

HOW TO GET AN INVITATION TO REGISTER TO APPLY FOR A PPP LOAN

Thank you for choosing Firsttrust Bank for your Paycheck Protection Program (PPP) Loan. We know how important these funds are to your business.

Where to begin

- You will need to request an email invitation to register for the PPP Loan Application Portal.
- You can request an email invitation in one of two ways:
 - Complete the *Request To Register For The PPP Loan Application Portal* form, or you can reach out to your Relationship Manager or Branch Manager.

Important tips

- For security reasons, only one person from a business can register for the Loan Portal.
 - The person who is sent the registration email must be an owner or has the authorization to sign and certify documents.
- You will need to know the NAICS Code of your business.
 - If you do not know your NAICS Code, here are some ways to look it up:
 - Our friend Google! Do a simple google search by typing in “*What is the NAICS Code for <enter your business industry>.*”
 - OR, you can visit naics.com/search.

After you've completed your request to receive the email invitation to register, you can expect to receive an email from **firsttrust@firsttrust.com** no later than next business day. If you do not receive your invitation, contact your Relationship Manager, Branch Manager or contact Customer Care at 800-220-BANK.

The following pages will walk you through the registration process.

KEEPING YOUR INFORMATION SECURE IS OUR TOP PRIORITY

The steps that we take in the registration process will help keep business information secure.

We can only send the email to register link to one contact. The registration email cannot be forwarded to anyone else.

PPP ROUND TWO LOAN APPLICATION PORTAL: REGISTRATION AND LOGIN



After you've requested to receive an email invitation to register for the PPP Loan Application Portal, you'll receive an email from fristrust@fristrust.com no later than next business day.

IMPORTANT THINGS TO KNOW ABOUT THE EMAIL TO REGISTER FOR THE PPP LOAN APPLICATION PORTAL

- **Do not forward the registration email invitation to anyone else.** The registration link is unique to the email address that was used to request an invitation.
- **The registration link in the email is unique and will expire in 5 days.** You should register for the Portal upon receipt of the email, even if you do not plan to apply that day.
- **After you have created your account and want to re-enter the PPP Loan Application Portal, you should go to "ppporiginat.com".** Do not use the registration link.

Email Preview

From: [Ffristrust@fristrust.com](mailto:fristrust@fristrust.com)
To:
CC/BCC:
Subject: PPP Loan Origination User Registration
Do not reply to this email.
John,

FIRSTRUST WOULD LIKE TO INVITE YOU TO APPLY FOR A PAYCHECK PROTECTION PROGRAM (PPP) LOAN!

This registration link will not work if it is forwarded to another email account/recipient. For security reasons, only one person receiving this email can create an account to access the Loan Portal.

Below you will find your registration link for the PPP Loan Application Portal. After clicking the registration link, you will be prompted to create a new profile.

[click here](#)

THIS LINK WILL EXPIRE WITHIN FIVE DAYS - REGISTER TODAY!

Tips:

- Registering is simple. Click the registration link above, select a password, validate your cell phone number (used to receive validation code during sign in), accept terms and conditions, and click register. Once your account is created you can save and resume at any time.
- If you have previously been approved for a PPP Loan with FirstTrust and would like to use the same payroll information to calculate your Second Draw PPP Loan, you will only need to upload documentation certifying 25% revenue reduction.
- Once you have created your username and password, you can go directly to the Loan Portal by visiting ppporiginat.com.

If you have additional questions, please visit our [PPP Resource Center](#), contact your Relationship Manager, or Branch Manager.

Thank you for choosing FirstTrust Bank for your PPP Loan.

Other helpful information

- The email will come from fristrust@fristrust.com.
- If you have questions contact your Relationship Manager, Branch Manager or Customer Care at 800-220-BANK.

PPP ROUND TWO LOAN APPLICATION PORTAL: REGISTRATION AND LOGIN

1

Hello **John**,
Welcome to the PPP Loan Origination Portal!

Email Address

Create Password * ?
 Show

Confirm Password *
 Show

Please enter your cell phone to receive a One Time Code for login (OPTIONAL)

Verify

1. The first step in the process is to create a Password. (Note - Do Not Change the email address - if you do, the system will not recognize you).

- It is optional to enter your cell phone number. If you would like to receive your One Time Code for login by text and email, you will need to enter your cell phone number.
- Click “Verify” to receive your One Time Code for login.
- Enter the code you received via email and/or text.
- Then you will be prompted to agree to the Terms and Use of Privacy Policy by clicking “Register.”

