

Standard 7(a) Loan Guaranty Processing Center

LGPC 10-Tab Submission PDF Tutorial



[See Video Tutorial](#)

Tools Required

- * LGPC Submission Template (tabs 1-5).pdf
- * LGPC Submission Template (tabs 6-7).pdf
- * LGPC Submission Template (tabs 8-10).pdf
- * Adobe Acrobat (full version)
- * Adobe Printer
- * PDF-Enabled Scanner
- * Although not required, two monitors are recommended.

Overview

- * The LGPC 10-Tab Submission PDFs were created to enable lenders to submit applications as organized PDF files.
- * Submission packages are created by simply dragging documents into the submission PDF file templates.
- * Please do not print the templates and insert them between the pages of your application. This is not the correct way to submit a loan package.

Suggestions

- * Always start with a new copy of the submission template.
- * Prior to starting:
 - * Close or minimize any other applications you might have open.
 - * Sort all of your documents to be submitted according to the order of tab sheets in the submission template.
 - * Create PDFs of each of the documents to be submitted.
- * Save your work frequently.

Open the PDF Files

- * After your loan documents have been sorted and source PDFs have been created and saved in a location you can easily access:
 - * If you have not already done so, close or minimize any other applications you might have open.
 - * Open the “LGPC Submission Template (tabs 1-5).pdf” file.
 - * Fill out the cover sheet (page 1 of the template).
 - * Open the PDF file that contains your completed forms that will be inserted into the tabs 1-5 template.

Set up the View

- * If using only one monitor, with only these two documents visible (and your source document on the right), right-click on the taskbar and select *Tile Windows Vertically*. (You should now have the side-by-side view.)
- * If using two monitors, drag the submission template to the left screen and your source document to the right screen.
- * To view the page thumbnails, select the page thumbnails icon in the left navigation pane of each PDF (or press F4).

Drag Your Forms to the Submission Template

- * Copy all pages from your source document to the template by selecting the thumbnail images in your source document and dragging them behind the appropriate dividers in the thumbnail section of the submission PDF files as follows:
 - * Select your completed submission checklist page and drag it to the thumbnail section of the submission template immediately behind the yellow *Submission Checklist* tab.
 - * Select the completed Form 4 pages in your source document and drag them to the submission template immediately behind the yellow *Business Application* tab.
 - * Repeat these steps until all of your documents have been moved into this submission PDF (saving your work each step of the way).

Drag and Drop Tips

- * To select a range of pages, in the thumbnails section, click the first page of that form, scroll to where you can see the last page, hold down the SHIFT key, then click on the last page of that form. This will select all the pages from the first through the last page.
- * To select multiple pages that are not in sequence, hold down the ctrl key and click the individual pages you want to select.
- * Save the changes to the submission pdf each time you drag docs to it.
- * *Note:* If you are unsure where any document belongs, refer to the tabs layout or other forms/agreements. Please do not place any documents or forms into a divider where they do not belong.

Continuing the Process

- * When all docs have been moved into the template for tabs 1-5, save and close it.
- * Open the submission template for tabs 6-7 and forms that will go into it, tile them side by side, and repeat the process of moving your completed forms into it.
- * Repeat this process for the template for tabs 8-10, if applicable.

Submit your Application

- * Combine your submission PDFs into a single zip file. (It makes it easier to send and receive them and helps ensure the entire package is received.)
- * Send the application electronically through [sendthisfile](mailto:sendthisfile@7aLoanProgram@sba.gov) with 7aLoanProgram@sba.gov as the recipient.
- * If you have any questions after reviewing the tutorial, please contact the LGPC Call Center at (877) 475-2435.
- * Thank You!