

Paycheck Protection Program Online Application Instructions

Please follow these step-by-step instructions to successfully complete and digitally sign the Paycheck Protection Program application form.

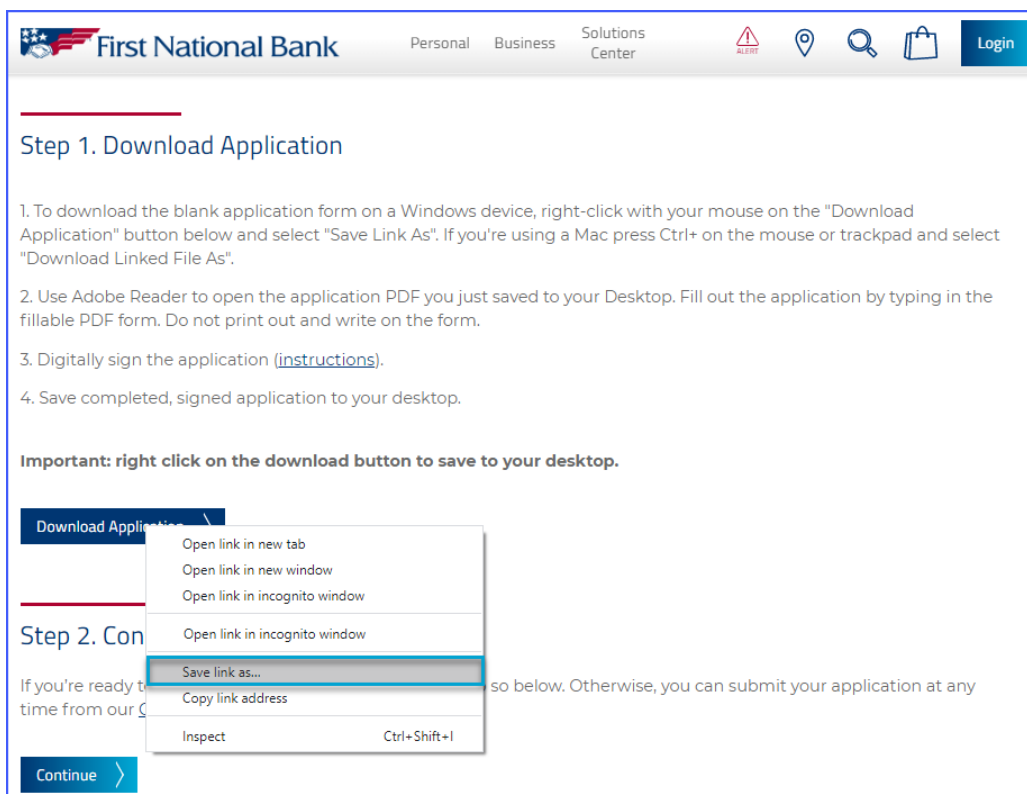
Step 1:

In order to complete this application, you will need the latest version of Adobe Acrobat Reader software to fill in and submit the application form. You can find the most recent version of [Adobe's free software here](#) [🔗] or you can use the link on our [website](#).

