



SBA 7(a) Process

Firm Guidebook



Introduction to Guidebook

The purpose of this guidebook is to provide comprehensive guidance to Business Funding Portal Subscribers regarding the application process for SBA loans on the CPA Business Funding Portal.

This guidebook will instruct you on the steps to follow to complete an SBA loan application for your small business clients. You'll also see steps that involve your client, and what they will see during the process so you can guide them through the complete procedure with their SBA lender.

CPA **Business Funding** Portal



The CPA Business Funding Portal for Clients



Partnering to provide business financing solutions for firms, The CPA Business Funding Portal offers tools enabling firms to deliver small business financing to their clients.



- Firms prepare apps
- 10,000+ practitioners



- Leading funding platform
- \$7B+ small business financing
- Direct funding provider
- 250,000+ small businesses

The CPA Business Funding Portal does not substitute for clients' relationship with Biz2Credit. Clients must participate in the processing of their loan. Clients will need to take some actions themselves and work closely with Biz2Credit representatives to ensure a smooth process.

Firm processes application for existing portal client

Start application: First, the firm selects the existing portal clients and click the create a new application, and select "SBA Loan" then "Submit"

The dashboard features five summary cards at the top:

- Clients:** 0 Client in past 15 days, 32 Total Clients
- PPP Forgiveness:** 2 Applications, 0 Total Clients
- PPP Applications:** 0 PPP Applications, 0 Total Clients, [View Funnel Report](#)
- Term Loan:** 2 Term Loan Applications, 2 Total Clients
- Working Capital:** 2 Working Capital Applications, 2 Total Clients

Below the cards is a navigation bar with tabs for Applications, Business, and My Clients. A search bar is located to the right of the tabs.

Client Name	Client ID	Phone Number	Email Address	View Applications	Action
Eric Johnson	BIZ8545784	(324) 234-5423	ejohnson@gmail.com	+	Create a new application.
John Anderson	BIZ689830	(214) 323-4321	johnanderson@gmail.com	+	Edit Add
Jake Anderson	BIZ689823	(234) 213-2321	janderson@gmail.com	+	Edit Add

Firm processes application for new portal client

Start application: First, the firm selects "Create New Client" and click the create a new application, and select "SBA Loan" then "Submit"

The screenshot displays the biz2credit CPA Business Funding Portal dashboard. At the top, the logo for biz2credit CPA.com is visible, along with an 'Upgrade' button and notification icons. The main navigation bar includes 'Dashboard', 'Manage Users', and 'My Plan'. A prominent green button labeled 'Create New Client' is highlighted with a green circle, and a 'Bulk upload clients' button is also visible. Below the navigation bar, a blue banner announces a webinar: 'Next Webinar: Learn About the New ERTC Loan: Thursday 10/27/2022 at 10am ET.' The main content area is divided into 'News and Resources' and 'Resources' sections. The 'News and Resources' section features a 'What's New' article titled 'Introducing New Payment Options: Pay Now or Pay Later for your firm's Portal subscription.' with a 'Learn More' button. The 'Resources' section provides 'Resources and guidance for CPA firms to offer funding to their clients' and includes a 'Resource Hub' link and an 'Inquire about Financing' button. At the bottom, there are five summary cards: 'Clients' (0 Client in past 15 days, 32 Total Clients), 'PPP Forgiveness' (2 Applications, 0 Total Clients), 'PPP Applications' (0 PPP Applications, 0 Total Clients, with a 'View Funnel Report' link), 'Term Loan' (2 Term Loan Applications, 2 Total Clients), and 'Working Capital' (2 Working Capital Applications, 2 Total Clients).

Firm provides Client's business information

Select Type of Loan: First, the firm provides the new client's business contact information and select "SBA Loan" then "Submit"

New Client ✕

Business Name
Sample Business

Contact Name Phone Number
John Jones **(207) 323-4532**

Email Address
JOHNJONES@GMAIL.COM


Start with

PPP forgiveness application Term Loan Application

Working Capital ERTC Loan SBA Loan **BETA**

Submit →

Loan Purpose: Next, the firm indicates the loan purpose and total loan requirement for this client.



