



PPP Loan Origination Application Quick Reference Guide

Get Started – Access the PPP loan application site by clicking on the link in your email from Lake City Bank.

Lookup Your Account – Enter your Business Tax ID Number, Email, Personal SSN, complete reCaptcha, and click **Find My Account**. If you did not supply your personal SSN to the bank for verification, contact your banking representative with this information.

Existing Customers: Look Up Your Account

We will use this information to look up your company information and when applicable your Paycheck Protection Program (PPP) loan information. If you have recently submitted an application, please check your email for information on how to check the status of your loan.

[Not an existing customer? Click here to get started.](#)

Business TIN (EIN or SSN)

Authorized Representative Email Address

Authorized Representative Personal SSN

I'm not a robot

[Find My Account](#)

PPP Loan – Second Draw Loan

Select **Apply Now** to start a second draw loan application. If this is your first draw or you are new to Lake City Bank, you will have the option of **First or Second Draw Loan** available.

[PPP Loan
Second Draw Loan](#) [Apply Now →](#)

Confirm Your Business Information



Select the down arrow to update or add information about your business.

Complete Application Information

Any information on file will populate in the fields for you. Complete all other fields with the appropriate information. This includes information on the loan purpose, gross receipts, applicant ownership, and additional questions about the business and loan.

Application Options

If you have a specific question on a field, refer to the information icons to the right of the field.

Confirm Primary Authorized Representative Information

Verify the information and enter the Authorized Representative's Social Security Number.

Save or Next

Click the **Save** button to create an application to complete later.



Review and check the boxes accepting the eSign and PPP certifications. Click **Next** to advance to the supporting documents screen.



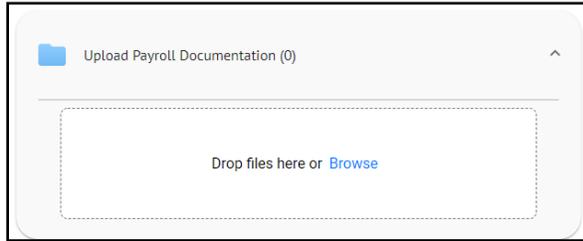
Upload Documents, if applicable

Calculate Upload In-Review Sign Process

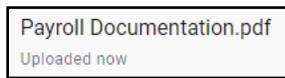
Upload folders appear for each required document. Select the down arrow to access the upload window, if applicable to your application.

Upload Payroll Documentation (0) ▾

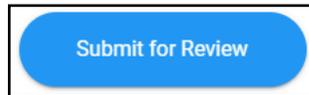
Either drag and drop files or click the **Browse** link to access the documents you want to upload. **Upload each document individually into the correct Upload folder.**



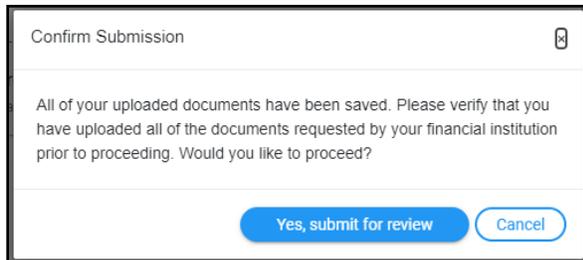
Your files are uploaded when "Uploaded now" appears under each document.



Once all your documents are uploaded, select **Submit for Review**.

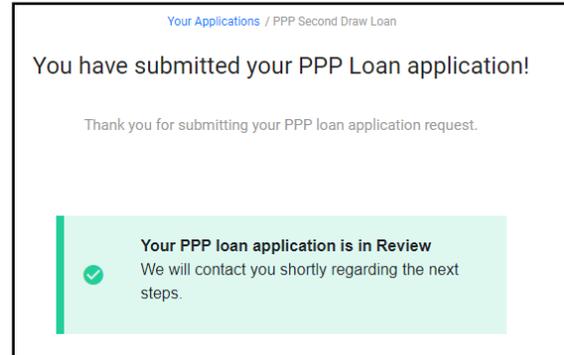
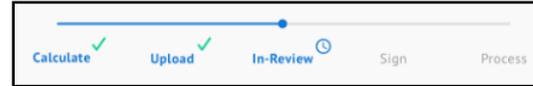


Confirm your submission by clicking on **Yes, submit for review**. If additional documents are needed, select **Cancel** to return to the documents page.



Bank Review

We will review your application and documents, and let you know if we need any additional material.



Select **Exit Securely** to get out of the application safely.



Next Steps

Once your banker verifies receipt of all your required information and documents in the portal, the bank will submit to the SBA for approval.

After SBA approves the loan request, you will receive the documents to sign electronically. These will be located in our system where you applied. The system will ask you to sign electronically and to make certain attestations required in the application.

Once you have signed and returned to us, we will start the loan boarding process and disburse your funds to you.

Questions?

Contact your Lake City Bank representative.