

Business Digital Solutions: Lending

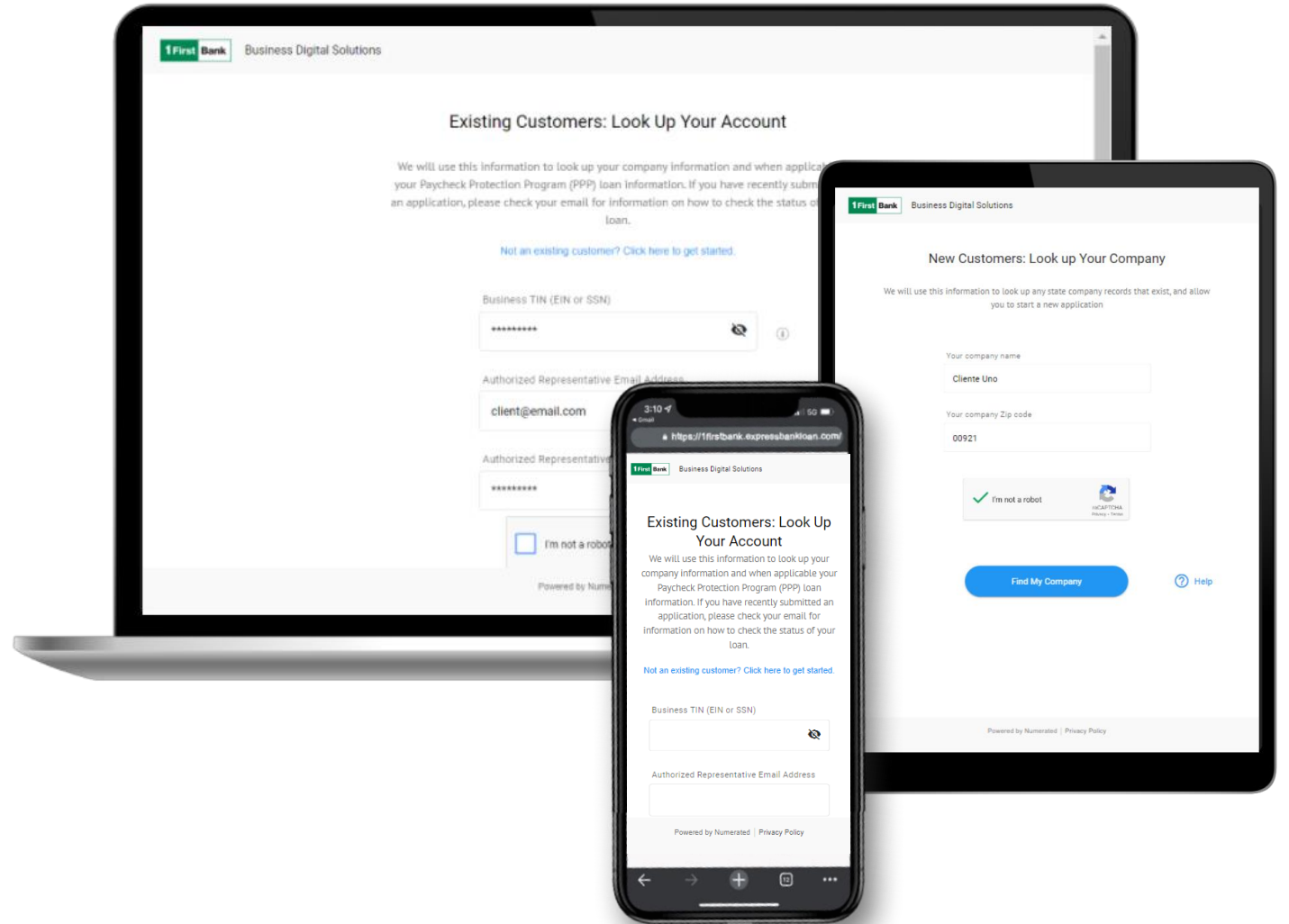
Help Guide

Rev. 08/2023



Business Digital Solutions

- Our platform provides an innovative and secure system designed to fully manage your loan origination and closing process online. You will be able to fill out your application, submit documents, and check the status of your application at any time.
- Once your loan is approved, you will be able to sign the closing documents securely, simplifying the process. We offer a wide range of products with competitive interest rates and terms to meet your financial needs.



