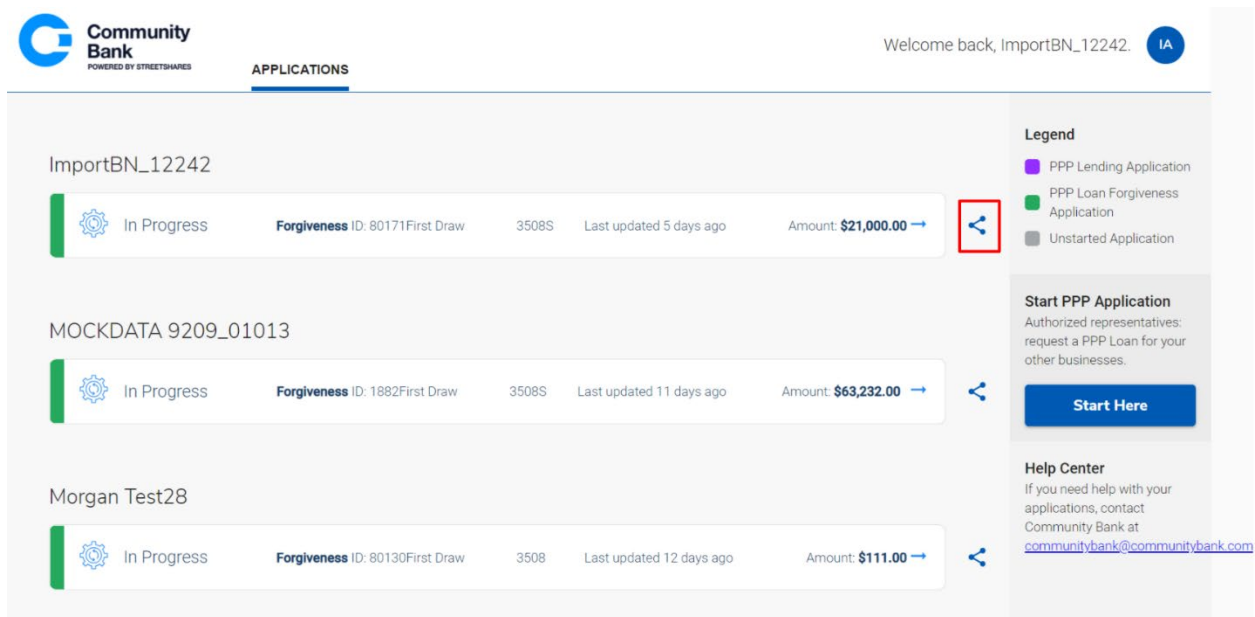


# How can an applicant share their forgiveness application with another authorized user?

Applicants can enable authorized users such as CPAs or Administrators to login and assist with completing their PPP forgiveness application.


Due to the complexity of the calculations required for some of the PPP forgiveness application forms, we have built in the ability for an applicant to share their application with another authorized user. Once shared, that authorized user can login and assist in completing the forgiveness application.

To "Share" their application, the applicant will need to click on the  icon:



The screenshot shows the Community Bank Applications page. The header includes the Community Bank logo, the text "COMMUNITY BANK POWERED BY STREETSHARES", the word "APPLICATIONS", and a user greeting "Welcome back, ImportBN\_12242." with a profile icon. The main content area lists three applications, each with a gear icon, "In Progress" status, Forgiveness ID, First Draw amount, 3508S, last updated date, and application amount. A red box highlights the share icon on the first application. The right sidebar contains a Legend, a "Start PPP Application" section with a "Start Here" button, and a "Help Center" section with contact information.