Provide a few details about your request

Loan Purpose Details

Use of Proceeds	Amount required
Operational Expenses	\$ 30,000
Use of Proceeds	Amount required
Payroll	\$ 20,000

Add

Note: An approximation is acceptable. Loan proceeds do not need to be spent exactly as indicated here but must be spent on allowable categories.

Total Loan Amount Required **\$50,000**

Continue

Application Progress

- Loan Request
- Business Details
- SBA Eligibility Questions
- Owners & Affiliates
- SBA Form 1919
- Upload Documents
- Financial Statement

Firm provides Client's business information

Business Info: First, the firm provides the client's basic business information such as business name, revenue and address.

Business Details

Business Name: DBA or Trade Name (Optional):

Business Structure: Annual Revenue:

Date Established or Incorporated: Tax ID: Phone:

Industry/NAICS code:

Business Address

Address:

City: State: ZIP Code:

Mailing Address

Same as business address

Other Info: Next, more information is needed, such as no. of employees, number of jobs created and retained.

Other

Is the applicant a: Cooperative ESOP 401(k) Plan Trust Other N/A

Do you plan to use a 401(k) Plan (including a Rollover for Business Start Up (ROBS) Plan) for equity? Yes No

Are you Operating Company (OC) or Eligible Passive Company (EPC)? OC EPC

Is your Operating Company (OC) or Eligible Passive Company (EPC) a "For Profit" business? Yes No

Number of employees: Number of jobs to be created: Number of jobs to be retained:

Does your business have a Franchise, License, Dealer, Jobber, or similar agreement in place? Yes No

Does a Third Party Management Company operate the business on behalf of the Borrower? Yes No

Does the business have any debt outstandings? Yes No

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SBA Eligibility Questions

After the business details are entered, you will need to go through a series of questions to ensure that the client is **eligible for an SBA loan**.

In particular, the SBA will want to better understand the criminal history of the business owners, as this could impact the borrower's ability to obtain financing.



Borrower Eligibility Questions

Before we get into all the details, we want to see if you are eligible for an SBA loan.

Is any owner suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency? Yes No

Are any owners presently subject to an indictment, criminal information, arrangement, or other means by which formal criminal charges are brought in any Jurisdiction? Yes No

Have you been arrested in the last 6 months for any criminal offences? Yes No

For any criminal offence - other than a minor vehicle violation - have any owners ever 1) been convicted; 2) pleaded guilty; 3) pleaded solo contender; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? Yes No

Are any 50% or more owner(s) of the applicant, more than 60 days delinquent on any obligation to pay child support arising under an administrative order, court order, repayment agreement between the holder and a custodial parent, or repayment agreement between the holder and a state agency providing child support enforcement services? Yes No

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[Save & Exit](#)

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Application Progress

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Firm provides Owners Details

In the next step, you are required to provide more information about business owners' prior experience running businesses or working in the same industry.

The first section: Requests information about the owner's relationship to the business: role and title, ownership percentage, number of years in the business and in the industry.

Owner Details

To request a loan, you require to provide owner information of the business and additional questions that are specific to SBA Form 1919, this step should take less than 10 minutes.

Relationship to the Business

Role at the business: Owner
Title at Company: President

Ownership (%): 100
Years at Borrower: 10
Industry Years: 20

Select an option that applies: Cooperative ESOP 401(k) Plan Other

Personal Details

First Name: Logan
Last Name: Anderson
Email Address: testborrower7123456@gmail.com
Phone Number: (207) 292-9482
SSN or ITIN (Optional):
Date of Birth: 11-02-1982
Place of Birth: Trenton,NJ,US

Home Address

Do you own your residence? Yes No

Address: 54
City: [Empty]

Address suggestions:
520 8th Avenue New York, NY, USA
526 6th Avenue New York, NY, USA

Application Progress

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The second section: Requests information about the owner, including contact and identifier information.

Firm provides Owners Details

The 3rd section: Requests to answer questions related to the owner's legal history.

