

# **ELA Re-Design OMB / PRA Submission**

**Business Application Page Review and New Enhancements**

**Last Update: 11/10/2011**

## Revision History

Release No.	Date	Revision Description
1.0	10/27/11	Initial creation
1.1	11/10/11	<ul style="list-style-type: none"><li>• Change label “Table of Contents” to “Summary provided to facilitate OMB review.”</li><li>• Deleted “Page Tree” from document</li><li>• Section 1.4 Welcome – Registration Process SC 34; revised information text to remove reference to “Anakam”.</li><li>• Section 1.26 Form View – Business Application Page 2 SC 332; corrected typo error “as” to “is”.</li><li>• Section 1.29 Form View – Affiliates SC 281; revised information text to clarify when page will be viewed.</li><li>• Section 1.20.1 Welcome – False Statements SC 241; revised text in to insert IG requested language.</li><li>• Section 1.34.1 Form View – Submit SC242; inserted new page for user to certify application is true and correct and review false statements language for a second time.</li><li>• Section 1.35.1 Log Out (Not Submitted); revised information text to add “or “Log Out”.</li><li>• Section 1.36.11 Log Out (Submitted); revised information text to add “or “Log Out”.</li></ul>

This OMB / PRA review and approval of the ELA includes a re-design of ELA to discontinue the current “Wizard” approach and the introduction of form fill application for the SBA Form 5 as it has been re-designed.

We have strived to incorporate the revised paper application into ELA using the same language and format. The only language change is in the “Other Information” section where Headquarters has approved the approach of asking questions in such a manner as the applicant will be required to reply either “Yes” or “No”. This is the same approach as exists today in the wizard ELA.

We recognize that many applicants of Business applications may have more than one damaged property or owner. Each of these sections on the form fill SBA Form 5 have links what will allow the user to add as many records as are required.

While creating the electronic form fill documents, we have kept industry best practices for basic web functionality. These are:

- Web navigation, e.g. Next, Previous, Help, and Log Out buttons and links.
- Use of radio buttons instead of check boxes to prevent multiple selections when only one is desired.

**Paper Form 5**

ORGANIZATION TYPE

Sole Proprietorship     
  Partnership     
  Limited Partnership     
  Limited Liability Entity  
 Corporation     
  Nonprofit Organization     
  Trust     
  Other:

**ELA Form 5**

Sole Proprietorship   
  Partnership                     
  Limited Partnership             
  Limited Liability Entity  
 Corporation             
  Nonprofit Organization     
  Trust                             
  Other:

- The use of List of Values (LOV) to standardize data selection to match existing DCMS data fields.

**Paper Form 5**

Business Entity Owner Name	EIN	Type of Business	% Ownership
Mailing Address	City	State	Zip Code
Email Address	Phone		

**ELA Form 5**

Business Entity Owner				
Name	Type of Business Select One...			% Owned
EIN	Telephone Number (area code)	E-mail Address		
Mailing Address	Zip Code	City	County	State

- Field validation to prevent unsafe import of data into DCMS.
- Field formatting to assist the user when entering dates and other number values.
- Zip Code validation to speed the user experience by populating City, State, and County address fields based on the zip code entered. If the zip code covers more than one county, the applicant will be able to select the correct one. This is the same functionality that exists today in DCMS.

**Paper Form 5**

7. MAILING ADDRESS				
<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Temp	<input type="checkbox"/> Other	
Number, Street, and/or Post Office Box	City	County	State	Zip

**ELA Form 5C**

7 MAILING ADDRESS				
<input type="radio"/> Business	<input type="radio"/> Home	<input type="radio"/> Temporary	<input type="radio"/> Other	
Number, Street, and/or Post Office Box	Zip Code	City	County	State

- Use of business rules to drive some functionality (such as the zip code validation) is necessary but will be limited.
- On the ELA Form 5, #3 and #4 will dynamically display depending on the organization type.

**Legal entities (Corporation, LLC etc.):**

3	APPLICANT'S LEGAL NAME	4	FEDERAL E.I.N. (if applicable)

**Sole Prop:**

3	* APPLICANT'S LEGAL NAME	4	* FEDERAL S.S.N.
First Name	Middle Name	Last Name	Suffix

- ELA Form 5 #12 Business Property Is: (below) will be removed and the "Owned" and "Leased" will be added to #8 Damaged Property Address. Also, # 17 Insurance will be removed and also added to # 8 Damaged Property Address. This is necessary since we are proposing that the ELA be allowed to permit the user to add as many damaged property records as they need to. The "Owned" or "Leased" and the insurance information must be associated with each damaged property.

12. BUSINESS PROPERTY IS:	<input type="checkbox"/> Owned	<input type="checkbox"/> Leased
---------------------------	--------------------------------	---------------------------------

AND

17. IF YOU HAVE ANY TYPE OF INSURANCE, PLEASE COMPLETE THE FOLLOWING:		
Name of Insurance Company and Agent		
Phone Number of Insurance Agent	Policy Number	

- New ELA # 8 – The user will be able to add as many damaged properties as they need to and the critical information “Owned” or “Leased” and insurance information will be tied to each property.

<b>8</b>	<b>DAMAGED PROPERTY ADDRESS(ES) (if you need more space, use # 21)</b>				
<input type="checkbox"/> Same as mailing address		<input type="radio"/> Owned		<input type="radio"/> Leased	
Number and Street Name	Zip Code	City	County	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name of Insurance Company and Agent			Type of Coverage		Select One... <input type="button" value="v"/>
Phone Number of Insurance Agent		Policy Number			
<input type="text"/>		<input type="text"/>			
<a href="#">Add another damaged property</a>					

**Adding a damaged property**

<b>8</b>	<b>DAMAGED PROPERTY ADDRESS(ES) (if you need more space, use # 21)</b>				
<input type="checkbox"/> Same as mailing address		<b>BUSINESS PROPERTY IS:</b> <input type="radio"/> Owned <input type="radio"/> Leased			
Number and Street Name	Zip Code	City	County	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name of Insurance Company and Agent			Type of Coverage		Select One... <input type="button" value="v"/>
Phone Number of Insurance Agent		Policy Number			
<input type="text"/>		<input type="text"/>			
<b>DAMAGED PROPERTY # 2</b> <a href="#">DELETE</a>					
<input type="checkbox"/> Same as mailing address		<b>BUSINESS PROPERTY IS:</b> <input type="radio"/> Owned <input type="radio"/> Leased			
Number and Street Name	Zip Code	City	County	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name of Insurance Company and Agent			Type of Coverage		Select One... <input type="button" value="v"/>
Phone Number of Insurance Agent		Policy Number			
<input type="text"/>		<input type="text"/>			
<a href="#">Add another damaged property</a>					

- Also on the Form 5 page 2, Owners will also be different in ELA. ELA will have an “Individual Owner” panel as well as a “Business Entity Owner” panel. The user will be able to add additional owners for either.

- Current Owners display on paper application.

### Paper Form 5

<b>17. OWNERS</b> (Individuals and businesses.) (If you need more space attach additional sheets.)		Complete for each: 1) proprietor, or 2) limited partner who owns 20% or more interest and each general partner, or 3) stockholder or entity owning 20% or more voting stock.			
Legal Name		Title/Office	% Owned	E-mail Address	
SSN/EIN*	Marital Status	Date of Birth*	Place of Birth*	Telephone Number (area code)	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address		City	State	Zip	
Legal Name		Title/Office	% Owned	E-mail Address	
SSN/EIN*	Marital Status	Date of Birth*	Place of Birth*	Telephone Number (area code)	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address		City	State	Zip	
* For information about these questions, see the attached Statements Required by Laws and Executive Orders.					
Business Entity Owner Name		EIN	Type of Business	% Ownership	
Mailing Address		City	State	Zip Code	
Email Address			Phone		

ELA Owners – the user will be able to add as many “Individual Owner” and “Business Entity Owner” records as they need to.

