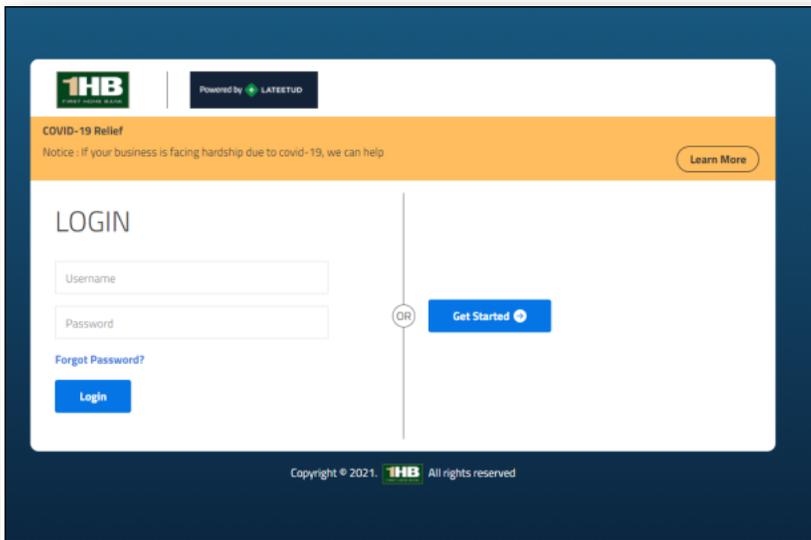


# FIRST HOME BANK

Welcome to the First Home Bank PPP Loan Origination Portal! We are very excited to partner with you and support you through the application process. This reference guide will help you get started. For additional questions, please email [SBARelief@firsthomebank.com](mailto:SBARelief@firsthomebank.com).

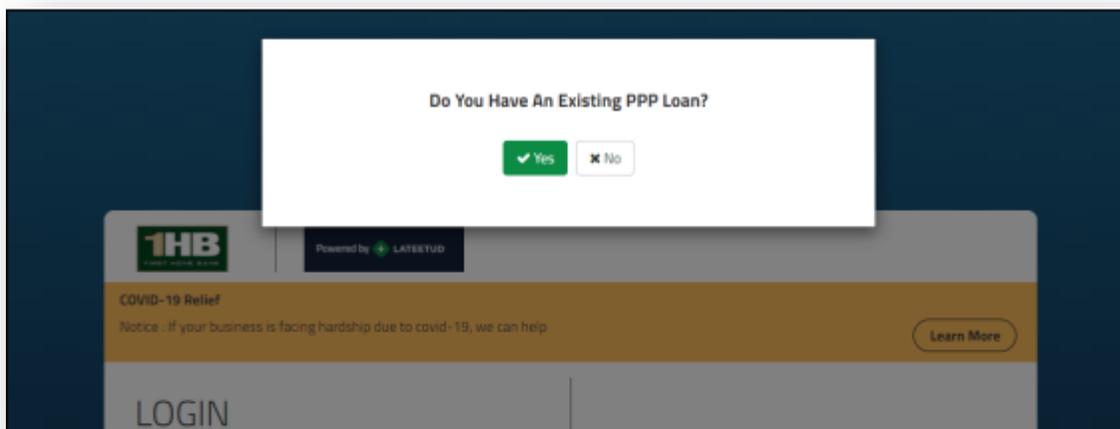


The screenshot shows the login page of the First Home Bank PPP Loan Origination Portal. At the top left is the IHB logo and "Powered by LATESTUD". Below that is a "COVID-19 Relief" banner with a notice: "Notice: If your business is facing hardship due to covid-19, we can help" and a "Learn More" button. The main section is titled "LOGIN" and contains two input fields for "Username" and "Password". To the right of the password field is a "Get Started" button with a plus icon. Below the password field is a "Forgot Password?" link and a "Login" button. At the bottom, it says "Copyright © 2021. IHB All rights reserved."

Access the First Home Bank PPP Loan Origination Portal through your emailed invitation or a furnished link.