520 8th Avenue New York

State ZIP Code
New York 10018

SBA Questions

Have you, or any business you controlled, ever filed for bankruptcy protection? Yes No

Are you or any business you control, presently involved in any legal action (including divorce)? Yes No

Have you or any business owned or controlled by you ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? (This includes, but is not limited to USDA, FHA, EDA, and student loans.) Yes No

Do you have any affiliates? ⓘ Yes No

Citizenship

I am a U.S. Citizen I have Lawful Permanent Resident (LPR) status. I am not U.S. Citizen or LPR

Show Voluntary Disclosures (Disclosure is voluntary and has no bearing on the credit decision.) ⓘ

I am an authorized signatory

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Please note, if you select "yes" for the affiliates question. You'll be prompted to provide information for affiliates on the next page.

Client receives email for their consent

Before submitting all owner details, you will need to choose the owner who is authorized to apply for the loan on behalf of the business.

This person is known as **Authorized Signatory** and send them a credit consent request via email. You need to send this request before you can proceed with the application.

Once they submit, the client is redirected to a confirmation page. The firm will be notified that the individual has consented.

After at least 51% of owners of the business have granted consent, the firm can begin the final steps of the application.

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I am an authorized signatory

< Previous


Save & Exit

Continue

SBA 1919 Form

After sending the request for consent, you'll need to complete the remaining form questions on the SBA 1919 form.

All these questions are included in the downloadable SBA form 1919 questionnaire located on the resource hub.



SBA 1919 Form

Is the Applicant and/or its Affiliates presently involved in any pending legal action? Yes No

Has an application for the requested loan ever been submitted to the SBA, a lender, or a Certified Development Company, in connection with any SBA program? Yes No

Are any of the Applicant's products and/or services exported (directly or indirectly), is there a plan to begin exporting (directly or indirectly) as a result of this loan, or is this an Export Working Capital Program (EWCP) loan? Yes No

Has the Applicant paid or committed to pay a fee to the Lender or a third party to assist in the preparation of the loan application or application materials, or has the Applicant paid or committed to pay a referral agent or broker a fee? Yes No

Has the Applicant and/or its Affiliates ever obtained or applied for a direct or guaranteed loan from SBA, or another Federal agency loan program (including, but not limited to USDA, B&I, FSA, EDA), or been a guarantor on such a loan? Yes No

Are any of the Applicant's revenues derived from gambling, loan packaging, or from the sale of products or services, or the presentation of any depiction, displays or live performances, of a prurient sexual nature? Yes No

Is any sole proprietor, partner, officer, director, stockholder with a 10 percent or more interest in the Applicant an SBA employee or a Household Member of an SBA employee? Yes No

"Household Member" means spouse and minor children of an employee, all blood relations of the employee and any spouse who resides in the same place abode with the employee.

