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

biz2credit. CPA.com

The CPA Business Funding Portal for Clients

biz2credit CPA.com
CPA **Business Funding** Portal

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.

CPA.com

- Firms prepare apps
- 10,000+ practitioners

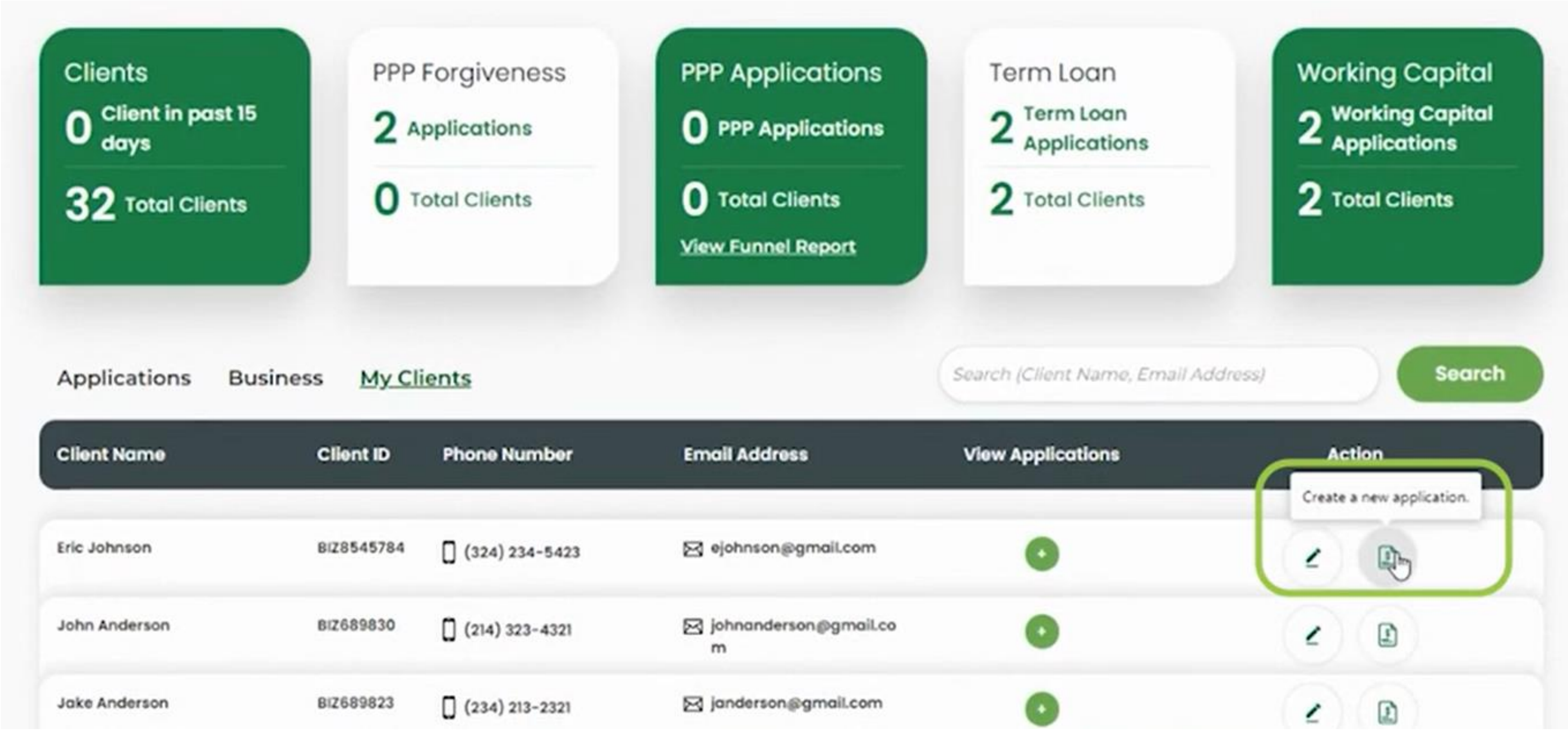
biz2credit

- 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.

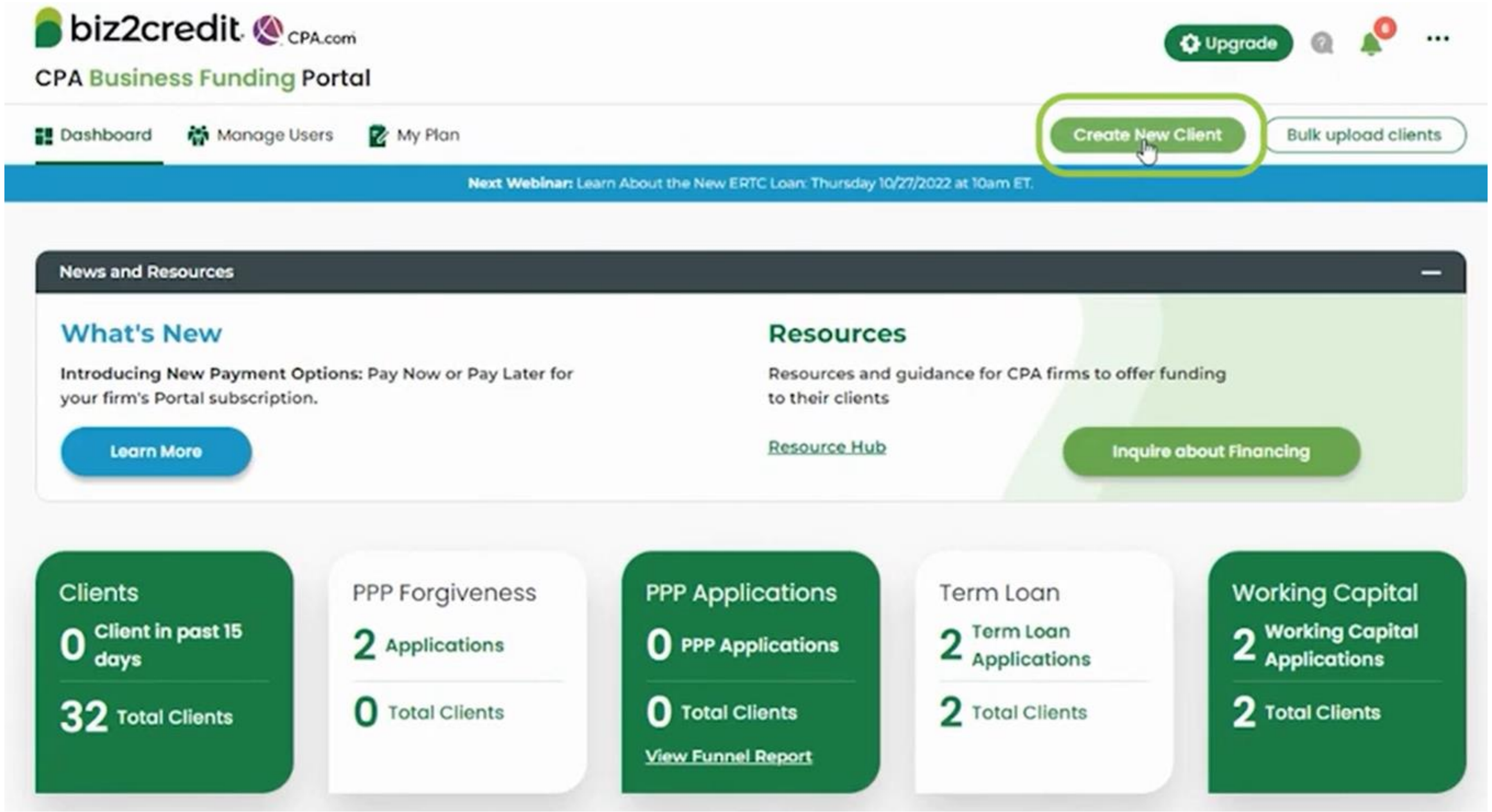
Firm processes application for existing portal client

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



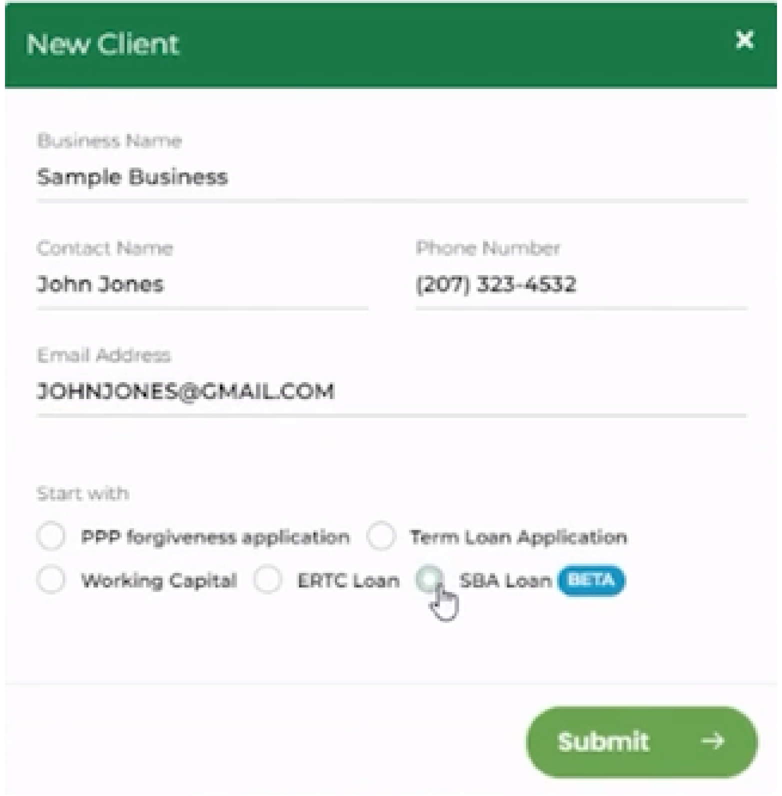
Firm processes application for new portal client