### ELA Form 5

<b>16</b>	<b>OWNERS</b> (individual and business) (if you need more space, use # 21 on last page)	Complete for each: 1) proprietor, or 2) limited partner who owns 20% or more interest and each general partner, or 3) stockholder or entity owning 20% or more voting stock. Explain Citizen <b>NO</b> answer(s) in #21 on last page.				
<b>Individual Owner</b>						
First Name	Middle Name	Last Name	Suffix	Title/Office	% Owned	E-mail Address
SSN	Marital Status	Date of Birth	Place of Birth	Telephone Number (area code)	U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No	
Mailing Address		Zip Code	City	County	State	
* In addition to ownership in <a href="#">applicant name</a> , does this individual owner own 20% or more of another corporation, partnership, limited partnership, or LLC? <input type="radio"/> Yes <input type="radio"/> No						
<a href="#">Add another individual owner</a>						
<b>Business Entity Owner</b>						
Name				Type of Business	% Owned	
EIN				Telephone Number (area code)	E-mail Address	
Mailing Address		Zip Code	City	County	State	

- View of user adding another "Individual Owner"

<b>16</b>	<b>OWNERS (if you need more space, use # 21 on last page)</b>					Complete for each: 1) proprietor, or 2) limited partner who owns 20% or more interest and each general partner, or 3) stockholder or entity owning 20% or more voting stock. Explain any <b>HO</b> answers in #21 on last page.
<b>Individual Owner</b>						
First Name		Middle Name		Last Name		Title/Office
SSN		Marital Status		Date of Birth		Place of Birth
Mailing Address			City		County	
* In addition to ownership in Applicant name, does Individual Owner name own 20% or more of another corporation, partnership, limited partnership, or LLC? <input type="radio"/> Yes <input type="radio"/> No						
<b>Individual Owner # 2 <a href="#">DELETE</a></b>						
First Name		Middle Name		Last Name		Title/Office
SSN		Marital Status		Date of Birth		Place of Birth
Mailing Address			Zip Code		City	
* In addition to ownership in Applicant name, does Individual Owner name own 20% or more of another corporation, partnership, limited partnership, or LLC? <input type="radio"/> Yes <input type="radio"/> No						
<a href="#">Add another individual owner</a>						

- On the paper application, the 912 question has a space for the user to enter a name. ELA will insert a LOV with the names of the applicant and all owners.

**Paper Form 5**

20. Is the applicant or any of the individuals listed in Item 19 currently, or have they ever been:

a) under indictment, on parole or probation; b) charged with or arrested for any criminal offense other than a minor motor vehicle violation, including offenses which have been dismissed, discharged, or not prosecuted; or c) convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?

Yes  No If yes, Name

**ELA Form 5**

18. Is the applicant or any of the individuals listed in Item 16 currently, or have they ever been:

a) under indictment, on parole or probation; b) charged with or arrested for any criminal offense other than a minor motor vehicle violation, including offenses which have been dismissed, discharged, or not prosecuted; c) convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?

Yes  No If yes, Name

## ELA OMB / PRA 2012 Submission Summary provided to facilitate OMB review

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Sections 1, 2, and 3 will dynamically change on the page to meet the needs of the user. An applicant that said they have physical damage to real estate will dynamically populate Section 1 and it may not be edited. Section 2 will display the organization type they have previously selected and it also in not editable. If the applicant is a legal entity (LLC, corporation, etc), Section 3 will display the “Applicant’s Legal Name” label and fields and Section 4 “EIN” labels and fields. The page is also modified to collect insurance information in Section8 “Damaged Property Address (es)”..... 35

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If the applicant is a Sole Proprietorship, Section 3 change to collect the applicants “First Name, Middle Name, Last Name” and Section 4 changes to collect the SSN. This information is also populated in the Section 16 “Individual Owner”..... 36

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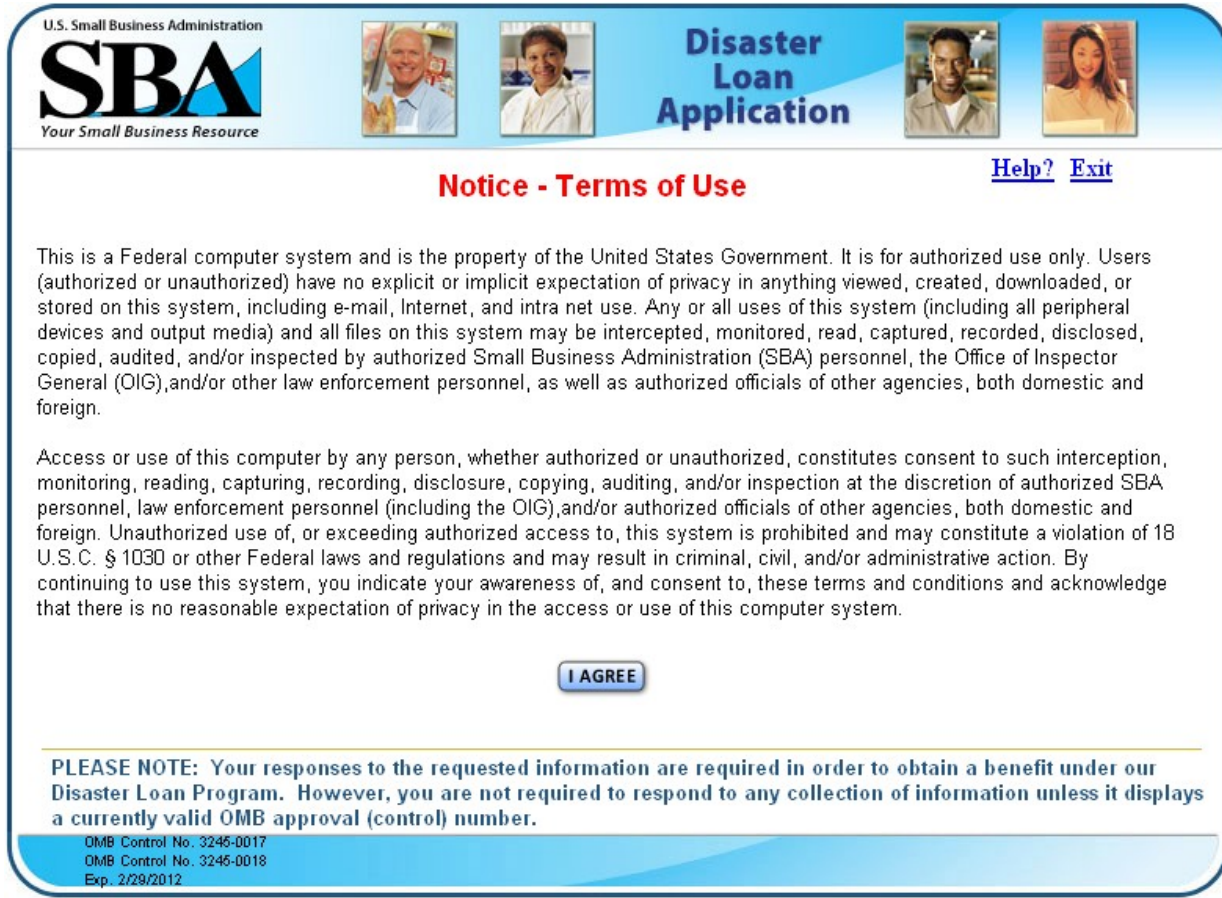
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## 1. Welcome - Terms of Use SC 30;

First page viewed by user when accessing the Electronic Loan Application.

### 1.1.1. User View



The screenshot shows the 'Disaster Loan Application' page. At the top left is the SBA logo with the text 'U.S. Small Business Administration' and 'Your Small Business Resource'. To the right are four small portrait photos of diverse individuals. The main heading is 'Disaster Loan Application'. Below this is a red 'Notice - Terms of Use' section with links for 'Help?' and 'Exit'. The notice text states that the system is the property of the U.S. Government and that users consent to interception and monitoring. A blue 'I AGREE' button is centered below the text. A 'PLEASE NOTE' section at the bottom explains that responses are required for benefits, except when a valid OMB approval number is present. At the very bottom, there are OMB control numbers and an expiration date, followed by a navigation bar with links for SBA, FEMA, FAQ, Contact Us, Fact Sheet, and Military Reservist Loans.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Exit](#)

**Notice - Terms of Use**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and intra net use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials of other agencies, both domestic and foreign. Unauthorized use of, or exceeding authorized access to, this system is prohibited and may constitute a violation of 18 U.S.C. § 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

**I AGREE**

**PLEASE NOTE: Your responses to the requested information are required in order to obtain a benefit under our Disaster Loan Program. However, you are not required to respond to any collection of information unless it displays a currently valid OMB approval (control) number.**

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/28/2012

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

## 1.2. Welcome - Login – Register SC 31;

New users will click the “Register” button while returning users can simply “Login”

### 1.2.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

Welcome to the U.S. Small Business Administration Disaster Loan Application. [Help?](#) [Exit](#)  
Homeowners, Renters, and Businesses of all sizes can now apply for federal disaster loans online.

#### New Users

Need to create an account?

