

## Loan Submission Instructions

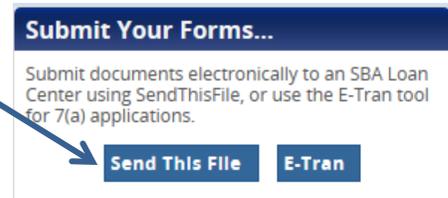
### 7(a) LGPC

All applications must be submitted electronically via SBA One or e-Tran. Those submitted via SBA One are given processing priority.

To avoid processing delays, please include all forms and documents at the time of submission. Documents cannot be attached to your e-Tran application after you submit it, so please ensure all documents are attached prior to clicking “Submit”. If you are unable to attach any documents (e.g. zip files), or need to send them separately for any other reason (e.g. your application was incomplete), you should submit them directly to the LGPC via the Send-this-File link described below.

#### LGPC 7(a) Loan Submission Steps

- Complete the application (1919 & 1920) and any required supplemental forms.\*
- Compile your application, supplemental forms, and all supporting documents. (Note: Use the *7(a) Loan Guaranty Submission Checklist* or *Small Loan Guaranty Submission Checklist*, as applicable, to help ensure you have included all required forms and supporting documents.) The Submission Checklist and 10-tab forms can be found at <https://www.sba.gov/content/7a-lgpc-submission-tools-instructions>.
- Prepare you application and documents following the instructions in the *LGPC – 7(a) Document Preparation Instructions* or the *LGPC - Small Loan Document Preparation Instructions*, as applicable.
- Upload all documents to SBA One or e-Tran.
- If you are unable to upload your documents for any reason, submit them to the LGPC via the **Send This File** web site. \*\*  
**This site should also be used for submitting any supplemental documents for all loans. Please include the SBA Application & e-Tran number with all submissions.**



\* Note: Please ensure all forms are completed in their entirety, signed, and dated when required.

#### **Submission Methods, in order of preference:**

1	2	3
<b><u>SBA One</u></b> *preferred method for initial application*	<b><u>e-Tran</u></b> Upload your application and documents via the upload link on the e-Tran web site	<b><u>Electronic File Transfer (FTP)</u></b> *Preferred method for additional docs* Go to <a href="http://www.sba.gov/for-lenders">http://www.sba.gov/for-lenders</a> and click the “Send This file” link for “Standard 7(a) Loan Guaranty Processing center (LGPC) – CA or KY”.

Upon receipt of your application, we will e-mail you a confirmation along with an SBA control number

***If you have any questions regarding these instructions or this process, please contact your local SBA District Office, or call us at (877) 475-2435, or email us at [7aquestions@sba.gov](mailto:7aquestions@sba.gov)***