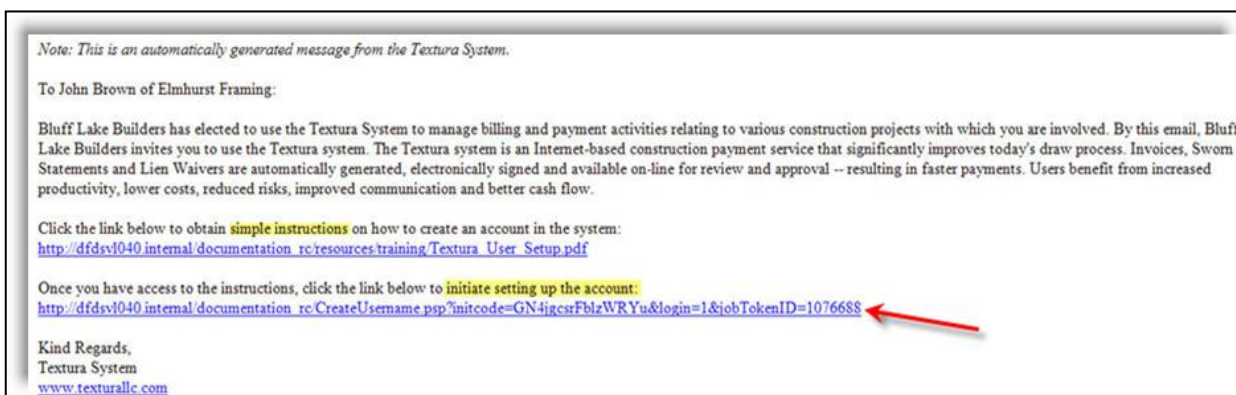


Subcontractor Textura Setup and Contract Confirmation

In order to get setup for Textura, your general contractor will need to invite you to create an account. If you have not received the e-mail asking you to create an account, please call 866-TEXTURA (866-839-8872), and a Textura Representative can send you the invitation e-mail to get started. Once you have received the invitation e-mail, follow the steps below to create your account and get setup on your projects. **If you already have an account setup, skip to Step 6.**

1. Click the second link in your invitation email

- a. This will take you to a "Create Username" screen.



2. Create a Username and Password

- a. Usernames should contain only letters, numbers, or underscores (_).
 - i. Usernames cannot contain any symbols or spaces.
 - ii. Example Username: jsmith
- b. Passwords must be alphanumeric and at least 6 characters long.
 - i. Passwords cannot contain any part of your name, your company name, or easily guessable words.
 - ii. Example Password: js1960
- c. Click "Submit"



- h. Once your username and password have been created, click "[Edit Your User Profile.](#)"

3. Edit your user profile

- a. Fill out all of the information that has a red asterisk (*) next to it.
- b. Select your user permissions under the "User Can" section.
 - i. *Manage Projects*: Allows users to enter invoices and break down schedule of values.

- ii. *Manage Compliance*: Allows users to submit legal documents such as insurance certificates.
- iii. *Sign on Behalf of the Company*: Allows users to sign invoices and lien waivers.
- iv. *Notarize Documents*: Allows users to notarize documents.
 - User must be a notary.
- v. All other permissions are not applicable to subcontractors.
- c. Once all information is complete, click “Save Profile.”
- d. If you are a signer or a notary, click “[Edit your e-Sign PIN information.](#)”
 - i. Create a 4-6 digit PIN that will be used to apply your electronic signature to invoices and lien waivers. (This is similar to an ATM PIN).
 - All documents on Textura are signed electronically.
- e. Click “Submit”

TexturaTM
Construction Payment Management

Home | Log Out
John Brown
Elmhurst Framing

Company Name: Elmhurst Framing Textura Customer Number: 15431

User Information

First Name: * John User Name: * john-brown
 Middle Name: User Role: Local Administrator
 Last Name: * Brown Title: * President

Contact Information

E-Mail: * john-brown@elmhurstframing.com Address:
 Phone#1: * 866-839-8872 Address Line 2:
 Phone#2: City:
 Mobile Phone: State: Select State
 Fax: Zip Code:

Notification and Permissions

E-mail Notification for Project Messages:
 E-Mail with each notification that occurs
 E-mail me twice daily with all the notifications
 Never-I will get them from my homepage

Date Input Format:
 mm/dd/yyyy (e.g., 12/31/2008)
 dd.mm.yyyy (e.g., 31.12.2008)

Note: dd-Mon-yyyy (e.g. 31-Dec-2008) is always accepted

User can:

- Manage Projects
- Manage Compliance
- Manage Interfaces
- Sign on behalf of the company: Sworn statements, lien waivers, and other documents.
- Authorize payments for disbursement
- Disburse Company Funds
- Manage Classified Attachments
- Yes View All Organization Projects
- Notarize Documents (requires below fields)

Notary Information

Notary State: Select State
 Notary County:
 Notary Municipality:
 Notary Expiration Date:
 Notary Certificate Number:

Save Profile

Reset e-Sign PIN

Please enter the security PIN
you would like to use to for e-signing.
(Note that PIN must be 4-6 digits in length.) [Forgot Password?](#)

Enter Current Password:

Enter PIN Number:

Re- Enter PIN Number:

Submit

- f. Click “[Edit Your Organization Profile](#)”
- g. Edit Primary Organization
- h. Fill out all of the information that has a red asterisk (*) or a blue asterisk (*) next to it.
 - i. You will need your banking information to complete this page.
 - Use the account number in which you would like your money deposited.
 - **PLEASE NOTE: This will be the account in which the Textura fee will be taken out of. Please be sure your account does not have a debit block on it.**
 - If your account **does** have a debit block, please fill out a debit

authorization form with your bank to allow debits from Textura Corporation (CIN): 2261212370.