**REGISTER**

#### Returning Users

Please login with your user name and password.

\* **User Name**

\* **Password**

**LOGIN**

[Don't remember your User Name?](#)  
[Don't remember your Password?](#)

#### What is the SBA Disaster Loan Program?

In the wake of hurricanes, floods, earthquakes, wildfires, tornadoes and other disasters, the SBA is the primary source of money from the Federal government for long-term recovery assistance. For disaster damage to private property owned by individuals, families and businesses not fully covered by insurance, the basic form of Federal assistance is low-interest, long-term disaster loans from the SBA.

Property owners usually have some insurance coverage, but often it does not cover all losses or even the type of hazard, which caused the damage. This leaves individuals and businesses with significant uninsured costs.

#### System Requirements

- The recommended browser for this site is Internet Explorer 8.0 or later.
- If you have dial-up Internet service, you may experience a delay.
- You should have cookies activated.
- You should allow pop-up messages.

[Check Status of a submitted loan application](#)

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/29/2012

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

### 1.3. Welcome – Status SC 33;

This page will be developed in the future. It will be designed so the user will not have to “Login” to ELA. No PII information will be displayed as a result of this page.

#### 1.3.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Exit](#)

### Disaster Application Status

To view the status of a loan application, please enter the corresponding application number. The 10-digit application number can be found on

Listed below are the possible steps an application may go through during processing. Not every application will spend time in each of these steps. Once you enter your application number, the step in the process where your application is currently located will be indicated with a check mark.

Enter your 10 digit application number

[Acceptance](#)   [Initial Review](#)   [Request for documents](#)   [Loss Verification](#)   [Unassigned](#)   [Loan Officer Assigned](#)   [Decision](#)   [Post Decision Activity](#)   [Documents Available!](#)

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/29/2012

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## 1.4. Welcome - Registration Process SC 34;

This page gives a little information about the registration process and includes a statement that is required by the contractor SBA uses to validate the identity of the users of ELA.

### 1.4.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### Registration Process

As part of the registration process, we will use information you provide to verify your identity. It is important that this information is accurate and correct.

Once your identity is confirmed, you will proceed to the Log-In page. As an extra security measure, we will also send via text or voice message a one-time pass code to your phone after you successfully log-in. You will need this pass code to complete the log-in process. You must have ready access to your phone to receive this pass code. If you are unable to complete the application in one session, you may return, at which time a new pass code will be sent.

\* I acknowledge and understand that third parties are providing information or services to the U.S. Small Business Administration in order for the U.S. Small Business Administration to authenticate my identity. I agree to hold harmless said third parties and indemnify said third parties from any and all liability resulting from my use of the authentication services.

[PREVIOUS](#) [NEXT](#)

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/29/2012

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## 1.5. Welcome - Registration Page 1 SC 60;

The first page of the registration collects the user personal information that we will use to authenticate who they are.

### 1.5.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### User Registration (Part 1 of 2)

\* First Name  MI  \* Last Name  Suffix

\* Social Security Number (###-##-####) [Why we need this?](#) \* Date of Birth (MM/DD/YYYY)

Mailing Address (pre-disaster) [Why we need this?](#)

\* Address Line 1

Address Line 2

\* Zip Code  City  State  County

E-Mail Address [Why we need this?](#)  Re-enter E-Mail Address

As an additional security measure, we will be sending a separate "pass code" to your phone which you will need to log in to the disaster loan application once you complete the registration process. You must have ready access to your phone to receive your pass code to log-in.

\* Primary Phone (###-###-####) [Why we need this?](#) Alternate Phone (###-###-####)

OMB Control No. 3245-0017  
OMB Control No. 3245-0018  
Exp. 2/29/2012

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## 1.6. Welcome - Registration Page 2 SC 62;

User establishes their user ID and password and selects the security questions and gives answers that will be used should the user forget their password or ID.

### 1.6.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### User Registration (Part 2 of 2)

\* Create Your User Name *(Must be at least 6 characters)*

\* Create Your Password Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lower case letter, one number, one special character from this list !@#\$%^&\*()\_+-=[]{}|;:'",.<>/?


\* Confirm Password

\* Security Question 1  
Select a Security Question 1...  
\* Security Answer 1

\* Security Question 2  
Select a Security Question 2...  
\* Security Answer 2

\* Security Question 3  
Select a Security Question 3...  
\* Security Answer 3

**Please type the text appearing in the image below:**  
Note: If you cannot view the image for any reason, please click on the speaker icon to hear the code. Then enter the code in the box below.



\* Enter characters from the image above

[PREVIOUS](#) [NEXT](#)

OMB Control No. 3246-0017  
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## 1.7. Welcome - Pass Code Delivery SC 61;

User selects how they wish to receive their authentication pin.

### 1.7.1. User View

The screenshot shows a web form titled "Pass Code Delivery" from the U.S. Small Business Administration (SBA). The header includes the SBA logo and the text "Your Small Business Resource". To the right of the logo are three small portrait photos of diverse individuals. Further right, the text "Disaster Loan Application" is displayed. Below the header, the main heading is "Pass Code Delivery" with links for "Help?" and "Exit". The question posed is "How you like to confirm your Identity?". Below this, a instruction reads: "Please select one of the options below, then press Submit to continue." There are three radio button options: "Send me a pass code via email to jxxx@aol.com", "Send me a pass code via SMS text message to XXX-XXX-3987", and "Send me a pass code via a recorded message to XXX-XXX-4567". A "SUBMIT" button is located to the right of the options. At the bottom of the form area, there are two large blue arrows: one pointing left labeled "PREVIOUS" and one pointing right labeled "NEXT". A footer bar contains the text: "OMB Control No. 3246-0017", "OMB Control No. 3246-0018", and "Exp. 2/29/2012".

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Disaster Loan Application

[Help?](#) [Exit](#)

### Pass Code Delivery

How you like to confirm your Identity?

Please select one of the options below, then press **Submit** to continue.

- Send me a pass code via email to jxxx@aol.com
- Send me a pass code via SMS text message to XXX-XXX-3987
- Send me a pass code via a recorded message to XXX-XXX-4567

**SUBMIT**

**PREVIOUS** **NEXT**

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**1.8. Welcome - Authentication Challenge;** after receiving their authentication pin, the user is prompted to enter the pin code on this page.

### 1.8.1. User View

**Anakam Challenge**

## Authentication Challenge

You have attempted to access a secure site from an unregistered computer. To complete the login process, please enter the security information below.

All fields are required. Fields are not case sensitive. [Help](#)

A one-time pass code has been sent to your mobile phone (XXX-XXX-8100) using an SMS text message. Please retrieve the pass code and enter it below.

Pass Code:  [Having trouble receiving the Pass code?](#)

## 1.9. Welcome – Navigation SC 32;

The user is given information as to the proper use of navigation in the application.

### 1.9.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

### Navigating the Disaster Application

While using this online application, it is very important to **NOT** use your browser's "Back" and "Forward" buttons.

To navigate between pages, use the custom navigation tools provided on each page.

	The " <b>Next</b> " button will save any data you have entered on the page and progress you to the next step in the application process.
	The " <b>Previous</b> " button should be used to take you back to a page you have already visited, but <b>WILL NOT</b> save any data you have entered on the page you are navigating away from.
<a href="#">Log Out</a>	<b>DO NOT</b> use the "X" in the upper right of your browser window to exit, as your information will not be saved in it's entirety. Use the " <b>Log Out</b> " link at the top corner of the page.
<a href="#">Help?</a>	If you need additional help or direction while using the online application, use the " <b>Help?</b> " link to open a detailed window with clear directions and definitions.
	The orange exclamation mark indicates that an action has not been started.
	The blue arrow indicates the next action that to be taken.
	The green check mark indicates that an action has been completed.