⇒ Click Get Started to begin

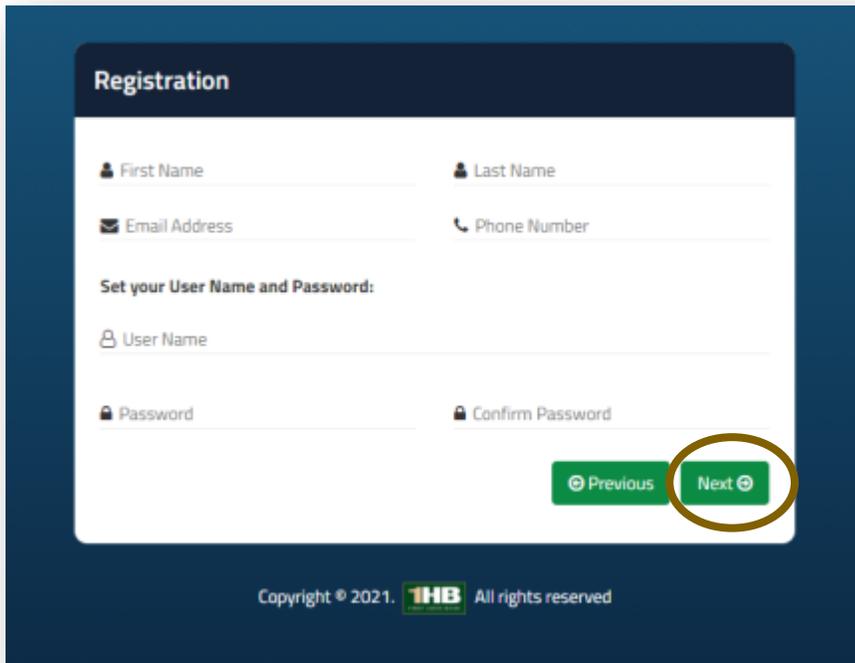
\*\*If you have already set up an account, add your credentials and click Login



The screenshot shows a survey question overlaid on the login page. The question is "Do You Have An Existing PPP Loan?". There are two radio button options: "Yes" (selected) and "No". The background shows the same login page as the previous screenshot, but it is dimmed.

⇒ Click YES if you have an existing PPP Loan originated at First Home Bank and regardless of whether or not you've submitted your application for forgiveness. You will need your PPP Loan number, the last 4 digits in the business' tax ID number (For Sole Proprietor's using the owner's SSN, please use the last four digits of that number)

⇒ Click NO if you do not have a PPP Loan or your PPP Loan was originated through another institution



**Registration**

First Name Last Name

Email Address Phone Number

**Set your User Name and Password:**

User Name Password Confirm Password

Previous Next

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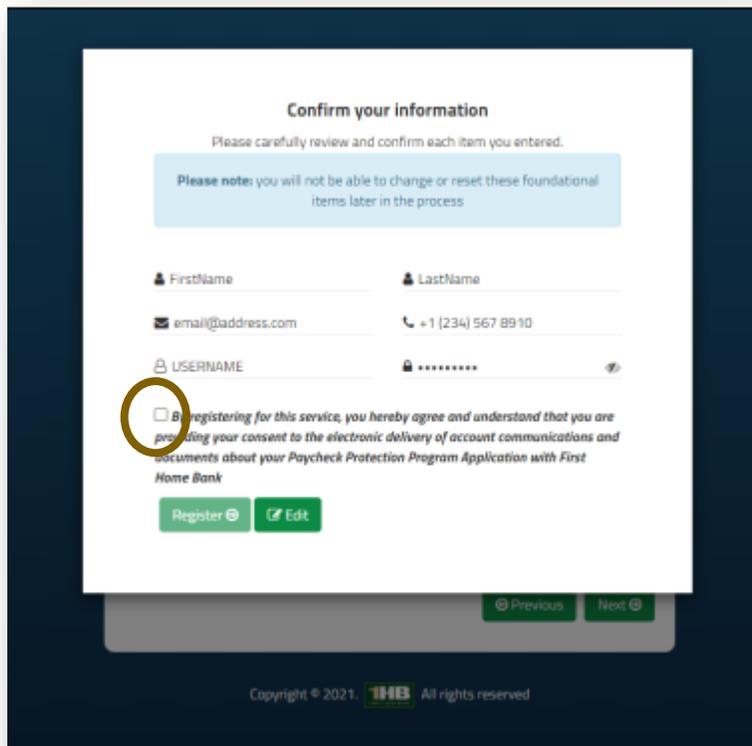
Create an account to record your application for a PPP Loan. (These are not editable once created)