- If you choose to pay the Textura fees via Credit Card click “[Manage Accounts](#)” and add your Credit Card information.
 - Be sure to select your credit card next to “Pay Usage Fees With.”

i. Click “Update Organization”

4. Agree to Terms & Conditions

- a. If you have questions on Textura’s Terms and Conditions please call 866-TEXTURA (866-839-8872).

5. Confirm Contract

- a. From your home page click on the project name to get to the Project Home Page.
 - i. Click “[Confirm Contract](#)” on the top left under project actions.

- i. **PLEASE NOTE: The Textura Usage Fee for this project is displayed on this screen and will be taken out of your bank account or charged to your credit card once you click “Confirm.”**
 - ii. If the contract is missing change orders, you can still confirm your participation in the project, and then you should contact your general contractor to inquire about your change order status.
 - iii. You must confirm your contract before you can submit an invoice.
- c. Click “Confirm”

Textura™
Construction Payment Management

Accept Contract
Project: Chicago Headquarters
Contract: 1-90228 Framing

Home | Log Out
John Brown
Elmhurst Framing

You have been invited by Bluff Lake Builders to participate in the Chicago Headquarters project.

General Contractor Project Number:		Textura Project Number:	7309
General Contractor:	Bluff Lake Builders	Project Name:	Chicago Headquarters
SOV Control:	Elmhurst Framing	Project Address:	123 Main Street Chicago, Illinois 60657
Invoice Control:	Elmhurst Framing		

Contract #	Contract Date	Description	Organization	Original Contract	Change Orders	Contract Amount	Billed	Retention	Contract Balance
001	03-Jan-2011	Conveying Systems	Elmhurst Framing	200,000.00	0.00	<u>200,000.00</u>	0.00	0.00	200,000.00

Usage Fee Amount

Textura Usage Fee based on Contract Balance: 300.00
 Description: Standard Fee applies
 Deferrable Amount: 50.00

Select here if you wish to defer fees in excess of \$250.00. Deferred amount will be collected upon first disbursement to this contract. Please note deferral incurs a \$45.00 fee.

Payment

Current Amount	300.00
To be paid upon contract confirm	300.00

Please click below to confirm participation in the project

Confirm Decline Reason

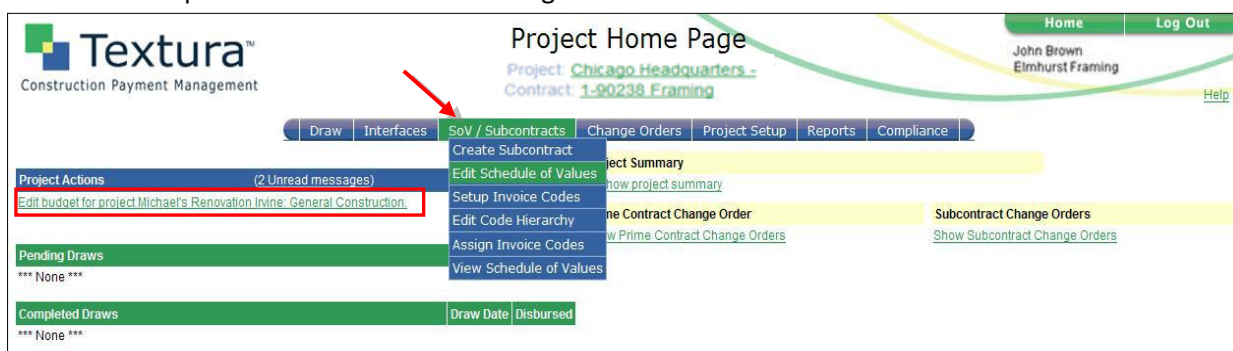
- d. Click “Assign Users to Project”
- e. Assign Users to Project
- f. Make sure there is a check mark in the boxes for Project Manager, Compliance Manager, and Signer.
- g. If you need to create new users to perform these roles you can do so from your home page.
- h. Click “Create User” on the left hand side of the Home Page.
- i. Once created, you will need to go in and assign the user to the project.
- j. You are able to have multiple Project Managers, Compliance Managers, and Signers.
- k. Click “Save Changes” once all users have been assigned.
- l. You are now setup and ready to begin using Textura. If you need to break down your schedule of values see “How To: SoV Breakdown.” When it is time to submit an invoice, you will receive an e-mail letting you know your General Contractor has opened up a draw. If you need assistance invoicing see “How To: Entering Invoices in Textura.”

SoV Breakdown

Once subcontractors have confirmed their participation in a project, they are prompted to edit the budget or the schedule of values (SoV). Subcontractors can either leave the SoV as a single line item or break out the SoV into multiple line items. Whether or not the SoV needs to be broken down is a decision made between the subcontractor and the general contractor.

