U.S. Small Business Administration

1502

Overview of Changes to the Process for Access and Submission

Updated November 2021

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Overview of 1502 Reports

What is Form 1502?

Form 1502 is the standard remittance form used to report information on the 7(a) loans in a lender's portfolio, such as secondary market payments, guaranty balance and loan status information and SBA's annual servicing fee.

When is Form 1502 necessary?

Form 1502 is required for all loans with an SBA guaranty*. Form 1502 should be submitted and updated online by lenders via the new **1502 Gateway** within CAFS.

For loans SBA has repurchased from the secondary market, the guaranty has been honored by the SBA to the registered holder and the 1502 obligation ceases

Who is involved?

1) For PPP loans, lenders send their 1502 to the FTA on or before the 15th of each month, or if the 15th is not a business day, on the next business day. For non-PPP loans, lenders send their 1502 to the FTA by the 3rd calendar day of the month, or the next business day if the 3rd falls on a weekend or holiday, plus a 2-business day grace period.
2) FTA receives, reviews and reconciles 1502 reports and processes the payments.
3) Funds are paid to the applicable counterparty (SBA, registered holders, Master Reserve Fund (MRF)). Validated 1502s are sent to SBA where it is accepted into ETRAN for record keeping.

Overview of Changes to 1502 Reporting Process

What Remains the Same?

- There are no changes to the 1502 reporting policies
- There are no changes to the 1502 excel template

What's the Reason for the Change?

- To improve data integrity and integration, reduce the risk of keystroke error, and validate for completeness
- The 1502 Gateway within CAFS will serve as a centralized repository with improved validations and system controls

What is Changing?

SBA CAFS

Access

All Lenders will login into Capital Access Financial System (CAFS) to access the new 1502 Gateway to update and submit their loan information; Colson portal will no longer be used

Submission

- 1502 Dashboard and 1502 Connection will be retired and replaced by **1502 Gateway within CAFS** for both loan entry and 1502 standard excel (.xlsx) worksheet upload. **1502 Gateway will be available for access on Monday, August 30th**
- Physical submission (mail, fax) as well as email submission will no longer be available
- SFTP will be replaced by API
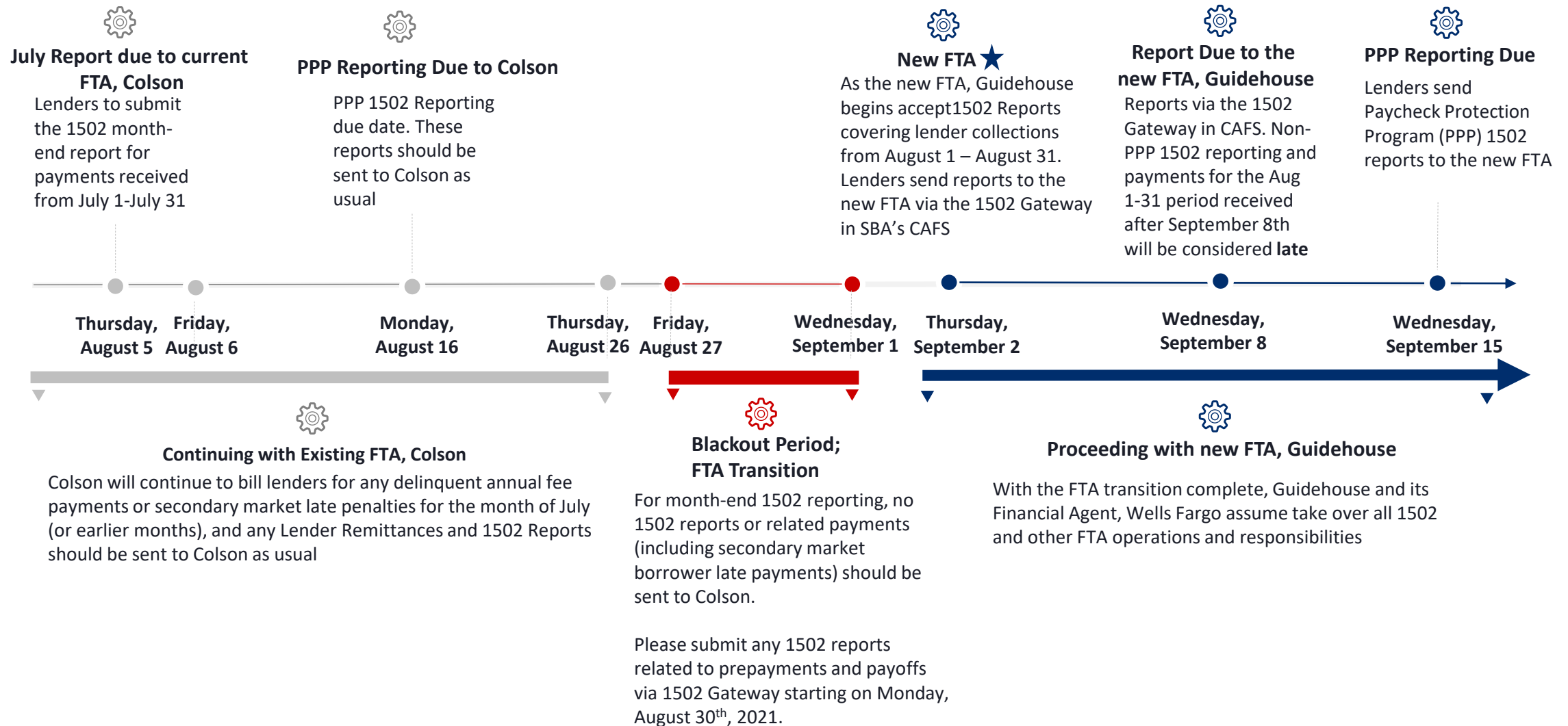- Payments will be sent to the incoming FTA's Financial Agent Wells Fargo, not to Colson.

