

# Creating a Second Draw Application for Your Account

Forgiveness Simplified - [forgivesmb.com](https://forgivesmb.com)  
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\*\*Please be advised that for advice on the details of your loan or assurance on specific qualified expenses, you should consult a certified CPA.

## Before You Start...

The multiple draw feature is only for loans under the same Tax ID, as that is what the system uses to pull the loan information.

If you have a second business to apply for, **please log out and sign up using a different email**. You may also do this for your Second Draw application if you wish! **It is not required to have both draw applications on the same account.**



# Starting from the Dashboard

The screenshot shows the 'Forgiveness Simplified' dashboard. In the top left, a box labeled 'test company' with 'First Draw' and 'Click here to select an application' is highlighted with a green border. An arrow points from this box to a yellow callout box at the bottom left. In the top right, a dropdown menu is open, showing 'test company ^', 'Profile' (highlighted with a green border), and 'Logout'. An arrow points from this dropdown to a yellow callout box at the bottom right. The main dashboard area includes a 'Dashboard' title, a 'Tax ID: TIN\_citi\_000001\_0722\_19000', and a table with columns 'Bank', 'Loan Amount', and 'Loan Disbursement Date'. The table contains one row for 'Citi' with a loan amount of '\$19,000' and a disbursement date of '07/22/2020'. A 'Continue Forgiveness Application' button is at the bottom center. A 'Please Note' message is at the bottom left of the table area. A 'Manage my applications' button is at the bottom left of the page.

**Forgiveness Simplified**

test company  
First Draw  
Click here to select an application

Dashboard

Tax ID: TIN\_citi\_000001\_0722\_19000

Bank	Loan Amount	Loan Disbursement Date
Citi	\$19,000	07/22/2020

Please Note: to submit a Second Draw PPP Forgiveness application, please use the dropdown at the top right or click the selected application on the left to manage your applications.

Continue Forgiveness Application

test company ^  
Profile  
Logout

Dashboard  
My Application


To start a second application, click on the box in the top left corner to select an application. Within the popup, click


Manage my applications

Alternatively, you can click the dropdown at the top right to enter the **Profile** area

# Profile Page - Application Management

Profile details are shared between both applications. If anything needs updated to the present moment, do so and **Save** your information at the bottom!

To begin an application for a Second Draw loan, click the  New Application button.




## Forgiveness Simplified

My Applications

test company

PPP Application (first draw)

 New Application

### Profile Details

Business Owner Name\*

Business Owner Name

Title

Position\*

Owner

Business Name

test company

Doing Business as or Trade Name (if applicable)



# Adding Your Other Loan Information

The system will match your information based on the Loan amount and Disbursement Date provided by your lender.

 Let's Look up your Loan

Tax ID: TIN\_citi\_000001\_0722\_19000

Bank	Loan Amount	Loan Disbursement Date
	<input type="text"/>	<input type="text"/>

Please Note: to submit a Second Draw PPP Forgiveness application, please use the dropdown at the top right or click the selected application on the left to manage your applications.

[Start Forgiveness Application](#)

The application process will be the same as the first time around. Enter your info, Click **Add Loan**, then **Start Forgiveness Application**!

\*\*\*Can't match your loan info? Reach out to The Borrower Support team for help!



# Switching Between Applications

The screenshot shows the 'Forgiveness Simplified' dashboard. At the top left is the logo and the text 'Forgiveness Simplified'. Below it, a green box highlights a dropdown menu with 'test company' and 'First Draw', and the text 'Click here to select an application'. To the right, a yellow box contains the text 'To return to the dashboard, click **Forgiveness Simplified**' with an arrow pointing to the logo. The main heading is 'Dashboard'. Below it, there's a 'Tax ID: TIN\_citi\_000001\_0722\_19000' and a table with columns 'Bank', 'Loan Amount', and 'Loan Disbursement Date'. The first row shows '000' and '07/22/2020'. A blue button 'Continue Forgiveness Application' is at the bottom. On the top right, a user profile dropdown is open, showing 'test company ^', 'Profile' (highlighted with a green box), and 'Logout'. A yellow box at the bottom right contains the text 'Alternatively, you can click the dropdown and enter your Profile Section. This can be accessed anywhere on the application !' with an arrow pointing to the 'Profile' option.

**Forgiveness Simplified**

To return to the dashboard, click **Forgiveness Simplified**

test company  
First Draw  
Click here to select an application

Dashboard

Tax ID: TIN\_citi\_000001\_0722\_19000

Bank Loan Amount Loan Disbursement Date

000 07/22/2020

Continue Forgiveness Application

Alternatively, you can click the dropdown and enter your Profile Section. This can be accessed anywhere on the application !

test company ^  
Profile  
Logout

# “Click Here to Select An Application” Option

If you clicked the button from the Dashboard page, you should be faced with this popup.

Here, you can see your applications and which status they are under. Click the bubble you'd like to work on and click **Select**.

Select application

Thomas' Casino

☒

PPP Application (\$100,000 on 01/01/2020) - first draw

approved

☐

PPP Application (\$200,000 on 02/02/2021) - second draw

draft

Manage my applications

Select



# “Profile Page” Option

The current application you are on will be Bolded. To change applications, click whichever draw you'd like to work on.



The screenshot shows the 'Forgiveness Simplified' profile page. At the top is a blue paper airplane logo and the title 'Forgiveness Simplified'. Below this is a section titled 'My Applications'. On the right side of the page is a yellow cartoon face icon and the letter 'P'. Under 'My Applications', there are three items: 'Thomas' Casino', 'PPP Application (first draw)', and 'PPP Application (second draw)'. The 'PPP Application (first draw)' is highlighted with a green rectangular box. To the right of these items, there is a 'Business O' button and a 'Borrow' button.

The system will confirm the selection, and clicking Select will return you to the Dashboard page.



A confirmation dialog box titled 'Select application' with a close button (X) in the top right corner. The text inside the dialog reads: 'This will change the application you're working on to:' followed by 'Thomas' Casino / PPP Application (FIRST draw)'. At the bottom of the dialog are two buttons: a grey 'Cancel' button and a blue 'Select' button. The 'Select' button is highlighted with a green rectangular box.





# Questions?

Reach out to the Borrower Support team at [support@forgivesmb.com](mailto:support@forgivesmb.com)

We are available on the site chat as well. If you have a question, please feel free to email or leave your question with your email/business name in the support chat! We will get back to you in one business day.

Let's help you get 100% Forgiveness!