⇒ Add the information for the borrower

- First Name
- Last Name
- Email Address (used for application contact and verification)
- Phone Number

⇒ Create a Username and password

- Alpha/numeric only for User Name
- Password
  - 8 to 16 characters
  - Must include at least 1 Uppercase, at least 1 lowercase, 2 numeric digits and 1 special character.



**Confirm your information**

Please carefully review and confirm each item you entered.

**Please note:** you will not be able to change or reset these foundational items later in the process

FirstName LastName

email@address.com +1 (234) 567 8910

USERNAME Password

By registering for this service, you hereby agree and understand that you are providing your consent to the electronic delivery of account communications and documents about your Paycheck Protection Program Application with First Home Bank

Register Edit

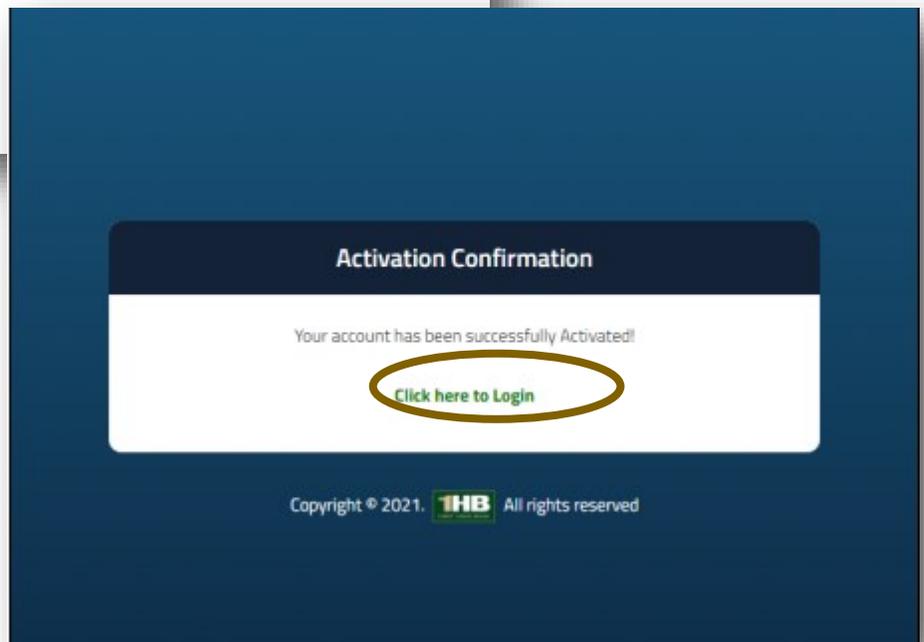
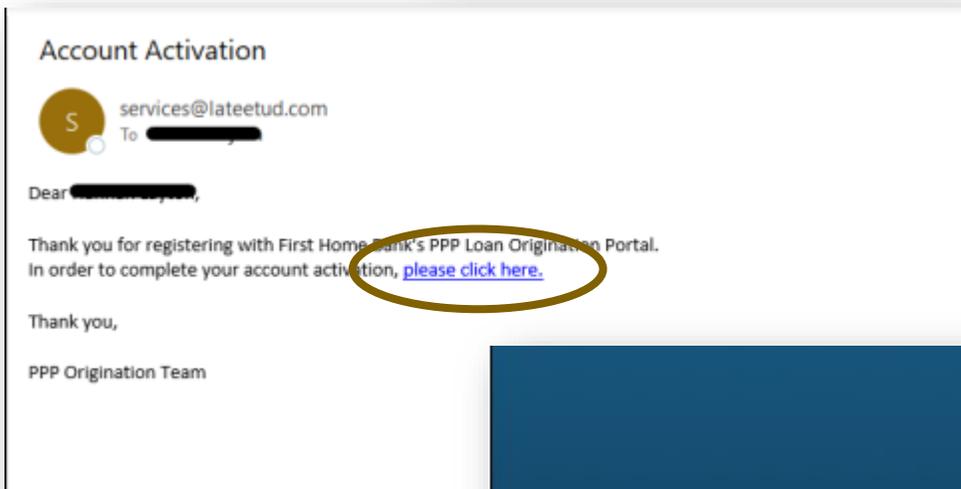
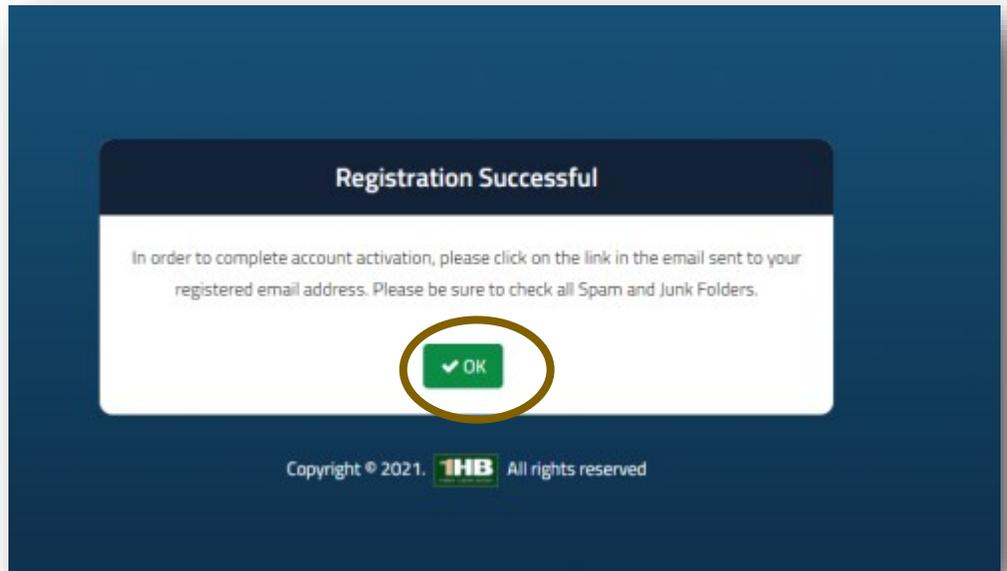
Previous Next

