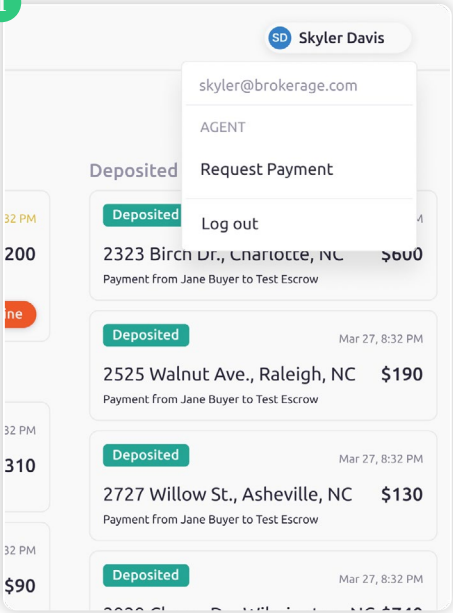
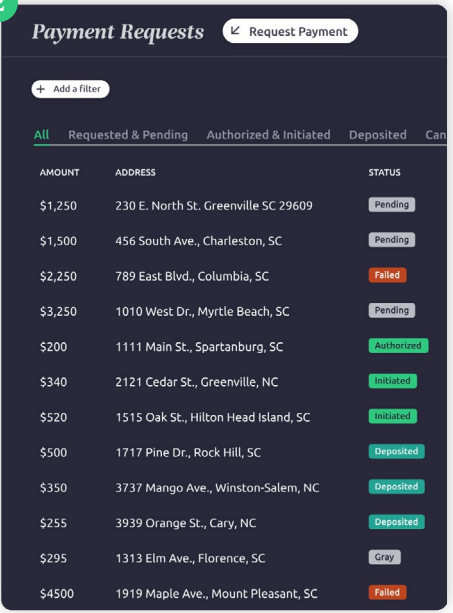


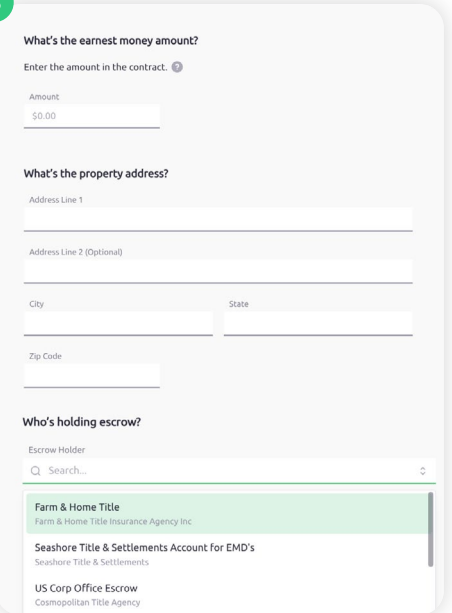
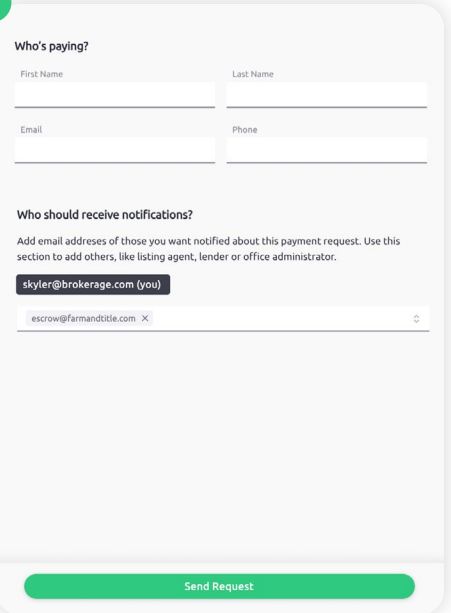


Requesting earnest money as an admin

Create a digital earnest money request quickly and simply as an admin.

Log in to your admin dashboard and follow these steps to make an earnest money request:

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AMOUNT	ADDRESS	STATUS
\$1,250	230 E. North St. Greenville SC 29609	Pending
\$1,500	456 South Ave., Charleston, SC	Pending
\$2,250	789 East Blvd., Columbia, SC	Failed
\$3,250	1010 West Dr., Myrtle Beach, SC	Pending
\$200	1111 Main St., Spartanburg, SC	Authorized
\$340	2121 Cedar St., Greenville, NC	Initiated
\$520	1515 Oak St., Hilton Head Island, SC	Initiated
\$500	1717 Pine Dr., Rock Hill, SC	Deposited
\$350	3737 Mango Ave., Winston-Salem, NC	Deposited
\$255	3939 Orange St., Cary, NC	Deposited
\$295	1313 Elm Ave., Florence, SC	Gray
\$4500	1919 Maple Ave., Mount Pleasant, SC	Failed
- 
- 

Switch to the web-app

Select **Request Payment** from the drop-down menu under to your profile name. This action will direct you to Earnnest's web-app.

Start the request

At the top of the Payment Request page and click on **Request Payment**.

If you have the email address of the person making the payment, select **Yes, I have their email**.

Add the request details

Fill out the details of the payment request. Enter the earnest money amount, property address and select the escrow holder.

Enter the payer details

Fill out the details of who will be paying the earnest money. Add the email addresses of recipients for payment receipt notifications. Select **Send Request**.

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).