Use the *NEXT button* to advance through the application process.

BIG BELIEVERS IN YOU						Scontact Your Loan Officer 🔻	👫 Back To Homepage	🕒 Log Out
	Business Info	😤 Personal Info	Coan Info	🚼 Additional Info	Documents	🧭 Submit And Sign		
		Paycheck Protection Progra LET'S GET STARTED In order for us to begin proc and submit the required doc Please be sure to fill out the Under the SBA Eligibility Infr Out Form" to complete the b	BUSI m Guidance essing your application for th uments. Beneficial Ownership sectio ormation section, you will ne- pusiness information.	NESS INFORMATION ne Paycheck Protection Program, yu n by clicking on "Add New Owner" ad to select "Yes" that the business	w will need to complete a in the bottom left corner. Is the applicant and then	ll sections allck on "Fill		



				Contact Your Loan Officer 🔻	og Deck To Homepage 🛛 🖨 Log Out
	Business Info	nal Info	🗄 Additional Info	cuments 🧭 Submit And Sign	
		BUSINESS I	NFORMATION		
	Paycheck Pr	rotection Program Guidance			
	LET'S GET S	STARTED			
	In order for u and submit t	us to begin processing your application for the Payci the required documents.	neck Protection Program, you will need to	o complete all sections	
	Please be su	ure to fill out the Beneficial Ownership section by clic	king on "Add New Owner" in the bottom	left corner.	
	Under the St Out Form" to	BA Eligibility Information section, you will need to se o complete the business information.	lect "Yes" that the business is the applica	int and then click on "Fill	
					×
		Required	Information		
	* Name:		* Industry Code: ③		
	* Type of Organization:	~	* Tax ID:		
	t Dualance Diseas Muselson	Contact	Information		
	dusiness Phone Number: Address 1:		- Email Address:		
	* City:		* State:		
	* Zip Code:				
		Backgroun	d of Business		
	State of Formation:	~	* Number of Employees:		
	* Date Business Established:		* Date Current Management Established:	E	
	Date Current Ownership Established:				
		Que	estions	0 0	
	* Were you economically affected by COVID-19?:	O Yes O No	* Were you operational before February 15th?:	O Yes O No	
		* is the appl	icant business an eligible entity type?: ⑦	O Yes O No	
	•1	Is this business considered a small business based o	off the SBA Size Standard Guidelines?: ⑦	Yes No Eligibility Check	
	* Is the Business or any owne excluded from participation in this tra	er presently suspended, debarred, proposed for deb ansaction by any Federal department or agency, or p	arment, declared ineligible, voluntarily presently involved in any bankruptcy?:	O Yes O No	
	* Has the Applicant, any owner of the guaranteed loan from SBA or any	e Applicant, or any business owned or controlled by y other Federal agency that is currently delinquent c	any of them, ever obtained a direct or ir has defaulted in the last 7 years and caused a loss to the government?:	O Yes O No	
	Is the Applicant (if an individual) or a criminal information, arraignment, or	any individual owning 20% or more of the equity of t other means by which formal criminal charges are b inc	he Applicant subject to an indictment, rought in any jurisdiction, or presently arcerated, or on probation or parole?:	O Yes O No	1
	Within the last 5 years, for any fel pleaded guilty; 3) pleaded nolo co	lony, has the Applicant (if an individual) or any owner intendere; 4) been placed on pretrial diversion; or 5) probation (ir	of the Applicant 1) been convicted; 2) been placed on any form of parole or ncluding probation before judgment)?:	O Yes O No	
	Is the Applicant (if an individual) or a criminal information, arraignment, or	any individual owning 20% or more of the equity of t other means by which formal criminal charges are b inc	he Applicant subject to an indictment, rought in any jurisdiction, or presently arcerated, or on probation or parole?:	O Yes O No	
	Within the last 5 years, for any fel pleaded guilty; 3) pleaded nolo co	lony, has the Applicant (if an individual) or any owner ontendere; 4) been placed on pretrial diversion; or 5) probation (ir	of the Applicant 1) been convicted; 2) been placed on any form of parole or ncluding probation before judgment)?:	O Yes O No	
		Beneficia	Ownership		NEXT →
		Please save the business fire	st before adding Beneficial Owners		
		SBA Eligibili	ty Information		
	* Is this the Applicant Business?				
	+ Add New Business				
		s	AVE		
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Industry Code: Start typing a few letters of your industry to display close matches and choose the option that matches your business most. Please do not use 999999.

