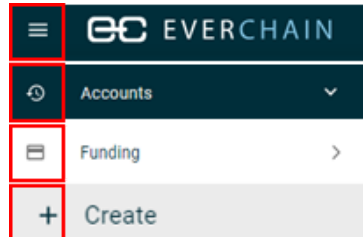


Type: **Funding**

Request Description: Created by Seller after buyback/putback Post-Sale requests are accepted.

1. Click the "3 lines" icon in top left corner

- Click "**Accounts**" clock icon
- Click "**Funding**" credit card icon
- Click "**Create**" plus sign icon



2. Select **Seller/Selling Entity** (this will already be populated if you only have one) and select the **Buyer**.

Create a Funding Request

From: Lender One

To: Buyer One

3. Make selection of account/request ID that is being funded and choose "**Create**".

Select	ID	Request Type	PID	Lender	Loan ID	Last Name	First Name	Funding Amount
☒	191230	LEGAL	8183	Bank of EverChain	22517688945	Carlson	Gary	\$227.35

Create

4. Once created, the platform generates a **Funding ID** and a **report** will be populated, which can be provided to Seller's Accounting Department for Buyer to be funded.

← Funding Details **ID: 19** Status: New From: Lender One To: Buyer One Amount: \$227.35

Generate Report Withdraw Submit

Information

Created by: Lender One Created on: 12/01/2023 Reference or Check number:

Date sent: N/A Payment method: N/A Confirmed sent on: N/A

Confirmed sent by: Confirmed received on: N/A Confirmed received by: N/A

Date Sent: 12/01/2023 Check/Reference Number: Payment Method:

Bank Account

Bank name: Bank USA Routing No.: XXXXXX789 Account No.: XXXXXXX891

Account Type: Checking Street: N/A City: N/A

State N/A Postal Code: N/A

5. Once the Seller's Accounting department has processed the payment, complete the Funding Details by submitting the **Date payment was sent, Check/Reference #, Payment Method, Commenting Tracking # for Buyer if applicable**. Next click "**Add Comment**" under comment box, then click "**Submit**" in top right corner.

The image shows a screenshot of a web form. At the top, there are three input fields: "Date Sent" with the value "12/01/2023", "Check/Reference Number" with the value "1111888", and "Payment Method" with a dropdown menu showing "Check". Below these fields is a "Comments" section. It has a header "Comments" with a speech bubble icon and an upward arrow. Below the header is a text input area with the placeholder "Enter a new comment". Inside this area, the text "Mailed certified check / Tracking # 555-3321" is visible. To the right of the input area is a button labeled "+ Add Comment". A blue arrow points from this button down to a "Submit" button located below the comment input area.

The Funding Request ID will then change to "**Pending Buyer Confirmation**" status for the Buyer to confirm payment has been received by their Account department. Once the Buyer "**Confirms Seller Funding**" on their end, the request is now closed, and the Funding process has been completed. The request is placed in the **Paid** card under the Funding section, and the **Completed** card under Post-Sale section.