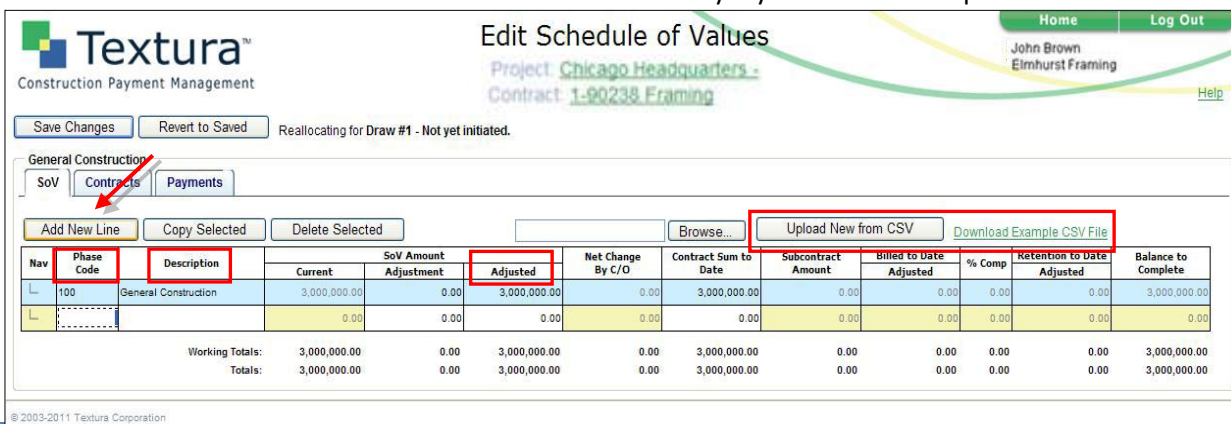
1. Login to the Textura System

- a. Login Page: <https://cpm.texturacorp.com/system/Main.psp>
- b. Click the project name for which you would like to break down the SoV.
- c. Click **“Edit budget for project <Project Name>”** under “Project Actions.”
 - i. You can also edit your SoV by clicking “Edit Schedule of Values” from the SOV/Subcontracts dropdown menu on the blue navigation bar.



2. Breakout the SoV

- a. Textura automatically allocates your entire contract value to 1 single line item. If 1 line item is okay click “Save Changes.”
- b. If your contractor requires a detailed SoV, click “Add New Line” for each line item needed.
 - i. Each line will need a Phase Code, Description and Budget Amount
 - **Phase Code:** Determines the order in which the lines will sort.
 - Lines are sorted by the first #, so if your SoV has multiple lines use leading 0’s for the phase codes.
 - Ex: 001, 002, 003...010...100
 - **Description:** Description of the work being performed on the specific line item.
 - **Budget Amount:** Amount of money scheduled for each line item.
 - This amount should be entered in the **“SoV Amount Adjusted”** column.
- c. If your SoV is very large (over 100 lines) you can upload it from an Excel CSV (Comma Delimited) file.
 - i. Click **“Download Example CSV File”** to format your SoV into a file that can be uploaded.
 - ii. You will not need to add each line individually if you choose this option.



- d. As you continue to add new lines, the Working Totals section will remain in red until you have allocated your entire contract value in the **“SoV Amount Adjusted”** column.

Textura™ Construction Payment Management

Edit Schedule of Values
Project Chicago Headquarters -
Contract 1-90238 Framing

Home Log Out
John Brown
Elmhurst Framing

Save Changes Revert to Saved Reallocating for Draw #1 - Not yet initiated.

General Construction
SoV Contracts Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
100		General Conditions	3,000,000.00	(2,500,000.00)	500,000.00	0.00	500,000.00	0.00	0.00	0.00	0.00	500,000.00
101		Site Concrete	0.00	390,000.00	390,000.00	0.00	390,000.00	0.00	0.00	0.00	0.00	390,000.00
Working Totals:			3,000,000.00	(2,110,000.00)	890,000.00	0.00	890,000.00	0.00	0.00	0.00	0.00	890,000.00
Totals:			3,000,000.00	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00	0.00	3,000,000.00

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- e. Once all line items have been added with a Phase Code, Description, and Budget Amount, the Working Totals and Totals will appear in **black** under the **“SoV Amount Adjusted”** column.
- i. There will be red under the **“SoV Amount Current”** and **“SoV Amount Adjustment”** columns, however once you click **“Save Changes”** the red numbers will update as long as the **“SoV Amount Adjusted”** column is balanced.
- f. **Please Note: Your SoV lines can only add up to the contract value from the Totals row in the “SoV Amount Adjusted” column. If you have change orders the General Contractor will need to add them to the system before you are able to add them to your SoV.**
- i. See How To: Allocating Change Orders
- g. Click **“Save Changes”**

Textura™ Construction Payment Management

Edit Schedule of Values
Project Chicago Headquarters -
Contract 1-90238 Framing

Home Log Out
John Brown
Elmhurst Framing

Save Changes Revert to Saved Reallocating for Draw #1 - Not yet initiated.

General Construction
SoV Contracts Payments

Add New Line Copy Selected Delete Selected Browse... Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	SoV Amount			Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date Adjusted	% Comp	Retention to Date Adjusted	Balance to Complete
			Current	Adjustment	Adjusted							
100		General Conditions	500,000.00	0.00	500,000.00	0.00	500,000.00	0.00	0.00	0.00	0.00	500,000.00
101		Site Concrete	390,000.00	0.00	390,000.00	0.00	390,000.00	0.00	0.00	0.00	0.00	390,000.00
102		Footings/Foundations	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00
103		Structural Steel	250,000.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00	0.00	0.00	250,000.00
104		Electrical Work	300,000.00	0.00	300,000.00	0.00	300,000.00	0.00	0.00	0.00	0.00	300,000.00
105		Caulking/Sealant	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00
106		Overhead Doors	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00
107		Plumbing	250,000.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00	0.00	0.00	250,000.00
108		Fire Protection	250,000.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00	0.00	0.00	250,000.00
109		Conveying Systems	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00
110		Landscaping	150,000.00	0.00	150,000.00	0.00	150,000.00	0.00	0.00	0.00	0.00	150,000.00
111		Profit & Overhead	200,000.00	0.00	200,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00
Working Totals:			3,000,000.00	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00	0.00	3,000,000.00
Totals:			3,000,000.00	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	0.00	0.00	3,000,000.00

