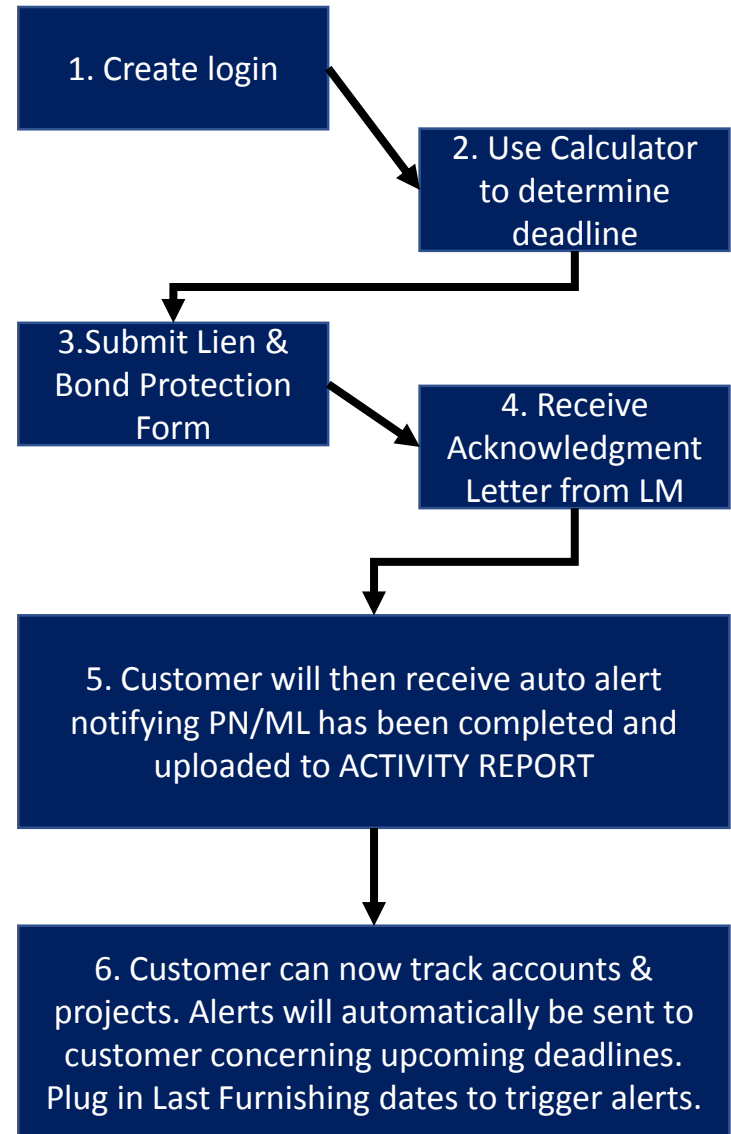


Introduction to the New LienMaster Website/Portal

- Step by Step Process Overview
- Lien/Bond Claim Deadline Calculator
- Creating an Account for your Client Portal
- Quick Walkthrough / Filling out the New Form
- Using the Activity Report to Track Projects and Perform Actions

6 Easy Steps to Navigate and Use the New LienMaster



Quick to Use Lien/Bond Claim Deadline Calculator:

LIEN DEADLINE CALCULATOR

Project Location	Ohio	← CHOOSE STATE WHERE PROJECT IS
Private or Public	Private Project	← IS PROJECT PUBLIC/PRIVATE?
Action Requested	Preliminary Notice	← PRELIM/MECHANICS LIEN/COLLECTION?
Date of First Furnishing Materials or Labor	05/01/2018	← WHEN DID YOU LAST FURNISH MATERIALS OR LABOR?
<input type="button" value="Calculate"/>		

LIEN DEADLINE CALCULATOR

Your Deadline is: 5/22/2018

State Selected: Ohio
First Furnishing Date: 05/01/2018

File PRELIMINARY NOTICE (Notice of Furnishing) within 21 days after first furnishing.

- General Info**
- If owner/general contractor fails to file Notice of Commencement or timely respond to request for same, the Preliminary Notice may not be required.
 - A late Preliminary Notice will protect furnishings made 21 days prior to the Notice and thereafter. Preliminary Notice not required on Home Construction Contract.
 - Suit deadline can be shortened to 60 days from date claimant receives Notice to Commence Suit.
 - Direct-Lien State.