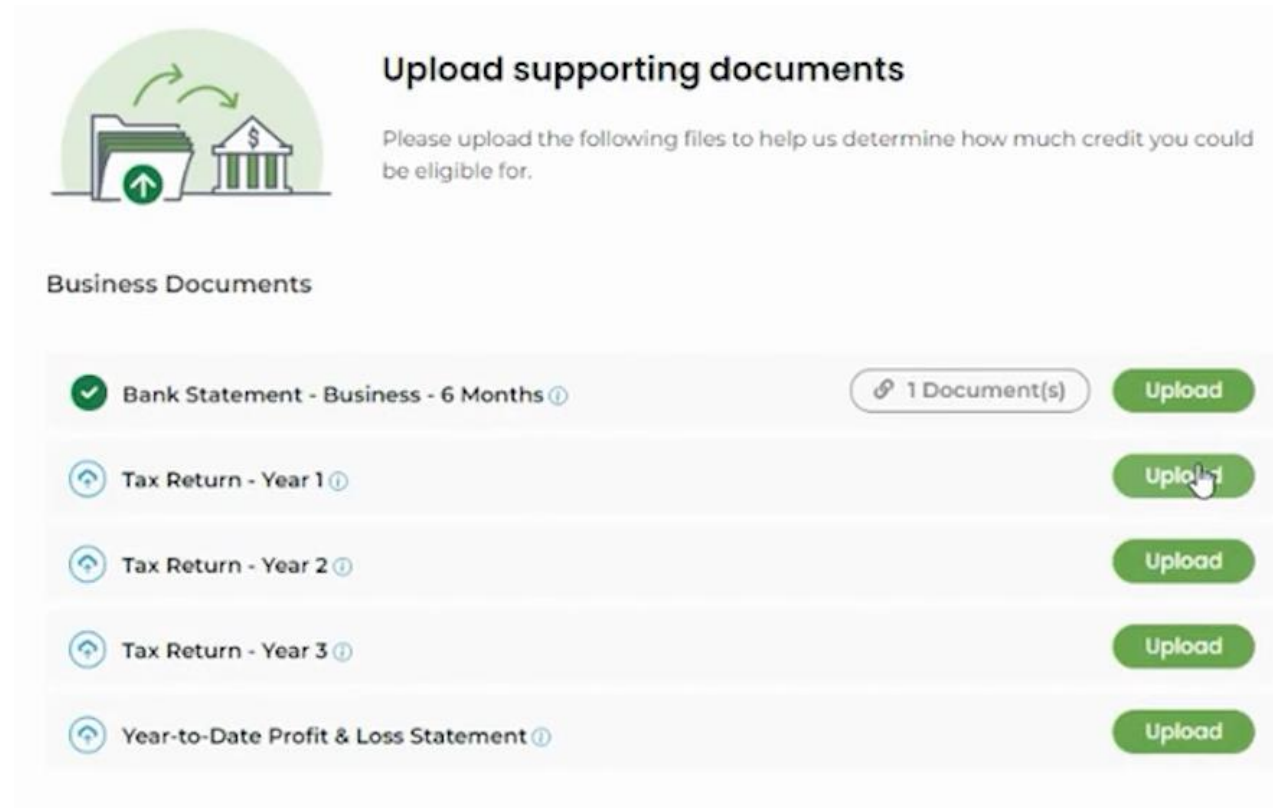
Application Progress

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Uploading Supporting Documents

Next, you can proceed to the documentation step of the application. Here you will need to upload the required supporting documents for the business, owners and affiliates.

Please note: A list of required documents is available in the SBA loan checklist located on our [resource hub](#).



Upload supporting documents

Please upload the following files to help us determine how much credit you could be eligible for.

Business Documents


<input checked="" type="checkbox"/> Bank Statement - Business - 6 Months ⓘ	1 Document(s)	Upload
<input type="checkbox"/> Tax Return - Year 1 ⓘ		Upload
<input type="checkbox"/> Tax Return - Year 2 ⓘ		Upload
<input type="checkbox"/> Tax Return - Year 3 ⓘ		Upload
<input type="checkbox"/> Year-to-Date Profit & Loss Statement ⓘ		Upload

Application Progress

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Funding Account Information

For the final section, you will need to provide the information of the account receiving the funds such as, the bank name, business account name, account number, and routing number. Then hit Continue.



Funding Account Information

Account Details

Bank Name	Business Account Name
<input type="text" value="Wells Fargo"/>	<input type="text" value="Test"/>
Account Type	Account Number
<input type="text" value="Checking"/>	<input type="text" value="232433422334232"/>
Re-enter Account Number	Routing Number
<input type="text" value="232433422334232"/>	<input type="text" value="245322457"/>

[< Previous](#) [Skip](#) [Save & Exit](#) [Continue](#)

Application Progress

- ✓ Loan Request
- ✓ Business Details
- ✓ SBA Eligibility Questions
- ✓ Owners & Affiliates
- ✓ SBA Form 1919
- ✓ Upload Documents
- ◀ Financial Statement

Final Review of the Application

Once all necessary documentation and consents have been provided, please do a final review of the loan application to ensure its accuracy. When finished, click Submit.



Great !