2. After you register, you will be taken to the Sign In screen.

- Enter the User Email address that was used to create an account.
- Enter the Password you just created.
- Click “Sign In.”

2

ppporigination.com

Sign In

Fill in the field below with your Credentials to enter the portal.

User Email Address

Password Show

[Forgot password](#)

Sign In

3

ppporigination.com

Please enter the One-Time Authentication Code to verify your Account

A One-Time Authentication Code has been sent to your registered email address Mener@gmail.com or Cell Phone

[Resend OTP](#)

Remember My Device for 30 Days

Validate

3. You will be asked to Authenticate your account one more time.

After you enter your code, you will then be taken into the PPP Loan Application Portal.

PPP ROUND TWO LOAN APPLICATION PORTAL: REGISTRATION AND LOGIN

The screenshot shows the PPP Loan Origination Portal interface. At the top, there is a navigation menu with tabs: Instructions (selected), Business Info, PPP Details, Principal Details, Certify & Submit, Lender Review, SBA Submit & Status, Loan Closing, and Messages. A 'Next' button is located in the top right corner. The main heading is 'Welcome to the PPP Loan Origination Portal'. Below this is a section titled 'PPP Origination Portal Overview' with a list of instructions for users. A second section, 'Additional Help and Tips', provides links to various forms and FAQs, and a detailed list of application status definitions.

Welcome to the PPP Loan Origination Portal

PPP Origination Portal Overview

- Select whether this is your First or Second PPP Loan Origination.
- Enter your Basic Business Information.
- Fields with a Red (*) are Required Fields.
- Fields that are shaded are Calculated Fields.
- Enter your PPP Loan Details and Upload Supporting Documentation.
- Please Do Not scan all documents together and upload all at once.
- To add a Document:
 - Click on the Upload Link. A browse window will open.
 - Browse out to the file you wish to upload or Drag the Document from a folder into the window provided. Wait for the Document to upload before closing the window.
 - Once the File is uploaded, the Files Link will display how many documents have been uploaded to a Line Number.
 - Click the Files Link to View, Download or Delete a Document.
- Accept the Borrower Certifications and Submit your Application to the Lender.
- Once your Application has been Submitted to the Lender, the Application will be Locked and places in a "Read Only" State. You will still be able to Send Messages and Upload Additional Documentation as needed.
- Please use the Messages Tab to Send Secure Messages to the Lender.
- Click the Help button to View Help Videos and Instructions for each Tab to Assist you in Completing your Application.

Additional Help and Tips

- SBA Form 2483 Instructions: [Click Here](#)
- SBA Form 2483 Form: [Click Here](#)
- SBA Form 2483-SD Instructions: [Click Here](#)
- SBA Form 2483-SD Form: [Click Here](#)
- PPP FAQs: [Click Here](#)
- For Best Results and User Experience, please use Google Chrome, Firefox, Microsoft Edge, or Safari Web Browsers while using the PPP Loan Origination Portal.
- Please check back into your Portal for updates to your Loan Origination Application.
- Status Definitions:
 - **Borrower Registered** – Borrower has Registered and been provided a UserName (Email Address) and Password for the Portal.
 - **Submitted to Lender** – Borrower has Completed the Application and Submitted for Lender Review.
 - **Under Review** – Lender is Reviewing Submitted Application.
 - **More Information Needed** – Lender has unlocked the Application and returned it to the Borrower for additional information. Please click on the Messages Tab to retrieve additional information that is needed by the Lender.
 - **Locked** – Lender has locked the borrower from the Application.
 - **Submitted to SBA** – Application has been Sent to SBA for Approval.
 - **Approved in Closing** – Application will be Reviewed and prepared for Borrower Signature.
 - **Ready for Signature** – Closing Documents have been Sent to the Borrower.
 - **Closing Documents Signed** – Lender has received the Signed Documents.
 - **Submitted for Disbursement** – Loan has been Closed and is in Boarding and Disbursement Status.
 - **Loan Funded** – Loan has been Boarded and Funded.

Remember: After your account is created, and you want to re-enter the Portal, you will need to go to "**ppporigination.com**".

For a better user experience, it is recommended you use Google Chrome, Firefox, Microsoft Edge, or Safari Web Browsers when completing the application and accessing the PPP loan Origination Portal.