



U.S. Small Business  
Administration



U.S. Small Business  
Administration

# Closing Document Repository

Background and Training

# Background

Who, What, and Why

# Why are we making a Closing Process document repository?

## **The Problem:**

Closing documents are not centralized in SBA systems, which limits collaboration and increases the risk of unnecessary information requests of CDCs.

## **The Technical Solution:**

SBA is developing a **document repository** for closing documents within **ETRAN Servicing**.

## **What It Means for CDCs:**

CDCs and CDC attorneys will use the repository rather than SendThisFile when transferring closing documents to SBA District Attorneys, which will streamline the closing process by centralizing the process in ETRAN.

# CDC / CDC Attorney Process

Step	Action
1	Compile Closing documents <b>as they have in the past, except:</b>
2	CDCs and their closing attorneys will soon have the option to upload all closing documents to a <b>Closing document repository in ETRAN</b> , rather than using <b>SendThisFile</b> .
3	After uploading the required number of documents, <b>notify their SBA District Counsel office</b> of uploaded documents in the repository.
4	<b>Upload revised versions of files</b> as necessary and re-notify District Counsel office.

# CDC Attorney Account Set-Up

How to allow law firms to upload closing documents for  
loans on behalf of your CDC

# Granting Repository Access to Your CDC Attorney(s)

Step	Actor	Action
1	Closing Attorney	Creates a <b>CLS account</b> using their <b>law firm's Location ID</b> and the <b>“Third Party Attorney” user type</b> .
2	CDC User	Request access to the <b>CDC Online Update role</b> . <i>(if you have not already requested it for the Corp Gov repository)</i>
3	CDC User	Enter the <b>“Choose Law Firm” module</b> in <b>CDC Online</b> .
4	CDC User	<b>Search for your closing law firm(s)</b> and grant them approval to request closing repository access.
5	CDC User	<b>Inform your closing attorney(s)</b> that they can request access to your CDC's closing document repository through <b>CAFS</b> .
6	Closing Attorney	Request access to <b>CDC Location ID(s)</b> in <b>CAFS</b> permissions page for two roles under E-Lend Servicing: <b>“View SBA Loans”</b> and <b>“Upload Closing Documents Only.”</b>



## Closing Law Firm doesn't have a Location ID?

Contact Sheri McConville ([sheri.mcconville@sba.gov](mailto:sheri.mcconville@sba.gov)), who will create a new Location ID for the law firm. All lawyers and other firm staff can then use the same Location ID when requesting system accounts.

# CLOSING ATTORNEY TASK: Create a CLS Account

To create a CLS account, go to the CAFS home page and press the “Not Enrolled?” link in the top left corner of the the login box.



The screenshot shows the 'SBA Account Login' interface. At the top, there is a blue header with the text 'SBA Account Login'. Below the header, there are three links: 'Not Enrolled?', 'Forgot Password?', and 'Forgot Username?'. A red arrow points to the 'Not Enrolled?' link. Below the links are two input fields: 'User ID' and 'Password'.



# CLOSING ATTORNEY TASK: Create a CLS Account

When creating a CLS account, CDC Closing Attorneys should use the “CDC Closing Counsel” user type.

**Login Information**

\* User ID  [SBA User ID Rules](#)

**Identity Information**

\* User Type  ▼

\* Name:

(Middle) (\* Last) (Suffix)

**Contact Information**

\* Zip+4

\* Street Address Line 1

Street Address Line 2

\* City/State

\* Phone Number

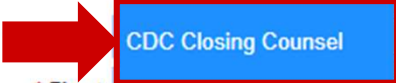
(\* Phone Number) (Extension)

Mobile Phone Number

(Country) (Area Code) (Mobile Phone Number)

**User Type Selection List:**

- Borrower
- CDC Closing Counsel**
- Partner
- SBA Agent
- SBA Contractor
- SBA Employee



# CLOSING ATTORNEY TASK: Create a CLS Account

To find your law firm's location ID, press **“lookup,”** and on the lookup page select **“Certified Development Company Attorney”** from the “Partner Type” dropdown.

**SBA Capital Access Partner Lookup**

Savings and Loan Institution

Bonding Agency

Broker Dealer

**Search for a Unique Partner Location**

SBA Location ID

**Search for Multiple Locations of a Unique Partner Location**

**Certified Development Company Attorney**

**Paged Search for Multiple Partners/Location**

Community Development Financial Institutions

Economic Development Organizations

Partner Name: Edge Act Bank

Partner Type: (any)

Location City: Starts With [ ] (scope)

Location State: [ ]

Location Postal/Zip Code: Starts With [ ] (scope)

Max rows per page: 50

Lookup by Name, Type, City, State and/or Zip

You can then press the lookup button, and you will be directed to a list of CDC Law Firms.

Find your law firm, and click on the Location ID to copy it to your account set-up page.

Partner	Location	Name
	<a href="#">526232</a>	Advocates Law Group, PLLC
292891	<a href="#">526233</a>	Andersen, Tate & Carr, P.C.
292892	<a href="#">526234</a>	Areawide Development Corporation
292893	<a href="#">526235</a>	Baden & Jones Co
292894	<a href="#">526236</a>	Baker, Braverman & Barbadoro P.C.
292895	<a href="#">526237</a>	Barnes & Thornburg LLP
292896	<a href="#">526238</a>	Bellanca LaBarge, P.C.

