



Pro Tips – Getting from Approved to Funded

We are highly focused on getting fast and clear decisions on loan applications, but once we have an Approval that is only the first step ... now we need to translate that Approval into a funded loan. Here is a complete guide of the process on how to get from Approved to Funded.

Needed from YOU after Approval

After we inform you of an Approval, but before we can fund a loan, we need the following information from your company. Send all documents as attachments to funding@ezsolarloan.com.

- **Signed Contract** – an electronic copy of the signed contract between you and your customer. This should include the scope of work, installation address, customer name, total cost, and payment terms at a minimum. PLEASE NOTE: We no longer require a full itemized break-out of the make, model, and number of panels and inverters.
- **Invoice** – When you send your invoice to us, it triggers the Energy Lending Team to issue the loan documents for your customers to sign. Ideally, you should make it crystal clear that you are ready for payment by using a subject line like “Invoice for first payment for Smith, Monica”, with the invoice attached and a short, direct email message like “Please find attached the invoice for Monica Smith. We are ready for our first payment.”

Needed from YOUR CUSTOMER after Approval – and how YOU can help

After we inform your customer of an Approval, but before we can fund their loan, we ask them via email for and need the following information from them. HOWEVER – you and your sales team are welcome to encourage, facilitate, or take care of any or all of the following items on their behalf.

- **Driver’s Licenses** – We require digital copies of all borrowers’ photo identification, normally driver’s licenses (DLs). Many installers choose to take digital photos of DLs and email them in on behalf of their customers. When emailing them to funding@ezsolarloan.com, use a subject line like “DL for Jones, Monica”. Before sending, confirm that 1) it is not expired, 2) the writing is clear and readable, and 3) that the file size is reasonable for emailing (much less than 10MB).
- **Affiliate Membership** – Since Community 1st Credit Union is a Washington State chartered credit union, for those living outside Washington to qualify for membership, they must join an affiliate membership organization. We now have a FREE option through Solar United Neighbors (www.solarunitedneighbors.org) and will automatically enroll borrowers prior to issuing loans. SUN is a “community of people building a new energy system with rooftop solar at the cornerstone.” There is no obligation for borrowers to make any financial contribution to SUN nor to maintain membership with SUN beyond loan issuance, but we do hope that they will find this organization beneficial and worthwhile.



Loan Documents with DocuSign

Once we have all of the information above, your project will go into the queue for generating loan documents. We generate electronic loan documents on behalf of your customers and email them securely. Your customers will need to electronically sign them via DocuSign. Each borrower needs to sign their individual set of documents. If we have only one email address for multiple borrowers, they are sent sequentially, meaning that one set needs to be completed before the next one is sent.

You should encourage them to be on the lookout for these documents via email and to sign them ASAP. They are typically valid until midnight of the day after being sent, but there is no reason your customers need to wait that long. Encourage them to complete the signing process quickly. Once the signing process is complete by all borrowers, DocuSign will send a “Completed” email to our team to finalize the loan and we will send funds to your office the next day.

Completion Certificates

Before the Energy Lending Team will release the final payment as outlined in your contract, we must receive a properly signed Completion Certificate. If your payment terms are 100% upon completion, then the Completion Certificate is automatically included as part of the overall electronic loan document package. If your payment terms are 50% upfront and 50% upon completion, then before we can fund the final payment according to the contract, we will need to separately receive the signed Completion Certificate:

- **Generated by the Energy Lending Team** – the Energy Lending Team generates a PDF with DocuSign, triggered by your emailing to us your invoice for final payment. Once you send the invoice in, it's a good idea to encourage your customers to be on the lookout for this through email, and remind them that the final payment will not be made on their behalf until they DocuSign it and return it.