

How to Access PPP Documents from DocuSign

Introduction Thank you for your participation in the Paycheck Protection Program (PPP) with Comerica Bank! This document will guide you through how to access your PPP loan documents or forgiveness applications using DocuSign.

How to Access Loan Documents There are different ways you can access your loan documents using DocuSign. Use the table below to determine how you can access a copy of your loan documents.

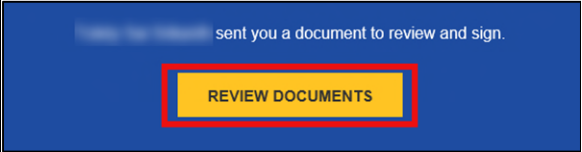
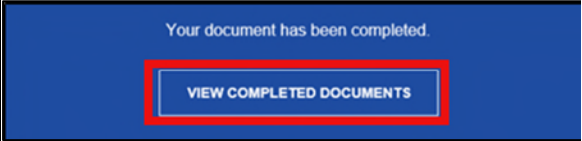
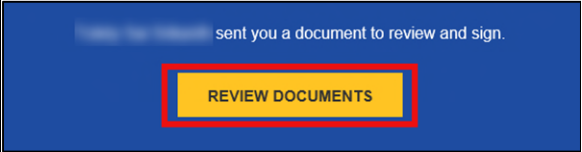
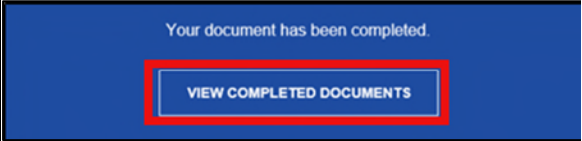
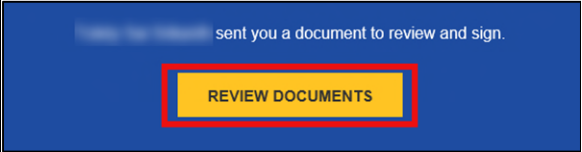
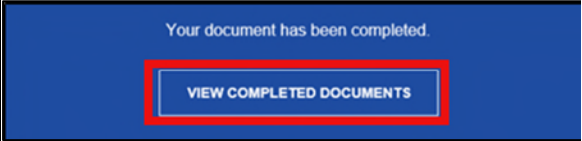
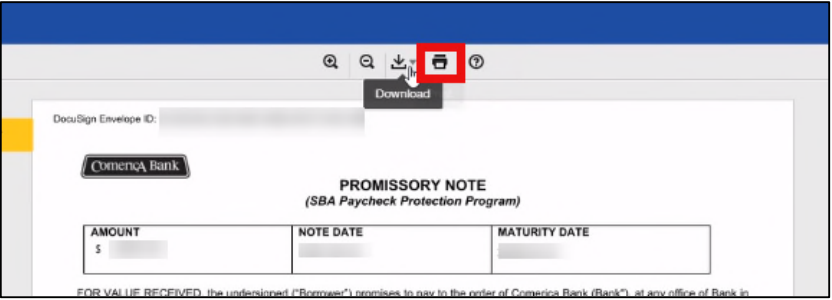
If ...	And...	Then ...
You have not yet signed your documents	N/A	Print and/or download a copy of your documents when you sign them using the directions linked here .
You have already signed your documents	You still have your DocuSign emails	Print and/or download a copy of your documents using the DocuSign email using the directions linked here .
	You created a DocuSign account related to PPP documents	Login with your account to access your documents from the Completed folder using the directions linked here .
	You do not have your DocuSign emails and you do not have a DocuSign account	Contact any of the following people for help: <ul style="list-style-type: none"> – Banking Center Manager, – Relationship Manager, or – 800.979.0850, and say “Loan Documentation” or press 1, Monday through Friday, from 8 a.m. to 6 p.m. ET.

