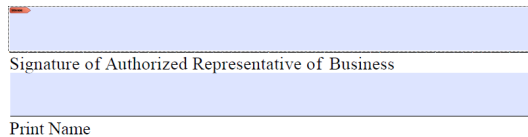


Detailed instructions for Savings Bank of Walpole business customers completing the SBA Payroll Protection Program application:

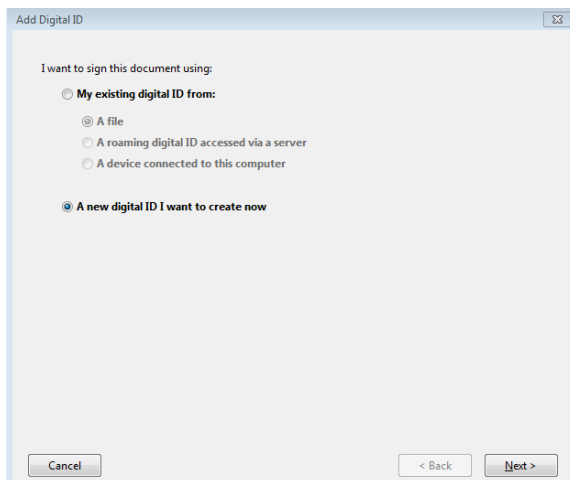
1. Visit <https://home.treasury.gov/system/files/136/Paycheck-Protection-Program-Application-3-30-2020-v3.pdf> and download the application.
2. Fill out the application in its entirety, with business owner(s) filling in initials under the certifications section.
3. Creating a digital signature:
 - a. Click on the red arrow in the top left fillable signature box



Signature of Authorized Representative of Business

Print Name

- b. If you have never created a digital signature, or need to create a new one for this application, select **A new digital ID I want to create now**:



Add Digital ID

I want to sign this document using:

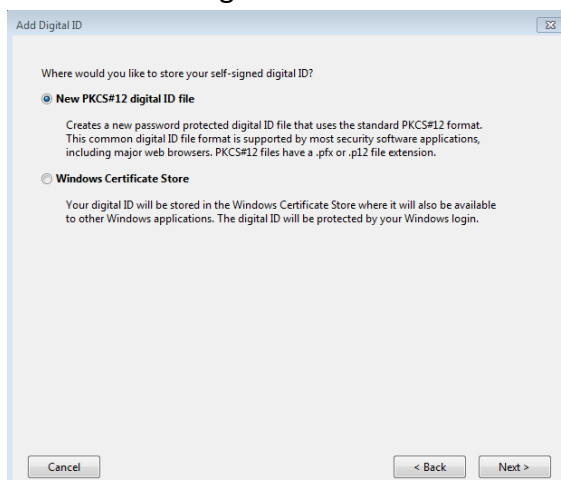
My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

- c. Select new PKCS#12 digital ID file:



Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

d. Enter identity information:

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

e. You will be prompted to create a new password. Please make a note of where you are saving this file on your computer

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: Browse...

Password:

Cancel < Back Next >

f. Once your password is created, it will generate an electronic signature. Enter your password and click the sign button:

Sign Document

Sign As:

Issued by: More Details

Appearance: Standard Text

Digitally signed by Date: 2020.04.01 14:09:10 -04'00'

Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign Cancel

g. Save the document and upload it into the SBW secure portal located here: <https://www.walpolebank.com/business/secure-file-upload/>