

# W E L C O M E T O B U I L T

*FOR BUILDERS & BORROWERS*  
Residential Consumer Construction Loans



powered by  **built**

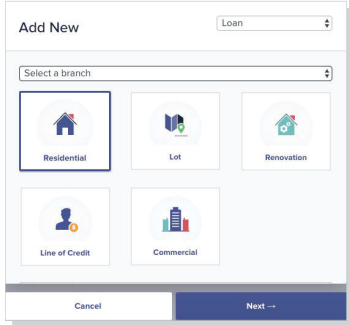
# HOW BUILT WORKS

## MONITOR YOUR CONSTRUCTION PROJECT ON-LINE IN REAL-TIME.

Our software brings the construction administration process on-line, making **requesting funds easier than ever before**. By connecting borrowers, builders and Regions, Built will **speed up the time to funding** and provide real-time visibility of the project's progress.

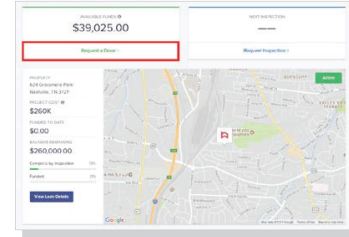
### STEP 1:

Lender activates loan in Built



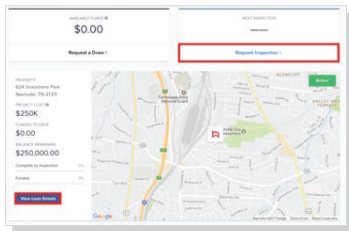
### STEP 2:

Builder/Borrower submits a draw request



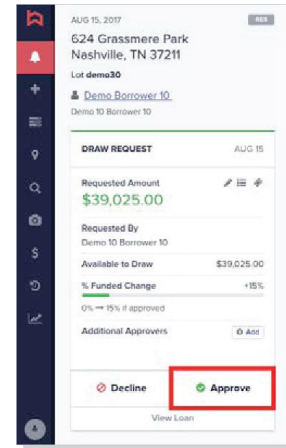
### STEP 3:

Inspection requested and inspector conducts progress inspection



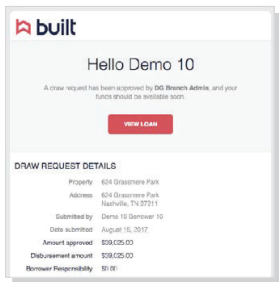
### STEP 4:

Upon receipt of inspection reports from Built, Regions will review and, upon proper approval from the borrower, disburse funds



### STEP 5:

Builder/Borrower receives notification of disbursed funds



## WHAT YOU GET by using Built's platform

- Real-time inspection report
- Draw requests in just a few clicks
- Faster time to funding
- Information transparency
- Centralized access to all loan activity

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

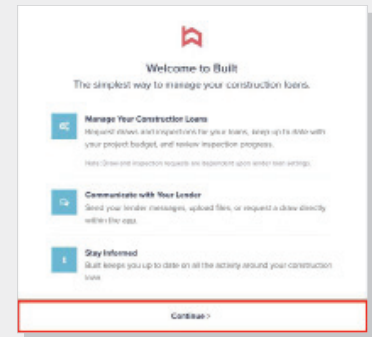
## WHAT TO EXPECT

1. Your new project is set-up in Built with loan, property, and inspection information.
2. You will receive an email prompting you to create a username/password for Built.
3. After setting up your Built account, you will be able to request inspections and/or draws, as well as track the progress of your construction project(s).
4. You will receive automated email notifications as events occur throughout the life of your loan, keeping you in the loop at all times!
5. When a draw request has been funded, you will receive an email confirming that funds have been disbursed and the wire transfer has been sent. You may log in at any time and check on your project.



## Logging in to Built for the First Time

1. When you log in to Built for the first time you will land on the Built Welcome page. Click on the **Continue** button.
2. You will be prompted to confirm your account details when logging in to Built for the first time. You can make changes to your first and last name and phone number. 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 set-up has been completed. If the terms and conditions are acceptable, click the checkbox to indicate you agree to them.
3. Select the home screen that best describes how you want to manage your loans and click **Let's Get Started**.



## Add Users to Your Account

If you are the primary user on your account in Built, you may add a secondary user if you need someone else to have access to requesting inspections and draws. For borrowers, secondary users may only be co-signors on their loan.

1. Click the **Add New** button in the top left corner with the plus sign icon.
2. Select **Builder Administrator** from the dropdown menu.
3. Enter the user's name and email address. Only name and email is required, so enter as much additional info as you like and then click **Save**.

New users will receive an email prompting them to set up their account, and after they log in they will be able to request inspections and draws.