Application Name	Status	Forgiveness ID	First Draw	3508S	Last updated	Amount	Share Icon
ImportBN_12242	In Progress	80171	First Draw	3508S	Last updated 5 days ago	\$21,000.00	Yes (highlighted)
MOCKDATA 9209_01013	In Progress	1882	First Draw	3508S	Last updated 11 days ago	\$63,232.00	No
Morgan Test28	In Progress	80130	First Draw	3508	Last updated 12 days ago	\$111.00	No

**ImportBN\_12...**  80171 First Draw 3508S 2020-01-10 to 2020-03-06

ImportBN\_12242 Authorized User App ID App Type Form Version Covered Period

**\$21,000.00\***  
Forgiveness Estimate

\* Estimate based on completion of 100% of key application questions.

Welcome! This application will take you through the steps necessary to complete your application for PPP loan forgiveness.

1. Enter your data into the application in any order you like. Your account login information allows you to return here later if you need more time to collect the necessary documents or gather more information.
2. Prior to submission, you will need to provide information about the person who will be signing the application form and PPP forgiveness terms.
3. When you have provided the information in all sections of the application, you can submit it to Community Bank for review and preparation of the SBA forms for signature.



### Business Information

Tell us basic information about your business, the primary contact for this application, and the number of employees before and after the COVID-19 crisis.



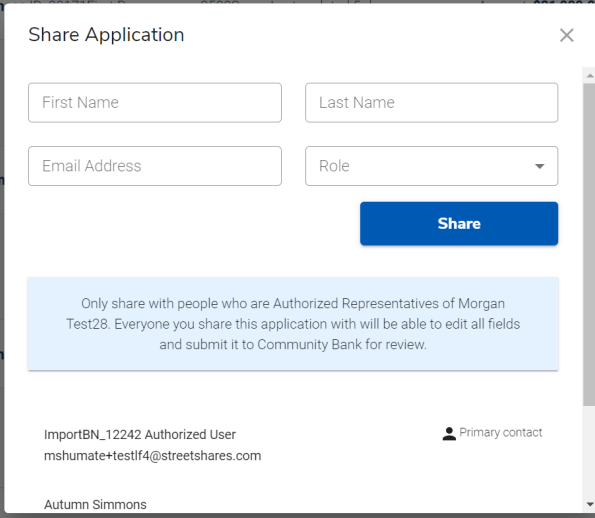
Finished

### Submit Application For Review

To submit your application, you must finish all sections and upload the required documentation.

### Helpful Resources

Once the applicant clicks the "Share" icon, the following box will appear on their screen:



**Share Application**

First Name  Last Name

Email Address  Role

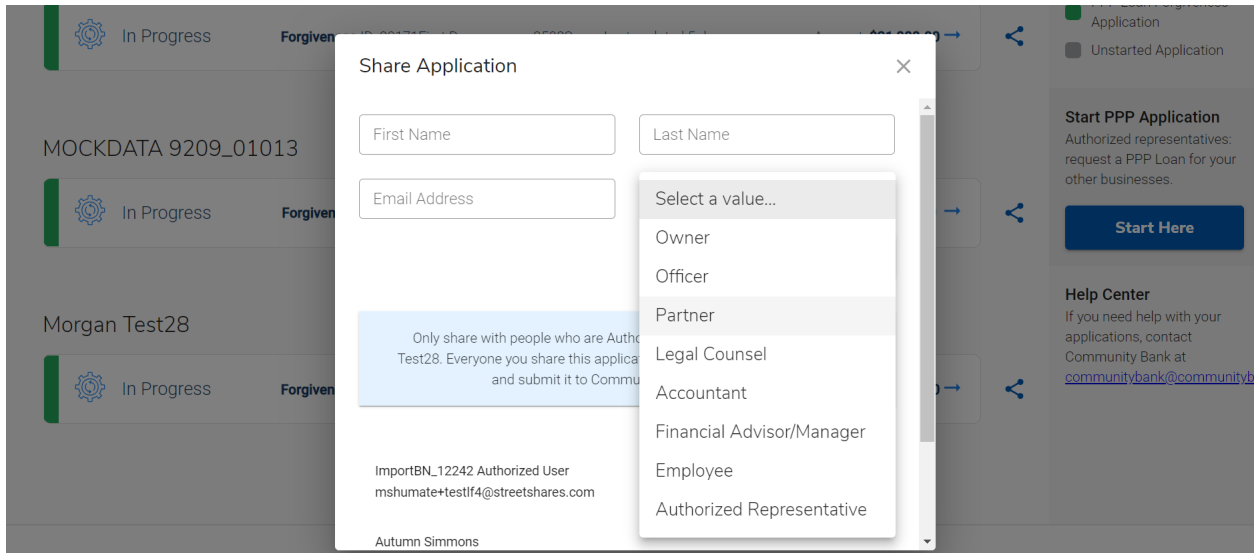
**Share**

Only share with people who are Authorized Representatives of Morgan Test28. Everyone you share this application with will be able to edit all fields and submit it to Community Bank for review.

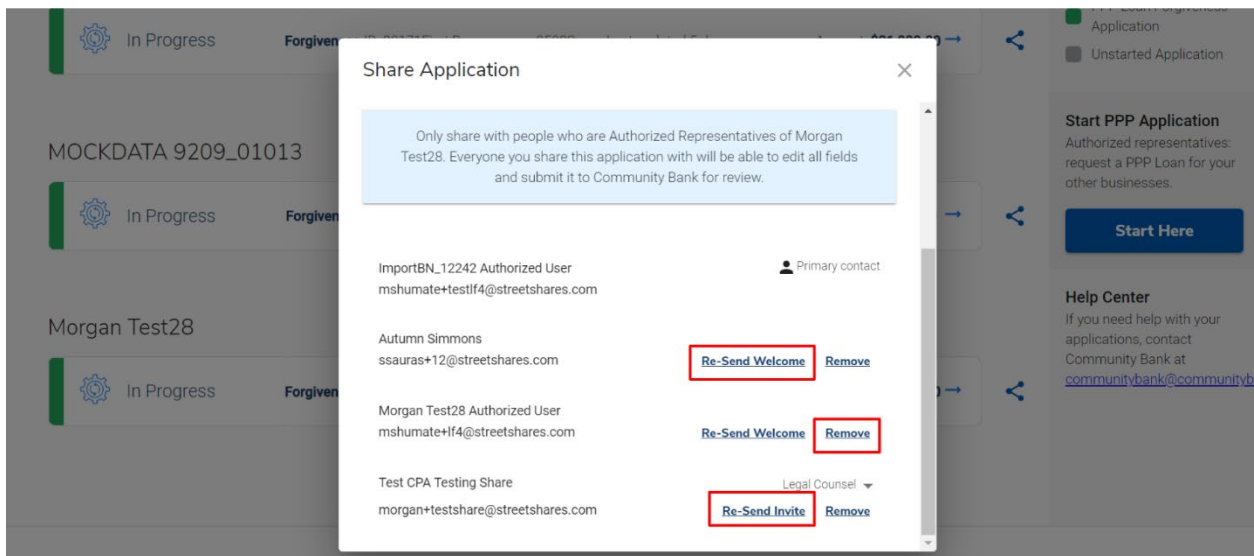
ImportBN\_12242 Authorized User Primary contact  
mshumate+testlf4@streetshares.com

Autumn Simmons

The applicant will need to fill in First Name, Last Name, Email Address, and Role for the authorized user they would like added to their forgiveness application. The roles that can be selected are shown below:



Once the applicant fills in the necessary fields and clicks the "Share" button, an Invitation Email will be sent to the email address provided. The applicant has the ability to "Re-send Invite" email, "Re-send Welcome" email, or "Remove" an authorized user directly through the "Share" icon in the borrower hub:



Once a designated authorized user receives their Invitation Email and successfully sets up their account, they can then login and make changes to the forgiveness application. Authorized users also have the ability to submit the forgiveness application for review, so it is important that applicants are only sharing their applications with trusted users.