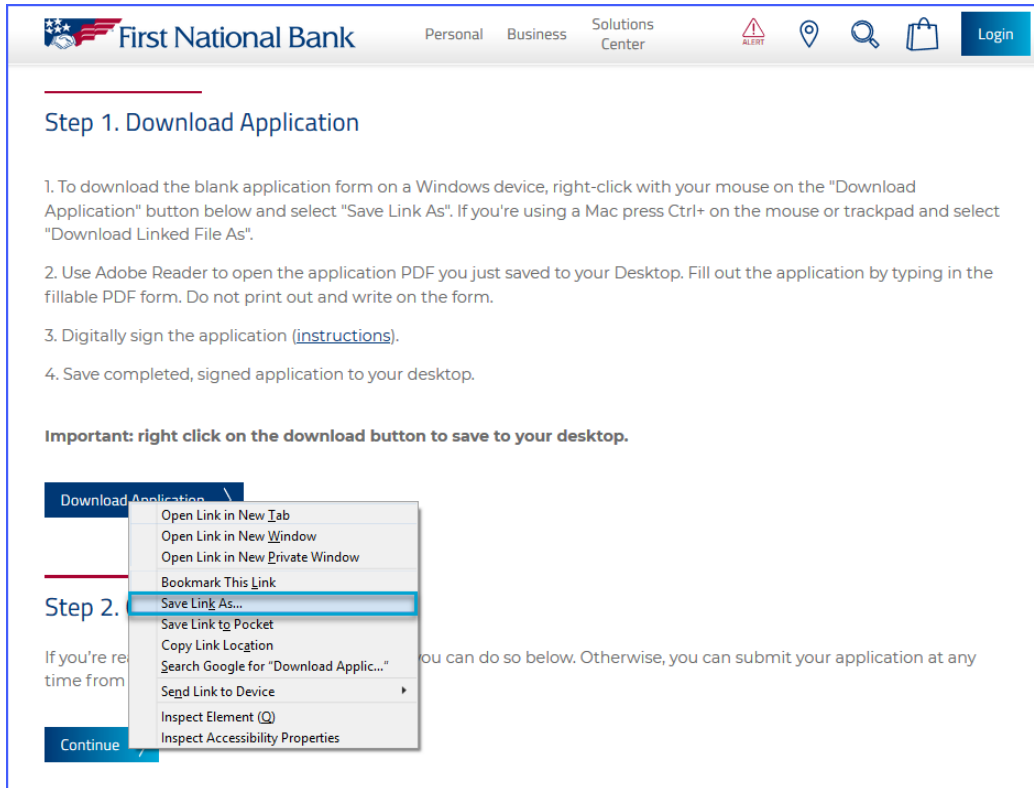
Step 2:

IMPORTANT: Download the PDF application from our website. You must save the file to your computer before continuing. You will not be able to digitally sign the document if you open the document within your web browser or fail to first save it to your computer. If the application opens in your web browser, you must download or save the file before continuing. To download the blank application form on a Windows device, right-click with your mouse on the "Download Application" button below and select "Save link as". If you're using a Mac press Ctrl+ on the mouse or trackpad and select "Download Linked File As".

(Below: App opened in Chrome browser)



(Save File in Firefox Browser)



Step 1. Download Application

1. To download the blank application form on a Windows device, right-click with your mouse on the "Download Application" button below and select "Save Link As". If you're using a Mac press Ctrl+ on the mouse or trackpad and select "Download Linked File As".
2. Use Adobe Reader to open the application PDF you just saved to your Desktop. Fill out the application by typing in the fillable PDF form. Do not print out and write on the form.
3. Digitally sign the application ([instructions](#)).
4. Save completed, signed application to your desktop.

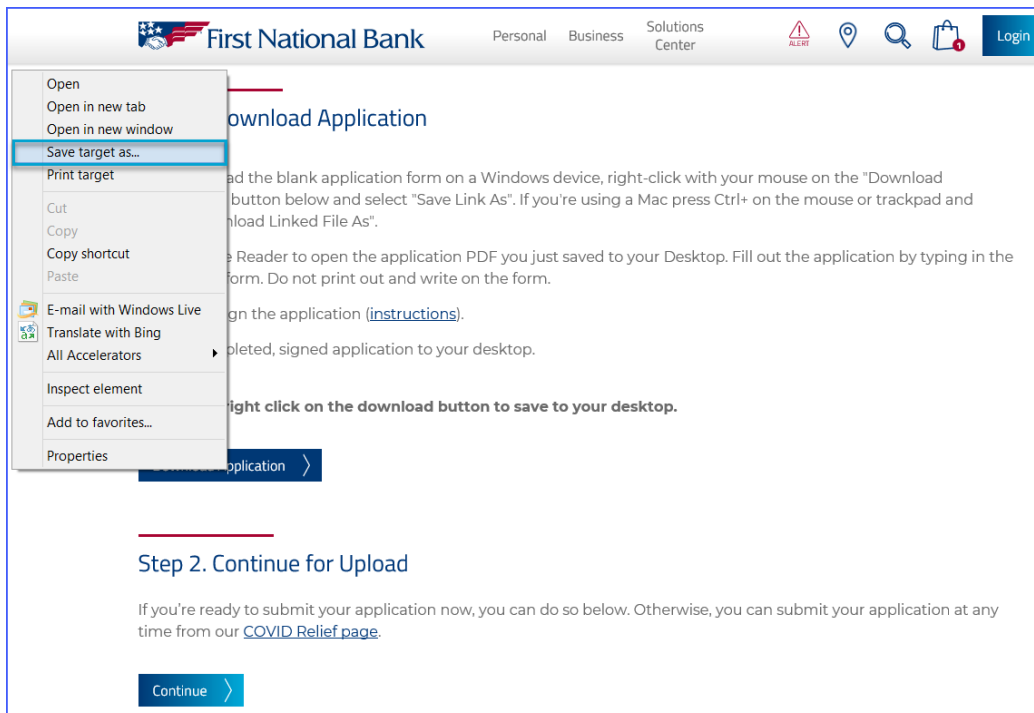
Important: right click on the download button to save to your desktop.