Once information has been plugged into the calculator, you can now sit back and let the magic work itself!

The deadline to file and some great info will be provided pertaining to that particular project.

Home

LienMaster

Request Protection

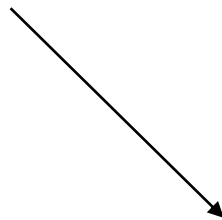
Resources

Master Credit

Contact Us

Client Login

From the home page you can
Request Protection and
submit a new form here.



You now need to log in to access your
very own unique portal. Create an
account and head on in.

LOG IN.

Use a local account to log in.

Email

Password

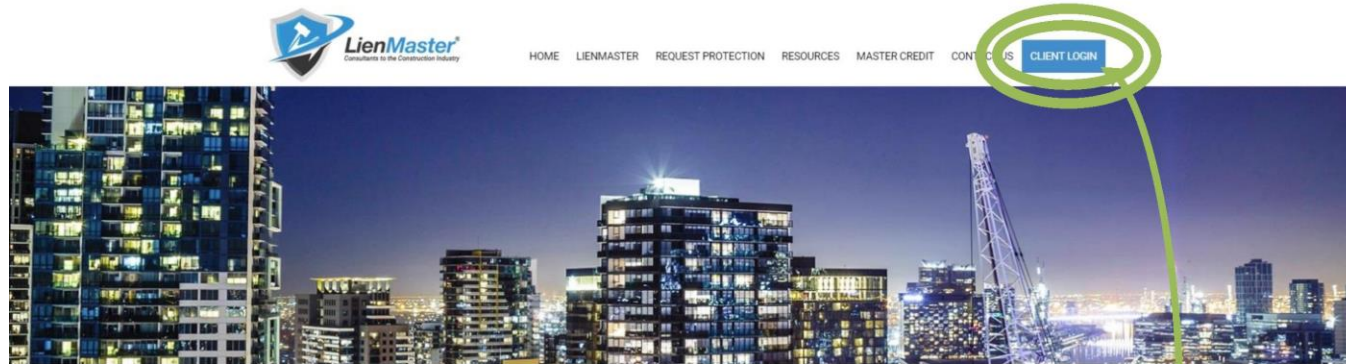
Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)

STEP 1) Go to the lienmaster.com homepage.



STEP 2) Click on the **CLIENT LOGIN** button in the top left corner of the page.

STEP 3) Clicking the **CLIENT LOGIN** will take you to the actual Portal page where you'll be able to access all the new features of the new site. But first let's just go ahead and register a new account for your company. Click on the **REGISTER** button to get started.



STEP 4) On the register page, go ahead and create a new account. We recommend that you create a Username unique to your department/location and register the account with the department head/admin email address in case you need to reset your password.



[REGISTER](#) | [SIGN IN](#)

[HOME](#)

[CALCULATOR](#)

[REQUEST PROTECTION](#)

[ACTIVITY REPORT](#)

[BACK TO LIENMASTER.COM](#)

REGISTER.

Create a new account.

Username

Email


Password


Confirm password


[Forgot your password?](#)

DASHBOARD

 Home

 Request Protection

 Activity Report

 Calculator

This is your Portal/Dashboard. Simple and easy to use. Press the “Request Protection” and be ready to fill out a Lien & Bond Protection Form

LIEN & BOND PROTECTION FORM

<input checked="" type="radio"/> PRELIMINARY NOTICE/INTENT TO LIEN	IS ACCOUNT PAST DUE? <input type="radio"/> YES <input checked="" type="radio"/> NO
<input type="radio"/> MECHANIC'S LIEN AND/OR BOND CLAIM, STOP NOTICE, MILLER ACT	PREPARE AND HOLD? <input type="radio"/> YES <input checked="" type="radio"/> NO
<input type="radio"/> INVESTIGATE LIEN/BOND RIGHTS	
<input type="radio"/> COLLECTION AND/OR LEGAL ACTION (AT REDUCED RATES)	
DATE: <input type="text" value="06/21/2018"/>	*PROJECT LOCATION: <input type="text" value="Ohio"/>

