



## 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 on the MLS Listing

On the MLS listing details page, click the TrustFunds link to be automatically signed in.

*CHOOSE ONE*

- BUYER'S BROKER
- LISTING BROKER
- TITLE or ESCROW
- LAW FIRM

### STEP 2

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

You'll be presented with a list of Brokers and Title Companies who have registered for TrustFunds (so be sure to register!). Agents will select the Member noted in their purchase agreement.

*BUYER INFORMATION*

NAME: Betty Buyer

EMAIL: betty\_buyer@email.com

AMOUNT: \$1,000.00

### STEP 3

#### Enter Buyer's Information

All you need is the buyer's name, email address, and the amount of earnest money to be paid. TrustFunds will notify your buyer automatically and provide access to submit their payment through our secure portal.



## 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?!