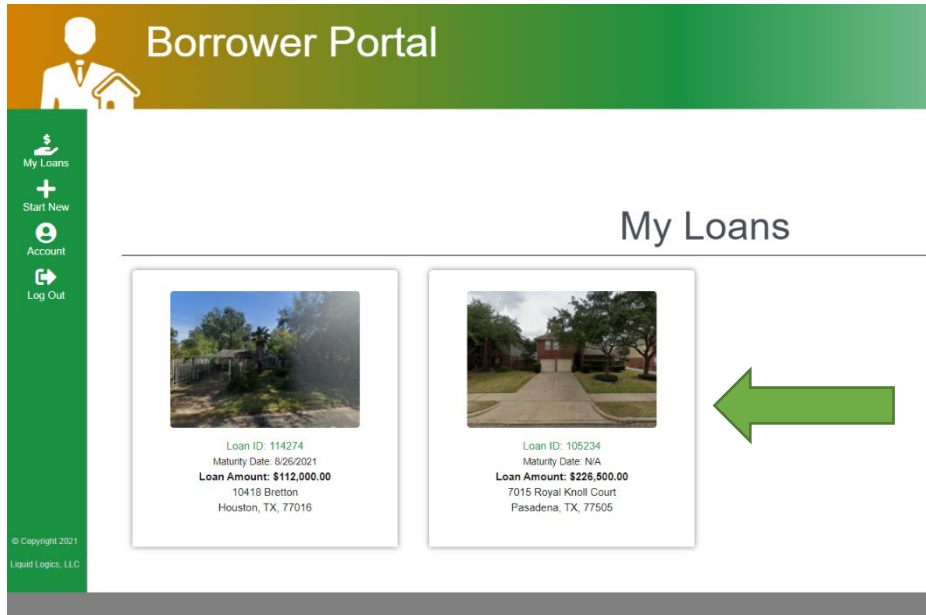


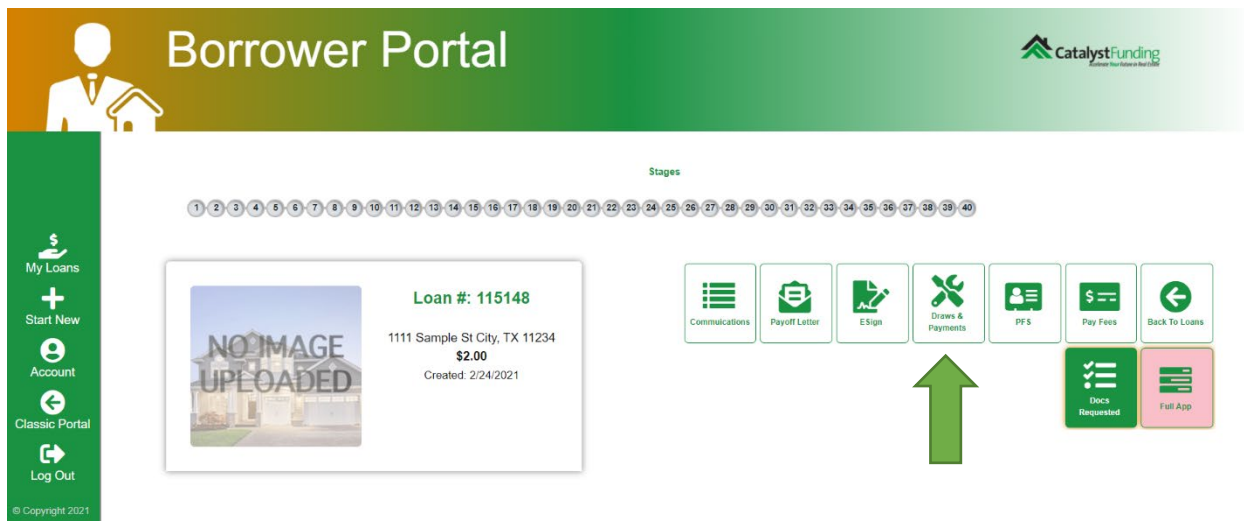
Catalyst Funding Borrower Portal

How to Submit a Draw Request

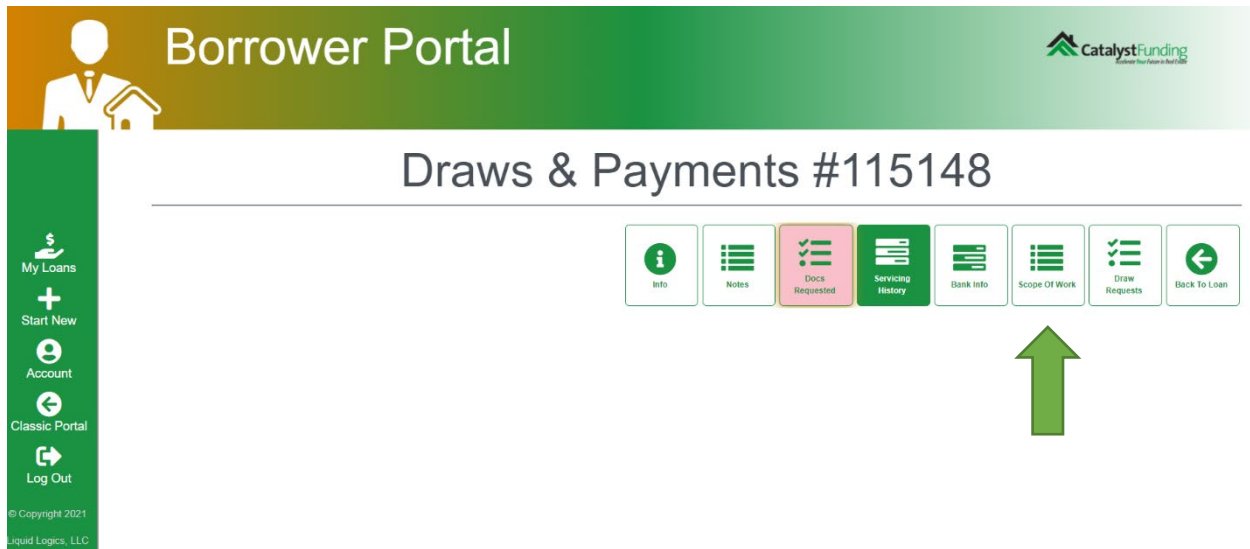
Step One: Log into your portal account and click on the square with your property shown.



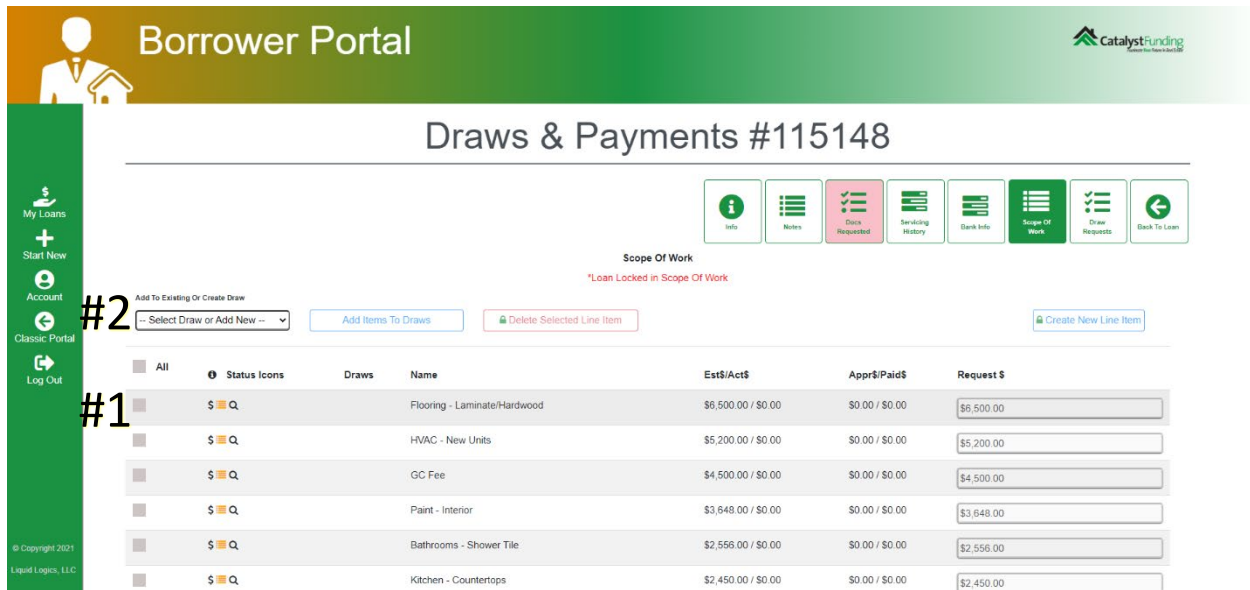
Step Two: In the new window, please click the Draws & Payments button shown on the toolbar to the right of the screen.



Step Three: Once clicked, you will be brought to a new page, and on the same toolbar, the menu options will change. As you can see, it now will show Bank Info, Scope of Work, Draw Requests, etc. Please click Scope of Work button.



Step Four: On this new page, you can click the checkboxes (#1) with the items you want to submit. Once you have completed what you want to add, use the dropdown box(#2) at the top left of the Scope of Work table and choose 'Add New Draw Request'.



Step Five: Once you chose the 'Add New Draw Request' a new entry box will show. Please enter the lockbox code into this new field and then click the Add Items to Draws button. Your draw will be submitted!

Congratulations! Your draw has been submitted.

If you are still having trouble, please call us at 832-648-3626 and we can help you get your draw submitted!