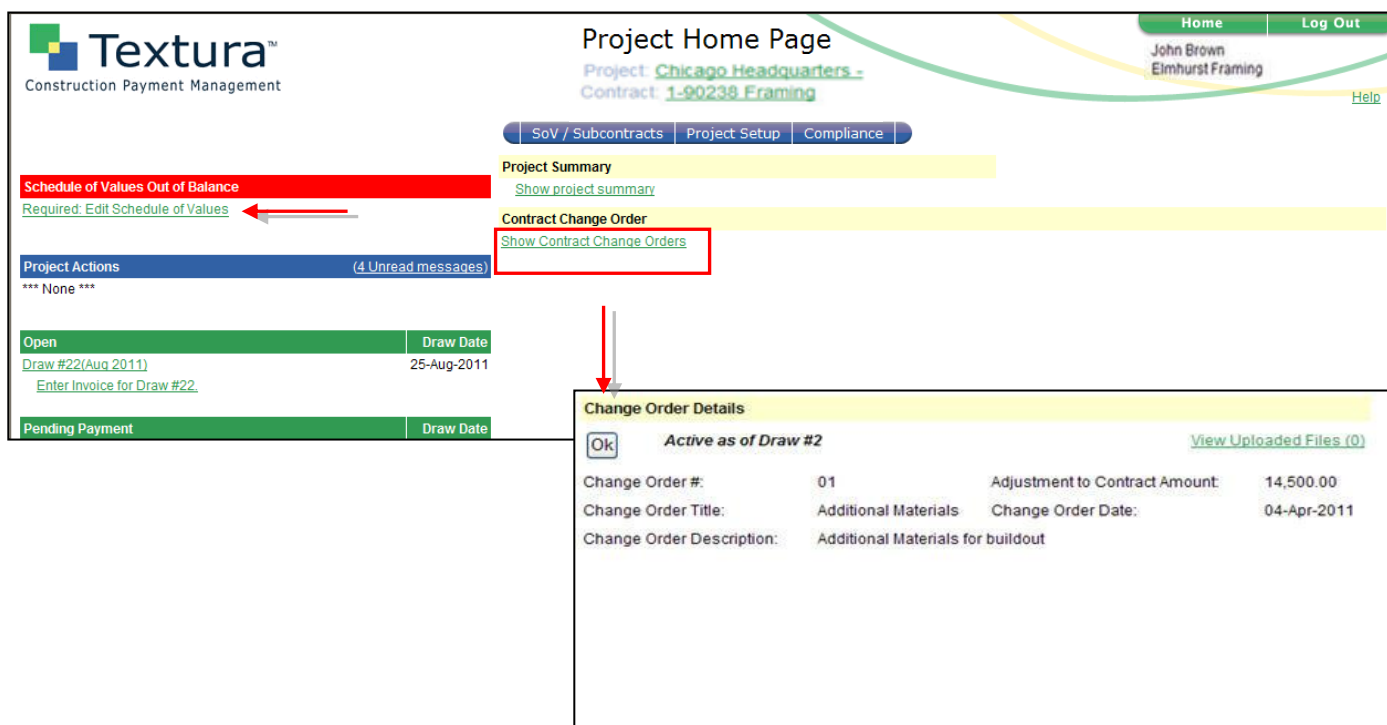
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Allocating Change Orders in Textura

The general contractor will create a change order in Textura to increase or decrease the contract value. You will receive an e-mail once your general contractor adds change orders to Textura. You can access your change orders by clicking on the link in the e-mail notification. You can also access your change orders from the Project Home Page. **Subcontractors are unable to add a change order to their SoV until their general contractor has added the change order to the system.**

1. Login to the Textura System

- a. Login Page: <https://cpm.texturacorp.com/system/Main.psp>
- b. Click the project name for which you have a change order for.
- c. Click **“Show Contract Change Orders”** to view the change order details.
- d. If the change order needs to be added to your schedule of values, a red notification bar will appear stating “Schedule of Values Out of Balance.”
 - i. Click **“Required: Edit Schedule of Values”** to add the change order to your SoV.
- e. Some change orders are automatically added to your SoV by your general contractor. If this is the case, you will not be prompted to edit your SoV on the left hand side of the Project Home Page.



The screenshot shows the Textura Project Home Page for 'Chicago Headquarters - Contract: 1-90238 Framing'. A red notification bar at the top left indicates 'Schedule of Values Out of Balance' with a link to 'Required: Edit Schedule of Values'. A 'Contract Change Order' section is highlighted in yellow, with a 'Show Contract Change Orders' link. A 'Change Order Details' pop-up window is open, showing details for Change Order #01, valued at 14,500.00, dated 04-Apr-2011. The pop-up also includes an 'Ok' button and a 'View Uploaded Files (0)' link.

2. Allocate the Change Order

- a. Your SoV will appear with a column outlined in red.
- b. Under the “Save Changes” button you can view the number of change orders that need to be added to your SoV.
 - i. Change Orders need to be added individually.
- c. The amount of the change order that needs to be added will appear in red in the **“Allocate”** column.
 - i. You can only allocate the amount that is in the header of the **“Allocate”** column.
 - ii. In this example a change order for \$14,500 needs to be added to the SoV.

