



April 6, 2020

Dear Signature Bank Clients,

Thank you for your interest in the Paycheck Protection Program (“PPP”) offered by the Small Business Administration (“SBA”) and funded through the recent passage of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”).

For existing client relationships, Signature Bank will begin accepting applications for participation in the PPP at or about 9:00 a.m. on Monday, April 6, 2020, through a dedicated online client portal accessible via

<https://sbny-signatureny-ncino.force.com/customerportal>

If you are not an existing Signature Bank client we will not process your application and advise you to contact your primary banking partner to apply.

Detailed instructions for using the online application process can be found immediately following the body of this communication. Click [additional guidance](#) for more information from the U.S. Department of Treasury on all aspects of the PPP.

Due to the high volume of requests for PPP, *we can only make the Program available to existing Signature Bank Clients.* To expedite client applications, we have partnered with PwC and nCino technology to develop our proprietary Signature Bank online client portal. After you have self-registered in the portal you will easily be able to submit your application along with supporting documentation in a digital format and sign the application with an eSignature. This is the best and fastest method for applying for the PPP. Once again, Signature Bank’s PPP portal will go live at or about 9:00 a.m. Monday, April 6, 2020.

If you experience difficulty or for any reason cannot access our portal, please email nCino_Support@SignatureNY.com. For non-technical questions, please email: SBNYPayCheckProtectionPlan@SignatureNY.com. We will try to reply as promptly as we can during normal business hours.

Please note that the timing of processing PPP loan applications and obtaining SBA approval remains difficult to predict, particularly given the anticipated high volume of applications. As a result, we cannot yet advise when approved PPP loans will be funded. As soon as we confirm with the SBA the approval of your application, we will notify you at the address indicated on your application.

Sincerely,

Signature Bank

Instruction for Applying Online for a Paycheck Protection Program Loan from Signature Bank

1. Visit <https://sbny-signatureny-ncino.force.com/customerportal>.
2. Upon arriving at the PPP Application portal, you will be directed to click a link that will enable you to create your account.
3. You will be asked for your name, email address and mobile phone #. Be sure to enter all of them.
4. You will be asked to create a password.
5. You will receive an email and be given a unique PIN.
6. Return to the PPP portal screen and enter your PIN to complete your authentication.
7. Once your account is created, if you leave the portal at any time you may return by logging in with your email and password.
8. Upon successful registration, you can upload all necessary supporting documentation as requested at any time.
9. A link will be provided to the PPP application itself.
10. Complete the application, eSign and click SUBMIT.
11. You will then receive an email notification that your application has been received.
12. Users with more than one application can begin an additional application from the Dashboard screen which can be accessed from the workflow at the top of the page.

If you encounter any technical difficulties, contact:

nCino_Support@SignatureNY.com

Please Note: By submitting a loan application to Signature Bank for the Paycheck Protection Program ("PPP") it does not guarantee approval or funding. In addition to approval of the loan, the timing of funding remains subject to additional guidance and information not yet provided to Signature Bank by the U.S. Treasury or Small Business Administration ("SBA") and availability of such funds under the PPP. By accepting this application Signature is making a good faith effort based on information currently available, which is subject to change based on further instructions and guidance from the US Treasury and SBA.