



How to request with the web app

Create a digital earnest money request on Earnnest's web app by following these steps:

1

Payment Requests [Request Payment](#)

[+ Add a filter](#)

All Requested & Pending Authorized & Initiated Deposited Canceled & Failed

AMOUNT	ADDRESS	STATUS	SENDER
\$1,250	230 E. North St. Greenville SC 29609	Pending	Emily J.
\$1,500	456 South Ave., Charleston, SC	Pending	Michael

Start the Request

Click **Request Payment**. If you have the email address of the person making the payment, select **Yes, I have their email**. If you don't have their email, choose **No, I don't have their email**.

4

Who's holding escrow?

Escrow Holder

Who's paying?

First Name

Last Name

Email

Phone

Add Escrow Holder and Payer Details

Search for your escrow holder. The options are filtered by the name you type and the property address. Fill out the details of who will be paying the earnest money.

2

Request Payment

What's the earnest money amount?

Enter the amount in the contract. ?

Amount

Indicate Earnest Money Amount

Enter the earnest money amount.

3

What's the property address?

Address Line 1

Address Line 2 (Optional)

City State

Zip Code

Add Property Address

Enter the property address details.

5

Who should receive notifications?

Add email addresses of those you want notified about this payment request. Use this section to add others, like listing agent, lender or office administrator.

Specify Notification Recipients

Add the email addresses of individuals or organizations who need to be notified about the payment request. All parties involved will receive receipts for their records.

6

Payment Requests [Request Payment](#)

[+ Add a filter](#)

All Requested & Pending Authorized & Initiated Deposited Canceled & Failed

AMOUNT	FOR	STATUS
\$2,000	123 Main Street Greenville, SC 29609	Pending

Send the Request

Select **Send Request**. The payer will receive an email prompting them to complete the payment. Both you and the recipients included in the request will receive receipts once the payment is successfully completed.

Troubleshooting & Support

You can reach us at support@earnnest.com or call us Mon-Fri 8 a.m.- 8 p.m. EST toll-free [1-888-870-2336](tel:1-888-870-2336).