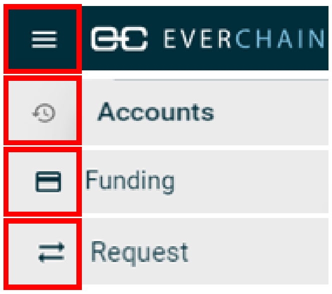
Type: **Post-Sale Funding section management.**

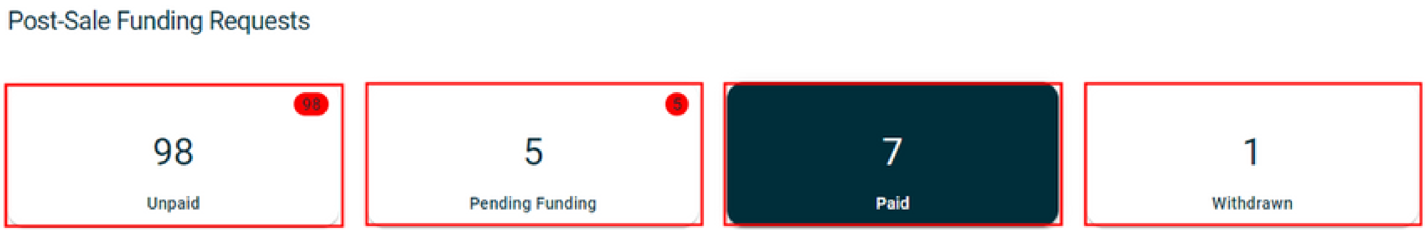
Feature Description: Managing Funding requests on the platform.

1. From the “3 lines” icon in top left corner,
- Click “**Accounts**” clock icon
- Click “**Funding**” Credit-Card icon
- Click “**Request**” Opposite arrows icon



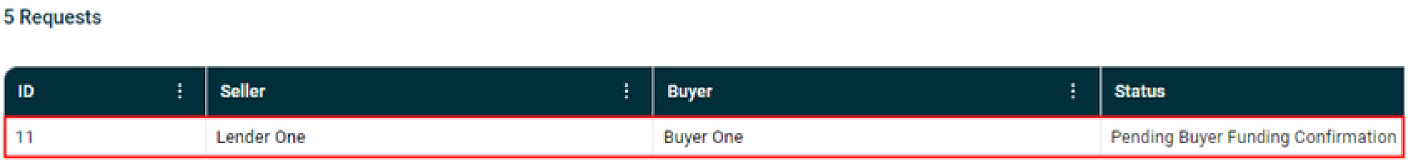
The Funding Request screen will display these four cards at the top of page:

1. **Unpaid** (status: Pending Seller Funding)
2. **Pending Funding** (statuses: New, Pending Buyer Funding Confirmation)
3. **Paid** (status: Closed)
4. **Withdrawn** (status: Withdrawn)



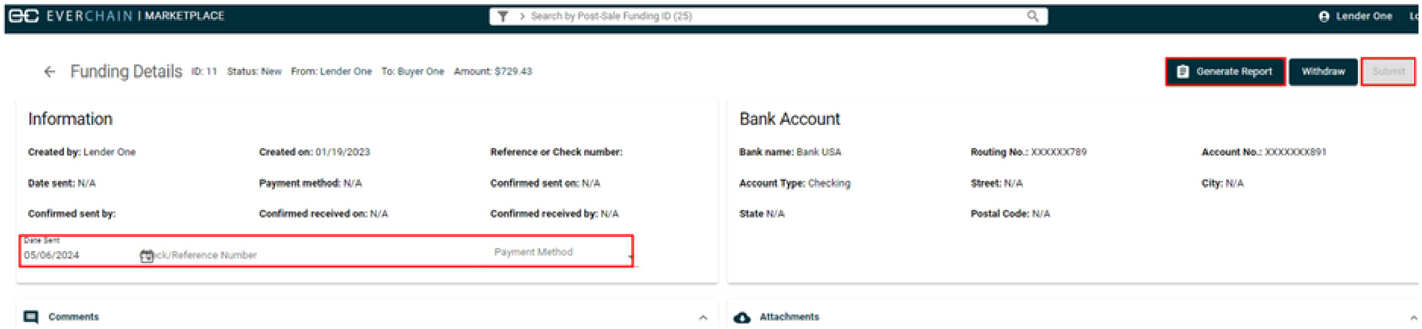
2. Unpaid card: On this card resides Buyback Post-Sale requests that have been accepted and Direct-Pay Post-Sale requests in the status of “*Pending Seller Funding.*” These requests are now awaiting the creation of a Funding ID for each on the Seller’s end. *(See the “Creating a Funding request” guide.)*

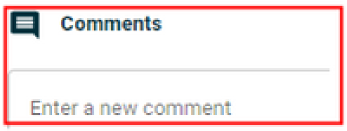
3. Pending Funding card: Once the Seller has created a Funding ID, the request is now moved to the Pending Funding card in “**New**” status, awaiting processing of payment. Click on Request and click “**Generate Report**” for an invoice document that can be provided to the Accounting Team. Once the Accounting Team processes payment(s), go back into the request and enter the Funding information (Date Sent, Check/Reference #, Payment Method, Tracking # or note if applicable), then click Submit. The request is now changed to “**Pending Buyer Funding Confirmation**” status for Buyer to confirm once payment is received.



5 Requests

ID	Seller	Buyer	Status
11	Lender One	Buyer One	Pending Buyer Funding Confirmation





NOTE: Tracking number and notes should be entered in the "Comments" section

4. Paid card: Once payment has been received by the Buyer and funding is confirmed on their end, the Funding request is moved to Paid card and changed to "Closed" status.

5. Withdrawn card: Any Funding requests that have been withdrawn will be housed on this card in "Withdrawn" status.

NOTE: Pending funding requests can be exported to Excel on each card.