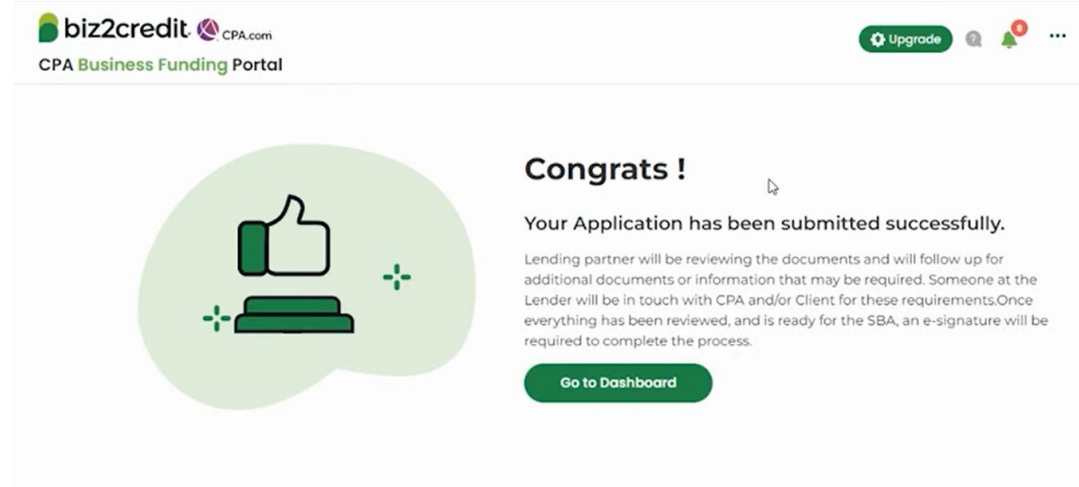
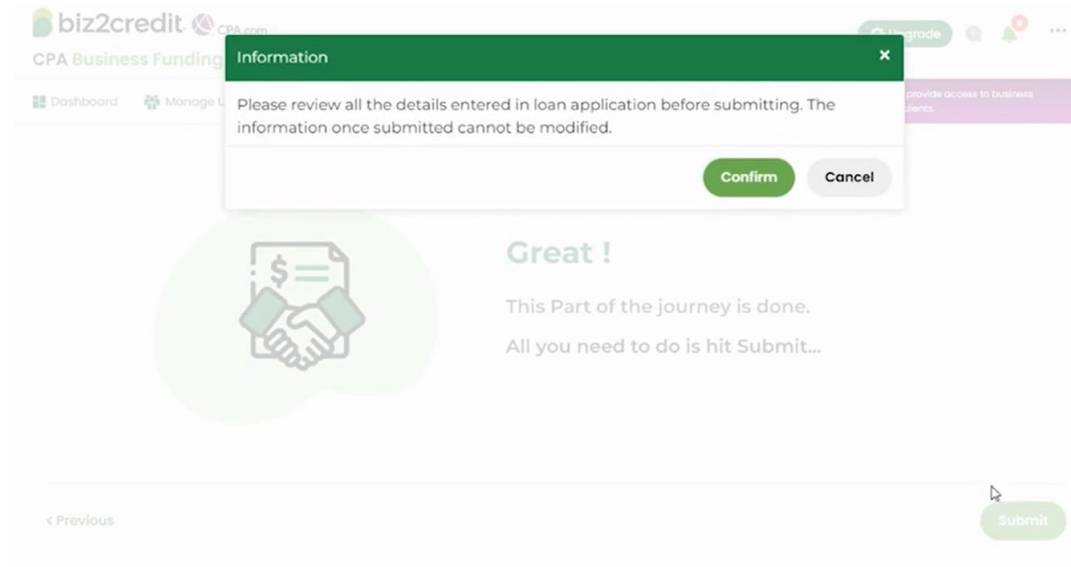
This Part of the journey is done.

All you need to do is hit Submit...

Submit

After submitting the application

Once an application is confirmed and submitted via CPA Business Funding Portal, The information will be share to potential funding provider. Your client is expected to hear back within **48 hours**.



