



How the National Fund Control™ (NFC) process works...

Easy 4-Step Process to Get Started...

- Go to www.NationalFundControl.com, click on “Apply For Services” and complete our application. You will be e-mailed a NFC service agreement and detailed instructions to establish service.
- The project owner establishes a project checking account at their bank of choice for the deposit of project funds and the payment of vendors.
- The project owner and the contractor sign the service agreement and return it to NFC’s offices along with a setup-fee check, the project’s line item budget and a cancelled check on the project checking account.
- NFC signs the service agreement and returns it to each party and the lender.

Project Setup and Training...

- NFC sets up the project on the NFC web-app and notifies the contractor that the system is ready to log into and submit the first draw.
- For first-time use, NFC notifies the lender’s representative and provides procedures to log in to the NFC web-app to review project data and notifies the contractor and provides procedures to log in to submit draws.

Processing Draws...

- The contractor enters the subcontractors and suppliers seeking payment with the amount to pay each and submits these requests.
- Within minutes, the assigned inspector for the project receives an e-mail request to perform an inspection.
- The inspector visits the site to verify the work in place and materials stored on site, as requested by the contractor. Digital images are taken to substantiate the inspector’s opinion.
- The inspector enters his opinion of the requested progress draw and uploads the digital images for review by the lender and NFC.
- The lender reviews the information online to determine if they want to make any changes to the inspector’s opinion. If no changes, the lender approves accordingly. If changes are requested, the lender makes the adjustments and submits.
- NFC does a final review before finalizing the draw request and enters the NFC service fee on the line item established for NFC service.
- Immediately after finalizing the draw request:
 - The NFC web-app updates the Application For Payment spreadsheet with the amounts to pay each approved line-item vendor. An Application For Payment is e-mailed directly to the contractor for signature to certify the accuracy of the request and then returned to NFC.
 - The NFC web-app creates the conditional lien waivers for each approved line-item vendor with the correct amount for payment. The lien waivers are available to print from the contractor’s system portal and to fax the form to the vendor for signature and return to NFC.

- The NFC web-app creates the Application For Payment form and e-mails the form to the lender for their file.
- The NFC web-app creates an owner's release form for signature and return to NFC.
- After receiving the signed forms from the owner and the contractor, NFC scans and uploads them onto the NFC web-app for the contractor and the lender to view.
- The lender or project owner deposits the required funds to satisfy the total amount for the approved draw into the project checking account.
- NFC prepares the checks to pay the vendors for the progress draw and delivers the checks to the owner for signature and return to NFC.
- Before releasing the checks, NFC verifies funds have been deposited and collects the signed subcontractor's lien waivers created by the NFC web-app.
- NFC scans and uploads the signed subcontractor's lien waivers for the contractor and the lender to view.

Additional Features and Services...

- Notices received on the project are recorded and tracked by NFC.
- If retention is required by the owner's agreement with the contractor then the NFC web-app will account for the retention within the Application for Payment forms.
- The NFC web-app offers online storage of the project's data, including notes, management reports, project history and signed documents. The data can easily be printed or saved to your hard disk.
- The NFC web-app offers two types of forms of the Application For Payment. One is similar to the AIA G702/703 with expanded information that includes the accounting for each vendor who is paid. The other Application For Payment form offers a simple, easy to read form that is used typically for light commercial or residential projects.
- National Fund Control™ is paid on each draw as a line item vendor.