



Small business financing

**Step-by-Step Application Guide
& FAQs**

FAQs

1 What documents will you need if you decide to move forward with an application?

You will need a government-issued photo ID, a copy of your business tax return, and, if your bank account is unable to be verified electronically, a copy of your last three months business bank account statements.

2 Does pre-qualifying affect your credit?

No, this pre-qualifying application will NOT impact your credit score. For a smooth application process, make sure your credit report is NOT frozen. Unfreezing your credit may not be required to pre-qualify, but it is necessary for final approval. If your credit is currently frozen, please contact each credit bureau listed below to unfreeze it.

Freezing and unfreezing your credit is FREE.

[Experian](#): (888) 397-3742 | [TransUnion](#): (888) 909-8872

[Equifax](#): (800) 349-9960

3 What is a verifiable business phone number?

This phone number will be verified against the applicant business. If the business does not have a verifiable phone number, please list the phone number related to it.

4 What is your NAICS Code?

The North American Industry Classification System (NAICS) groups establishments into industries based on the similarity of their production processes. Your NAICS Code is self-assigned and based on your own assessment of the primary activity of your business. The comprehensive system covers all economic activities, with 20 sectors and more than 1,000 industries in 2022 NAICS United States.

Using the tool provided during the application process, start typing the primary Products/Services Sold by your business in that field and select the most appropriate one. Then select the correct NAICS Index classification. If you have questions on how to use the tool, click "Help."

For more information about NAICS in general, visit the [United States Census Bureau NAICS website](#).

5 What is Persona?

[Persona](#) is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. It enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness checks. [Detailed how-to tips](#).

6 Who can I contact with questions about the application process?

You can contact the Lendistry Call Center at 855-476-5870 during the hours of 9:00 am to 8:00 pm Eastern Time Monday - Friday.

Tips for Applying

You do not have to complete the application in one session and will have an option to save and continue it later.

To make your application process as smooth as possible or if you experience difficulties while applying, these are some suggestions that may help.

1

Use the Latest Versions of Website Browsers

For the best user experience, please use the latest version of Google Chrome, Microsoft Edge, or Safari throughout the entire application process.

2

Open Incognito Window

Opening Incognito allows you to enter information privately and prevents your data from being remembered or cached.

3

Clear Your Cache

Cached data is information that has been stored from a previously used website or application and is primarily used to make the browsing process faster by auto-populating your information.

However, cached data may also include outdated information or information you may have previously entered incorrectly.

