Welcome to Built

For Borrowers

COMMERCIAL
CONSTRUCTION LOANS
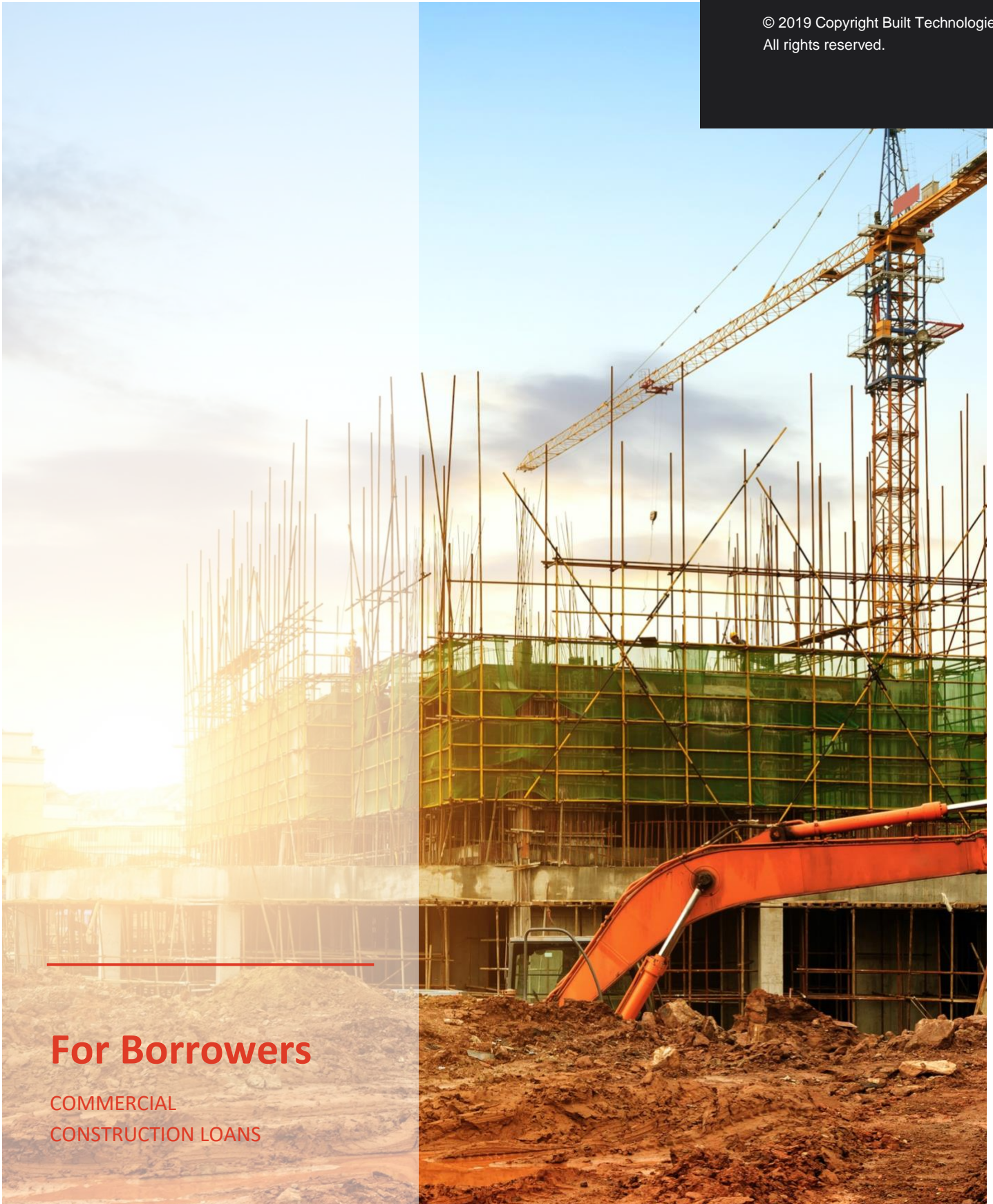
Table of Contents

Introduction to the Leading Software for Construction Lenders

BUILT HAS DIGITIZED CONSTRUCTION LOAN MANAGEMENT.

Built is dedicated to enhancing the borrower construction draw experience. Built provides customers with features like streamlined draw request process, real-time inspection reports, and faster time to funding. The cloud-based platform provides a centralized location to manage all loan activity, creating transparency and efficiency for all parties involved. Managing your draw, inspection and disbursement requests has never been easier.

