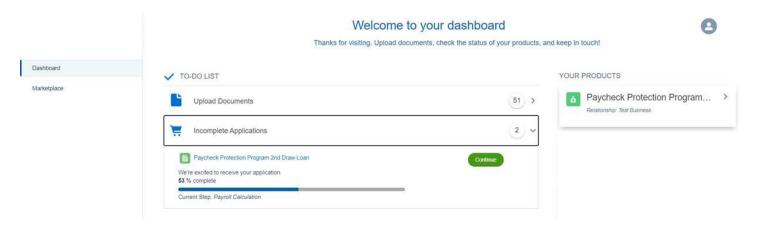
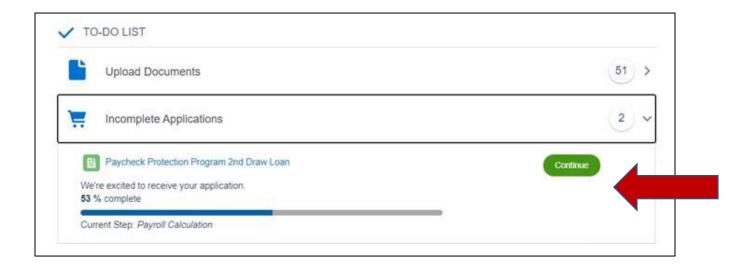
PAYCHECK PROTECTION PROGRAM Understanding the Application Portal Dashboard

During the Paycheck Protection Program (PPP) application process, Applicants can view the portal dashboard screen to check status of application and remaining action items. The dashboard is the first screen Applicants see following the log-in process.



1) If the application is still incomplete, it will be listed on the dashboard under the "Incomplete Applications" section

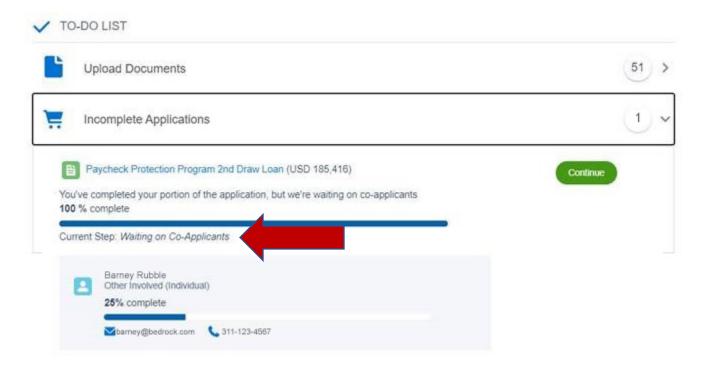
• In the example below, the application is 53% complete and the Applicant left off at the Payroll Calculation step. The Applicant can click on the green "Continue" button to further input information and upload supporting documentation.



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2) If the Applicant has completed all necessary inputs and is simply waiting for Beneficial Owners to complete their verification process, the application status will display like example below under "Incomplete Applications" section

• The Applicant should ensure that all Beneficial Owners look for the email notification that directs them to log into portal and verify information (and upload documentation if necessary).



- 3) If the Applicant has submitted the application to the bank, it will NOT be listed under the "Incomplete Applications" section. Instead, it will be listed in the "Your Products" section.
 - In the example below, the application has been submitted to the bank. The stage is listed as "Qualification." The bank is reviewing application. At this time, the Applicant has no further action items until they are notified by the bank.

