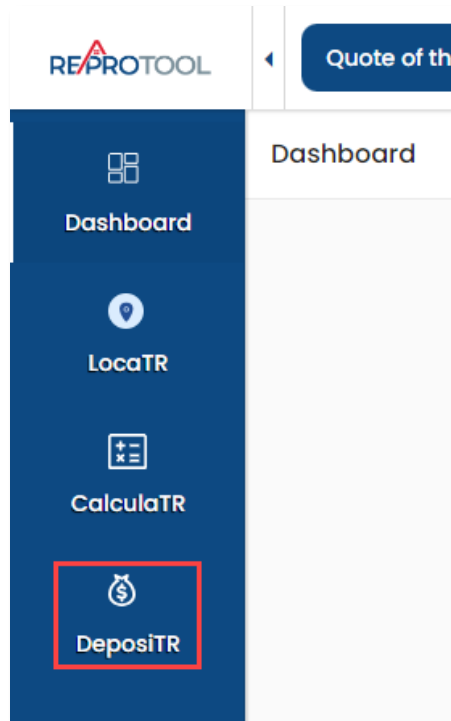
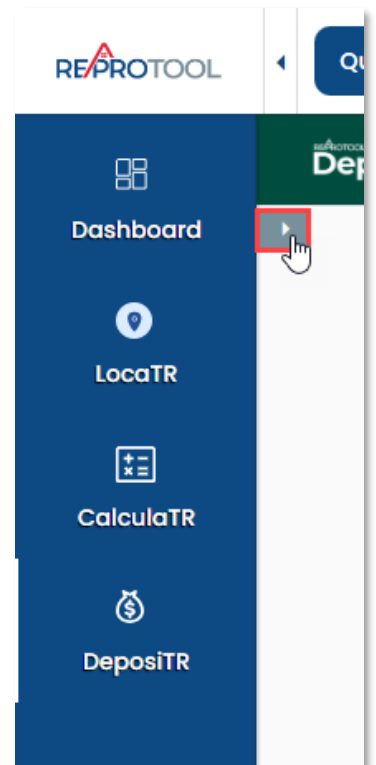
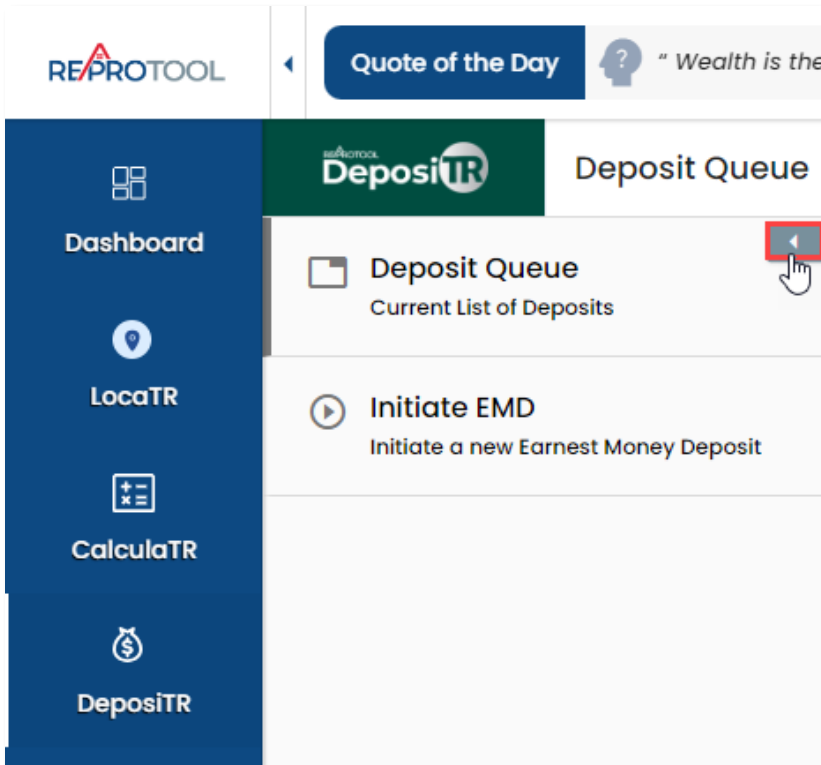


DeposiTR Guide

DeposiTR can be accessed by **Agency Users** and **Real Estate Users** via **REProTool** on the main navigation bar.



The **DeposiTR** navigation can be opened or collapsed using the arrow at the top of the menu.



Deposit Queue

The **Deposit Queue** shows a list of all **Earnest Money Deposits** made for your agency with their relevant details. Any deposits currently going through **Quality Control** will display in yellow on this view.