* Industry Code: 🕐	RESTA	1
* Tax ID:	72251 - Restaurants and Other Eating Places	
	722511 - Full-Service Restaurants	
	722513 - Limited-Service Restaurants	

Beneficial Owners: The application will instruct you to click SAVE before adding Beneficial Owners.

caused a loss to the government ::			
Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole?:	O Yes	No No	
Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded noio contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?:	O Yes	No No	
Beneficial Ownership			
Please save the business first before adding Beneficial Owners			NEXT →
SBA Eligibility Information			
• Is this the Applicant Business?			
+ Add New Business			
SAVE			

The *Add New Owner option* will be enabled.

X	Beneficial Ownership
+ Add a New Owner	Click below to add ownership information for this business



Beneficial Owners (continued):

Choose **Business or Person** and enter the information of the first Beneficial Owner and/or Control Person. Click **Save** and **repeat** until all Beneficial Owners have been entered.

	ADD CUSTOMER	×
	Create New Customer	
	Business	
	Person	
		~
3	ADD CUSTOMER	î
	Create New Customer	
	Customer Type	
	Person -	
First Name *	Last Name *	
Test Customer	Test Customer	
· ·	Save	
1		•

		Be	neficia	al Ownership				
		test	custom	er, test customer				
×	Role:	Beneficial Owner & Control Person	•		Date Updated:	04/07/2020		
Perc	ent Ownership:	100.00	%					
	Add as a Borrower on the Application							
+ Add a New Owne	+ Add a New Owner Save Roles Reset							



Form 2483: Click *FILL OUT FORM* to launch the SBA Eligibility Form 2483 and fill it out completely, then click *SAVE and SUBMIT.*

		SBA Eligib	ility Information			
he Applicant Busin No SBA Eligibility For Applicant Busine: Information Form Status: New	rm 2483 ss FILL OUT FORM	Send Collection Fc	orm Email			
	DAVCHECK DOOT					
	DAWN MORGA	N TEST FOR GINA	•			
	APPLICANT BUSIN	IESS INFORMATION				
Business Legal Name:	ABC Company	Business Type:	LLC			~
DBA or Tradename if applicable:		Business TIN (EIN,SSN):	99-9999999			
Business Phone:	(999) 999-9999	Email Address:	John.Smith@gmail.com			
Primary Contact First Name:	John	Primary Contact Last Name:	Smith			
Business Primary	123 Anywhere I n	Business Primary				
Address 1: Business Primary		Address 2: Business Primary				
City:	Anywher@	State:	VA			
Zip Code:	22546					
verage Monthly Payroll:	\$ 0.00	x 2.5 ± EIDL, Net of Advance (if Applicable)	Ş			
Number of Employees:	10	Purpose of the Loan	Payroll	• Yes	0 N	0
		(22.22.1000 and 010).	Lease / Mortgage Interest	• Yes		0
			Utilities Other (explain):	YesYes		0
			Continue to pay vendors	-	-	_
Is the Applicant or store	If questions (1) or (2) below are answ	ered "Yes," the loan will not be	<u>approved.</u>	0.4		
Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarrent, declared ineighible, voluntarily Ves 💿 No xcluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy? . Las the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed and from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the numeroment?						
. Is the Applicant or any es, list all such businesse	owner of the Applicant an owner of any other business, or h is and describe the relationship on a separate sheet identif	ave common management with ed as addendum A.	n, any other business? If	O Yes	() N	0
. Has the Applicant received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a O Yes 💿 No						
	If guestions (5) or (6) are answere	d "Yes", the loan will not be app	proved.			
. Is the Applicant (if an in nformation, arraignment, robation or parole?	dividual) or any individual owning 20% or more of the equit or other means by which formal criminal charges are broug	y of the Applicant subject to an ht in any jurisdiction, or present	indictment, criminal ly incarcerated, or on	O Yes	N	0
 Within the last 5 years,) pleaded nolo contende efore judgment)? 	for any felony, has the Applicant (if an individual) or any own re; 4) been placed on pretrial diversion; or 5) been placed o	ner of the Applicant 1) been com n any form of parole or probation	victed; 2) pleaded guilty; on (including probation	() Yes	() N	0
. Is the United States the	principal place of residence for all employees of the Applic	ant included in the Applicant's p	payroll calculation above?	• Yes	O N	0
: Is the Applicant a franci	nise that is listed in the SBA's Franchise Directory?			() Yes	() N	0
	SAVE	SAVE AND SUBMIT				



