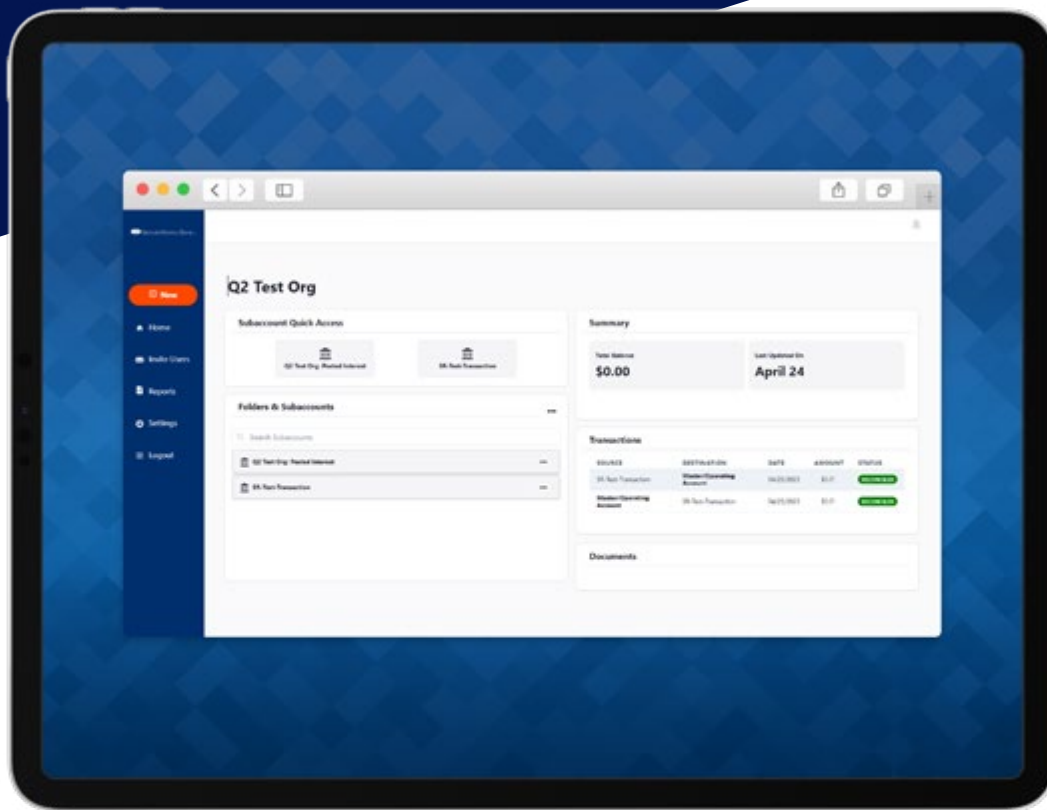


Online Escrow Guide



**Smarter escrow management
tailored to your business needs.**

- **Open/Close Sub Accounts**
- **Easy to Manage**
- **Daily & Monthly Reporting**
- **1099 Printing & IRS Reporting**



