

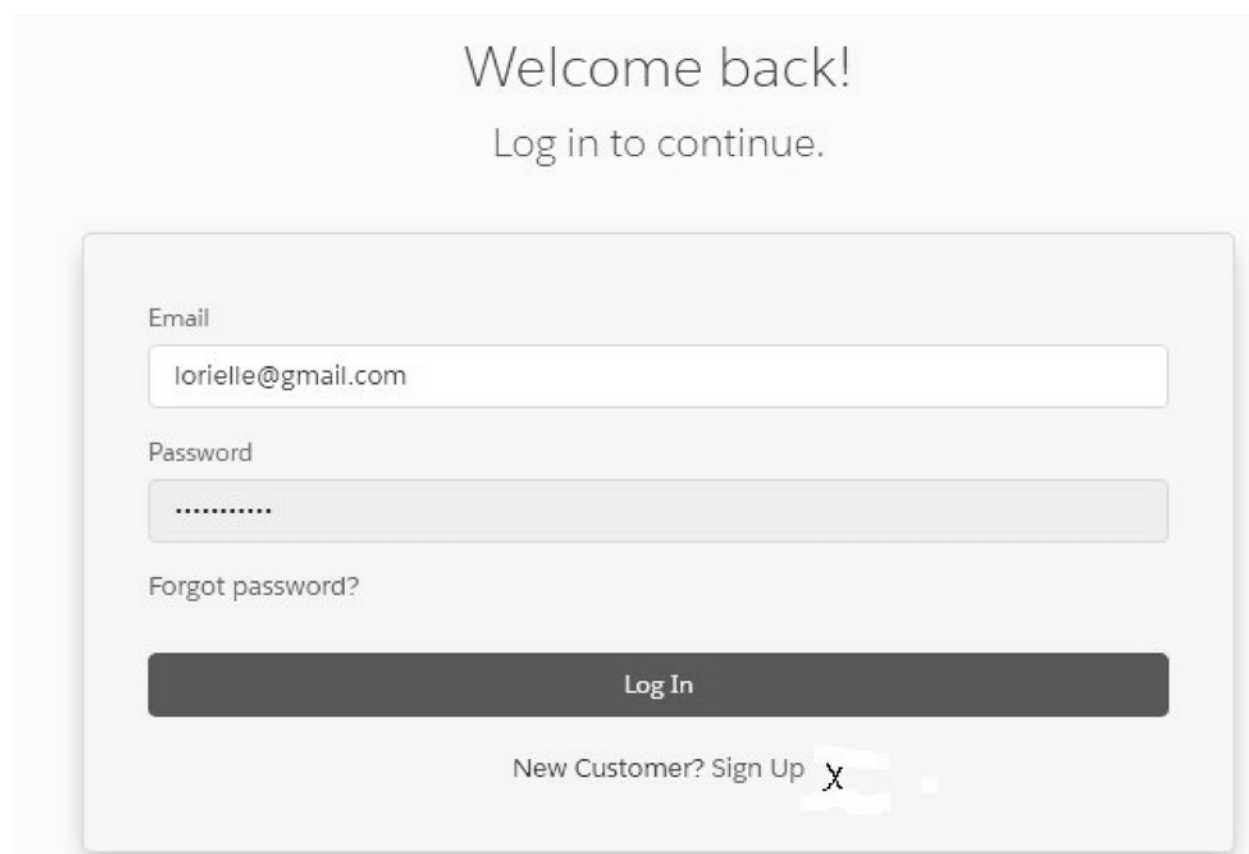
## **MBFS MEMBER PORTAL INSTRUCTIONS**

Member will apply for the PPP product through the customer portal.

### **SEND LINK to MEMBER ACCESS TO THE PORTAL**

<https://mbfs.force.com/customers>

Member will sign in to create an account



The image shows a login page for the MBFS Member Portal. At the top, it says "Welcome back!" followed by "Log in to continue." Below this is a login form with the following elements:

- An "Email" label above a text input field containing "lorielle@gmail.com".
- A "Password" label above a password input field with masked characters ".....".
- A "Forgot password?" link below the password field.
- A dark grey "Log In" button.
- A link "New Customer? Sign Up" with a small 'x' icon next to it.

## Borrower will apply for a New Loan

[Dashboard](#)

[Apply for a New Loan](#)



Thom

## Apply for the SBA Loan

SBA

Apply

SBA Guaranteed lending product for operating entities.

## Fill in the application



### Let's determine your eligibility

Help us determine the terms of the loan that best meet your needs

Loan Amount

USD 15,000.00

Loan Purpose

PPP

Are you affiliated with a Credit Union?

Yes



What Credit Union are you affiliated with?

Credit Union

Next

## Complete business information

### Tell us about your business

We'll use this information to verify your business and confirm your eligibility


Legal Business Name

Annual Revenue

USD

Tax Identification Number (TIN)

XX-XXXXXXX

 Why do we need this?

Legal Entity Type

Where is your business located?

Billing Address

City

State

ZIP

## Complete Contact Information

Role

Co-Owner



Social Security Number (SSN)

.....



Why do we need this?

### Contact Information

Residential Address

lorielle@gmail.com

City

Philadelphia

State

PA



ZIP

19115

Mailing Address Same as Residential



### Legal Information

## Skip Borrowers and Guarantors section



### Borrowers & Guarantors

Please add, excluding yourself, any additional guarantors and borrowers for the loan.

