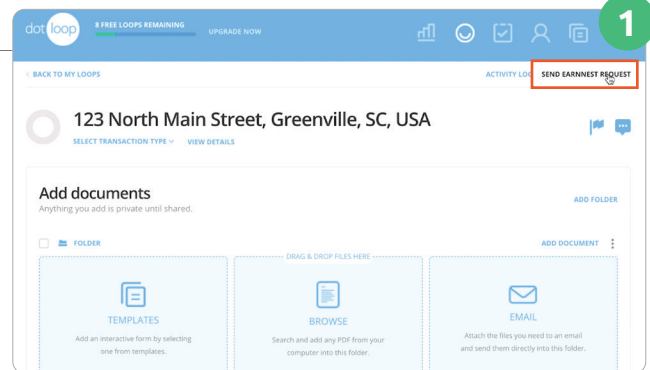# Requesting from dotloop

Request earnest money anywhere, anytime directly within dotloop.

Sending your first digital earnest request

1. Inside a dotloop property card click **Send Earnnest Request** then click **Continue**.

2. You will be prompted to sign in to Earnnest. Enter your email address and click **Continue**.

3. This will initiate a one-time use code to be sent to the email address you provided. Once you receive the code, enter it here and click **Continue**.
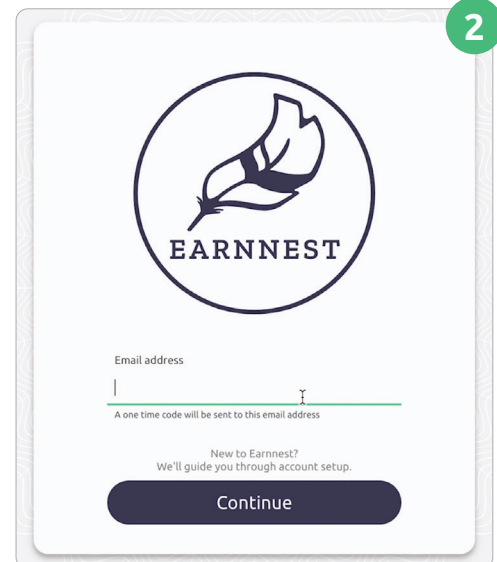

Enter your earnest request information

4. The form that appears will pre-populate with several details.

5. Fill in any missing information including your preferred escrow account.

Selecting your preferred escrow holder

6. Click the search bar to launch the escrow holder search. Begin typing the name of your escrow holder. Options will populate and you can select the appropriate account.

7. If your escrow holder does not appear in your search, you can invite them to enroll for a free Earnnest account by clicking **Invite them**. After they enroll you will be able to complete your earnest request.

8. Ensure the escrow holder is the one on the purchase contract. If this is the case, then click the check box.

9. Finally, when all the information is correct, click the **Request** button to send your digital earnest money request.

6

City
Greenville

State
SC

Zip code
29601

Who's receiving the payment?

The escrow holder

Search for escrow holder 🔍

☐ The above listed Escrow Holder is the one on the purchase contract.

Request $1,000

6

‹ Close

The escrow holder

Demo 🔍

Demo Law Firm
SC Escrow - Charleston ›

Demo Law Firm
SC Escrow - Columbia ›

Demo Law Firm
SC Escrow - Greenville ›

Demo Law Firm
Demo Law Firm - Downtown ›

Invite an escrow holder

Don't see your prefered escrow holder? Inviting them to join Earnnest is simple and takes about five minutes.

(Invite them)

8

City
Greenville

State
SC

Zip code
29601

Who's receiving the payment?

The escrow holder

Demo Law Firm - SC Escrow - Greenville ✕

☑ The above listed Escrow Holder is the one on the purchase contract.

Request $1,000

9

✓

Requested

You can safely close this window

What's next?

Once the homebuyer pays, you will receive an email with the payment receipt attached.

Payment receipt example

Check out our knowledge base

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.

Learn more

Browse earnnest.com/resources/faq for answers to common questions.
You can email support@earnnest.com or call 1-888-870-2336 toll free Mon-Fri 8 a.m. - 8 p.m. EST.