

**Friday, May 15, 2020 (Update # 2)**

To: New York Community Banks

**We received the following information (also see attachments) from the Small Business Administration regarding instructions for setting up a SBA User account with CAFS.**

**If you have any questions, please call John Witkowski at 716.880.0518**

**From:** Shoudy, Valerie A. <valerie.shoudy@sba.gov>

**Sent:** Friday, May 15, 2020 11:10 AM

**Subject:** Instructions for setting up a SBA User account with CAFS

Good morning, Yesterday PPP lenders were advised to use the “Research” function within the SBA’s Capital Access Financial System (CAFS/CLS) for checking on loans SBA identified as needing updates to certain data fields. Please know that all PPP lending institutions must have at least one staff member holding access to the CAFS system. Within this email we are providing instructions to gain access for PPP lending institutions which do not already have access to the CAFS system.

The attached instructions will assist with gaining a new User access to the SBA’s secure website “Capital Access Financial System (CAFS)” aka “CLS” located at [https://caweb.sba.gov/cls/dsp\\_login.cfm](https://caweb.sba.gov/cls/dsp_login.cfm) (slides #6-16). Thereafter, once a User account is set up, please follow the instructions on slides #17-21 covering the process for requesting the systems within CLS/CAFS – such as E-Tran Loan Origination. The User will need your institution’s SBA Loc Id (the same SBA Loc ID used for your PPP Gateway registration). **It is very important to first make sure your Bank/CU firewall does not block the email address of [CLS@sba.gov](mailto:CLS@sba.gov) as all communications during this process will arrive from this email box. Please monitor emails on a regular basis as timely responses are required.**

All Users must follow the applicable steps as SBA cannot set up accounts and/or systems for them.

Should a User have issues with the CAFS/CLS system – they must call the CLS help desk at **833-572-0502** (have the Bank/CU LOC ID ready) - follow the prompts for the CLS staff to trouble shoot any errors which are occurring.

Please know that the approvals within the registration process and setting up accounts takes time. The final approvals for each step is performed by SBA’s security team to which is reviewing inquires on a nation-wide basis. With this, User’s may not be able to receive full access today.

If a User needs to determine the SBA Loc ID for your institution, please have them the local SBA district office using the attached list which is based on the county within which your institution has its headquarters.

We sincerely thank you for your continued patience in working through this process.

PPP Resources are below; they are frequently updated with FAQs and other guidance:

<https://www.sba.gov/paycheckprotection>

<https://home.treasury.gov/policy-issues/top-priorities/cares-act/assistance-for-small-businesses>

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**IBANYS will continue to provide updates as additional information becomes available. Thank you all for your continued participation and support.**

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