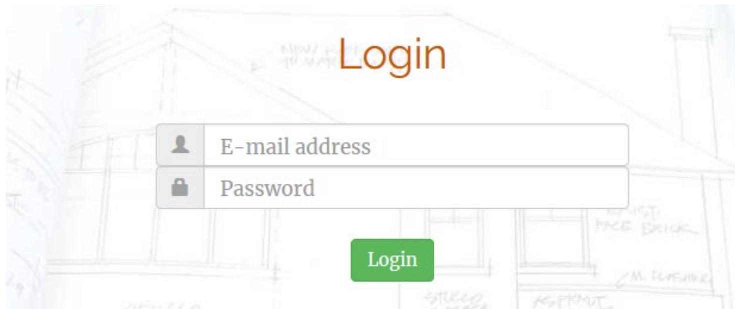
BANKLABS – INSPECTION/DRAW REQUEST

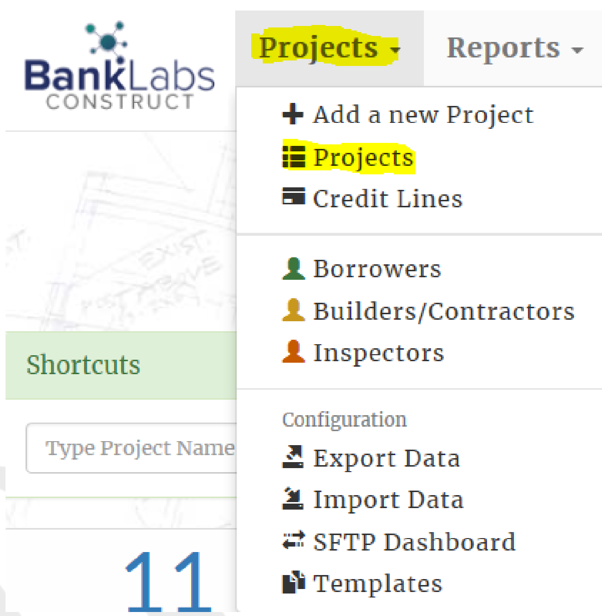
**** Please make sure your location services under your privacy settings on your phone is turned on for your camera, photos & Safari Websites (or whatever internet search engine you use) ****

1. Log into BankLabs using the link https://www.radiusloantrak.com/login.php

2. Input your e-mail address and Password for secure login



3. Once logged in, click on PROJECTS



4. If more than one project, click on the desired project based on the Project Name.

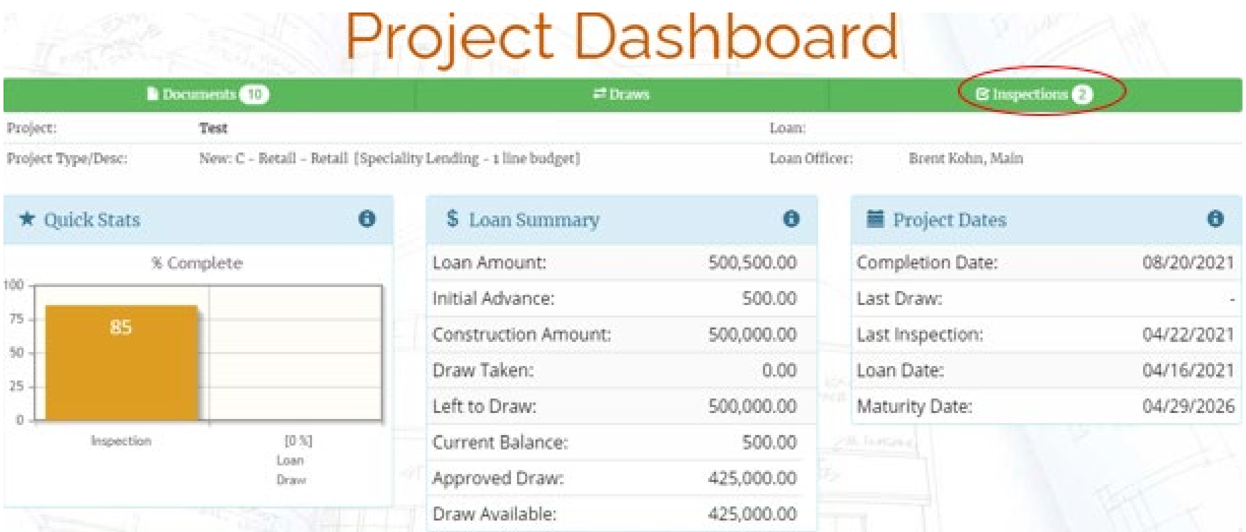
5. Once you click on your project, you will enter the **Project Dashboard** which will host an overall snapshot of the loan and draws.

