



ZOCCAM®



KEY TITLE
group

Web Based App

Step-by-Step Process



In your web browser on your PC or on your mobile device, please visit: send.zoccam.com/login

REGISTRATION

- If you don't have an existing account, you will need to register for an account by selecting the register link.
- Registration requires Full name, Email address (exactly 8 digits numbers only), and your mobile number.
- You will receive a verification code via text to complete your registration.
- If you already have an existing account, put in your mobile number, and select get a one-time passcode.

ESCROW DEPOSIT

- Once logged in select Earnest Money.
- Using the search window, type the name of the title company, "Key Title Group".
- Please identify the required branch location, "Arlington".
- Complete the required sections, property address, amount, and buyer info.
(Note: If the Seller information is not readily available, please enter "N/A")
- When all the necessary information is completed, the payment options will be highlighted.
- Select payment option: **Paper Check** or **Create**.

PAPER CHECK

- The paper check you are submitting should be filled out—payable to the title company, Key Title Group, signed, dated, and the written and numerical portion of the check should be completed.
- When a **paper check** is selected, you will receive a text message that will contain a link. Click on the link to capture the front and back image of your check. Once the link opens, select continue, and then allow Zoccam access to your camera.
- Center the front of your check in the square box. The picture will be automatically taken. Flip the check over and do the same to the back, then select SEND. You will get a success notice on both your mobile device and the screen on the URL site. You will get an email confirmation once the deposit is completed. If you don't see it in your inbox, check your junk or spam folder as it is an automated email.

CREATE

- When selecting **Create**, the screen will open to put in your routing and account number for your CHECKING account.
- Once all the required information is completed, the preview check button will be highlighted. Select Preview check. You will get a text message with a link. Click the link and you will be provided with the e-check.
- You will need to electronically sign the check in the right corner and submit. You will get a success notice on both your mobile device and the screen on the URL site. You will get an email confirmation once the deposit is completed. If you don't see it in your inbox, check your junk or spam folder as it is an automated email.