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

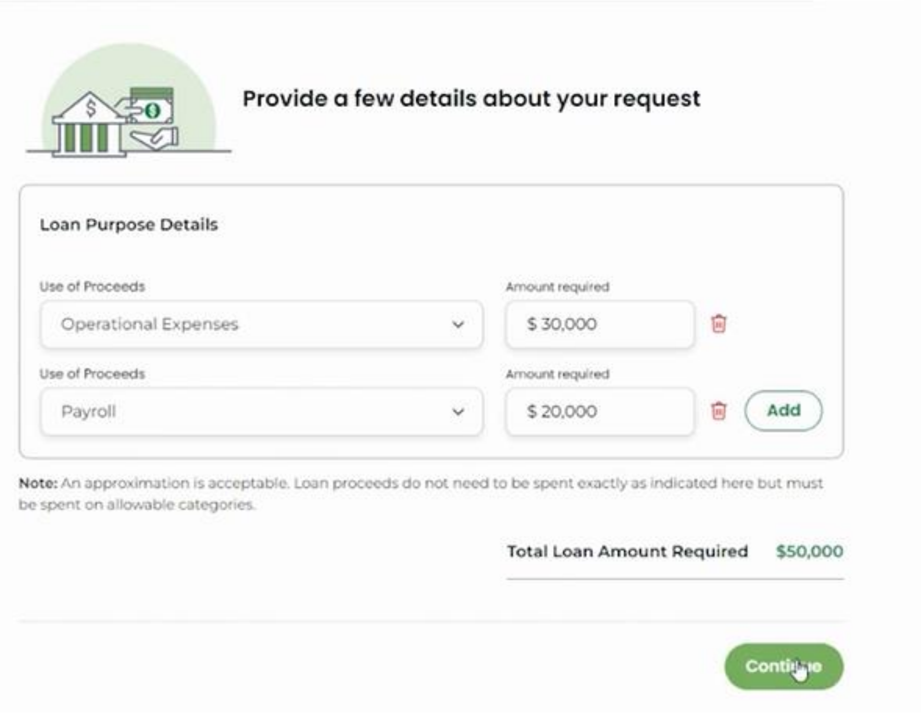


Firm provides Client’s business information

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

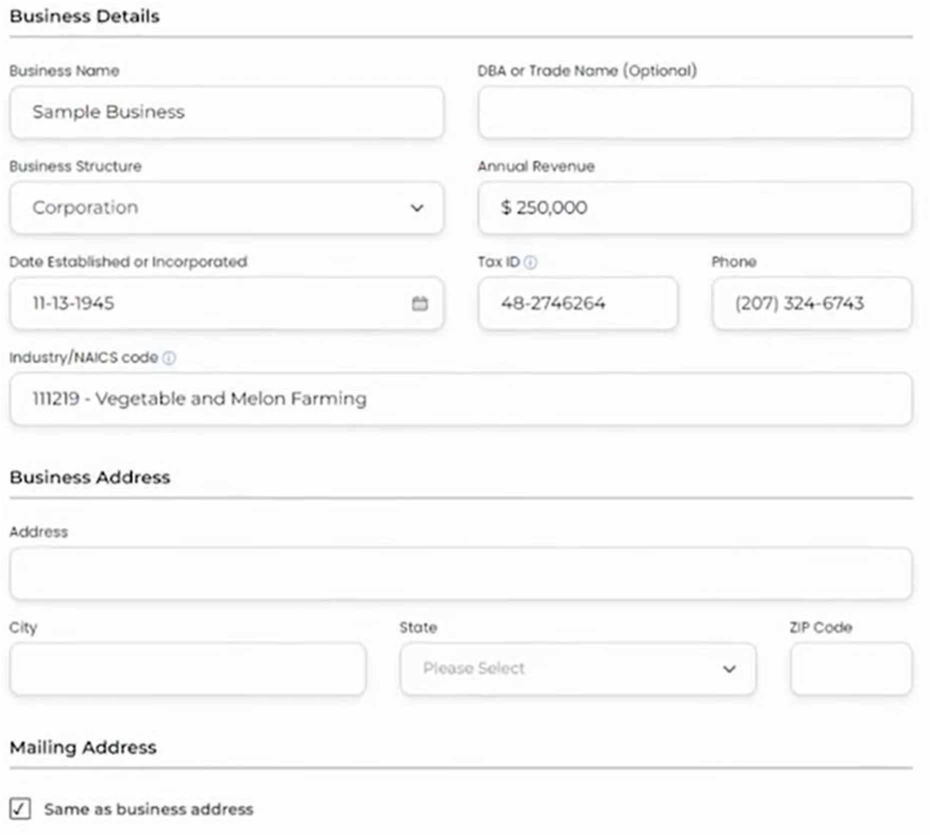


Loan Purpose: Next, the firm indicates the loan purpose and total loan requirement for this client.



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: Sample Business

DBA or Trade Name (Optional):

Business Structure: Corporation

Annual Revenue: $ 250,000

Date Established or Incorporated: 11-13-1945

Tax ID: 48-2746264

Phone: (207) 324-6743

Industry/NAICS code: 111219 - Vegetable and Melon Farming

Business Address

Address:

City:

