

# Filing a PPP application as a Borrower

VERSION DATE: APRIL 6, 2020

1. Follow the link provided by your financial Institution
2. Fill out the PPP form at that link. It looks like the following screenshot:

**Stark Industries**

Paycheck Protection Program Application

Please complete to the best of your ability at this stage.

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BUSINESS INFORMATION

Business Legal Name \*

Business Primary Address \*

City \* State \* Zip \*

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Business Phone \*

DBA or Tradename (if applicable)

Business Taxpayer Identification Number (TIN) \*

Primary Contact Name \*

Email Address \*

Is the business a: \*

3. Upon successful completion of the form you should see a confirmation page

**Stark Industries**

Your loan request was successfully sent.

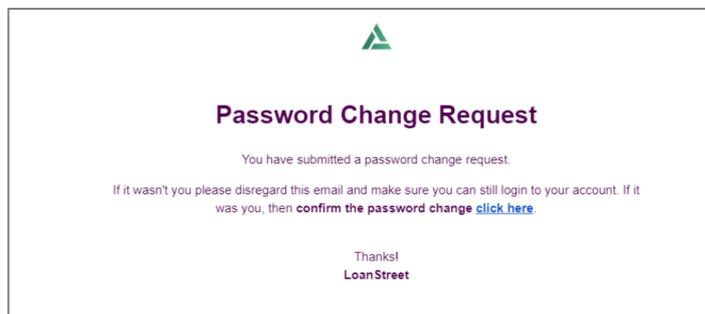
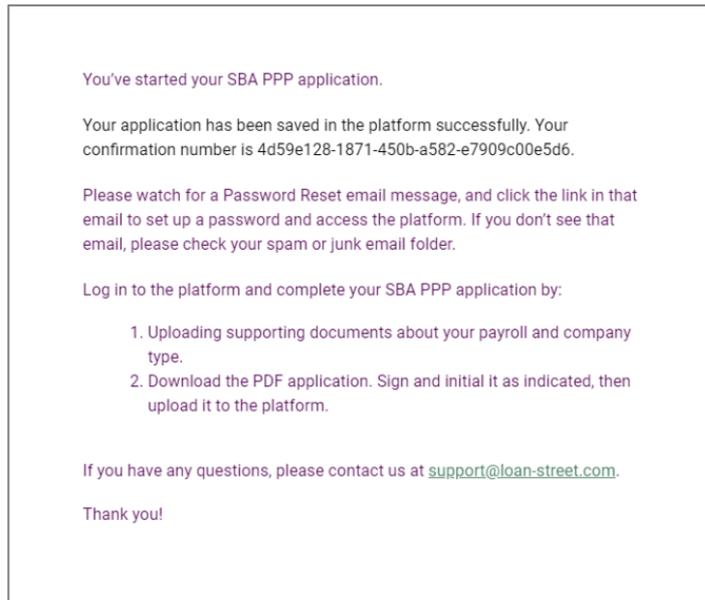
Confirmation number: cc789be7-794b-4594-bdea-f57945c756b5

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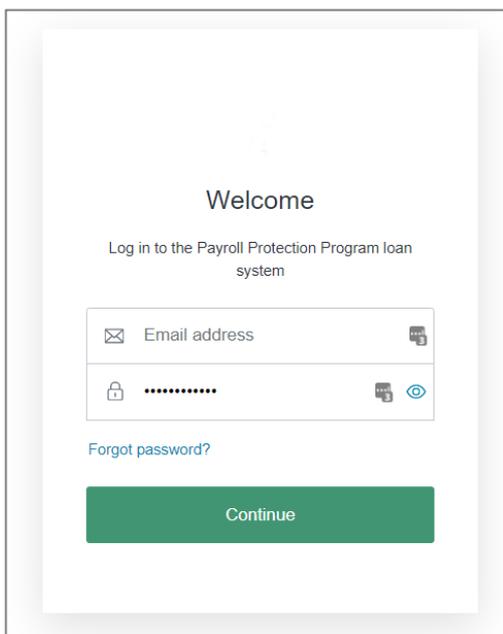
WHAT HAPPENS NEXT

- You will receive an invitation to the loan platform.
- Check your spam and junk folder if you do not receive your invitation.
- Once you register and log in, you will need to compile any necessary supporting documents and upload.
- If you have any questions about your loan status you can call and provide them with the confirmation number above.