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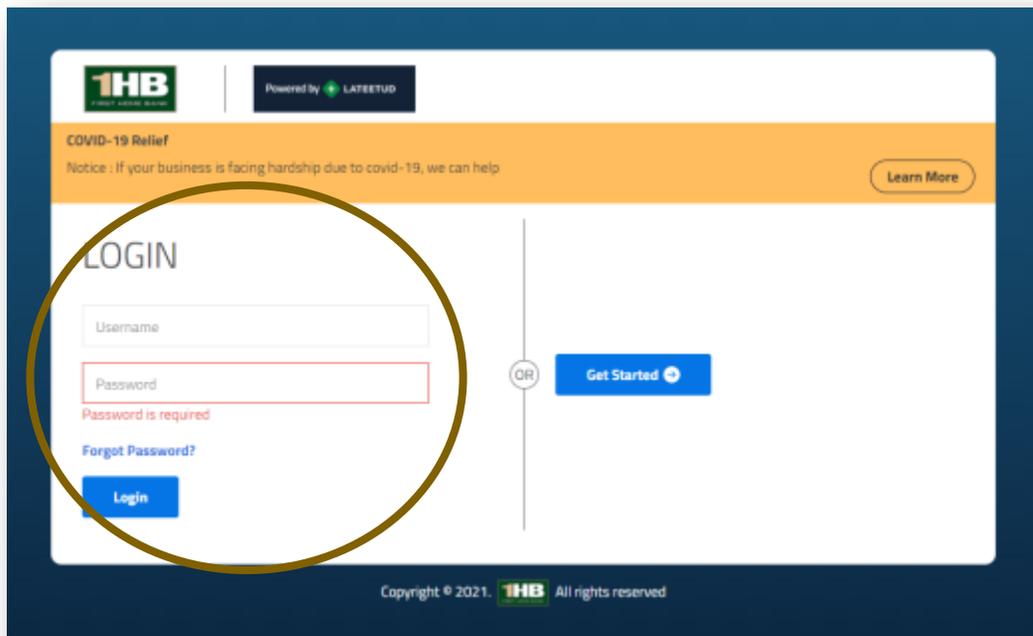
⇒ Click Next