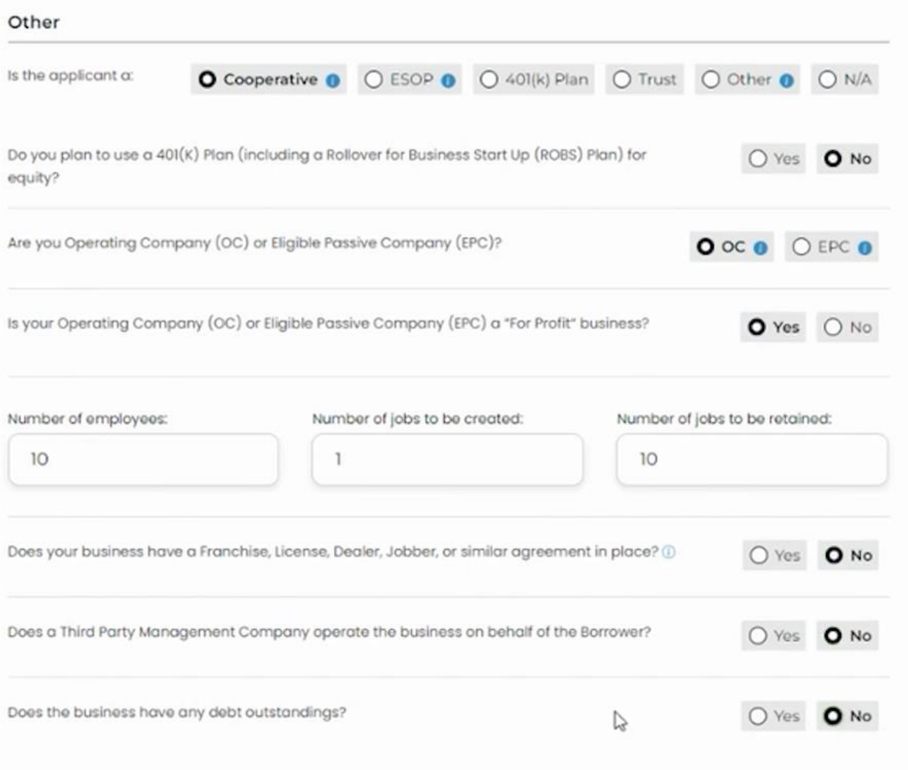
State: Please Select

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: 10

Number of jobs to be created: 1

Number of jobs to be retained: 10

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

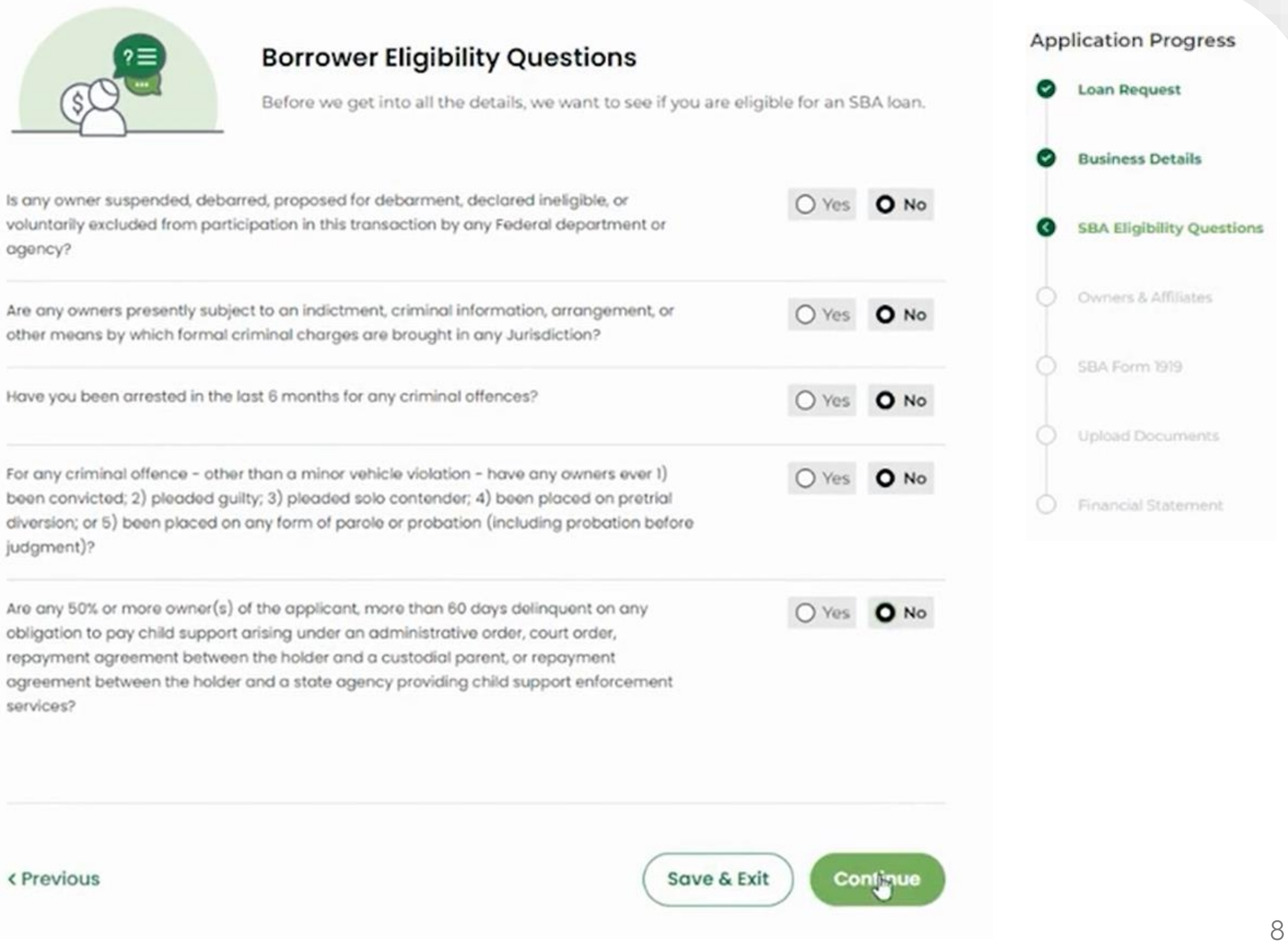
Application Progress

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

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**.

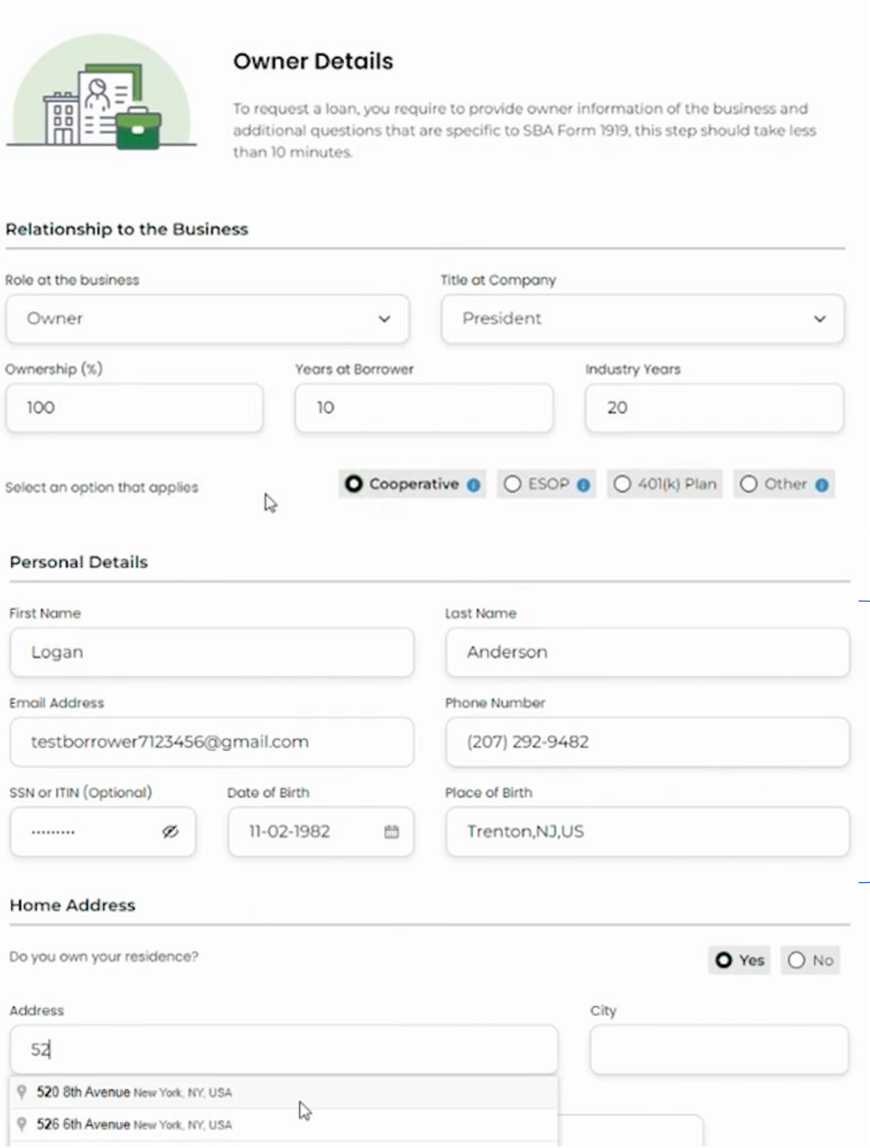
In particular, the SBA will want to better understand the criminal history of the business owners, as this could impact the borrower's ability to obtain financing.



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.

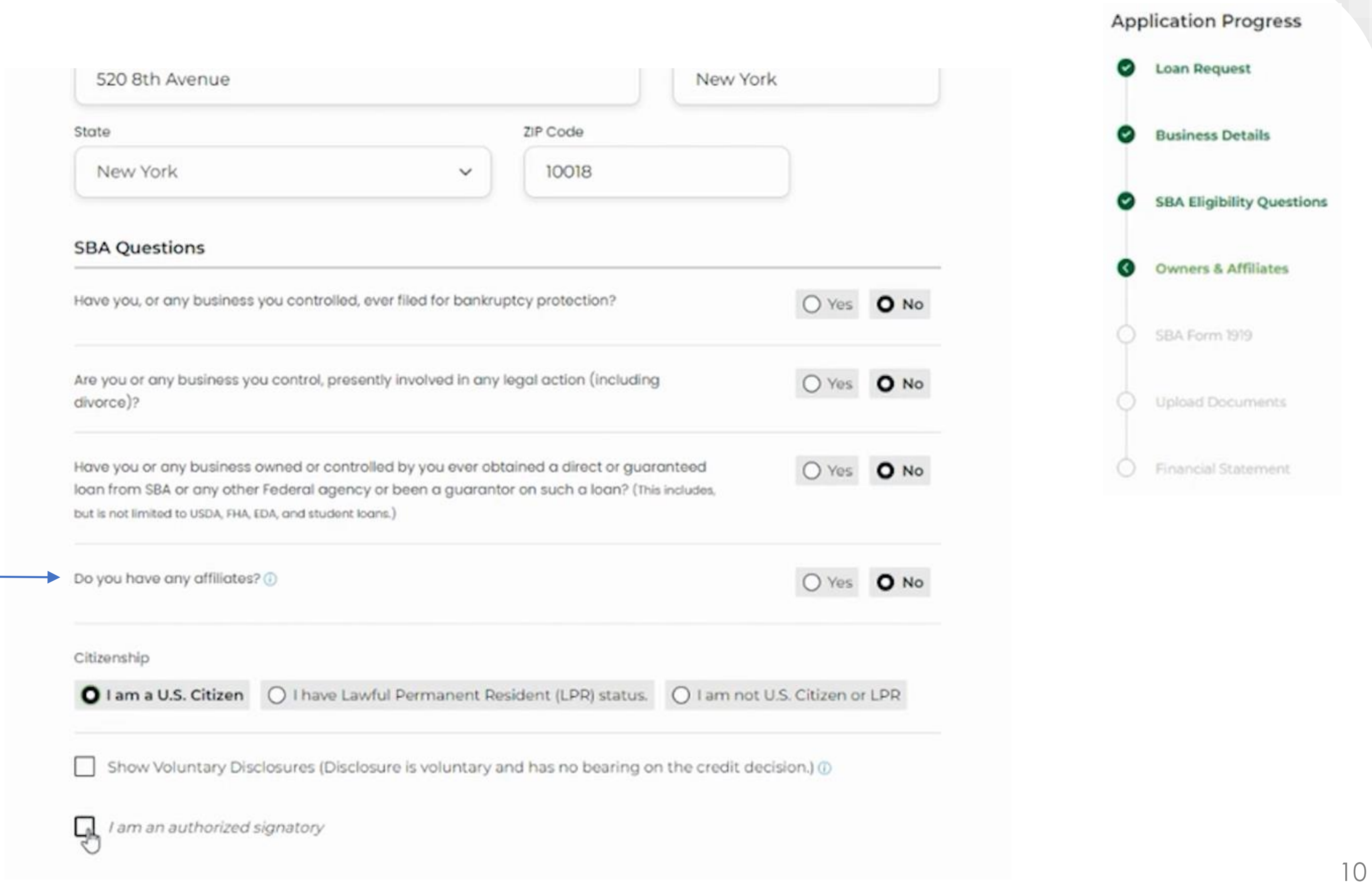


The second section: Requests information about the owner, including contact and identifier information.

