

SOLRATES

ExtraLoan Process

1. Installer: Create and Share proposal in SolRates platform at solrates.com (<5 minutes)
 - a. Input basic project information and select financing option.
 - b. Share online proposal and credit application.
 - i. Get real time notifications when customer views, OR
 - ii. Easily PDF or Print proposal.

2. Installer: Before first ExtraLoan: Complete "Company Profile" in SolRates platform.
(SolRates will not process credit applications until the Installer has completed the company profile and provided any other documents as may be required.)

3. Installer: Create Credit Application in SolRates Platform.
 - a. Login to SolRates
 - b. Open desired proposal
 - c. Click "Begin Credit App"
 - d. Follow steps and upload documents:
 - i. Install Contract
 - ii. Solar Proposal
 - iii. Production Simulation
 - e. Send to customer

4. SolRates: Welcome call to customer to confirm terms, answer questions, and begin app.

5. Customer: Complete and Submit Online Credit Application
 - a. Credit Application is completed online and includes:
 - i. For Each Business Entity (often 2 entities, one for operations and one for building)
 - ii. Credit Application Form
 - iii. Debt Schedule
 - iv. Bank Statements for the last three current months
 - v. Current Year Interim P&L (YTD - no older than 90 days)
 - vi. Current Year Interim Balance Sheet (no older than 90 days)
 - vii. Previous 3 Years fiscal year-end Income Statement
 - viii. Previous 3 Years fiscal year-end Balance Sheet
 - ix. Previous 3 Years Corporate Tax Returns
 - b. Personal Financial Materials for owners with 20% or more
 - i. Personal Financial Statement
 - ii. Previous 3 Years Personal Tax Returns (including Schedule K-1 for all businesses owned)

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6. SolRates: Provide credit approval notice to Customer and Installer.
 - a. SolRates: Provide notice of any additional documents required.
 - b. Customer: Provide additional documents as may be required and give yes/no based on changes if any.
7. SolRates: Send ExtraLoan agreement to customer.
8. Customer: Sign ExtraLoan Agreement.
9. Installer: Submit invoice for first payment.
10. SolRates: Send funds to Installer by ACH. (Steps 9+10 repeat for subsequent payments.)