Textura™ Construction Payment Management

Change Order Allocation
Project: Chicago Headquarters -
Contract: 1-90238 Framing

Home | Log Out
John Brown
Elmhurst Framing

Save Changes | Revert to Saved

- You have 1 Change Orders to allocate, now allocating 01 - Additional Materials for \$14,500.00
- Reallocating for Draw 2 - Not yet initiated

General Construction

Add New Line | Delete Selected

Phase Code	Description	Allocate 14,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date	Balance to Complete
01	Labor	0.00	65,000.00	0.00	65,000.00	0.00	16,250.00	48,750.00
02	Lumber	0.00	45,000.00	0.00	45,000.00	0.00	15,000.00	30,000.00
03	Fastners	0.00	15,000.00	0.00	15,000.00	0.00	3,200.00	11,800.00
Working Totals:		0.00	125,000.00	0.00	125,000.00	0.00	34,450.00	90,550.00
Totals:		14,500.00	125,000.00	14,500.00	139,500.00	0.00	34,450.00	105,050.00

- d. There are two ways a Change order can be allocated.
- Allocate the change order value among the existing line items on your SoV.
 - Ex: Increase line 02 "Lumber" by \$13,000 and 03 "Fasteners" by \$1,500 for a total of \$14,500.
 - Once the full change order is allocated, the Working Totals will match the Totals.

Textura™ Construction Payment Management

Change Order Allocation
Project: Chicago Headquarters -
Contract: 1-90238 Framing

Home | Log Out
John Brown
Elmhurst Framing

Save Changes | Revert to Saved

- You have 1 Change Orders to allocate, now allocating 01 - Additional Materials for \$14,500.00
- Reallocating for Draw 2 - Not yet initiated

General Construction

Add New Line | Delete Selected

Phase Code	Description	Allocate 14,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date	Balance to Complete
01	Labor	0.00	65,000.00	0.00	65,000.00	0.00	16,250.00	48,750.00
02	Lumber	13,000.00	45,000.00	13,000.00	58,000.00	0.00	15,000.00	43,000.00
03	Fastners	1,500.00	15,000.00	1,500.00	16,500.00	0.00	3,200.00	13,300.00
Working Totals:		14,500.00	125,000.00	14,500.00	139,500.00	0.00	34,450.00	105,050.00
Totals:		14,500.00	125,000.00	14,500.00	139,500.00	0.00	34,450.00	105,050.00

- Add a new line to your SoV for the change order.
 - Click "Add New Line" and put the total Change Order value on the new line item.
- Click "Save Changes"

General Construction

Add New Line | Delete Selected

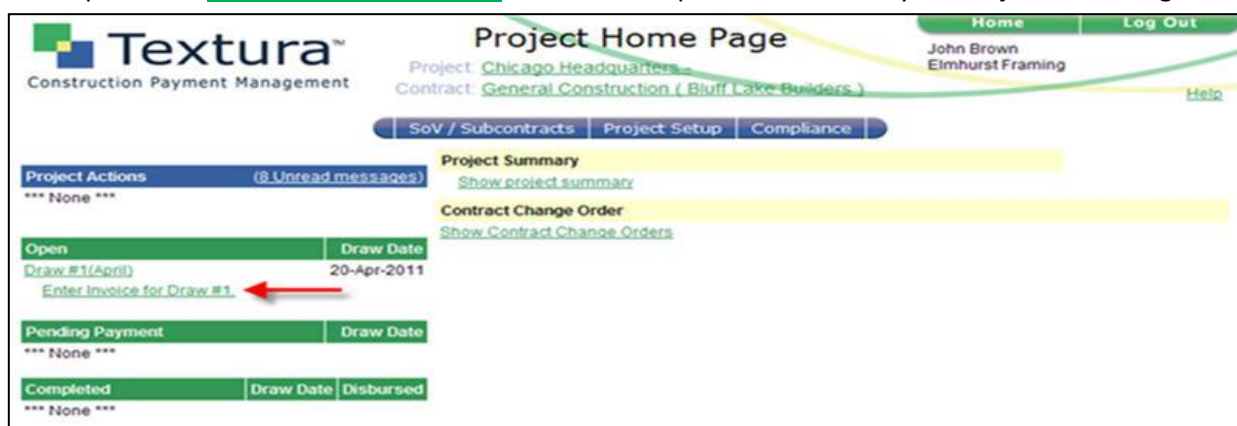
Phase Code	Description	Allocate 14,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date	Balance to Complete
01	Labor	0.00	65,000.00	0.00	65,000.00	0.00	16,250.00	48,750.00
02	Lumber	0.00	45,000.00	0.00	45,000.00	0.00	15,000.00	30,000.00
03	Fastners	0.00	15,000.00	0.00	15,000.00	0.00	3,200.00	11,800.00
04	Change Order 01	14,500.00	0.00	14,500.00	14,500.00	0.00	0.00	14,500.00
Working Totals:		14,500.00	125,000.00	14,500.00	139,500.00	0.00	34,450.00	105,050.00
Totals:		14,500.00	125,000.00	14,500.00	139,500.00	0.00	34,450.00	105,050.00

- iv. Once all change orders have been allocated you will be taken to a status screen saying “You have successfully allocated all Change Orders.”

