

# CARES Act | Paycheck Protection Program

Fidelity Bank 

## Applying for PPP Forgiveness in the Fidelity Bank Portal

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### 1. View our webinar

If you have not already done so, please view the webinar we arranged for our clients. This will help you better understand the program and how you can maximize your forgiveness and speed up the processing.

[Fidelity Bank's PPP Forgiveness Webinar Recording](#)

If you would like more information about the SBA program, view this recording of a webinar from Nutter Law firm and the Massachusetts SBA: [Nutter Law/SBA PPP Webinar Recording](#)

### 2. Prepare your documentation in advance

Prepare your documentation and complete the SBA Application form that applies to you. If you meet one of the three criteria for the EZ application, choose that one and it will save you time.

[SBA's PPP Loan Forgiveness Application](#) and [Forgiveness Application Instructions](#)

[SBA's PPP EZ Loan Forgiveness Application](#) and [EZ Forgiveness Application Instructions](#)

If you would like to use an excel-based "calculator," there are several publically available and we have included links to two of them below. The Bank does not endorse using a calculator over doing your own math, nor can we ensure the accuracy of these. In fact, both offer caveats regarding possible changes in the SBA rules and requirements. The links are provided as a convenience if you choose to use one of them.

- [Nutter's PPP Loan Forgiveness Calculator](#)
- [American Institute of CPA's PPP Forgiveness calculator](#)



**IMPORTANT!** The more clearly you document how you arrive at the numbers, the faster the bank will be able to validate your application.

**Whenever possible mark or circle the numbers in your supporting documentation that are used to arrive at your totals. Show your work! This will result in a quick and smooth review process, with minimal back & forth.**

### 3. Open the Portal and Apply (Use the Chrome browser, for maximum features and easiest navigation)

#### Accessing the Portal

Once you are ready, [Click Here](#) to the Fidelity Bank portal hosted by the Lender's Cooperative:

You will need three pieces of information, so we know it is really you:

- Enter your business EIN — or if your business uses your SSN, enter that.
- Enter your SBA Loan number. It will be in your loan closing package or you can contact the Fidelity Bank CARES Act Team and we can look it up for you.
- Select the correct loan amount from the list.

Once in, enter your email and create a password. This will be your log-in information from now on and the email address entered will receive updates from the portal as your application changes status.

#### Intro to Portal

A short video on navigating the portal can be viewed here: [Navigating the Forgiveness Portal](#)

The Status can be found at the left. As you move through the application, the Amount Forgiven will be updated.

Status	Helpful Links
Full PPP Loan Amount	
<b>\$231,088.32</b>	
Amount that may be forgiven	
This amount will change as you complete this application	
- <b>\$0.00 (0.00%)</b>	
Amount to be repaid	
<b>\$231,088.32 (100.00%)</b>	

#### Pro Tips!

- ✦ If you have any questions, click the **“Ask An Accountant”** button. A PPP expert from Wolf & Co will respond to your question within 24 hours.
- ✦ While the portal asks you to click either 8 weeks or 24 weeks, choosing **“24 weeks”** means you can use *up to* 24 weeks of payroll. It does not mean you have to wait 24 weeks.
- ✦ You may **Save** the application and come back into it at any time, using your email and password.
- ✦ Use the Message Center by clicking the envelope at the top left to ask the bank a question or to reply to any questions.



☰ Loans List  Messages



## Steps to Submit Your Application

- A. Complete your application by entering information from the SBA Application Form. If your payroll information is enough to provide full forgiveness, you do not need to enter the nonpayroll expenses.
- B. Upload supporting documents.
  - Upload the Schedule A Worksheet and any Excel sheets or calculators — this will make it easier to validate and approve your application.
  - Before uploading supporting documents, please circle or **highlight** the figures in your documents that you used in arriving at the totals in your application. The easier it is for us to follow your work, the faster we will be able to submit your forgiveness application.
- C. Finally, verify and click **SUBMIT** to submit your application.

Once you submit it, you will not be able to change it unless we ask you for a correction to the data or additional documentation. However, if you realize you made a mistake and need to correct it, contact Becky Beaton at [rbeaton@fidelitybankonline.com](mailto:rbeaton@fidelitybankonline.com) so she can ‘unlock’ your application and move it into a status that will enable you to make changes and resubmit it.

## What’s Next?

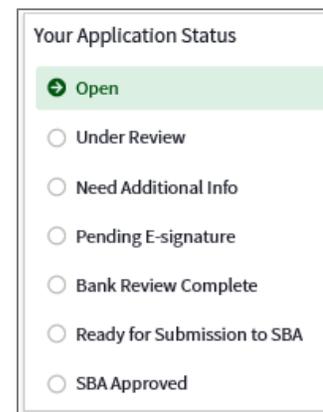
Because we helped so many small businesses like yours, we expect a flood of applications for forgiveness. We will process them as quickly as possible in the order in which we receive them. Please be patient. The bank has up to 60 days from the date of forgiveness application to the time we must submit to the SBA.

You will receive courtesy emails whenever the status changes on your application. Your application status can also be tracked in the portal:

- **“Under Review”**: when we pick it up to review and verify the application
- **“Need Additional Info”**: If we cannot validate the forgiveness application with the information & documentation...
  - You will receive an email, **but do not reply to it!** Go into the portal to add the information or documentation:
  - To answer a question or provide information, click “Messages”



- If you edit the application or add a document, you must verify and click **SUBMIT** again.
- **“Pending E-signature”**: Once it is reviewed and confirmed to be complete and accurate, the application will become available for you to sign. You will receive a DocuSign email to certify and sign.
- **“Bank Review Complete”**: Once you have signed, the bank will review that the certifications and signatures are complete and then submit your application to the SBA
- **“SBA Approved”**: This is the final step, but may not be quick. The SBA has 90 days after the Bank submits it to Approve the forgiveness. The Bank will contact you with the SBA’s response to the forgiveness application.



## What if the Loan is not Forgiven?

We hope most of you qualify for full or almost full forgiveness and will work with you to get the most forgiveness possible. However, we anticipate that some business will not have been able to meet the

spending requirements established by the SBA for forgiveness. If that is the case for your business, the remaining balance will be due and payable per the terms and conditions of the Promissory Note signed at closing. You will receive an invoice for your first monthly payment on the unforgiven portion of your PPP loan approximately 15 days prior to the payment due date.