Step 2.

If you're ready to submit your application now, you can do so below. Otherwise, you can submit your application at any time from our [COVID Relief page](#).

[Continue](#)

(Save File in Internet Explorer Browser)



Download Application

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right click on the download button to save to your desktop.

Step 2. Continue for Upload

If you're ready to submit your application now, you can do so below. Otherwise, you can submit your application at any time from our [COVID Relief page](#).

[Continue](#)

Step 3:

Open the downloaded Paycheck Protection Program Application document from your computer and fill in all required information. Please note that you must open the file from within the Adobe Acrobat Reader software.

Step 4:

After you enter all of the information into the application, you must sign the application digitally. To digitally sign this application, click on the signature field to begin the digital signing process.

I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Signature of Authorized Representative of Applicant	Date
Print Name	Title

SBA Form 2483 (04/20) 2

Step 5:

In the resulting window, you can select an existing Digital ID or create a new one. To create a new Digital ID, select the 'Configure New Digital ID' option.

Sign with a Digital ID

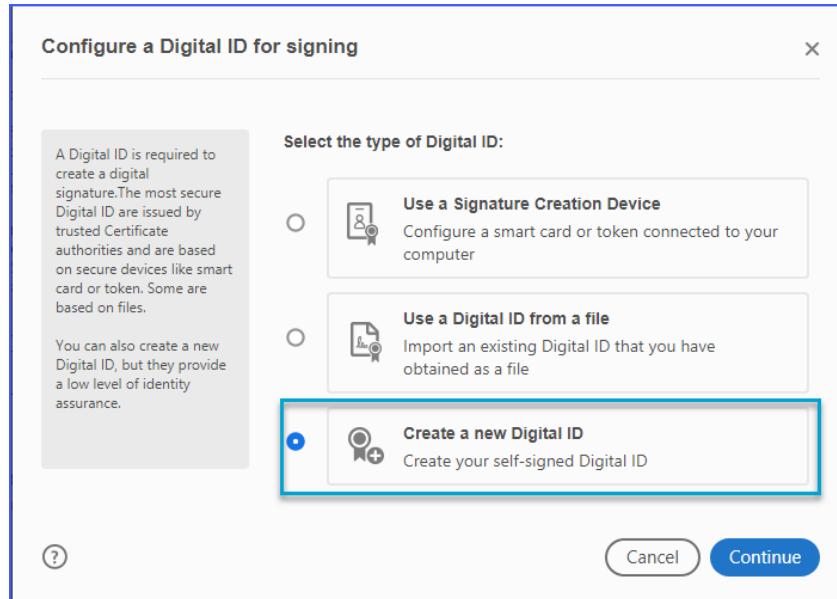
Choose the Digital ID that you want to use for signing: Refresh

- Jon Q. Customer (Windows Digital ID) View Details
Issued by: Jon Q. Customer, Expires: 2025.04.27

Configure New Digital ID Cancel Continue

Step 6:

Select the “Create a new Digital ID” option and then click “Continue”.



