

Instructions for 2nd PPP Loan Draw (when 1st draw was at another institution)

Since you used another institution for your first PPP Loan, your first step is to get access to our PPP Platform using this link: [PPP Platform Access](#).

The following screen will appear:

Virginia United Methodist Credit Union, Inc.

First-Time PPP Borrowers
If this is your first PPP loan, complete and send the First Time Borrower application below. You'll then receive an email message with next steps. [Get Step-by-Step Instructions](#).

Second-Time Borrowers
If you previously received a PPP loan with this lender on the LoanStreet platform, you may apply for the second draw by logging in to submit a new application. [Get Step-by-Step Instructions](#).

Log In Didn't use this platform for your first loan? [Click here to get started.](#)

Paycheck Protection Program First Time Borrower Application
Please complete to the best of your ability at this stage.

Additional Resources
Instructions for this form may be found on the SBA's most recent PPP Application

IMPORTANT: Click only on the link circled in the above screenshot.

The following pop-up window will then appear. Enter your email address and then click the "Request Access".

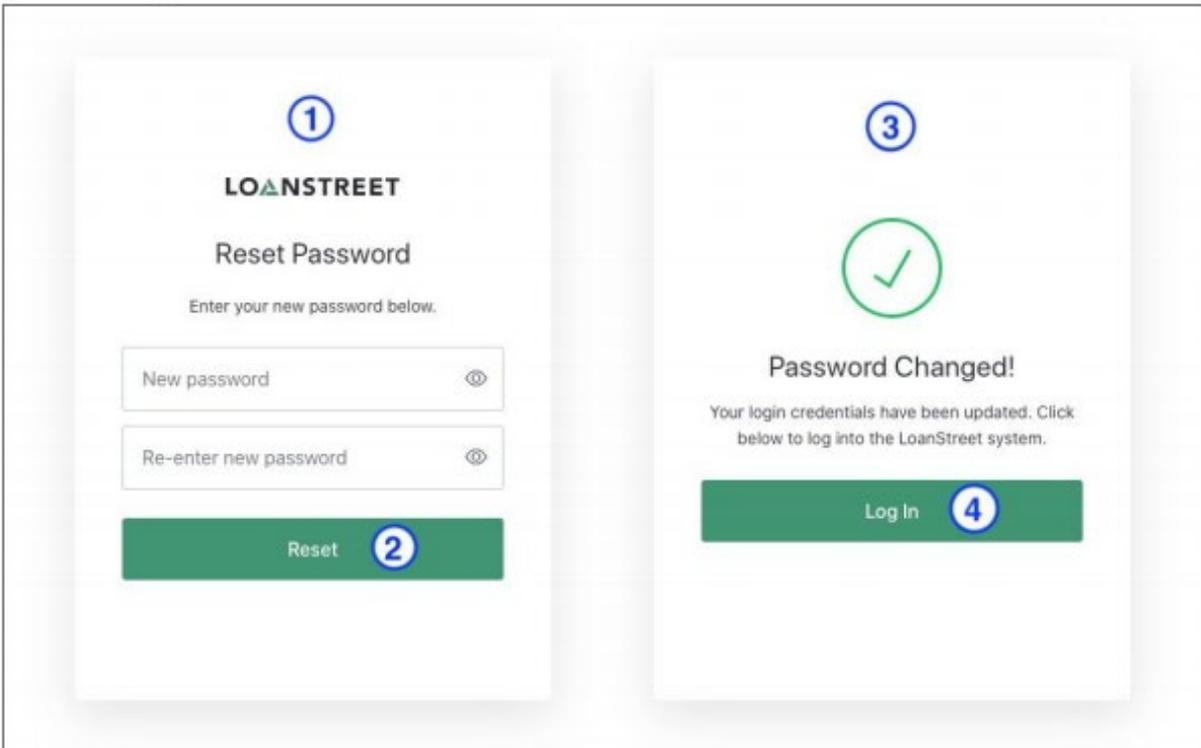
Request LoanStreet PPP Platform Access X

If you don't have an account on the LoanStreet PPP platform, enter your email address below. You will receive an email with further instructions to set up your access.

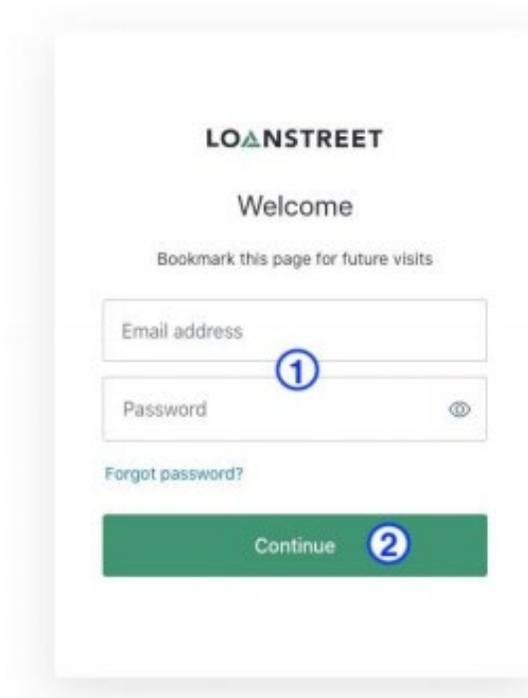
Email Address

Cancel **Request Access**

You will then receive an email confirmation to create your password. Click 'Create your PPP platform account password' in the body of the email. This will bring you to the 'Reset Password' screen ①. Ensure your password meets requirements and click 'Reset' ②. Once your password is set, you will see a confirmation 'Password Changed!' message ③. Click 'Log In' ④ to continue to the 'Welcome Page'.