Through the Business Digital Solutions platform, FirstBank offers commercial customers four types of credit products to help you develop your business.



Term Loans (SBA Express)

- To finance inventory and equipment purchases, improvements, and working capital.
- Terms of up to 5 years with a fixed rate. Payment can be deducted directly from your commercial account.



Terms Loans

- Financing for inventory and equipment purchases, improvements, and working capital.
- Terms of up to 5 years with a fixed rate. Payment can be deducted directly from your commercial account.



Lines of Credit (SBA Express)

- Linked to your commercial checking account to provide financing for working capital, up to \$250,000.
- Renewable every 2 years, with an SBA guarantee up to 10 years.



Lines of Credit

- Linked to your commercial checking account to provide financing for working capital up to \$250,000 with renewals every 2 years.

Member FDIC. Subject to credit approval. Certain terms, costs, and restrictions apply. In case of refinancing, only commercial debts will be considered and evidence that is acceptable to the bank will be required. Multi-purpose loan, weighted average will be used to determine maximum. Assets acquired or improvements made with the loan funds will also be taken as guaranty. Other restrictions apply, on construction or improvements to commercial buildings. Other purposes may qualify. For cases under the SBA Express program, the parameters may vary as determined by the Federal Agency; for more information, please visit sba.gov.

Basic Documents

- ✓ Business tax returns for the last 2 years or financial statement prepared by a CPA¹
- ✓ Interim financial statements (if the latest statements is more than 6 months old)
- ✓ Personal financial statement that is recent, as of the date of origination
- ✓ Business background or plan
- ✓ Corporate documents, as applicable, depending on the legal entity

Additional requirements for government – backend loans (SBA Express)

- ✓ Projected income and expenses for 3 year (if the business has been established for less than 2 years)
- ✓ Personal financial statements or SBA Form 413
- ✓ Other documents may be requested, as required