What to expect

Your new project is setup in Built with loan and property information.

You will receive an email prompting you to create a username/password for Built.

After setting up your account, track the progress of your construction loan(s).

You will receive automated email notifications as events occur throughout the life of your loan, keeping you in the loop at all times.

Your final notification comes once your draw is funded. Log in and check on your projects any time!
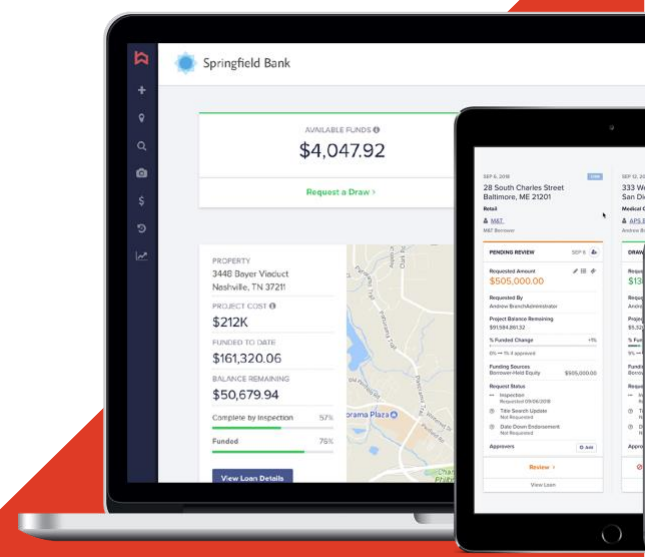
What you get

1-Click Draw Requests

Faster Time to Funding

Information Transparency

Centralized Access to All Loan Activity

How It Works

MONITOR YOUR CONSTRUCTION PROJECT ONLINE IN REAL-TIME.

Step 1
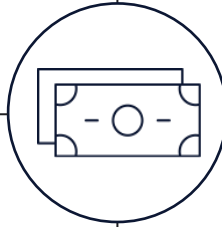
Lender creates your loan in Built

Step 2

You submit a draw request

Step 3

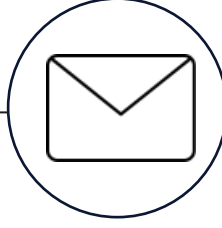Lender reviews the request and associated files

Step 4

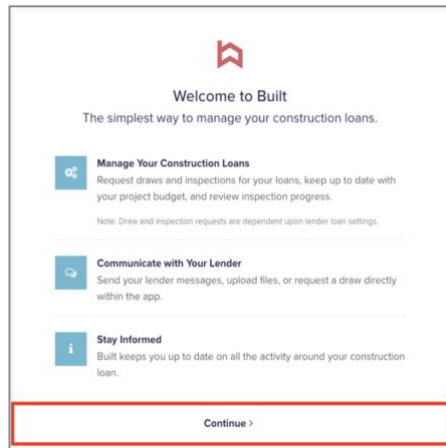You and your lender review and approve the final requested amount

Step 5

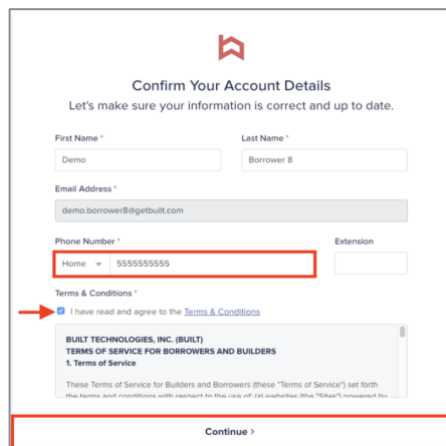Borrower receives notification of disbursed funds approval

Getting Started in Built

Logging in for the first time

When you log into Built for the first time, you will land on the Built "Welcome" page.
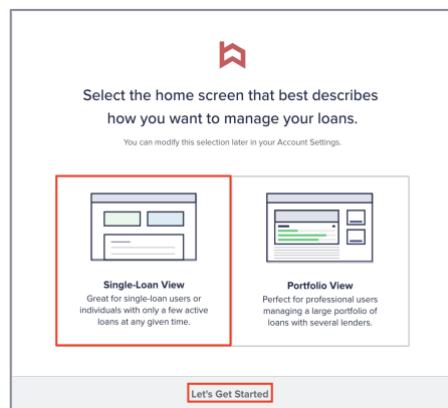
Click the "Continue" button.

