To help make sure you understand how to properly complete your application on the first submission we have created this step-by-step guide to help you access funds quickly.

If you are receiving commissions via SSN#:

1. Click **Apply Now** on Ivy Lender's PPP Page (you should be redirected to Ivy Lender's Coastal Community Bank Platform, if not click here)
2. Select **Click here to upload PPP applications to Coastal**
3. Select **Not an existing customer? Click here to get started**
4. Fill in your First and Last Name under **Company Name**
5. Fill in your home address for **Zip Code**
6. Check **I am not a robot** and select the security answers accordingly
7. Click **Find my company**
8. If the system does not recognize your company, select **Can't Find Your Business?**
9. For the 'Business Information Section' your **Business Name** is your First and Last Name, leave the DBA blank, for the **Tax ID** fill in your SSN#, and for **Business Phone** fill in your mobile phone number
10. For 'Business Industry' type in your NAICS code (search for your NAICS code) and the system should autofill
11. For **Business Address** fill in your home address
12. For **Select PPP Application** drop down to indicate whether this is your First or Second loan
13. For '**Please select your business type**' select **Independent Contractor**
14. For '**Type of Tax ID**' select **Social Security Number**
15. For '**Date Business Was Established**' enter the date you started
16. Skip Applicant Size Standard, Annual Revenue, and Are you refinancing an EIDL
17. For '**Average Payroll**' take your total on your Schedule C #1 and divide by 12 (please note you can only account for a maximum of $100,000 per person)
18. For '**Number of Employees**' enter 1 if you are just applying for yourself
19. The system should pre-populate your PPP Loan Amount
20. For '**Loan Purpose** 'select **Yes** for payroll and no for everything else
21. For '**Applicant Ownership**', answer **1** and **No** for '**Demographics**', and 100 for 'Owner 1'
22. Skip to 'Fill Out Primary Authorized Representative Information'

23. For 'Upload Organizational Docs' upload your and Voided Check
24. For 'Upload Owner Identification Verification' upload your Driver's License and Meeting Minutes document & Customer Identification & Certification of Beneficial Owner(s) document
25. For 'Upload Payroll Documents' upload your 2019 or 2020 Tax Returns (including Schedule C)