



U.S. Small Business
Administration

MySBA Loan Portal
SBA Borrower Instructions

MySBA Loan Portal Overview

MySBA Loan Portal allows borrowers to check loan balances and view upcoming payment information for the following loan types:

- All SBA disaster loans including COVID-19 EIDL and physical loss loans
- Paycheck Protection Program Loans (PPP)
- **7(a) loans**
- Microloans

Borrowers may register for an SBA account at **MySBA Loan Portal** - <https://lending.sba.gov/>

Device: We recommend accessing MySBA Loan Portal using a computer.

Browser: MySBA Loan Portal must be accessed using a compatible browser:

- Windows: Google Chrome Version 90+ or Microsoft Edge Version 90+
- macOS: Firefox Version 88+

Enrollment: If your business is a **nonprofit** or if your loan was **not registered with a Social Security Number (SSN)**, you will need to take an additional step of associating an SSN with your loan before you can create an account. To do so, please follow the [Instructions for COVID-19 EIDL EIN Borrowers](#)

Activity: Accounts are deactivated after 90 days of inactivity.

Note: *Mandatory fields are indicated by a * red asterisk.*

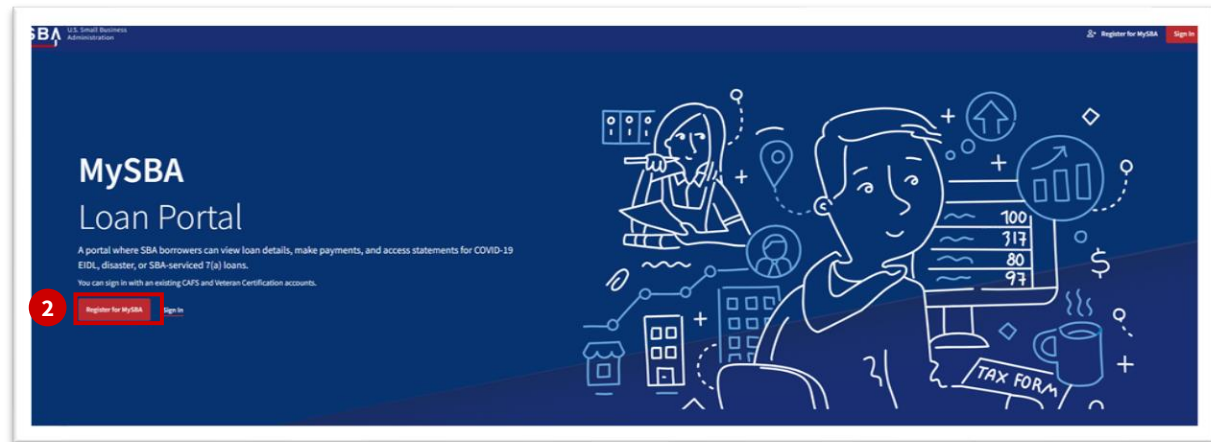


Create MySBA Loan Portal Account

Register on MySBA Loan Portal

Instructions

1. Go to [MySBA Loan Portal](#)
2. Click on **Register for MySBA**



Enter User Sign In Details

Instructions

3. Enter your **First Name** and **Last Name**

Note: First and last names are required, middle name is optional

4. Create a **Username** which you will use to log in to the system. Your User ID must be 8 to 15 characters long, and cannot include, ', ", &, or accented characters.

5. Create a **Password** which you will use to log in to the system. Your password must get all the **green checkmarks** for the 6 parameters. Re-enter the password again to confirm the password.

6. Click **Next Step**

Note: Accounts are deactivated after 90 days of inactivity.

Register an Account

This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.

Sign in with your MySBA credentials to continue. If you already have a Capital Access Financial System (CAFS) or Veteran Small Business Certification (VetCert) account, use those credentials to sign in.

| | |
|------------------------------|-------------------------------------|
| First name * Steve | Middle name ----- |
| Last name * Jones | Username * MySBALoanBorr1 |

Create a Password

Passwords must be unique and must contain:

- 16 Characters
- A Number
- Match
- 1 Uppercase Letter
- Special Character
- 1 Lowercase Letter

| | |
|----------------------------|-------------------------------------|
| Password * | Re-Enter Password * |
|----------------------------|-------------------------------------|

Next Step

Enter Contact Information

Instructions

7. Enter your **Home Phone** and **Mobile Phone Number**

Note: You may use the same phone number in both fields.

