Request an Earnest Money Deposit

1. Create Deal and Enter Payment Information

- On the Deals page click **Request Payment for Sale**
- Select **Earnest Money Deposit**

- Enter the **Property Address** associated with this payment
  - Select an existing deal or create a new deal for this payment

- Select your role
  - **Listing Agents** can request a payment directly from a buyer or through a buyer's agent
  - **Buyer's Agents** can request a payment directly from a buyer

- Payment Information
  - Enter **Payment Amount** being paid (total)
  - **Choose a Payment Destination -** Send payment to your Company Bank Account (default), or redirect a payment to Another Recipient for acceptance
  - Select a **Payment Deadline** - Deadline by which the payer must make the payment. Email reminders will be sent to payer

2. If you are requesting directly from one payer

- Click **Request directly from payer**
- Click **One person is making this payment**

Select an option to request payment

| Request through buyer's agent | Request directly from payer |

How many people are making this payment?

> One person is making this payment >
> Multiple people are splitting this payment >

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- Enter the payer's information

Enter payer information

Email Address

First Name (Optional)   Last Name (Optional)

What is this payment for?

Memo (Optional)

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3. If you are requesting directly from multiple payers

- Click **Request directly from payer**
- Click **Multiple people are splitting this payment**

Select an option to request payment

| Request through buyer's agent | Request directly from payer |

How many people are making this payment?

> One person is making this payment >
> Multiple people are splitting this payment >

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- Enter the information for each payer, as well as the amount that each person is paying

- If more than two people are paying this transaction, click the **Add an Additional Payer** button

Enter payer information

Payer 1

Request Amount
0.00

Payer Email

First Name (Optional)   Last Name (Optional)

Memo (Optional)

Payer 2

Request Amount
0.00

Payer Email

First Name (Optional)   Last Name (Optional)

Memo (Optional)

↑ Add an Additional Payer

| Total Requested | $0.00 |
| Payment Amount | $1,000.00 |

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4. If you are a listing agent requesting a payment through the buyer's agent

- Click **Request through buyer's agent**

  Select an option to request payment

  [Request through buyer's agent] [Request directly from payer]

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- Enter the buyer's agent information

  Enter the buyer's agent information

  Buyer's Agent Email

  First Name   Last Name

  Company

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5. Final Steps

- Enter Optional Information
  - **Payment Notifications -** Add people to receive status emails and receipts related to this payment
  - **Document Center** allows you to upload documents to share with your finance team

  Enter optional information

  Payment Notifications
  Share payment statuses and receipts with other parties.   + Add Recipients

  Sale Price

  Closing Date
  mm/dd/yyyy

  Reference Code

  Document Center
  Share documents related to this payment with your finance team.
  ⬆ Upload Documents

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- Review and confirm your selections
- If you are satisfied with your selections, click **Request Payment**

  Review and confirm request

  Payment Summary

Payment Total	$1,000.00
Payment Type	Earnest Money Deposit
Property Address	123 Main St Hartford, CT 06101
Destination	Escrow Account
Payment Deadline	04/06/2023 10:00am

  Sending request to:
  Sam Buyer
  sam@buyer.com

Request Amount	$1,000.00
Memo	First deposit

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- Your request has been emailed to the intended party
- You can copy the request link and email or text the request if necessary
- You will receive an email notification when the payment is pending
- You can track payments and download a payment receipt on the "transactions" page

  ✓ Request Successful
  Email sent to payer.

  Request Summary   View Deal Details

Payment Total	$1,000.00
Payment Type	Earnest Money Deposit
Property Address	123 Main St Hartford, CT 06101
Payment Destination	Escrow Account
Payment Deadline	04/06/2023 10:00am

  Request sent to:

  Sam Buyer
  sam@buyer.com   🔗 Copy link

Request Amount	$1,000.00
Memo	First deposit