You can make changes to your Account Details upon first login. If a phone number was not provided when your information was added to Built, you will be required to add one.

You are blocked from updating your email address until your account is completed.

Click the checkbox to agree to the Terms & Conditions and click Continue.

Select the Single-Loan View and click Let's Get Started. We recommend this view for most borrowers of your type of projects.
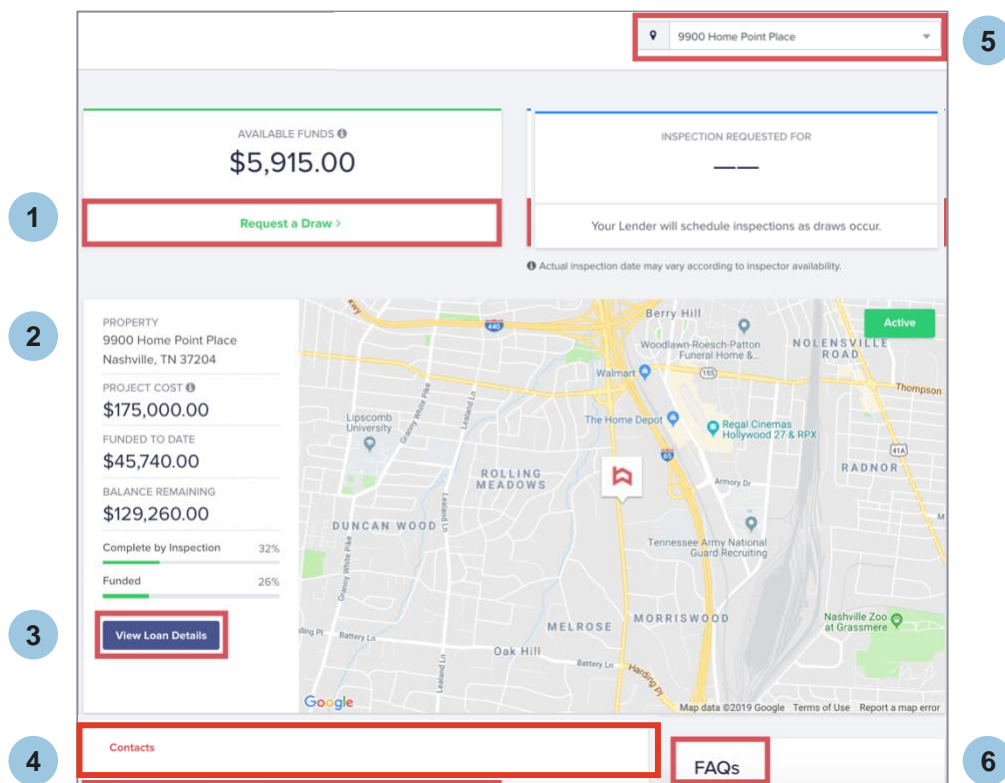
Feel free to try out the Portfolio view, but this training content will focus you on the single loan view

Dashboard

The dashboard screen is where you always start your work in Built. Let's do a quick tour.

1. **Available Funds:** shows amount available to draw, if funds have been released by the Lender. Clicking Request a Draw will initiate a request to the Lender.

2. **Loan Quick View:** displays common loan details including property address, project cost, funded to date and remaining balance.

3. **View Loan Details:** clicking here will take you to the project overview page with more specifics about the project including Activity, People, and more.

4. **Contacts** (people assigned to the project)

5. **Project Toggle:** if you have more than one project, you can use this to switch between projects

6. **FAQs:** a helpful resources as you are getting started in Built. For more support information, visit assist.getbuilt.com.

Requesting a Draw

You can request draws from several locations:

1. **Dashboard:** from the Dashboard, click Request a Draw in the top left corner

2. **Loan / Project Page:** access this page either by clicking View Loan Details from the Dashboard, or by using the Find Loans button (magnifying glass) on the left side navigation side bar. Once on the Loan / Project page, click Request a Draw from the top right corner
3. **Draws Screen:** click the $ on the left side navigation bar, select the checkbox for the loan you'd like to draw from and then click Review & Submit in the bottom right corner

If requesting from the Dashboard or Loan / Project Page

Click Request a Draw. In the new window that pops up, your project will show in the top right corner.