8. Enter your **Email address** twice so they match
9. Select your **Country** from the dropdown menu
10. Start typing your address in the **Address** field, until the auto-populated drop list displays your matching address and then select your correct address
11. Confirm that the address automatically entered is correct and click **Next Step**

The screenshot shows a 'Register an Account' form with the following fields and steps:

- Step 7:** Home Phone Number * (+1(202)777-2694) and Mobile Phone Number * (+1(301)538-6231).
- Step 8:** Email * (testborr@a.com) and Confirm Email * (testborr@a.com).
- Step 9:** Home Address section with Country * (United States of America).
- Step 10:** Address * (409 3rd Street SW) and Address Line 2 (Fl 5). A dropdown menu is open showing suggestions: 409 3rd Street PI SW Conover, NC; 409 3rd St SW Lbby Washington, DC; 409 3rd St SW Canton, OH; 409 3rd St SW Chisholm, MN; 409 3rd St SW Crosby, MN; 409 3rd St SW Fl 5 Washington, DC; 409 3rd St SW Fort Meade, FL.
- Step 11:** Next Step button.

● The red dots correspond to the numbered instructional step on the left side of the screen

Enter SBA Account Information

Instructions

12. Enter your **Date of Birth** by clicking the Calendar icon. You may also enter your Date of Birth manually in the format displayed, *mm/dd/yyyy*
13. Enter your **Social Security Number**
14. Enter your **SBA Loan Number** without dashes (-)
15. Click **Next Step**

The screenshot shows a web form titled "Register an Account" with a "Sign in" link in the top right. Below the title is a sub-header "Connect to Your Current SBA Accounts" and a paragraph: "This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials." The form contains three input fields: "Date of Birth" with a calendar icon, "Your Social Security Number" with a mask "XXX-XX-XXXX", and "SBA Loan Number" with a mask "-----". A "Next Step" button is at the bottom right, and a "Previous" link is at the bottom left. Red boxes and numbered callouts (12, 13, 14, 15) highlight the input fields and the "Next Step" button.

Choose Security Questions

Instructions

16. Choose three security questions from the drop-down menus and enter your answers in the appropriate boxes.

Note: The answers are NOT case-sensitive.

17. Click **Complete Registration**

Register an Account [Sign in](#)

This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.

Security Question 1

Question *

Answer *

Security Question 2

Question *

Answer *

Security Question 3

Question *

Answer *

[Previous](#) **17** **Complete Registration**

Verify E-mail Address

Instructions

18. You will receive a verification email on the email address you entered in [Step 10](#)

19. Click on the verification link in the email

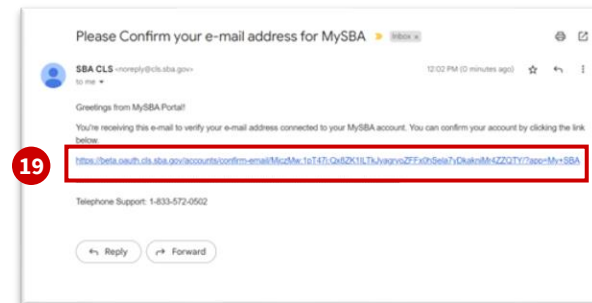
Note: If you do not receive an email, please click **Didn't receive an email? Click to resend.**

20. The link will take you to the confirmation page. Click **Confirm**

Verify Your E-mail Address

Your email address needs to be verified before you can sign in. We have sent you an email with a verification link. Please contact us if you do not receive it within a few minutes.

[Didn't receive an email? Click to resend.](#)



Confirm E-mail Address

Please confirm that [bprnewbor1@gmail.com](#) is an e-mail address for user bprnewbor179.

Confirm

Log In

Instructions

21. Upon clicking Confirm, you will be redirected to the **MySBA Loan Portal Sign In** page
22. Enter the **Username** and **Password** that you created
23. Agree to the **Disclosures and Terms**
24. Click **Sign In**

Sign In

[Register Account](#)

Sign in with your MySBA credentials to continue.
If you already have a Capital Access Financial System (CAFS) or Veteran Small Business Certification (VetCert) account, use those credentials to sign in.

22 Username * [Forgot Username](#)

Password * [Forgot Password](#)

Disclosures and Terms

This is a U.S. Small Business Administration federal government computer system that is for official use only. This system is subject to monitoring and anyone using this system expressly consents to such monitoring. Individuals found performing unauthorized activities may be subject to disciplinary action including criminal prosecution.