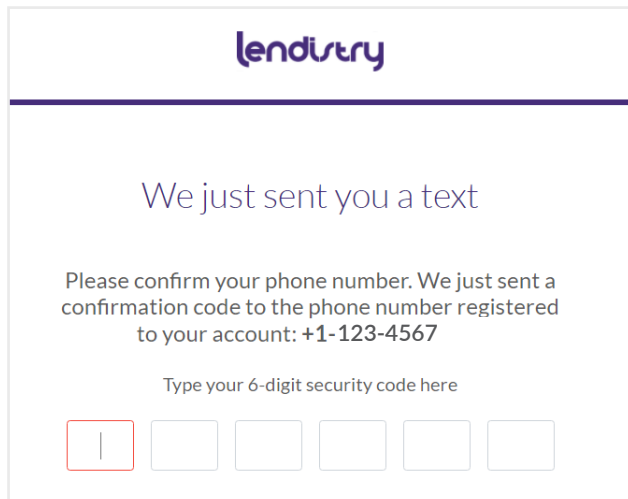


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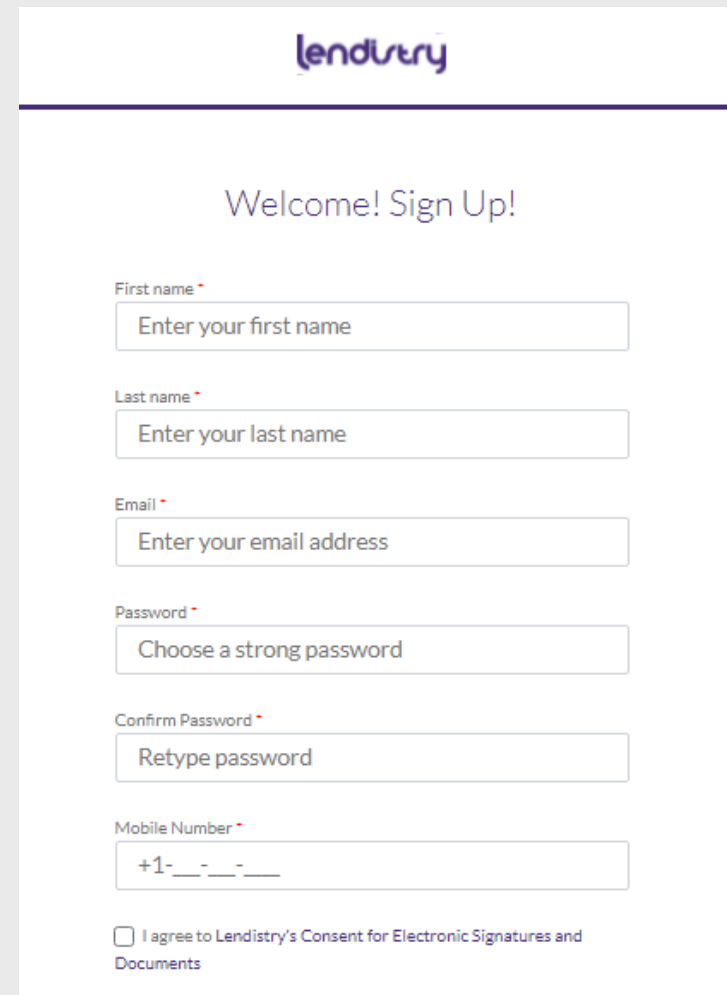
Registering your MyLendistry Account

When registering your account, please do the following:

- Make sure you pick a strong password that includes:
 - 8 minimum character length
 - 1 uppercase character
 - 1 lowercase character
 - 1 digit
- You will be sent a confirmation code via text to be used during the registration process.



The screenshot shows the Lendistry logo at the top. Below it, the text reads "We just sent you a text". Further down, it says "Please confirm your phone number. We just sent a confirmation code to the phone number registered to your account: +1-123-4567". Below this, there is a prompt "Type your 6-digit security code here" followed by six input boxes. The first box contains a vertical line, indicating where to enter the first digit of the code.



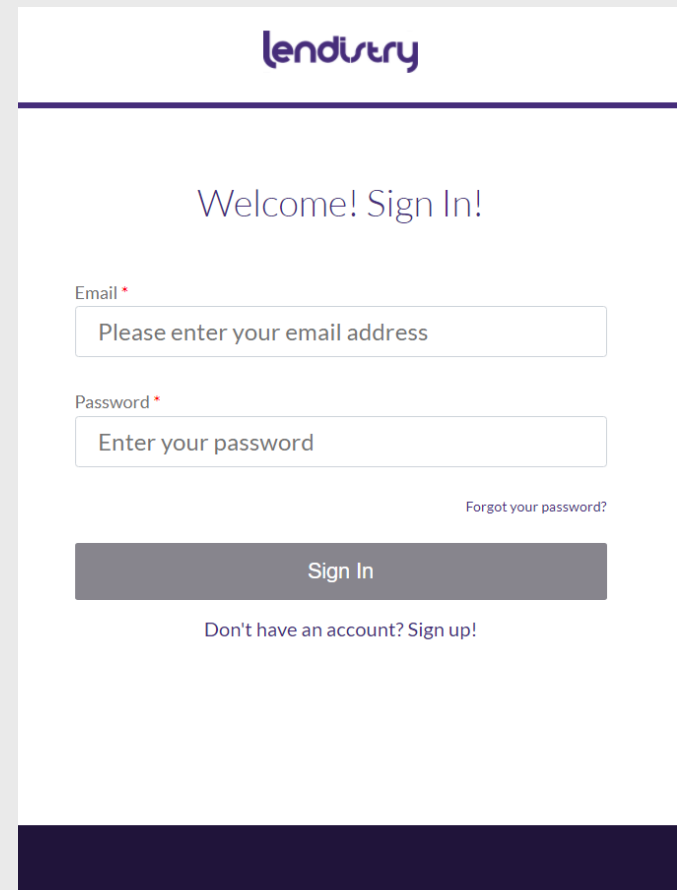
The screenshot shows the Lendistry logo at the top. Below it, the text reads "Welcome! Sign Up!". The form contains several input fields: "First name" with the placeholder "Enter your first name", "Last name" with the placeholder "Enter your last name", "Email" with the placeholder "Enter your email address", "Password" with the placeholder "Choose a strong password", and "Confirm Password" with the placeholder "Retype password". Below these fields is a "Mobile Number" field with a placeholder "+1-__-__-__". At the bottom, there is a checkbox labeled "I agree to Lendistry's Consent for Electronic Signatures and Documents".