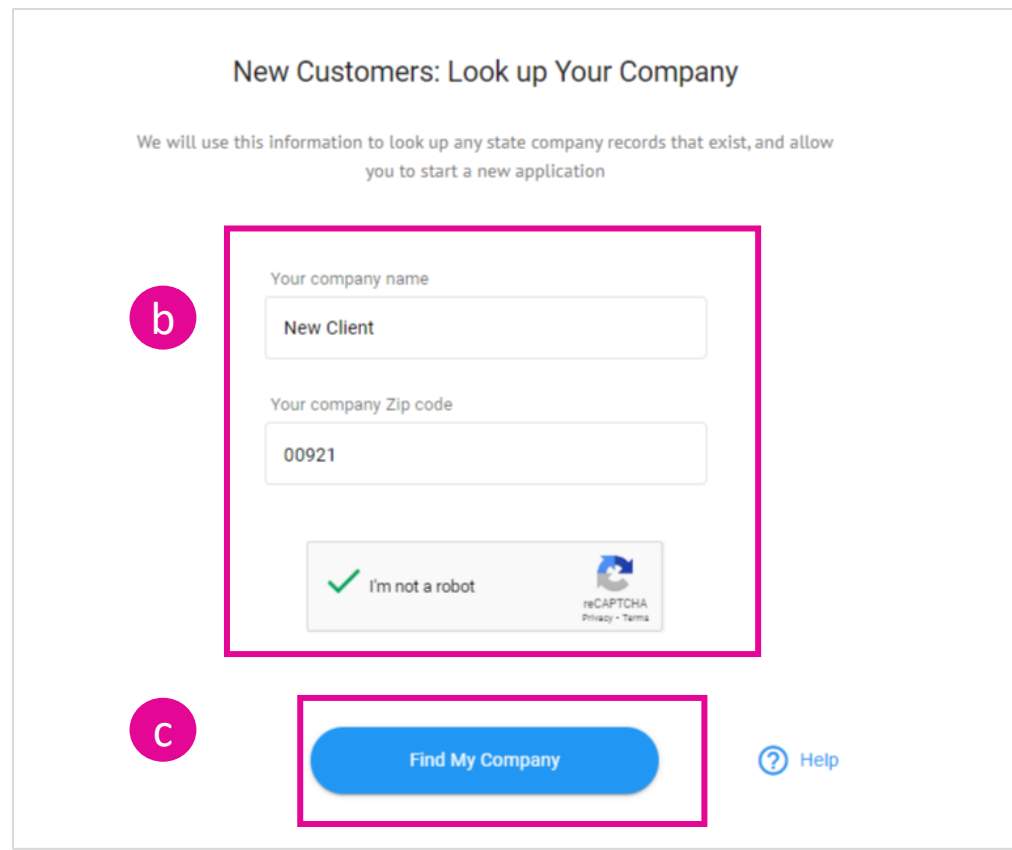
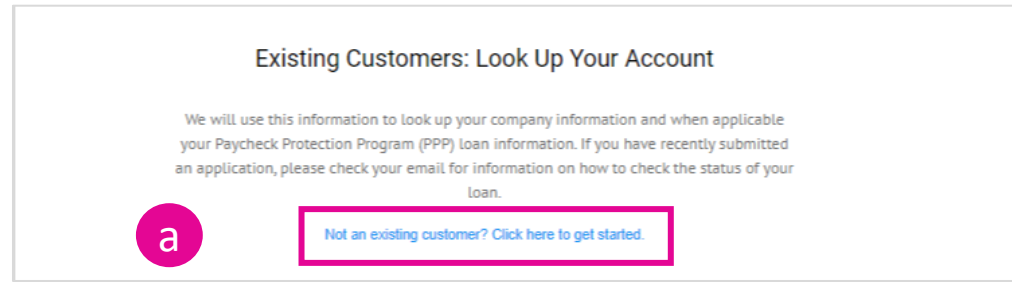
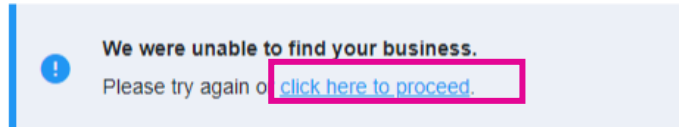
¹For loan requests greater than \$500,000, business tax returns for the last 3 years or financial statements compiled by a CPA are required.

1

CONFIRM CLIENT TYPE

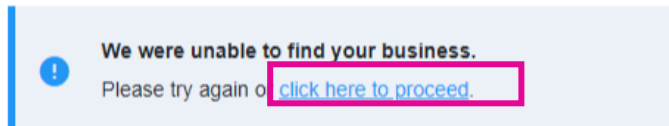
A. NEW CUSTOMER:

- a) If you are a new customer, click **Not an existing customer. Click here to get started.**
- b) Enter your company name, postal code and select **I'm not a robot.**
- c) Check the images and press **Find my company.**
- d) The message will be presented in the image below, **click here to proceed** and you will be directed to the **Application Form**, continues to **step #2: Fill the application.**



B. EXISTING CLIENT:

- a) If you are an existing customer, enter the required information:
 - **Business TIN (EIN or SSN)**
 - **Authorized Representative Email Address**
 - **Authorized Representative Personal**
- b) Select ***I'm not a robot*** check the images and press ***Find my company***
- c) The results:
 - Your company has been found: You will be directed to the Application Form, continue to ***step #2: Fill the application.***
 - Your company was not found: The message will be presented in the image below, ***click here to proceed*** and you will be directed to the ***Application Form***, continues to ***step #2: Fill the application.***



Existing Customers: Look Up Your Account

We will use this information to look up your company information and when applicable your Paycheck Protection Program (PPP) loan information. If you have recently submitted an application, please check your email for information on how to check the status of your loan.