ZEscrow User Guide

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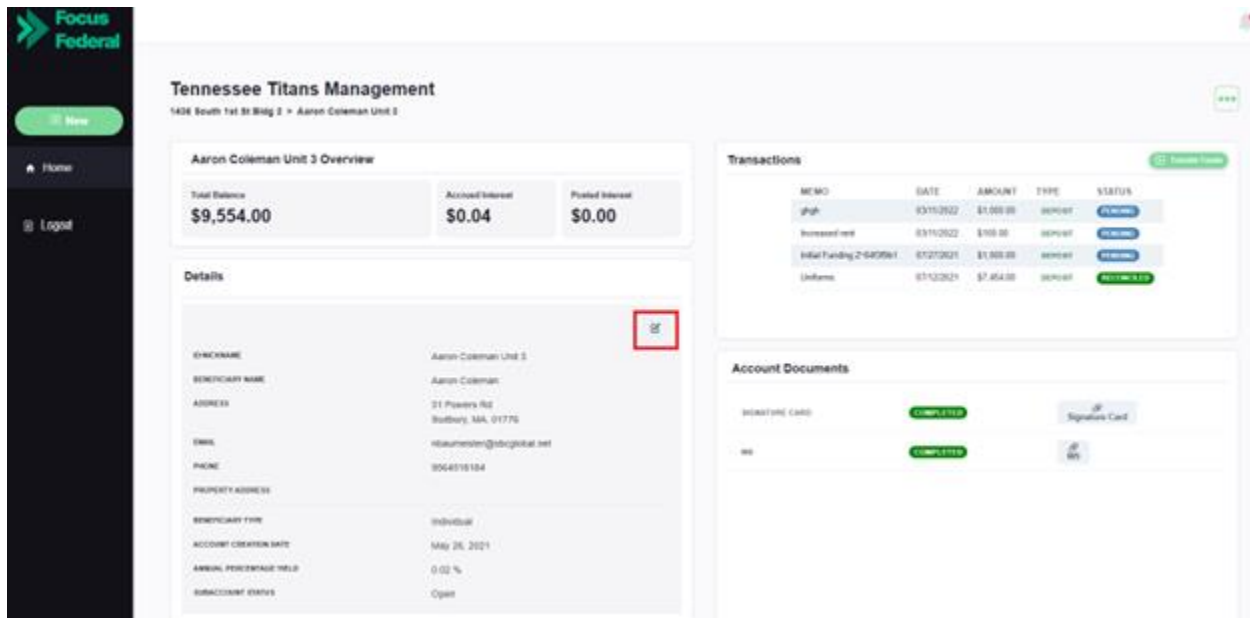
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Organization Dashboard and Functionality

Subaccount Dashboard and Functionality

Subaccount Dashboard

Authorized users can view the details of subaccounts by clicking into individual accounts from the Organization dashboard. This view allows users to review beneficiary details, account balances, transaction history, account documentation, and initiate subaccount transfers. *The user can edit the subaccount name, address, email, and phone. An additional feature is the ability to include property address on the subaccount.* When there is a Beneficiary Name there is an option to include a second name as well (E.g., in case of surrogates). If the user has a Standalone holding account, they will not be able to make transfers. They should use the Unassigned Transaction process to allocate funds.



Edit Details



Account Name/ID

Nathan's 1031 Exchange

Email Address

me@gmail.com

Phone Number

(123) 456-7890

Edit Beneficiary Details

Beneficiary Name

NATHAN BAUMEISTER

Beneficiary Name 2 (optional)