Firm provides Owners Details

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

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



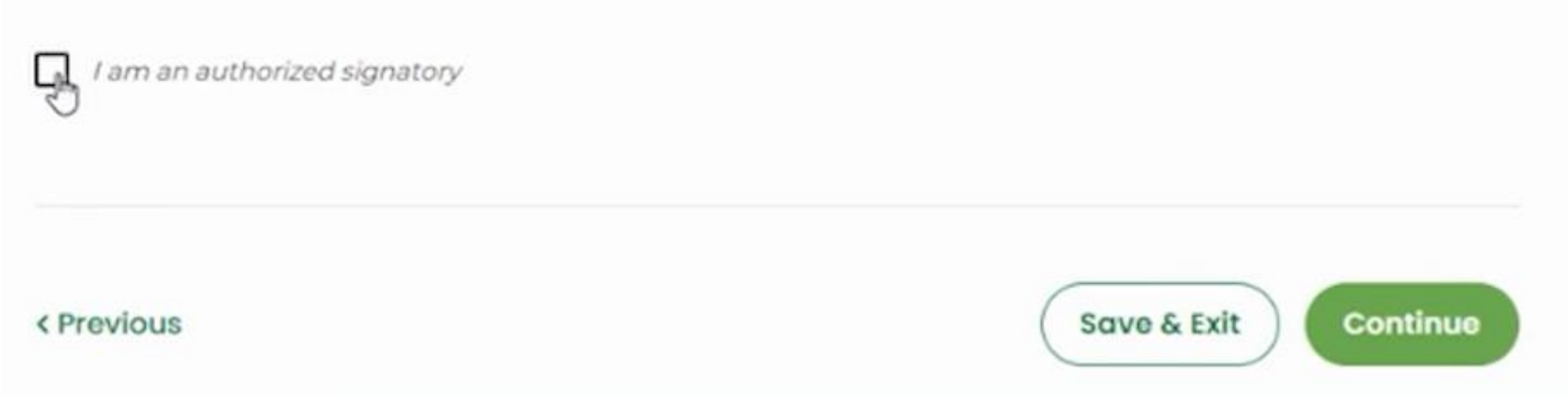
Client receives email for their consent

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.

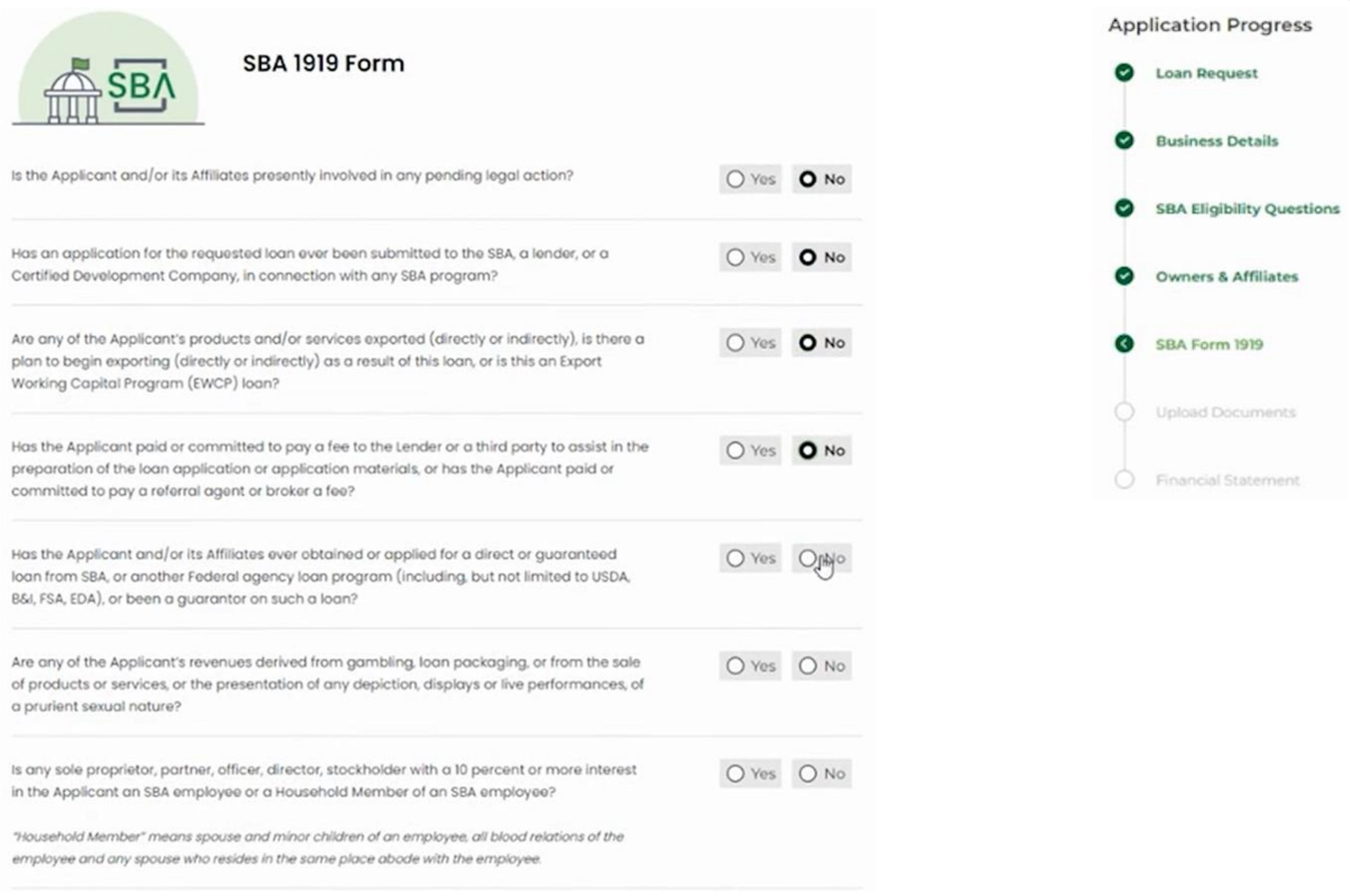
After at least 51% of owners of the business have granted consent, the firm can begin the final steps of the application.



SBA 1919 Form

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

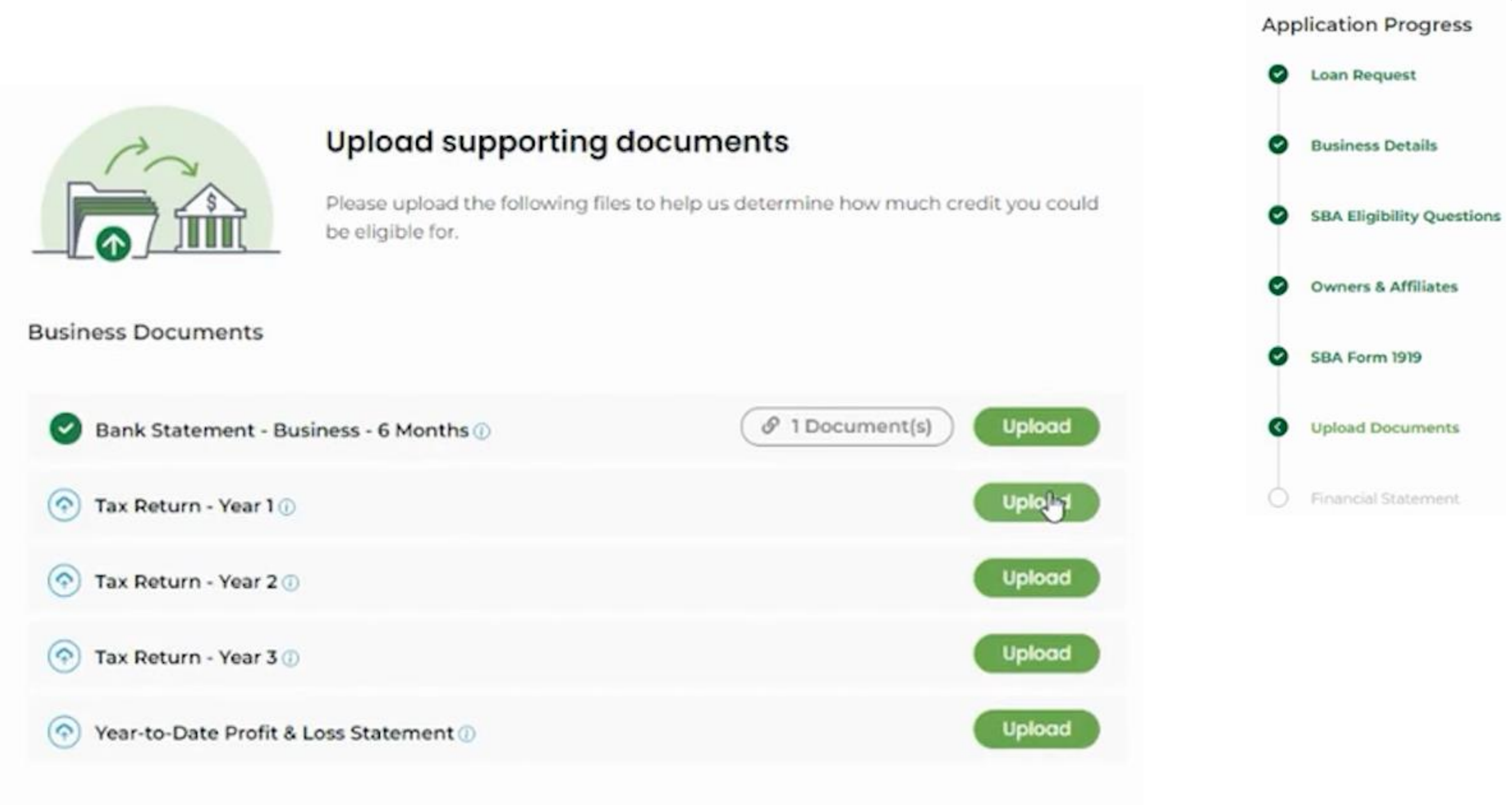
All these questions are included in the downloadable SBA form 1919 questionnaire located on the resource hub.



