

iPhone & Android – Paper Check

Step-by-Step Process



- Sign in with mobile number and 8-digit numeric password you created
- Select **Capture** (Android) or **Earnest Money** (iPhone)
- Select payment type – Earnest Money, Closing Costs, Option Fee (Texas Only)
- Scroll to escrow agent or type first 3 letters in search bar
- Please identify the recipient as the “Park Cities” branch
- Enter property address and check amount (skip contract-related buttons)
- Fill out Buyer and Seller information and select “Me” box for the role that pertains
(Note: If the Seller information is not readily available, please enter “N/A”)
- Select **Paper Check** on iPhone – Select **Capture** on Android
- Take a picture of the front and back of the check on a dark well-lit surface
- Email notifications will be sent to all the parties entered