c/o, surrogate, etc

Address Line 1

99 South Bedford St

Address Line 2

A5

City

Burlington

State

Massachusetts

Zip Code

01803

Edit/Add Property Address

Address Line 1

123 Oak St

Address Line 2

A5

City

Boulder

State

Select State

Zip Code

12345

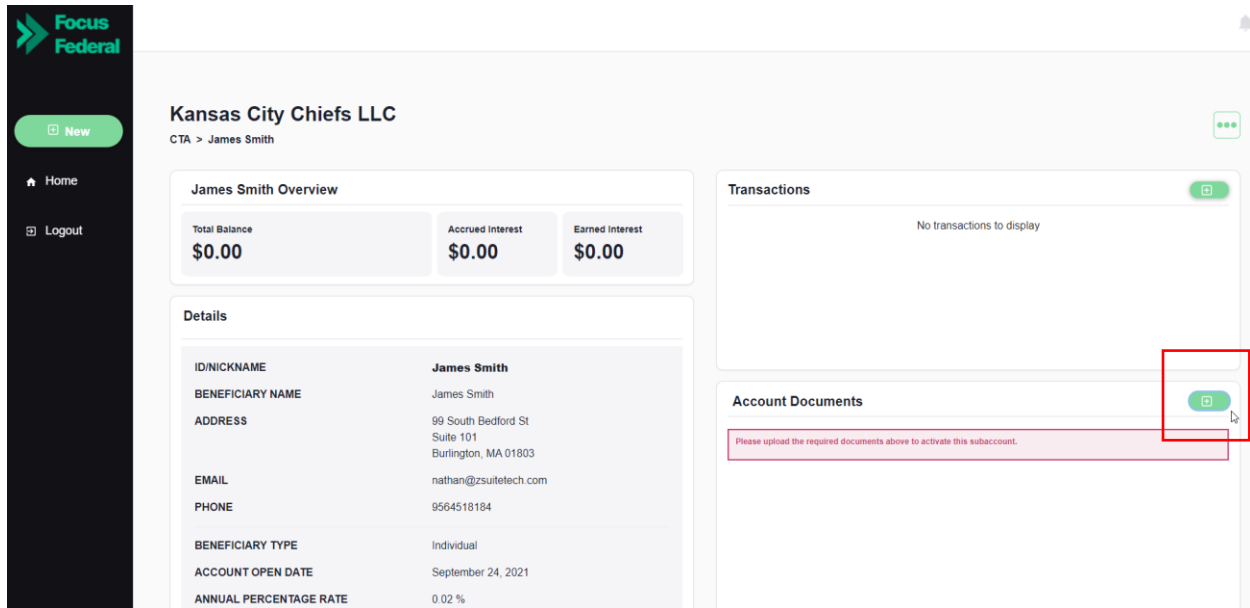


Finish Later

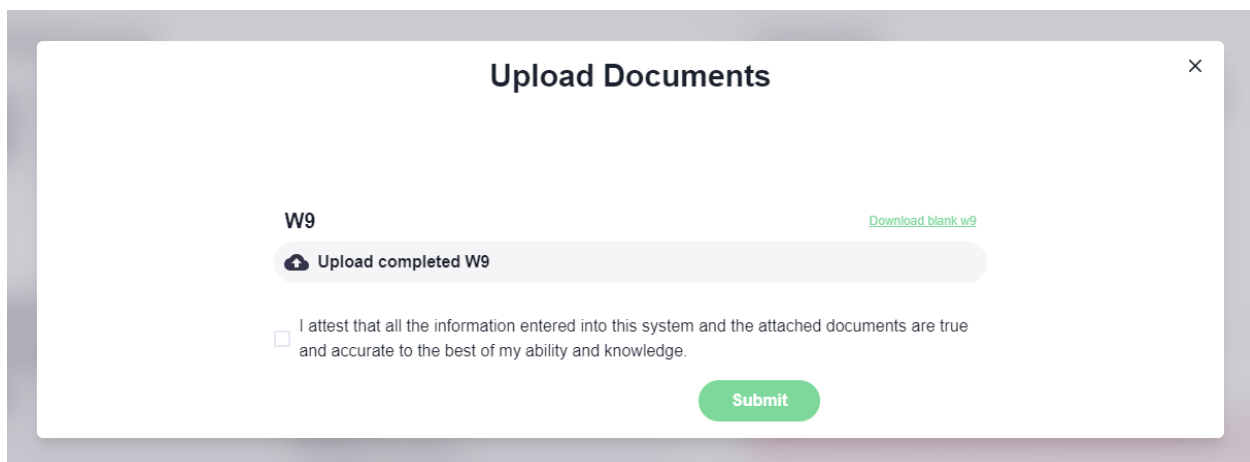
Submit

Uploading A Document

To upload documents for a pending subaccount, the authorized user will select the subaccount from the Organization dashboard and click on the green button in the "Account Documents" section.



From here, the user will be prompted to upload the documentation required to open the account.



They will also be able to see and upload documents from the Org dashboard.

Focus Federal

Bishop, Blaine & Braxton LLC

IOLTA > Defense > Katherine Patterson

Katherine Patterson Overview

Total Balance	Accrued Interest	Posted Interest
\$0.00	\$0.00	\$0.00

Transactions Transfer Funds

No transactions to display

Account Documents

Please upload the required documents below to activate this subaccount.