5

How to Unlock your MyLendistry Account

When attempting to log into MyLendistry, if you use the incorrect password more than five times, your MyLendistry Account will be locked for your security. To unlock it, you must call the Lendistry Call Center at 855-476-5870.

If your account has not been locked, you can reset your password by going to the [MyLendistry](#) sign-in page and following the instructions.

A screenshot of the Lendistry sign-in page. At the top is the Lendistry logo. Below it is the heading "Welcome! Sign In!". There are two input fields: "Email" with a red asterisk and placeholder text "Please enter your email address", and "Password" with a red asterisk and placeholder text "Enter your password". To the right of the password field is a link "Forgot your password?". Below the fields is a dark grey "Sign In" button. At the bottom is a link "Don't have an account? Sign up!".

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Welcome! Sign In!

Email *
Please enter your email address

Password *
Enter your password

[Forgot your password?](#)

Sign In

[Don't have an account? Sign up!](#)

6

Obtain Your NAICS Code - Search

Use Lendistry's tool to obtain your NAICS Code by following these simple steps.

- Step 1** Enter the industry keyword(s) that best describes the primary products/services sold by your business.
- Step 2** Select the most appropriate NAICS & Title
- Step 3** Select a NAICS Index Classification
- Step 4** Save & Exit

Unable to find your NAICS Code?

- If you do not find an appropriate NAICS Code using the keywords you entered, visit the [U.S. Census Bureau](https://www.census.gov/naics/) for other NAICS Code Search options. Once you find your NAICS Code, exit the NAICS Code Search window and type in your 6-digit NAICS Code directly into the NAICS Code field.
- Do you know what a NAICS Code is? [Learn more about it in the FAQs section.](#)

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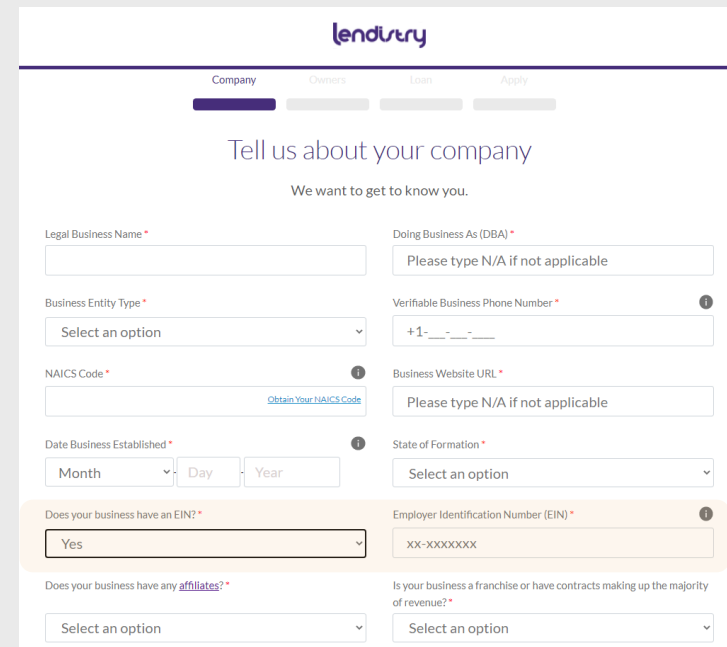
What is your Employer Identification Number (EIN)?

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.

If interested, you may obtain an EIN in various ways, including [online](#). This is a free service offered by the Internal Revenue Service (IRS) and you can get your EIN immediately. Learn more at the [IRS website](#).

