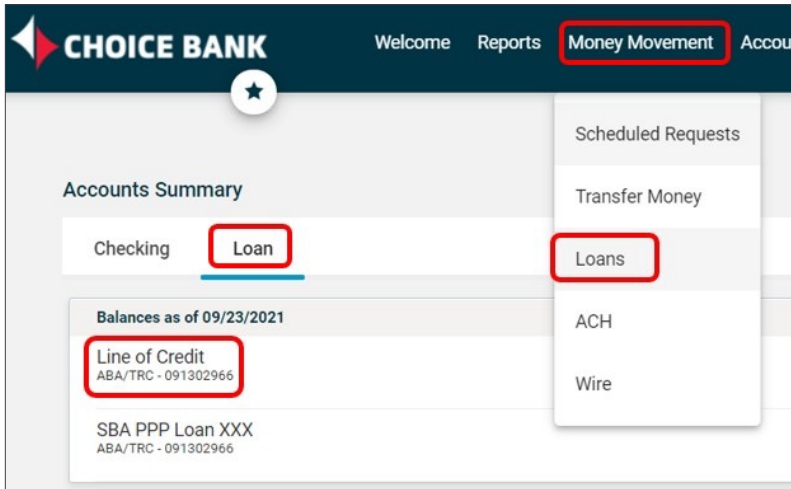


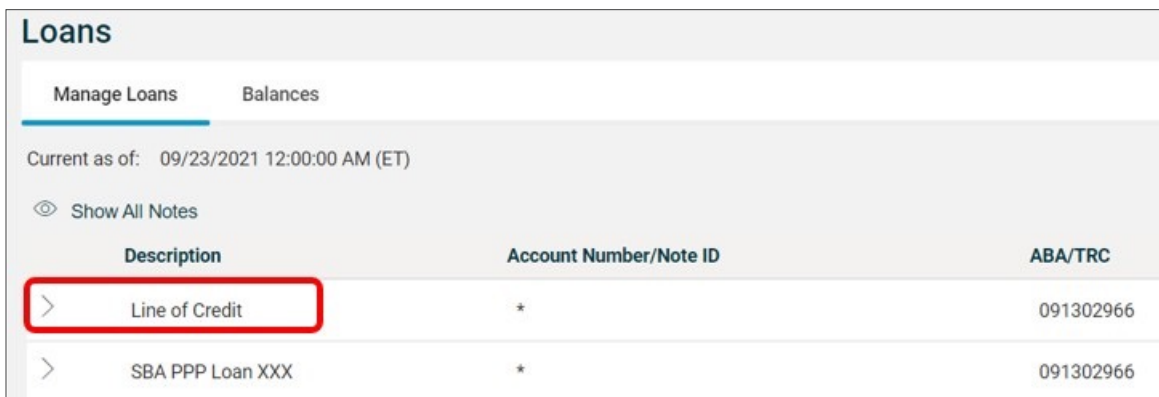
# How to Make a Loan Advance



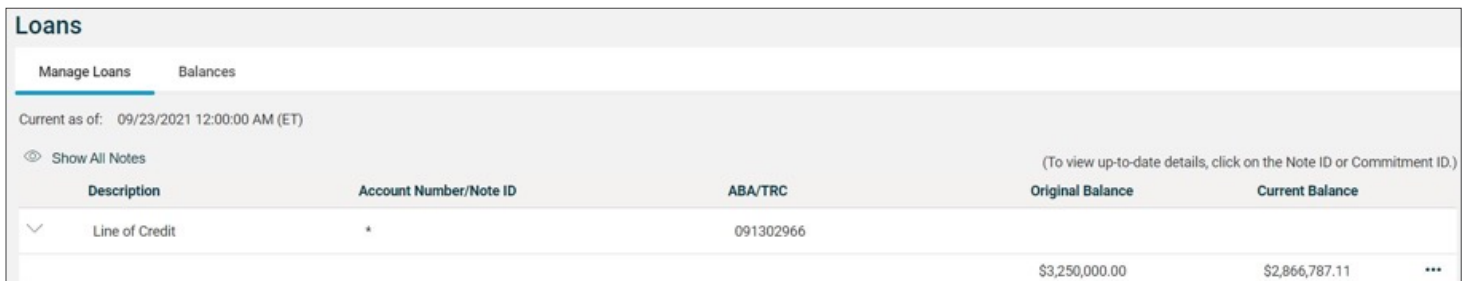
1. Log in to Business Online Banking and select **Money Movement > Loans** or select a specific line of credit from your Welcome Screen - Loan List.



2. Once on the Loans page, select which line of credit you would like to work with by clicking on the arrow button to the left of the loan name.



3. The arrow button will bring down further loan details, like the full loan number, original loan balance and current balance.



4. To the right of the loan information will be three dots. Click on the three dots and a menu will open. Select the top **Menu > Request Advance**.

Current as of: 09/23/2021 12:00:00 AM (ET)

Show All Notes (To view up-to-date details, click on the Note ID or Commitment ID.)

| Description      | Account Number/Note ID | ABA/TRC   | Original Balance | Current Balance    |
|------------------|------------------------|-----------|------------------|--------------------|
| Line of Credit   | *                      | 091302966 | \$3,250,000.00   | \$2,866,787.11 *** |
| SBA PPP Loan XXX | *                      | 091302966 |                  |                    |

Items per page: 5 1

Make Payment  
**Request Advance**

5. Once on the Make Loan Advance page you will see how much is Available For Advance. In addition, you will be able to input an Advance Amount and choose the account you'd like to Advance To. Once you've input the dollar amount for the advance and have chosen which account the advance should be made to, click **Continue**.

### Make Loan Advance

#### Loan Information

Loan Account: 091302966 - \* Line of Credit  
Commitment ID: N/A  
Note ID:

#### Advance Information

Available For Advance: **\$383,212.89**  
(Balance as of 09/22/2021 12:00:00 AM (ET). Is not a guarantee of available funds.)

Advance Amount: **\$1.00 USD**

Advance To: **Operating - \***

**Continue** Cancel

6. After clicking **Continue**, the next page will have you confirm all the information you entered. If everything is correct, you can click **Take Advance Now** and your advance will be processed. If there are errors, click **Cancel**. The cancel button will take you back to loans page where you can begin the advance process over again.

### Verify Advance

**Almost done. Please confirm the details below.**

#### Loan Information

Loan Account: 091302966 - \* Line of Credit  
Commitment ID: N/A  
Note ID:

#### Advance Information

Advance Amount: \$1.00  
Advance To: Operating - \*

To submit this request without transmitting, click [submit for approval](#).

**Take advance now** Cancel

