



U.S. Small Business
Administration

Applying for SBA Disaster Loans (EIDL)

Richmond, VA District Office

Richmond, VA District Office – 804.771.2400

www.sba.gov/va

@SBA_Virginia

Applying for SBA Disaster Loans (EIDL)

Richmond, VA District Office

The following slides are designed to assist Virginia Small Businesses in applying for the Economic Injury Disaster Loans offered through SBA.

PLEASE NOTE: *This is to assist you in getting to the website, registering and starting the process.* We **STRONGLY** suggest that once you are registered, you download and/or print out the application, familiarize yourself with what is needed, do it manually and then submit online.

WE WANT YOU TO HAVE A COMPLETE APPLICATION UP FRONT.

If the application is incomplete it will be set aside. You will be notified of what is missing and it will stay there until they receive the new information; then **YOU GO TO THE BACK OF THE QUEUE!**

So take your time and make sure it is complete. We will be here to assist where we can, but given the district's limited staffing, we can't run through an entire application with every Virginia business. We are working with the state and our partners to provide more in-depth help.

Do not 2nd guess the process, ignore the "credit elsewhere" statement.

Everyone Should Apply!!

<https://disasterloan.sba.gov/ela>

Filing Requirements

Electronic Loan Application (Form 5)

Electronic Loan Application (Form 5C) Sole Proprietorship Only

Tax Authorization (Form 4506-T) 20% Owners

Most recent Business Tax Return (Your most recent is ok, but you'll need a 2019 Financial Statement).

Personal Financial Statement (Form 413) 20% Owners

Schedule of Liabilities (Form 2202)

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Click below or copy and put in Browser:

<https://disasterloan.sba.gov/ela/>

Then follow the instructions on the slides.

<https://disasterloan.sba.gov/ela>

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Disaster Loan Application Portal (DLAP)

DOUBLE-CLICK ON THE LINK TO ACCESS THE SITE

<https://disasterloan.sba.gov/ela/>

The image shows a screenshot of the SBA Disaster Loan Assistance website. At the top left is the SBA logo and "U.S. Small Business Administration". On the right, there are navigation links: "Loan Information", "Search Disaster Loans", and "Apply Online", with the "Apply Online" link highlighted by a red box. Below the navigation is the heading "Disaster Loan Assistance" and the subtext "Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters". Below the website screenshot are three overlapping circles: a red circle on the left with a location pin icon labeled "Eligible Disaster Areas", a blue circle in the center with a computer monitor icon labeled "Apply Online", and a green circle on the right with a loading spinner icon labeled "Check Application Status". A blue callout box with the text "DOUBLE-CLICK APPLY ONLINE" has an arrow pointing to the "Apply Online" link in the website screenshot.

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Register

From this page you can:

1) Begin a new application by clicking on Register

2) Return to complete a started application by inputting a user name and password

The screenshot shows the SBA Disaster Loan Assistance website. At the top, there is a navigation bar with links for Loan Information, Search Declarations, and Apply Online. The main heading is "Disaster Loan Assistance" with a subtitle "Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters". Below this, there are three buttons: "Login", "Register", and "Password Reset". The "Register" button is highlighted with a red box. Below the buttons, there is a "Disaster Loan Assistance - Login" section with fields for "User Name" and "Password". To the right of the login section, there is a "Notice - Terms of Use" box containing legal disclaimers and a "PLEASE NOTE" section.

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<https://disasterloan.sba.gov/ela>

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Complete Registration Information

The screenshot shows the 'Disaster Loan Assistance' registration form. The title is 'Disaster Loan Assistance' with a subtitle 'Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters'. Below the title, there is a 'About Registration' section with instructions. The form contains several sections with input fields: 'Business Information' (including EIN, DUNS, and NAICS), 'Business Location' (including address, city, state, and zip), 'Business Description' (including SIC code and NAICS code), and 'Security Questions' (including questions about the business and the user). There are also checkboxes for 'I am a sole proprietor' and 'I am a partner in a partnership'. At the bottom, there is a 'Next' button.

On page 1 of the registration, pay close attention to the sections with an * these sections must be completed. It is important that a good email address and cell

On page 2 of the registration you will create your unique user-name and password. When creating your security questions, make sure to use information you won't likely forget. If your password ever requires a reset, you would need this information

To advance to the next page, go next



<https://disasterloan.sba.gov/ela>

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Apply Online

The screenshot displays the SBA Disaster Loan Assistance website interface. At the top, it says "Disaster Loan Assistance" and "Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters". Below this, a navigation bar includes "Home", "About Us", "Programs", "Eligibility", "Apply Online", and "Message Center". The main content area features two circular icons: a red one labeled "Eligible Disaster Areas" and a blue one labeled "Apply Online". A blue callout box with an arrow points to the "Apply Online" icon, containing the text "Double Click on 'Apply Online'". Below the icons, there are three steps: "1. Step 1: Loan Process", "2. Step 2: Loan Process", and "3. Step 3: Disaster Assistance". The "2. Step 2: Loan Process" section is highlighted, showing a "Loan Type Selection" area with two options: "Businesses and Non-Profits" and "Homeowners and Renters". A blue callout box with an arrow points to the "Businesses and Non-Profits" option, containing the text "Double Click on Business and Non Profit".