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How to Access PPP Documents from DocuSign, Continued

Accessing Loan Documents from DocuSign Email

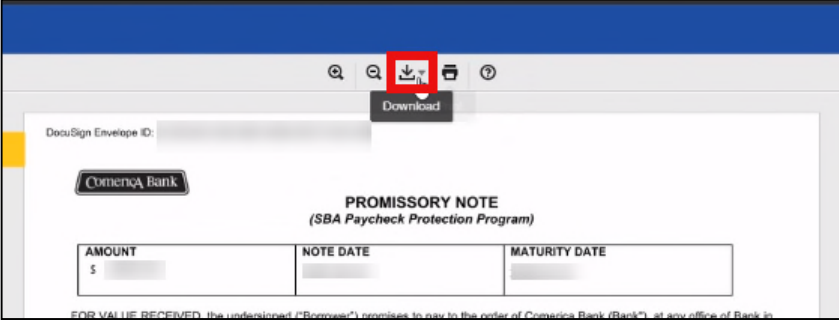
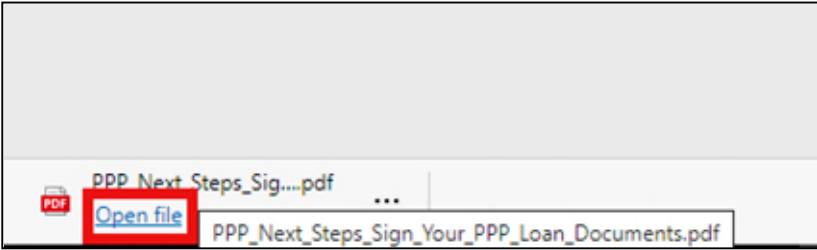
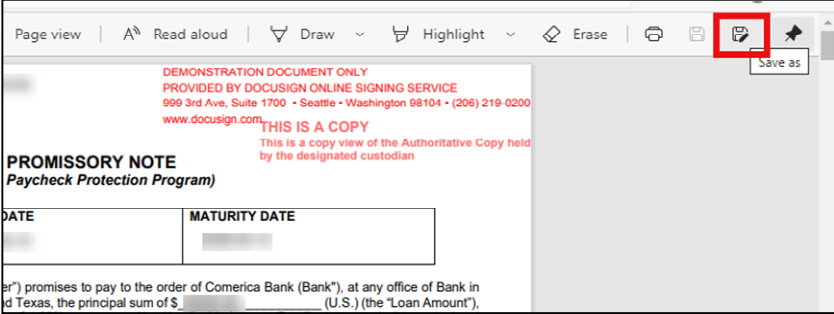
If you have your DocuSign email, use the steps in the table below to print and/or download your PPP loan documents.

Step	Action						
1	Locate and open your DocuSign email from dse_NA3@docusign.net with the subject, "PPP Next Steps: Sign Your PPP Loan Documents."						
2	<p>Depending on if you have already signed your loan documents, the email may look different.</p> <table border="1" data-bbox="578 600 1406 1119"> <thead> <tr> <th data-bbox="578 600 821 632">If ...</th> <th data-bbox="821 600 1406 632">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="578 632 821 890">You have not yet signed your loan documents</td> <td data-bbox="821 632 1406 890"> <p>Click Review Documents.</p>  </td> </tr> <tr> <td data-bbox="578 890 821 1119">You have signed your loan documents</td> <td data-bbox="821 890 1406 1119"> <p>Click View Completed Documents.</p>  </td> </tr> </tbody> </table>	If ...	Then ...	You have not yet signed your loan documents	<p>Click Review Documents.</p> 	You have signed your loan documents	<p>Click View Completed Documents.</p> 
If ...	Then ...						
You have not yet signed your loan documents	<p>Click Review Documents.</p> 						
You have signed your loan documents	<p>Click View Completed Documents.</p> 						
3	<p>Your loan documents will open in your web browser.</p> <p>To print your documents, click the printer icon.</p> 						

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How to Access PPP Documents from DocuSign, Continued