⇒ Confirm your information and checkmark the disclosure box to move to the next step

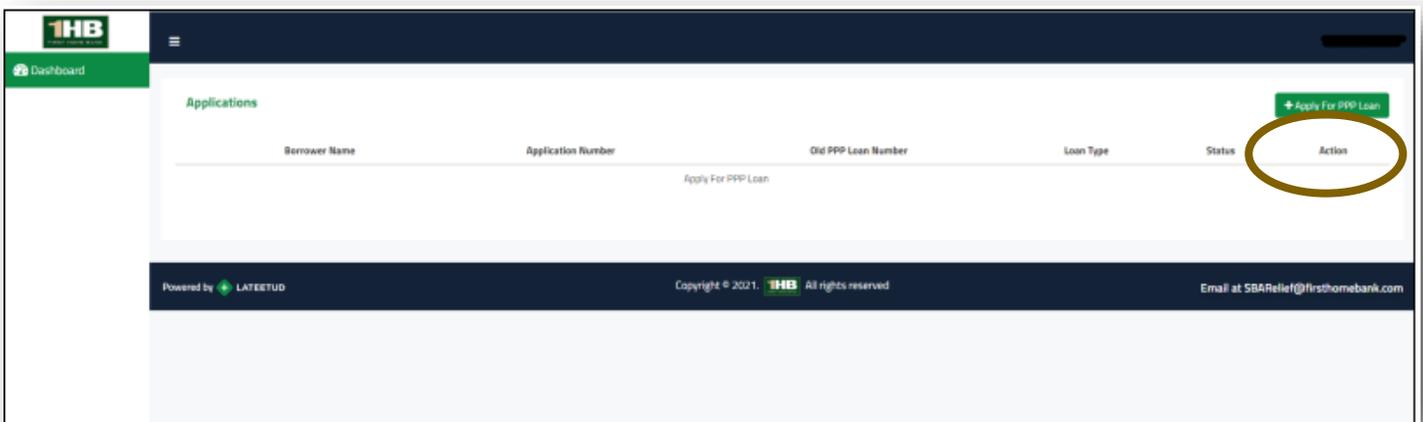
Once you click OK, an account activation email is sent to your listed email address. Follow the prompts to complete registration.



You are ready to submit your information for the PPP loan request! Please Login with your newly created credentials and input requested fields.



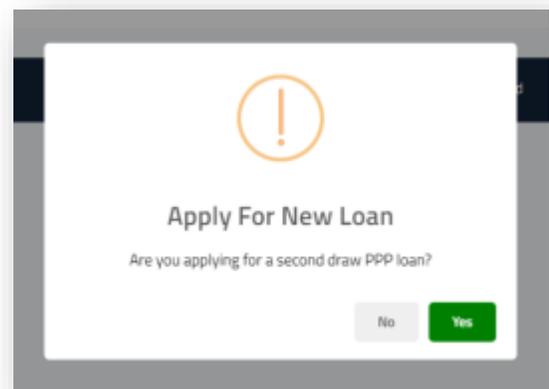
Once your account is registered through the Get Started button, use the Login fields to enter the First Home Bank PPP Loan Origination portal.