We recommend that you bookmark this 'Welcome Page' (<https://lender.loan-street.com/>) for your future visits to the site. Enter your PPP Platform details ① to log in ②.

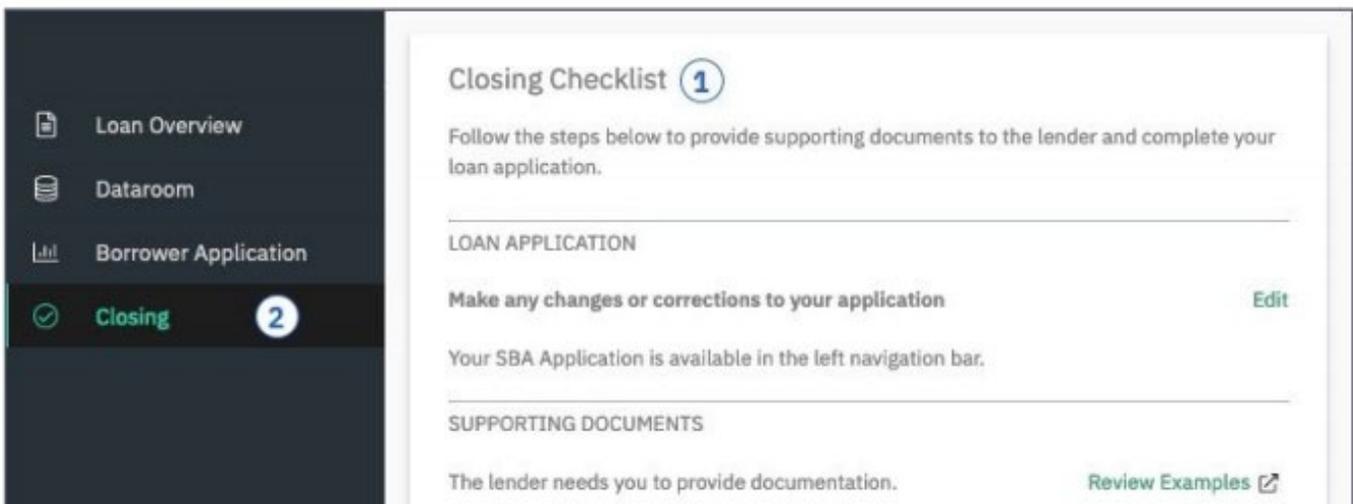


Enter as much information as you are able – be sure to complete any boxes with a red * and answer the questions. Click “Save” to proceed. This should take you to the closing checklist where you can edit and upload documents.

Upload your payroll reports or other files to document the 2.5 times average salary calculation. These documents can include accounting system reports, tax filing documents, paycheck stubs, etc.

Upload your proof of 25% reduction in gross revenue information such as annual, quarterly or monthly financial reports. If you do not have formal financial reports, create a simple spreadsheet showing your income by month during 2019 and 2020. Be sure you can document these amounts if you are audited.

To get to back to the closing checklist, you may click “Closing” ② at the left navigation pane to go back to edit any of the 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>

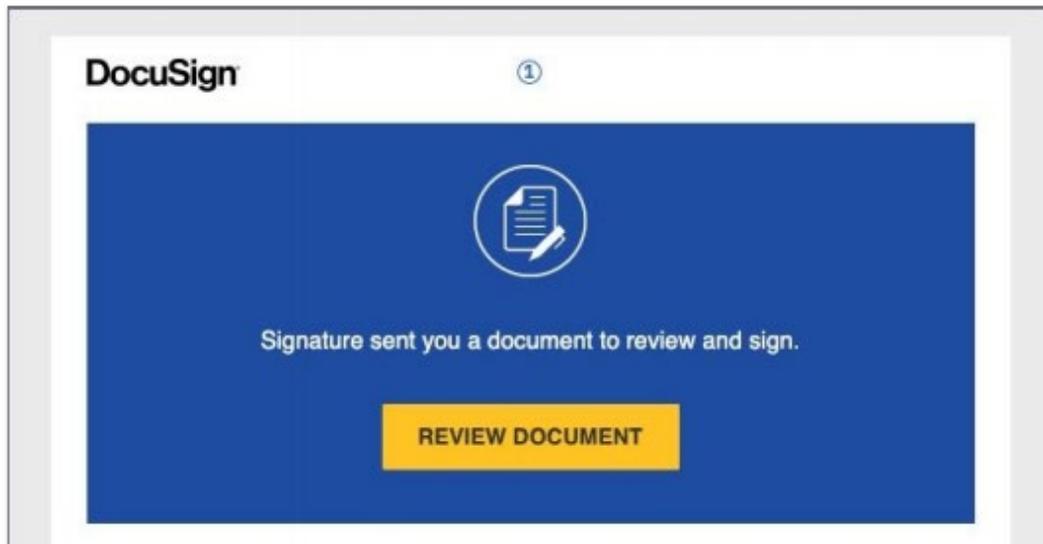
Once you have completed the upload of your documents, click the 'Submit Application for Review' button ① on the Closing Checklist.

SUBMIT APPLICATION

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

Submit Application for Review ①

After you submit your application for review, Credit Union staff will review the information and send your designated signer an email through DocuSign to electronically sign the 'SBA PPP 2nd draw application'.



TUMCU will then submit your application to the SBA on your behalf. Once we receive an approval from the SBA, we will contact you to find out who will be signing the promissory note on behalf of the church (*must be a Trustee if in the state of Virginia*). Once the note is signed, and an account is established, the proceeds will be deposited into the account you designate.

The United Methodist Credit Union offers free checking accounts for churches which many find helpful to keep the use of PPP funds segregated from other funds. If so desired, we can also mail a check or send the funds electronically to an account at another institution.

You may reach us at **804-672-0200** or email loans@tumcu.org if you have any questions.