OsgoodBank

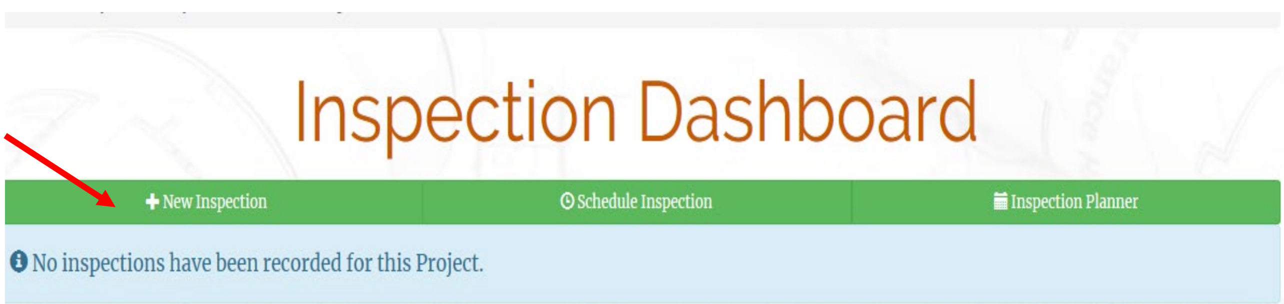
Step 1: Complete an Inspection

You will FIRST have to complete the INSPECTION before you can request a DRAW.