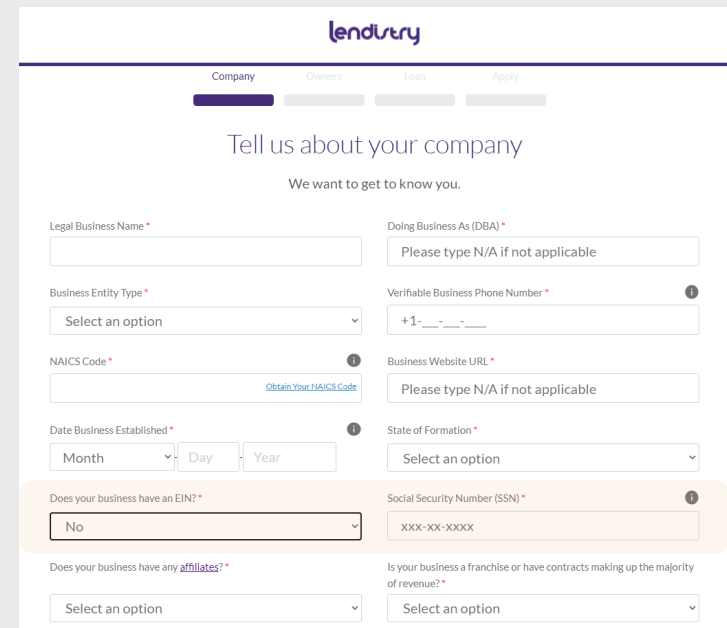
Generally, businesses need an EIN, but if you do not have one, you are able to provide your Social Security Number (SSN).

Using your EIN



The screenshot shows the Lendistry website's 'Tell us about your company' form. The 'Company' tab is selected. The form includes fields for Legal Business Name, Doing Business As (DBA), Business Entity Type, Verifiable Business Phone Number, NAICS Code, Business Website URL, Date Business Established, State of Formation, and two questions about having an EIN and affiliates. The 'Does your business have an EIN?' dropdown is set to 'Yes', and the 'Employer Identification Number (EIN)' field is populated with 'XX-XXXXXX'.

Using your SSN



The screenshot shows the Lendistry website's 'Tell us about your company' form. The 'Company' tab is selected. The form includes fields for Legal Business Name, Doing Business As (DBA), Business Entity Type, Verifiable Business Phone Number, NAICS Code, Business Website URL, Date Business Established, State of Formation, and two questions about having an EIN and affiliates. The 'Does your business have an EIN?' dropdown is set to 'No', and the 'Social Security Number (SSN)' field is populated with 'XXX-XX-XXXX'.

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How to Determine Your Business's:

1. Annual Gross Receipts

This can be found on your most recently-filed Federal tax return.

Depending on your business type, you can locate it on one of these lines:

- IRS Form 1120 or 1065, line 1a
- IRS Form 1040 Schedule C, line 1; or
- IRS Form 1040 Schedule F, sum of line 1a + line 2

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Company Owners Loan Apply

Tell us about your company

We want to get to know you.

Legal Business Name *

Doing Business As (DBA) *

Business Entity Type *

Verifiable Business Phone Number *

NAICS Code *

Business Website URL *

Date Business Established *

State of Formation *

Does your business have an EIN? *

Does your business have any affiliates? *

Is your business a franchise or have contracts making up the majority of revenue? *

Fiscal Year of the most recent tax return filed *

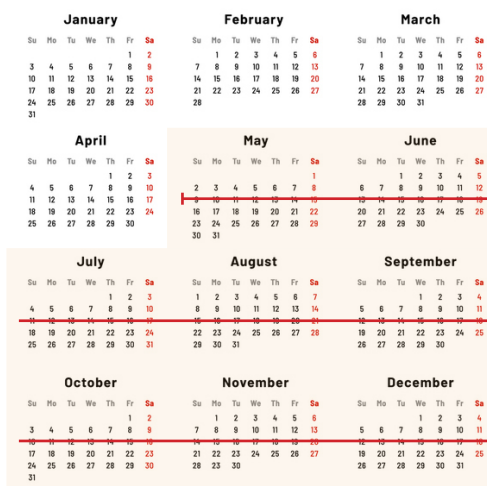
Annual gross receipts for most recent tax return filed *