⇒ Click Apply for PPP Loan to begin the origination process

⇒ Apply for New Loan 

- Click YES if you have a PPP Loan through First Home Bank and have gone through PPP Forgiveness
- Click YES if your have a PPP Loan through First Home Bank and have not applied for PPP Forgiveness
- Click YES if you have a PPP Loan through another Institution
- Click NO if you do not have a PPP Loan



If you answered YES to the previous question, please enter your existing PPP Loan Number and the last 4 dig- its of the tax Identification number of the borrower. (Enter this information whether the first PPP loan has been forgiven or is still existing)

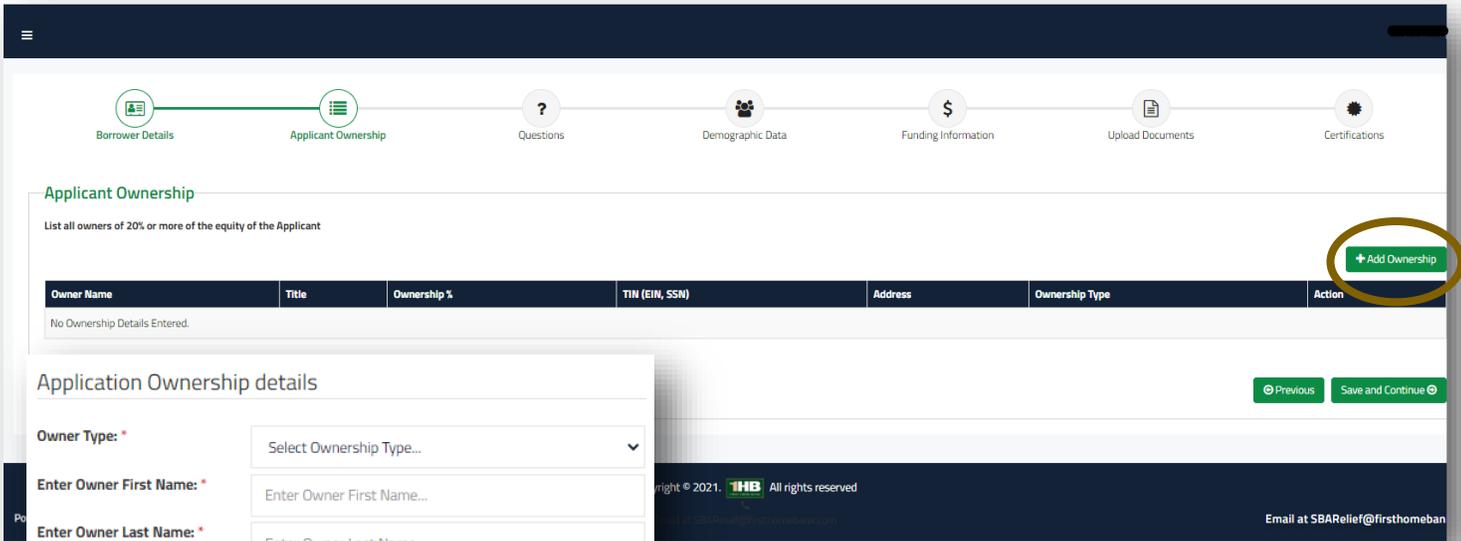
\*\*If you have trouble locating your PPP Loan Number, you can find it on the closing documents from Round 1. If you don't have a copy of the closing documents, try searching for an email from PPP Closing Team, the loan number is in the subject line. If you are still unable to locate your SBA Loan Number, please email SBARelief@firsthomebank.com with the subject line, Round 1 Loan Num- ber Needed

Complete the \* required fields. Each field has a description of a valid entry. Some fields provide a drop down for selection or a calendar for adding required dates.

Click Save and Continue to progress to the next screen.

Once the application is begun, all required fields must be completed before sub-

**Applicant Ownership**— Add details of the structure of the business. List all owners with 20% or more ownership in the business. Upload identification documents of owners listed.



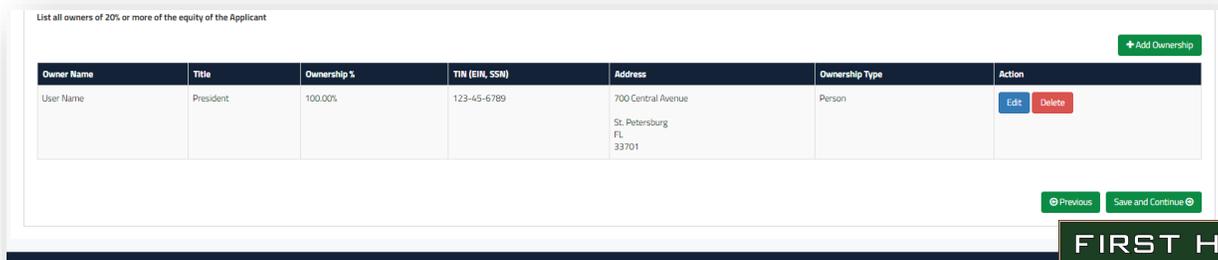
- ⇒ Click + Add Ownership
- ⇒ Complete the \* required fields

\* As you enter the information, non required fields may grey out as they are not needed based on the input.