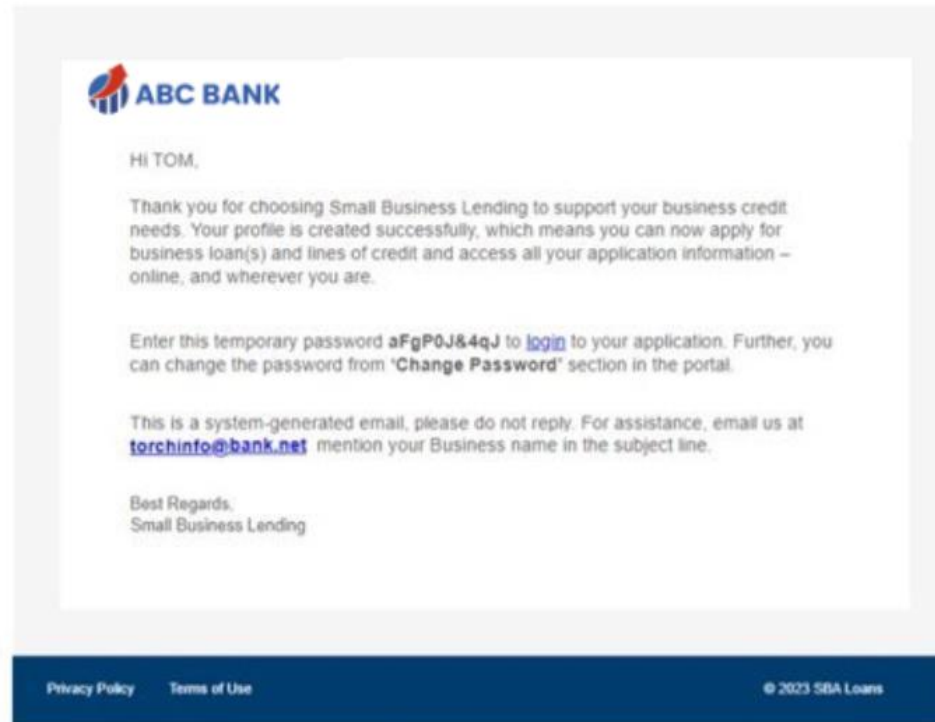
Receive Email from funding provider for next steps

Your client, the individual listed as the principal client (on the 'Client' record within the CPA Business Funding Portal) will receive an email from the funding provider.

If necessary, the funding provider will contact the client over the phone or email for further clarification about their application and additional documents (if required).

Make sure to communicate with your client to set the expectation. Most funding providers will also include the firm in communications, but occasionally they reach out directly to a client without looping in the firm.

Subject: Profile Created Successfully for Loan Application!
To: <tomhughes12@b2cdev.com>
Cc: <abc6@b2cdev.com>



Instructions for account access will be provided to the client by the funding provider.

Firm receives updates on the application

After submission, you will be able to return to the application to view all the information that you provided.

You will continue to receive updates about the application in your CPA Business Funding Portal account.

The dashboard features five summary cards at the top:

- Clients:** 0 Client in past 15 days, 33 Total Clients
- PPP Forgiveness:** 2 Applications, 0 Total Clients
- PPP Applications:** 0 PPP Applications, 0 Total Clients, [View Funnel Report](#)
- Term Loan:** 2 Term Loan Applications, 2 Total Clients
- Working Capital:** 2 Working Capital Applications, 2 Total Clients

Navigation tabs include Applications, Business, and My Clients. A search bar is located to the right of the tabs.

Client Name	Client ID	Phone Number	Email Address	View Applications	Action
John Jones	BIZ689857	(207) 323-4532	johnjones@gmail.com	+	[Edit] [Download]
Eric Johnson	BIZ8545784	(324) 234-5423	ejohnson@gmail.com	-	[Edit] [Download]

Created on	Application Type	Business Name	Application ID	Application Stage	Action
Mar 21, 2023, 10:57:15 AM	SBA Loan	Business Test	APP5205	Submitted to Lender	[Share] [Download]

A dropdown menu is open for the application ID APP5205, showing options: Download app documents and View UW Notes.

Firm receives updates on the application

The application stage for each client will be updated on the CPA Business Funding Portal.

Applications Business My Clients











Client Name	Client ID	Phone Number	Email Address	View Applications	Action
Client	BIZ697646	(789) 798-7098	test789@b2cdev.com	-	
Created on	Application Type	Business Name	Application ID	Application Stage ?	Action
May 17, 2023, 7:04:42 AM	SBA Loan	Test889	APP5305	Approved	

Applications Business My Clients

Client Name	Client ID	Phone Number	Email Address	View Applications	Action
Client hj	BIZ692184	(890) 980-9809	email010@b2cdev.com	-	
Created on	Application Type	Business Name	Application ID	Application Stage ?	Action
Apr 6, 2023, 3:57:37 AM	SBA Loan	test business 1212	APP5228	Funded	

