

# Paycheck Protection Program Forgiveness Application Portal

First-time login instructions

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## Step 1

Click on the “Start Your Forgiveness Application” found in your email.

[Start Your Forgiveness Application](#)

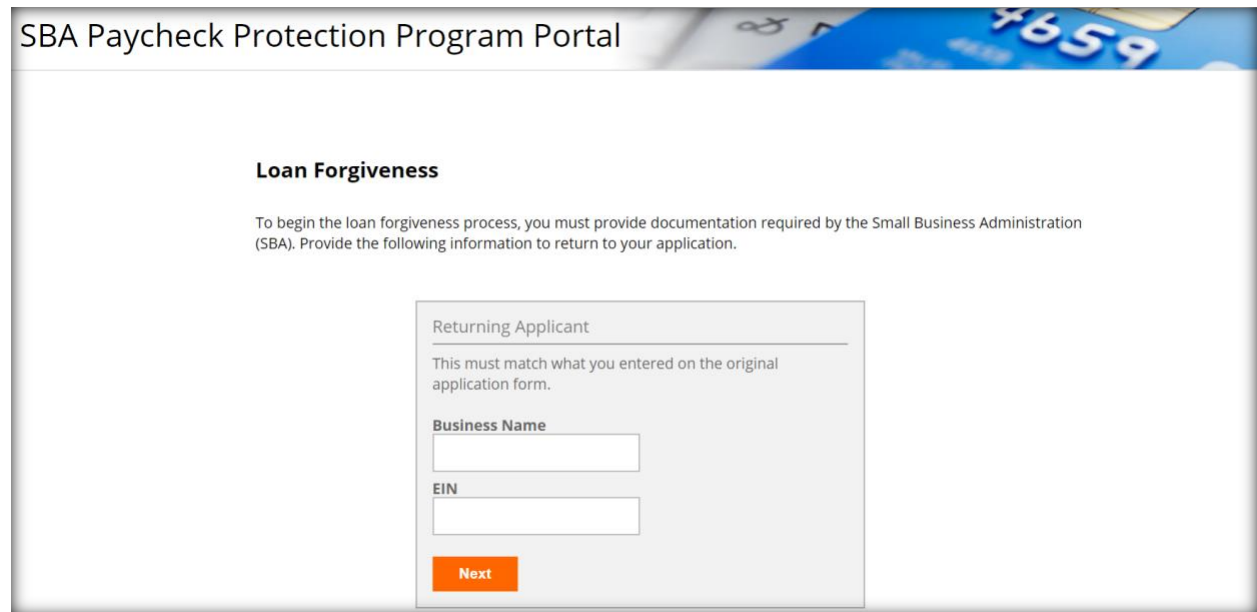
This link is also available by visiting [www.ColumbiaBank.com/CARES](http://www.ColumbiaBank.com/CARES)

## Step 2

**Enter your Business Name and Tax ID Number.**

*Your business name and tax ID should match what you entered on your original application. Do not include any dashes or spaces in the Tax ID field.*

Select “Next”.



SBA Paycheck Protection Program Portal

### Loan Forgiveness

To begin the loan forgiveness process, you must provide documentation required by the Small Business Administration (SBA). Provide the following information to return to your application.

Returning Applicant

This must match what you entered on the original application form.

Business Name

EIN

Next

## Step 3

**Obtain your one-time passcode from your email and enter it**

After you complete step 2, you will automatically be emailed a one-time passcode within minutes. As soon as you receive it, please enter it on the screen and select “Next”.

**Congratulations!** You can now begin your application.

**Don't forget to save.** Be sure to frequently click the "Save Information" button so that you won't lose any of the information you've entered in case you have to stop the application for any reason.

**Visit the Knowledge Center.** Visit the Knowledge Center to find answers to commonly asked questions and other resources to help you with your application. The Knowledge Center is accessible from the main page of the application portal. Below provides you with a sample of what the main landing page of the application portal will look like. The Knowledge Center button is on the left side of the page.

Sample of the application portal main landing page:

SBA Paycheck Protection Program Portal Logout

1 — 2 — 3 — 4  
Loan Application File Uploads Review & Submit Confirmation

Previous Next

Save Information Continue to Upload Files Knowledge Center

|                     |                      |                                |                       |
|---------------------|----------------------|--------------------------------|-----------------------|
| Business Legal Name | Business Phone       | Loan Disbursement Date         | Disbursed Loan Amount |
|                     |                      | <b>04/30/2020</b>              | <b>\$201,800.00</b>   |
| TIN/EIN/SSN         | Email                | Estimated Forgiven Amount:     |                       |
|                     | <input type="text"/> | <b>\$201,800.00</b>            |                       |
| Institution Name    | Additional OTP Email | Estimated Amount Not Forgiven: |                       |
| Columbia State Bank | <input type="text"/> | <b>\$0.00</b>                  |                       |

If you have any questions, please reach out to your banker or call 1-877-272-3678.