W8 FORM	INCOMPLETE	Upload W8
SIGNATURE CARD	INCOMPLETE	Resend Sig Card

Details

ID/NICKNAME	Katherine Patterson
BENEFICIARY NAME	null null
ADDRESS	undefined, undefined, undefined
EMAIL	
PHONE	
BENEFICIARY TYPE	Individual
ACCOUNT CREATION DATE	March 10, 2022

Initiating a Transaction

To initiate a transfer on an existing subaccount (whether a debit or credit), the authorized user will first need to select the appropriate subaccount from the Organization dashboard. From there, the user will click on the green button in the “Transactions” section.

Focus Federal

Kansas City Chiefs LLC

CTA > Nathan Baumeister's Settlement

Nathan Baumeister's Settlement Overview

Total Balance	Accrued Interest	Earned Interest
\$21,000.00	\$0.04	\$0.00

Transactions

MEMO	DATE	AMOUNT	TYPE	STATUS
Additional money for NB settlement	07/27/2021	\$1,000.00	DEPOSIT	PENDING
Authorized medical deduction	07/27/2021	-\$2,000.00	WITHDRAWAL	PENDING
ASDF1234 Transfer Z*223658e4	07/27/2021	-\$1,000.00	WITHDRAWAL	PENDING
Medical claim #1234.Z*2ced02ab	07/27/2021	-\$2,000.00	WITHDRAWAL	PENDING

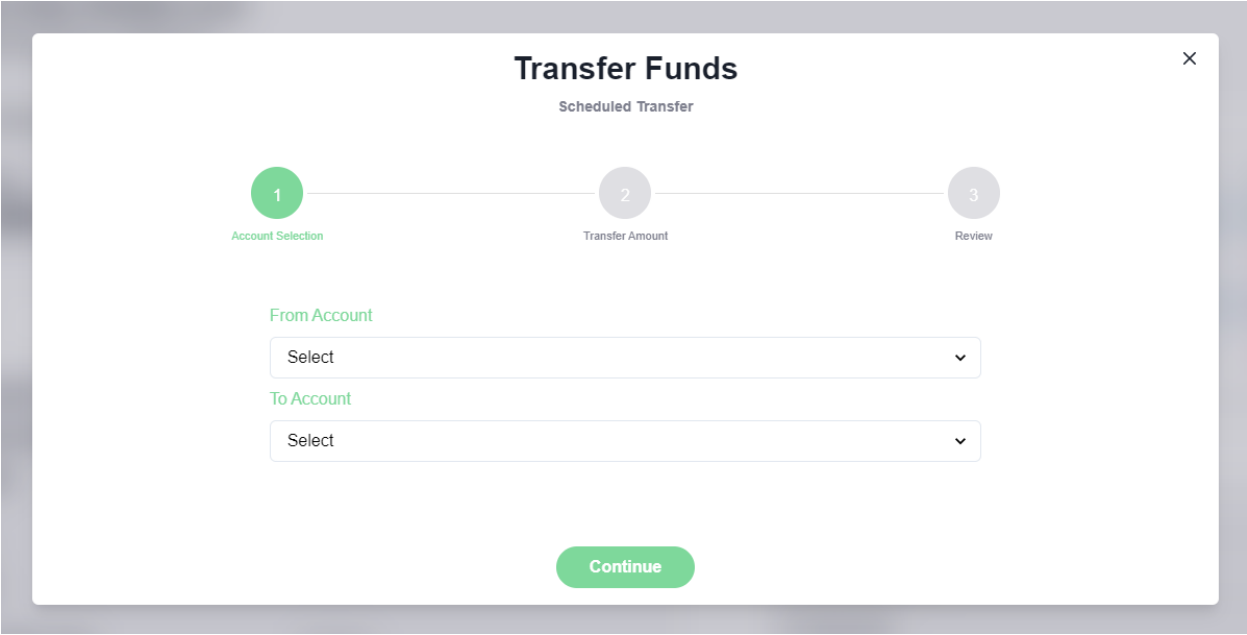
Account Documents

- Z Suite Tech, Inc W-9 Form.pdf (W9)
- ZE_SigCard.pdf (W9)
- W9.pdf (W9)