# CLOSING ATTORNEY TASK: Create a CLS Account

All users must choose an authorizing official. If you are the first user to set up a CLS account for your law firm, please mark yourself as the authorizing official.

**Third Party Attorney Information**

\* Headquarters Location ID  [Lookup](#)

Job Class  Authorizing Official

**Third Party Attorney's Authorizing Official (Lookup)**

Also known as Third Party Attorney's Representative

Note: In the following, "Partial" means "starts with":

Supervisor's E-Mail

Supervisor's First Name

Supervisor's Last Name

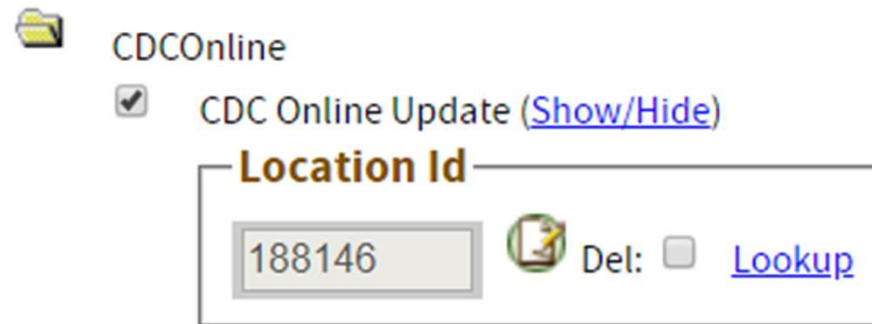
Supervisor's Appear Here After Lookup ▼

\* Third Party Attorney's Authorizing Official

(ID) (First) (Middle) (Last) (Email)

# CDC TASK: Approve Law Firms in CDC Online

The CDC User approving law firms will need the “CDC Online Update” role for CDC Online before proceeding.



After getting that role access, the CDC user can then enter CDC Online and click the “Choose Law Firm” module button in the top left corner.



# CDC TASK: Approve Law Firms in CDC Online

This CDC Online page shows which law firm(s) your CDC actively works with. Upon first logging in, the “Current Law Firms” table will be blank.

The screenshot displays the CDC Online interface. At the top, there is a blue navigation bar with the SBA logo, 'CDCOnline', and buttons for 'Corporate Governance' and 'Choose Law Firm'. A user profile icon and other utility icons are on the right. Below the navigation bar, a sidebar on the left contains 'Expand | Collapse', 'CDC Home', 'Reports', and '1098 / 1099 / Annual State'. The main content area is titled 'Welcome Central Office' and features a 'Choose Closing Law Firm' section with input fields for 'Law Firm Lookup', 'Location ID', 'Agreement Start Date', and 'Agreement End Date', along with an 'Add Law Firm' button. Below this is the 'Current Law Firms' section, which includes a search bar and a table with 2 entries. The table columns are Location ID, Partner ID, Law Firm Address, City, State, Agreement Start Date, Agreement End Date, and Action. The entries are for 'Sherry's Test Law Firm' and 'CATWEB CDC Atty 2'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Location ID	Partner ID	Law Firm Address	City	State	Agreement Start Date	Agreement End Date	Action
510444	280150	Sherry's Test Law Firm 123 st.	mclean	VT	08/22/2019	08/31/2019	
510451	280175	CATWEB CDC Atty 2 234 Highway 5	Sixtown	CA	08/15/2019		

# CDC TASK: Approve Law Firms in CDC Online

You can use the “Law Firm Lookup” link to add a new law firm if you do not know their law firm location ID.

**Choose Closing Law Firm**

[Law Firm Lookup](#) Location ID:  Agreement Start Date:  Agreement End Date:



The “Law Firm Lookup” will populate the Location ID field, at which point you should enter the Agreement Start Date (usually for the next business day).

**Choose Closing Law Firm**

[Law Firm Lookup](#) Location ID:  Agreement Start Date:  Agreement End Date:



Finally, press “Add Law Firm” to complete the process.

**Choose Closing Law Firm**

[Law Firm Lookup](#) Location ID:  Agreement Start Date:  Agreement End Date:



You should see the newly-added firm in your list of “Current Law Firms.”

# CDC TASK: Approve Law Firms in CDC Online

You can also remove access for a law firm by pressing the trash icon next to their law firm's name.



## Choose Closing Law Firm

Law Firm Lookup Location ID:  Agreement Start Date:  Agreement End Date:

## Current Law Firms

Show 10 entries

Search:

Location ID	Partner ID	Law Firm Address	City	State	Agreement Start Date	Agreement End Date	Action
510444	280150	Sherry's Test Law Firm 123 st.	mclean	VT	08/22/2019	08/31/2019	
510451	280175	CATWEB CDC Atty 2 234 Highway 5	Sixtown	CA	08/15/2019		

Showing 1 to 2 of 2 entries

Previous  Next



# CDC TASK: Approve Law Firms in CDC Online

## Notes for CDC Users on the Choose Law Firm Module:

### 1. Adding a Law Firm Enables All Individuals Associated with that Firm to Request Access to Your CDC's Repository.

If a law firm has multiple employees who will be uploading your closing files, this approval will allow all/any of them to enter the CAFS Request Access page and submit an approval request for your CDC's ETRAN Servicing Repository.

