



# How To Submit a Draw Request

Submitting a draw request will no longer require a form to be filled out and submitted.

Just click on the items that are ready for inspection and click submit!



Submitting a Draw Request

# 1. Log In To Your Borrower Portal

[https://catalystfunding.liquidlogics.com/HM\\_borrowerportal.aspx](https://catalystfunding.liquidlogics.com/HM_borrowerportal.aspx)

Enter:

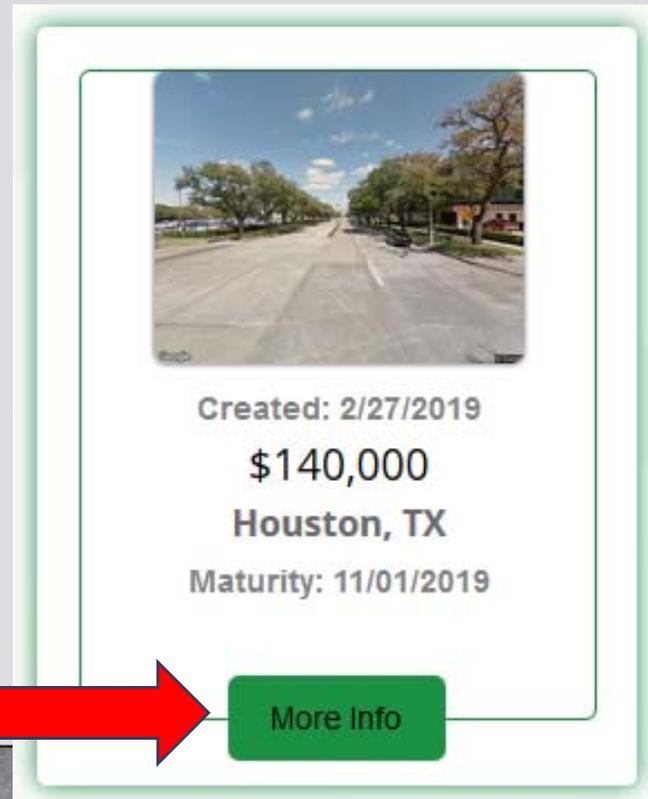
## Borrower Portal

Welcome, log in to work  
on your loan.

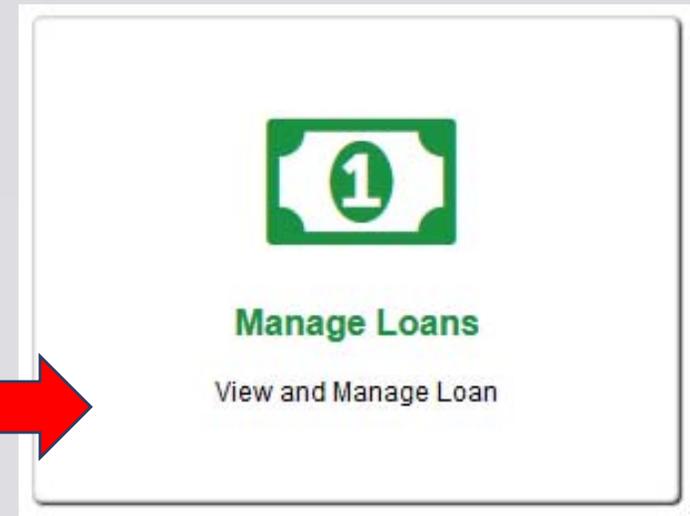
Login

[Reset password](#)

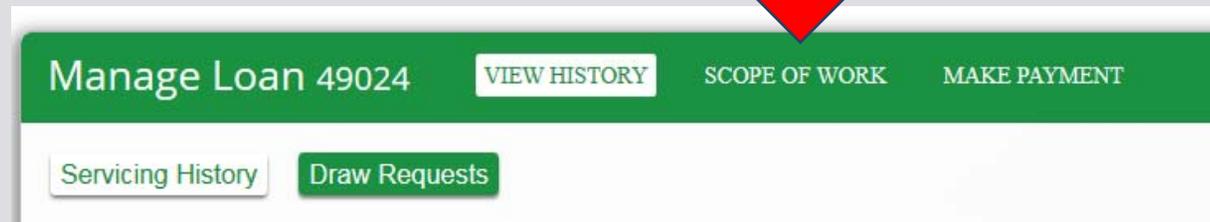
2. Find the lone to which you want to add a scope of work, then click on **"More Info"**

A loan card with a light green border. At the top is a square image of a paved road lined with trees under a blue sky. Below the image, the text reads: "Created: 2/27/2019", "\$140,000", "Houston, TX", and "Maturity: 11/01/2019". At the bottom right is a green button with the text "More Info". A large red arrow points from the left towards this button.