Last 12 months average monthly revenue *

2. Last 12 Months Average Monthly Revenue

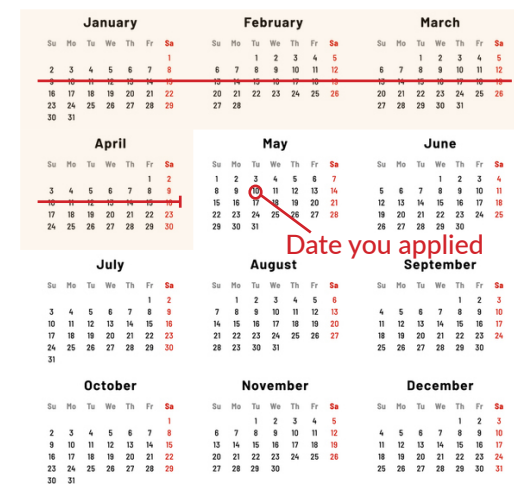
To determine your current average monthly revenue, take your business's estimated total revenue from the previous 12 months since applying and divide it by 12.

Past Year



2

Current Year



$$\text{Business's estimated 12-month total revenue} / 12 = \text{Current Average Monthly Revenue}$$

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Providing Ownership Information

List all owners of 20% or more of the equity of the business.

If no owner has at least 20% ownership of the business, you must list enough owners whose combined equity represents at least 20% of the ownership of the business.

Listed equity does not have to total to 100% at this time.

Certain loans will require identification and information of all owners for final approval.

If an owner is not from the United States, and therefore does not have a Social Security Number (SSN), the owner can enter their Individual Taxpayer Identification Number (ITIN).

Adding Another Business Owner

When you provide an additional owner's contact information after you submit the application, the additional owner will be sent an email to provide information about themselves to proceed with the application.

Your information will not be shared with them and whatever personal information they provide will not be shared with you.

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Company

Owners

Loan

Apply

Let's talk about ownership

Tell us more about you

First Name *

John

Last Name *

Doe

Date of Birth *

Month

Day

Year

What is your citizenship status? *

Select an option

Social Security or Individual Taxpayer Identification Number (SSN or ITIN) *

XXX-XX-XXXX

Ownership Percentage (%) *

Title *

Years of Industry Experience *

Email *

test23233@yopmail.com

What is your preferred contact method? *

Select an option

Mobile Number *

+1-864-638-4383

☐ I consent to auto-dialed calls or text messages.

Let's talk about ownership

Tell us more about you

Owner Details

First Name *

Last Name *

Ownership Percentage (%) *

Title *

Mobile Number *

+1-__-__-__

Email *

Remove this business owner

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What will you use the financing for?

Your selection as to what you will be using the financing for and how much for each purpose helps us determine the best solutions to meet your business's needs.

- Step 1** Select the purpose(s) you will need the financing.
- Step 2** Enter the total need for each purpose. The estimated down-payment and sum needed will be calculated automatically.*
- Step 3** Select where the down-payment will come from.
- Step 4** Click Continue

**Calculated based on the total need, anticipated percent down and average closing costs. All subject to change.*

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Company

Owners

Loan

Apply

Loan Product

Your answers to these questions will help us determine the best solutions to meet your business's needs

What will you use the loan for?

☐ Leasehold Improvements
 ☐ Equipment Purchase

☐ Furniture and Fixtures Purchase
 ☐ Inventory Purchase

☐ Debt Refinance - Pay Trade or Accounts Payable
 ☐ Debt Refinance - Pay Notes Payable

☐ Pay Off Interim Construction Loan
 ☐ Purchase a Business - Asset Purchase

☐ Purchase a Business - Stock Purchase
 ☒ Working Capital

☐ Fund the start up of this business
 ☐ Add an Addition to an Existing Building

☐ Make Renovations to an Existing Building
 ☐ Purchase Land Only

☒ Purchase Land and Improvements
 ☒ Construct a Building

2

Total Need*

Estimated Down-Payment*

Construct a Building	\$500,000.00	\$50,000.00
Purchase Land and Improvements	\$120,000.00	\$12,000.00
Working Capital	\$10,000.00	\$0.00
Sum	\$630,000.00	\$62,000.00

Estimated proposed need. Calculated based on the total need, anticipated percent down and average closing costs. All subject to change.*

Where will the down-payment come from?