Account Name	Account Number	Routing Number
CTCNA FBO 7a Collections	7253190172	Wire: 121000248 ACH: 091000019
CTCNA FBO 7a Payoffs	7253190214	Wire: 121000248 ACH: 091000019

Contact Information Database

Application users will make updates to their contact information in the CAFS's Partner Information Management System (PIMS) within CAFS. 1502 Dashboard will no longer be used

New 1502 Submission and Reporting Timeline

July Report due to current FTA, Colson

Lenders to submit the 1502 month-end report for payments received from July 1-July 31

PPP Reporting Due to Colson

PPP 1502 Reporting due date. These reports should be sent to Colson as usual

New FTA ★

As the new FTA, Guidehouse begins accept1502 Reports covering lender collections from August 1 – August 31. Lenders send reports to the new FTA via the 1502 Gateway in SBA's CAFS

Report Due to the new FTA, Guidehouse

Reports via the 1502 Gateway in CAFS. Non-PPP 1502 reporting and payments for the Aug 1-31 period received after September 8th will be considered **late**

PPP Reporting Due

Lenders send Paycheck Protection Program (PPP) 1502 reports to the new FTA

Thursday, August 5 | Friday, August 6 | Monday, August 16 | Thursday, August 26 | Friday, August 27 | Wednesday, September 1 | Thursday, September 2 | Wednesday, September 8 | Wednesday, September 15

Continuing with Existing FTA, Colson

Colson will continue to bill lenders for any delinquent annual fee payments or secondary market late penalties for the month of July (or earlier months), and any Lender Remittances and 1502 Reports should be sent to Colson as usual

Blackout Period; FTA Transition

For month-end 1502 reporting, no 1502 reports or related payments (including secondary market borrower late payments) should be sent to Colson.

Please submit any 1502 reports related to prepayments and payoffs via 1502 Gateway starting on Monday, August 30th, 2021.

