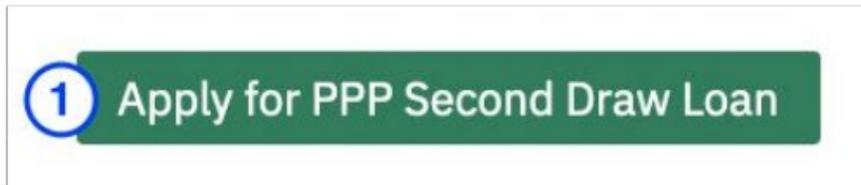


# Instructions for Members who used TUMCU before for their PPP Loan

**First** – Log into the PPP platform: <https://lender.loan-street.com/>

**Second** – Click the ‘Apply for PPP Second Draw Loan’ button ①

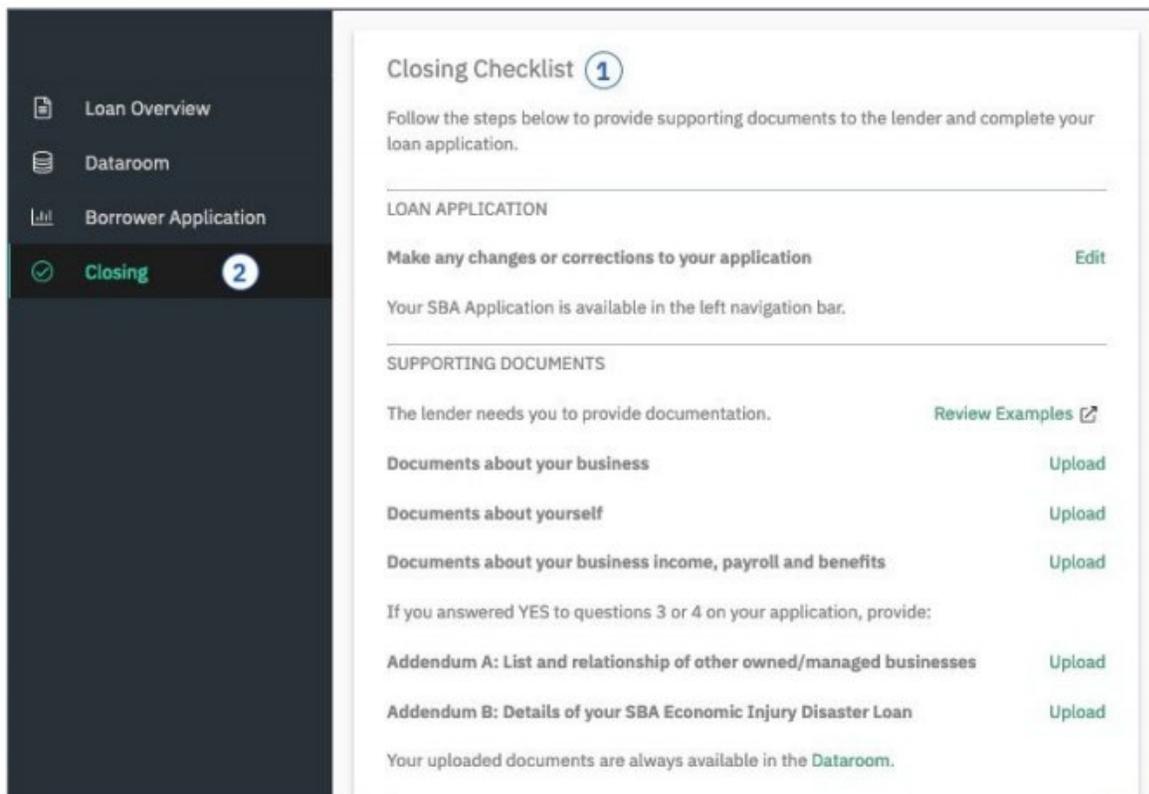


Your previously-entered basic information will appear!