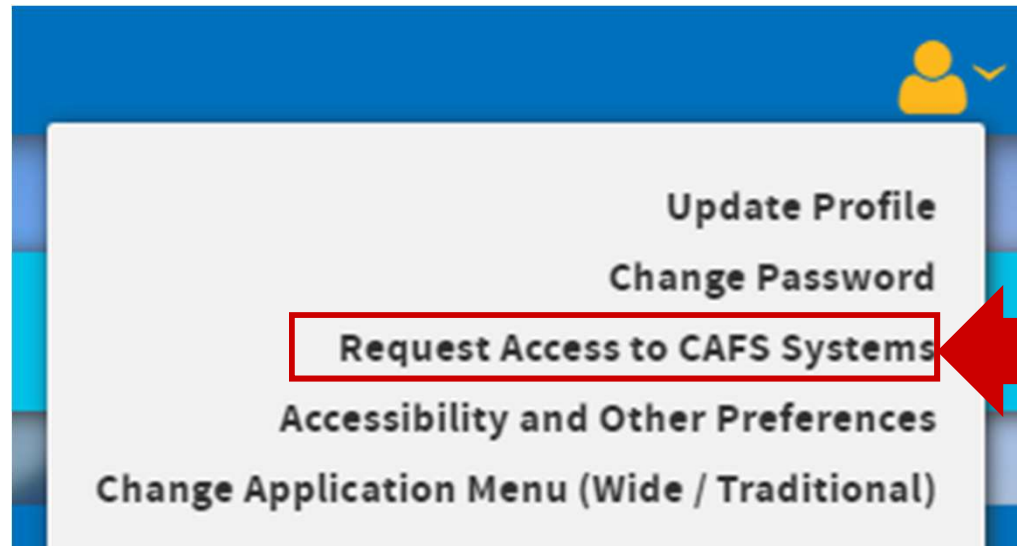
### 2. Removing a Law Firm From Your CDC's Approved List Will Automatically Remove All Law Firm Employees' Access.

Because this approval is at an organizational level, removing a law firm from your approved list will disallow any employee of that law firm from using the Closing Repository.



# CLOSING ATTORNEY TASK: Request Repository Access

Log into CAFS using your new CLS Account, and go to the “Request Access to CAFS Systems” page.









# CLOSING ATTORNEY TASK: Request Repository Access

Using a CDC's Location ID, request access to the following roles under "Electronic Lending – Servicing (ETRAN):"

 Electronic Lending - Servicing (ETRAN)






- Central Servicing Agent Update ([Show/Hide](#))
- Update your SBA Loans ([Show/Hide](#))
- Upload Closing Documents Only ([Show/Hide](#))

**Location Id**

<input type="text" value="188146"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>
<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>

- View Lender Receivables Report ([Show/Hide](#))
- View your SBA Loans ([Show/Hide](#))

**Location Id**

<input type="text" value="188146"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>
<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>	<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a>

# CLOSING ATTORNEY TASK: Request Repository Access

## Notes for CDC Attorneys Requesting Repository Access:

- 1. Use a CDC's Location ID, not your law firm's Location ID, when requesting access to CAFS systems.**

When requesting access on the user permissions page in CAFS, you are requesting access to a CDC's repository. Law firms do not have loans, so they are not uploading documents to a repository associated with their law firm.

- 2. Ensure your law firm is approved by the CDC in CDC Online before requesting access.**

Any CDC(s) you work with must add your law firm location ID to their CDC's approved list in CDC Online's Law Firm module. If this is not complete before your firm attempts to request access, you as an attorney user **will receive an error.**

# Step-By-Step User Guide

A full process review for ending closing information and files  
to SBA and District Counsel

# Step By Step User Guide

## Step 1: Log into CAFS

**SBA** U.S. Small Business Administration  
 CATWEB

**CAPITAL ACCESS FINANCIAL SYSTEM**

Welcome CDCpartner1

Loans ▾

**Capital Access Dashboard**

Welcome: CDCpartner1 CDCpartner1

Tuesday, August 20, 2019

Partner

**Account at a Glance**

HQ Location: 188146 - Los Angeles County Small Business Development Corporation

Email: cdcpartner1@gmail.com


Lender AO: CDC\_partner CDC\_partner


Lender AO Email: cdc\_partner@gmail.com

Last Logged in: August 20, 2019, 08:51 AM

**Program Information**

Nov 1, 2015  
 SBG Surety conference  
 Surety Policies. 9:15AM (SBA HQ- Eisenhower room A)





**SBA Today**

Portfolio Size & Dollars (in Billions)	\$
572,463 instruments for	180

Financial Instruments Funded FY 2019	#
PSB Bid Bonds	1
PSB Final Bonds	1
Guaranteed Bid Bonds	0
Guaranteed Final Bonds	0
7(a) Loans	18
504 Debentures	3
Disaster Loans	4
Loans to Microborrowers	7
Loans to Microlenders	0
SBIC Commitments	0

Current Interest Rates	Rate
5-Yr Constant Maturity Treasury	6.7%
504 Note Rate for 10 years	2.64746%
504 Note Rate for 20 years	2.96978%
504 Note Rate for 25 years	2.96978%
LIBOR	9.7%

**News**

Cafs Home News 2  
 NNNNNNNN

**Report**  
 Activity by Congressional District Report

Unilateral Action Matrix for 7(a) Loan Servicing-Liquidation V-17

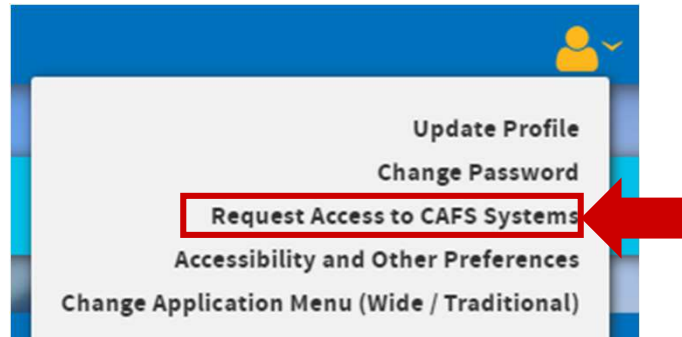
[Regulations.gov](#)   [SBA.gov](#)   [WhiteHouse.gov](#)

U.S. Small Business Administration, 409 3rd St, SW, Washington DC 20416

Session timeout in 25 minutes.