[Not an existing customer? Click here to get started.](#)

a

Business TIN (EIN or SSN)

Authorized Representative Email Address

Authorized Representative Personal SSN

b

I'm not a robot

reCAPTCHA

Privacy Terms

c

Find My Account

?

2

FILL THE APPLICATION FORM

The application has five sections:

1. **Product Information:** To select the product for which they are applying.
2. **Business Information:** To provide information about the business.
3. **Application Information:** To provide business income and revenue information, as well as the amount for which they are applying.
4. **People Information:** To provide information about the primary signatory or additional signatories.
5. **Terms & Conditions:** To confirm that they have read the Terms and Conditions.

The screenshot shows the 'Application Form' interface for 1 First Bank. At the top, the bank logo and 'Business Digital Solutions' are visible. The main heading is 'Application Form'. A vertical progress indicator on the left shows five steps: 1. Product Information (highlighted in blue), 2. Business Information, 3. Application Information, 4. People Information, and 5. Terms & Conditions. The 'Product Information' section is active, displaying a dropdown menu for 'Select A Product Type:' with 'Term Loan' selected. Below the dropdown is a blue 'Continue' button. At the bottom of the form, there is a blue 'Next >' button.

5. Terms & Conditions

- You must accept the Terms and Conditions.
- By checking the boxes, the details will be displayed, and you will have access to the ***E-sign Consent Agreement*** and the ***Borrower Agreement***.
- Press ***Next*** to continue.

5 Terms & Conditions

The individual applicant acknowledges that the lender will obtain a personal credit report on any owner of the business that holds ownership interest of 20% or more, and provides consent to the lender to request a personal credit report if they are an owner holding 20% or more ownership. The individual applicant also acknowledges their intent to apply jointly with all entities and individuals that are a party to this application.



I have provided the borrower with the **e-sign consent agreement** either verbally or in written form.



I have provided the borrower with the **borrower agreement and SBA certifications** either verbally or in written form.



Please contact customer service to enable submission

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DOCUMENT UPLOAD

- Once you have accepted the **Terms & Conditions**, you will receive an email with the list of required documents and a link to access the upload screen if you wish to attach the documents later.
- After completing the document upload, the **Checklist** will be displayed which will show the request number and status in the **Complete Request** and **Upload Documents** categories.
- To confirm and send the request click on **Yes, submit for review.**
- Applications will not be considered completed until the documents are uploaded.

Company Details / SBA Express Line of Credit

Upload your supporting documents

The document size limit is 35MB per document and acceptable file types are the following: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, and png.

Please note that Personal Tax Returns, a Personal Financial Statement and Owner Identification are only required if you are an owner of 20% or more. If you do not own at least 20% of the business you do not need to upload any documents and can proceed by clicking "Done Uploading".

- Upload (Financial) Personal Tax Returns (0) ⓘ
- Upload Existing Borrowing Resolution (0) ⓘ
- Upload Owner Identification Verification (0) ⓘ
- Upload Personal Financial Statements (0) ⓘ

< BACK Done Uploading ?

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SIGN THE DOCUMENTS

- Once the Bank has approved the application, the system will notify the borrower the amount approved, interest, term, monthly payment and charge of origination. You will receive two emails to initiate the process of signing the documents:
 - email with instructions about the **authentication code**
 - email with a link to review and sign closing documents on ***DocuSign***.
- The form will be pre-filled with the information already entered on the ***Business Digital Solutions*** Platform, which will give the borrower the opportunity to ensure the information is correct before digitally signing the application form.

1 First Bank



FirstBank Puerto Rico sent you a document to review and sign.

REVIEW DOCUMENTS



Done! Is easy to apply online for a commercial loan or line of credit with our platform

BUSINESS DIGITAL SOLUTIONS¹



For support you can contact
FirstLine Solutions Center at
(787) 282-6384