No.	Name	Email	Realtor	Amount	Type	State	Submitted
1	Test Nachoman	testnacho@4tier.com	Don Dalton	\$1,000.00	ACH	Trust Account Deposit Pending	06/19/2023 03:05 PM
2	Nachoman Test	nachomantest@4tier.com	Don Dalton	\$785.00	ACH	Trust Account Deposit Pending	06/19/2023 03:03 PM
3	Test Test	test635215@4tier.com	Sue	\$67.00	ACH	EMD Submitted	06/14/2023 04:36 PM
4	test test	test67889@4tier.com	susan	\$520.00	ACH	EMD Submitted	06/14/2023 04:31 PM
5	Kate Avvey	katherineav@4tier.com	James Stones	\$85.00	RDC	EMD Submitted	06/14/2023 02:34 PM
6	Rehzeria Void	rhezvoid@4tier.com	Susan Smith	\$750.00	ACH	QC Approved	06/14/2023 10:33 AM
7	Shannon Test	stwilson23@4tier.com	Susan	\$12.00	RDC	QC Rejected	06/14/2023 10:29 AM
8	test test	twilson3245@4tier.com	sam	\$200.00	ACH	QC Rejected	06/13/2023 01:23 PM
9	test test	twilson44@4tier.com	test	\$20.00	ACH	EMD Submitted	06/13/2023 11:48 AM
10	test test	tcwilson63@4tier.com	Susan	\$85.00	RDC	EMD Submitted	06/13/2023 10:46 AM

Items per page: 10 1 - 10 of 31

Clicking on any deposit line here will bring up more details about the deposit.

No.	Name	Email	Realtor	Amount	Type	State	Submitted
1	Test Na	testnacho@4tier.com	Don Dalton	\$1,000.00	ACH	Trust Account Deposit Pending	06/19/2023 03:05 PM
2	Nachor	nachomantest@4tier.com	Don Dalton	\$785.00	ACH	Trust Account Deposit Pending	06/19/2023 03:03 PM
3	Test Te	test635215@4tier.com	Sue	\$67.00	ACH	EMD Submitted	06/14/2023 04:36 PM
4	test tes	test67889@4tier.com	susan	\$520.00	ACH	EMD Submitted	06/14/2023 04:31 PM
5	Kate Av	katherineav@4tier.com	James Stones	\$85.00	RDC	EMD Submitted	06/14/2023 02:34 PM
6	Rehzeri	rhezvoid@4tier.com	Susan Smith	\$750.00	ACH	QC Approved	06/14/2023 10:33 AM
7	Shanno	stwilson23@4tier.com	Susan	\$12.00	RDC	QC Rejected	06/14/2023 10:29 AM
8	test tes	twilson3245@4tier.com	sam	\$200.00	ACH	QC Rejected	06/13/2023 01:23 PM
9	test tes	twilson44@4tier.com	test	\$20.00	ACH	EMD Submitted	06/13/2023 11:48 AM
10	test tes	tcwilson63@4tier.com	Susan	\$85.00	RDC	EMD Submitted	06/13/2023 10:46 AM

Details

Ref No: Z7G5-WJZS-2OLW-GC5B

Detail	Notes
Name:	Test Nachoman
Email:	testnacho@4tier.com
Contract Property:	559895 Jeans Ave
Realtor:	Don Dalton
Deposit Type:	ACH
Amount:	\$1,000.00
Status:	Trust Account Deposit Pending
Submitted:	06/19/2023 03:05 PM
Last Modified:	06/19/2023 03:06 PM

Ok

Items per page: 10 1 - 10 of 31

Initiate EMD

Initiate EMD is where **Earnest Money Deposit Invites** can be created and sent to consumers if your **Agency Admin** has given you permission.

If you do not have permissions, **Initiate EMD** will display your agency's logo and their website with instructions to refer your client to the agency website.

Please refer your client to the **Title Agency Website** to initiate an Earnest Money Deposit.



<https://www.4tier.com/>

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If your **Agency Admin** has given you permissions to **Initiate EMDs** then you can begin the process of sending a consumer an invite.





Welcome to the Earnest Money Deposit portal for
4Tier Software, LLC

Click the button below to create an **Invitation** for a Client to submit a residential Earnest Money Deposit.

[Create Earnest Money Deposit Invite >](#)

When creating an **EMD Invite**, all fields marked with a * will need to be entered. A valid **Email Address** and **Client Mobile Phone** number will need to be entered for the client to receive the **DeposiTR** link and **Security Code**.



Deposit Amount *
\$ 100.00

Buyer Information:



First Name * John	Last Name * Smith
Email Address * jsmith@4tier.com	Client Mobile Phone * (123) 466-7890 <small>Must be capable of receiving SMS Texts</small>


Property Under Contract:

Property Address * 12345 Test Dr	Property Suite, Apt, etc. # 53
Property City * Aurora	Property State * COLORADO
Property Zip Code * 80016	Realtor Name * James Jones

Consent to send an SMS text to your client: You consent to an SMS text message being sent to your client for Multi-Factor Authentication. *(Carrier message and data rates may apply)*

Once all information has been entered correctly, the **EMD Invite** can be sent. The consumer will receive an email with a link and instructions on how to proceed with their deposit as well as a security code via text.





Earnest Money Deposit Invite Sent Successfully!

An **SMS text message** has been sent to your client at the provided mobile phone number **123-466-7890** with a **Security Code** that will be required on the Depositr app to continue this earnest money deposit.

A **link** has also been sent to the client at the provided email address **jsmith@4tier.com** for Depositr application access.

Thank you for using Depositr!