

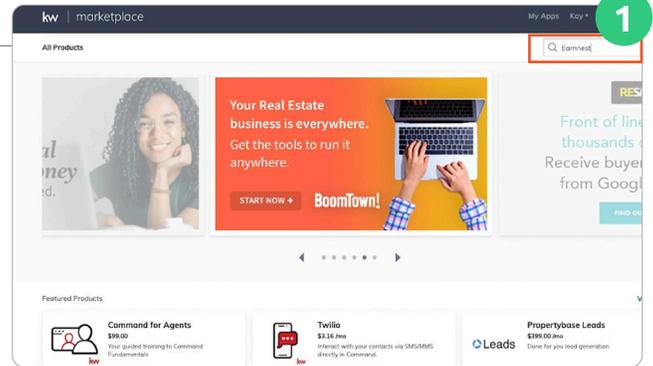


Requesting from KW Marketplace

Request earnest money anywhere, anytime directly within KW Marketplace.

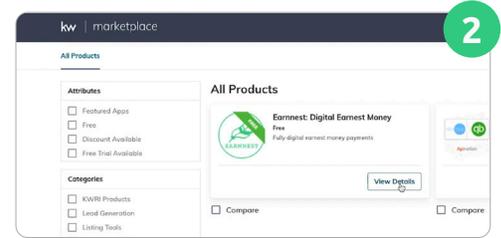
Activating Earnnest inside KW Marketplace

1. From the KW Marketplace home screen search for Earnnest.
2. Click **View Details**. Here you can read about the benefits of using Earnnest.
3. To activate the app click **Try the Free Edition**. The entire app is completely free for agents.
4. Confirm your order by clicking **Continue** and **Place Order**.
5. To create your first request, click **Go to MyApps**.
6. Select the Earnnest app. You will automatically be signed in using your KW details.



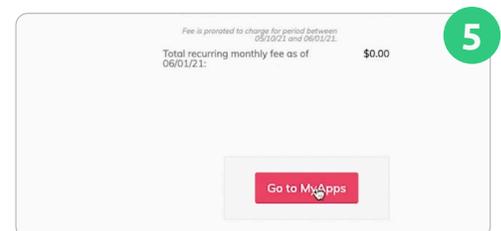
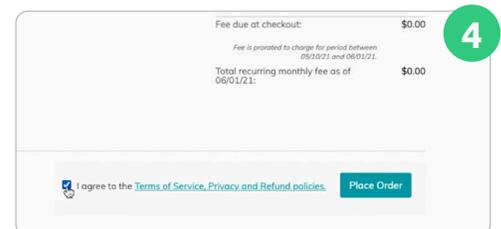
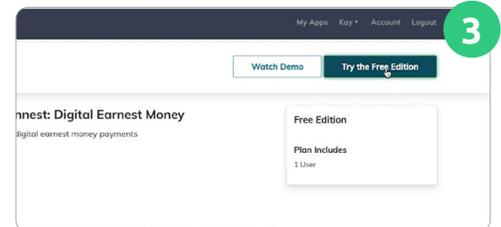
Enter your earnest request information