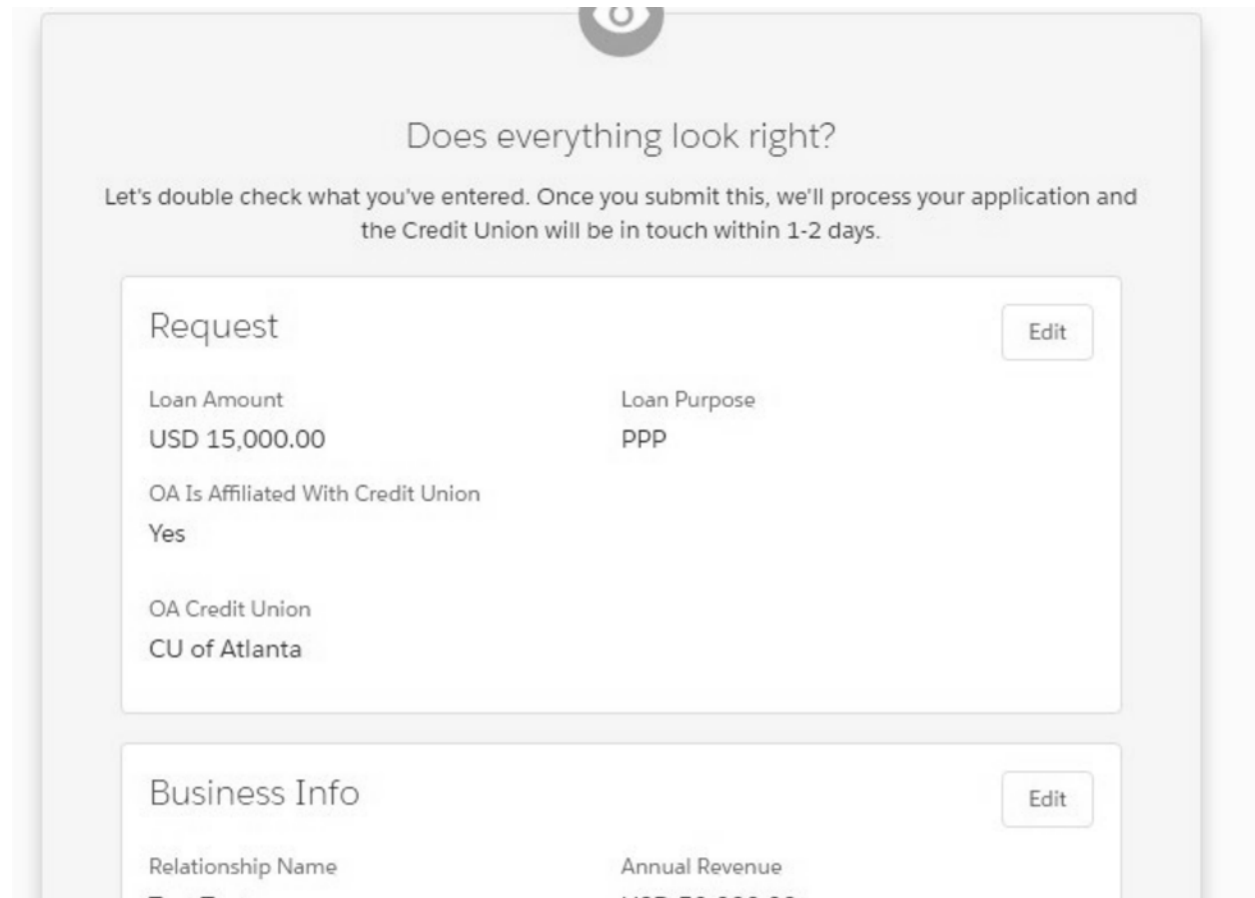
Add a Borrower or Guarantor

Skip

Save and come back later

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## Review and submit application



Does everything look right?

Let's double check what you've entered. Once you submit this, we'll process your application and the Credit Union will be in touch within 1-2 days.

### Request

[Edit](#)


Loan Amount	Loan Purpose
USD 15,000.00	PPP
OA Is Affiliated With Credit Union	
Yes	
OA Credit Union	
CU of Atlanta	

### Business Info

[Edit](#)

Relationship Name	Annual Revenue
	USD 50,000.00

Click on Go to Dashboard to upload supporting documentation



Your application was submitted! What's next?


1. The team at the credit union will review your application.
2. Please upload the requested documents that are reflected on your dashboard. We will e-mail you if additional documents are required. Once a completed package is received the underwriting process will begin.  
  
**Note:** If applying for the SBA PPP Forgiveness Product, please upload documentation to support payroll and non-payroll costs as well as the SBA 3508 form.
3. The Credit Union will notify you of a loan decision, and once approved, the outstanding items needed to close.
4. Once all outstanding items are received and reviewed by the credit union, you'll sign closing documents to receive your loan proceeds.


[Go to Dashboard](#)


Upload Document- Documents will reflected that they have been uploaded.

### Upload documents

Please upload required documents. Successfully uploaded documents will appear in the Upload Documents section. Please direct all questions to [info@mbfs.org](mailto:info@mbfs.org).

  
**DRAG & DROP**  
or browse

Uploaded:  Doc1.docx

  
Remove