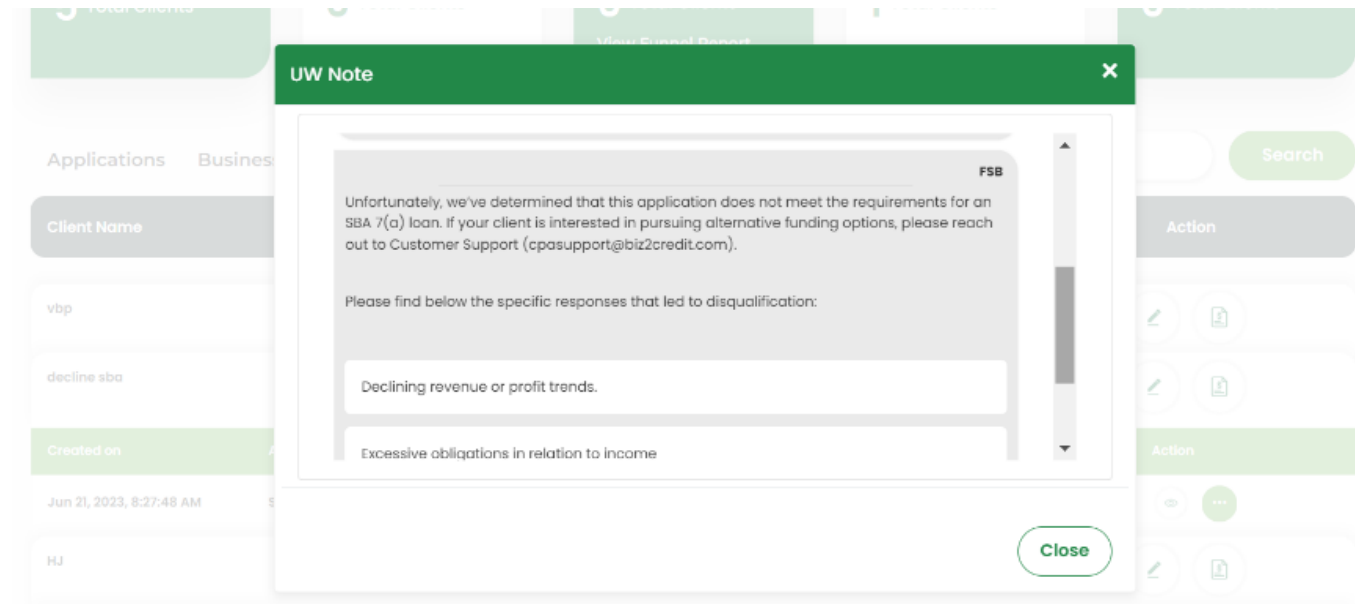
Update on application through underwriting notes

The underwriting notes (UW notes) will outline the specific responses leading to application disqualification.

Client Name	Client ID	Phone Number	Email Address	View Applications	Action
John Jones	BIZ689857	(207) 323-4532	johnjones@gmail.com	+	 
Eric Johnson	BIZ6545784	(324) 234-5423	ejohnson@gmail.com	-	 
Created on	Application Type	Business Name	Application ID	Application Stage	Action
Mar 21, 2023, 10:57:15 AM	SBA Loan	Business Test	APP5205	Submitted to lender	  Download app documents View UW Notes
John Anderson	BIZ689830	(214) 323-4321	johnanderson@gmail.com	+	 
Jake Anderson	BIZ689823	(234) 213-2321	janderson@gmail.com	+	 

Click "view UW notes" to review the responses

If you are uncertain about how to handle requests received from a funding provider, please contact the [customer care team](#) for further assistance.



The screenshot shows a modal window titled "UW Note" with a close button (X) in the top right corner. The note content is as follows:

FSB

Unfortunately, we've determined that this application does not meet the requirements for an SBA 7(a) loan. If your client is interested in pursuing alternative funding options, please reach out to Customer Support (cpasupport@biz2credit.com).

Please find below the specific responses that led to disqualification:

- Declining revenue or profit trends.
- Excessive obligations in relation to income

A "Close" button is located at the bottom right of the modal.

Update on application through underwriting notes

In case, the application status changes to "Declined" or "Withdrawn", the application cannot be proceeded further. Detailed explanations will be provided in UW notes.

If applicable, you may consider creating a new application or applying for a different financing product.