\*\*Upload a legible ID file; acceptable file formats include .jpeg, .jpg, .doc, .pdf

 Provides information about the required field

- ⇒ Click Save
- ⇒ Repeat these steps to add additional owners *include all owners with 20% or more ownership*
- ⇒ Click Save and Continue to progress



**Questions**– Select the appropriate response to each listed question. Some responses require initials or additional information.

### Questions

If questions (1), (2), (4), or (5) are answered "Yes," the loan will not be approved.

1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?  Yes  No
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently delinquent, or (b) has defaulted in the last 7 years and caused a loss to the government?  Yes  No
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management (including a management agreement) with any other business? If yes, list all such businesses (including their TINs if available) and describe the relationship on a separate sheet identified as addendum A.  Yes  No
4. Did the Applicant receive an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.  Yes  No
5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?  Yes  No  
 Initial here to confirm your response to question 5 Initial here...
6. Within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any other felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment)?  Yes  No
7. Is the United States the principal place of residence for all employees included in the Applicant's payroll calculation above?  Yes  No
8. Is the Applicant a franchise?  Yes  No
9. Is the franchise listed in the SBA's Franchise Directory?  Yes  No

⇒ Click each radio button to respond to each question

⇒ Click the *grey initial here* field to add your initials

\*If the applicant is a franchise you will need to supply the SBA franchise identifier code; click the link to search if needed

⇒ Click save and continue to progress

**Demographic Data (optional)**– Use the drop down arrows to choose the appropriate response if you prefer to provide the information. Veteran, Gender, Race, Ethnicity data is collected for program reporting purposes only.

**Demographic Data (Optional)**

Veteran, Gender, Race, Ethnicity data is collected for program reporting purposes only.

Principal Name	Position	Veteran	Gender	Race	Ethnicity	Delete
User Name	President	Select...	Select...	Select...	Select...	

Buttons: [+ Add New](#), [Previous](#), [Skip](#), [Save and Continue](#)

**Veteran**

- Select...
- Select...
- Non-Veteran
- Veteran
- Service-Disabled Veteran
- Spouse of Veteran

**Gender**

- Select...
- Select...
- Male
- Female

**Race**

- Select...
- American Indian or Alaska Native
- Asian
- Black or African-American
- Native Hawaiian or Pacific Islander
- White

**Ethnicity**

- Select...
- Select...
- Hispanic or Latino
- Not Hispanic or Latino

- ⇒ Click Skip to bypass these questions OR
- ⇒ Select the responses
- ⇒ Click save and continue to progress

## Funding Information- Bank account is needed for loan funding

The screenshot shows a progress bar at the top with seven steps: Borrower Details, Applicant Ownership, Questions, Demographic Data, Funding Information (current step), Upload Documents, and Certifications. The main content area is titled "Funding Information" and contains several input fields: "Bank Account Number: \*", "Routing Number: \*", "Bank Name: \*", and "Bank Account Title: \*". To the right of these fields is a text box with the instruction: "Please input the business account information where the loan proceeds will be deposited. A copy of a voided check for this account must be included in the document uploads. The Account Title must be consistent with the name of the business." Below this instruction are four more input fields: "Enter Bank Account Number...", "Enter Routing Number...", "Enter Bank Name...", and "Enter Bank Account Title...". At the bottom left is a "Reset" button, and at the bottom right are "Previous" and "Save and Continue" buttons.

