

TIPS FOR ENTERING PAYCHECK PROTECTION PROGRAM LOANS INTO ETRAN ORIGINATION

These tips may not be complete and/or may change as more information is released by SBA.

- Login at https://caweb.sba.gov/cls/dsp_login.cfm.
- Hover over LOANS drop down on the aqua-colored bar in the middle of the screen and click ELECTRONIC LENDING - ORIGINATION (ETRAN).
- Click NEW APPLICATION button at top of screen.

ONLY FILL IN THE FOLLOWING:

- LENDER INFORMATION SCREEN:
 - Your bank name, your own name and possibly your email address and phone **will auto-populate**.
 - Enter your title
 - Enter phone, if not already there.
 - Email address if not already filled in.
 - **VERY IMPORTANT: Somewhere on this screen or the next, you will see a PROCESSING METHOD drop-down. SELECT Paycheck Protection Program. If you do not see the PPP option, it means you are not listed in our lender database as a PPP lender. You can reach out to your local Lender Relations Specialist for assistance. NOTE: If you have submitted SBA Form 3506 to delegatedauthority@sba.gov then SBA is reviewing your request to become a PPP Lender and will add your name to the lender database soon. NOT EVERY LENDER HAS TO DO THIS. Many lenders were already 7(a) or Express lenders and so they are almost certainly already listed as PPP lenders.**
 - Answer this question: *Did This Loan Application Involve an "Agent"?* [See SOP 50 10\(5\)K for information on agents.](#)
AT BOTTOM OF SCREEN, HIT SAVE/NEXT.
- ELIGIBILITY, APPLICATION SCREEN
 - Answer "YES" to both questions then HIT SAVE/NEXT.
- APPLICATION INFORMATION SCREEN
 - Enter Average Monthly Payroll amount
 - Enter Amount Requested. NOTE: You must round this amount to the nearest 100 dollars. Be sure when rounding that you do not exceed the maximum allowed of 2.5x the Average Monthly Payroll amount. This may result in the loan amount not being exactly 2.5x the Avg. Monthly Payroll amount.
 - SBA Guaranty % should default to 100%
 - Term should default to 24 months
 - Interest rate defaults to Fixed
 - Base Rate Source – select Lender's Fixed Based Rate
 - Enter 1 in the Borrower's Interest Rate block
 - Spread over Prime will default to zero
 - Select a Maturity Starts Indicator – you have to pick either option shown.
 - Enter a Note date – this does not have to be exact.

- Enter payment amount calculated with a 1% interest rate and 24 month repayment. You enter an amount here even if the plan is for the loan to be forgiven.
 - Leave Payment Schedule as is
 - Is Payment Fully Amortizing – answer “yes”
 - If offering a deferment period, enter # of months of deferment in Number Months Interest Only
 - Application Structured with Eligible Passive Company? Answer “no” – THIS WILL BE “NO” FOR ALL PPP LOANS.
 - Is the Loan Collateralized? Answer “no”
 - Skip life insurance question
 - Reconsideration? Answer “no”
 - Skip Injection Required? Question
- AT BOTTOM OF SCREEN, HIT SAVE/NEXT.
- USE OF PROCEEDS SCREEN:
 - Enter information provided by the applicant re each category listed. LEAVE BLANK if applicant is not requesting that specific proceed type.
 - NOTE: Total of all uses of proceeds MUST equal loan amount. AT BOTTOM OF SCREEN, HIT SAVE/NEXT.
 - LENDER COMMENTS SCREEN:
 - Enter something like “Loan documentation is in file.” AT BOTTOM OF SCREEN, HIT SAVE/NEXT.
 - PROJECT INFO SCREEN:
 - The address you enter here is the BUSINESS ADDRESS. If home-based business, it is okay to use home address here.
 - IMPORTANT: enter ZIP CODE in Zip Code block then hit the LOOKUP ZIP button. This will fill in the City and State below the street address. IF YOU DO NOT USE THE LOOK UP ZIP button, THE CITY AND STATE WILL NOT POPULATE AND IT WILL GENERATE AN ERROR LATER.
 - If you know whether business is in a HUBZone, Opportunity Zone, click those blocks, otherwise ignore them.
 - Pay no attention to Application Liquid Credit Score area.
 - Enter NAICS code. If you do not know it, look it up at <https://www.census.gov/eos/www/naics/>.
 - Business Age: select from drop down.
 - Franchise – answer YES if lending to franchisee, you must check SBA’s national website to confirm that the franchise is listed on the Franchise Directory. See <https://www.sba.gov/sba-franchise-directory>. If the franchise is not listed on the Franchise Directory then you cannot make the PPP loan.
 - No. of Current Employees – enter total number of current employees.
 - IMPORTANT – Enter Zero in Number of Jobs Created.

- IMPORTANT – Enter Zero in Number of Jobs Retained.
- Date Business Established – enter date in the format 00/00/0000
AT BOTTOM OF SCREEN, HIT SAVE/NEXT.