Proceeding with new FTA, Guidehouse

With the FTA transition complete, Guidehouse and its Financial Agent, Wells Fargo assume take over all 1502 and other FTA operations and responsibilities

*Further guidance on secondary market prepayments will be provided as we get closer to the blackout period. More details on where to send future remittances and how to complete 1502 reporting will be forthcoming in a subsequent communication.

Access

Logging into CAFS

Instructions

1. Go to the **Capital Access Financial System (CAFS)** home page: https://caweb.sba.gov/

2. Enter your User ID and Password to log in to your CAFS Account

   If you do not yet have a CAFS Account, click here for instructions on how to set one up.

3. Check the box next to **"I agree to these terms"** and click **"Login"**

4. You will be asked to authenticate using a PIN

   When you receive the PIN, be sure to type the PIN in and click "Verify PIN." Do not use the "Enter" key or it will not work and will not show all of your roles.

1 caweb.sba.gov/cls/dsp_login.cfm

Capital Access Financial System ✕ +

SBA Account Login

Not Enrolled?
Forgot Password?
Forgot Username?

2

ExampleUser

••••••••••••

Show/Hide Terms and Conditions

3 ☑ *I have read and agreed to the terms above.

Login

SBA Account Authentication

Skip PIN and take me to home page ›

4 *Please select a PIN authentication method:

SMS to Mobile Phone (***) *** - 6118

Voice Call to Phone (***) *** - 6118

Email Address

Click here to authenticate by using a backup code instead.

If you click "Skip PIN and take me to homepage," it will not show your Admin/Loans/Update roles in the banner, and will provide limited access to the system.

● *The red dots correspond to the numbered instructional step on the left side of the screen*

Requesting Role(s)

Instructions

1. Click on the "Person" icon at the top right of screen
2. Click on "Request Access to CAFS System"
3. Click on the FTA Portal Folder, select the "Lender" role and enter your Location ID
4. At the bottom of the page, click submit
5. Your request will be routed to your Authorizing Official (AO) for approval
6. Once approved by your AO, the request will be routed to the Program Office for final Approval
7. Once approved by SBA, you will have access to FTA Portal

CAPITAL ACCESS FINANCIAL SYSTEM ❶ 👤

Update Profile

Change Password

❷ Request Access to CAFS System

Accessibility and Other Preferences

Change Application Menu (Wide / Traditional)

❸ 📁 **FTA Portal**

☑ Lender - Enter and edit 7(a) loan information

Location Id

| Location ID | Del: ☐ Lookup | | Del: ☐ Lookup | | Del: ☐ Lookup |
| | Del: ☐ Lookup | | Del: ☐ Lookup | | Del: ☐ Lookup |

Reset ❹ Submit

● The red dots correspond to the numbered instructional step on the left side of the screen

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Navigating to 1502 Gateway

Instructions

1. Navigate to the Loans drop down in the top left corner (outlined in red on screen to the right)
2. Click "FTA Portal" from the dropdown
3. On the FTA Portal landing page, expand the "1502 Gateway"
4. Click "1502 Gateway", and you will be navigated to the 1502 Gateway landing page

U.S. Small Business Administration

CAPITAL ACCESS FINANCIAL SYSTEM

1 Loans ⌄

Electronic Lending - CSA (ETRAN CSA)

Electronic Lending - Origination (ETRAN)

2 FTA Portal

Loan Associated Names and Addresses (LANA)