Configure a Digital ID for signing [X]

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

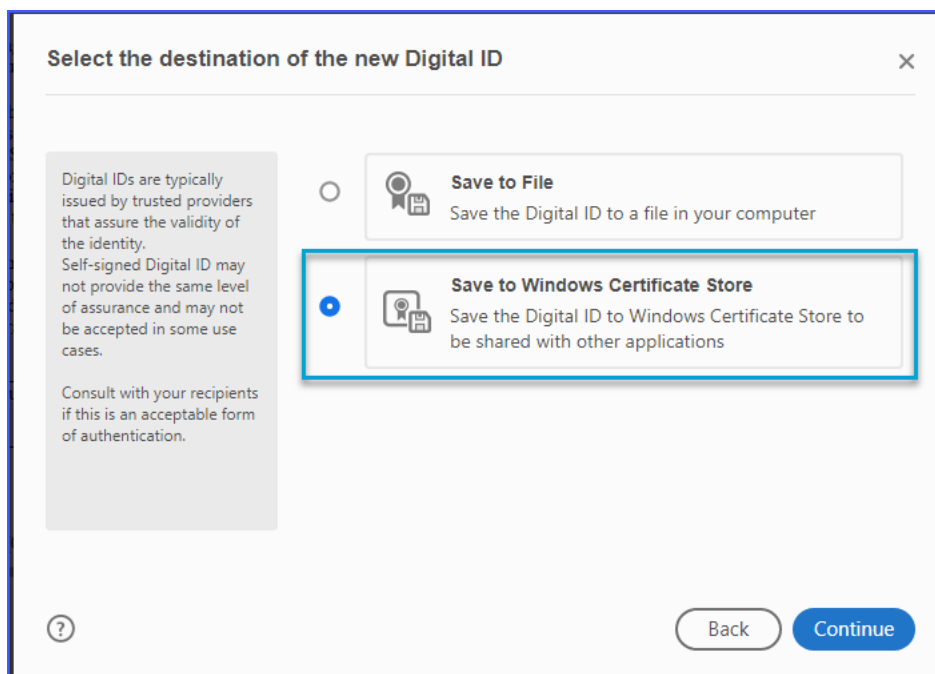
Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

[?] [Cancel] [Continue]

Step 7:

Select the ‘Save to Windows Certificate Store’ (Alternatively, if you are using Mac-OS select ‘Save to Apple Keychain’) option and then click ‘Continue’.



Select the destination of the new Digital ID [X]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

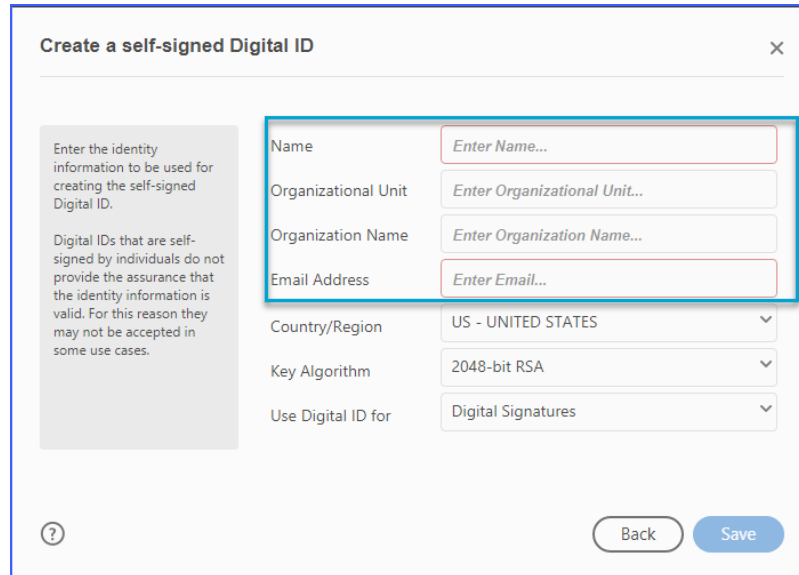
Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?] [Back] [Continue]

Step 8:

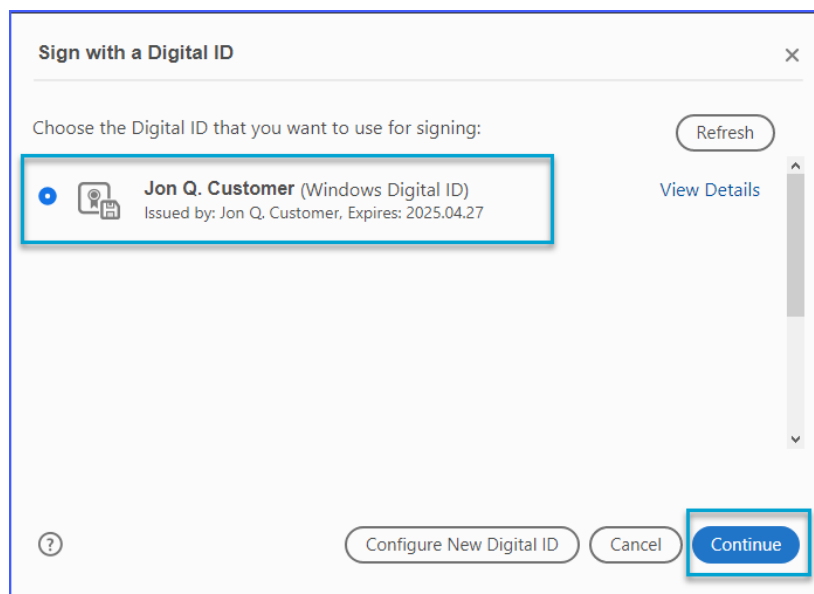
Enter your name, organization information, and email address (this will be shown as the digital signature on the application) and then select “Save”.



The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this is a question mark icon. On the right, there are several input fields: "Name" (with placeholder "Enter Name..."), "Organizational Unit" (with placeholder "Enter Organizational Unit..."), "Organization Name" (with placeholder "Enter Organization Name..."), and "Email Address" (with placeholder "Enter Email..."). Below these are three dropdown menus: "Country/Region" (set to "US - UNITED STATES"), "Key Algorithm" (set to "2048-bit RSA"), and "Use Digital ID for" (set to "Digital Signatures"). At the bottom right, there are "Back" and "Save" buttons.

Step 9:

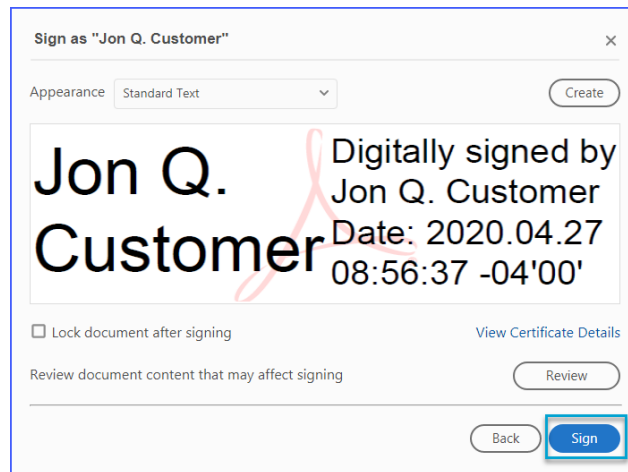
Select your newly-created digital signature and then click “Continue”.



The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. The text "Choose the Digital ID that you want to use for signing:" is displayed. Below this is a list of digital IDs. The first item is selected and highlighted with a blue box: "Jon Q. Customer (Windows Digital ID)" with a subtext "Issued by: Jon Q. Customer, Expires: 2025.04.27". To the right of the list are a "Refresh" button and a "View Details" link. At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue" (which is highlighted with a blue box). A question mark icon is located at the bottom left.

Step 10:

On the next screen, verify your name and click ‘Sign’. You will then be prompted to save your application. Save the application to your computer. Please remember where you saved this application as you will need to access that location to upload the completed application to our website.



Step 11:

Return to the [FNB COVID-19 Relief webpage](#) and click on “Continue” under Step 2. On the Upload Your Application page, select “Choose File” to open up a file browser on your computer. Locate your completed and saved application then click “Open” to select your file. Click “Upload Application” to transmit your application to FNB. Finally, click “Continue” under Step 3 to enter some basic information.