# Step By Step User Guide

## Step 2: Check Your User Permissions



 Electronic Lending - Servicing (ETRAN)

- Central Servicing Agent Update ([Show/Hide](#))
- Update your SBA Loans ([Show/Hide](#))
- Upload Closing Documents Only ([Show/Hide](#))

**Location Id**

<input type="text" value="188146"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>
<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>

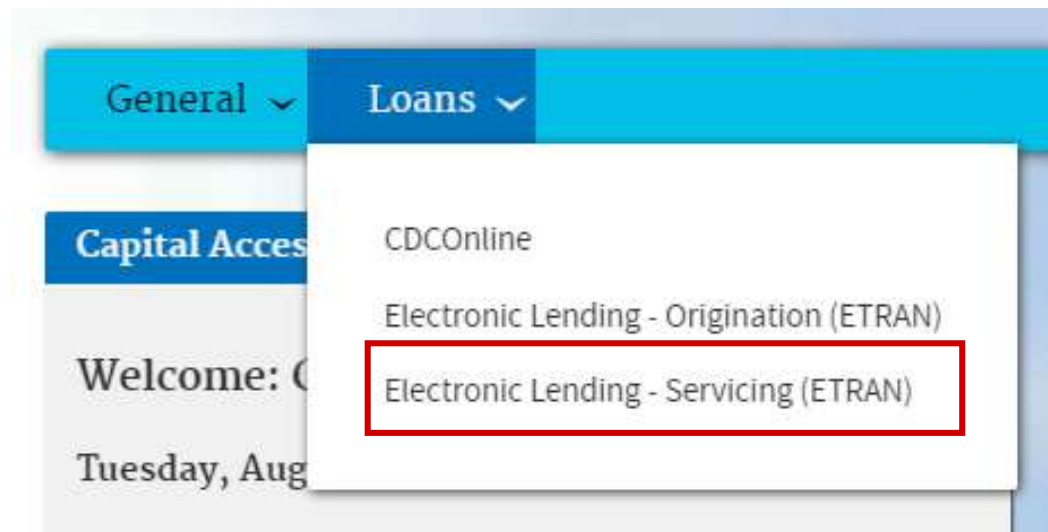
- View Lender Receivables Report ([Show/Hide](#))
- View your SBA Loans ([Show/Hide](#))

**Location Id**

<input type="text" value="188146"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>
<input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>	 Del: <input type="checkbox"/> <a href="#">Lookup</a> <input type="text"/>

# Step By Step User Guide

## Step 3: Enter ETRAN Servicing



# Step By Step User Guide

## Step 4: Search for a Loan



E-Lend News and Updates  
Version 3.9 in Test  
Today's

**CDC Closing Attorney users must enter a specific loan number to search, while CDC users can view lists of loans for their CDC by using filters.**



Reset Clear Submit Display 150 loans/page,  most recent first  oldest first


<b>Specific Loan:</b> SBA Loan Number: <input style="border: 2px solid red;" type="text"/> SBA App Number: <input type="text"/> <b>When:</b> Funding date begins: <input type="text"/> Funding date ends: <input type="text"/>	<b>Financial Instrument Type:</b> 504 Commitment <b>Program Code:</b> Not Selected Yet <b>Processing Method:</b> 3 Percent Preferred Stock Small Busi 4 Percent Preferred Stock Small Busi <b>Special Purpose Code:</b> (7a) (19) Small Certified Loans 3 Percent Preferred Stock - SBIC <b>Status:</b> Active Un-Disbursed Disbursed Current	<b>Address Associated:</b> Type of Address: Loan Mailing Address Partial Street Address (Contains): <input type="text"/> Partial Zip Code: <input type="text"/> Partial City Name: <input type="text"/> State: <input type="text"/> <b>Business Associated:</b> EIN/SSN: <input type="text"/> Partial Name: <input type="text"/> <b>Person Associated:</b> SSN: <input type="text"/> Partial First Name: <input type="text"/> Partial Last Name: <input type="text"/> <b>Partial Name Restrictions:</b> Searches by Partial Name must include at least one other search criterion.
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Last modified: 06/13/2019 12:00:00 AM



# Step By Step User Guide

## Step 4: Search for a Loan


E-Lend Servicing

Reports
Search
Documents
Closing Documents
Whatif
History

---

Amandev, Inc. Fontana CA Amount \$267,000 Status Active Un-Disbursed Loan 75506350-10 App 10778813 Funded 04/24/2015