SBA catweb | FTA Applications

Expand | Collapse

📁 FTA Applications

3 📁 1502 Gateway

4 🔘 1502 Gateway

📁 Customer Service

Current Logged-In User's roles

- FTAPortalLender
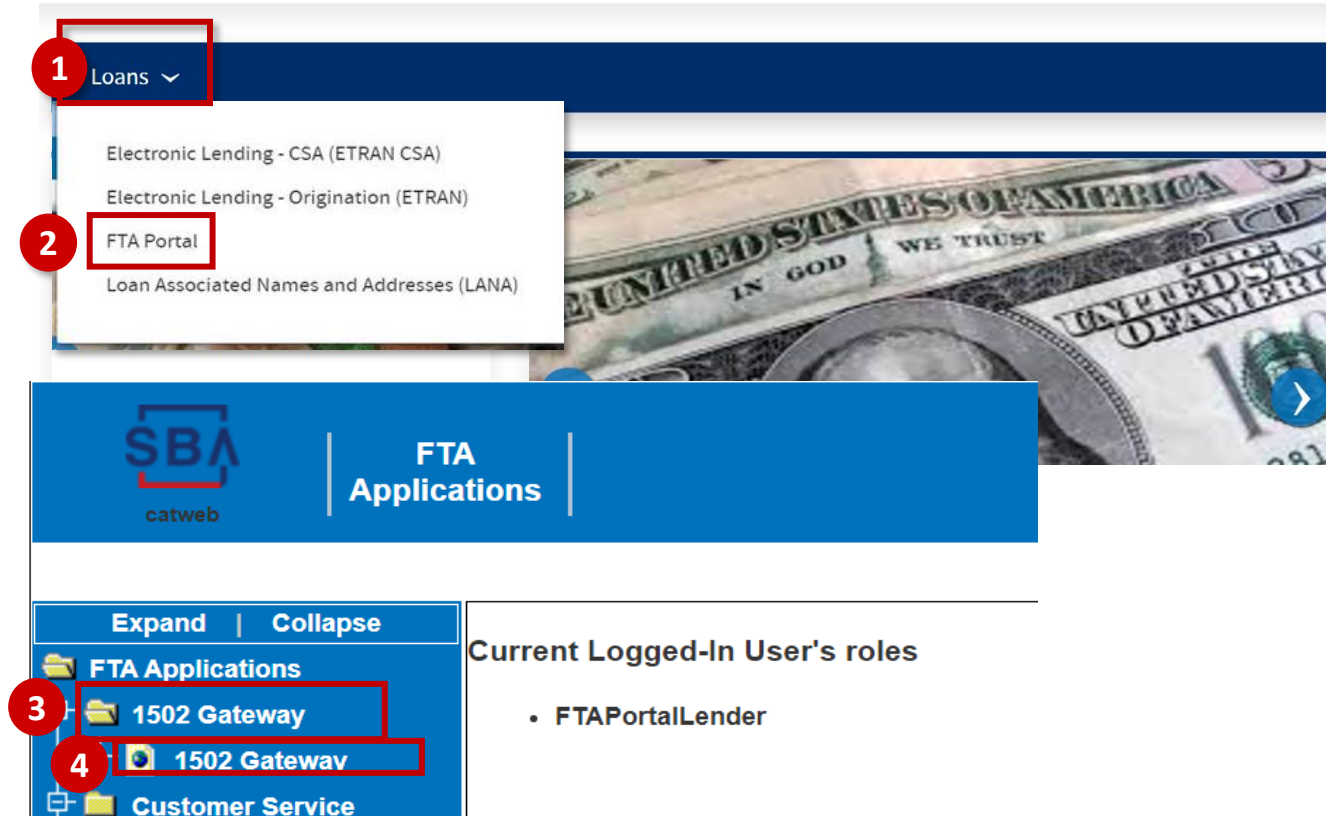
● *The red dots correspond to the numbered instructional step on the left side of the screen*

Submission

Via CAFS 1502 Gateway (instructions in this presentation)
Slide 11 - 12 : Individual Loan (Guaranteed Portion
Report and 100% Portion Report) – Manual Entry
Slide 13 -14 : Multiple loans – Excel File Upload

Via API (instructions linked here)

Individual Loan (Guaranteed Portion & 100% Portion Report)

Instructions

1. Under 1502 Gateway landing page, open the Reporting folder and click "New Reporting" to start report submission

2. If you are submitting a single report for individual loans, click "Guaranteed Portion Report" **OR** "100% Portion Report", and enter information manually

   Detailed instructions on how to fill out these fields can be found [here](#)