- BORROWER INFORMATION SCREEN 1:
 - This screen is referencing the BUSINESS. Pick Business and EIN or SSN depending on type of business. For example, if a sole proprietorship, click Business and SSN. If corporation, hit Business then EIN.
AT BOTTOM OF SCREEN, HIT SAVE/NEXT.

- BORROWER INFORMATION SCREEN 2:
 - NAME block: Enter corporate name or if sole proprietorship, enter person's name.
 - Trade Name block – enter T/A name, if have one.
 - Skip DUNS block
 - Primary business? Select YES
 - Legal Organization Type – select from drop down
 - Controlling Interest Management should default to Primary Borrower.
 - Skip Contact Name
 - Primary Phone – enter business phone in format specified
 - You do not have to enter the following but you are welcome to:
 - Alternate Phone
 - Primary email
 - Alternate email
 - Project address is business address –
 - IMPORTANT: enter ZIP CODE in Zip Code block then hit the LOOKUP ZIP button. This will fill in the City and State below the street address. IF YOU DO NOT USE THE LOOK UP ZIP button, THE CITY AND STATE WILL NOT POPULATE AND IT WILL GENERATE AN ERROR LATER.
 - Enter Street Address
 - Physical Address – you can hit COPY PHYSICAL if same as Above address.
 - SKIP all questions except:
 - Prior SBA Loan – must answer.
 - *Is the Small Business Applicant debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency?* - Must answer. This question appears on the Borrower's Application.
AT BOTTOM OF SCREEN, HIT SAVE/NEXT.

- PRINCIPAL INFORMATION SCREEN 1:

Information collected in this section is for the OWNERS of the business.
NOTE: You must enter all owners until you reach either 100% ownership.

- Select PERSON and SSN
AT BOTTOM OF SCREEN, HIT SAVE/NEXT.

- PRINCIPAL INFORMATION SCREEN 2:

- Enter FIRST name
- Enter LAST name
- Controlling Interest Management should default to Owner of the Concern. If it does NOT, select Owner of the Concern.
- Skip all other areas except:
 - Percentage – enter % owned by this person
 - Citizenship – select something
 - Ethnic – select something. If you do not know, select Unknown/Not Stated
 - Gender - select something. If you do not know, select Unknown/Not Stated
 - Veteran - select something. If you do not know, select Unknown/Not Stated
 - Race - select something. If you do not know, select Unanswered
 - PHYSICAL ADDRESS area:
 - IMPORTANT: enter ZIP CODE in Zip Code block then hit the LOOKUP ZIP button. This will fill in the City and State below the street address. IF YOU DO NOT USE THE LOOK UP ZIP button, THE CITY AND STATE WILL NOT POPULATE AND IT WILL GENERATE AN ERROR LATER.
 - If country does not default to United States, select United States.
 - Enter the person's STREET Address.
 - Mailing address is not required.
 - **SKIP all** questions starting with:
 - *This Person or Affiliate Employed by Federal Agency?*
All the way through:
Evidence that Principal does not have a Non-Compete Contract with Competitor.

- PREVIOUS GOVERNMENT FINANCING SCREEN:

- You may or may not see this screen. If you see it and the applicant has told you that they had a prior Federal government loan then enter the information requested. If the applicant had no prior government financing then LEAVE all spaces blank and AT BOTTOM OF SCREEN, HIT SAVE/NEXT.

- GUARANTOR INFORMATION SCREEN:

- DO NOT fill anything in, hit SAVE/NEXT.

- BUSINESS FINANCIALS SCREEN:
 - Prior to the coronavirus crisis, 7(a) and Express lenders were **not required** to fill in this page. It is your choice whether you fill it in. It is not necessary. If you do NOT fill in, make sure to leave everything blank on the screen (if you fill in anything and then do not fill in all the other blanks, it will generate an error. AT BOTTOM OF SCREEN, HIT SAVE/NEXT.

You will see a message:

Congratulations. You've reached the end of input screens.
YOU ARE **NOT** DONE.

NOTE: You are not required to UPLOAD any documents. Retain all documentation in your loan file.

Hit VALIDATE button at top of screen.

This will show a list of WARNINGS and ERRORS.

Ignore WARNINGS.

You Must Fix ALL ERRORS.

If you need help figuring any of them out, you can call your local Lender Relations Specialist: see contact information at

<https://www.sba.gov/local-assistance/find/?type=SBA%20District%20Office>.

NOTE: You can use the Left Navigation tree to go to the sections where the errors are. IMPORTANT: when you go to areas to fix errors, you MUST enter the SAVE button or your changes will not be saved.

AFTER fixing all errors, click the SUBMIT button.

You will be shown a screen that has the SBA loan number plus some other information like SBA Guarantee percentage: 100%. **We recommend printing this screen and filing in your loan file. We were also told by one lender that they received an email with this same information.**

The loan STATUS at the top of the screen will change to FUNDED but you may not see that right away. As long as you have been provided with a loan number, it means that your PPP loan has been approved.

RE LOAN CLOSING DOCUMENTS:

We do not yet have definitive information on loan closing requirements. We will send out information via our Lender newsletter list when available.

1502 REPORTING:

We do not yet know if PPP loans will have to be included in each lender's monthly 1502 report. Wait for more guidance on that.