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Business Type

The screenshot shows the SBA Disaster Loan Assistance application form. The page title is "Disaster Loan Assistance" with the subtitle "Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters". The current step is "Disaster Loan Application". The section is titled "Business Losses".

***Please select the type of organization that best describes your business.**

- Sole-Proprietor (including individuals with income properties)
- Corporation
- Partnership
- Private Non-Profit Organization (e.g. religious, charitable, community organizations)
- Limited Partnership
- Trust
- Limited Liability Entity (LLC, LLP, etc.)

***Are you applying for: (check all that apply)**

- Real Property (including Leasehold Improvements)
- Business Contents (Machinery & Equipment, Furniture & Fixtures, and Other Business Assets, i.e. Inventory)
- Economic Injury (EIDL)
- Military Reservist Economic Injury (MREIDL)

If you log out or close your browser now you will need to restart your application.

Buttons: Previous, Next

Footer: SBA.gov | 3-Step Loan Process | FEMA Disaster Assistance

Loan type is
EIDL



Request for Transcript of Tax Return - Download / Upload

If you chose to deliver a copy this alert will appear. And you will no longer be able to upload information. The document will have to be submitted offline.

ALERT - Documents Required

This is a required document. The signed copy of this document must be manually delivered to the SBA by one of the methods specified for your region as outlined on the document delivery options link on this page.

Be sure to include your full name and application number on all correspondence submitted to the SBA.

NOTE: You may still submit your application online, however, the approval process **WILL NOT BEGIN** until this document has been provided to the SBA.

Disaster Loan Application #2000003700 Progress

Request for Transcript of Tax Return - Download / Upload

- **Download the completed Request for Transcript Of Tax Return for JOHN WESLEY JONES Jr.**
The data collection for **your** Request for Transcript of Tax Return (IRS Form 4506-T) is complete. Click the download button below to save **your** document.
- **Sign and date the document.**
Once downloaded and printed, be sure to **sign** and **date** the document.
- **Include the signed document with your application.**
Scan and attach your signed **Request for Transcript of Tax Return (IRS Form 4506-T)**.

Attached file must be an unprotected file in PDF format less than 38MB.

OR

If you are unable to attach a signed copy of the printed document, you may skip this step and submit it offline by other methods outlined in the [document delivery options](#) page.

The signed paper document must be received by the SBA before processing of your application can begin.

I agree to deliver a copy of the completed document to the SBA.

Application Successfully Submitted

SBA U.S. Small Business Administration

FAQs Help Contact Us My Account Logout

Loan Information Search Declarations Apply Online **Message Center** 1

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Disaster Loan Application #2000003701 Progress

Application Submission Confirmation

Application number 2000003701 has been submitted.

Please download and retain [your submitted document\(s\)](#) for your records.

Click [here](#) to return to your home page.

If you are finished, you can [log out of the application](#). Logging out of the application will clear your activity from your browser's memory. This is especially important if you use a shared or public computer.

Once the application is successfully submitted you will get this page. In the right hand corner a message indicator will appear. The message confirms submittal of the application

SBA U.S. Small Business Administration

FAQs Help Contact Us My Account Logout

Loan Information Search Declarations Apply Online **Message Center** 1

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Message Center

Click on any message to view the contents. Clicking the Delete link will delete the message immediately.

Subject	Received	
SBA Application No. 2000003701 - Submit Confirmation	3/15/2020 11:09:29 AM	Delete

[Home Page](#)

Other Tips

- Save Save Save!
- If you upload multiple forms at once, separate with a blank page
- Complete paper documents and upload in an off-peak hour (7pm-7am)
- Save your application number, password and username.
- Message Center
- Fax Number: 202-481-1505

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- At this point you will just follow along and fill out the necessary forms, etc.
- If you are having trouble with first getting in, i.e. it is not recognizing the county and/or state :
 - Make sure you entered your type of business AND clicked on EIDL only under the “Are you applying for:” section..
 - Otherwise, please wait a while and try again. Disaster is moving as fast as it can, but each state and individual county needs to be entered. Like everything else with Covid-19, this level of activity was never anticipated.
- For Help, you can reach out to SBA’s Disaster Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov or the Richmond, VA District Office at (804) 771-2400

Follow us on Twitter @SBA_Virginia for real-time updates and program notices. Additional information will be posted on the SBA Richmond, VA District Office webpage at www.sba.gov/va.

Together, we will do all we can to get through this. Good Luck and be safe!

Sincerely,

Carl Knoblock, District Director, and the Staff of the Richmond, VA District Office

<https://disasterloan.sba.gov/ela>



Coronavirus Information Resources

For detailed information on SBA programs about the coronavirus, please visit: www.sba.gov/coronavirus

For information on all federal programs, visit www.usa.gov/coronavirus

or

www.gobierno.usa.gov/coronavirus (en Español).