

# Electronic Earnest Money in 3 simple steps

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

## STEP 1

### Click 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.



## STEP 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.

#### Designated Trust Account Holder

- Buyer's Broker
- Listing Broker
- Title or Escrow Company
- Law Firm

## STEP 3

### Enter Buyer's Information

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.

#### Buyer and Payment Information

**Name:** Betty Buyer

**Email:** bettybuyer@email.com

**Amount:** \$1,000

## 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.

**See, wasn't that easy?!**