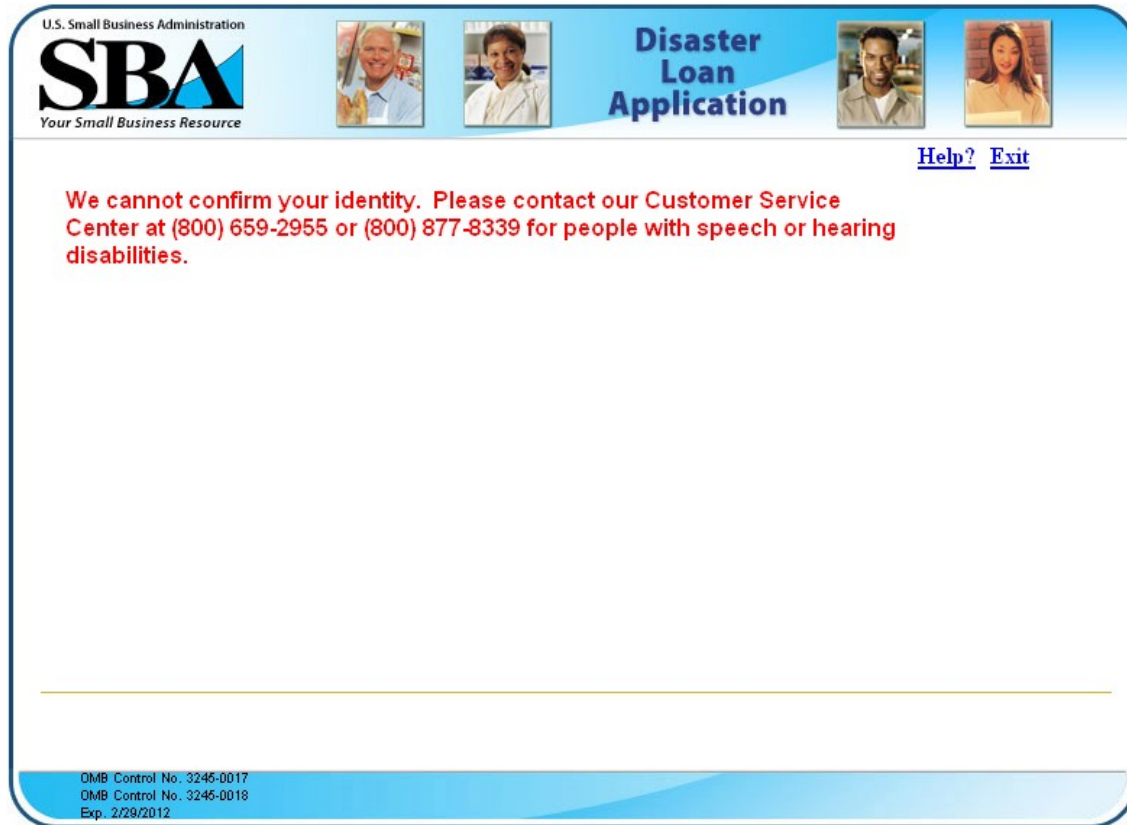
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### 1.10. Welcome - Auth Failure SC 100;

Should we be unable to authenticate the users' identification, they are instructed to contact our customer service center.

#### 1.10.1. User View



The screenshot displays the SBA Disaster Loan Application interface. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right of the logo are three small portrait photos of diverse individuals. Further right, the text "Disaster Loan Application" is prominently displayed. In the top right corner, there are two links: "Help?" and "Exit". The main content area features a red error message: "We cannot confirm your identity. Please contact our Customer Service Center at (800) 659-2955 or (800) 877-8339 for people with speech or hearing disabilities." At the bottom left of the page, there is a footer containing OMB Control No. 3246-0017, OMB Control No. 3246-0018, and an expiration date of 2/29/2012.

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.11. Welcome - Change Password – Temporary SC 130;**

When the user has forgotten their password, we send them a temporary password. The user must create a new password on this page.

**1.11.1. User View**

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Exit](#)

### Change Password

The temporary password must be changed for all future logins. Please enter a new password and click on next to change you password.

**\* New Password**  (Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lower case letter, one number, one special character from this list !@#% ^ & \* ( ) \_ + - = [ ] { } \ | ; : " ' , . < > / ?)

**\* Confirm New Password**  Your passwords must match

[← PREVIOUS](#) [NEXT →](#)

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[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

### 1.12. Welcome - Expired Password SC 131;

User passwords are only good for 90 days. When the password has expired, they are directed to this page to create a new one.

#### 1.12.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### Expired Password

The expired password must be changed for all future logins. Please enter a new password and click **Next** to change your password.

\* **Old Password**

\* **New Password**

(Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lower case letter, one number, one special character from this list !@#\$%^&\*()\_+=[\]{}|;:'",.<>/?)

\* **Confirm New Password**

Your passwords must match

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### 1.13. Welcome - Don't Remember Password SC 132;

When the user clicks the "Don't remember password" link on the login page, they are directed here where they must correctly answer to a system generated question the user has previously given us. Then we send them a temporary password.

#### 1.13.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### Don't Remember Password - Continued

\* **User Name**  
jdLand&35

Please answer the following question:  
**Security Question**  
What is your father's middle name?

\* **Security Answer**

[NEXT](#)

Your password will be e-mailed to you once you click the **Next** button.

If you did not provide us with an e-mail address, please call our Customer Service Center at (800) 659-2955 or (800) 877-8339 for people with speech or hearing disabilities.

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### 1.14. Welcome - Returning Users SC 141;

Users returning to complete their applications will see a list of the open application in the ELA. They may also start a new application should the need arise.

#### 1.14.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

Welcome John Smith

Select the application you would like to complete

Reference #	Loan Type	Applicant / Business	Date Last Updated
<a href="#">1000001069</a>	Home	Doe, John J	5/9/2011 12:45:23 PM
<a href="#">1000001068</a>	Business	Green Leaf, LLC	5/8/2011 01:45:063 PM
<a href="#">1000001067</a>	Home	Doe, Todd	5/9/2011 12:45:23 PM
<a href="#">1000001066</a>	Business	Green Leaf, LLC	5/9/2011 12:45:23 PM

OR

Begin a new application

<p><b>HOMEOWNERS AND RENTERS</b></p> <p>Loans to Homeowners and Renters for the repair or replacement of disaster damaged real estate and/or personal property <i>(including vehicles)</i>.</p> <p><input type="button" value="APPLY"/></p>	<p><b>BUSINESS / NON-PROFIT / RENTAL PROPERTIES</b></p> <p>Loans for repair or replacement of disaster damaged business property and/or contents and/or economic injury <i>(including owners of rental properties)</i>.</p> <p><input type="button" value="APPLY"/></p>
---	---

DMB Control No. 3246-0017  
DMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdlan100

**1.15. Welcome - New Users SC 141;**

New users must choose what type of application they wish to start on this page.

**1.15.1. User View**


The screenshot shows the user interface for the SBA Disaster Loan Application. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right of the logo are two small portrait photos of people. Further right is the text "Disaster Loan Application" in a large, bold font, with another two portrait photos to its right. Below the header, the user is greeted with "Welcome John Smith" and links for "Help?" and "Log Out". The main content area is titled "Begin a new application" and is divided into two columns. The left column is for "HOMEOWNERS AND RENTERS" and describes loans for disaster-damaged real estate and personal property, including vehicles. The right column is for "BUSINESS / NON-PROFIT / RENTAL PROPERTIES" and describes loans for disaster-damaged business property and contents. Each column has an "APPLY" button. At the bottom of the page, there is a footer with OMB Control Numbers (3245-0017 and 3245-0018), an expiration date of 2/29/2012, the user name "jdland100", and a navigation menu with links for SBA, FEMA, FAQ, Contact Us, Fact Sheet, and Military Reservist Loans.

## 1.16. Welcome – Business SC 170;

Business applicants must select the type of organization and damages sustained in order for the system to generate the correct list of open disaster declarations.

### 1.16.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

### Business Losses

\* Please select the type of organization that best describes your business.

- Sole-Proprietor (including individuals with income properties)
- Corporation
- Partnership
- Private Non Profit Organization (e.g religious, charitable, community organizations)
- Limited Partnership
- Trust
- Limited Liability Entity (LLC, LLP, etc.)
- Other

\* What type of damage did you suffer? (check all that apply)

- Real Property (Including Leasehold Improvements)
- Business Contents (Machinery & Equipment, Furniture & Fixtures, and Other Business Assets)
- Inventory
- Economic Injury (EIDL)
- Military Reservist Economic Injury (MREIDL)

[PREVIOUS](#) [NEXT](#)

OMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdlan100

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**1.18. Welcome - Selection 2 SC 210;**


This is a representation of the list open disaster declarations the user must select from.

**1.18.1. User View**

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**



[Help?](#) [Log Out](#)

### Declaration Selection

\* Please enter the Zip Code OR State and County of the property damaged by the disaster.

Zip Code:  OR State:  County:

\* Select the disaster that affected you.