**504 Basic**

Expand | Collapse

- Amandev, Inc.'s Loan Application
  - Third Party Lenders
    - 1. Spectrum Commercial
      - Loan Info
      - Agent Info
      - Use of Proceeds
      - 504 Monthly Status Data
      - Lender Comments
      - Project Info
    - Borrowers
      - 1. \* Amandev, Inc.
        - Principals
          - 1. Unknwn Amandev, Inc.
    - Guarantors
    - Collateral Register
    - Associates
  - Business Financials
    - 2014
  - Federal Records

504 Information , Guaranty 504 - READONLY

**\* (You may select more than one box)**


Is this a Agriculture, Aquaculture loan?  
 Is this a CAIP loan?  
 Will the loan be used for Construction?  
 Is this a DELTA loan?  
 Does the Primary Borrower currently do any exporting or will the Primary Borrower start exporting pursuant to this loan?  
 Is this a Fishing/Shore loan?  
 No special purposes apply

<b>* Loan Name</b>	<input style="width: 90%;" type="text" value="Amandev, Inc."/>		
Servicing Location ID	<input style="width: 150px;" type="text" value="188146"/>	Servicing Location Name	<input style="width: 150px;" type="text" value="Business Finance Capital"/>
SBA Servicing Office	<input style="width: 100%;" type="text" value="(0933) SACRAMENTO LOAN PROCESSING CENTER"/>		
Underwriting Authority	<input style="width: 150px;" type="text" value="SBA"/>		
<hr/>			
Bank Info	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="Not selected yet"/> ▼ <input style="width: 100px;" type="text"/>
	(Account #)	(Routing #)	(Account Type) (TIN 99-9999999)
<hr/>			
<b>* Loan Collateralized?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No		Sold Secondary Market Indicator <input type="checkbox"/>
Did This Loan Application Involve an "Agent"?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>* Total Debenture Amount</b>	<input style="width: 150px;" type="text" value="\$267,000.00"/>		Original Total Debenture Amount <input style="width: 100px;" type="text" value="\$267,000.00"/>
Amount Received by CSA	<input style="width: 100px;" type="text" value="\$0.00"/>		
Outstanding Balance Amount	<input style="width: 100px;" type="text" value="\$0.00"/>		

[FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)  
[\\* Privacy & Security](#) \* [Information Quality](#) \* [FOIA](#) \* [No Fear Act](#) \* [ADA](#)

# Step By Step User Guide

## Step 5: Go to the "Closing Documents" module



E-Lend Servicing

Reports Search  
Global E-Tran Prepayment Cancel Loan Authorization Documents **Closing Documents** GuarantyFee Whatif History Origination

Ignition Creative, LLC Los Angeles CA Amount \$5,000,000 Status Active Un-Disbursed Loan 51899850-09 App 10490716 Funded 04/27/2012

### 504 Basic

Expand | Collapse

- Ignition Creative, LLC's Loan App
  - Third Party Lenders
    - 1. Bank of the West
    - New Lender
  - Loan Info
  - Agent Info
  - Use of Proceeds
  - 504 Monthly Status Data
  - Lender Comments
  - Project Info
  - Borrowers
    - 1. \* Ignition Creative, LLC
      - Principals
        - 1. Unknwn Ignition
        - New Principal
        - Adjust Principal O
      - New Borrower
  - Guarantors
    - New Guarantor
  - Collateral Register
    - New Collateral
  - Associates
    - New Associate
  - Business Financials
    - 2011
    - New Business Financials
  - Federal Records

### Upload Documents

### Closing Information

[View Checklist](#) [Notify District Counsel](#)

\* CDC Contact Full Name:

\* CDC Contact Phone:  999-999-9999

\* CDC Contact Email:

CDC Contact Fax:  999-999-9999

\* Closing Attorney Full Name:

\* Closing Attorney Phone:  999-999-9999

\* Closing Attorney Email:

Closing Attorney Fax (optional):  999-999-9999

SBA Designated Closing Attorney?:

Date of Authorization for Debenture Guarantee (SBA 504 Loans) expiration:

Date loan file ordered from Sacramento Loan Processing Center (SLPC):

[Save](#)

# Step By Step User Guide

## Step 5: Enter data into “Closing Information” fields


The screenshot displays the SBA E-Lend Servicing interface. The top navigation bar includes the SBA logo, 'E-Lend Servicing', and a menu with 'Reports', 'Search', 'Documents', 'Closing Documents', 'GuarantyFee', 'Whatif', 'History', and 'Origination'. The user's name 'Re' is visible in the top right corner. The main content area shows a loan summary: 'Test Primary Borrower North Hollywood CA Amount \$504,000 Status Active Un-Disbursed Loan 75712250-04 App 10781743 Funded 05/05/2015'. A left-hand navigation tree is expanded to '504 Basic', showing a tree structure for 'Test Primary Borrower's Loan Account' with sub-items like 'Third Party Lenders', 'Loan Info', 'Agent Info', 'Use of Proceeds', '504 Monthly Status Data', 'Lender Comments', 'Project Info', 'Borrowers', 'Guarantors', 'Collateral Register', 'Associates', 'Business Financials', and 'Federal Records'. The 'Closing Information' form is the central focus, containing several fields with pre-filled or entered data:

- Upload Documents** button
- View Checklist** and **Notify District Counsel** buttons
- \* CDC Contact Full Name:** Kevin Xu
- \* CDC Contact Phone:** 999-999-9999
- \* CDC Contact Email:** kxu@guidehouse.com
- CDC Contact Fax:** 999-999-9999
- \* Closing Attorney Full Name:** Carson Pigg
- \* Closing Attorney Phone:** 999-999-9999
- \* Closing Attorney Email:** cmullins@guidehouse.com
- Closing Attorney Fax (optional):** 999-999-9999
- SBA Designated Closing Attorney?:**
- Date of Authorization for Debenture Guarantee (SBA 504 Loans) expiration:** 08/19/2019
- Date loan file ordered from Sacramento Loan Processing Center (SLPC):** 08/19/2019
- Save** button (highlighted with a red arrow)