Uploading Supporting Documents

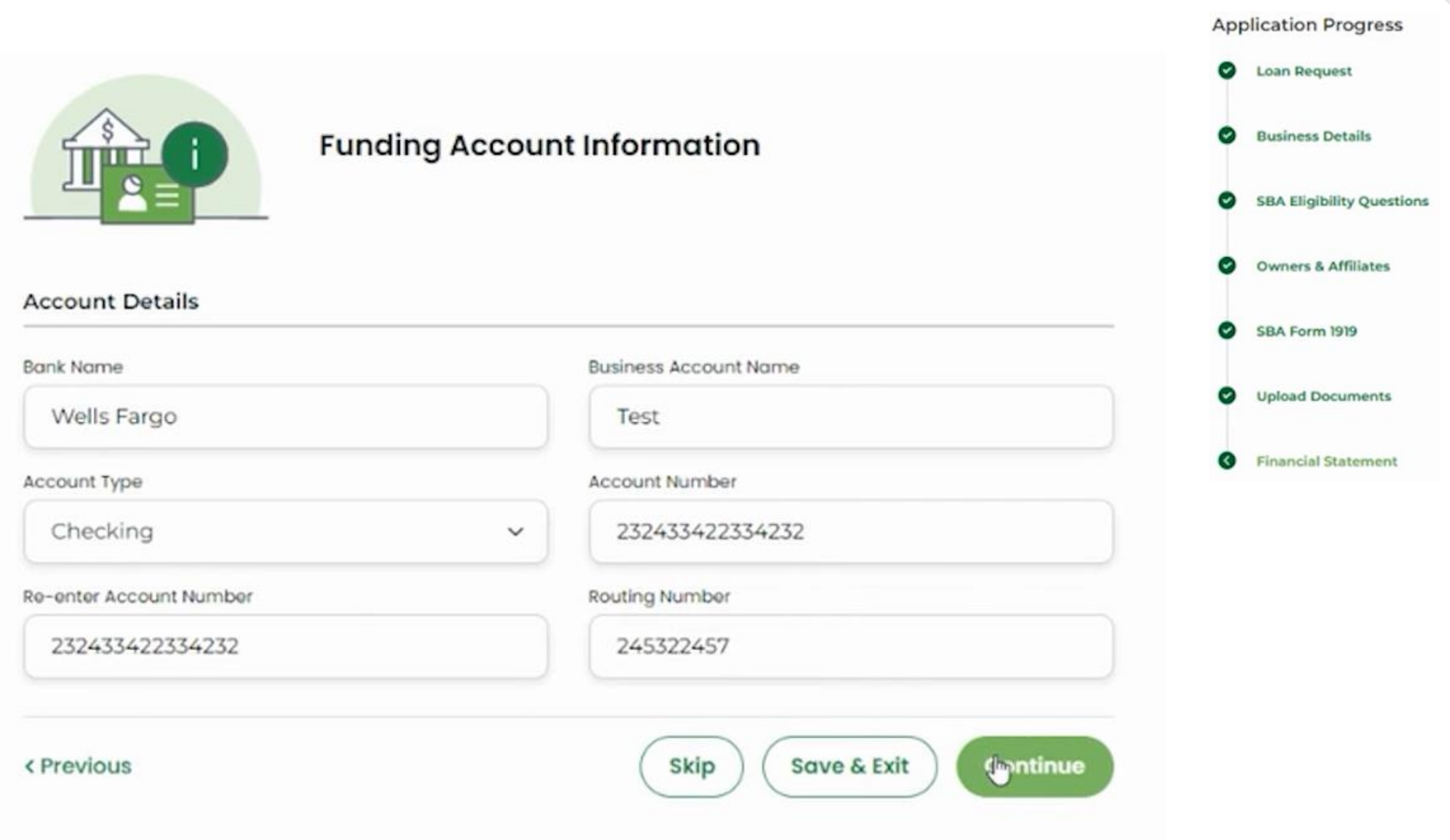
Next, you can proceed to the documentation step of the application. Here you will need to upload the required supporting documents for the business, owners and affiliates.

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



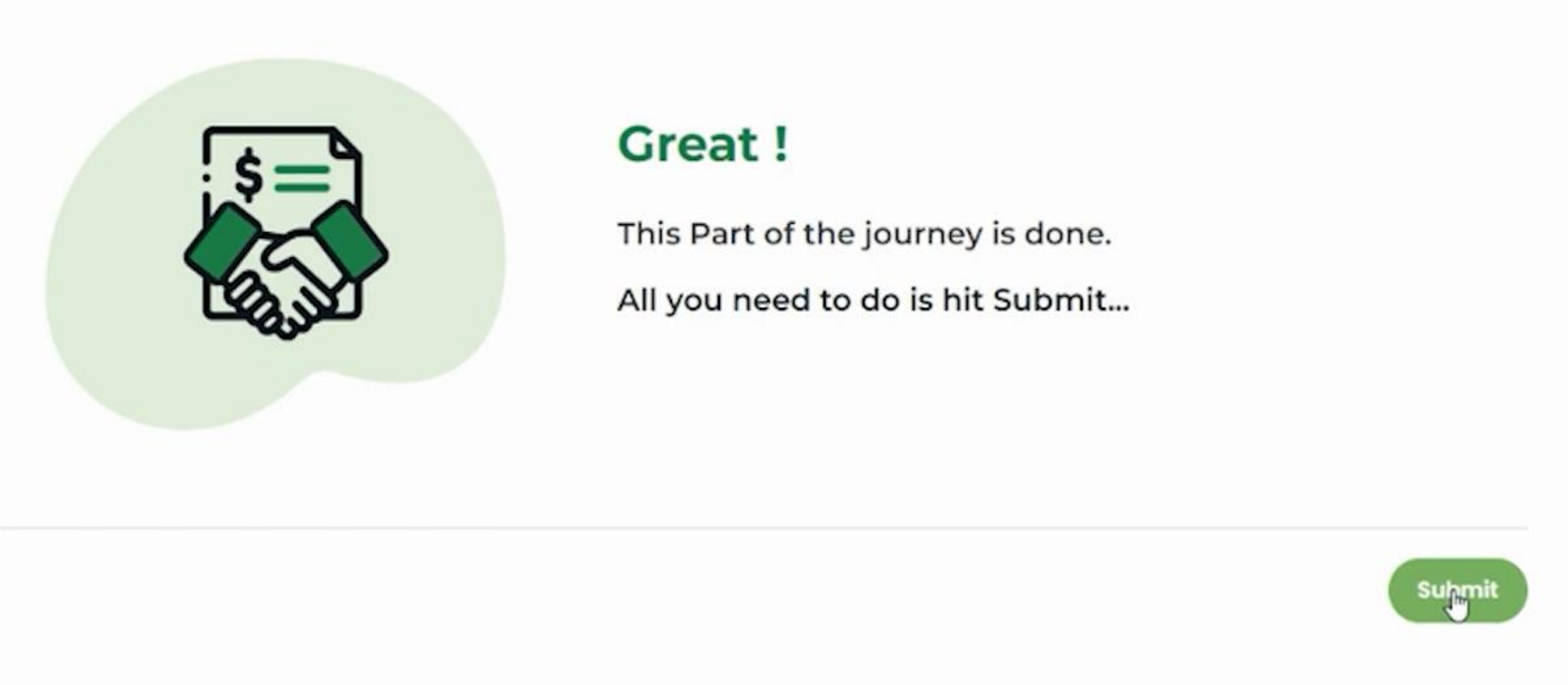
Funding Account Information

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.



