

PAYCHECK PROTECTION PROGRAM QUICK START GUIDE

First Hawaiian Bank is now accepting **First** Draw and **Second** Draw PPP Loans. This guide is designed to help prepare business owners with the information needed to submit the application via our online PPP application portal. **NO PAPER APPLICATIONS WILL BE ACCEPTED.**

Prior to starting the FHB Online PPP application, customers should review Steps 1-5 of this checklist in its entirety.

STEP 1: PRINT AND REVIEW THE APPROPRIATE SBA PPP APPLICATION FORMS TO FAMILIARIZE YOURSELF WITH THE REQUIRED INFORMATION:

- PPP **First Draw Borrower** Application Form. Click [here](#) to view.
- PPP **Second Draw Borrower** Application Form. Click [here](#) to view.

STEP 2: GATHER THE FOLLOWING BUSINESS AND FINANCIAL INFORMATION:

FOR PPP FIRST AND SECOND DRAW BORROWERS:

1. FHB business checking or savings account number

Note: If you do not yet have an FHB business checking or savings account, you may still submit your application. However, you will be required to establish a business checking or savings account prior to signing loan documents.

2. Best contact emails

- Person who will be the primary point of contact for the application
- Authorized signer who will sign using DocuSign

3. Date your business was established

4. Business TIN (EIN, SSN)

5. Calculate your Payroll Cost and Maximum Loan Amount using the **FHB Payroll Calculation Worksheet**

6. Number of employees

7. Beneficial Owner(s) 20% or more:

Owner Name	Ownership %	Email	Mobile Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

IMPORTANT NOTE:

- All beneficial owners 20% or more listed on the application will receive an email notification with a link for them to login and enter their information, including address, title, ownership percentage, and social security number or tax ID number.
- This information will be kept confidential and is required by the SBA as part of the PPP application.
- The application will NOT be considered complete until all beneficial owners respond and provide the necessary information.
- Inform all beneficial owners to expect an email from pppquestion@fhb.com with a link to complete the beneficial owner information.

FOR PPP SECOND DRAW BORROWERS ONLY:

7. Reduction in Gross Receipts of at least 25%

NOTE: For loan requests of \$150,000 or less, providing this information is optional but must be provided before seeking loan forgiveness and / or upon SBA request

Quarter:	2020 Quarter	2019 Quarter
(e.g., 2Q 2020 2Q 2019)	<input type="text"/>	<input type="text"/>
Gross Receipts	\$ <input type="text"/>	\$ <input type="text"/>

8. SBA PPP Loan number from first draw

STEP 3: SAVE AND CATEGORIZE NECESSARY DOCUMENTATION AS PDF FILES

Documents will need to be uploaded into our online application portal. Click [here](#) to view and print the documentation checklist.

STEP 4: SUBMIT THE APPLICATION VIA THE FHB PPP ONLINE APPLICATION PORTAL

Click [here](#) to access the FHB PPP Online Application Portal and to apply for your PPP loan. A new user-friendly guide to navigating our online application portal is in development and will be available soon.

STEP 5: ENSURE THE CONTACT EMAIL ENTERED ON YOUR PPP LOAN APPLICATION IS REVIEWED REGULARLY

Once the PPP application is submitted, status updates will be provided to you via email. Continue to check your spam folder and email privacy settings so we can reach you.

Please Note: FHB Branches and Call Center will not be able to help with PPP loans or provide status updates.

Should you have questions regarding PPP or this application process, please email PPPQuestion@fhb.com.