Select	Disaster Name	Disaster Description	State	Disaster Date	Application Filing Deadline
<input type="radio"/>	Disaster Name 1	Disaster Description 1	TX	07/14/2011	10/13/2011
<input type="radio"/>	Disaster Name 2	Disaster Description 2	TX	05/10/2011	08/09/2011

*If the event that caused the damaged to your property is not listed, please contact our Customer Service Center at (800) 659-2955 or (800) 877-8339 for people with speech or hearing disabilities.*

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
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User Name: jdlan100

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**1.19. Welcome - Statements and Exec (Business) SC 240;**

Business applicants must also acknowledge that they have read the statements before they can move on.

**1.19.1. User View**

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

### STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDERS

To comply with legislation passed by the Congress and Executive Orders issued by the President, Federal executive agencies, including the Small Business Administration (SBA), must notify you of certain information. You can find the regulations and policies implementing these laws and Executive Orders in Title 13, Code of Federal Regulations (CFR), Chapter 1, or our Standard Operating Procedures (SOPs). In order to provide the required notices, the following is a brief summary of the various laws and Executive Orders that affect SBA's Disaster Loan Programs.

**FREEDOM OF INFORMATION ACT (5 U.S.C. § 552)**

This law provides, with some exceptions, that we must make records or portions of records contained in our files available to persons requesting them. This generally includes aggregate statistical information on our disaster loan programs and other information such as names of borrowers (and their officers, directors, stockholders or partners), loan amounts at maturity, the collateral pledged, and the general purpose of loans. We do not routinely make available to third parties your proprietary data without first doing pre-notification, required by Executive Order 12600, or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy. Send a request under this Act to the SBA office maintaining the records requested and identify it as a Freedom of Information Act (FOIA) request. The request must describe the specific records you want. For information about the FOIA, contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416, or by e-mail at foia@sba.gov.

**PRIVACY ACT (5 U.S.C. § 552a)**

You can request to see or get copies of any personal information that we have in your file, when that file is retrieved by individual identifiers, such as name or social security number. Requests for information about another party may be denied unless we have the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the information resulting from this collection with state, local or private disaster relief

I have read the Statements Required by Law and Executive Orders.

**PRINT**

**PREVIOUS** **NEXT**

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdland100

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.20. Welcome - False Statements SC 241;**

All applicants must acknowledge the False Statements notice before they can move on.

**1.20.1. User View**

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Log Out](#)

**CERTIFICATION AS TO TRUTHFUL INFORMATION:** By certifying this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

**WARNING:** Submitting false information to the Government can lead to criminal penalties and/or civil and administrative remedies against you. If you are prosecuted for submitting false information, you may be imprisoned for up to 30 years and/or fined up to \$250,000 under 18 U.S.C. § 1040 and other Federal statutes. The Government may also pursue a civil fraud case against you for three times the amount of your loan, and may exclude you from participating in Federal programs and contracts for submitting false information in -- or with -- your application or if you do not use the proceeds of the loan for the purpose(s) stated in your application and SBA's loan authorization.

I Certify

[PREVIOUS](#) [NEXT](#)

OMB Control No. 3245-0017  
OMB Control No. 3245-0018  
Exp. 2/29/2012

User Name: jdland100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011


[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

## 1.21. Form View - Business Requirements SC 262;

Business applicants will follow the same flow process as do home applicants. When they first come to the page, they are prompted to click on the link next to the blue arrow which takes them to the business SBA Form 5.

### 1.21.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)


If you have questions about this application or problems providing the the required information, please contact our Customer Service Center at 1-800-659-2955 or [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov).


SBA will contact you by phone or Email to discuss your loan request.


#### FILING REQUIREMENTS


**FOR ALL APPLICATIONS, THE FOLLOWING ITEMS MUST BE SUBMITTED.**


Click on the link indicated below by the blue arrow to proceed with your application.

 Complete this application form (**SBA Form 5**).

 [SBA Form 5 online](#)

 Personal Financial Statement (**SBA Form 413**) completed, signed, and dated by the applicant (if a sole proprietorship), each principal owning 20 percent or more of the applicant business, and each general partner or managing member.

 Schedule of Liabilities listing all fixed debts (**SBA Form 2202** may be used).

 Tax Information Authorization (**IRS Form 8821**), completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member, and each affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.

Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business, if available; an explanation if not available. **SBA cannot start processing your application until this information is received.**

**ADDITIONAL REQUIREMENTS FOR MILITARY RESERVIST ECONOMIC INJURY (MREIDL):**

A copy of the essential employee's notice of expected call-up to active duty, or official call-up orders, or release / discharge from active duty.

A written explanation and financial estimate of how the call-up of the essential employee has or will result in economic injury to your business, and the steps your business is taking to alleviate the economic injury.

MREIDL Certification **Form P-0002**, which includes:

1. Your statement that the reservist is essential to the successful day-to-day operations of the business.
2. Your certification that the essential employee will be offered the same or a similar job upon the employee's return from active duty.
3. The essential employee's concurrence with your statements.

**ADDITIONAL INFORMATION MAY BE NECESSARY TO PROCESS YOUR APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST.**

- Complete copy, including all schedules, of the most recent Federal income tax return for each principal owning 20 percent or more, each general partner or managing member, and each affiliate.
- If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for the tax year.
- A current your-to-date profit-and-loss statement.
- Additional Filing Requirements (SBA Form 1368) providing monthly sales figures.

---

OMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jland100  
Reference Number: 1000090500  
Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)




## 1.22. Form View - Business Requirements 2 SC 262;

After they have completed the SBA Form 5, the applicant returns here and the blue arrow moves to the next step in their process. Each individual owner is listed with a link to the 413 and a link to download the document. The arrow moves down each time the user either completes the form online or downloads the document.

### 1.22.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Log Out](#)

**FILING REQUIREMENTS**

**FOR ALL APPLICATIONS, THE FOLLOWING ITEMS MUST BE SUBMITTED.**  
Click on the link indicated below by the blue arrow to proceed with your application.

- ✓ [SBA Form 5](#) (Application)
- ✓ [Edit SBA Form 5](#)

➔ Personal Financial Statement (**SBA Form 413**) completed, signed, and dated by the applicant (if a sole proprietorship), each principal owning 20 percent or more of the applicant business, and each general partner or managing member. You may either complete the Personal Financial Statement online by clicking the link or click the download icon to provide the document later. [Information about offline submission.](#)

- ⚠ [John J Smith](#) ([SBA Form 413 online](#)) | ([Download SBA Form 413](#))
- ⚠ [Ralph P Roberts](#) ([SBA Form 413 online](#)) | ([Download SBA Form 413](#))
- ⚠ [Homer W Wilson](#) ([SBA Form 413 online](#)) | ([Download SBA Form 413](#))

⚠ Schedule of Liabilities listing all fixed debts (**SBA Form 2202** may be used).

- ⚠ ABC Corporation
- ⚠ Green Leaf, LLC

Tax Information Authorization (**IRS Form 8821**), completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member, and each affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.

Click the links below to download the IRS Form 8821 to provide later when all document are signed.

- ⚠ ABC Corporation
- ⚠ Green Leaf, LLC
- ⚠ John J Smith
- ⚠ Ralph P Roberts
- ⚠ Homer W Wilson

Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business, if available; an explanation if not available. **SBA cannot start processing your application until this information is received.**

**ADDITIONAL REQUIREMENTS FOR MILITARY RESERVIST ECONOMIC INJURY (MREIDL):**

A copy of the essential employee's notice of expected call-up to active duty, or official call-up orders, or release / discharge from active duty.

A written explanation and financial estimate of how the call-up of the essential employee has or will result in economic injury to your business, and the steps your business is taking to alleviate the economic injury.

MREIDL Certification Form P-0002, which includes:

1. Your statement that the reservist is essential to the successful day-to-day operations of the business.
2. Your certification that the essential employee will be offered the same or a similar job upon the employee's return from active duty.
3. The essential employee's concurrence with your statements.

**ADDITIONAL INFORMATION MAY BE NECESSARY TO PROCESS YOUR APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST.**

- Complete copy, including all schedules, of the most recent Federal income tax return for each principal owning 20 percent or more, each general partner or managing member, and each affiliate.
- If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for the tax year.
- A current year-to-date profit-and-loss statement.
- Additional Filing Requirements (SBA Form 1366) providing monthly sales figures.

OMB Control No. 3245-0018  
Exp. 2/29/2012

User Name: jldand100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011


[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

## 1.23. Form View - Business Requirements 3 SC 262;

Once all the documents are completed or downloaded for later submission, they are prompted to submit the application to the SBA.

### 1.23.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

 **Disaster Loan Application**

[Help?](#) [Log Out](#)

#### FILING REQUIREMENTS

FOR ALL APPLICATIONS, THE FOLLOWING ITEMS MUST BE SUBMITTED.