Click back over to the other **open tab in your internet browser** to continue with the loan application:

×	🏽 🌞 Paycheck Protectio 🗙 🛛 🔛 Credit Risk M	lanage X	SW Credit Risk Mar	nage X	+
دGUID=5db6ba30-d180-4ae1-	-865e-60dcfbbc8ebf				
nployees of the Applicant include	d in the Applicant's payroll calculation above?	O Yes	O No		
se Directory?		O Yes	No		
SAVE SAVE AND	SUBMIT				

Click NEXT.

			Beneficia	l Ownership			
			test custome	r, test customer			
×	Role:	Beneficial Owner & Control P	erson 🔻		Date Updated:	04/07/2020	
	Percent Ownership:	100.00	%				
			Add as a Borrowe	er on the Application			
+ Add a Ne	ew Owner						
			SBA Eligibili	ity Information			NEXT -
Y	es () No						
	SBA Eligibility Form 2483 Applicant Business	FILL OUT FORM					
	Information						
	Form Status: Under Review						
Add New Busin	ness						





<u>Step 5:</u>

Personal Info – Complete the PERSONAL INFORMATION tab. Click *SAVE*, then *NEXT*

				Contact Your Loan Officer 🔻	🔺 Back To Homepage 🛛 🕞 Log Out
	Business Info	nai Info	🗄 Additional Info 📄 Do	cuments 🧭 Submit And Sign	
	-	PERSONAL	INFORMATION		
	Paycheck F	Protection Program Guidance			
	Please pro	vide the requested information for anyone with at le	ast 20% ownership interest in the borrowi	ng entity.	
	To add mu	Itiple individuals, please select "+Add New Person"	at the bottom of this section.		
	SBA Eligib Please be entities wit	iiity_ certain to click on "Fill out Form" to complete the rec h ownership interest.	uired SBA eligibility forms. This will need t	to be completed for all	
					×
		Require	d Information		
	* First Name:		* Social Security Number:		
	* Last Name:		Birth Date:		
	* Contact Phone Number:	Contac	* Email Address:		
	* Address 1:		* State:		
	* City:		* Zip Code:		
		Resid	lent Status		
← PREVIC		Choose "Yes" fo	r one of the two below		NEXT →
	* I am a U.S. Citizen:	O Yes O No	* I have Lawful Permanent Resident status:	O Yes O No	
		If "Yes" below, t	he loan will be denied		
	* I am neither a U.S. Citizen nor have Lawful Permanent Resident status:	Yes No			-
		Qu	lestions		
	+ Add New Person				
			SAVE		
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Step 6:

Loan Information – Complete the LOAN INFORMATION tab. Click SAVE, then NEXT

S ABANK				_			
			_	🎽 Contact Your Loar	n Officer 🔻 🦷	Back To Homepage	🕩 Log Out
	Business Info & Personi	nai info	E Additional Info	ments 🧭 Submit	t And Sign		
		LOAN IN	IFORMATION				
	Paycheck Pro	rotection Program Guidance					
	When filling	out the Economic Hardship Declaration please u	se the following as guidance:				
	Describe hov	w you qualify for the Paycheck Protection Program	and how the funds will be used.	ar annian aur standard			
	base of busin	iness. We will be using these funds to retain employ	yees and pay rent as well as utilities.	er service our standard			
	<u>Authorized S</u> business rep	<u>Signer:</u> Please only make one selection in this box, presentative on the loan application documents.	The individual identified here will be the ind	lividual that signs as the			
	The Maximum maximum los	um Loan Amount Eligibility calculator is meant to l oan amount may be, according to the SBA CARES	be a guideline to help you understand wha i act requirements.	t your estimated			
		Maximum	Loan Amount				
	Average	What time period should Monthly Payroll Costs	I use to calculate averages? Average M	onthly Exclusions			
	Salary, Wage, Commission, or	r Similar \$ 50,000.00	Compensation of an individual employee	e in §			
	Compen Payment of cash tip or equi	uivalent:	excess of an annual salary of \$100,000 Taxes imposed or withheld under Chapt	ters e			
	Payment for Vacation, Parental, F	Family, \$ 0.00	21, 22, or 24 of the Internal Revenue Code 1986	e of			
	Allowance for Dismissal or Sepa	paration: \$ 0.00	Any compensation of an employee who principal place of residence is outside of	ose §			
	Payment required for the provisi Group Health Care Renefits, inc	sions of \$ 10,000.00	United Star	tes:			
	Insurance Prer	emiums:	Qualified Sick Leave Wages Qualified Family Leave Wages	кФ <u>\$</u> кФ е	1,000.00		
	Payment of any Retirement B Payment of State or local tax asses:	Benefit: § 2,000.00		φ	1,000.00		
	the compensation of empl	bloyees:					
	Average Monthly Payroll	Il Costs: § 64,000.00	Average Monthly Exclusio	ons: s	2,000.00		
			Average Monthly Payroll Outstanding EIDL, Net of Advance	: () S	62,000.00		
			Applicable)	:0			
			Maximum Loan Amount (estimate)	:0 \$	155,000.00		
		ONLINE	LOAN #838				
		Require	d Information				
	t Loss Amount	Maximum Loan	n Term is 24 Months		20		
	* Product: ①	Paycheck Protection Program (CARES Act)	Has this loan already been	🔿 Yes 🔘 No	36		
		* Have you previously reco	applied for?: eived funds for this request / program?:	Yes No			
		Maximum Loan	n Term is 24 Months	0			
	* Loan Amount:	\$ 155,000.00	* Loan Term (in months):		36		
	* Product: ①	Paycheck Protection Program (CARES Act) 🛛 🗸	Has this loan already been applied for?:	Ves O No			
		* Have you previously rece	eived funds for this request / program?:	Yes No			
	* Use of proceeds for at least one of	of the following: payroll, rent/mortgage interest, utilit	ties, group healthcare benefits, or other interest expenses?:	Yes () No		NET	
	* Borrower: ①	Relationsi	* Authorized Signer: (7)	Dawa Maraga TEST EOD CINA M			
	Affiliate: ①	Dawn Morgan TEST FOR GINA	Autorized orginal. O	Dawit Molgan TEST FOR GIVA A	Ť		
		Declaration of	Economic Hardship				
	* Comments:	TESTING TESTING 123					
	 Is this loan needed to continue operations during COVID-19 Pandemic?: 	Yes O No			11		
			SAVE				
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<u>Step 7:</u>

Additional Info – Complete CONTACT INFORMATION tab. Click I agree to all terms and conditions.