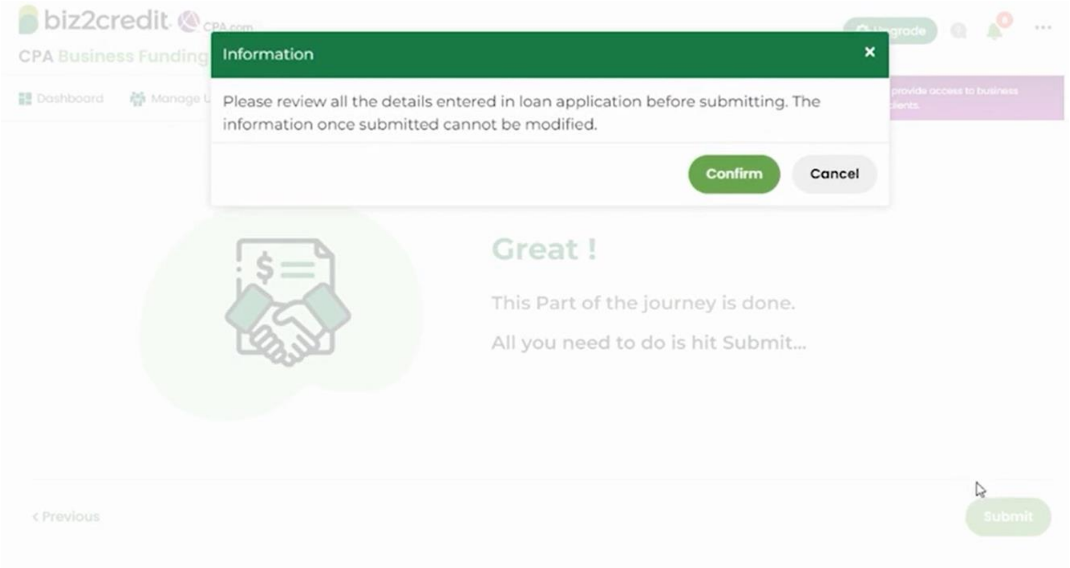
Final Review of the Application

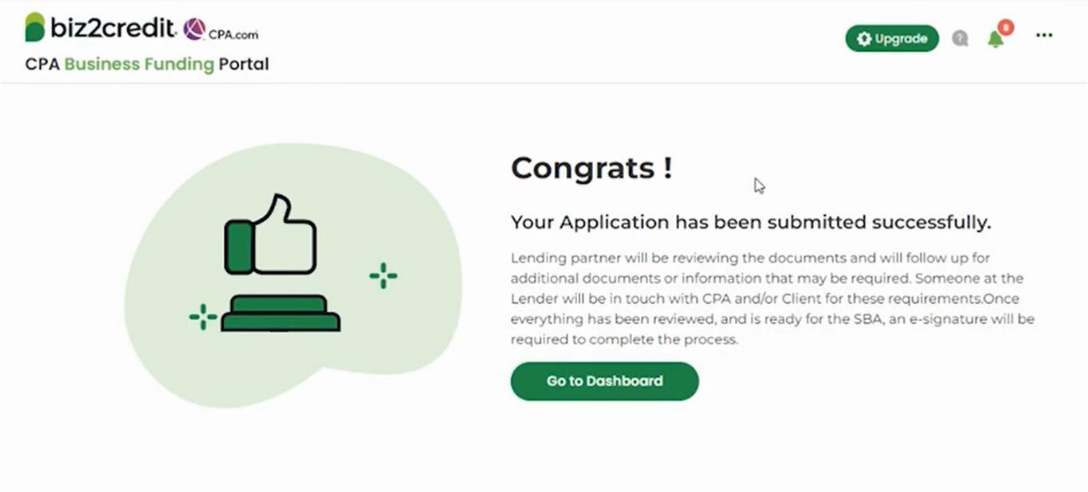
Once all necessary documentation and consents have been provided, please do a final review of the loan application to ensure its accuracy. When finished, click Submit.



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**.



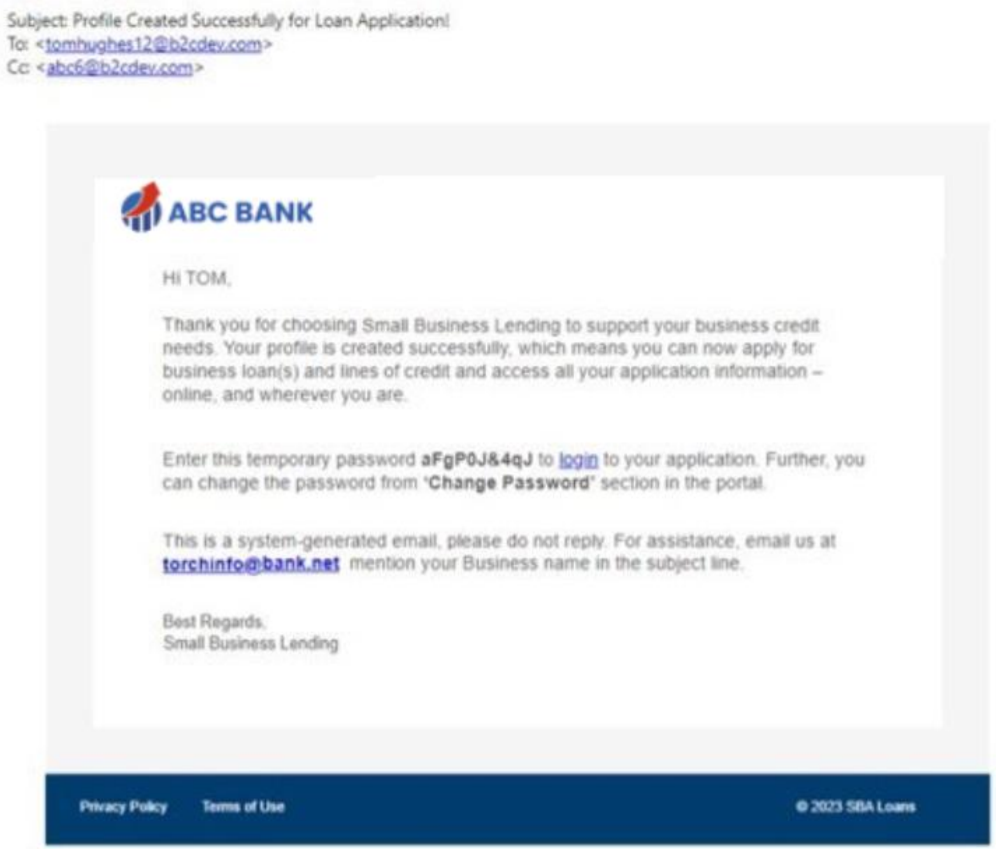


Receive Email from funding provider for next steps

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.