Entering Invoices in Textura

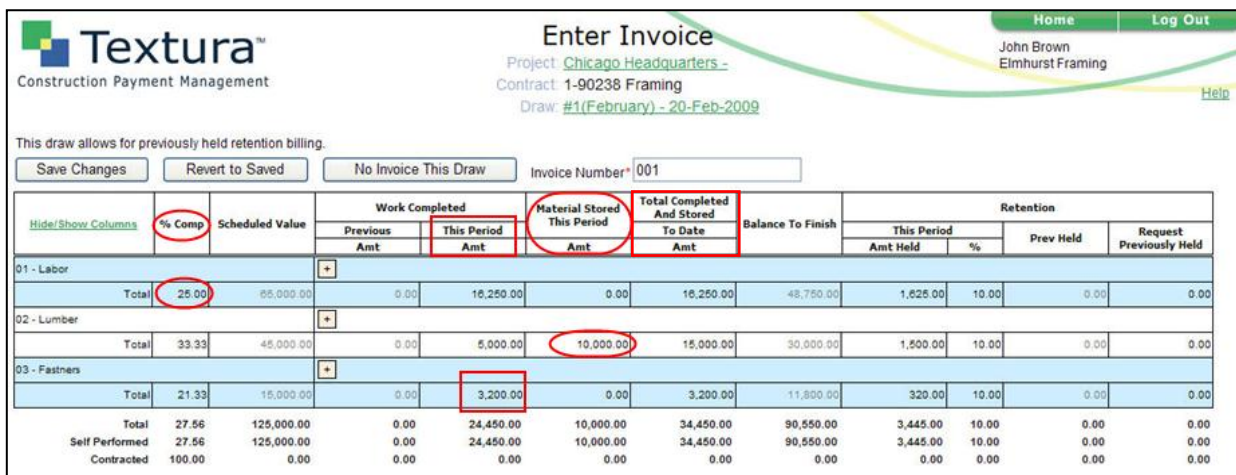
Subcontractors will receive an e-mail notification when a draw has been opened for billing. You can access the “Enter Invoice” screen by clicking on the link in the e-mail notification. You can also access your invoice screen from the Project Home Page. **Subcontractors are unable to submit an invoice until the General Contractor has initiated a draw and invited subcontractors to bill.**

- m. Login to the Textura System
- n. Login Page: <https://cpm.texturacorp.com/system/Main.psp>
- o. Click the project name for which you would like to submit an invoice for.
- p. Click “**Enter Invoice for Draw #**” under the “Open” section from your Project Home Page.



6. Enter Billing Values

- a. There are four different ways to enter billing amounts:
 - i. *% Comp*: Type the percentage complete for each line item.
 - ii. *Work Completed This Period Amt*: Type the dollar value for each line item.
 - iii. *Material Stored This Period*: Type any material stored amounts for each line item.
 - This amount will move to Work Completed in subsequent draws.
 - iv. *Total Completed And Stored To Date Amt*: Type the total amount completed for each line item.
- b. Retention will be automatically calculated.
- c. Click “Save Changes”



Hide/Show Columns	% Comp	Scheduled Value	Work Completed				Total Completed And Stored To Date Amt	Balance To Finish	Retention		
			Previous Amt	This Period Amt	Material Stored This Period Amt	Total Completed And Stored To Date Amt			This Period Amt Held	%	Prev Held
01 - Labor	25.00	65,000.00	0.00	16,250.00	0.00	16,250.00	48,750.00	1,625.00	10.00	0.00	0.00
02 - Lumber	33.33	45,000.00	0.00	5,000.00	10,000.00	15,000.00	30,000.00	1,500.00	10.00	0.00	0.00
03 - Fastners	21.33	15,000.00	0.00	3,200.00	0.00	3,200.00	11,800.00	320.00	10.00	0.00	0.00
Total	27.56	125,000.00	0.00	24,450.00	10,000.00	34,450.00	90,550.00	3,445.00	10.00	0.00	0.00
Self Performed	27.56	125,000.00	0.00	24,450.00	10,000.00	34,450.00	90,550.00	3,445.00	10.00	0.00	0.00
Contracted	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- d. Click Next Steps **[“Edit Contractors and Material Suppliers”](#)**
 - i. If your general contractor does not require you to list sub-tier contractor or supplier details, then your Next Step will be **[“Send to Signer”](#)** and you can move to Step 4 of this guide.

7. Edit Contractor and Material Suppliers

- a. List all suppliers and organizations you have paid and are going to pay throughout the project.
- b. Click “Add New Row” to enter in a new supplier/organization.
 - i. Type the name of the organization under **“Org Name.”**
 - If your suppliers are required to sign lien waivers on Textura, then select the organization from the drop down menu.
 - If your suppliers are not required to sign lien waivers on Textura, then type out the full company name.
 - ii. Type the description of work under **“Service.”**
 - Ex: Supplier
 - iii. Type the contract value under **“Contract Amount.”**
 - The contract value should be the total amount you plan on paying the supplier throughout the project.
 - If you are unsure of the amount, put in an estimate. This column can be revised each draw.
 - iv. Type the payment amount this period under **“Current Payment.”**
- c. When finished click **“Save Changes”**

Line Delete	Org Name	Org Status	Org Location	Service	Contract Amount	Previously Paid	Current Payment	Balance Due
	Elmhurst Framing	Self	Elmhurst, Illinois	Framing	103,000.00	0.00	25,505.00	77,495.00
<input type="checkbox"/>	ABC Contractors	LW Sub	Antioch, Illinois	Equipment	22000	0.00	5500	16,500.00
Subcontractors (On-system) Total:					0.00	0.00	0.00	0.00
Affidavit Lines Total:					22,000.00	0.00	5,500.00	16,500.00
Contracted Total:					22,000.00	0.00	5,500.00	16,500.00
Contracted as Percentage of Total:					17.60%	0.00%	17.74%	17.55%
Overall Total:					125,000.00	0.00	31,005.00	93,995.00

- d. Click Next Steps **[“Send to Signer”](#)**

8. Send to Signer

- a. Click **“Show Draw Summary”** on the right hand side of the screen under Project Summary.
- b. Verify the payment amount on the right, and click the button labeled **“Send to Signer.”**

Textura™
Construction Payment Management

Send to Signer
Project: [Chicago Headquarters -](#)
Contract: [1-90238 Framing](#)
Draw: [#1\(April\) - 20-Apr-2011](#)

