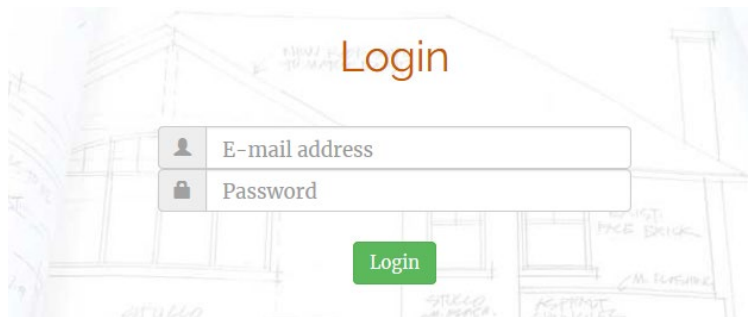


BANKLABS – INSPECTION/DRAW REQUEST

**** 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>

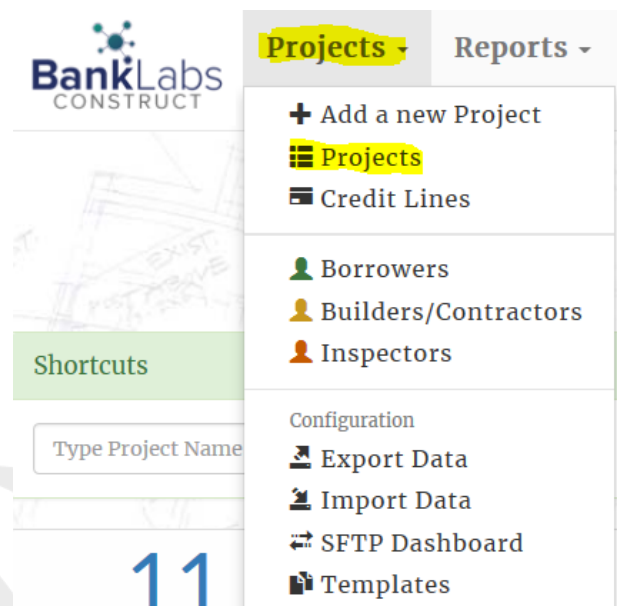
2. Input your e-mail address and Password for secure login



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.