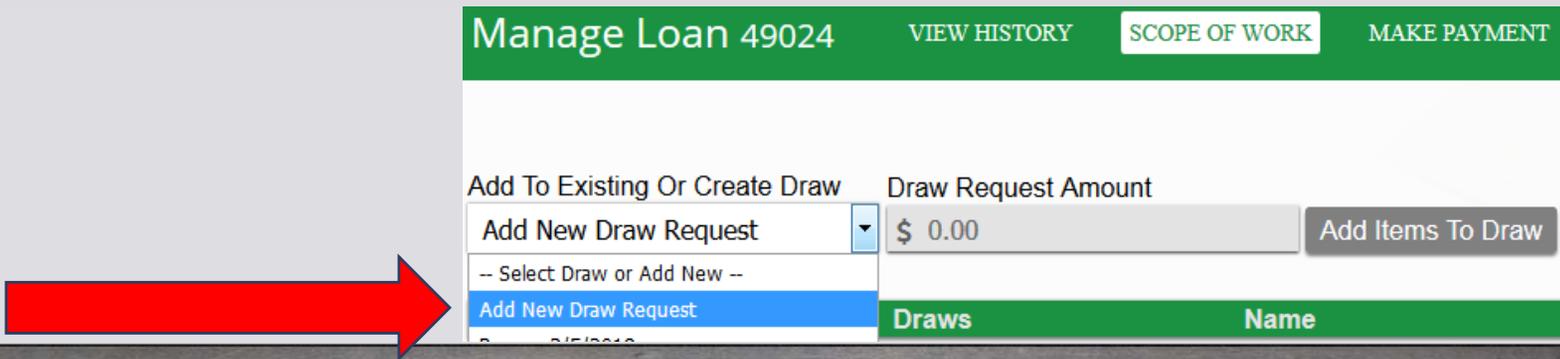
3. Find the "Manage Loans" box, then click on "Manage Loans"



4. Find &  
then click on  
"Scope of Work"



5. Use the dropdown menu under:  
“Add To Existing Or Create New Draw Request”  
On the dropdown menu, select :  
“Add New Draw Request”



Manage Loan 49024 [VIEW HISTORY](#) [SCOPE OF WORK](#) [MAKE PAYMENT](#)

Add To Existing Or Create Draw Draw Request Amount

Add New Draw Request \$ 0.00 [Add Items To Draw](#)

-- Select Draw or Add New --

Add New Draw Request

Draws	Name
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## Submitting a Draw Request

6. Next to each line item on the scope of work, there is a white box. For any items that are 100% complete and ready for immediate inspection, **check the box**.



\*\*Do not change the dollar amounts.

<input checked="" type="checkbox"/>	\$	Structural - Roof	\$5,000.00 / \$0.00	\$0.00 / \$0.00	5000.00
<input checked="" type="checkbox"/>	\$	Structural - Framing	\$500.00 / \$0.00	\$0.00 / \$0.00	500.00
<input checked="" type="checkbox"/>	\$	Structural - Siding	\$500.00 / \$0.00	\$0.00 / \$0.00	500.00
<input type="checkbox"/>	\$	Structural - Sheetrock	\$500.00 / \$0.00	\$0.00 / \$0.00	500.00
<input type="checkbox"/>	\$	Electrical - Service Panel	\$500.00 / \$0.00	\$0.00 / \$0.00	500.00

7. Once you have checked off all of the items that are 100% complete and ready for immediate inspection:

Click the button: "Add Items To Draw"



Manage Loan 49024 VIEW HISTORY SCOPE OF WORK MA PAYMENT

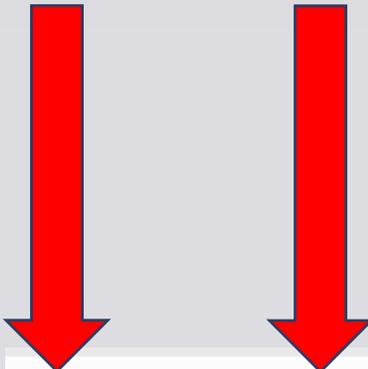
Create New Item + Save All

Add To Existing Or Create Draw Draw Request Amount

Add New Draw Request \$ 6000.00 Add Items To Draw

## That's it! Your Draw Request has been submitted!

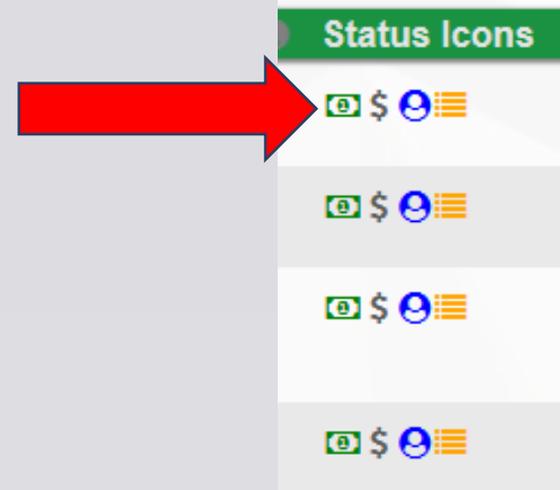
You can go back to the scope of work and see which items have been submitted. Submitted items will have the Clipboard & paper icon to the right of the dollar sign. Also displayed is the date on which those items were requested for a draw.



\$ 	Req on 3/8/2019	Structural - Roof
\$ 	Req on 3/8/2019	Structural - Framing
\$ 	Req on 3/8/2019	Structural - Siding

Also on the scope of work:

For items that have been requested, inspected, approved, and for which the funds have been approved to be released, these items will have a dollar bill icon to the left of the dollar sign.





## Submitting a Draw Request

Please keep in mind that when requesting funds for foundation repairs, we will need you to send us the foundation warranty certificate.

Though we no longer require contractor progress payment waivers or contractor final lien releases, we do still highly recommend that you collect these signed documents on your projects.