1. Click on inspection icon.

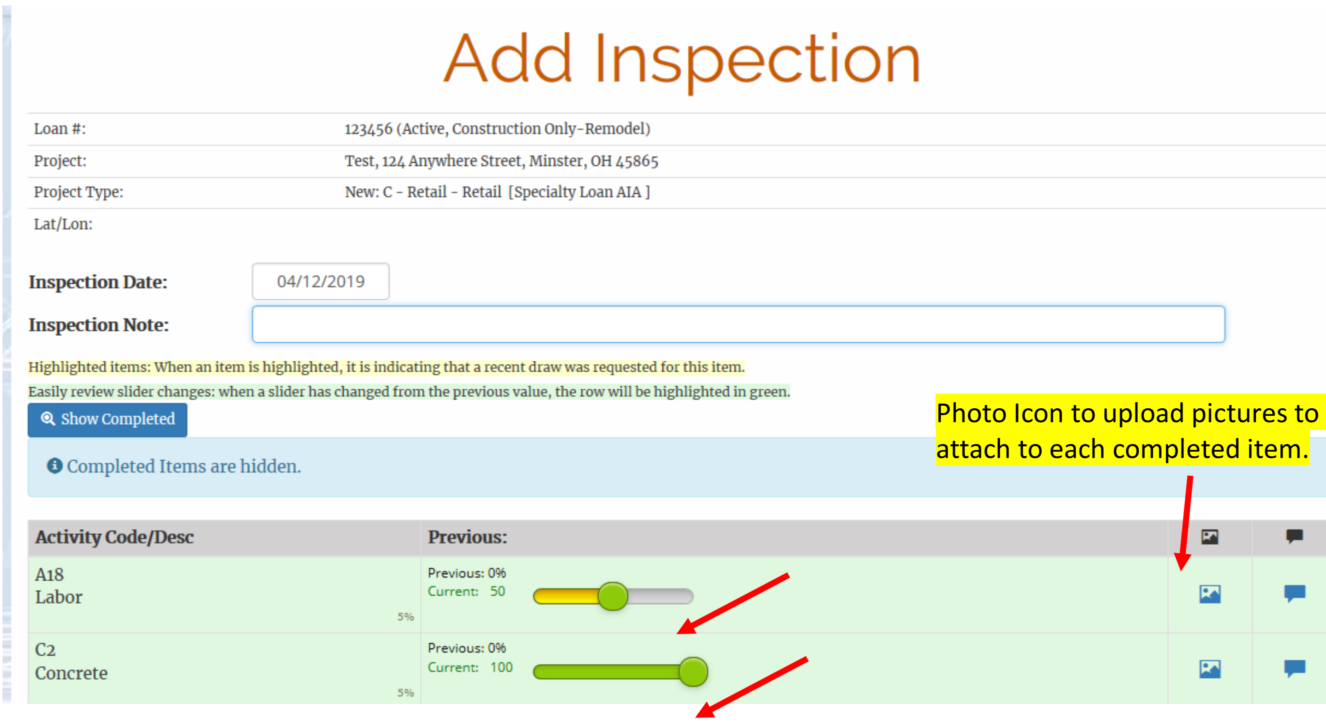


2. Once you are in the **Inspection Dashboard**, click on + New Inspection

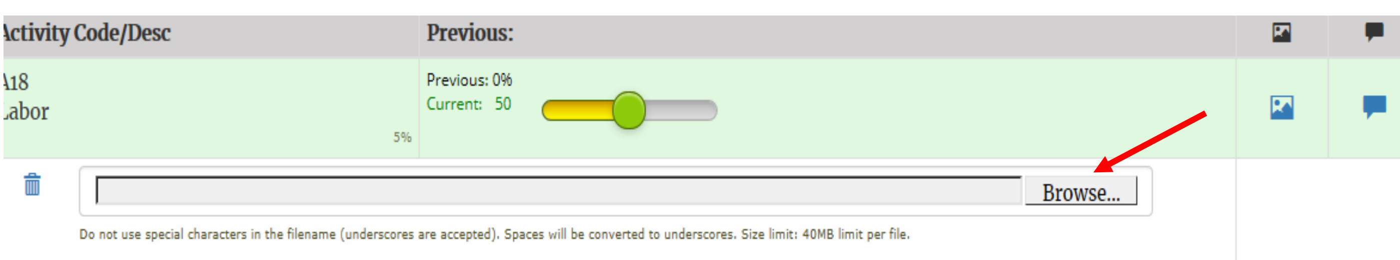


3. You will now be directed to **Add Inspection**. Once in this area, please move the green bars back and forth for your desired percentage to represent work completed. If you are needing the funds prior to work completed, you will have to move the bar to represent how much of the funds you are requesting for the draw (plus previous draws). For instance if draw one already used 10% of the funds and draw 2 needs another 10% of the funds then the inspection for draw 2 will need to say 20%.

4. To support each completed item, click on the photo icon to upload your photo. Pictures are not required for the first draw unless 50% of the construction is complete.

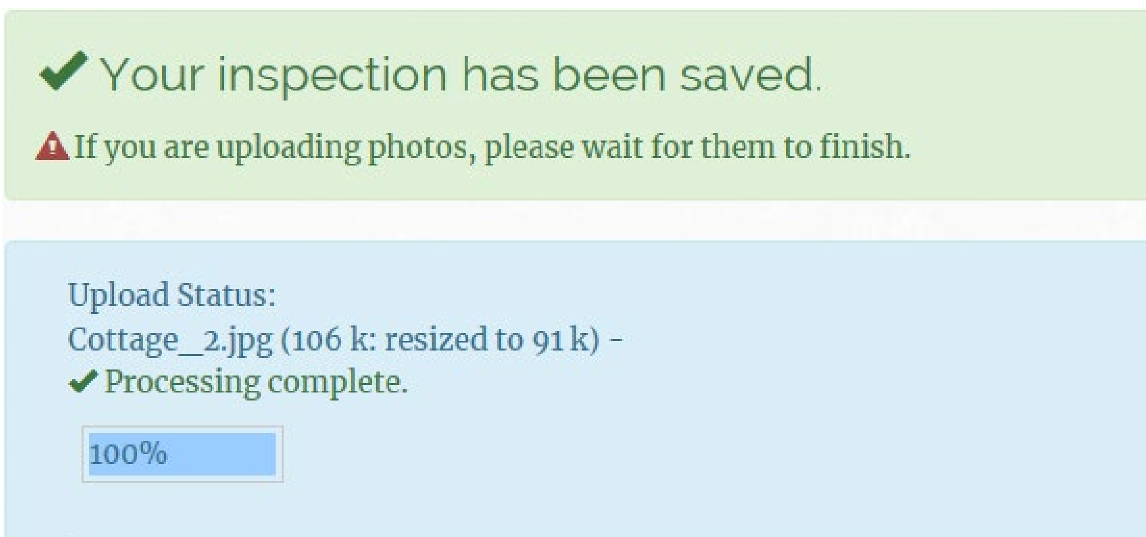


5. Once you click on the photo icon a browse window will open and you can upload your pictures from your desktop.



6. After you have finished the inspection and uploaded all your photos for this draw Submit/Save Inspection

7. After the inspection has been saved, do not leave this page until ALL photos have been uploaded and processing is complete