23 I have read and agree to the above terms *

24

Create

Authenticate

Access



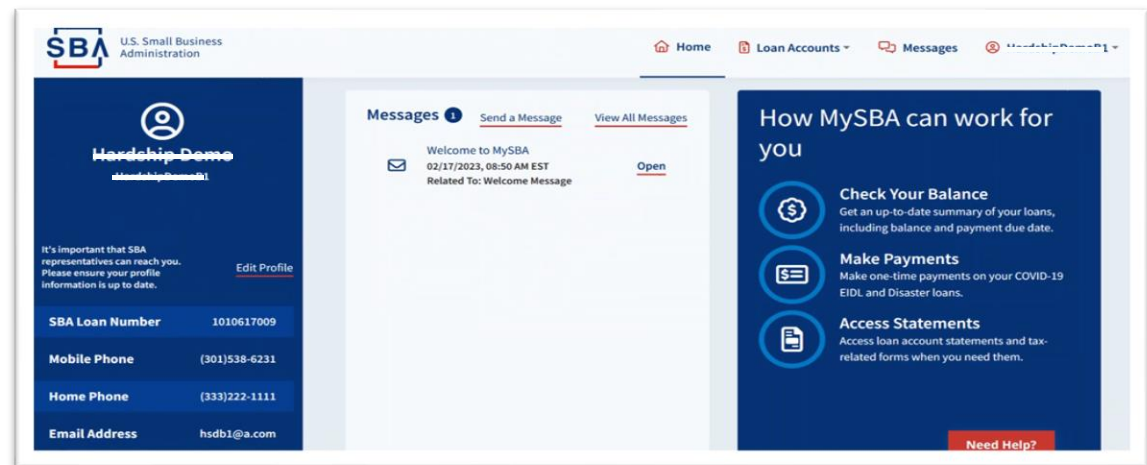
U.S. Small Business
Administration

Access your MySBA Loan Portal Account

Home Page

Instructions

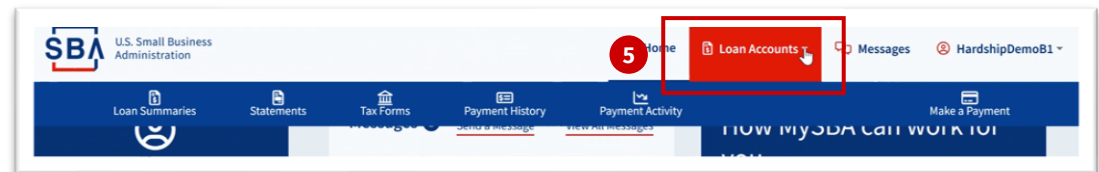
1. Once you are logged in, you will be on your **Home Page**
2. The **middle section** displays the most recent messages received
3. The **left section** displays your Profile information
4. The **right section** displays quick links like 'Check Your Balance' and more



Loan Accounts

Instructions

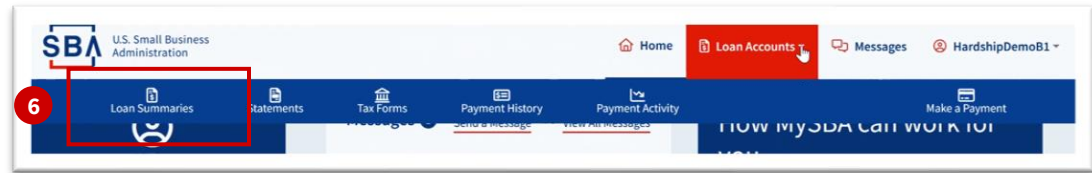
- From the top menu bar click on the down arrow next to **Loan Accounts** to expand it:
 - Loan Summaries
 - Payment History - The portal will be current through the previous month
 - Payment Activity
 - Note: 7a borrowers can not make payments through the portal.



Loan Summaries

Instructions

- Click on **Loan Summaries** to view information about a loan
- You can navigate to different summaries for your loans from the **SBA Loan Number** dropdown menu



1002247005
Patlolla brp

Loan Summary (Hardship Accommodation) (Payment Past Due) [Make a Payment Now](#)

SBA Loan Number: 1002247005 | Loan type: Disaster COVID-19 Economic Injury | Loan Status: Disbursed Current

| | | | |
|--------------------------------------|--|--|----------------------------------|
| Primary Borrower: Patlolla brp | Primary Phone: (123) 456-7890 | Business Type Description: Partnership | |
| Initial Approved Amount: \$60,000.00 | Current Approved Loan Amount: \$100,000.00 | Total Undisbursed Amount: \$40,000.00 | Outstanding Balance: \$60,000.00 |