- ✓ Complete this application form (SBA Form 5).
  - ✓ [Edit SBA Form 5](#)
- ✓ Personal Financial Statement (SBA Form 413) completed, signed, and dated by the applicant (if a sole proprietorship), each principal owning 20 percent or more of the applicant business, and each general partner or managing member.
  - ✓ **John J Smith** ([Edit SBA Form 413](#))
  - ✓ **Ralph P Roberts** ([Edit SBA Form 413](#))
  - ✓ **Homer W Wilson** ([Edit SBA Form 413](#))
- ✓ Schedule of Liabilities listing all fixed debts (SBA Form 2202 may be used).
  - ✓ **ABC Corporation** ([Edit SBA Form 2202](#))
  - ✓ **Green Leaf, LLC** ([Edit SBA Form 2202](#))
- ✓ Tax Information Authorization (IRS Form 8821), completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member, and each affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.
  - ✓ **ABC Corporation** ([Download IRS Form 8821](#))
  - ✓ **Green Leaf, LLC** ([Download IRS Form 8821](#))
  - ✓ **John J Smith** ([Download IRS Form 8821](#))
  - ✓ **Ralph P Roberts** ([Download IRS Form 8821](#))
  - ✓ **Homer W Wilson** ([Download IRS Form 8821](#))

Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business, if available; an explanation if not available. **SBA cannot start processing your application until this information is received.** [Information about offline submission.](#)

#### ADDITIONAL REQUIREMENTS FOR MILITARY RESERVIST ECONOMIC INJURY (MREIDL):

A copy of the essential employee's notice of expected call-up to active duty, or official call-up orders, or release / discharge from active duty.

A written explanation and financial estimate of how the call-up of the essential employee has or will result in economic injury to your business, and the steps your business is taking to alleviate the economic injury.

MREIDL Certification Form P-0002, which includes:

1. Your statement that the reservist is essential to the successful day-to-day operations of the business.
2. Your certification that the essential employee will be offered the same or a similar job upon the employee's return from active duty.
3. The essential employee's concurrence with your statements.

#### ADDITIONAL INFORMATION MAY BE NECESSARY TO PROCESS YOUR APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST.

- If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for the tax year.
- Complete copy, including all schedules, of the most recent Federal income tax return for each principal owning 20 percent or more, each general partner or managing member, and each affiliate.
- A current your-to-date profit-and-loss statement.
- Additional Filing Requirements (SBA Form 1368) providing monthly sales figures.

OMB Control No. 3245-0018  
Exp. 2/29/2012

User Name: jdlan100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.24. Form View - Business Application Page 1 (Entity) SC 331;**

Sections 1, 2, and 3 will dynamically change on the page to meet the needs of the user. An applicant that said they have physical damage to real estate will dynamically populate Section 1 and it may not be edited. Section 2 will display the organization type they have previously selected and it also is not editable. If the applicant is a legal entity (LLC, corporation, etc), Section 3 will display the "Applicant's Legal Name" label and fields and Section 4 "EIN" labels and fields. The page is also modified to collect insurance information in Section 8 "Damaged Property Address (es)"

**1.24.1. User View**

U.S. Small Business Administration		Disaster Loan Application	
<a href="#">Help?</a> <a href="#">Log Out</a>			
<b>DISASTER BUSINESS LOAN APPLICATION - Page 1 of 3</b>			
<b>1 ARE YOU APPLYING FOR:</b>			
<input type="radio"/> Physical Damage -- indicate type of damage <input type="checkbox"/> Real Property <input type="checkbox"/> Business Contents <input type="radio"/> Economic Injury (EIDL)		<input type="radio"/> Military Reservist EIDL (MREIDL) Name of Essential Employee _____ Employee's Social Security Number _____	
<b>2 ORGANIZATION TYPE</b>			
<input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> Nonprofit Organization		<input type="radio"/> Limited Partnership <input type="radio"/> Limited Liability Entity <input type="radio"/> Trust <input type="radio"/> Other: _____	
<b>3 APPLICANT'S LEGAL NAME</b>		<b>4 FEDERAL E.I.N. (if applicable)</b>	
_____		_____	
<b>5 TRADE NAME (if different from legal name)</b>		<b>6 BUSINESS PHONE NUMBER (including area code)</b>	
_____		_____	
<b>7 MAILING ADDRESS</b>			
<input type="radio"/> Business <input type="radio"/> Home <input type="radio"/> Temporary <input type="radio"/> Other _____ Number, Street, and/or Post Office Box   Zip Code   City   County   State			
<b>8 DAMAGED PROPERTY ADDRESS(ES)</b>			
<input type="checkbox"/> Same as mailing address <b>BUSINESS PROPERTY IS:</b> <input type="radio"/> Owned <input type="radio"/> Leased Number and Street Name   Zip Code   City   County   State _____ Name of Insurance Company and Agent   Coverage Type <input type="button" value="Select One..."/> Phone Number of Insurance Agent   Policy Number			
<a href="#">Add another damaged property</a>			
<b>9 PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:</b>			
* Loss Verification Inspection Name _____ Telephone Number _____		* Information necessary to process the Application Name _____ Telephone Number _____	
<b>10 ALTERNATE WAY TO CONTACT YOU</b>			
Cell # _____		E-mail _____	
Fax # _____		Other _____	
<b>11 BUSINESS ACTIVITY:</b> _____		<b>12 NUMBER OF EMPLOYEES: (Pre-disaster)</b> _____	
<b>13 DATE BUSINESS ESTABLISHED:</b> _____		<b>14 CURRENT MANAGEMENT SINCE:</b> _____	
<b>15 AMOUNT OF ESTIMATED LOSS:</b>			
If unknown, enter a question mark. Real Estate _____ Inventory _____ Machinery & Equipment _____ Leasehold Improvements _____			
<b>16</b> Does Primary Applicant name own 20% or more of a corporation, partnership, limited partnership, or LLC? <input type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="PREVIOUS"/>		<input type="button" value="NEXT"/>	
OMB Control No. 3245-0018 Exp. 2/29/2012		User Name: jland100 Reference Number: 1000060500 Declaration Filing Deadline: 10/27/2011	
<a href="#">SBA</a>   <a href="#">FEMA</a>   <a href="#">FAQ</a>   <a href="#">Contact Us</a>   <a href="#">Fact Sheet</a>   <a href="#">Military Reservist Loans</a>			

**1.25. Form View - Business Application Page 1 (Sole Prop) SC 331;**

If the applicant is a Sole Proprietorship, Section 3 change to collect the applicants "First Name, Middle Name, Last Name" and Section 4 changes to collect the SSN. This information is also populated in the Section 16 "Individual Owner".

**1.25.1. User View**

U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

**Disaster Loan Application**

**DISASTER BUSINESS LOAN APPLICATION - Page 1 of 3** [Help?](#) [Log Out](#)

**1 \* ARE YOU APPLYING FOR:**

Physical Damage -- indicate type of damage  
 Real Property  Business Contents  
 Economic Injury (EIDL)

Military Reservist EIDL (MREIDL)  
 Name of Essential Employee   
 Employee's Social Security Number

**2 \* ORGANIZATION TYPE**

Sole Proprietorship  Partnership  Limited Partnership  Limited Liability Entity  
 Corporation  Nonprofit Organization  Trust  Other:

**3 \* APPLICANT'S LEGAL NAME** **4 \* FEDERAL S.S.N.**

First Name  Middle Name  Last Name  Suffix

**5 TRADE NAME (if different from legal name)** **6 BUSINESS PHONE NUMBER (including area code)**

**7 \* MAILING ADDRESS**

Business  Home  Temporary  Other

Number, Street, and/or Post Office Box  Zip Code  City  County  State

**8 \* DAMAGED PROPERTY ADDRESS(ES)**

Same as mailing address **BUSINESS PROPERTY IS:**  Owned  Leased

Number and Street Name  Zip Code  City  County  State

Name of Insurance Company and Agent  Coverage Type

Phone Number of Insurance Agent  Policy Number

[Add another damaged property](#)

**9 PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:**

Loss Verification Inspection  Information necessary to process the Application

Name  Name   
 Telephone Number  Telephone Number

**10 \* ALTERNATE WAY TO CONTACT YOU**

Cell #  E-mail   
 Fax #  Other

**11 BUSINESS ACTIVITY:**  **12 NUMBER OF EMPLOYEES: (Pre-disaster)**

**13 DATE BUSINESS ESTABLISHED:**  **14 CURRENT MANAGEMENT SINCE:**

**15 \* AMOUNT OF ESTIMATED LOSS:** Real Estate  Inventory   
 If unknown, enter a question mark.  
 Machinery & Equipment  Leasehold Improvements

**16 \* Does Primary Applicant name own 20% or more of a corporation, partnership, limited partnership, or LLC?**  Yes  No

[PREVIOUS](#) [NEXT](#)

OMB Control No: 3245-0018 Exp. 2/29/2012 User Name: jdlan100 Reference Number: 1000060500 Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

## 1.26. Form View - Business Application Page 2 SC 332;

Page 2 is the same as the paper application in that we collect information on both individual and entity owners. In ELA, the applicant may add owners as they need to.