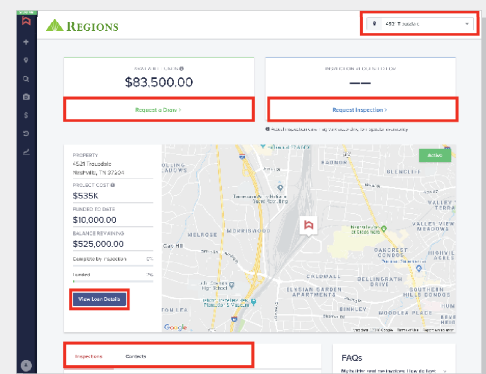
## Dashboard

Users will be prompted to select the home screen that best describes how they prefer to view and manage their project(s). The **Single-Loan View** is to be used by homeowners, as well as builders with a single project. The **Portfolio View** is used by builders who have more than one project on Built. The selection you make will determine how the dashboard is displayed each time you log into Built.



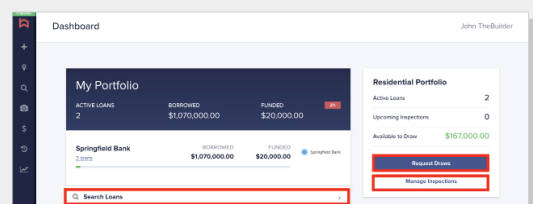
### Single-Loan View

From the Single-Loan View of the Dashboard, builders or homeowners who are ready to order an inspection will click on the **Request Inspection** button. When the requested inspection has been completed and uploaded to Built, you will receive an email notification. Users will be able log-in to Built and click on the **Request a Draw** button to request and approve the disbursement of available funds. Common details about the project are displayed in the middle section of the Dashboard, but, if you'd like to see more information, click on the **View Loan Details** button at the lower left corner of the middle section of the Dashboard. The **Inspections** tab will show inspection history, photos, and disbursements. The **Contacts** tab will show the authorized users on the account and their contact information.



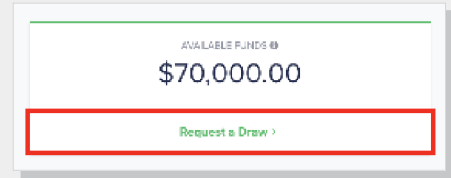
### Portfolio View

The Dashboard will display all the active projects on your account. Click on the **Search Loans** button to view all your active projects. There are links to common reports for each project in the Report's section. Click the link for each report to navigate to the reports page. On the right side of the dashboard, use the buttons to request draws or manage inspections.



## Requesting a Draw (for Builders)

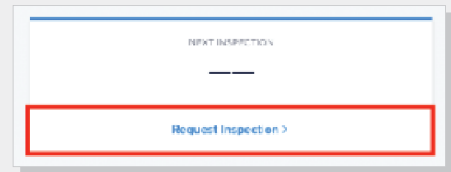
1. Log in to Built at [login.getbuilt.com](http://login.getbuilt.com) with your username and password.
2. Users will click on **Request a Draw** on the welcome screen. You can also click on the **Draws** button on the side bar on the left margin of the screen.
3. Click on the loan you'd like to draw on by selecting the itemized Draw button on the far right. Builders will enter the dollar amount they would like to request for each line item in the budget. You have the option to upload any supporting documents as necessary. When done, hit the **Confirm** button.
4. Click the **Review & Submit** button at the bottom of the screen and confirm the draw. At this point an inspection will be scheduled (if it has not already been scheduled and completed) to confirm the progress of the project. Upon submission of the inspection, Regions will review the progress report and obtain the homeowners authorization to fund. You will receive email confirmation when Regions has initiated the transfer of funds.



## Requesting Inspections

Both homeowners and builders are able to request inspections using Built as shown below. Regions generally inspects construction projects on an as requested basis. If a project is to be set up on a specific or recurring schedule, please contact your paralender prior to ordering the first inspection. To schedule inspections on an as-requested basis, simply follow the steps below:

1. Log in to Built at [login.getbuilt.com](http://login.getbuilt.com) with your username and password.
2. Click **Request Inspections** on the Dashboard. You can also click on the **Inspection Requests** button located in the sidebar on the left side of the screen (using the camera icon).
3. Builders requesting multiple inspections may check off each project they would like to have inspected.
4. Click the **Submit** button at the bottom of the screen and confirm the request. Users can view any projects selected for inspection on their account, with pending inspections on the table at the bottom of the screen.



## ONLINE RESOURCE CENTER

[assist.getbuilt.com](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 side, or simply type some key words into the search bar and hit enter.

## INSTRUCTIONAL VIDEOS

[info.getbuilt.com/howtovideos](http://info.getbuilt.com/howtovideos)

Select the video that best describes your workflow to see a quick demonstration of that task in the Built system!

## Contact me today to learn more.

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