A. CLAIMANT INFORMATION

*YOUR COMPANY'S EXACT CORPORATE NAME AND/OR D.B.A.:	<input type="text" value="LienMaster Test"/>				
*ADDRESS:	<input type="text" value="23240 Chagrin Blvd Ste 410"/>	*CITY:	<input type="text" value="Beachwood"/>	*STATE:	<input type="text" value="Ohio"/>
*ZIP:	<input type="text" value="44122"/>	*TEL:	<input type="text" value="216-464-6700"/>	*STATE OF INCORPORATION:	<input type="text" value="Ohio"/>
*YOUR CUSTOMER'S NAME:	<input type="text" value="Joe's Shingles"/> <small>(PROVIDE CUSTOMER CONTACT INFO ON APPLICABLE LINE BELOW UNDER "PROJECT INFORMATION.")</small>	FAX:	<input type="text" value="216-464-3840"/>	YOUR REFERENCE NO.:	<input type="text" value="123"/>

B. MATERIAL OR LABOR INFORMATION

1. DID YOU FURNISH:	<input type="radio"/> MATERIAL	<input type="radio"/> LABOR	<input checked="" type="radio"/> BOTH	2. DATE OF P.O./CONTRACT: <input type="text" value="06/01/2018"/>
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3. BRIEF DESCRIPTION OF WHAT YOUR COMPANY FURNISHES:	<input type="text" value="Preliminary Notices and Test's for Suppliers ;)"/>
--	--

4. ACTUAL AND/OR ESTIMATED DATES MATERIALS/LABOR HAS OR WILL BE FURNISHED (FOR TX, PROVIDE STATEMENT OF ACCOUNT)			
* FIRST FURNISHING DATE: <input type="text" value="06/01/2018"/>	LAST FURNISHING DATE: <input type="text"/>	ONGOING?	<input type="radio"/> YES <input checked="" type="radio"/> NO

*5. TOTAL CONTRACT: \$ <input type="text" value="20,000"/>	TOTAL AMT. PAID: \$ <input type="text" value="0"/>	TOTAL BALANCE: \$ <input type="text" value="20,000"/>
--	--	---

Per usual, fill out all the fields on the form that you can.

Section A is where you fill in about your company and your customer/debtor

Section B is the section to put materials furnished or labor provided as well as the all important furnishing dates

All the starred fields have to be filled out before you can submit

C. PROJECT INFORMATION

PROJECT TYPE:	<input checked="" type="radio"/> PRIVATE	<input type="radio"/> PUBLIC	<input type="radio"/> COMMERCIAL	<input type="radio"/> RESIDENTIAL
*1. PROJECT (JOBSITE) NAME:	MCB Office Bldg		TEL:	
*ADDRESS:	23240 Chagrin Blvd Suite 410			
*CITY / STATE:	Beachwood	Ohio ▼	ZIP:	44122
2. PROJECT OWNER/LESSEE:			TEL:	
ADDRESS:				
CITY / STATE:		--Select ▼	ZIP:	
3. GEN. CONTR./CONST. MGR:	Turner Construction		TEL:	123456789
ADDRESS:	123 Main Street			
CITY / STATE:	Columbus	Ohio ▼	ZIP:	43215
4. SUBCONTRACTOR:	Joe's Shingles		TEL:	8773156700
ADDRESS:	123 Main Street			
CITY / STATE:	Cleveland	Ohio ▼	ZIP:	44105
5. SUB-SUBCONTRACTOR:			TEL:	
ADDRESS:				
CITY / STATE:		--Select ▼	ZIP:	
6. CONSTRUCTION LENDER:			TEL:	
ADDRESS:				
CITY / STATE:		--Select ▼	ZIP:	
7. BONDING CO./AGENT:			TEL:	
ADDRESS:				
CITY / STATE:		--Select ▼	ZIP:	
BOND NO:		PROJECT NO:		

Continuing on to Section C, this is where all the Project information would go.

If your customer is the Subcontractor for the project, you would put them there accordingly.