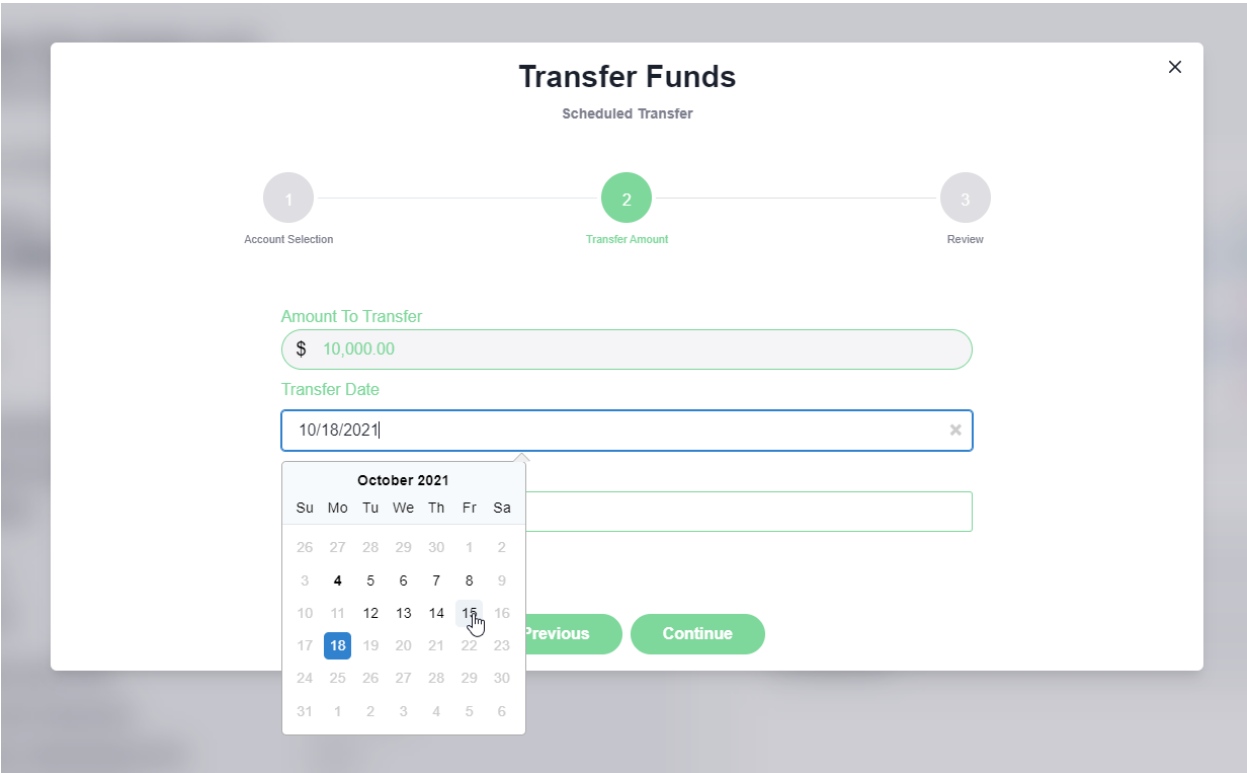
Details

ID/NICKNAME	Nathan Baumeister's Settlement
BENEFICIARY NAME	NATHAN BAUMEISTER
ADDRESS	99 South Bedford St Burlington, MA 01803
EMAIL	
PHONE	
BENEFICIARY TYPE	Individual
ACCOUNT OPEN DATE	April 16, 2021
ANNUAL PERCENTAGE RATE	0.02 %
SUBACCOUNT STATUS	Open

