

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

Assigned Agent	Deal ID	Deal Type	Last Modified
Liz Agent	8018	Sale	Apr 4, 2023

- 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

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2. If you are requesting directly from one payer

- Click [Request directly from payer](#)
- Click [One person is making this payment](#)

- Enter the payer's information

3. If you are requesting directly from multiple payers

- Click [Request directly from payer](#)
- Click [Multiple people are splitting this payment](#)

- 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

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](#)

- Enter the buyer's agent information

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

- Review and confirm your selections
- If you are satisfied with your selections, click [Request Payment](#)

- 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