3. Once finishing entering information, click "Continue to Review" at the bottom
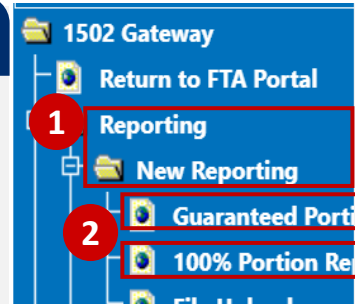
The submission for the 100% Portion Reporting method is the same as the Guaranteed Portion Report method except lenders should report on the entirety of the principal with the 100% Portion Report method, while lenders are reporting only on the portion guaranteed by the SBA with the Guaranteed Portion Report method.

1502 Gateway
- Return to FTA Portal
- **(1) Reporting**
  - **New Reporting**
    - **(2) Guaranteed Porti**
    - **100% Portion Re**
    - File Upload

New Reporting

Guaranteed Portion Report
Enter 1502 Form information

SBA Loan Number	Lender Loan Number	Next Installment Due Date	Status
Choose...			NULL

Amount Disbursed This Period On Total Loan	Amount Undisbursed on Total Loan	Interest Rate
$ 0.00	$ 0.00	0.000000 %

Guaranteed Portion Interest	Guaranteed Portion Principal	Total to FTA: Guaranteed Portion Payment or Fee
$ 0.00	$ 0.00	$ calculated on submission

Interest Period From	Interest Period To	Number of Days	Calendar Basis
			○ 365 ○ 360

Guaranteed Portion Closing Balance	Remittance Penalty (if any)
$ 0.00	$ 0.00

Cancel | Clear Form | **(3) Continue to Review**

● *The red dots correspond to the numbered instructional step on the left side of the screen*

Individual Loan (cont'd)

Instructions

4. After reviewing report information, click "Submit to Reporting Queue"; once submitted, you will see a message

5. Click "Reporting Queue", it will take you to a new page

6. Under the new page, click "Submit Reporting"

PLEASE NOTE: Lenders will be able to add additional loans through the individual report option by repeating step 1 – 4 before submitting them all at once from the reporting queue.
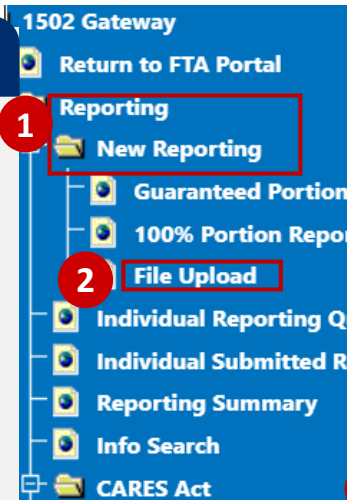

The red dots correspond to the numbered instructional step on the left side of the screen

Multiple Loans

Instructions

1. If you are submitting reports for multiple loans, go to "Reporting" folder under "1502 Gateway", then click "New Reporting"

2. Click "File Upload"

3. Click "Choose File" to choose file from your devices

4. Click "Upload File for Import"

5. After uploading, you will be able to toggle all or individual reports depending on if the system will read one or more sheets in the workbook
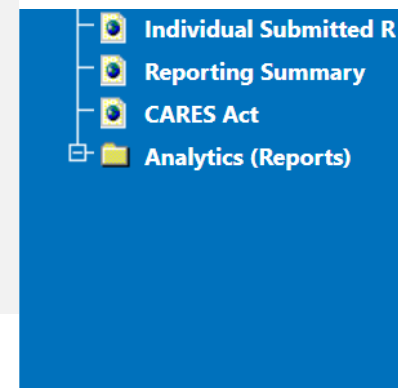
6. Click "Open Selected Worksheet(s)"

1502 Gateway
- Return to FTA Portal
- **Reporting**
  - **① 📁 New Reporting**
    - 📄 Guaranteed Portion
    - 📄 100% Portion Repo
    - **② 📄 File Upload**
  - 📄 Individual Reporting Q
  - 📄 Individual Submitted R
  - 📄 Reporting Summary
  - 📄 Info Search
- 📁 CARES Act

