

Importantly, only those individuals who signed the PPP note will be able to submit a forgiveness application. If another authorized individual needs access, please email CARES@congressionalbank.com

Accessing Congressional Bank's PPP Forgiveness Application

To access the forgiveness application, go to:

<https://customers.congressionalbank.com/ForgotPassword#/>



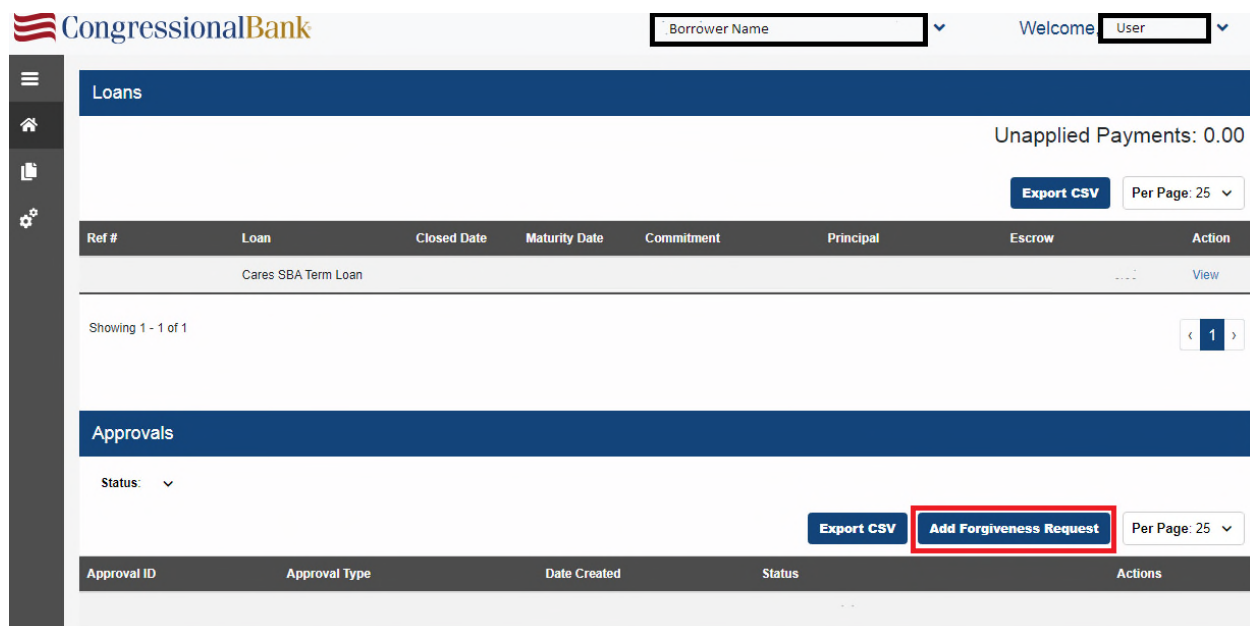
Reset Your Password

Please enter your username below. After the password reset email is sent, you will have 20 minutes to use the link in the email before it expires.

Submit

Enter your email address and click "Submit". From there, you will receive an email with a password reset link, where you can create a password and then log in.

Once logged in, you should see the Borrower Name at the top of the screen and can click the "Add Forgiveness Request" highlighted in red below to begin the forgiveness process.



The screenshot shows the Congressional Bank dashboard. At the top, there is a navigation bar with the Congressional Bank logo, a dropdown menu for "Borrower Name", and a "Welcome" message with a "User" dropdown. Below this is a "Loans" section with a table of loans. The table has columns for Ref #, Loan, Closed Date, Maturity Date, Commitment, Principal, Escrow, and Action. A single loan is listed: "Cares SBA Term Loan". To the right of the table, there is a button for "Export CSV" and a "Per Page: 25" dropdown. Below the table, there is a "Showing 1 - 1 of 1" indicator and a pagination control showing "1". Below the "Loans" section is an "Approvals" section. It has a "Status:" dropdown menu. To the right, there is a button for "Export CSV" and a button for "Add Forgiveness Request" which is highlighted with a red box. Below the "Approvals" section is a table with columns for Approval ID, Approval Type, Date Created, Status, and Actions.

The process is an online form that will create a PDF for your signature that will then be submitted to the SBA. The form has links to various resources for filling out the application, but if you have any questions please email CARES@congressionalbank.com.