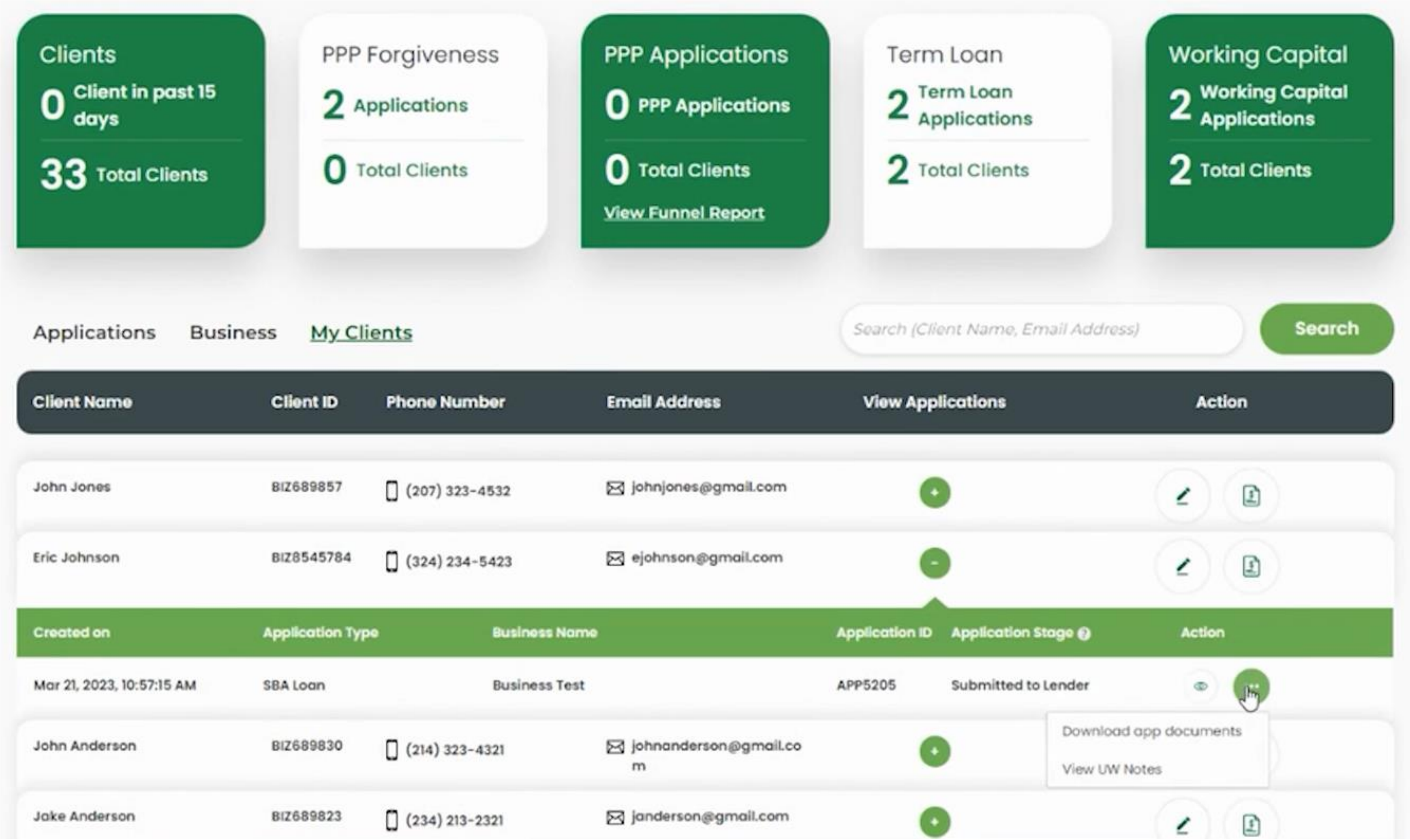


Instructions for account access will be provided to the client by the funding provider.

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.



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

Search (Client Name, Email Address) Search

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	Approved	•••

Applications Business My Clients

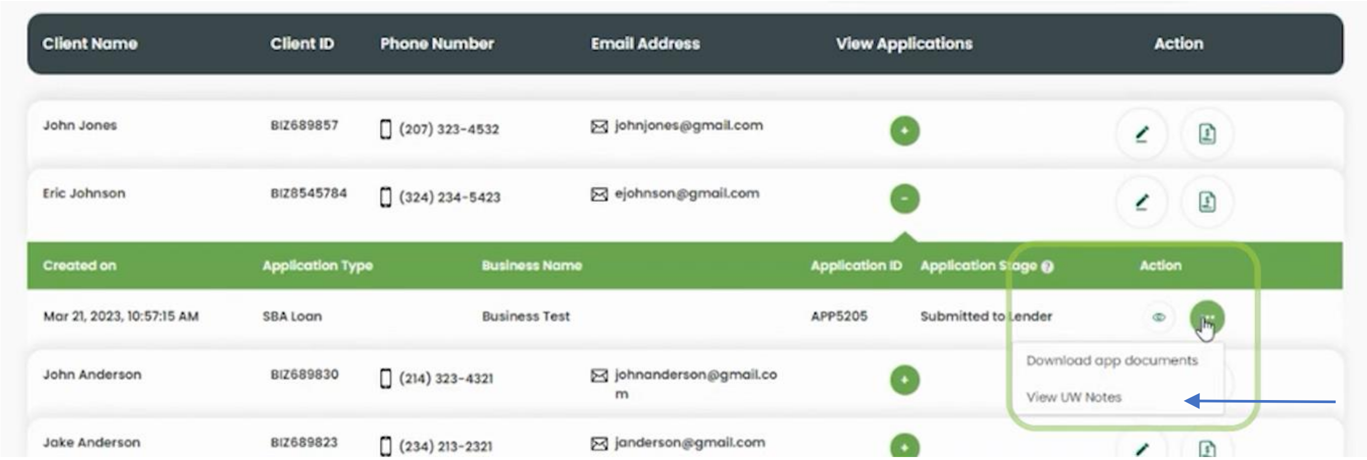
Search (Client Name, Email Address) Search

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	•••

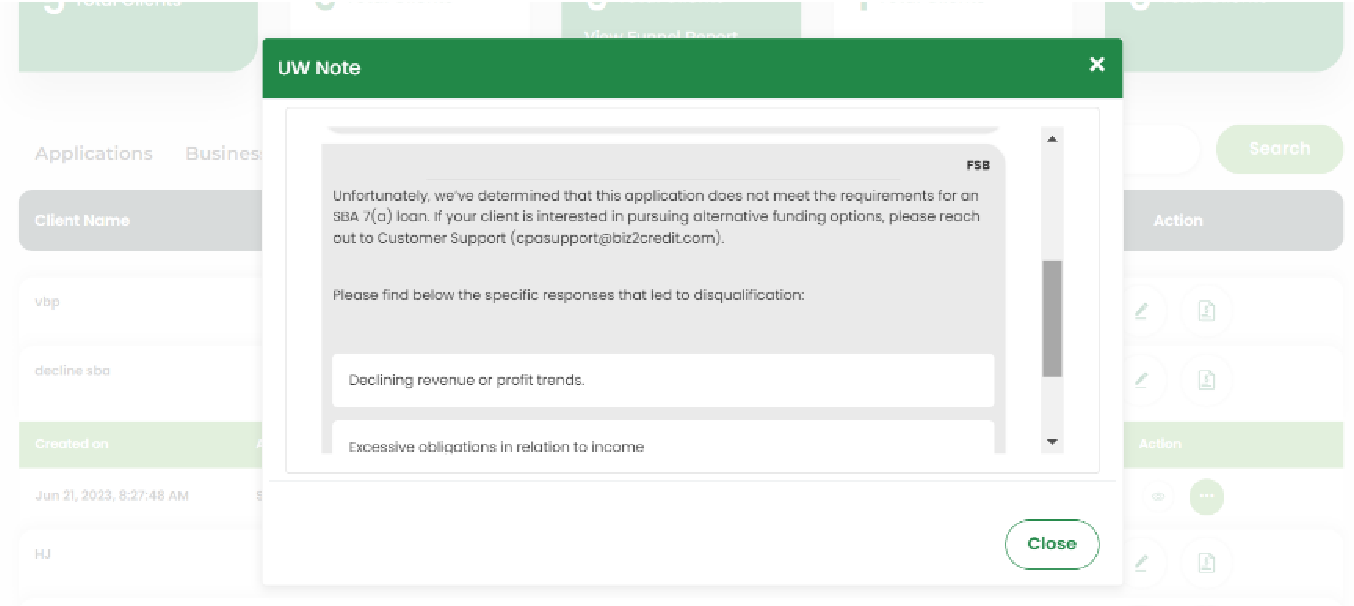
Update on application through underwriting notes

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



Click "view UW notes" to review the responses

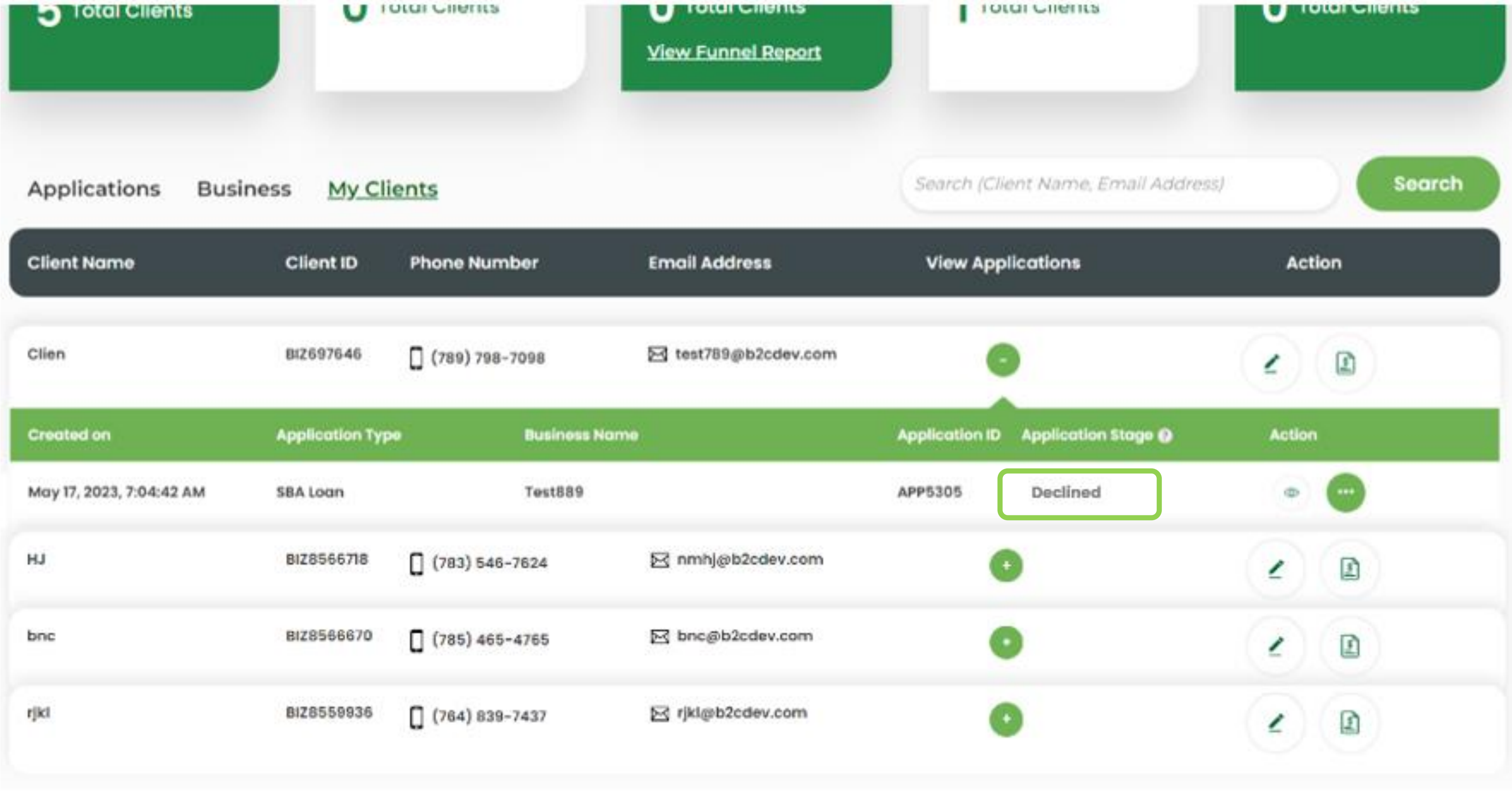
If you are uncertain about how to handle requests received from a funding provider, please contact the [customer care team](#) for further assistance.



