# Shutdown Loan Application Instructions

1. *Log in* to the CGMA portal. https://portal.mycgma.org/s/login/

2. Go to *Assistance Programs > Disaster & Emergency > Shutdown Loan* and click *Apply*.

Applicant Type

- If you are the Member, select *Member*.

- If applying as a spouse/dependent, select *Dependent* and enter your Sponsor's info. Update details as needed.

Complete each step below:

- **Member/Applicant Profile** – Review and update your personal and sponsor details. Ensure all required fields (unit, paygrade, etc.) are filled in.

- **Detail Line Items** – Add the expenses you're requesting assistance for. At least one item over $0 must be entered.

- **Documents** – Upload any required files (e.g., ID, authorization forms if dependent). The section is complete when all documents show as "Submitted."

- **Final Questions and Submit**

  o *Disbursement Method* – Choose ACH bank transfer (use saved info or enter new) or Zelle (confirm or add email).

  o Answer the *Final Questions*, select your *Rep site*, add optional comments, and agree to certifications.

  o Click *Submit* – Once submitted, you cannot edit. Contact your CGMA Rep if changes are needed.

Processing

- After submission, your Rep will review. Most requests are processed within 3 business days.

- We'll keep you updated by email as your application moves through each step of the approval process.



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1005 N. Glebe Road Suite 220
Arlington VA, 22201
800.881.2462