Ĥ	Business Info	onal Info	Con Info	E Additional Info		Submit And Sign		
			CONTACT INFO	RMATION (OPTIONAL)				
	Paycheck	Protection Program	Guidance					
	The CON contacted	TACT INFORMATIC	N (OPTIONAL) section should t	be used for individuals who are not gu	aranteeing the loan but	can be		
	Authorize	d contacts may incl	ude:					
	 Age CP/ 	nts / Brokers A / Accountant						
	Off Atte	ce Manager / Booki irney	(eeper					
	• Oth	er Individuals Autho	rized by You					
	By enterin	g the information be	blow, you are authorizing us to r	each out to these individuals to neip	fulfill your loan request.			
	a First Marco						^	
	* First Name.	John		* Pho	ne: Smith			
	* Contact Relates To:	ARC Compar		· • R	ole:			extr →
	Comments:	Abe compar	· Y					
							E.	
	Company:	ABC Compa	iny					
+ 0	dd New Contact							
				all because and an additions				
			I agree to	all terms and conditions.				



Click AGREE.



Click **SAVE**, then **NEXT**.

By entering	the information below, you are authorizing us to rea	nch out to these individuals to help fulfill y	our loan request.		
				×	
* First Name:	John	* Last Name:	Smith		
* Email:	John.Smith@gmail.com	* Phone:	(888) 888-888		
* Contact Relates To:	ABC Company 🗸	* Role:		\sim	
Comments:					7
Company:	ABC Company				/
+ Add New Contact					
	 I agree to all 	terms and conditions.			
		SAVE			



Step 8:

Documents – Upload all of the appropriate documents. To upload documents, click the *File box* and browse out to where the documents are stored. Click *UPLOAD*. All documents must be uploaded to proceed. If a document does not apply to you, please upload a blank document.

S& _{JA} BANI	K				Contact Y	our Loan Officer 🔻	🖷 Back To Homepage 🛛 🕩 Log Out
BIG BELIEVERS IN YOU	🚊 Business Info	👌 Personal Info	向 Loan Info	📰 Additional Info	Documents	Submit And Sign	
			DO	CUMENTS			
		Paycheck Protection Program	Guidance				
		In order for our institution to p establish eligibility such as pa proprietorship. For borrowers supporting documentation, su	rocess your request, you must i yroll processor records, payroll that do not have any such docu ch as bank records, sufficient to	upload all of the requested do tax filings, or Form 1099-MISC umentation, the borrower mus o demonstrate the qualifying p	cuments as is necessary to ; or income and expenses from a sole t provide other ayroll amount.		
		Please provide the requested	documents listed below by clic	king "Upload Document"			
		TESTERS	ON, TESTER - DOCUMENTS	S EMAIL CPA, CO-BORR	OWER OR CONTACT		
		Government I	ssued ID UPLOAD	DOCUMENT			
		+ Add New Document					
		LOAN	PRODUCT - DOCUMENTS	EMAIL CPA, CO-BORROW	ER OR CONTACT		
← PR	REVIOUS	2019 quarteri	/ IRS F941 forms (4) UPLOAD	DOCUMENT			NEXT \rightarrow
		2019 IRS W2 filing	copies of annual UPLOAD	DOCUMENT			
		Annual payro matches F9 41	I report that UPLOAD totals	DOCUMENT			
		Owner distrib paid through	ution report if owner UPLOAD	DOCUMENT			
		Detailed payr includes the p and afterward	oll report that eriod for 2/15/2020	DOCUMENT			
				SAVE			
Powered by SAUGWORKS © AL	origo 2020 Terms of Use 1	Privacy Policy Security					

A success box will appear when each document has been uploaded successfully. Click CLOSE.



Repeat until all documents have been uploaded. Click SAVE, then NEXT.



