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Paycheck Protection Program (PPP) Forgiveness Quick Start Guide (PPP 1.0 Loans)

1. Set up your online access

Sign into your [portal dashboard](#).

using your PPP 1.0 loan Authorized Representative email address. If you applied for a 2nd draw 2021 PPP loan using a different email address you must use the Authorized Representative email that was used for your PPP 1.0 loan application when applying for PPP 1.0 Loan forgiveness.

If you forgot your password, click on the “forgot password” link on the log-in page. If you need assistance, please call us at 800.979.0850, Monday through Friday from 8 a.m. to 9 p.m. ET or Saturday from 8 a.m. to 5 p.m. ET.

2. Create and submit your application

Download the appropriate application from the Comerica PPP link below and use it as a guide to organize your information in advance. [Paycheck Protection Program | Comerica](#)

For more information and updates, visit [SBA.gov](#) or [U.S. Department of Treasury website](#)

Once you’ve logged in to the Comerica PPP Portal Dashboard:

- **CLICK ON “START NEW APPLICATION” on the left side of the dashboard portal. Then select the proper forgiveness application (First Draw or Second Draw).**
- Review the accuracy of your application--use the navigation in the left column to revisit sections and correct inputs as needed
- Submit your application to generate the list of required documents you will need to upload

3. Upload all your required documents (PPP 1.0 loans up to \$150,000 do not require any documents)

- Visit your online application dashboard to see the list of required documents that you need to upload to support your forgiveness request; this [Required Documentation guide](#) can help you prepare. **Please fill all open required placeholders. Optional placeholders can be used if needed.**

4. Comerica reviews your application

- We will review your application and email you if additional information is needed or to notify you to check the Message Center in your online application dashboard

5. Digitally sign your forgiveness application package

- Once our review is complete, you will digitally sign your application package for your requested forgiveness amount so that it can be submitted to the SBA; the SBA will then review your application to ensure that legal requirements have been satisfied
- Although Comerica is receiving your forgiveness application, final determination of forgiveness rests with the SBA.