

## PPP Round 2 Instructions and Helpful Tips

### Instructions

1. When you click on the Portal link it will bring you to a login page. If you have never logged in to our member online portal before, please click Sign Up.  
If you have applied for a previous PPP loan with WECU, please use your email address and password that you previously created. You may be prompted to change your password.
2. Once logged in you will need to select which product you would like to apply for. If you do not see an option to select a product and apply, click on Marketplace on the left side of your page.
3. If your business profile is already setup in the system, you can click to “Apply With This Business”, or you will need to click to “Add New”.
4. Please follow the steps on each page of the application. You cannot continue or move on to the next page without completing all fields on that page. Additional information about each field is located on the right- hand side of each page.
5. If you have your first draw loan with WECU and the ownership of your business has not changed, you do not need to add Beneficial Owners to the second draw loan. These will carry over from the first loan.
6. Once you complete all pages and hit submit you will receive a pop-up window stating that it is now time to upload documents. Click on “Dashboard” from this page to upload the supporting documents to the loan (Applications are not considered complete until documents have been attached).
7. Once your application is submitted it cannot be edited.

### Helpful Tips

1. The application for second draw loans has a required field for the SBA loan number of your first draw loan. If you received your first draw loan with WECU and know your loan number please enter it. If you do not know your WECU SBA Loan number, you can enter WECU into this field. If you obtained your first draw loan with another institution, you will need to know your SBA loan number when applying.
2. The document placeholders for your new loan are not visible until you submit an application. Please do not upload documents before submitting the new application.
3. When uploading documents to your application, there is no Save button. Once your documents are visible within that placeholder in your dashboard, they are automatically saved and will be visible to your loan underwriter.
4. When uploading documents, please be mindful of which loan you are attaching the documents to. Uploading documents to a different loan may delay the underwriting process (This only applies if you have your first and second draw loan with WECU). You only need to upload the documents that are applicable to your business. If an additional document is needed to decision your loan, a loan officer will contact you.

5. When on your Dashboard view, all loans that have been fully submitted will show on the right side of the page along with what stage of the process the loan is in.
6. Applicant must provide documentation to show that gross receipts in any calendar quarter of 2020 were at least 25 percent lower than the same quarter of 2019. Alternatively, Applicants may compare annual gross receipts in 2020 with annual gross receipts in 2019 if they were in business in 2019. If your application is for an amount over \$150,000, you will need to provide this documentation at the time you submit your PPP loan application. If your loan is for \$150,000 or less, this documentation is not required to be submitted with your application but must be provided on or before the date you request loan forgiveness.

The following list of documents will be acceptable to corroborate at least a 25% reduction in gross receipts (only one set is required):

- Quarterly financial statements for the entity. If the financial statements are not audited, the Applicant must sign and date the first page of the financial statement and initial all other pages, attesting to their accuracy. If the financial statements do not specifically identify the line item(s) that constitute gross receipts, the Applicant must annotate which line item(s) constitute gross receipts.
  - Quarterly or monthly bank statements for the entity showing deposits from the relevant quarters. The Applicant must annotate, if it's not clear, which deposits listed on the bank statement constitute gross receipts (e.g., payments for purchases of good and services) and which do not (e.g., capital infusions).
  - Annual IRS income tax filings of the entity (required if using an annual reference period). If the entity has not yet filed a tax return for 2020, the Applicant must fill out the return forms, compute the relevant gross receipts value (see Question 5), and sign and date the return, attesting that the values that enter into the gross receipts computation are the same values that will be filed on the entity's tax return.
7. If you are using the entity's annual income tax returns to demonstrate a gross receipts reduction of at least 25%, please see below for the amounts that you would use based on your entity's tax return type:
    - For self-employed individuals other than farmers and ranchers (IRS Form 1040 Schedule C): sum of line 4 and line 7
    - For self-employed farmers and ranchers (IRS Form 1040 Schedule F): sum of lines 1b and 9
    - For partnerships (IRS Form 1065): sum of lines 2 and 8, minus line 6
    - For S-Corporations (IRS Form 1120-S): sum of lines 2 and 6, minus line 4
    - For C-Corporations (IRS Form 1120): sum of lines 2 and 11, minus sum of lines 8 and 9
    - For nonprofit organizations (IRS Form 990): the sum of lines 6b(i), 6b(ii), 7b(i), 7b(ii), 8b, 9b, 10b, and 12 (column (A)) of Part VIII
    - For nonprofit organizations (IRS Form 990-EZ): sum of lines 5b, 6c, 7b, and 9 of Part I.
    - LLCs should follow the instructions that apply to their tax filing status in the reference periods.