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.

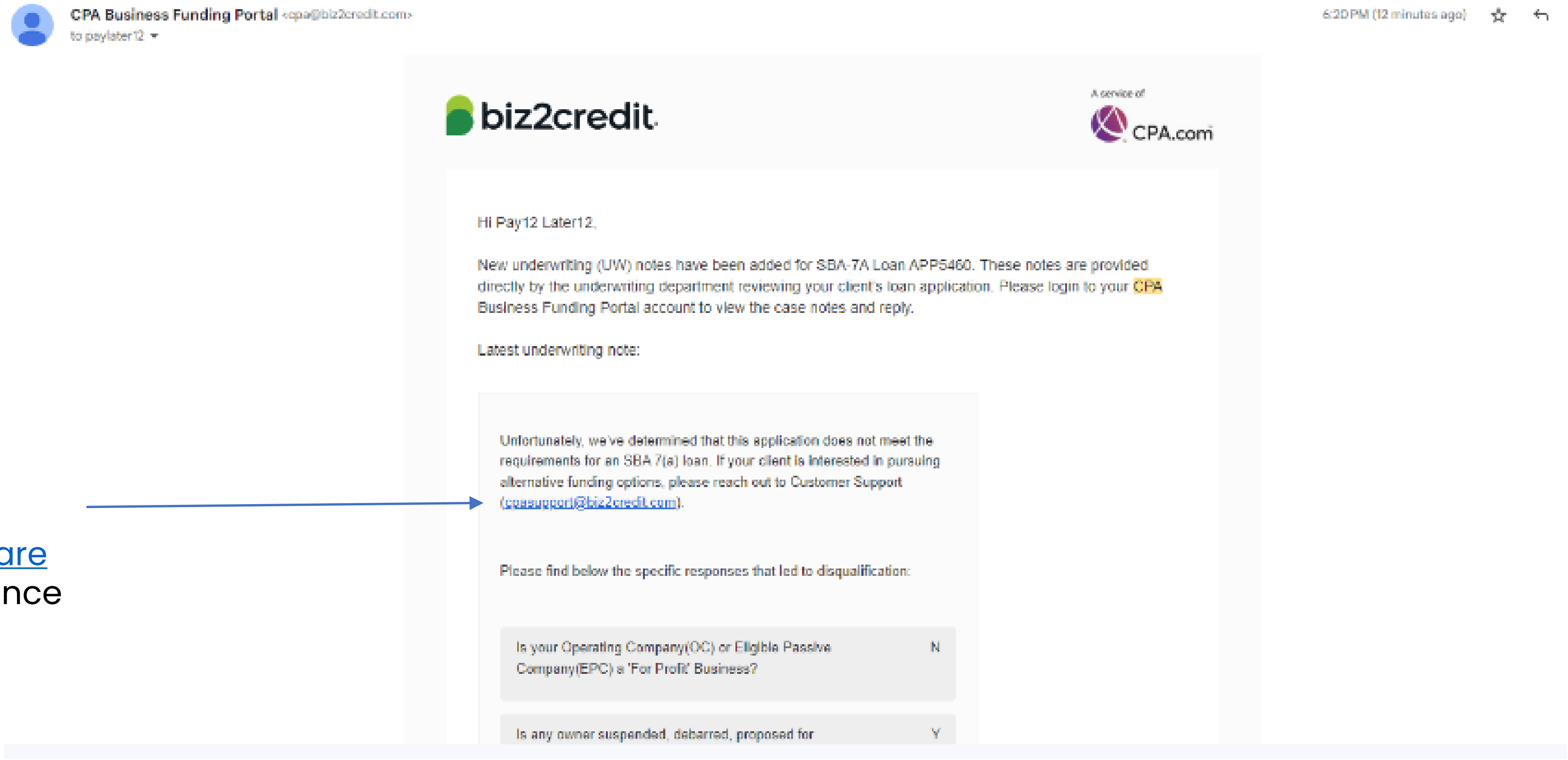
If applicable, you may consider creating a new application or applying for a different financing product.



Update on application through email

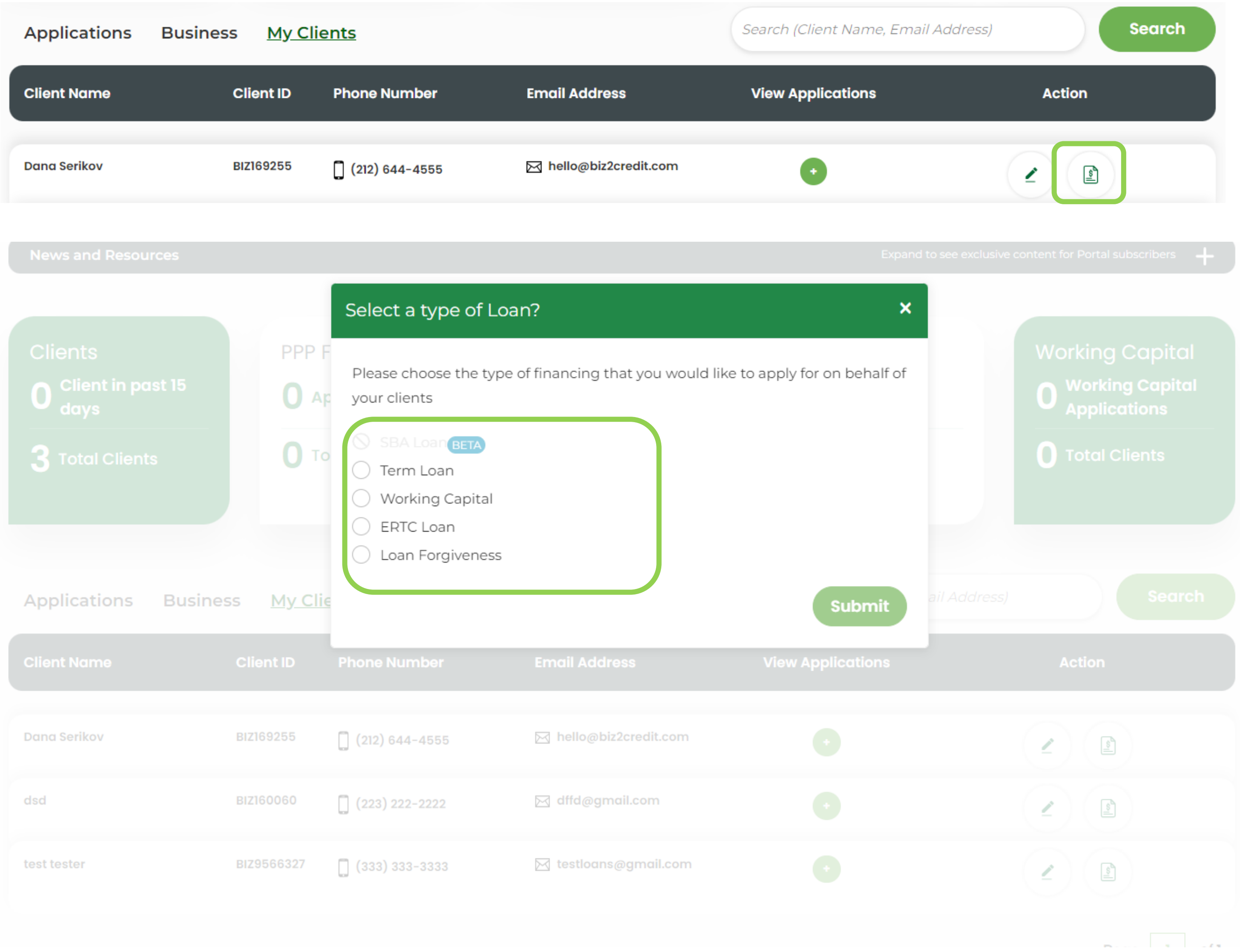
You will also receive an email notification for the specific responses leading to application disqualification.

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



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.



biz2credit®

Funding What's Next

CPA **Business Funding** Portal

biz2credit. CPA.com

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

Learn more:
cpaloanportal.com