

BANKLABS – INSPECTION/DRAW REQUEST ON MOBILE DEVICE

** 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.
- Once you click on your project, you will enter the <u>Project Dashboard</u> which will host an overall snapshot of the loan and draws.



Login

E-mail address

Password

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Step 1: Complete an Inspection

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

1. Click on inspection icon.

	Pr	oject Da	shboa	ard	
. Bi	Documents 10	≓ Draws		@ Inspections	2
Project:	Test		Loan:		
Project Type/Desc:	New: C - Retail - Retail (Specia	llity Lending - 1 line budget)	Loan Of	ficer: Brent Kohn, Main	
★ Quick Stats	0	\$ Loan Summary	θ	Project Dates	θ
%	Complete	Loan Amount:	500,500.00	Completion Date:	08/20/2021
100		Initial Advance:	500.00	Last Draw:	34
75 - 85		Construction Amount:	500,000.00	Last Inspection:	04/22/2021
30		Draw Taken:	0.00	Loan Date:	04/16/2021
		Left to Draw:	500,000.00	Maturity Date:	04/29/2026
Inspection	[0 %]	Current Balance:	500.00		
	Draw	Approved Draw:	425,000.00		
		Draw Available:	425,000.00		

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



• No inspections have been recorded for this Project.

3. You will now be directed to <u>Add Inspection</u>. Once in this area, please move the green bars back and forth for your desired percentage to represent work completed.



4. To support each completed item, click on the photo icon to upload your photo.

		Add Inspection		
Loan #:	123456 (Ad	ive, Construction Only-Remodel)		
Project:	Project: Test, 124 Anywhere Street, Minster, OH 45865			
Project Type:	New: C - R	tail - Retail [Specialty Loan AIA]		
Lat/Lon:				
Inspection Date:	04/12/2019			
inspection Note:				
Highlighted items: When an item Easily review slider changes: whe Q Show Completed	<mark>is highlighted, it is indica</mark> t en a slider has changed fror	ng that a recent draw was requested for this item. Photo Icon the previous value, the row will be highlighted in green.	to upload pictures to ach completed item.	
• Completed Items are l	hidden.			
Activity Code/Desc		Previous:	•	
A18 Labor	5%	Previous: 0% Current: 50		
C2 Concrete	5%	Previous: 0% Current: 100		

5. Once you click on the photo icon a Choose File window will open and you can take/upload your pictures from your device. Choose one of the following options to upload your photos:

	Activity Code/Desc	Previous: 04/12/2019	R	-		
	A18	Previous: 50%		E	Take Photo or Video	
\mathbf{i}	Labor 5%	Current: 50	P .	-	Photo Library	
	Chool	ose File) noted		- 1	Browse	•
	Do not use filename (accepted).	special characters in the underscores are Spaces will be converted		Car	ncel	
	to underso limit per fi	ores. Size limit: 40MB le.				
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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, click <u>Return to Project</u> <u>Dashboard</u>

 Your inspection has been saved. A If you are uploading photos, please wait for them to finish.
Upload Status: Cottage_2.jpg (106 k: resized to 91 k) - ✓ Processing complete.
« Return to Inspection Dashboard « Return to Project Dashboard
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Step 2: Request a Draw

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

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

		Project	Dashb	oard	
Docum	ents 2	₽ Draws	🕑 Insp	ections 1	\$ Paydow
Project:	Test , 124 Anywhere	Street, Minster, OH 45865	Loan:	# 123456 (Active, Construc	rtion Only-Remodel)
Project Type/Desc:	New: C - Retail - Ret	ail [Specialty Loan AIA]	Loan Officer:	Holly Frericks, Main	

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

Trans			Draw History	
₽ Request Draw	\$ Budget Summary	Detail Draw History		
Loan #:	123456 (Activ	re)	Loan Amount:	
Project:	Test		Loan Current Balance:	
	124 Anywhe Minster, OH	re Street 45865	Loan Draw Available:	

3. Once you are in <u>Draw Request</u>, Input the amount you are requesting next to the Loan #. You can also add a note to yourself and the loan officer and processor if you desire. 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. **NOTE:** You can request at or less than the amount available shown.

indicates required fields.	04/22/2021	
oan Administrator	Commercial Admin 👻	
lote	Draw 1	
oan # 123456	s 70000.00 Amount Remaining: 50 Overall Draw Available:	425,000
Draw Retainage	0.0 % \$ 0.00	
	kend	



- 4. Once you have inputted the amount you are requesting, hit **SEND**
- 5. 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



6. 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 Ne	W Docu	ıment
Assignment Options	event using the optione below, rour selection	ons will be applied to all files be	 Make sure the date of the draw is correct that you are assigning these
ssign to Draw	04/12/2019 - None	Activity: Non	e
File count: o	Description	N tr	OTE: You must also put a Description of ne item you are uploading.
+ Add ar Reminder: filename. S Size limit: Resize	Choose File no file selected other file Do not use special characters in the paces will be converted to underscores. 300MB limit per file.		If you need to upload more than 1 document, please click on <u>+Add anoth</u> <u>file</u> and do the same process. Once complete, hit Start Upload to have all documents uploaded.
Start U	275 W. Main S	treet • PO Box 69 • 0	Osgood, OH 45351

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7. You have completed your Inspection & Draw Request. It now 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.jp O Please wait - creating	g (139 k) - thumbnails		
✓ Processing complete.	100%		
▲If you are uploading pl	hotos, please wai	it for them to finish.	

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