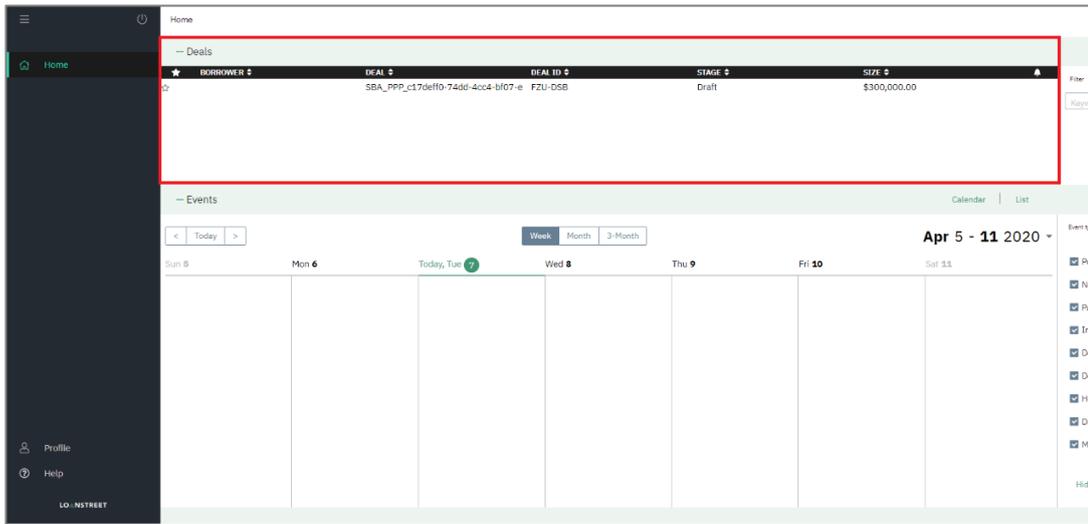
4. Check that you received two emails:
  - One is a confirmation that contains your confirmation number
  - The other message prompts you to reset your password to access the platform where you'll complete the process



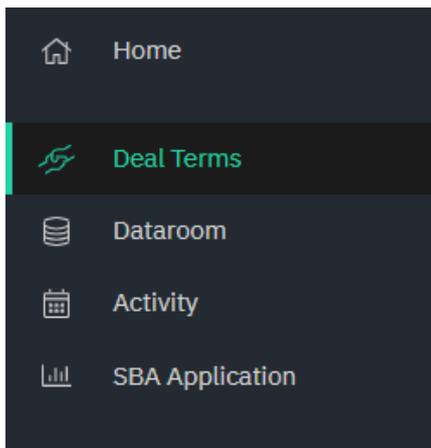
5. Setting a password should then bring you to a login page for the application portal. Bookmark this page so you can easily return to it again. For reference, the URL is <https://lender.loan-street.com/>



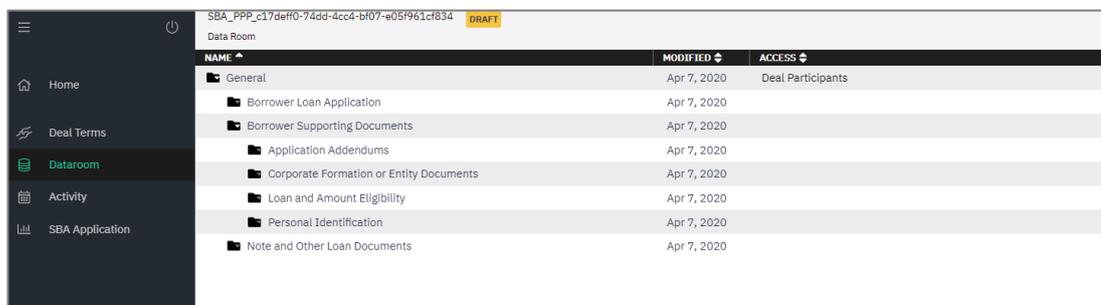
- When logging into the portal you should see the loan you have applied for.



- Click into your loan to see the details. The following options will become visible on the left side of the screen:



- To see or make changes to the application you submitted, click **SBA Application**.
- To upload the relevant files to support your application, click **Dataroom**. Your final PDF loan application will also appear here when it's ready for signature.



- Point your mouse at a folder row, and you'll see the Upload link at the right side of that row. Click **Upload** to select the file(s) you want to place in the folder. You can also drag files from your desktop onto a folder to upload it.