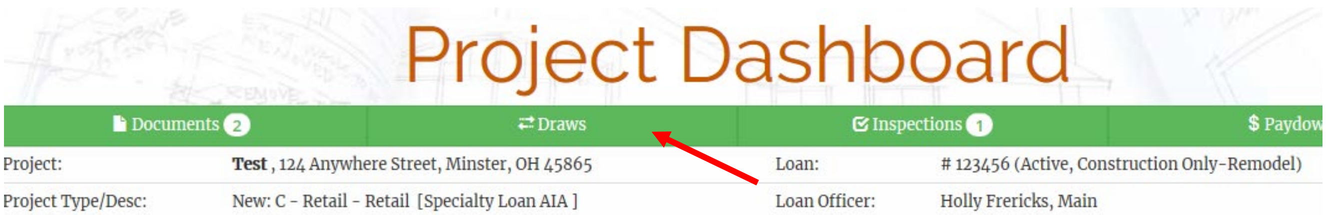


Step 2: Request a Draw

After submitting an inspection, you are now ready to request your draw.

1. Go back to the **Project Dashboard** icon and click on it.

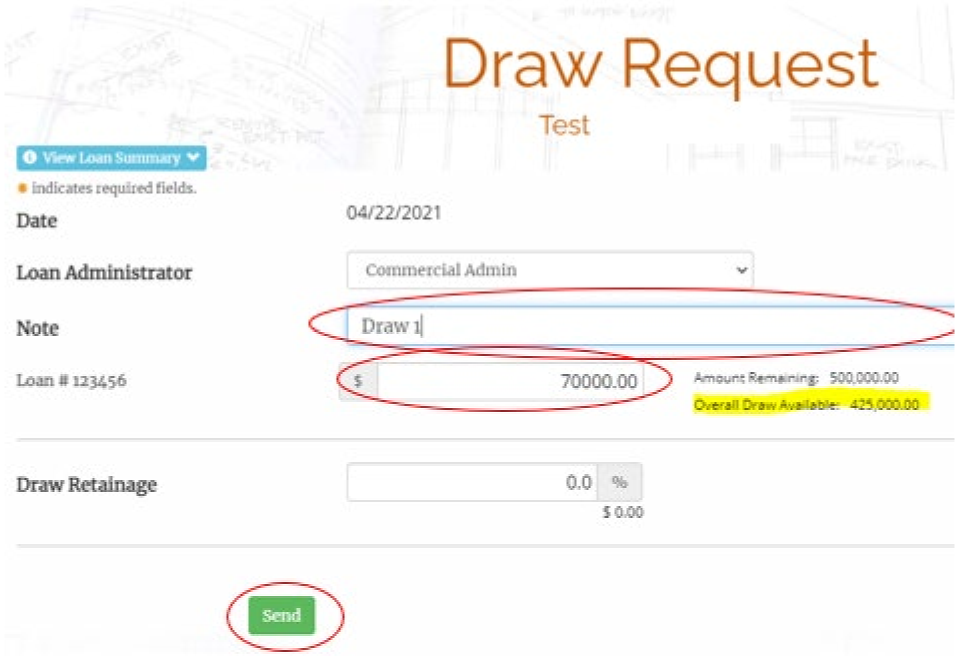
2. Once you are back into Project Dashboard, click on the Draw icon



3. Once you are in **Draw History**, click on Request Draw

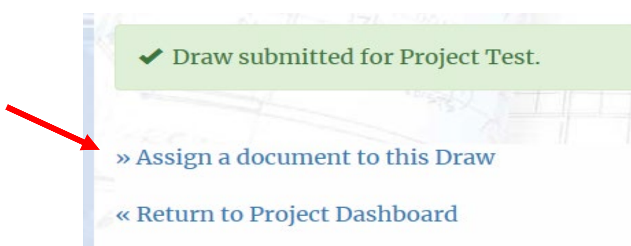
4. Once you are in **Draw Request**, Input the amount you are requesting next to the Loan #. To the Right of the amount you are requesting, it will show the available amount of the draw based on the percentage you completed in the Inspection area.

<u>NOTE:</u> You can request more or less than the amount available shown.

