

Question: How do I increase a loan amount in E-Tran?

Answer: A Lender may increase a loan amount in E-Tran Servicing either before or after disbursement.

Increasing a PPP loan in E-TRAN (Active Undisbursed or Disbursed loan statuses):

1. Log into the Capital Access Financial System (CAFS) at <https://caweb.sba.gov>.
2. Request "Send PIN" (This grants full access to be able to edit existing loans).
3. Select "Electronic Lending - Servicing (ETRAN)" from the "Loans" drop down menu on the CAFS home page.
4. Select "Search" (upper left)
5. Enter the loan number in the "SBA Loan Number" field and select "Submit".
6. On the Loan Information (Loan Info) page, "Certify to the change to average payroll costs". (By modifying the information previously provided, Lender certifies that the changes to average payroll costs are made in compliance with the Economic Aid Act program requirements.)
7. Make the appropriate change to the average payroll cost to allow for the loan increase.
8. On the Loan Info page: a) scroll down to the "Approval Amount" and increase the loan amount, then b) scroll down to "Use of Proceeds" and change the dollar value to match the increased loan amount. Lastly, c) scroll to the bottom of the page and select "Save or Save/Next".
9. Review the Loan Information page for any additional error prompts. All errors must be resolved before the loan increase can be saved successfully.