General

\$586,840.00

Cash

Save and Continue Later

Continue

4

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Pre-Submission Application Review

Before submitting your application, you will be able to review your responses. You must complete all sections of the application in order to submit it.

This includes:

- Telling us about your company;
- Providing ownership information; and
- Explaining what you will use the financing for.

Reviewing Your Application

- Step 1** If you need to edit your application, click on “I have some edits” and fix any errors.
- Step 2** Read the Terms and Conditions and check the box to agree.
- Step 3** Type your legal first and last name in the appropriate boxes, which represents your e-signature.
- Step 4** Then click on “Submit” to submit your application. Once you submit your application, you will NOT be able to edit your responses.
- Step 5** If you would like to review and submit your application at a later time, click on “Save and Come Back Later.” You can sign in to [MyLendistry](#) over the course of two weeks to review your application and make any edits if needed.
- Step 6** You will be able to log back in to [MyLendistry](#) at any time to check on status and updates.

The screenshot shows a web form for reviewing an application. At the top right, there is a link "I have some edits!" with a circular arrow icon. The form contains several sections:

- Section 1:** A paragraph of legal disclaimer text starting with "I understand that by checking the box immediately following this notice, I am providing 'written instructions' to B.S.D. Capital, Inc. dba Lendistry ('Lendistry') under the Fair Credit Reporting Act..."
- Section 2:** A checkbox with the text "By checking this box and electronically signing below, I acknowledge and I agree to the above notice and Lendistry's [Terms and Conditions](#)." An arrow points from the number 2 to this checkbox.
- E-signature section:** Labeled "E-signature", it contains two input fields: "Legal First Name *" and "Legal Last Name *". Each field has a small circular icon with the number 1 next to it.
- Buttons:** At the bottom, there are two buttons: "Save and Come Back Later" (highlighted with a number 5) and "Submit" (highlighted with a number 4).

Numbered callouts 1 through 5 are placed around the form to indicate the sequence of steps: 1 is at the top right, 2 is next to the checkbox, 3 is next to the "Submit" button, 4 is next to the "Submit" button, and 5 is next to the "Save and Come Back Later" button.


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Uploading Required Documents

All documents that are required to be uploaded have certain requirements, mainly to make sure information is read accurately.

- Must be in clear, straight format with no disruptive backgrounds
- File name CANNOT contain any special characters, such as !@#%^&*()_+=
- File size must be under 10MB



Step 1

Select the upload  icon to locate the document file on your device.

Step 2

If the file is password protected, select YES from the dropdown menu titled “Password Protected?” and enter the file’s password. If the file is not password protected, select NO.

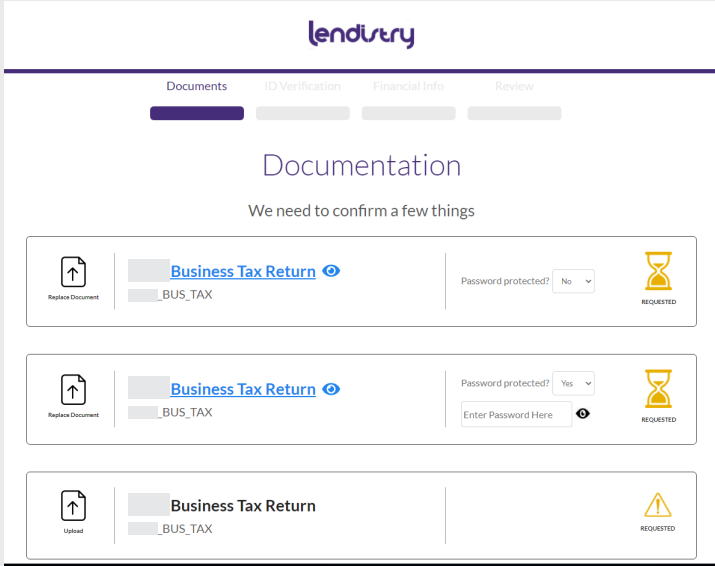
Step 3

The status should change from  “Requested” to  “Submitted.”

Step 4

Repeat the steps above until all documents requested have been uploaded.

