

How to Submit a PPP Loan Application in the Amplify Secure Message Center

Thank you for using the Amplify Secure Message Center. This portal ensures that your Paycheck Protection Program (PPP) documentation can be securely transmitted to the Amplify Credit Union team.

Step 1: Register Your Account

- Visit goamplify.zixportal.com.
- Click on the "Register" button in the "New to secure email?" box.
- Enter your preferred email address and select a password.
- A confirmation email will then be sent to the listed email address. The subject line will appear as "AMPLIFY Credit Union Notification" from sender notification@goamplify.zixportal.com.
- Click on the link in the email to authenticate your email address.
- On the following screen, click on "Activate" to activate your new password and register your new account.

Step 2: Send a Secure Email

- Once you have logged into your account, click the "Compose" tab.
- The "Paycheck Protection Program Loan Application" address should automatically be populated in the recipient field. If not, click on the dropdown menu, select "Other (Enter Email Address)," and enter pppapplication@goamplify.com.
 - o It is crucial that you send your application to this address and not the individual email address of your commercial loan officer. This will ensure that all members of the lending team can access your documents.
- Enter "Paycheck Protection Program Loan Application" in the subject field.
- Attach your PPP Application form and your supporting documentation by dragging them into the attachments box or clicking the "Attach File" button at the top of the page.
 - o Supporting documentation will include payroll documentation, lease or mortgage interest, and utilities documentation from February 2019 through January 2020.
- Enter your business name and any questions you may have into the body of the email.
- Send your email.

Once you have submitted your application material, our commercial lending team will be notified that they have a new secure email message. You may now sign out of Message Center.

Please note that due to the unprecedented volume of applications we are currently receiving, it may take 10-15 business days to receive a reply from our lending team.

For more information on the Paycheck Protection Program Loan process, please visit our Help Center at: <https://help.goamplify.com/account-management/amplify-coronavirus-response>