LOAN PRODUCT - DOCU	JMENTS EMAIL CF	A, CO-BORROWER OR CONTACT	
2019 quarterly IRS F941 forms (4)	Document Uploaded	<u> Delete</u>	NEXT \rightarrow
 2019 IRS W2 copies of annual filing 	Document Uploaded	🛈 Delete	
 Annual payroll report that matches F941 totals 	Document Uploaded	<u> </u> Delete	
 Owner distribution report if owner paid through draws instead of W2 	Document Uploaded	<u> </u> Delete	
 Detailed payroll report that includes the period for 2/15/2020 and afterwards 	Document Uploaded	🗓 Delete	
	SAVE		

<u>Step 9:</u>

Submit And Sign – The Congratulations page will display.

						Contact Your Loan Officer 🔻	of Back To Homepage 🚺 Log Out
	🛕 Business Info	8 Personal Info	ሰ Loan Info	👫 Additional Info	Documents	Submit And Sign	
			SU An error occured	JBMIT AND SIGN while loading the agreement status			
				SUBMIT			
← PREVIOUS		Paycheck Protection Progra	m Guidance Ci	ongratulations!			
		Thank you for c	ompleting your loan request. I	Please click "Submit" and a loan of	ficer will be in touch shortly		
			SUBMIT APPLICATION	DOWNLOAD APPLICATIO	ON PDF		
			W	ithdraw Application			



Click **F5** or the **Refresh** button on your internet browser.

← → C	nalyst.com/LoanApplicatio	n/Application.aspx?GUID=4	6c2ef95-7950-4213-bbfe-2	2f2aa7fdc700&LoanApplicationID	=103885 =5#backT	Т		☆ 🔒 :
					×	Contact Your Loan Officer 🔻	👫 Back To Homepage	🕒 Log Out
	🛕 Business Info	Personal Info	👔 Loan Info	📒 Additional Info	Documents	🖉 Submit And Sign		
ļ			SI An error occured	JBMIT AND SIGN while loading the agreement status.				
				SUBMIT				
		Paycheck Protection Progra	am Guidance C	ongratulations!				
		Thank you for c	ompleting your loan request.	Please click "Submit " and a loan offic	er will be in touch shortly.			
			SUBMIT APPLICATION	DOWNLOAD APPLICATION	N PDF			
			W	ithdraw Application				

Click SEND FOR SIGNATURES AND SUBMIT

**Before choosing "send" please ensure all emails for business and individuals are correct. Once sending documents, emails cannot be corrected. The application would need to be withdrawn and customer will need to reapply.

BIG BELIEVERS IN YOU						Your Loan Officer 🔻	👫 Back To Homepage	🕒 Log Out
	Business Info	💍 Personal Info	🟠 Loan Info	📄 Additional Info	Documents			
			SUBMI	IT AND SIGN				
	Signer		Email	Status		Date Signed		
← PREVIOUS			SEND FOR SIGN	IATURES AND SUBMIT				
			S	UBMIT				
		Paycheck Protection Program	Guidance					
		Thank you for con	npleting your loan request. Pleas	ratulations: e click "Submit" and a loan office	er will be in touch sho	rtly.		
		1	SUBMIT APPLICATION	DOWNLOAD APPLICATION	PDF			
			Withdre	aw Application				

Click CONFIRM AND SEND FOR ESIGNATURE

ſ	SEND FOR ESIGNATURE AND SUBMISSION	×
	Please confirm you want to send the loan application for eSignature. Once the loan has been sent for eSignature, i cannot be edited. After all parties have signed, the application will be automatically submitted.	it
	CONFIRM AND SEND FOR ESIGNATURE RETURN TO APPLICATION	



|--|

Emails with links to sign the application have been sent to all parties	×
CLOSE	

The status will now show *Awaiting signature*.