1



The screenshot shows the Lendistry web application interface. At the top, there's a navigation bar with the Lendistry logo and tabs for Documents, ID Verification, Financial Info, and Review. The 'Documents' tab is active. Below the navigation bar, the page is titled 'Documentation' with a sub-header 'We need to confirm a few things'. There are three document upload rows. The first row shows a 'Replace Document' button, a file named 'Business Tax Return' with a blue eye icon, a 'Password protected?' dropdown set to 'No', and a 'REQUESTED' status with an hourglass icon. The second row shows a 'Replace Document' button, a file named 'Business Tax Return' with a blue eye icon, a 'Password protected?' dropdown set to 'Yes', a password input field with 'Enter Password Here' placeholder, and a 'REQUESTED' status with an hourglass icon. The third row shows an 'Upload' button, a file named 'Business Tax Return' with a blue eye icon, and a 'REQUESTED' status with a warning icon. On the right side of the screenshot, there are three numbered circles: 1, 2, and 3.

2

3

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Verifying Your Identity with Persona How to Complete Persona

Step 1 Begin verifying your identity using [Persona](#)

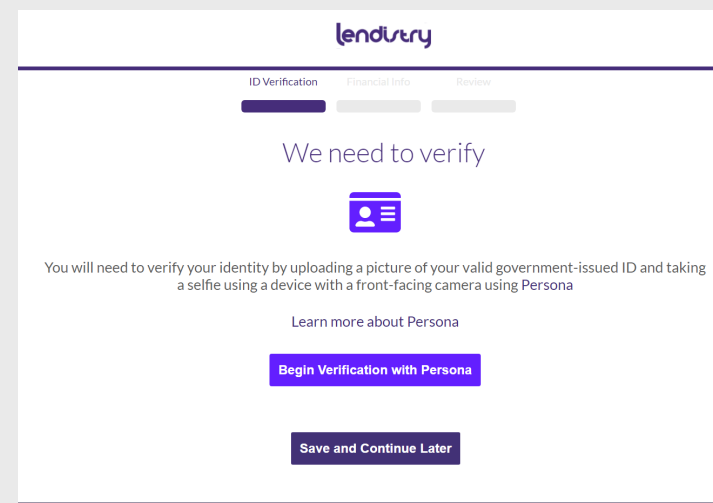
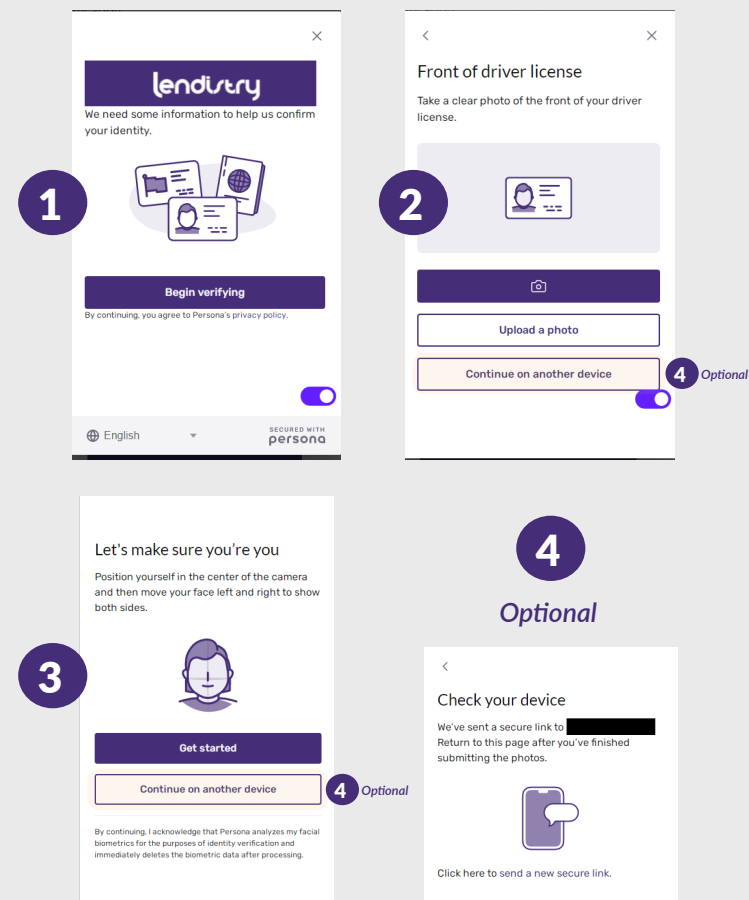
Step 2 Upload a picture of your valid government-issued ID (*driver license, state ID, passport or passport card*)