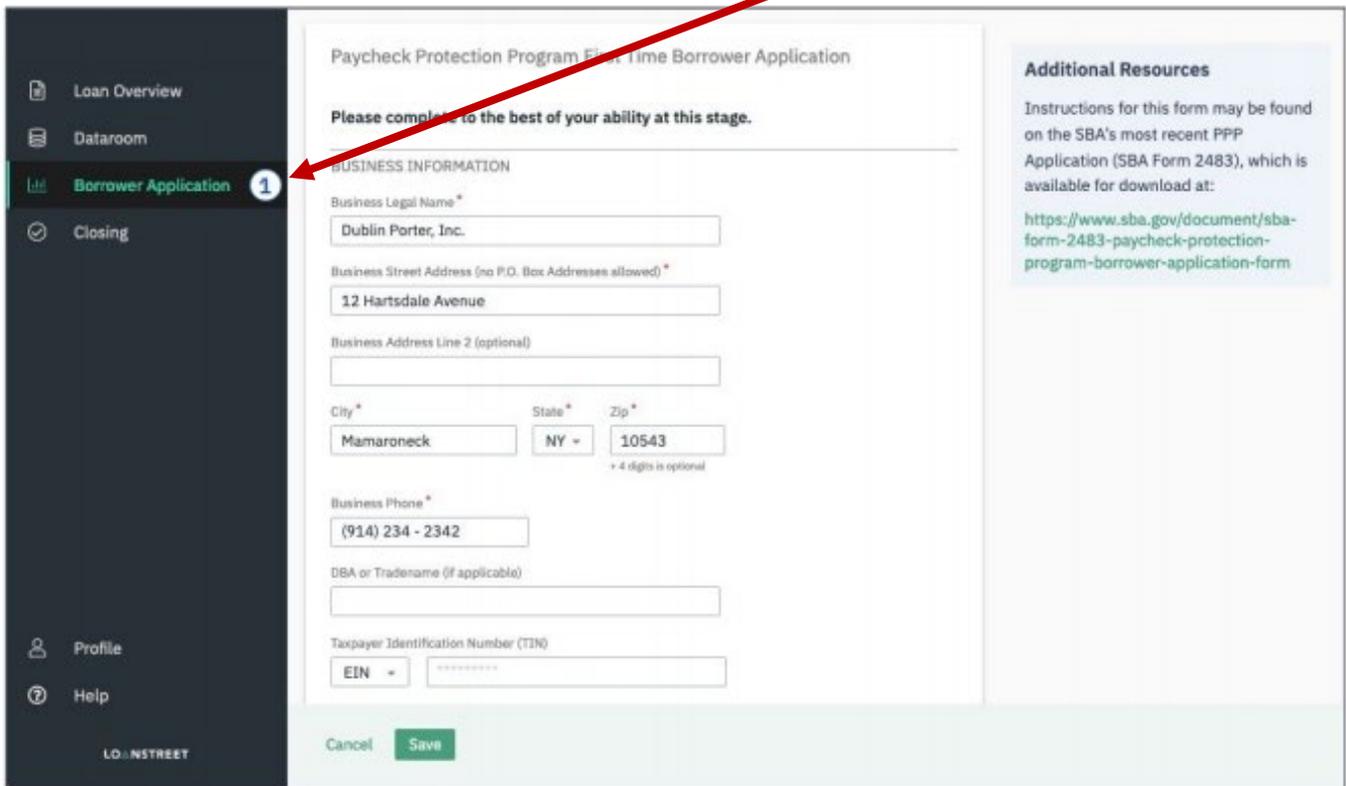
**Third** - Complete any boxes with a red \* and answer the questions. Click “Save” to proceed.

**Fourth** - Upload your proof of a 25% quarterly reduction in gross revenue (2019 vs. 2020) Examples would be annual, quarterly or monthly financial reports. If you do not have formal financial reports, create a simple spreadsheet showing your income by quarter during 2019 and 2020. Be sure you can demonstrate proof of these amounts if you are ever audited.

To get to the closing checklist ①, you may click ‘Closing’ ② on the left navigation pane to go back to edit various steps in the process.



To see or make changes to your application before you submit, click 'Borrower Application' ① on the left-hand navigation bar.



Paycheck Protection Program First-Time Borrower Application

Please complete to the best of your ability at this stage.

**BUSINESS INFORMATION**

Business Legal Name\*  
Dublin Porter, Inc.

