

Accessing Documents on the Portal

1 Log into the application portal to access documents previously completed

The screenshot shows the American AgCredit dashboard. On the left is a navigation menu with 'Dashboard' and 'Marketplace'. The main content area has a 'Welcome to your dashboard' message and a 'TO-DO LIST' section. The 'TO-DO LIST' contains two items: 'Upload Documents' and 'Incomplete Applications'. The 'Upload Documents' item has a document icon, a checkmark, and a yellow expand arrow icon. A green arrow points to this yellow icon. Below the 'TO-DO LIST' is a section for 'Additional Documents' with a 'DRAG & DROP or browse' button.

2 Click the arrow to the right of upload documents to expand the screen

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INSTRUCTIONS



- Dashboard
- Marketplace

Welcome to your dashboard

Thanks for visiting. Upload documents, check the status of your products, and keep

3 Toggle on "Show Previously Completed"

✓ TO-DO LIST

Upload Documents



Show Previously Completed

collapse ↑

Incomplete Applications



Accessing Documents on the Portal

INSTRUCTIONS



Dashboard

Marketplace

4

View all previously uploaded documents. Customers can click on their previously uploaded documents to download to computer



Welcome to your dashboard

Thanks for visiting. Upload documents, check the status of your products, and keep

✓ TO-DO LIST



Upload Documents



Show Previously Completed

✓	1st Quarter 2020 Payroll Information Uploaded: Quarter End Report Q1 2020.pdf
✓	2019 Tax Returns or 2019 Profit and Loss Statement Uploaded: Capra LRP 2019 Geodesy_Dec.pdf
✓	Benefits Info (health insurance & retirement expense) Uploaded: Paycheck Protection Program YE19 Summary.xlsx
✓	Copy of Voided Check Uploaded: Mechanics Bank void check.jpg
✓	Form 941 Uploaded: Quarter End Report Q3 2019.pdf
✓	Form 941 or 943 Uploaded: Quarter End Report Q4 2019.pdf
	Internal PPP Loan Calculation Worksheet