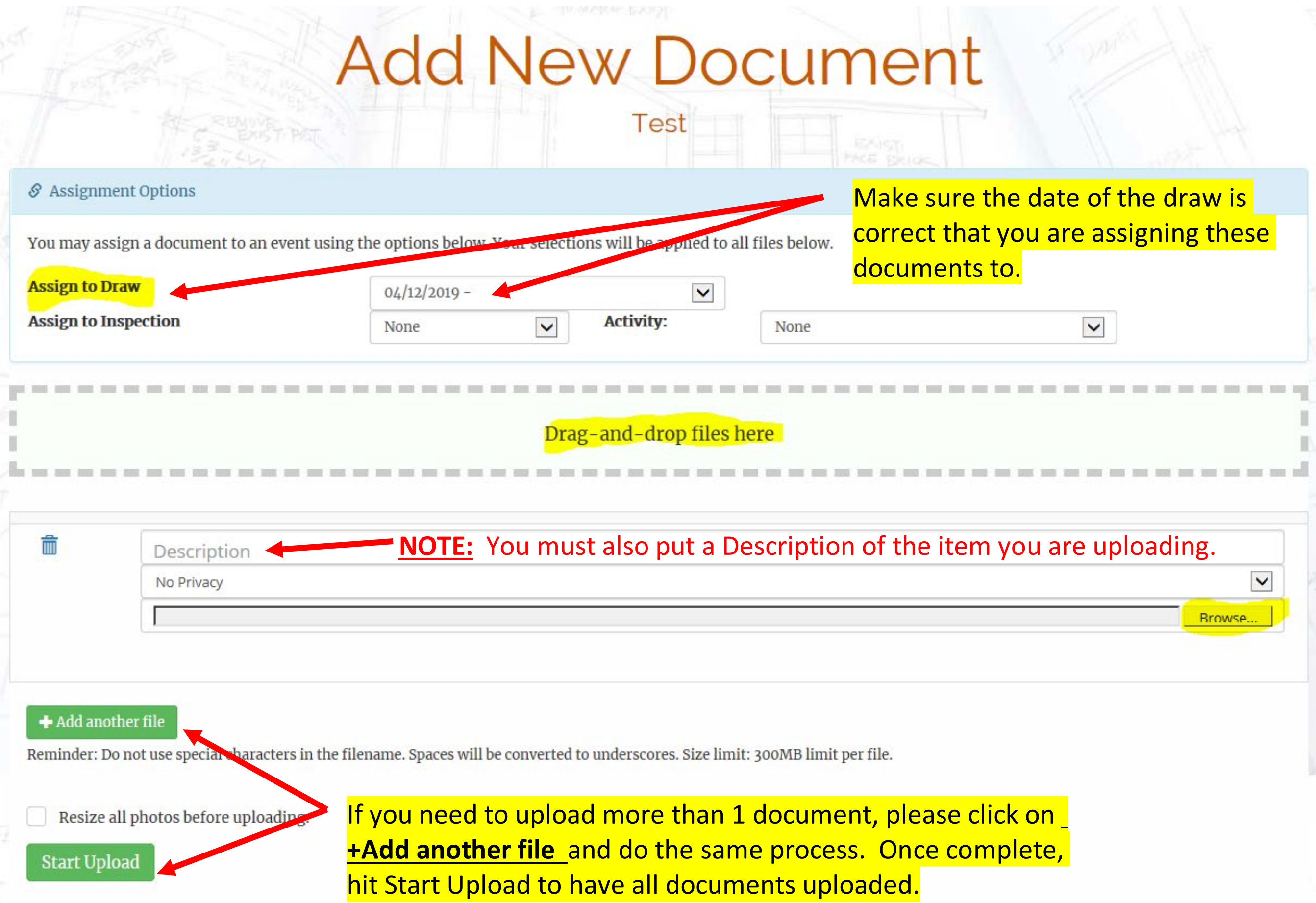


5. Once you have inputted the amount you are requesting, hit **<u>SEND</u>**

6. Fill out the <u>draw request form</u> and upload that along with any <u>invoices, Lien Waivers, Wire Instructions or W-9's</u> that need to be included with the DRAW can now be submitted by clicking on Assign a document to this Draw



7. You are now in Add New Document. You can drop and drag documents (or) upload using the Browse feature. NOTE: make sure you assign the documents to the correct draw date.



8. You have completed your Inspection & Draw Request. It has been submitted to Osgood Bank for review and approval. You will be able to see what you uploaded and that the process is complete after you have finished.