- ⇒ Enter the bank information to receive the PPP funding
- ⇒ Upload bank voided check and statements on the upload docs screen, next
- ⇒ Click Save and Continue

**Upload Documents-** Upload individual document files for each requested document; verify legibility for streamlined processing. Follow specified document requirements i.e. color copy of driver's license back and front. Acceptable file formats are .jpeg, .jpg, .doc, .pdf

The screenshot shows a progress bar at the top with seven steps: Borrower Details, Applicant Ownership, Questions, Demographic Data, Funding Information, Upload Documents (current step), and Certifications. The main content area is titled "Requested Documents" and contains a table with the following data:

Document Type	Requested	
PPP Application <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Business Tax Return <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Business Bank Statements <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Drivers License <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Payroll Documentation to Support Requested Loan Amount <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Voided Business Check <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Business Entity in Good Standing <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Certificate of Authority <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen
Paycheck Protection Program Loan Calculation Workbook <a href="#">?</a>	14-01-2021	<input type="button" value="Choose Files"/> No file chosen

Below the table is a section titled "Uploaded Documents" with a table that is currently empty, showing "No Data Found!!". At the bottom right are "Previous" and "Save and Continue" buttons.

- ⇒ Upload Documents
- ⇒ Click save and continue to progress

## Certifications– Read and attest by adding your signature and the date to the fields



**Certification**

**I certify that:**  
I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.

The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (PPP) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule).

The Applicant (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, the size standard in number of employees established by the PPP in 13 C.F.R. 121.201 for the Applicant's industry.

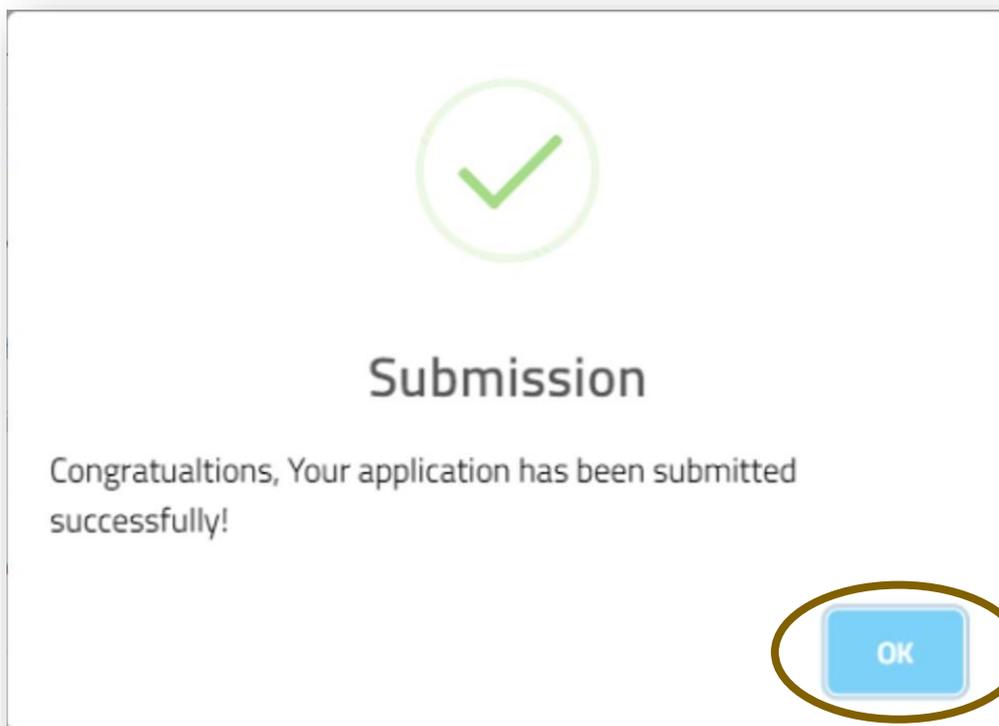
I will comply, whenever applicable, with the civil rights and other limitations in this form.

All PPP loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rule.

The Applicant is not engaged in any activity that is illegal under federal, state or local law.

Any loan received by the Applicant under Section 7(b)(2) of the Small Business Act between January 31, 2020 and April 3, 2020 was for a purpose other than paying payroll costs and other allowable uses loans under the Paycheck Protection Program Rule.

[Previous](#) [Save and Submit](#)



Congratulations! Your application is complete. Click OK and you'll be directed out of the application portal.