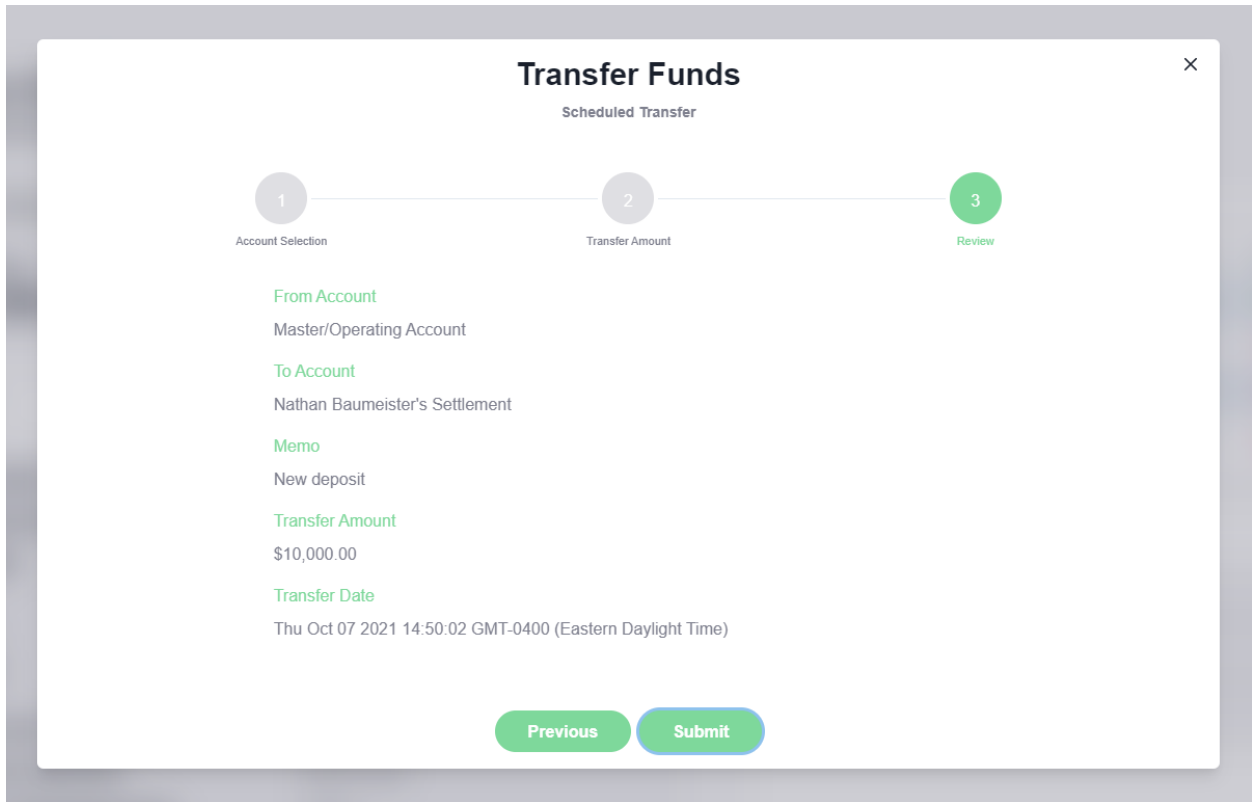
Step 1: A new screen will then appear which gives the user the options to select the transaction type (based on the “to” and “from” account options).



Step 2: The user will enter the amount to be transferred, select an effective date (up to two weeks in the future) and insert an optional memo for recordkeeping purposes.