Step 3 Take a selfie using a device with a front-facing camera

4 Having trouble with Steps 2 & 3?

Select “Continue on another device”

- If applying on your computer, sometimes it is easier to take a picture of your government-issued ID and a selfie on another device, specifically your cell phone.
- To easily continue this aspect of the application on your cell phone, select “Continue on another device” and follow the simple, secure steps provided.
- After taking the pictures with your cell phone (or whatever other device you choose), return to the original device you were using to complete the application.

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What is Plaid?

[Plaid](#) is a quick, seamless way for you to provide what we need to verify your banking information. It replaces you having to scan and upload documents, making it easier for you and giving us an opportunity to provide you with a decision faster.

Plaid is a third-party technology Lendistry uses to set up Automated Clearing House (ACH) transfers by connecting accounts from any bank or credit union in the U.S. to MyLendistry. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. The use of personal information on or through Plaid is subject to [Plaid's End User Privacy Policy](#). Lendistry uses this technology to verify and review your bank statements.

This method of bank verification is preferred, but may not be acceptable if your banking institution is not available through the provider. In this case, you can verify your bank account using other methods.

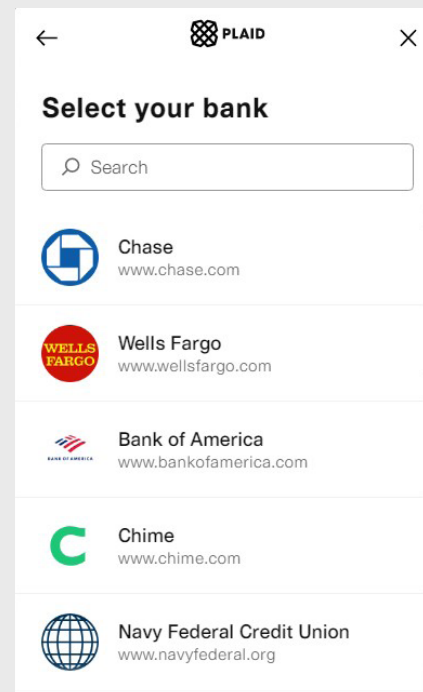
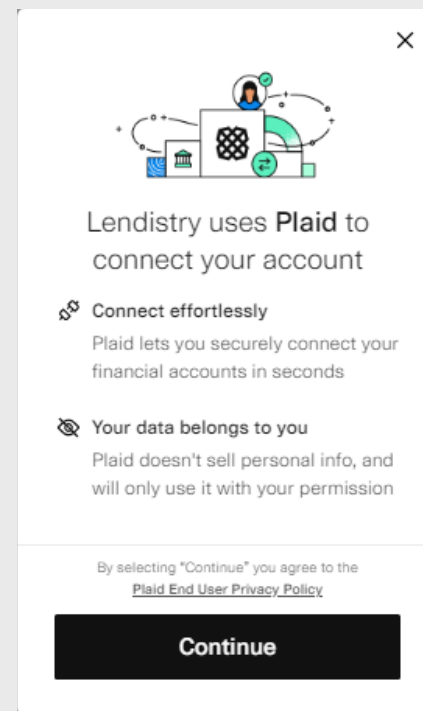


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Using Plaid to Verify Your Bank Account in MyLendistry

When registering in MyLendistry, you will be prompted to provide bank details. Click “Start Plaid”.

- First, select your bank account and provide credentials.
- After following directions in Plaid, you will be back in MyLendistry and if you have more than one account in the selected bank, they will all be listed. You must select the bank account you would like to use, which must be a business or personal account.
- If you run into errors, you have the option to try again. If you continuously run into errors or your bank institution is not available through the provider, you can proceed using another method that will be provided.





Contact Us

Lendistry Call Center

855-476-5870

Monday – Friday

9:00 am – 8:00 pm ET

[Platform/Website Terms of Use](#)

[Privacy Policy](#)

[Authorizations and Consents](#)

[Borrowers' Bill of Rights](#)