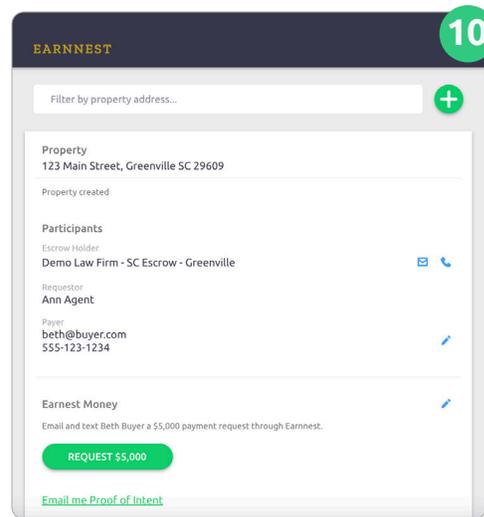
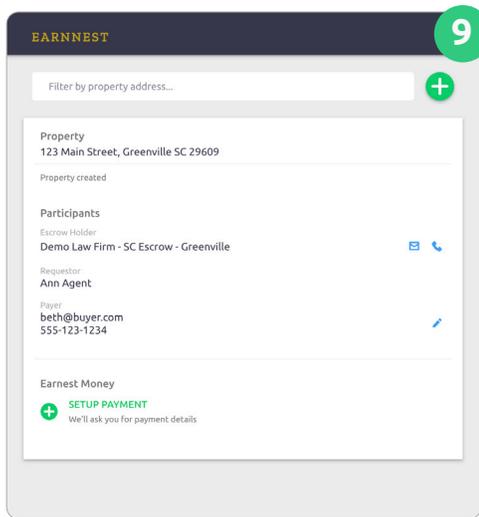
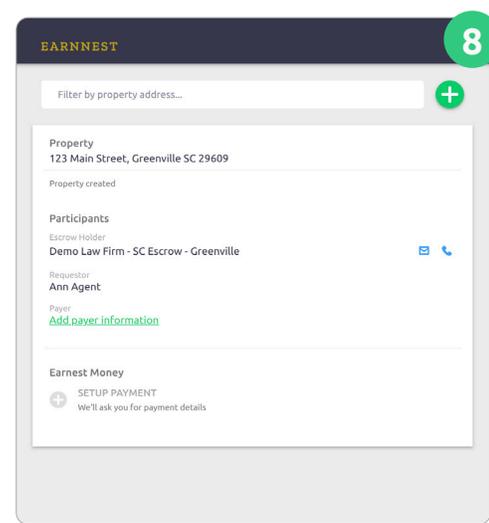
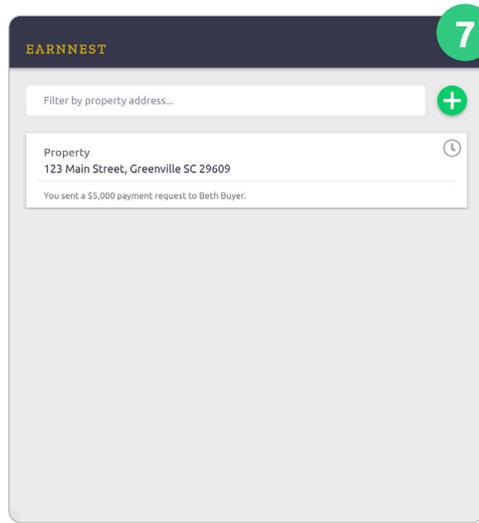
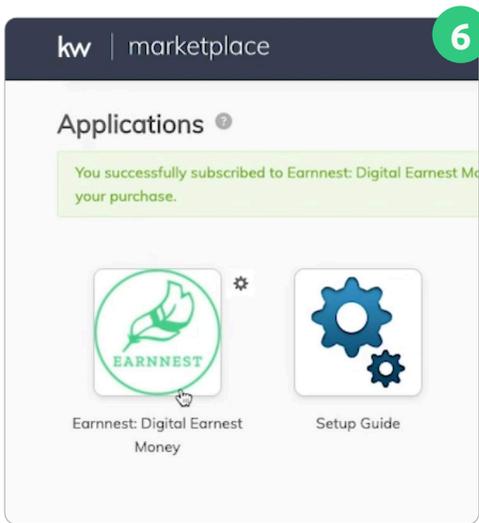
7. Tap the green + button in the upper right corner, add the property address and choose your escrow holder. Do you have the mobile phone number and email of the buyer? Choose **Yes** or **No**. Click **Save Property**.
8. If you selected **Yes** above, then click **Add payer information** and complete the form. Click **Add payer info**.



Set up payment and review the request

9. Click **Setup payment** and enter the payment information. If you wish to add additional receipt recipients you can do that here. Click **Save**.
10. Review the transaction you created. When everything looks good, click the green **Request** button. The payer will receive a request to pay their earnest money via email.





Payer experience

Your part is done. The payer will be invited to pay their earnest money. They will confirm their identity, add a funding bank, and pay their earnest money. You will be notified as the transaction progresses.

Troubleshooting & Support

Browse our Help Center (www.earnnest.com/knowledge) for answers to questions. You can also email us at support@earnnest.com, chat with us at www.earnnest.com, or call us Mon-Fri 8am-8pm EST toll-free [1-888-870-2336](tel:1-888-870-2336).