The screenshot displays a dashboard with five 'Total Clients' cards at the top. Below them are navigation tabs for 'Applications', 'Business', and 'My Clients'. A search bar is present with the text 'Search (Client Name, Email Address)'. The main content is a table with columns: Client Name, Client ID, Phone Number, Email Address, View Applications, and Action. The first row shows a client named 'Clien' with a 'Declined' status highlighted in a green box. Below this is a detailed application table with columns: Created on, Application Type, Business Name, Application ID, Application Stage, and Action. The 'Declined' status in the 'Application Stage' column is also highlighted.

Client Name	Client ID	Phone Number	Email Address	View Applications	Action
Clien	BIZ697646	(789) 798-7098	test789@b2cdev.com	-	
Created on	Application Type	Business Name	Application ID	Application Stage	Action
May 17, 2023, 7:04:42 AM	SBA Loan	Test889	APP5305	Declined	
HJ	BIZ8566718	(783) 546-7624	nmhj@b2cdev.com	+	
bnc	BIZ8566670	(785) 465-4765	bnc@b2cdev.com	+	
rjkl	BIZ8558936	(764) 839-7437	rjkl@b2cdev.com	+	

Update on application through email

You will also receive an email notification for the specific responses leading to application disqualification.

Click here to contact the [customer care team](#) for assistance

The screenshot shows an email from CPA Business Funding Portal to paylater12. The email content includes the biz2credit logo, a greeting, and a message about new underwriting notes for SBA-7A Loan APP5460. It states that the application does not meet requirements for an SBA 7(a) loan and provides a link to contact customer support. Below this, it lists specific reasons for disqualification, such as the company not being a 'For Profit' Business and an owner being suspended.

CPA Business Funding Portal <cpa@biz2credit.com>
to paylater12

6:20PM (12 minutes ago) ☆ ↶

biz2credit. A service of CPA.com

Hi Pay12 Later12,

New underwriting (UW) notes have been added for SBA-7A Loan APP5460. These notes are provided directly by the underwriting department reviewing your client's loan application. Please login to your CPA Business Funding Portal account to view the case notes and reply.

Latest underwriting note:

Unfortunately, we've determined that this application does not meet the requirements for an SBA 7(a) loan. If your client is interested in pursuing alternative funding options, please reach out to Customer Support (cpasupport@biz2credit.com).

Please find below the specific responses that led to disqualification:

Is your Operating Company(OC) or Eligible Passive Company(EPC) a 'For Profit' Business?	N
Is any owner suspended, debarred, proposed for	Y

Alternative financing options available

If your clients are not eligible for an SBA loan. The CPA Business Funding Portal offers other funding options that might be applicable to your clients.

The screenshot displays a web application interface with a navigation bar at the top containing 'Applications', 'Business', and 'My Clients'. A search bar on the right is labeled 'Search (Client Name, Email Address)' with a green 'Search' button. Below the navigation is a table with the following columns: Client Name, Client ID, Phone Number, Email Address, View Applications, and Action. The first row of the table shows a client named Dana Serikov with ID BIZ169255, phone number (212) 644-4555, and email hello@biz2credit.com. A green box highlights the 'Action' column for this client, which contains a plus sign, an edit icon, and a document icon.

Below the table is a 'News and Resources' section with a plus icon and the text 'Expand to see exclusive content for Portal subscribers'. To the left of the main content are two green boxes: 'Clients' showing '0 Client in past 15 days' and '3 Total Clients', and 'Working Capital' showing '0 Working Capital Applications' and '0 Total Clients'. A modal window titled 'Select a type of Loan?' is open in the center, asking the user to choose a financing type. The modal contains a list of options: 'SBA Loan BETA' (selected), 'Term Loan', 'Working Capital', 'ERTC Loan', and 'Loan Forgiveness'. A green box highlights the 'SBA Loan BETA' option. A green 'Submit' button is located at the bottom right of the modal.

Below the modal is another instance of the client table, showing three rows of client data:

Client Name	Client ID	Phone Number	Email Address	View Applications	Action
Dana Serikov	BIZ169255	(212) 644-4555	hello@biz2credit.com	+	edit, document
dsd	BIZ160060	(223) 222-2222	dffd@gmail.com	+	edit, document
test tester	BIZ9566327	(333) 333-3333	testloans@gmail.com	+	edit, document



CPA **Business Funding** Portal



Proud to help thousands of firms delivering financing solutions to their clients

Learn more:

cpaloanportal.com