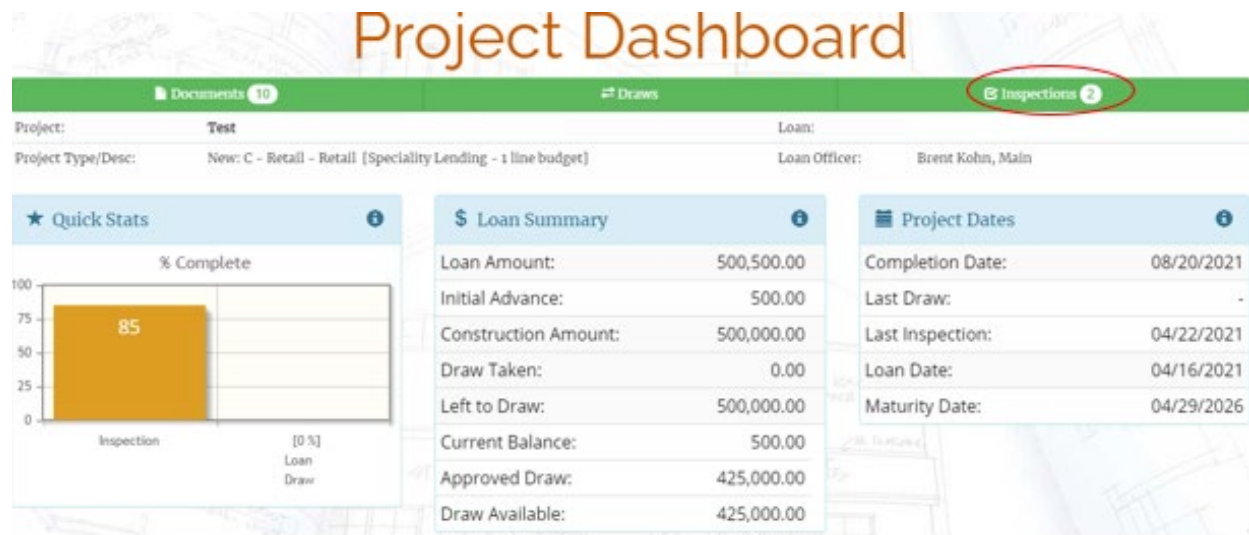
11



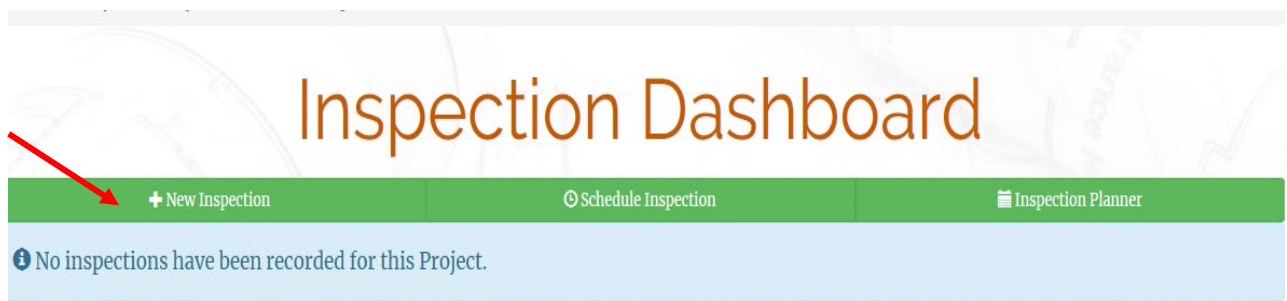
Step 1: Complete an Inspection

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%.



- 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.

Add Inspection

Loan #:	123456 (Active, Construction Only-Remodel)
Project:	Test, 124 Anywhere Street, Minster, OH 45865
Project Type:	New: C - Retail - Retail [Specialty Loan AIA]
Lat/Lon:	

Inspection Date:

Inspection Note:

Highlighted items: When an item is highlighted, it is indicating that a recent draw was requested for this item.
Easily review slider changes: when a slider has changed from the previous value, the row will be highlighted in green.

[Show Completed](#)


Completed Items are hidden.

Activity Code/Desc	Previous:		
A18 Labor	Previous: 0% Current: 50		
C2 Concrete	Previous: 0% Current: 100		

Photo Icon to upload pictures to attach to each completed item.

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

Activity Code/Desc	Previous:		
A18 Labor	Previous: 0% Current: 50		



Do not use special characters in the filename (underscores are accepted). Spaces will be converted to underscores. Size limit: 40MB limit per file.



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

Overall % Complete: 11% (rounded)

☒ Resize all photos before uploading (max: 1400px).

Save Inspection

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

✓ Your inspection has been saved.

⚠ If you are uploading photos, please wait for them to finish.

Upload Status:

Cottage_2.jpg (106 k: resized to 91 k) -

✓ Processing complete.

100%



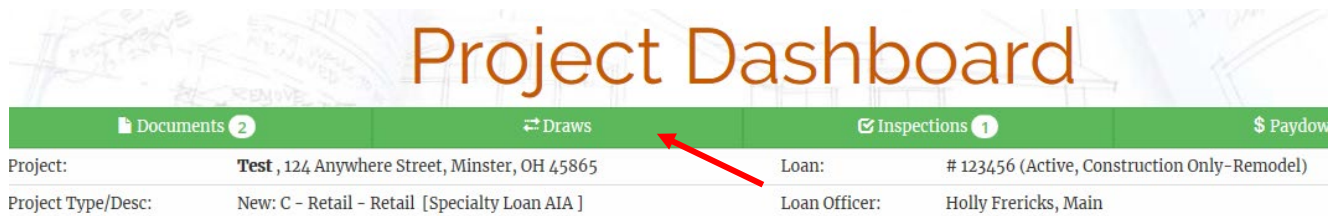
Step 2: Request a Draw

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.



OsgoodBank

NOTE: You can request more or less than the amount available shown.

Draw Request
Test

[View Loan Summary](#) Indicates required fields.

Date: 04/22/2021

Loan Administrator: Commercial Admin

Note: Draw 1

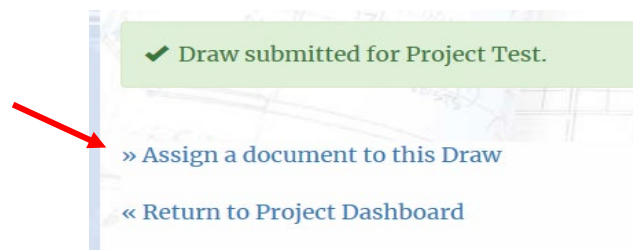
Loan # 123456

Amount: \$ 70000.00 Amount Remaining: 500,000.00
Overall Draw Available: 425,000.00

Draw Retainage: 0.0 %
\$ 0.00

[Send](#)

5. Once you have inputted the amount you are requesting, hit **SEND**
6. Fill out the draw request form and upload that along with any invoices, Lien Waivers, Wire Instructions or W-9's 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.

Add New Document

Test

Assignment Options

You may assign a document to an event using the options below. Your selections will be applied to all files below.

Assign to Draw
Assign to Inspection

04/12/2019 -
None

Activity:
None

Make sure the date of the draw is correct that you are assigning these documents to.

Drag-and-drop files here

Description
No Privacy

Browse...

+ Add another file

Reminder: Do not use special characters in the filename. Spaces will be converted to underscores. Size limit: 300MB limit per file.

☐ Resize all photos before uploading

Start Upload

If you need to upload more than 1 document, please click on **+Add another file** and do the same process. Once complete, hit Start Upload to have all documents uploaded.

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.

Upload Status

Ahrns_Signed_Credit.jpg (139 k) -
⌚ Please wait - creating thumbnails...

✓ Processing complete. 100%

⚠ If you are uploading photos, please wait for them to finish.