

# **Application**

- **1** CAN NON-CLIENTS OF EVOLVE BANK AND TRUST APPLY?
  - While our initial focus will be on processing Paycheck Protection Program loan applications for current Evolve Bank & Trust deposit and loan customers, we welcome those who are not currently our customers to apply.
- 2 WHAT DO I NEED TO DO IF I AM APPLYING ON BEHALF OF MULTIPLE BUSINESSES?

  If you are applying for loans on behalf of more than one business entity, you will need to complete separate applications for each loan requested. You will also need to use a unique login and different email address for each application.
- 3 CAN I SAVE MY APPLICATION AND COME BACK TO IT?

  Yes, you can. Your application automatically saves each time you advance to the next screen. If you need to gather additional information or need more time, you can save your application in-process and return to complete the application at any time.
- 4 HOW DO I KNOW IF MY APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED?

  Once your application has been submitted, you will see a confirmation screen that acknowledges the successful submission of your application.

## Requirements & Documentation

- 1 WHAT DOCUMENTS DO I NEED TO HAVE PREPARED?
  - The complete list of the documents required to successfully submit your loan application can be found on our **Loan Application**Checklist.
- 2 HOW DO I ATTACH THE REQUIRED DOCUMENTS?

  To attach a document, click the Files Tab and select Upload Files. Click Open, and the file will be uploaded. Only 10 files can be added to the Digital Application.
- **3** WHAT IS THE MOST EFFICIENT WAY FOR BUSINESSESS WITH A LARGE NUMBER OF EMPLOYEES TO PROVIDE ACCEPTABLE PAYROLL DETAILS?

Depending on what payroll software or 3rd party vendor your business uses, you will need to work with them to obtain the correct payroll summary reports.

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### Status & Communication

1 HOW QUICKLY WILL MY APPLICATION BE PROCESSED?

We are working as quickly as possible to process your application for the SBA Paycheck Protection Program. As we are experiencing high volumes of applicants for this program, we ask that you exercise patience. Please be assured that we will contact you if we have any questions or require further information to process your application.

2 AM I ABLE TO CHECK THE STATUS OF MY APPLICATION ONLINE?

Not at this time. As your application moves through the various loan application stages, a member of our team will contact you via email with next steps and to provide your loan status.

#### General

- 1 CAN I HAVE THE LOAN FUNDED TO A DEPOSIT ACCOUNT THAT RESIDES AT ANOTHER BANK? Yes. We will provide you the necessary form as a part of the closing documents.
- **DOES THE BANK HAVE TO CONFIRM MY ELIGIBILITY?**For more information around eligibility, please visit the Electronic Code of Federal Regulations <a href="here">here</a>.

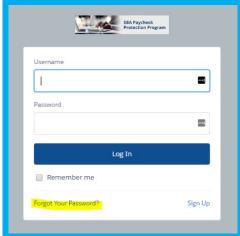
## Troubleshooting

1 HOW DO I RESET MY PASSWORD?

Click the "Forgot Password" button, and input your Username (the email address you used to sign up). You will receive a notification email from us, prompting you to create a new password.

2 IS THE INFORMATION ON THIS APPLICATION SAFE AND SECURE?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. We also restrict access to nonpublic personal information about you to those employees who need to know such data.



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