

# Electronic Earnest Money

## in 3 simple steps

Save time, increase security, and view real-time tracking throughout the earnest money process

1

### Click the TrustFunds link or icon on the MLS Listing

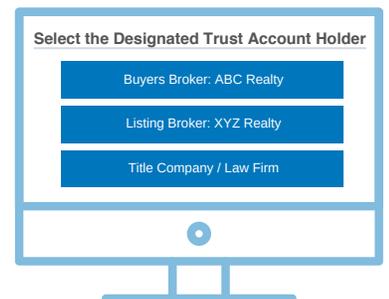
Locate the property the buyer purchased and click the TrustFunds link or icon to be automatically signed in.



2

### Select the company where the Earnest Money will be held

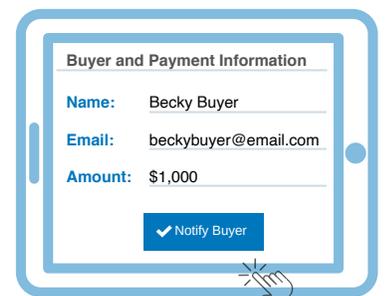
From the list of companies who have registered with TrustFunds, select the company who will hold earnest money as identified in the purchase agreement.



3

### Enter the Buyer's Information and Earnest Money Amount

All you need is the buyer's name, email address, and the amount of earnest money. TrustFunds will notify the buyer automatically and provide access to submit the payment.



### THAT'S IT - YOU'RE DONE!

You'll receive automated email updates as the payment processes (3-4 business days) and can access full payment information at any time in your TrustFunds account.



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# Personal Profile Settings

TrustFunds offers a variety of ways to manage and personalize your electronic earnest money experience.

## 4 Simple Steps for Managing Profile Settings

Did you know you already have a TrustFunds account? There's no need to register. Access your account, by clicking on the TrustFunds link from your MLS homepage. Click the profile icon in the upper right corner of your account screen to access the profile page.



1

### Profile Information - Add a Profile Photo

By updating your personal profile with a photo, the communication to the buyer is branded with your photo and contact information. This allows the buyer to easily see the email request is coming from their agent.

### Personal Profile

|                       |   |
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| Notifications >       | 2 |
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| Convenience Fee >     | 4 |

2

### Set-up Notifications

TrustFunds allows you to manage email notifications regarding changes in Earnest Money status for both the Buyer's and Listing transactions.

3

### Teams Set-up

You have the ability to add Team Members who can act on the your behalf. All team members have the ability to view transactions in the Transaction Table.

4

### Convenience Fee Settings

TrustFunds gives you the ability to add an account, if want to pay the convenience fee.