### 1.26.1. User View

Disaster Loan Application

**DISASTER BUSINESS LOAN APPLICATION - Page 2 of 3**
[Help?](#) [Log Out](#)

**16. OWNERS (individual and business)** (Interest and each general partner, or 3) stockholder or entity owning 20% or more of you need more space, use # 21 on last page)

**Individual Owner**

First Name	Middle Name	Last Name	Suffix	Title/Office	% Owned	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	Marital Status	Date of Birth	Place of Birth	Telephone Number (area code)	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address		Zip Code	City	County	State	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

\* In addition to ownership in applicant name, does this individual owner own 20% or more of another corporation, partnership, limited partnership, or LLC?  Yes  No

[Add another individual owner](#)

**Business Entity Owner**

Name	Type of Business	% Owned
<input type="text"/>	<input type="text"/>	<input type="text"/>
EIN	Telephone Number (area code)	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address		State
<input type="text"/>		<input type="text"/>

\* In addition to ownership in applicant name, does this business entity owner own 20% or more of another corporation, partnership, limited partnership, or LLC?  Yes  No

[Add another business entity owner](#)

**17.** For the applicant business and each owner listed in item 16, please respond to the following questions, providing dates and details on any question answered YES. (for additional space for detailed responses, use # 21 on last page.)

- Has the business or listed owner ever been involved in a bankruptcy or insolvency proceeding?  Yes  No
- Does the business or a listed owner have any outstanding judgments, tax liens, or pending lawsuits against them?  Yes  No
- Has the business or a listed owner ever been convicted of a criminal offense committed during and in connection with a not or civil disorder or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction?  Yes  No
- Has the business or a listed owner ever had or guaranteed a Federal loan or a Federally guaranteed loan?  Yes  No
- Is the business or a listed owner delinquent on any Federal taxes, direct or guaranteed Federal loans (SBA, FHA, VA, student, etc.) Federal contracts, Federal grants, or any child support payments?  Yes  No
- Does any owner, owner's spouse, or household member work for SBA or serve as a member of SBA's SCORE, ACE, or Advisory Council?  Yes  No
- Is the applicant/co-applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?  Yes  No

**18.** Regarding you or any of the individuals listed in Item 16:

a) have you ever been or are you presently, under indictment or subject to a criminal investigation or have you otherwise been charged through a judicial process of having committed a crime; b) have you been arrested or arraigned in the past six months; c) have you ever been convicted, plead guilty to a crime, plead nolo contendere to a crime, placed on pretrial diversion, or placed on any form of parole or probation -- including adjudication withheld pending probation -- for any criminal offense other than a minor vehicle violation?  Yes  No If yes, Name

**19. PHYSICAL DAMAGE LOANS ONLY.**

If your application is approved, you may be eligible for additional funds to cover the cost of mitigating measures (real property improvements or devices to minimize or protect against future damage from the same type of disaster event). It is not necessary for you to submit the description and cost estimates with the application. SBA must approve the mitigating measures before any loan increase.  By checking this box, I am interested in having SBA consider this increase.

**20.** If anyone assisted you in completing this application, whether you pay a fee for this service or not, that person must print and sign their name in the space below.

Name and Address of representative (please include the individual name and their company)	
(Name of Company)	Phone number (including Area Code)
<input type="text"/>	<input type="text"/>
Street Address	City
<input type="text"/>	<input type="text"/>
State	Zip
<input type="text"/>	<input type="text"/>
Fee Charged or Agreed Upon	\$
<input type="text"/>	<input type="text"/>

**Unless the NO box is checked, I give permission for SBA to discuss any portion of this application with the representative listed above.**  No

**AGREEMENTS AND CERTIFICATIONS**

On behalf of the undersigned individually and for the applicant business:

I/ We authorize my / our insurance company, bank, financial institution, or other creditors to release to SBA all records and information necessary to process this application.

If my / our loan is approved, additional information may be required prior to loan closing. I/ We will be advised in writing what information will be required to obtain my / our loan funds.

I/ we hereby authorize the Small Business Administration to verify my past and present employment information and salary history as needed to process and service my disaster loan.

I/ We will not exclude from participating in, or deny the benefits of, or otherwise subject to discrimination under, any program or activity for which I receive Federal financial assistance from SBA, any person on grounds of age, color, handicap, marital status, national origin, race, religion, or sex.

I/ We will report to the SBA Office of the Inspector General, Washington, DC 20416, any Federal employee who offers, in return of compensation of any kind, help get this loan approved. I have not paid anyone connected with the Federal government for help in getting this loan.

All information in and submitted with this application is true and correct to the best of my knowledge. All financial statements submitted with this application fully and accurately present the financial position of the business. I have not omitted any disclosures in these financial statements. This certification also applies to any financial statements or other information submitted after this date. I understand that false statements may result in the forfeiture of benefits and possible prosecution by the U.S. Attorney General (reference 18 U.S.C. 1001 and/or 15 U.S.C. 645).

[PREVIOUS](#)
[NEXT](#)

SBA Form No. 1245-0019 Exp. 2/28/2012	User Name: jllm1100 Reference Number: 130006050 Declaration Filing Deadline: 10/27/2011
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[SBA](#) | [FERA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.27. Form View – Business Application Page 3 SC 333;**

This new page will give the user the ability to add any information they wish. When the SBA Form 5 is populated in DCMS, any items added will display on this page.

**1.28. User View**


The screenshot displays the user interface for the SBA Disaster Business Loan Application, specifically Page 3. At the top, there is a header with the U.S. Small Business Administration logo and the text "Your Small Business Resource". To the right of the logo are four small portrait photos of diverse individuals. The main title "Disaster Loan Application" is prominently displayed in blue. Below the header, the page is titled "DISASTER BUSINESS LOAN APPLICATION - Page 3" with links for "Help?" and "Log Out". The main content area is labeled "24. ADDITIONAL SPACE:" and contains the instruction "Please refer to Item Number" above a large, empty rectangular text box. At the bottom of the page, there are "PREVIOUS" and "NEXT" navigation buttons. The footer contains regulatory information: "OMB Control No. 3245-0018 Exp. 2/29/2012" and user details: "User Name: jdland100 Reference Number: 1000060500 Declaration Filing Deadline: 10/27/2011". A row of navigation links is located at the very bottom: "SBA | FEMA | FAQ | Contact Us | Fact Sheet | Military Reservist Loans".

**1.29. Form View – Affiliates SC 281;**



This page only will appear when the user has indicated that the applicant or any owner owns 20% or more of another business.

**1.30. User View**



U.S. Small Business Administration



Your Small Business Resource

**Disaster  
Loan  
Application**

[Help?](#) [Log Out](#)

### Affiliated Businesses

Please complete the affiliate information below for each applicant and/or owner.

- After you've entered the affiliated business information, click "Save" to add it to your list.

**Affiliated Business**

\* Applicant or Owner Name for Affiliate details.

\* Business Name      \* EIN      \* Type      % Owned  
                 

\* Address Line 1

Address Line 2


\* Zip Code      City      State      County

**Green Leaf, LLC**


Affiliate Name	EIN	Type	% Owned	
<i>Greenleaf, LLC</i>	<i>12-3456789</i>	<i>LLC</i>	<i>55%</i>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

**John J Smith**

Affiliate Name	EIN	Type	% Owned
<i>Please enter affiliated business information for John J Smith.</i>			



PREVIOUS



NEXT


OMB Control No. 3246-0017  
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 Exp. 2/29/2012

User Name: jdlan100  
 Reference Number: 1000060500  
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**1.31. Financial - Schedule of Liabilities SC 970;**

A Schedule of Liabilities form is provided should the applicant be able to complete it online or they can download the document from the Requirements page.

