

# Step-by-Step Process



## REGISTRATION

- Download from the App Store or Google Play
- Register with name & email address, and mobile number
- Verify device with PIN sent via text (or use pin to log in if you miss the verify box)
- Create an 8-digit numeric passcode & confirm passcode



## IPHONE & ANDROID - PAPER CHECK

- Sign in with mobile number and 8-digit numeric password you created
- Select **Capture** (Android) or **Earnest Money** (iPhone)
- Select Payment type- Earnest Money
- Scroll to escrow agent or type first 3 letters in search bar
- Enter property address and check amount (skip contract-related buttons)
- Fill out Buyer and Seller information and select "Me" box for the role that pertains
- Select **Paper Check** on iPhone - Select **Capture** on Android
- Take a picture of the front and back of the check on a dark well-lit surface
- Email notifications will be sent to all the parties entered



# YOUR VIRTUAL COURIER

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