

How to Edit Your Business Information in the PPP Forgiveness Application

If you have not yet submitted your PPP forgiveness application, you can still edit some of the personal and business information attached to your loan. That includes:

- Physical Address
- Phone Number
- Primary Signer Email Address

How to Edit the Phone Number and Physical Address

1. Log into the online application using the loan's primary email address, company tax ID and loan amount.
 - a. Note that the email address you use here may be the one that you want to change. Enter the loan's *current* email address at this step, and you'll have the chance to update it later.
2. The application will ask you to confirm your business information. Click the edit button beneath the address and phone number.
3. This opens a simple form for you to enter any new information needed about your business.
4. When finished, click the blue "Update" button to submit and return to the application.

How to Edit the Email Address for the Primary Signer

1. About midway through the application, it will ask you to confirm the "Primary Authorized Representative Information." Click the edit button beneath the name and address of this person.
2. This opens a simple form for you to enter any new information needed about your primary signer.
 - a. Note that you can only change the email address for this person. You cannot change the person.
3. Before you can submit, you will be required to enter the primary signer's social security number to confirm that this is an authorized change.
4. When finished, click the blue "Update" button to submit and return to the application.

You can only change information on your application if the application is new or saved from previous work.

If you have already submitted your application, you cannot change any of the associated information.

To change information on a submitted application or to ask other questions, contact the Small Business Client Service Center at 877-380-0654.