Accessing Loan Documents from DocuSign Email, continued

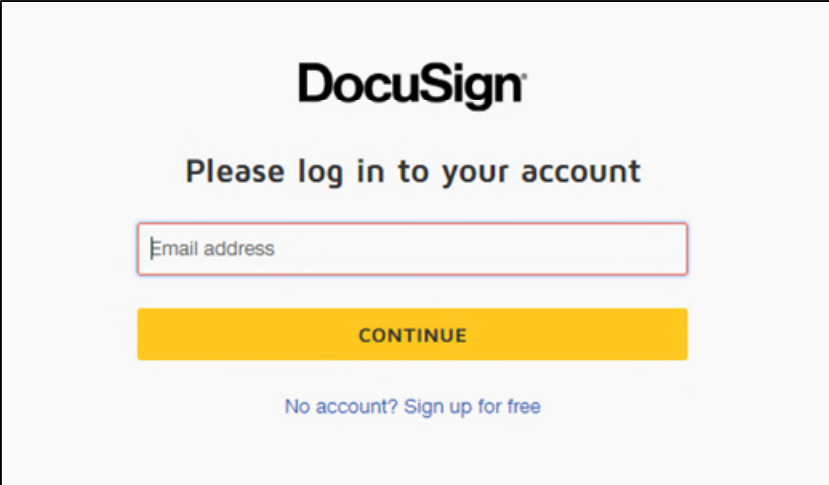
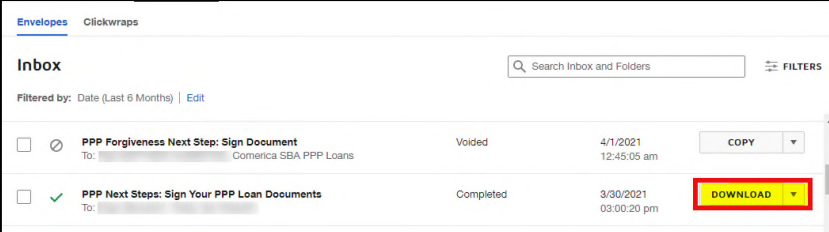
Step	Action
4	<p>To download your documents, click the download icon and then select Combined PDF from the dropdown menu.</p> 
5	<p>If you select to download your documents, once the PDF has been generated you will see another pop-up appear in the lower left corner of your screen. Click Open File.</p> 
6	<p>Save your PDF loan documents by clicking the save icon in the upper right corner of your screen.</p> 

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How to Access PPP Documents from DocuSign, Continued

Accessing Documents with DocuSign Account

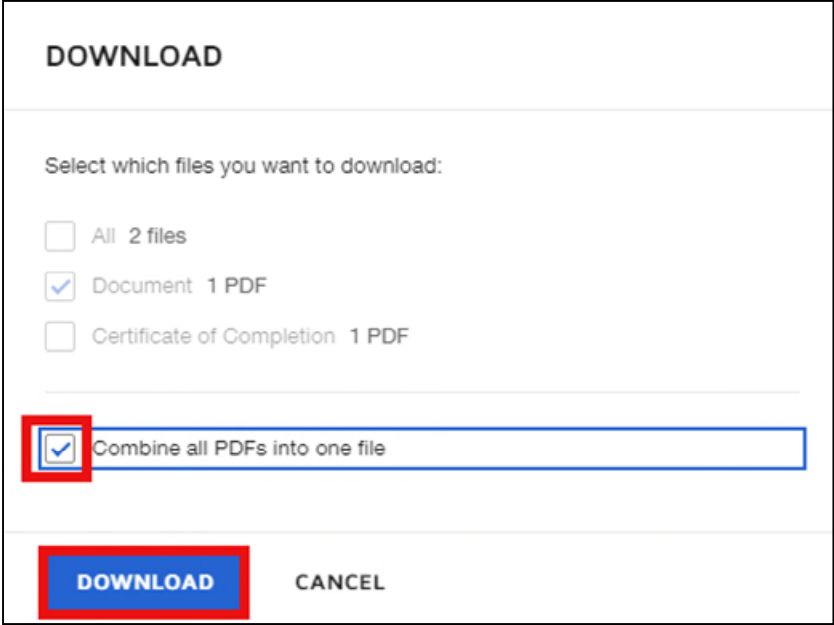
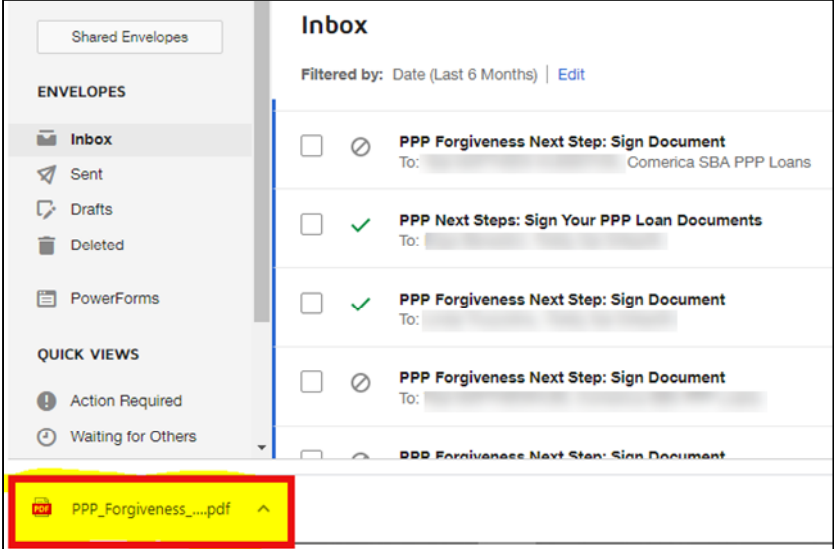
If you have previously created a DocuSign account, use the directions in the table below to access your loan documents.