🚊 Business Info	💍 Personal Info	🙆 Loan Info	📰 Additional Info	Documents	🔗 Submit And Sign				
		SUBM	IT AND SIGN						
Signer		Email	Status		Date Signed				
John Smith		John.Smith@gmail.com	Awaiting sign	ature					
	SEND SIGNATURE REMINDER EMAILS								
		Last requ	lest sent 4/7/2020						
			SODIMIT						
	Paycheck Protection Progra	m Guidance							
		Cong	ratulations!						
	Thank you for c	ompleting your loan request. Plea	se click " Submit " and a loan office	r will be in touch shortly.					
		SUBMIT APPLICATION	DOWNLOAD APPLICATION	PDF					

Check your email for the Adobe Sign e-signature link. You will receive multiple emails (2 or more). Follow the instructions for each.





Click the *Start* button. To be guided through any boxes that require initials or a signature. Zoom in to see any field.



The app will default to the Sign option. To change to the keyboard option or an image of your signature, select a choice at the top. Otherwise, *using a touch-screen device, leave as defaulted and use your finger or stylus to sign*. *Key in your name* below the signature and click *Apply*.

2:54 人 世 喝 79* 資 經計 51% 會
← ▲ Adobe Sign, an Adobe Docume Intps://sageworksign.na2.echosign.com
Type Draw Image
sign Here
Enter your name Close Apply
III O <



When all fields have been signed or initialed, click Finish.



Click Tap to Sign







The following message will appear but just a *few more steps to go*.

Click back over to the Online Application and *Click F5* or your internet browser *refresh button* again.

Click **SUBMIT APPLICATION**, which has now been enabled by successful signatures.

BIG BELIEVERS IN YOU					E	Contact Your Loan Officer 🔻	or Homepage	🕞 Log Out			
	🟦 Business Info	💍 Personal Info	🏠 Loan Info	📰 Additional Info	Documents	💮 Submit And Sign					
			SU DOWNL All relevant par	JBMIT AND SIGN OAD APPLICATION PDF rties have signed this application							
	SUBMIT										
Paycheck Protection Program Guidance Congratulations!											
Thank you for completing your loan request. Please click "Submit" and a loan officer will be in touch shortly.											
	-		SUBMIT APPLICATION	DOWNLOAD APPLICATIO	ON PDF						

A success message will appear in the bottom right corner.







You're all set. Click *Log Out* to exit the loan application.

					2	Contact Your Losn Officer 🔻	🕈 Back To Homepage		
	🟦 Business Info	💍 Personal Info	🏠 Loan Info	🔚 Additional Info	Documents	🕢 Submit And Sign			
← PREVIOUS		Paycheck Protection Progr	am Guidance Ce	ongratulations!					
Thank you for completing your loan request. Please click "Submit" and a loan officer will be in touch shortly.									
			SUBMIT APPLICATION	DOWNLOAD APPLICATI	ION PDF				
			Submitted on 4/7/20 3:27 PM	ET Withdraw Applicati	ion				

Troubleshooting Tips:

Q: My application still states that it is awaiting signatures. What should I do?A: Ensure that someone has signed on behalf of the business and each person has signed separately. Each person/entity receives a separate email.

Q: I cannot proceed from the Additional Info page and it keeps telling me I'm missing required information.

A: Review the Business Info, Personal Info and Loan Info screens to ensure all required information (fields with *) are completed.

Q: Not all of the documents apply to me but he application wants me to upload all of them. What should I do?

A: You cannot proceed without uploading all of the documents. If one does not apply to your business or situation, please upload a blank document, such as a scanned pieced of paper that has N/A on it or a Microsoft Word document with N/A on it.

Q: I can't find the email that had a link to my application. How can I access to complete it? A: Please visit the <u>Payment Protection Plan Page</u> of Sonabank's website and choose "Apply Now". Log on with the ID and password that you originally registered with and choose the application that you'd like to edit.

For additional information about the Payment Protection Program, please contact PPPLoanTeam@Sonabank.com.