U.S. Small Business Administration

CARES Module User Guide

Updated September 2021

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Overview

Summary of Changes and Access Instructions

Summary of Changes

What is changing and what is remaining the same in the CARES Module?

What has Changed in the 7(a) CARES Module?

The module is accessible via 1502 Gateway in CAFS as of August 30; it is no longer accessible via Colson's FTA applications.

What has <u>NOT</u> Changed?

- No change to lender due dates for FTA CARES Act processes.
  Section 1112 Debt Relief Request…………………….….......7th or next Business Day
  Section 1102 PPP 1502 Reports……………………….…....15th or next Business Day

- No change to functionality within the module.

Accessing the CARES Module

Instructions

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

2. Enter the credentials created during account set-up

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

4. Click **"Login"**

Don't have a CAFS Account?
Access a detailed instructional guide on setting up your account using this link housed on the new FTA Wiki Site.

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

Capital Access Financial System ✕ +

① caweb.sba.gov/cls/dsp_login.cfm

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.

④ Login

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Accessing the CARES Module

Instructions

5. Under the **"Loans"** dropdown, select the **"FTA Portal"** option

6. Within the FTA Portal, select the **"1502 Gateway" folder** from the left-hand sidebar

7. Press the **1502 Gateway link** within that folder

8. Within 1502 Gateway, enter the "Reporting" folder

9. You will find the **"CARES Act" folder** within, which contains sub-options for:

   - Section 1112 Debt Relief
   - Section 1102 PPP
   - Lender Certification and Payment Instructions

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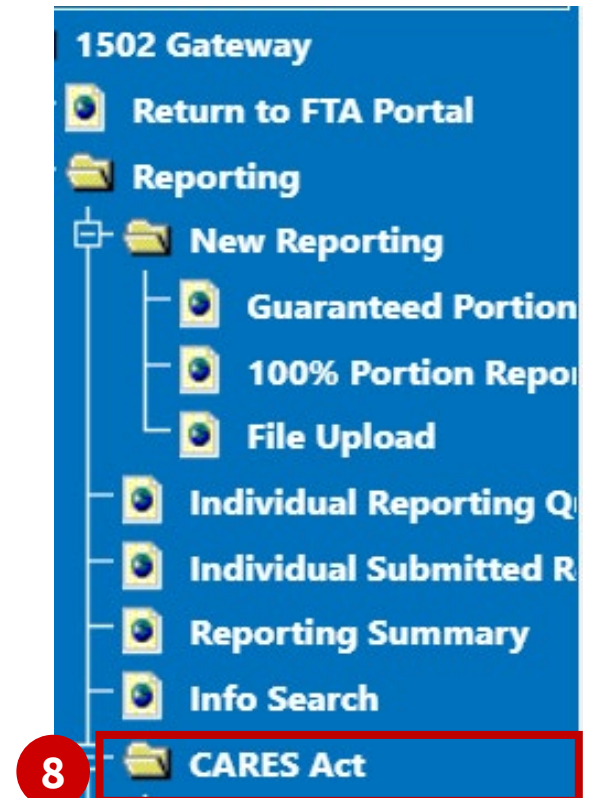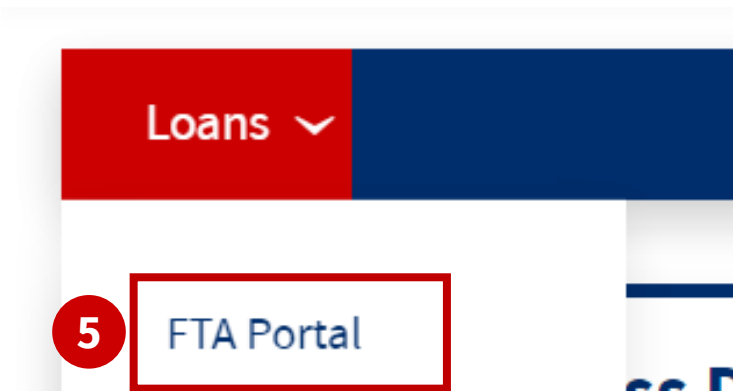
Section 1112 Debt Relief