Step	Action															
1	Click here to go to the DocuSign login page.															
2	Login using your email that you used to set up your DocuSign account. <div data-bbox="573 583 1398 1066" style="border: 1px solid black; padding: 10px; text-align: center;">  <p>The screenshot shows the DocuSign login interface. At the top is the DocuSign logo. Below it is the text 'Please log in to your account'. There is a text input field labeled 'Email address'. Below the input field is a large yellow button labeled 'CONTINUE'. At the bottom, there is a link that says 'No account? Sign up for free'.</p> </div>															
3	Locate your completed PPP loan documents and click Download . <div data-bbox="573 1192 1398 1423" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows an email inbox. The top of the inbox has a search bar and a 'FILTERS' button. Below that, it says 'Filtered by: Date (Last 6 Months) Edit'. There are two email entries:</p> <table border="1" data-bbox="573 1318 1398 1423"> <thead> <tr> <th>Checkmark</th> <th>Subject</th> <th>Status</th> <th>Date/Time</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>PPP Forgiveness Next Step: Sign Document</td> <td>Voided</td> <td>4/1/2021 12:45:05 am</td> <td>COPY</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>PPP Next Steps: Sign Your PPP Loan Documents</td> <td>Completed</td> <td>3/30/2021 03:00:20 pm</td> <td>DOWNLOAD</td> </tr> </tbody> </table> </div>	Checkmark	Subject	Status	Date/Time	Action	<input type="checkbox"/>	PPP Forgiveness Next Step: Sign Document	Voided	4/1/2021 12:45:05 am	COPY	<input checked="" type="checkbox"/>	PPP Next Steps: Sign Your PPP Loan Documents	Completed	3/30/2021 03:00:20 pm	DOWNLOAD
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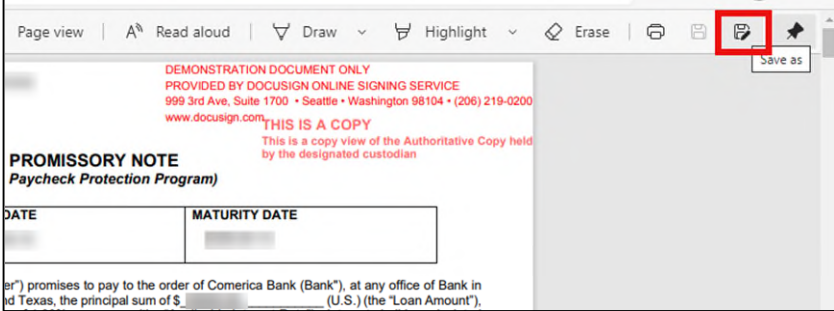
Accessing Documents with DocuSign Account, continued

Step	Action
4	<p>A pop-up window will open. Click the box next to Combine all PDFs into one file and then click Download.</p> 
5	<p>The downloaded file will appear in the bottom left corner of the screen. Click on it to open the file.</p> 

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How to Access PPP Documents from DocuSign, Continued

Accessing Documents with DocuSign Account, continued

Step	Action
6	<p>You can save or print your loan documents from this screen.</p> <p>– To save your document, click the save icon.</p>  <p>– To print your documents, click the printer icon.</p> 