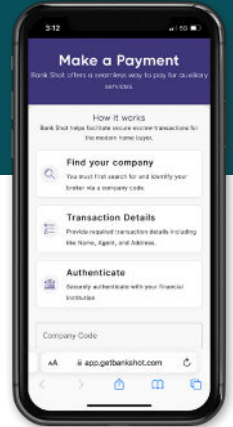


MOBILE EARNEST DEPOSIT

CONVENIENT | COMPLIANT | SIMPLE

Deposit Earnest Money Using Your Smart Phone!



COMPANY CODE FOR CTE: 5137132



EASY ACCESS THROUGH WEB OR MOBILE

The first piece of information required will be the company code, which is provided at the top of this page. This code lets you connect to this company only. Follow the prompt and submit all required information. Choose “create payment” and enter the information required on each screen. Be sure to verify your payment on the final screen.



QUICK UPDATES

After the office has received your submission, you will be able to see if it was accepted on the home screen.

HELPFUL TIPS



ENTERING THE AMOUNT

When entering the amount of the check in the app, please do NOT add a \$ sign, and it is not necessary to add .00 after you enter the dollar amount.



TAKING PICTURES

When taking pictures of the front and the back of the check, please make sure you are taking the pictures in landscape/horizontal mode. Make sure to use a dark background, so all four corners of the check are visible.



SUBMITTING & SENDING

No need to write anything on the back of the check. Snap the front, then the back, and select “submit item” and get an immediate confirmation when your item has been successfully submitted.