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4-9)	Period on Total Loan	Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Portion Pymt or Fee	Interest Period From	To	# of Days
Cell A24	Cell B24	Cell C24	Cell D24	Cell E24	Cell F24	Cell G24	Cell H24	Cell I24	Cell J24	Cell K24	Cell L24	Cell M24
Cell A25	Cell B25	Cell C25	Cell D25	Cell E25	Cell F25	Cell G25	Cell H25	Cell I25	Cell J25	Cell K25	Cell L25	Cell M25
...	...	...	...	...	...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...	...	...	...	...	...

Last Updated: 01/11/2021

③ Choose File | No file chosen

④ Cancel | Upload File for Import

> The file uploaded should follow the standard excel template format. Only .xlsx files are accepted

- 📄 Individual Submitted R
- 📄 Reporting Summary
- 📄 CARES Act
- 📁 Analytics (Reports)

Worksheets (SBA Form 1502-508.xlsx)

⑤ 🔵 Toggle All

#	Worksheet Name
1	🔵 1502

⑥ Cancel | Open Selected Worksheet(s)

> Multiple tabs / worksheets are allowed, enabling greater flexibility in reporting

SBA

Multiple Loans (cont'd)

Instructions

7. After opening selected worksheets, lenders must confirm that the total reported payments on the form matches the wire or check payment they are sending.

8. Click "Next"

9. Click "Submit for Reporting"

● The red dots correspond to the numbered instructional step on the left side of the screen

Reporting

1502 Reporting Summary

Instructions

1. Under 1502 Gateway, open the "Reporting" folder

2. Click "Reporting Summary"

3. Click the scroll down menu to choose report to review, then click "View" to review report details

4. Users have the option to export this report into an Excel document by clicking on the Excel button on the upper left-hand corner.

Lender 1502 Reporting Summary provides a snapshot of Lender reporting performance for the listed month and year and allows lenders to resolve errors.

⬤ The red dots correspond to the numbered instructional step on the left side of the screen

Error Resolution in 1502 Reporting Summary

Instructions

1. Lenders will receive email notifications from FTA if there are errors in the 1502 report(s) submitted for the **current month.**

2. On the 1502 Reporting Summary view page, see Column "Reported with Errors (open)"

3. Click on the hyperlink and you will be navigated to a new page to see the error details

4. Under the new page, select records to be corrected, then click "Edit Selected Records" and correct your reports

FTA ❶

For PRIOR month changes to 1502, lenders must make corrections in E-TRAN Servicing.

1502 Gateway
- Return to FTA Portal
- Reporting
  - New Reporting
    - Guaranteed Portion
    - 100% Portion Repor
    - File Upload
  - Individual Reporting Q
  - Individual Submitted R
  - Reporting Summary
  - Info Search
  - CARES Act

Reporting Summary

Period

05/2021 (MONTH-END: 04/2021) ⌄   [View]

[Excel] [Refresh]

Search:

Location ID	Lender Name	Active Loans	Unreported Loans	Unreported Loans %	Reported Loans	Reported Loans %	Initial Messages	Initial Errors	Reported with Errors (Initial) %	Messages (Current) ❷	Reported with Errors (Open) ❸	Reported with Errors (Open) %
	Testing 1	475	475	100.00%	0	-	0	0	-	0	11	-
	Testing 2	31	31	100.00%	0	-	0	0	-	0	0	-

Reporting Summary

[Select all] [Deselect all] [Exce ❹ Edit Selected Records]

Current Errors (05/2021) for Lender 100044

Lender Name	Sequence Number	Reference Number	Reference Date

● *The red dots correspond to the numbered instructional step on the left side of the screen*

SBA

Info Search

Instructions

1502 Info Search will display the complete reporting history for the entered loan in descending date order, and provide the option to Edit data for reporting related to the **Current** period only. Detailed instruction on editing data will be available by August 30th when the new FTA transition is complete.

