



Buyer's agent guide

Follow these steps to complete an earnest money request from the listing agent.

This guide will walk you through accepting an invitation from a listing agent to complete and send an earnest money request.

How to join a property as a buyer's agent

Overview and accepting the invite

In Earnnest, listing agents can invite buyer's agents to collaborate with them on a property. The listing agent sets the property address and chooses the escrow holder. Next, the buyer's agent adds the buyer, the earnest money amount, and requests the buyer pay the earnest money.

Once a listing agent is ready to invite you to a property, they will enter your email and mobile phone number. Earnnest will send you an email and text message with the invite link.

- Click the link to accept. At the sign in screen **enter the email address you wish to use**, it does not need to be the one you received the invite to.
- Click **Send magic link** and return to your email for the sign in link. We will walk you through setting up your Earnnest account. After creating your Earnnest account, you will see the property you were invited to.

Add the homebuyer's info

- Click **Add payer information**
- **Enter the buyer's name and contact information.** Take a moment to ensure the contact information is correct or the buyer may not receive payment request. *(Note: the listing agent never sees buyer contact information.)*
- Finally, click the **Add payer info** button. At this point we are only adding buyer information, not inviting them to pay the earnest money.

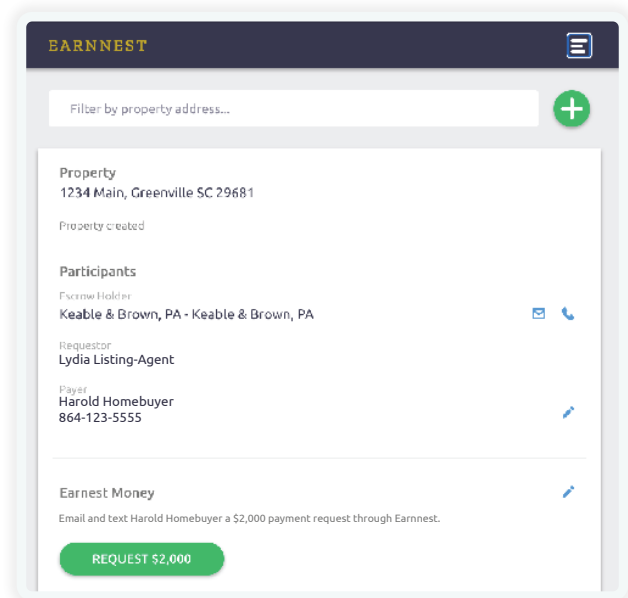
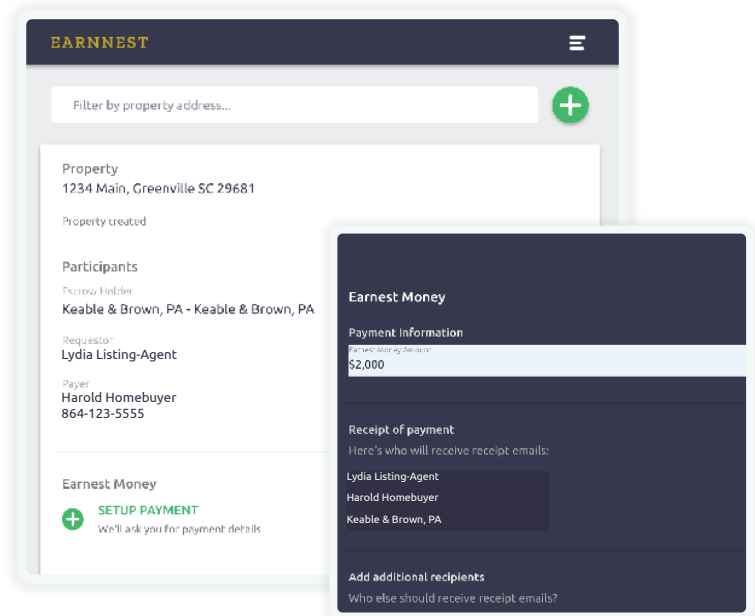
The screenshot shows the Earnnest app interface. At the top, there's a header with 'EARNNEST' and a menu icon. Below that is a search bar labeled 'Filter by property address...' with a green plus icon. The main content area is divided into sections: 'Property' with address '1234 Main, Greenville SC 29681', 'Participants' with 'Escrow Holder: Keable & Brown, PA - Keable &' and 'Requestor: Lydia Listing-Agent', and 'Earnest Money' with a 'SETUP PAYMENT' button. A modal window titled 'Add payer info' is open in the foreground, containing fields for 'Full Name' (with sub-fields for 'Legal First Name' and 'Legal Last Name'), 'Contact Information' (with sub-fields for 'Email' and 'Mobile Phone Number'), and buttons for 'ADD PAYER INFO' and 'CANCEL'.

Create earnest money payment request

- Click **Setup payment** at the bottom of the property card.
- **Enter the earnest money amount** and any additional emails that should receive notification once the homebuyer pays. *(Typically this would be a lender or other interested third parties. There's no need to put the listing agent's email here.)*
- Click **Save**
- Back at the property card you will see a **Request button** that includes the earnest money amount. To request simply click this button. An overlay will appear asking you to confirm. Click **Confirm**.

That's it

Your part is done. The homebuyer will be invited to pay their earnest money. They will confirm their identity, add a funding bank, and pay their earnest money.



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 8am-8pm EST toll-free [1-888-870-2336](tel:1-888-870-2336).

About Earnnest

Earnnest, the largest digital earnest money service in the U.S., was founded by real estate agents, escrow attorneys, and tech veterans. Earnnest makes real estate payments faster and more secure while providing real-time updates to agents and escrow holders.