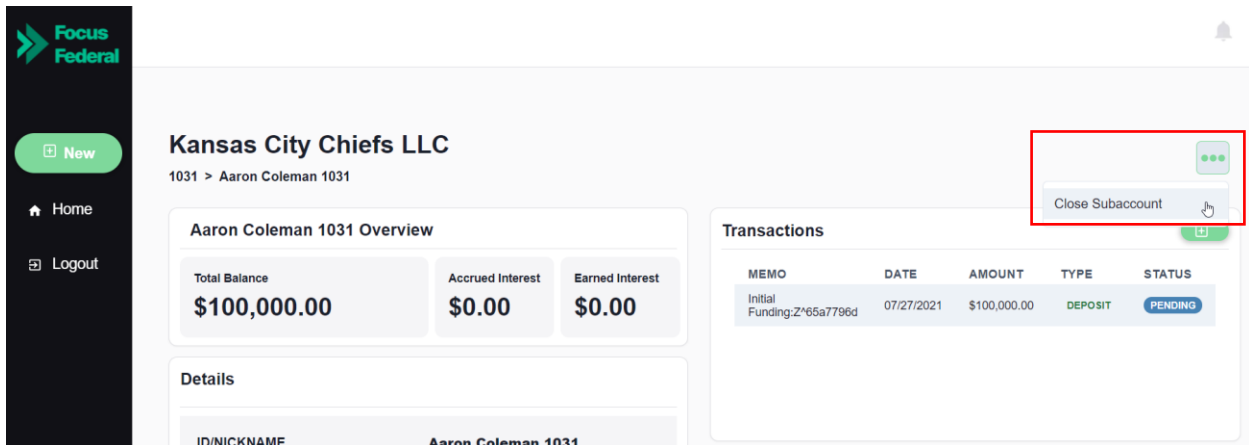


Step 3: The last step of the process is to review the transaction details for accuracy and click “Submit” to initiate the transaction.



Closing an Existing Subaccount

Once inside the subaccount, authorized users can initiate an account closure by clicking on the three dots on the right side of the screen and selecting “Close Subaccount”.



From here, the user will be directed to a new screen where they can review the closure details and insert an optional memo for tracking purposes.

Close Subaccount

×

Aaron Coleman Unit 3

Memo (optional)

Subaccount Name	Account Balance
Aaron Coleman Unit 3	\$9,554.00
Account Open Date	Account Close Date
May 26, 2021	May 11, 2022
Beneficiary Name	
Aaron Coleman	
Accrued Interest	Posted Interest
\$0.04	\$0.00
From Account	To Account
Aaron Coleman Unit 3	Master/Operating Account

The Following Will Occur Upon Subaccount Closure:

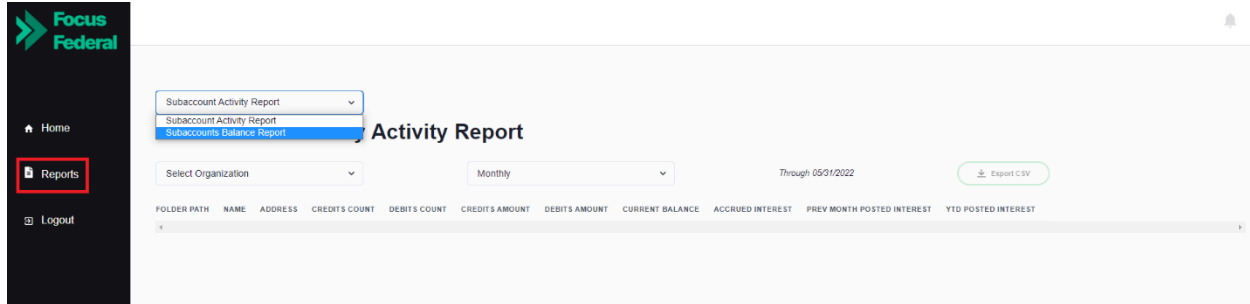
- The subaccount will go into a partially closed status until all scheduled transactions are reconciled and the settled balance is 0
- Once fully closed, the subaccount will be hidden, but accessible from the organization dashboard
- The account balance will be transferred from the subaccount to the designated disbursement account
- The accrued interest will be transferred first to the subaccount, then to the designated disbursement account

[Transfer Balance & Accrued Interest and Close Account](#)

If this is a standalone subaccount, the closure is not recognized as complete until funds have been moved out

Reports

To view available reports through ZEscrow, click on “Reports”.



There are currently two types of reports available for an org user to download:

- **Subaccount Activity Report:** Reporting for your Organization on sub details that includes balance, and interest.
- **Subaccounts Balance Report:** Reporting for your Organization on transactions, balance and interest based on the date range selected.

Once the report that you would like to view has been selected, input a date range as needed and then click on the “Export CSV” button to download the data.