Home | Log Out
John Brown
Elmhurst Framing

Draw Date: 20-Apr-2011 | Period: 01-Apr-2011 - 30-Apr-2011

[Edit Contractors and Material Suppliers](#)

Send to Signer

Your Draw Documents
[Invoice](#)
[Lien Waiver](#)

Draw Details
[View Draw Request](#)

Project Summary as of Draw #1		
Original Contract Sum		125,000.00
Net change by Change Orders		0.00
Contract Sum To Date		125,000.00
Total Completed To Date		34,450.00 27.56%
Retention	3,445.00 10.00%	
Total Earned Less Retention		31,005.00
Paid and Pending		0.00
Payment		31,005.00

- c. If you are the signer, click on the green “[here](#)” link from the status screen to sign the documents.
 - i. You can also click on the Draw # at the top of the page.
- d. If you are not the signer, an e-mail will be generated and sent to the signers on the project.
 - i.
 - ii. **You must sign the documents before the pay application is submitted.**

9. Sign Invoice and Lien Waivers

- a. From the Draw Home Page and the Project Home Page signers should click “[Sign Invoice for Draw #.](#)”

Textura™
Construction Payment Management

Draw Home Page
Project: [Chicago Headquarters -](#)
Contract: [1-90238 Framing](#)
Draw: [#1\(April\) - 20-Apr-2011](#)

Home | Log Out
John Brown
Elmhurst Framing

SoV / Subcontracts | Project Setup | Compliance

Draw Date: 20-Apr-2011 | Period: 01-Apr-2011 - 30-Apr-2011

Draw Actions
[Sign Invoice for Draw #1](#)

Draw Summary
[Show draw summary](#)

Subcontractor Invoice Status
Your Draw Documents

- b. Review the Payment Amount, type in your PIN (4-6 Digits), and click “Sign Invoice.”

Textura™
Construction Payment Management

Sign Document
Project: [Chicago Headquarters -](#)
Contract: [1-90238 Framing](#)
Draw: [#1\(April\) - 20-Apr-2011](#)

Home | Log Out
John Brown
Elmhurst Framing

[Edit Contractors and Material Suppliers](#)

PIN: ●●●● **Sign Invoice** **Reject Draw to PM**

Enter reason if rejecting.

Project Summary as of Draw #1		
Original Contract Sum		125,000.00
Net change by Change Orders		0.00
Contract Sum To Date		125,000.00
Total Completed To Date		34,450.00 27.56%
Retention	3,445.00 10.00%	
Total Earned Less Retention		31,005.00
Previous Payments		0.00
Payment		31,005.00

Subcontractor Invoice Status

- c. Your PDF document will appear.
 - i. Click “[Click Here to Sign](#)” in the body of the document.

Instructions: 1) Your PDF document appears in the window below.
2) Scroll through this document and find the location labeled: [Click Here to Sign](#) on page 1.
3) Click that label to sign the document. Please click only once.

AIA® Document G702™ – 1992
Application and Certificate for Payment

TO OWNER: Buft Lake Builders, 101010 Highway F, West, Illinois 23434
FROM CONTRACTOR: Elmhurst Framing, 101010 Highway F, Elmhurst, Illinois 60126
PROJECT: Chicago Headquarters, 123 Main Street, Chicago, Illinois 60657
VIA ARCHITECT:
APPLICATION NO: 1
PERIOD TO: 04/30/2011
CONTRACT FOR: 1-90238 - Framing
CONTRACT DATE: 04/01/2011
PROJECT NOS:

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 125,000.00
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 125,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 34,450.00
5. RETAINAGE:	
a. 10.0% of Completed Work (Column D - E on G703)	\$ 2,445.00
b. 10.0% of Stored Material (Column F on G703)	\$ 1,000.00
Total Retainage (Lines 5a - 5b or Total in Column I of G703)	\$ 3,445.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 90,550.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 0.00
8. CURRENT PAYMENT DUE	\$ 90,550.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR: Elmhurst Framing
By: [Click Here to Sign](#) Cancel Date: _____
State of: _____ County of: _____
Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the

- d. Your Electronic Signature will appear on the document.
 - i. Click ["Click Here to Continue"](#) to submit the document.

Your signed document appears below.
Instructions: [Click Here to Continue](#)

AIA® Document G702™ – 1992
Application and Certificate for Payment

TO OWNER: Buft Lake Builders, 101010 Highway F, West, Illinois 23434
FROM CONTRACTOR: Elmhurst Framing, 101010 Highway F, Elmhurst, Illinois 60126
PROJECT: Chicago Headquarters, 123 Main Street, Chicago, Illinois 60657
VIA ARCHITECT:
APPLICATION NO: 1
PERIOD TO: 04/30/2011
CONTRACT FOR: 1-90238 - Framing
CONTRACT DATE: 04/01/2011
PROJECT NOS:

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

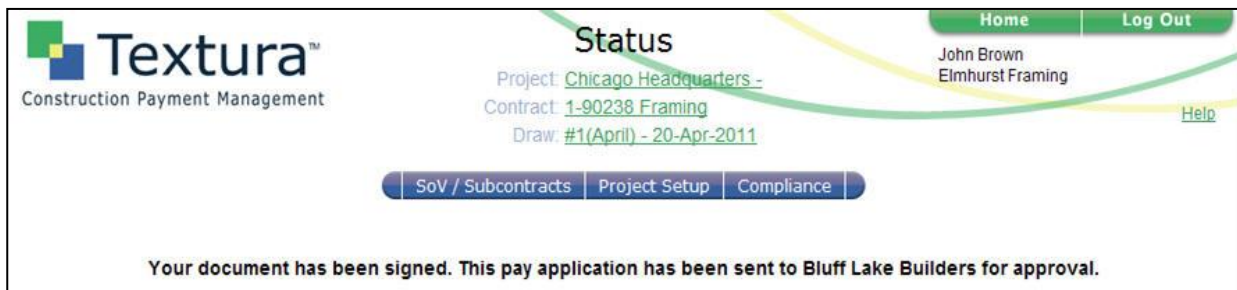
1. ORIGINAL CONTRACT SUM	\$ 125,000.00
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 125,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 34,450.00
5. RETAINAGE:	
a. 10.0% of Completed Work (Column D - E on G703)	\$ 2,445.00
b. 10.0% of Stored Material (Column F on G703)	\$ 1,000.00
Total Retainage (Lines 5a - 5b or Total in Column I of G703)	\$ 3,445.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 90,550.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 0.00
8. CURRENT PAYMENT DUE	\$ 90,550.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR: Elmhurst Framing
By: John Brown Date: April 01, 2011
State of: _____ County of: _____
Notary Public: _____
My Commission expires: _____

- e. If notarization is required, **the notary will need to come to your computer** and enter in their Username, Password and PIN.
 - i. They will apply their electronic notary to the document by clicking ["Click Here to Sign"](#) in the body of the document, and clicking ["Click Here to Continue."](#)
- f. Continue to sign and notarize all required documents until you get to a page saying **Your Document has**

been signed. Next Steps [Sign Lien Waiver](#)

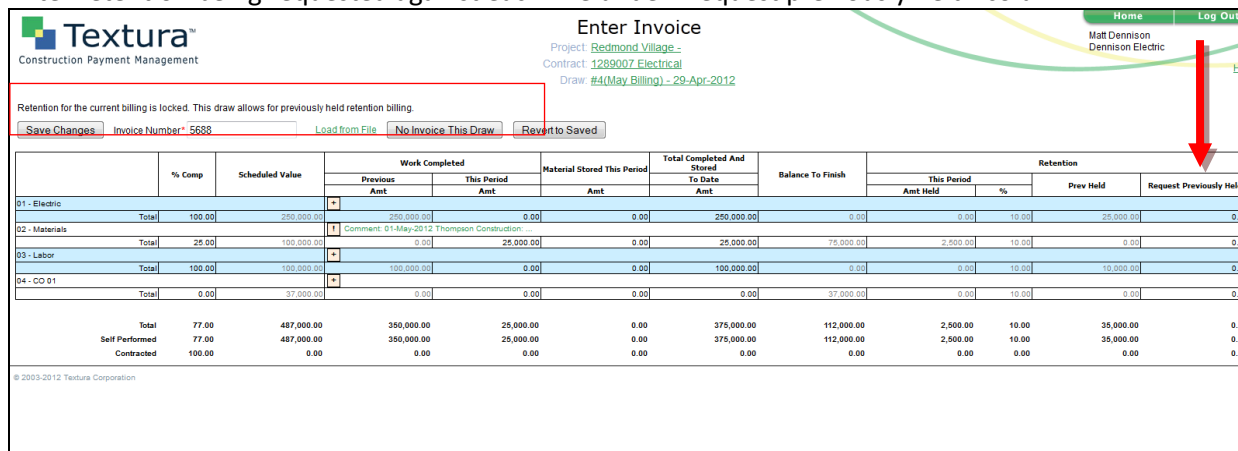
- i. Click "[Sign Lien Waiver](#)" to complete the signing process.
- g. Put in your PIN (4-6 Digits) and Click "Sign Lien Waiver."
 - i. Apply your electronic signature by clicking "[Click Here to Sign](#)" in the body of the document, and then clicking "[Click Here to Continue](#)" on the top left.
- h. **Once all documents are signed you will get to a status screen saying "Your Documents have been signed. This pay application has been sent to <Your General Contractor> for approval."**
 - i. This screen indicates your pay application has been submitted successfully, and the draw # will now appear under the "Pending Payment" section of your Project Home Page.



- ii. Your general contractor is responsible for releasing your payment. You will receive an e-mail once payment has been made.

10. Billing for Retention

- a. "Enter Invoice" screen will let you know if the draw allows for previously held retention or not.
- b. If draw allows for retention billing the text will say "This draw allows for previously held retention"
- c. Enter retention being requested against each line under "request previously held" column.



	% Comp	Scheduled Value	Work Completed		Material Stored This Period Amt	Total Completed And Stored To Date Amt	Balance To Finish	Retention			
			Previous Amt	This Period Amt				This Period Amt Held	%	Prev Held	Request Previously Held
01 - Electric		250,000.00	350,000.00	0.00	0.00	250,000.00	0.00	0.00	10.00	25,000.00	0.00
02 - Materials		100,000.00	0.00	25,000.00	0.00	25,000.00	75,000.00	2,500.00	10.00	0.00	0.00
03 - Labor		100,000.00	100,000.00	0.00	0.00	100,000.00	0.00	0.00	10.00	10,000.00	0.00
04 - CO 01		37,000.00	0.00	0.00	0.00	0.00	37,000.00	0.00	10.00	0.00	0.00
Total	77.00	487,000.00	350,000.00	25,000.00	0.00	375,000.00	112,000.00	2,500.00	10.00	35,000.00	0.00
Self Performed	77.00	487,000.00	350,000.00	25,000.00	0.00	375,000.00	112,000.00	2,500.00	10.00	35,000.00	0.00
Contracted	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- d. Click save changes & complete steps 6-9
- e. **Still Need Assistance? Call 866-TEXTURA (866-839-8872)**