Enter the requested amounts in the respective budgeted line items and click continue.

In the next step, attach supporting files, invoices, etc. and click continue. Depending on your Lender's settings, you will be able to request an inspection on the next screen.

E-Sign by placing a check in the checkbox in the Authorization section and click the Submit button.

You can also initiate a Draw Request from the Draws screen. Once on the Draws page, click request draw and follow the same steps as above.

Viewing Loan Activity

If you would like to view transaction history or see how funds are made available, click on the Activity tab while viewing an individual loan.

Transaction History

The page will default to the Transaction History tab (shown below) which will show all transactions that have occurred on the loan.

If there is equity on the loan, the Transaction History page will show the Equity Balance as well as what was funded from the loan.

Click the gear icon and select Export to download an Excel file of the transaction history.
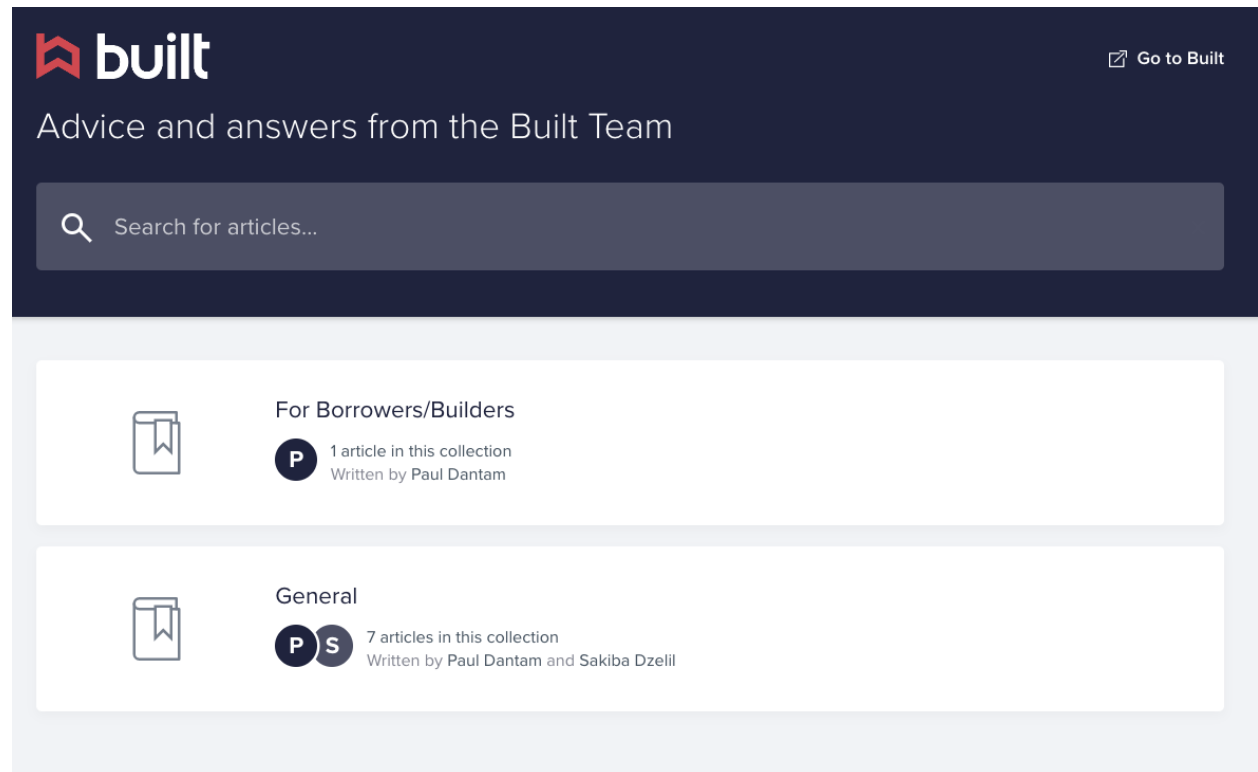
To view the transaction details click on the eyeball icon next to the transaction description.

Online Training Materials

http://assist.getbuilt.com

Here you can find EVEN MORE step-by-step 'how to' guides. Visit this site and select the For Borrowers/Builders category on the right hand side, or simply type some key words into the search bar and hit enter.

Questions?

CONTACT US AT
SUPPORT@GETBUILT.COM