Business Street Address (no P.O. Box Addresses allowed)\*  
12 Hartsdale Avenue

Business Address Line 2 (optional)

City\* State\* Zip\*  
Mamaroneck NY 10543  
+ 4 digits is optional

Business Phone\*  
(914) 234 - 2342

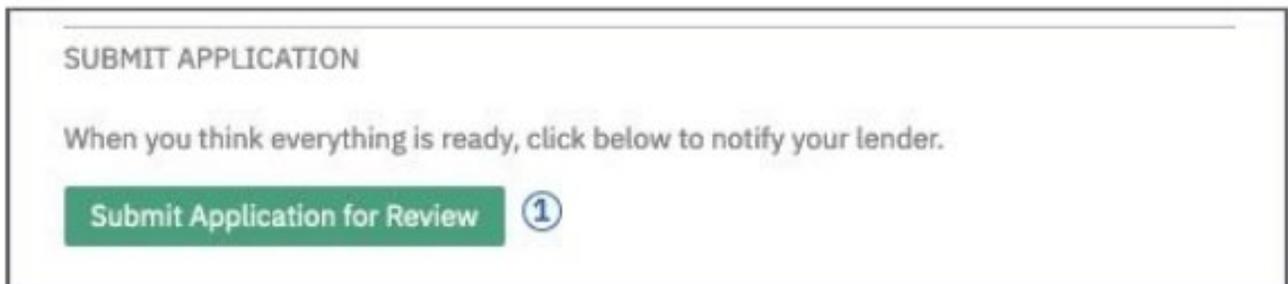
DBA or Tradename (if applicable)

Taxpayer Identification Number (TIN)  
EIN -

Cancel Save

**Additional Resources**  
Instructions for this form may be found on the SBA's most recent PPP Application (SBA Form 2483), which is available for download at:  
<https://www.sba.gov/document/sba-form-2483-paycheck-protection-program-borrower-application-form>

Once you have completed the upload of your documents, click 'Submit Application for Review' ① button on the Closing Checklist.

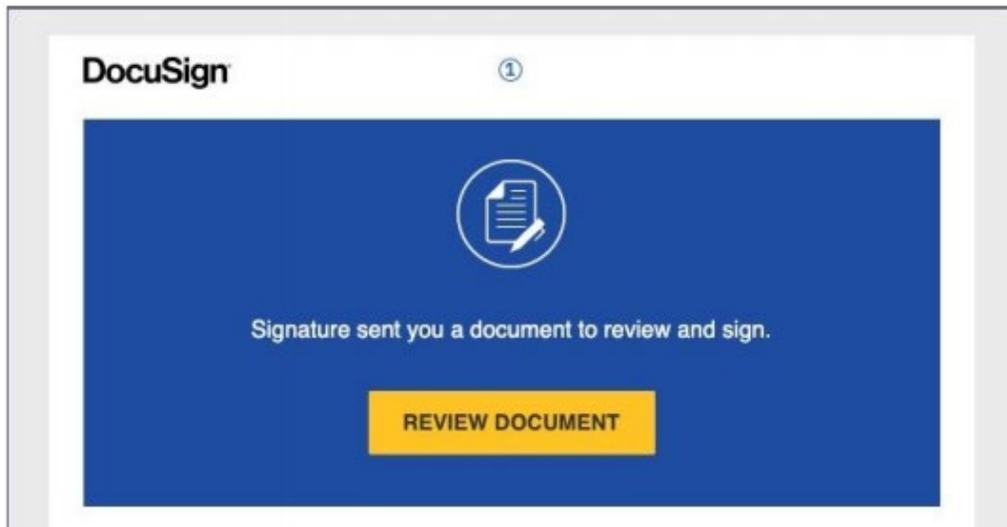


**SUBMIT APPLICATION**

When you think everything is ready, click below to notify your lender.

Submit Application for Review ①

As before, after you submit your application for review, TUMCU staff will review the information for completeness. After that review, TUMCU will send an email through DocuSign so that the designated signee can 'electronically' sign the SBA PPP 2<sup>nd</sup> draw application. Once that signed document is received back, TUMCU will then submit your application to the SBA for approval.



Once approved by the SBA, TUMCU staff will prepare the promissory note to send back out for the final 'electronic' signature.

We will then discuss options for remitting the loan proceeds into your existing TUMCU account or other account you may designate.

You may reach us at **804-672-0200** or email [loans@tumcu.org](mailto:loans@tumcu.org) if you have any questions.