1. Under 1502 Gateway, Click "Reporting"
2. Click "Info Search" to get to the Info Search main page
3. Users can search for information by selecting from these three options:
- SBA Loan Number
- Sequence Number
- Lender ID

1502 Gateway
- Return to FTA Portal
- **1** **Reporting**
  - New Reporting
    - Guaranteed Portion
    - 100% Portion Repo
    - File Upload
  - Individual Reporting Q
  - Individual Submitted R
  - Reporting Summary
- **2** Info Search
- CARES Act

Info Search

Search By

3 ● SBA Loan Number ○ Sequence Number ○ Lender ID

[Partial or Complete SBA Loan Number] [Go] [PDF] [XLS]

Lenders have the option to create or export the search results into a PDF or an Excel.

● *The red dots correspond to the numbered instructional step on the left side of the screen*

Info Search by SBA Loan Number

Instructions

1. Click "SBA Loan Number"
2. Input 10-digit loan number
3. Click "Go"

Info Search

Search By

1 ● SBA Loan Number ○ Sequence Number ○ Lender ID

2 1234567890 **3** Go PDF XLS

Lenders have the option to create or export the search results into a PDF or an Excel.

Show 10 ∨ entries   Search: [ ]

Seq No	Reference No	Reference Dt	Msg/Err Codes	SBA Loan No	Lender Loan No	Next Inst Due Date	Status	Amt Disbursed	Amt Undisbursed	Int Rate	Guar Interest Amt	Guar Principal Amt	
	12345678	01/05/2001		1234567890		02/01/2001		$0.00	$0.00				$
	12345678	01/07/2003		1234567890		02/01/2003		$0.00	$0.00				$
Test					Test					Test	Test	Test	
	12345678	01/05/2007		1234567890		02/01/2007		$0.00	$0.00				$
	12345678	01/13/2004		1234567890		02/01/2004		$0.00	$0.00				$

● *The red dots correspond to the numbered instructional step on the left side of the screen*

Info Search by Sequence Number

Instructions

1. Click "Sequence Number"
2. Enter the number in MM/DD/YYYY-W-#### format
3. Click "Go"

Info Search

Search By

○ SBA Loan Number ● Sequence Number ○ Lender ID

1

2 MM/DD/YYYY-W-#### **3** Go PDF XLS

Lenders have the option to create or export the search results into a PDF or an Excel.

Show 10 ∨ entries   Search:

Seq No	Reference No	Reference Dt	Msg/Err Codes	SBA Loan No	Lender Loan No	Next Inst Due Date	Status	Amt Disbursed	Amt Undisbursed	Int Rate	Guar Interest Amt	Guar Principal Amt	
MM/DD/YYYY-W-####		01/05/2001		1234567890		02/01/2001		$0.00	$0.00				$
	Test				Test					Test	Test	Test	
MM/DD/YYYY-W-####		01/05/2001		1234567890		02/01/2001		$0.00	$0.00				$

Showing 1 to 2 of 2 entries   Previous 1 Next

● *The red dots correspond to the numbered instructional step on the left side of the screen*

Info Search by Lender ID

Instructions

1. Click "Lender ID"
2. Enter the Lender ID
3. Click "Go"

Info Search

Search By

○ SBA Loan Number   ○ Sequence Num   **1** ● Lender ID

2 [Lender ID]   **3** [Go] [PDF] [XLS]

Lenders have the option to create or export the search results into a PDF or an Excel.

Show [10 ▼] entries   Search: [   ]

Sequence Number	Dollar Amount	Date Proven	Submission Method
			Hard-Copy
			Hard-Copy
Test	Test	Test	Electronic File
			Electronic File

● *The red dots correspond to the numbered instructional step on the left side of the screen*

Need Help?

Topic	Point of Contact
CLS Account Setup	CLS@sba.gov
1502 Changes	FTA@SBA.GOV
General Information	FTA Wiki

Stay Tuned – More Resources are Coming Soon!