**1.31.1. User View**



U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

1 WELCOME

2 APPLICANTS

3 DAMAGES

4 FINANCIAL

5 FINAL STEPS

[Help?](#) [Log Out](#)

**Schedule of Liabilities - (Notes, Mortgages and Accounts Payable)**

This form is provided for you convenience in responding to filing requirements in item 2 on the application, SBA Form 5. You may use your own form if you prefer. The information contained in this schedule is a supplement to your Balance Sheet and should be included as a liability on your Balance Sheet.

Applicant's Name:

Date of Schedule:

I have NO debts.

Creditor Name	Original Amount	Original Date (MM/DD/YYYY)	Current Balance *	Are you Current?	Maturity Date (MM/YYYY)	Payment Amount *	Month or Year *	How Secured
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				
				<input type="checkbox"/> Yes				

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NEXT →

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User Name: jdland100  
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[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)


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**1.32. Financial - Personal Financial Statement Page 1 SC 985;**

The user will come to this document for each individual owner listed on the SBA Form 5 if they select the link on the Requirements page. Data of the specific owner selected will populate the first section of the form.

**1.32.1. User View**



U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster  
Loan  
Application**

[Help?](#) [Log Out](#)

**Personal Financial Statement** As of \_\_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name  Business Phone

Residence Address  Residence Phone

City, State, & Zip Code

Business Name of Applicant / Borrower

Assets		Liabilities	
Cash on hand & in Banks	\$ 0	Accounts Payable	\$ 0
Savings Accounts	\$ 0	Notes Payable to Banks & Others <i>(Complete Section 2)</i>	\$ 0
IRA or Other Retirement Account	\$ 0	Installment Account (Auto) Monthly Payment	\$ 0
Accounts & Notes Receivable	\$ 0	Installment Account (Other) Monthly Payment	\$ 0
Life Insurance-Cash Surrender Value Only <i>(Complete Section 3)</i>	\$ 0	Loan on Life Insurance	\$ 0
Stocks & Bonds <i>(Describe in Section 3)</i>	\$ 0	Mortgages on Real Estate <i>(Describe in Section 4)</i>	\$ 0
Real Estate <i>(Describe in Section 4)</i>	\$ 0	Unpaid Taxes <i>(Describe in Section 6)</i>	\$ 0
Automobile-Present Value	\$ 0	Other Liabilities <i>(Describe in Section 7)</i>	\$ 0
Other Personal Property <i>(Describe in Section 5)</i>	\$ 0	Total Liabilities	\$ 0
Other Assets <i>(Describe in Section 5)</i>	\$ 0	Net Worth	\$ 0
<b>Total Assets</b>	<b>\$ 0</b>	<b>Total Liabilities</b>	<b>\$ 0</b>

**Section 1. Source of Income**

Salary  \$ 0

Net Investment Income  \$ 0

Real Estate Income  \$ 0

Other Income (Describe below)\*  \$ 0

**Contingent Liabilities**

As Endorser or Co-Maker  \$ 0

Legal Claims & Judgments  \$ 0

Provision for Federal Income Tax  \$ 0

Other Special Debt  \$ 0

Description of Other Income in Section 1. (example - Alimony, Child Support, Disability, Pension, Social Security, etc.)

\* Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

**Section 2. Notes Payable to Banks & Others**

Name of Noteholder(s)	Original Balance	Current Balance *	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral
	\$ 0	\$ 0	\$ 0		
	\$ 0	\$ 0	\$ 0		
	\$ 0	\$ 0	\$ 0		
	\$ 0	\$ 0	\$ 0		
	\$ 0	\$ 0	\$ 0		

← PREVIOUS

NEXT →

OMB Control No. 3245-0018 Exp. 2/29/2012


User Name: jldand100 Reference Number: 1000060500 Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)


**1.33. Financial - Personal Financial Statement - Page 2 SC 986;**

Continuation of the SBA Form 413.

**1.33.1. User View**



U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

**Personal Financial Statement** Page 2

**Section 3. Stocks and Bonds**

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value
0		\$ 0			\$0
0		\$ 0			\$0
0		\$ 0			\$0
0		\$ 0			\$0

**Section 4. Real Estate Owned** (List each parcel separately.)

	Property A	Property B	Property C
Type of Property			
Address			
City, State, Zip Code			
Date Purchased (MM/YYYY)			
Original Cost	\$ 0	\$ 0	\$ 0
Present Market Value	\$ 0	\$ 0	\$ 0
Name of Mortgage Holder			
Street Address / PO Box			
City, State, Zip Code			
Mortgage Account Number			
Mortgage Balance	\$ 0	\$ 0	\$ 0
Amount of Payment per Mo/Yr	\$ 0 Select One...	\$ 0 Select One...	\$ 0 Select One...
Status of Mortgage			


**Section 5. Other Personal Property & Other Assets** (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)


**Section 6. Unpaid Taxes** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attach's.)

**Section 7. Other Debts** (Describe in detail.)

**Section 8. Life Insurance Held** (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements are true and accurate as of the stated date. These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).





OMB Control No. 3245-0018  
Exp. 2/28/2012

User Name: jstand100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

### 1.34.1. Form View – Submit SC242:

After the user clicks the “Submit” button on the Business Requirements page, they will see this page that will require that they click the “I Certify” check box before their application can be submitted to DCMS.

### 1.34.2. User View

The screenshot shows the SBA Disaster Loan Application certification page. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right are four small portrait photos of diverse individuals. The main heading is "Disaster Loan Application". Below this, there are links for "Help?" and "Log Out". The main text reads: "CERTIFICATION AS TO TRUTHFUL INFORMATION: By certifying this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future." A "WARNING" section follows, stating that submitting false information can lead to criminal penalties and/or civil and administrative remedies, including imprisonment up to 30 years and fines up to \$250,000. Below the warning is a checkbox labeled "I Certify" and a "CONTINUE" button. At the bottom, there is a footer with OMB Control No. 3246-0017, OMB Control No. 3246-0018, Exp. 2/29/2012, User Name: jdland100, Reference Number: 1000060500, and Declaration Filing Deadline: 10/27/2011. Navigation links for SBA, FEMA, FAQ, Contact Us, Fact Sheet, and Military Reservist Loans are also present.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Disaster Loan Application

[Help?](#) [Log Out](#)

**CERTIFICATION AS TO TRUTHFUL INFORMATION:** By certifying this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

**WARNING:** Submitting false information to the Government can lead to criminal penalties and/or civil and administrative remedies against you. If you are prosecuted for submitting false information, you may be imprisoned for up to 30 years and/or fined up to \$250,000 under 18 U.S.C. § 1040 and other Federal statutes. The Government may also pursue a civil fraud case against you for three times the amount of your loan, and may exclude you from participating in Federal programs and contracts for submitting false information in -- or with -- your application or if you do not use the proceeds of the loan for the purpose(s) stated in your application and SBA's loan authorization.

I Certify CONTINUE

---

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdland100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

### 1.35.1. Log Out (Not Submitted);

New message that displays when the user clicks the “Exit” or “Log Out” links and has not submitted their application.

### 1.35.2. User View



The screenshot shows the top navigation bar with the SBA logo, four user profile pictures, and the text "Disaster Loan Application". The main content area contains the following text:

**You have logged out of the Disaster Application .**

Your information has been saved, however, you have not completed your application. To complete your application, log back in. Return to [Log in](#).

We suggest that you [close this window](#). Closing this browser window will clear your activity from your browser's memory. This is especially important if you use a shared or public computer.

At the bottom, there is a footer with OMB Control No. 3246-0017, OMB Control No. 3246-0018, Exp. 2/29/2012, User Name: jdland100, Reference Number: 1000060500, and Declaration Filing Deadline: 10/27/2011. Below the footer are navigation links: [SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#).

### 1.36. Log Out (Submitted);

New message that displays when the user clicks the “Exit” or “Log Out” links and has been submitted their application.

### 1.36.1. User View



The screenshot shows the top navigation bar with the SBA logo, four user profile pictures, and the text "Disaster Loan Application". The main content area contains the following text:

**You have logged out of the Disaster Application .**

Your application has been submitted. If you need to create another application, log back in. Return to [Log in](#).

We suggest that you [close this window](#). Closing this browser window will clear your activity from your browser's memory. This is especially important if you use a shared or public computer.

At the bottom, there is a footer with OMB Control No. 3246-0017, OMB Control No. 3246-0018, Exp. 2/29/2012, User Name: jdland100, Reference Number: 1000060500, and Declaration Filing Deadline: 10/27/2011. Below the footer are navigation links: [SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#).