

How to Scan and Upload Documents

Getting Started

Prior to uploading documents to the Frost PPP Loan Forgiveness online portal, you will need to ensure you have a saved copy of each supporting document on your computer. If you do not have a saved copy of each document, read through the options below:

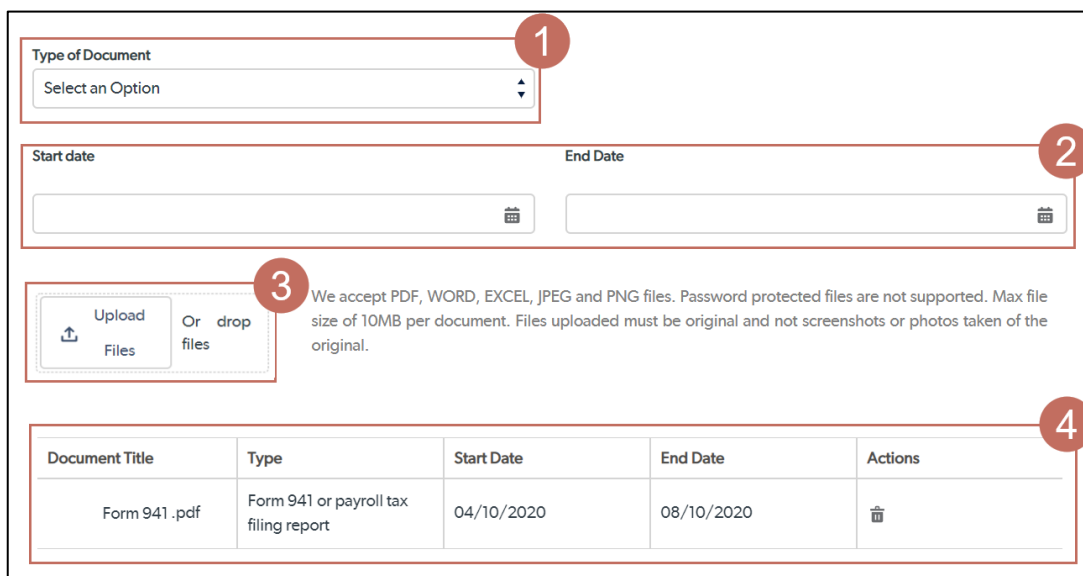
1. Ask the document provider to email an electronic version to you then save it on your computer.
2. Download the file from your online account then save it on your computer.
3. Scan the paper document and save it as an electronic file on your computer.
 - You can use your home printer if it has a scan option, or you can use the scan feature if you have an [iOS device](#).



- PDF, WORD, EXCEL, JPEG and PNG files are acceptable
- Password protected files are not supported
- Max file size of 10MB per document
- Files uploaded must be original, not screenshots/photos of original


Upload Documents

Follow the steps below to learn how to successfully upload documents to the Frost PPP Loan Forgiveness online portal:



The screenshot shows the upload interface with four numbered steps:

- 1** Type of Document: A dropdown menu with "Select an Option" and a downward arrow.
- 2** Start date and End Date: Two date input fields with calendar icons.
- 3** Upload Files: A button with an upload icon and text "Upload Files". To its right is text: "Or drop files". Further right is a note: "We accept PDF, WORD, EXCEL, JPEG and PNG files. Password protected files are not supported. Max file size of 10MB per document. Files uploaded must be original and not screenshots or photos taken of the original."
- 4** Document List: A table showing uploaded documents.

Document Title	Type	Start Date	End Date	Actions
Form 941 .pdf	Form 941 or payroll tax filing report	04/10/2020	08/10/2020	

1. Click the dropdown arrow to select the **Type of Document** you want to upload. Choices will vary depending on the allowed documentation types for each section.
2. Click the **calendar icons** 📅 to select the **Start Date** and **End Date** of the document.
3. Click **Upload Files**, then find and select the file you previously saved on your computer.
4. If the upload was successful, you will see the file listed on the screen. You can add more files by repeating steps 1-3.

NOTE: If you uploaded an incorrect document and would like to remove it, click the **discard icon** 🗑 next to the file.