***You customer(debtor) must go in one of the fields.**

D. SIGN OFF:

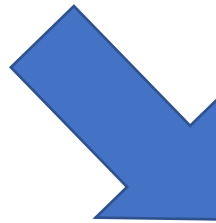
THE UNDERSIGNED AUTHORIZES THE FILING OF A NOTICE, LIEN OR CLAIM ON BEHALF OF SAID CLAIMANT. IT IS THE RESPONSIBILITY OF THE UNDERSIGNED TO ENSURE ACCURACY OF INFORMATION AND SUFFICIENT TIME ALLOWANCE FOR FILING. LIENMASTER OR LOCAL COUNSEL ARE NOT RESPONSIBLE FOR ANY INACCURATE INFORMATION PROVIDED, LACK OF INFORMATION, OR INSUFFICIENT TIME ALLOWANCE FOR FILING.

SUBMITTED BY:	<input type="text" value="Corey Nemec"/>
TITLE:	<input type="text" value="MCC Tester"/>
*E-MAIL	<input type="text" value="corey@lienmaster.com"/>
DATE:	<input type="text" value="06/21/2018"/>

Submit Form

You may upload any pertinent documents after you click submit

Now after you submit, go ahead and attached the necessary documents that relate to the project!



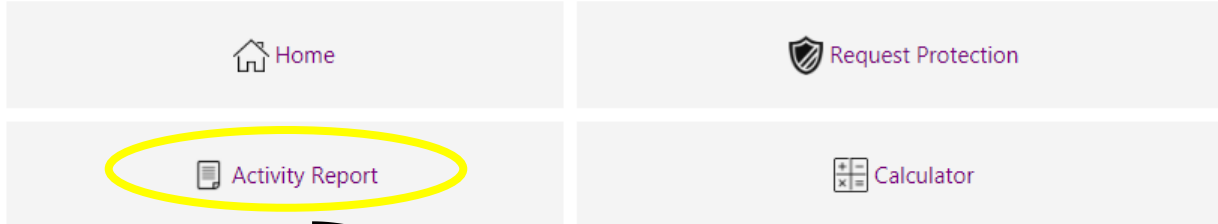
**LIEN & BOND PROTECTION FORM
THANK YOU FOR YOUR SUBMISSION.**

You may upload any pertinent documents at this time.

File Type

No file chosen

DASHBOARD



Now back inside your dashboard, go into your **ACTIVITY REPORT** to access all you current, pending, and closed files.

As a client, all you need to do is wait for our email, monitor, and request action whenever is necessary for the situation of each ongoing project! **Please provide a last furnishing date if you wish to receive automatic deadline notifications.**

Legend: Active (green), 1st Alert (yellow), 2nd Alert (red), Overdue (blue), Closed (grey)

Request Type: Notice	State: WI	Date: 05/01/2018	LM Number: 3
Debtor Name: Joe's Cabinets	Project Info: THE HUGE OFFICE BUILDING , WI, Private	First Furnishing Date: 05/01/2018	Ref Number: 777
Submitted By: COREY Email: COREY@LIENMASTER.COM	Claim Amount: \$5000	Next Action:	Deadline: 6/30/2018

Debtor Info Joe's Cabinets	Project Info THE HUGE OFFICE BUILDING 8585 E BROADWAY	Client Info Client Name: Corey's Cabinets - 123 Ma Client Internal Ref Number: 777
--------------------------------------	--	---

Action Items			
First Furnishing Date: 05/01/2018	Last Furnishing Date: <input type="text"/>	Private/Public: Private	
Contract Amount: \$5000	Claim Amount: \$1000	Request Action (Current Action Selected) Preliminary Notice	
Processed Date: <input type="text"/>			

Documents
Audit

Save Changes Upload Close

How the Activity Report Works:

- Once you have submitted your Online Lien & Bond Protection Form, you will have a access to the **Activity Report** in your own portal.
- Track all current projects that you have provided to us online.
- Find deadlines, updated statuses, copies of Prelim Notices, Liens, etc., and request actions right from the touch of your fingertips.
- Any questions or concerns? Please feel free to call us at 216-464-6700. Or email us at info@lienmaster.com or orders@lienmaster.com where we'll guide you through the new process!