Paper Statements
Mailed to: 786 WHITE CAP TER, CHANTILLY, VA 20152-5807 | [Switch to electronic statements](#)

Payment Information
You are currently making a reduced monthly payment. [View Or Make Changes Here](#)

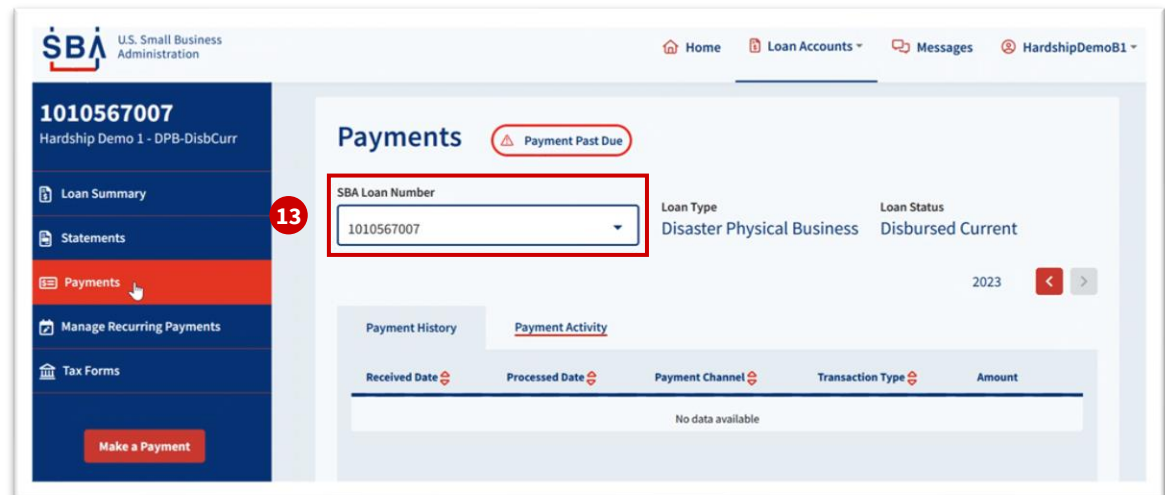
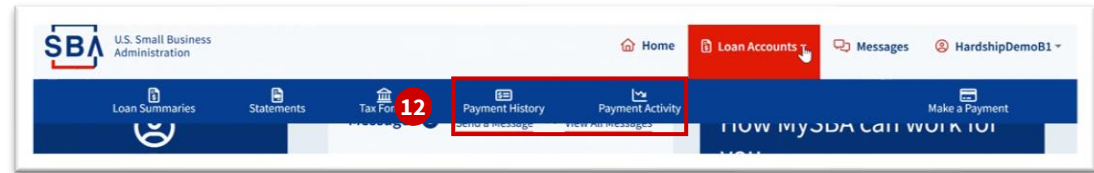
| | | | |
|----------------------------------|-------------------------------------|------------------------|----------------------|
| Reduced Payment Amount: \$136.00 | Original Payment Amount: \$1,000.00 | Start Date: 12/07/2022 | End Date: 06/07/2023 |
|----------------------------------|-------------------------------------|------------------------|----------------------|

[Need Help?](#)

Payment History and Payment Activity

Instructions

12. You can view **Payment History** and **Payment Activity** by clicking on the respective buttons
13. You can navigate to different Payment History and Activity for your loans from the **SBA Loan Number** dropdown menu



Messages

Instructions

- From the top menu bar, click on **Messages** to view messages about your MySBA Account and associated Loans

The screenshot shows the SBA MySBA portal interface. The top navigation bar includes 'Home', 'Loans' (with a red dot and '14'), and 'Messages' (highlighted with a red box and a red dot). The 'Messages' section is active, showing a 'Required Actions' tab and a search bar. Below the search bar, there is a table of messages with columns for Subject, Type, Related to, Date Received, and Actions.

| Subject | Type | Related to | Date Received | Actions |
|------------------|-----------------|--------------------------------------|--------------------------|---------|
| Welcome to MySBA | Welcome Message | Small Business Administration Portal | 02/17/2023, 08:50 AM EST | Open |

Customer Support

Additional resources available on SBA.gov:

- [Contact SBA](#)



MySBA Loan Portal/CAFS Support Contact Center:

- **Phone:** 1.833.572.0502
(Monday through Friday, 8:00am to 8:00pm ET)
- **Email:** cls@sba.gov