Gross Loan Payments Entry

Instructions

1. **1502 Gateway Sidebar Navigation:** 1502 Gateway ➔ Reporting ➔ CARES Act ➔ Section 1112 Debt Relief ➔ Gross Loan Payment(s) Entry

2. Search by **SBA Loan Number**, or…

3. Click **hyperlinked Lender ID OR Number of Eligible Loans** to open the lender's entire portfolio associated with that lender ID

CARES Act

Gross Loan Payment(s) Entry

--- Lender List ---

Lender ID	Lender Name	City	State	Zip	Eligible Loans	Ineligible Loans	Active 1050 Loans	Inactive 1050 Loans
		KANSAS CITY	MO		1112	0	85	0

Enter Optional Search Filter and Select Above hyperlink(s)

SBA Loan Number [   ]

Gross Loan Payments Entry

Instructions

Lender's portfolio will populate as two separated two tables:

- Eligible Loans
- Ineligible Loans

1. Search for a specific loan by **SBA Loan Number**

2. Enter requested Payment relief amounts in the table

3. Press **Save and Continue or Save and Exit**

Gross Loan Payment Section 1112 - Eligible

Lender: 6832-CITIZENS ALLIANCE BANK

SBA Location ID	SBA Loan Number	8th. Payment Amount	9th. Payment Month	9th. Payment Amount	10th. Payment Month	10th. Payment Amount	11th. Payment Month	11th. Payment Amount	12th. Payment Month	12th. Payment Amount	13th. Payment Month	13th. Payment Amount	14th. Payment Month	14th. Payment Amount	15th Pay Mon
		8 437.21	12/2020 9	437.21	01/2021 10	437.21	02/2021 11	437.21	03/	10(	04/2021		05/2021		06/
		8 2159.35	12/2020		01/2021		02/2021		03/2021		04/2021		05/2021		06/

Showing results 1 - 2 out of 2

SBA Loan Number ⌄ | | Search

Save And Continue | Save And Exit | Exit Without Savi...

Gross Loan Payments Upload

Instructions

1. **1502 Gateway Sidebar Navigation:** 1502 Gateway ➔ Reporting ➔ CARES Act ➔ Section 1112 Debt Relief ➔ Gross Loan Payment(s) Upload

2. Click the **"Choose File" button** and select a Gross Loan Payments file from the explorer.

CARES Act

Gross Loan Payment(s) Upload

Browse and select the file to upload :

② Choose File | No file chosen

⚠ **File Naming:** SBA repositories **do not allow** files to be uploaded if they have **spaces or special characters** other than **hyphens (-)** or **underscores (_)** in the file name. *"Underscore or dash, upload in a flash! Special character or space, man what a waste…"*

Gross Loan Payments Upload

Instructions

3. Press **"Open the File"** to complete the upload process

NOTE: Accidentally selected the wrong file? Press "Choose File" again at this stage instead of continuing with the upload to replace the selected file.

4. A **virus scan** will run; no user action required for this step

CARES Act

Gross Loan Payment(s) Upload

Browse and select the file to upload : **Section-1112-Gross-Loan-Payment-Amounts-Monthly-Reporting.xlsx**

Choose File   Section-111...eporting.xlsx   **Open the file**   ③

⚠ **File Naming:** SBA repositories **do not allow** files to be uploaded if they have **spaces or special characters** other than **hyphens (-)** or **underscores (_)** in the file name. *"Underscore or dash, upload in a flash! Special character or space, man what a waste…"*

Gross Loan Payments Upload

Instructions

5. Review the **displayed information** for your upload

6. Select the **"Certify"** checkbox

7. Press the **"Submit"** button
   NOTE: this button will not become clickable until you have certified the information displayed

CARES Act

Gross Loan Payment(s) Upload

Information: Virus Scan Successful.

