ZOCCAM® / KEY TITLE group

Step-by-Step Process

REGISTRATION

- Download from the App Store or Google Play
- Register with name & email address, and mobile number
- Verify device with PIN sent via text (or use pin to log in if you miss the verify box)
- Create an 8-digit numeric passcode & confirm passcode

IPHONE - Z CHECK

- Sign in with mobile number and 8-digit numeric password you created
- Select Payment type- Earnest Money, Closing Costs
- Scroll to escrow agent or type first 3 letters in search bar
- Please identify the recipient as the "Decatur" 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 Create to link to your bank and use your bank's username and password to login
- Pick the account you wish the check to be created on
- The check amount may not exceed the balance in the selected account
- Agree to the E-sign Terms and the Check will be Created on the Screen
- Sign in the white box as you would any check..similar to the Signature Card on file with the bank
- Review the check and press continue to send
- Email notifications will be sent to all the parties entered

IPHONE & ANDROID - PAPER CHECK

- Sign in with mobile number and 8-digit numeric password you created
- Sign **Capture** (Android) or **Earnest Money** (iPhone)
- Select Payment type- Earnest Money, Closing Costs
- Scroll to escrow agent or type first 3 letters in search bar
- Please identify the recipient as the "Decatur" 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

KEY TITLE group

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