# Step By Step User Guide

## Step 6: Upload closing documents

**a**

**Upload Documents** 


File Name	File Size	Document type
TEST.docx	17.97 KB	Select Document Type

[select document type to upload...](#)

**b**

**Upload Documents**

File Name	File Size	Document type
TEST.docx	17.97 KB	Select Document Type

 [select document type to upload...](#)

**Closing Information**

[View Checklist](#) [Notify District Counsel](#)

\* CDC Contact Full Name:

\* CDC Contact Phone:


\* CDC Contact Email:

01. CDC Board Resolution (SBA Form 1528) - (1172)
02. Note (CDC/504 Loans) (SBA Form 1505) - (1171)
03. Development Company 504 Debenture (SBA Form 1504) - (1170)
04. Servicing Agent Agreement (SBA Form 1506) - (1169)
05. CDC Certification (SBA Form 2101) - (1168)

**c**

**Upload Documents**

File Name	File Size	Document type
TEST.docx	17.97 KB	04. Servicing Agent Agreement (SBA Form 1506) - (1169)

[Upload](#) 

# Step By Step User Guide

## Step 6: Upload closing documents

\* Closing Attorney Full Name:

\* Closing Attorney Phone:

\* Closing Attorney Email:

Closing Attorney Fax (optional):

SBA Designated Closing Attorney?:

Date of Authorization for Debenture Guarantee (SBA 504 Loans) expiration:

Date loan file ordered from Sacramento Loan Processing Center (SLPC):

**Current Documents**

Search:

File Name	Document type	Uploaded By	Uploaded Date	Action
<a href="#">Closing_Test_Doc_1.docx</a> 	01. CDC Board Resolution (SBA Form 1528)	CDCpartner1 CDCpartner1	08/20/2019 09:28:48 AM	   
<a href="#">ClosingDocChecklist_7547715009.pdf</a>	02. Note (CDC/504 Loans) (SBA Form 1505)	CDCpartner1 CDCpartner1	08/14/2019 10:52:00 AM	   
<a href="#">Dummy_file_1.docx</a>	04. Servicing Agent Agreement (SBA Form 1506)	CDCpartner1 CDCpartner1	08/14/2019 10:35:04 AM	   

Showing 1 to 3 of 3 entries

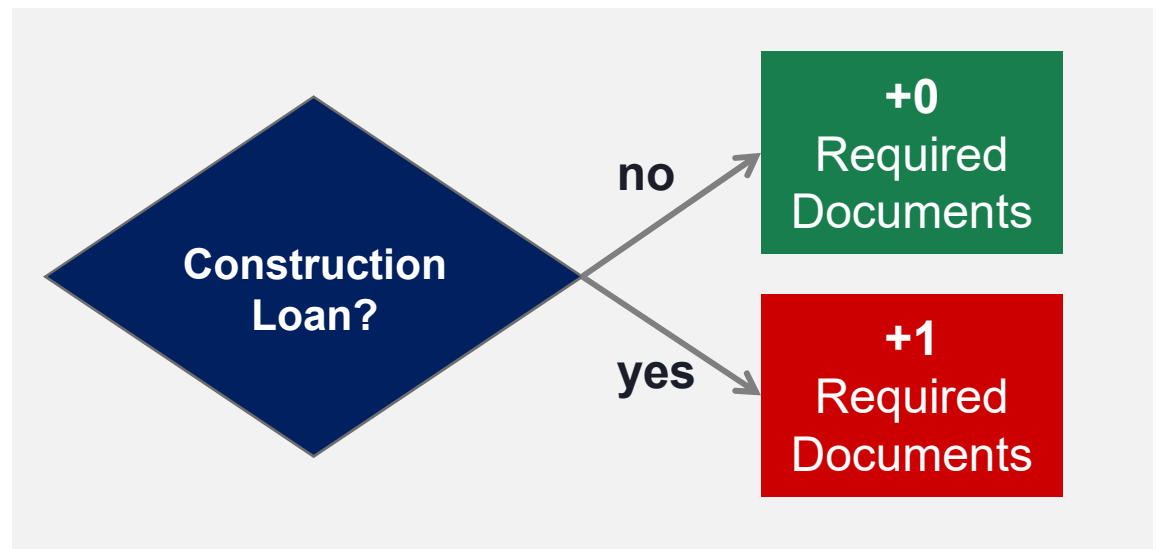
# Doc Upload System Validations

*Priority CDC?*

		Yes	No
<i>Designated Attorney Opinion?</i>	Yes	7	12
	No	12	12

The system requires different documents depending on:

- 1) **CDC's Priority Status**
- 2) **Closing Attorney's Designation Status**
- 3) **Loan Type**  
(i.e., Construction vs. Non-Construction)