Row#	SBA LoanNumber	Monthlym Installment Date	Gross Monthly Loan Payment	Borrower Payment Months Covered
2		06/21/2021	$30,000.00	2

Submit   Cancel

By checking the "I certify" box below and then clicking on the "Submit" button above, the Lender is certifying for each loan for which the Lender is submitting information that: (1) all of the loan information that is being submitted to SBA through the CARES Act menu of the 1502 Dashboard is true and correct; (2) each loan is in regular servicing status in accordance with SBA Loan Program Requirements; (3) no loan is in liquidation status, or should have been moved pursuant to SBA Loan Program Requirements from "regular servicing" into "liquidation" status at any time prior to the date of this certification; (4) the loan is eligible to receive payment from SBA in the amount requested under applicable SBA Procedural Notices; and (5) the information is being submitted by an authorized employee or agent of Lender acting within the scope of Lender's authority and Lender acknowledges responsibility for all entries and certifications made on its

☑ Certify

Gross Loan Payments Confirmation Report

Instructions

1. **1502 Gateway Sidebar Navigation:** 1502 Gateway ➔ Reporting ➔ CARES Act ➔ Section 1112 Debt Relief ➔ Gross Loan Payment(s) Confirmation Report

2. **Click** the hyperlinked **Lender ID OR** the hyperlinked **number of Active Loans** to download the Gross Loan Payment(s) Confirmation Report for that lender

3. Download will be an **Excel file**

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Section 1102 Paycheck Protection Program

Section 1102 PPP e-File Upload

Instructions

1. **1502 Gateway Sidebar Navigation:** 1502 Gateway ➔ Reporting ➔ CARES Act ➔ Section 1102 PPP ➔ Upload 1502 e-File

2. Click **"Choose File" button** to open file explorer

3. Select your **1502 PPP Form** from your file explorer

4. Click **"Upload File for Import"**

5. A **virus scan** will run (no user action)

Reports

Instructions

Upload a XLSX file. The data must be arranged in the following manner:

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4-9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period From	To	# of Days	Cale Bas
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
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	Cell
...	...	...	...	...	...	...	...	...	...	...	...	...	
...	...	...	...	...	...	...	...	...	...	...	...	...	

Last Updated: 01/11/2021

2

Choose File   No file chosen

4

Cancel   Upload File for Import

Lender Certification and Payment Instructions

Lender Certification & Payment Instructions

Instructions

1. **1502 Gateway Sidebar Navigation:** 1502 Gateway ➔ Reporting ➔ CARES Act ➔ Lender Certification and Payment Instructions

2. Click the **checkmark(s) beneath the section column headers** to open ACH payment instructions for that section.

CARES Act

Lender Certifications & Payment Instructions

--- Lender and E-Tran Location List ---

Lender ID	Lender Name	E-Tran Location ID	E-Tran Location Name	1112	1102	1106	Active Loans
					✓	✓	245182

2

Certification is only required for the first time payment instructions are submitted for 1102.

Lender Certification & Payment Instructions

Instructions

3. **Review** the full Lender Certifications & Payment Instructions (scrolling)

CARES Act

Lender Certifications & Payment Instructions

LENDER:

E-TRAN LOCATION:

Section 1102 Lender Processing Fee *	
Account #:	
Re-type Account #:	
Routing #:	
Account Type:	Checking
TIN:	

Certification is only required for the first time payment instructions are submitted for 1102.

Lender Certification & Payment Instructions

Instructions

4. Upon completion of your review, click the **"I certify" checkbox**

disbursement date entered and in the amount entered in the report, and (c) Lender will make no further disbursements on the First Draw Loan; (3) all information in the report is true and correct; and (4) the report has been submitted by an authorized employee or agent of Lender acting within the scope of Lender's authority and Lender acknowledges responsibility for all entries and certifications made on its behalf. **[REVISED JANUARY 13, 2021]**

4 ☐ I certify

Last Modified by on 06/29/2020 01:06 PM

Back to Lender and E-Tran Location List

Certification is only required for the first time payment instructions are submitted for 1102.

Refund Remittance Instructions

Section 1112 Recipient Bank Account has changed to Wells Fargo Bank N.A. as of August 30, 2021.

Lenders that received an overpayment on their final Section 1112 payment, or received a payment for an 1112-ineligible loan, must **return funds to the SBA by wire to the 7(a) Collections Account administered by Guidehouse's banking partner, Wells Fargo Bank N.A.**

Colson's Collection Account is closed.

For detailed account information, please reference the Payment Instruction Changes Notice found on the FTA Wiki here.