

April 15, 2020

Please take the time to read this email in its entirety.

Yesterday evening, all applicants who have a registered account at the [portal](#) should have received an email urging them to **immediately** log into their application via the [BoeFly PPP Portal account](#) to correct data previously uploaded or add any missing documents to ensure their application is processed correctly by the bank. Please refer to yesterday evening's email for a full list of items needed to complete your PPP application. **Only fully packaged loans that follow the guidelines below are being approved.**

Once you are logged into your account, please double check and add any missing documents that will verify your monthly average payroll amount (core to calculating the loan amount) and the other categories such as healthcare as noted in the list below. **All of your supporting documents should be PDFs.** If you have any problems logging in or updating your application, please visit [here](#).

#### How to unlock submitted PPP applications:

1. Watch this [short how-to video](#)
2. Login
3. Go to your home page, review your submitted application with the view icon
4. If it needs to be corrected or updated with documentation, then:
5. Click the lock icon for your app
6. Confirm you wish to unlock, then click the edit (pencil) icon
7. Review each section carefully, including documents, then resubmit an e-sign

To reiterate, this added step in the application process is a result of the rapid rollout of the loan program, coupled with the immense volume of PPP applications forcing lenders to modify their funding processes on the fly.

The good news is that the loan approval process is continuing to accelerate as these systems and guidelines are put in place, allowing lenders to process higher volumes of applications. BoeFly is also pleased to announce that our lending partners are processing loans to the tune of thousands per day. A reminder that you will receive a communication from your lender once they've received your completed application and have begun the approval process for your loan.

Many of you have reached out to us via phone and email at BoeFly over the past two weeks, and we want you to know that we are monitoring your inbound inquires and concerns closely. While our usual response time is down, responding individually to each message would prohibit us from focusing all our resources on our main priority of processing loan requests and ensuring as many small business owners get PPP loans as possible. Please know that your feedback has proven invaluable as we continuously update our [FAQ](#) in real time and concentrate our development efforts. Like many of you, we are a small team and are working as quickly as possible to optimize the processing of loans. We hope that you are finding value in these daily updates and that our FAQ page provides answers to the majority of your questions as this program evolves.

# Paycheck Protection Program Loan

We're here for you



We thank you again for your patience as we work diligently with our bank partners to get these much-needed funds into the hands of small business owners as soon as possible.

If you still have questions about the Payroll Protection Program, join our complementary daily webinar at 2 p.m. ET where we discuss these updates to the SBA loan program. [Click here](#) to sign up for the next **webinar**. If you have follow up questions, visit <https://sbacares.boefly.com/faqs/> for additional information and frequently asked questions regarding PPP loans. We will be continually updating this page as we learn new information.

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