# Closing Document Breakdown

Document Name	Doc #	Priority CDC AND Designated Attorney	Non-Priority CDC AND/OR Non-Designated Closing Attorney
CDC Board Resolution (Form 1528)	1	Required	Required
Note (CDC/504 Loans) (SBA Form 1505)	2	Required	Required
Development Company 504 Debenture (SBA Form 1504)	3	Required	Required
Servicing Agent Agreement (SBA Form 1506)	4	Required	Required
CDC Certification (SBA Form 2101)	5	Required	Required
Opinion of CDC Counsel (Appendix D to 504 Authorization Boilerplate)	6	Required	Required
Evidence of Lien Priority on Real and Personal Property Collateral: Title Insurance	7	Required	Required
Evidence of Lien Priority on Real and Personal Property Collateral: UCC Search	7	Required	Required
Construction Documents: Certificate of Occupancy	8	If Applicable	If Applicable
Construction Documents: Evidence of Compliance with Seismic Standards	8	If Applicable	If Applicable
Construction Documents: Notice of Completion Filed, If Applicable, with County Recorder	8	If Applicable	If Applicable
Unconditional Guarantee (SBA Form 148 or 148L)	9	Not Required	Required
Lien Instrument for Project Property	10	Not Required	Required
Assignment of Lien Instrument for Project Property	11	Not Required	Required
Security Agreement and UCCs for Project Property	12	Not Required	Required
Assignment of Security Agreement for Project Property	12	Not Required	Required
Lien Instrument for Real Property	13	Not Required	Required
Assignment of Lien Instrument for Real Property	13	Not Required	Required
Security Agreement	13	Not Required	Required
Assignment of Security Agreement	13	Not Required	Required



# Step By Step User Guide

## Step 7: Export closing checklist PDF (optional)

Upload Documents

**Closing Information**

[View Checklist](#) [Notify District Counsel](#)

\* CDC Contact Full Name:

\* CDC Contact Phone:

\* CDC Contact Email:

CDC Contact Fax:

\* Closing Attorney Full Name:

\* Closing Attorney Phone:

\* Closing Attorney Email:

Closing Attorney Fax (optional):

SBA Designated Closing Attorney?:

Date of Authorization for Debenture Guarantee (SBA 504 Loans) expiration:

Date loan file ordered from Sacramento Loan Processing Center (SLPC):

**Closing Information**

[View Checklist](#) [Notify District Counsel](#)

\* CDC Contact Full Name:





# Step By Step User Guide

## Step 7: Export closing checklist PDF (optional)



U.S. Small Business Administration  
504 Debenture Closing Checklist

A. 504 Loan Debenture Information				
1. SBA Loan #	7571225004			
2. SBA Loan Name	W9NM: 7571225004			
3. Borrower	BORROWER: 7571225004			
4. Operating Company	SBCNAME: 7571225004			
5. CDC Name and Number	BUSINESS FINANCE CAPITAL : 09-628			
6. Debenture Amount	508,000.00			
7. Debenture Term: <input type="checkbox"/> 10 Yrs. <input checked="" type="checkbox"/> 20 Yrs. <input type="checkbox"/> 25 Yrs.	8. Priority CDC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Priority CDC not using designated attorney			
Dates	9. Date of Checklist: 08/27/2019			
	10. Authorization for Debenture Guarantee (SBA 504 Loan) expiration date: 06/01/2036			
	11. Date loan file ordered from Sacramento Loan Processing Center (SLPC): 06/15/2016			
B. CDC Contact Name		E-mail	Phone	Fax
CDC: Kevin Xu		kxu@guidehouse.com	999-999-9999	
CDC Counsel: Carson Pigg				
Designated Attorney <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		cmullins@guidehouse.com	999-999-9999	

SBA Form 2286 (9/2014)  
Previous Editions: Obsolete

1 SBA Form 2286 (9/2014)  
Previous Editions: Obsolete

CDC-L

C	Document Name	CDC	SBA
1.	CDC Board Resolution (SBA Form 1528)	<input checked="" type="checkbox"/>	
2.	Note (CDC/504 Loans) (SBA Form 1505)	<input checked="" type="checkbox"/>	
3.	Development Company 504 Debenture (SBA Form 1504)	<input checked="" type="checkbox"/>	
4.	Servicing Agent Agreement (SBA Form 1506)	<input checked="" type="checkbox"/>	
5.	CDC Certification (SBA Form 2101)	<input checked="" type="checkbox"/>	
6.	Opinion of CDC Counsel (Appendix D to the 504 Authorization Boilerplate)	<input checked="" type="checkbox"/>	
7.	Evidence of lien priority on real and personal property collateral:		
	Title insurance	<input checked="" type="checkbox"/>	
	UCC search	<input checked="" type="checkbox"/>	
8.	Construction documents		
	Certificate of Occupancy	<input checked="" type="checkbox"/>	
	Evidence of compliance with seismic standards	<input checked="" type="checkbox"/>	
	Notice of Completion filed, if applicable, with county recorder	<input checked="" type="checkbox"/>	
9.	Unconditional Guarantee (SBA Form 148 or 148L)	<input checked="" type="checkbox"/>	
10.	Lien instrument on Project Property	<input checked="" type="checkbox"/>	
11.	Assignment of lien instrument on Project Property	<input checked="" type="checkbox"/>	
12.	Security agreement and UCCs for Project Property	<input checked="" type="checkbox"/>	
	Assignment of security agreement for Project Property	<input checked="" type="checkbox"/>	
13.	Secondary collateral:		

Lien instrument for real property	<input checked="" type="checkbox"/>	
Assignment of lien instrument for real property	<input checked="" type="checkbox"/>	
Security agreement	<input checked="" type="checkbox"/>	

