



Agent getting started guide

Request earnest money anywhere, anytime with the Earnnest agent web app

This guide will cover how to create a new Earnnest agent account and how to create your first payment request.

Create your account

Example 1

- In your browser, navigate to: app.earnnest.com/agent and enter your email address.
- Click "Continue." and we'll email you a one-time verification code. Enter that code and click "Continue."

Example 2

- Provide the information needed and create your Earnnest account
- On the next screen select "Agent account" as your account type and click "Start."

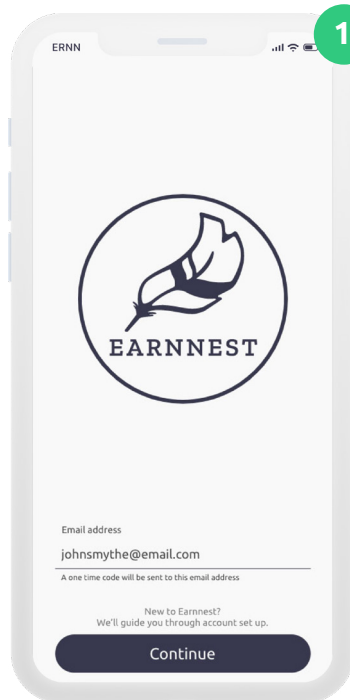
Create a new property & add buyer info

Example 3

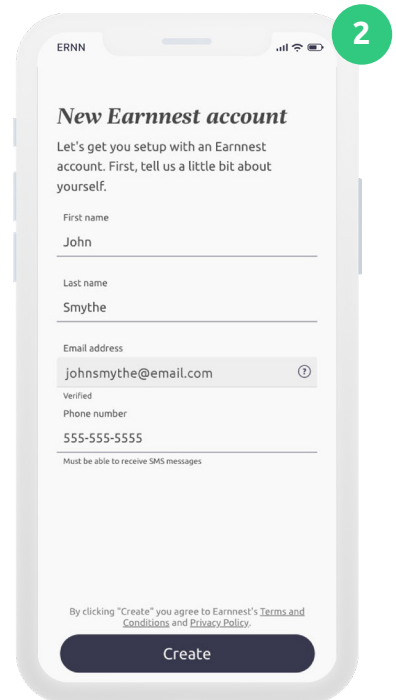
- Tap the green "+" button in the upper right corner, add the property address and choose your escrow holder. Click "Save Property"

Example 4

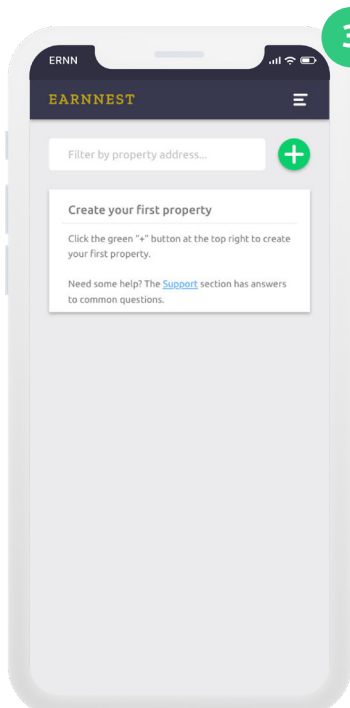
- Click "Add buyer information" and enter buyer name, email, and phone. Click "Add payer info."



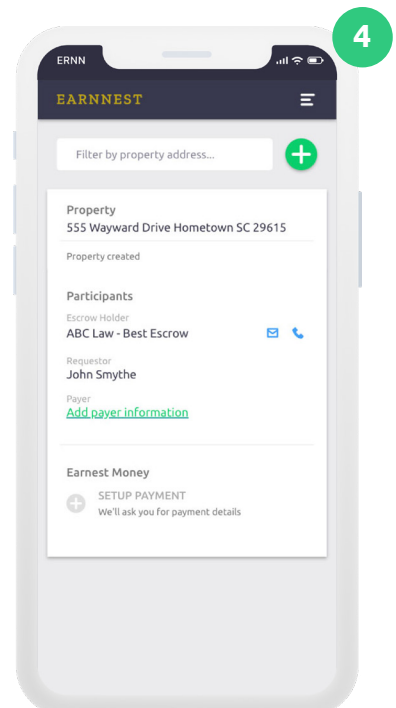
Earnnest sign in screen



Creating your Earnnest account



Time to create your first property



Time to create your first property

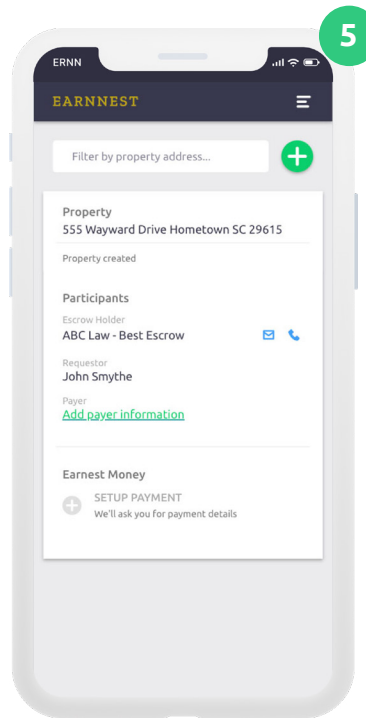
Setup payment & request

Example 5

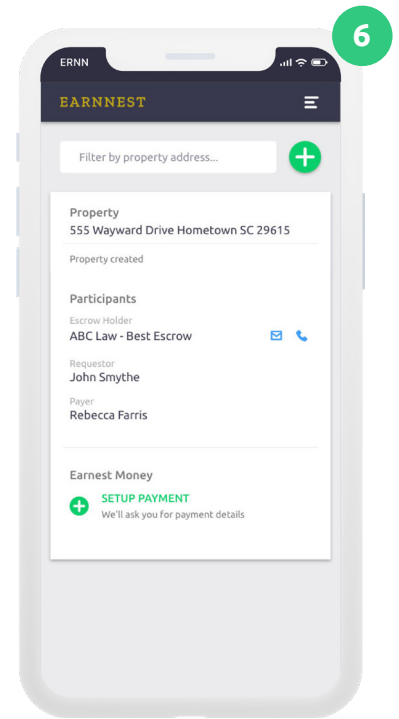
- Click “Setup payment” and enter the payment information. If you wish to add additional receipt recipients you can do that here. Click “Save.”

Example 6

- 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 text message and email.



Property with buyer added, ready to create payment request



Payment request created, ready to request home buyer pay earnest money

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. Your agent web app is updated in real time, with the current stage of the transaction shown in bold at the bottom of the property card.

Additional tips

Add Earnnest to your homescreen

1. Earnnest is not located in your native app store.
2. In your browser, navigate to: app.earnnest.com
3. For Safari: tap on Safari's share button and choose “add to homescreen”.
For Chrome: tap the three vertical dots in the browser navbar and choose “add to homescreen”.

An Earnnest icon will appear on your phone's home screen. Click the icon to open Earnnest, like you would any other app. We've put together a video for you here:

www.earnnest.com/knowledge/is-there-an-app-i-can-download-to-my-phone

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 9am-5pm EST toll-free [1-888-870-2336](tel:1-888-870-2336).