2 SBA Form 2286 (9/2014)  
Previous Editions: Obsolete

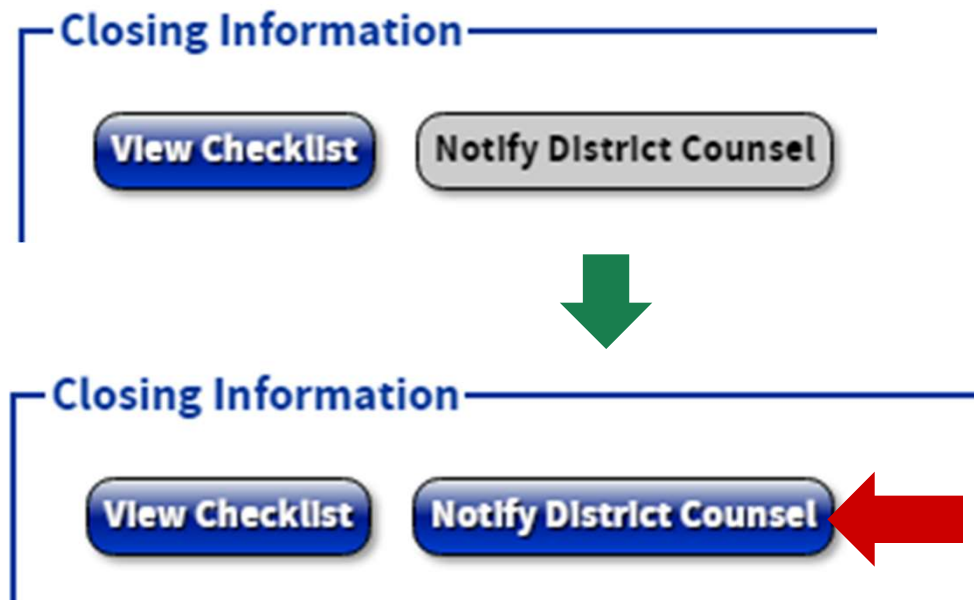
3

The exported closing checklist includes checkmarks next to the document types that your CDC has uploaded.

## Step By Step User Guide

### Step 8: Notify SBA District Counsel

When the proper number and types have been uploaded for that loan, the “**Notify District Counsel**” button will become available.



# Step By Step User Guide

## Step 8: Notify SBA District Counsel

### Send Email to Attorney(s)

TO:

SUBJECT:

MESSAGE: **B** *I* U | |  |

|

Closing documents have been uploaded for the loan: 3846695007

Our CDC has uploaded revised versions of closing documents Certificate of Occupancy and Construction Documents for loan 3846695007 based on your feedback.

Sincerely,

QA Partner,  
Bank of America, National Association,  
qapart@a.com



## Step By Step User Guide

### Step 8: Notify SBA District Counsel

#### *Notes on System Email Functionality:*

1. The **pre-populated text is editable**. Update it to share any additional information with reviewers!
2. The sender will be **automatically cc'd**
3. The sender must **specify the recipient** in the “TO” field (District Counsel email)
4. If **sending to multiple recipients**, use commas to separate email addresses in the “TO” field

# District Counsel Process

Step	Action
1	Communicate with CDCs about loan closing documentation as usual, except:
2	District Counsel offices will receive <b>emails from ETRAN</b> when all required documents have been uploaded for a loan, cc'ing the CDC for ease of response.
3	<b>Enter ETRAN Servicing system to view and download documents for review.</b>
4	If District Counsel request edits from the CDC/CDC Attorney, they will <b>upload a replacement file</b> to the system and <b>send another notification email.</b>



SBA District Counsel review processes will remain the same **except** that they will review documents in the repository if notified by CDCs through the system.

# FAQs + Contact Info

Frequently Asked Questions from live trainings & contact information if you have a new question

# Frequently Asked Questions

Question	Answer
Is using this new tool required right now?	We highly recommend starting to use the closing repository now, since we believe it reduce work and communications for CDCs and SBA, but it is not currently required.
Which loans will my closing attorney be able to see?	CDC Closing Attorneys can only access a loan's pages in ETRAN Servicing if they type in the exact loan number in the loan search box. They cannot view a list of a CDC's loans.
What happens if we need to submit our closing package without one of the documents required in the system?	If there is a system-required document type for one of your loans that is not applicable to your specific case, you have two options to bypass the system: 1) Upload only the files that are applicable, and then use your regular email account to let your District Counsel/SBA Reviewer know that all appropriate documents have been uploaded. 2) Take a blank PDF file, name it "NotApplicable" or similar, and upload/tag it to the non-applicable document type. That will fulfill the system requirement and let reviewers know that it is not missing.
Can Complete File Reviews also be submitted through this repository?	No not at this time. Please continue to submit CFRs in the way that you have been. <b>However</b> , if you upload the standard set of closing documents to the repository, SBA reviewers can use the system to retrieve those files. So, you should only need to send in the delta (docs required for the CFR but not for a normal closing)
Can I place documents in this repository before my CDC receives the "placed in the legal folder" notice?	Yes, you should be able to upload closing documents as soon as the loan information can be found in ETRAN Servicing.

# Contact Information

## ***CLOSING REPOSITORY***

**Sheri McConville**

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**Carson Mullins Pigg**

[cmullins@guidehouse.com](mailto:cmullins@guidehouse.com)

## ***CLS ACCOUNTS***

**CLS Email Address**

[cls@sba.gov](mailto:cls@sba.gov)