

# PAPER CHECK *(iPhone and Android)*

Before using Zoccam for your contract Deposit, please confirm there are at least 10 business days prior to your Settlement Date. If there are less than 10 business days, please contact our office for further instructions to submit your contract Deposit.

## Getting Started on Zoccam:

- 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.

**DIGITAL**  
EMD DELIVERY

### 1 Process to deliver the EMD with iPhone or Android using a paper check:

- Sign in with mobile number and the 8-digit numeric password you created
- Select Earnest Money
- Select Earnest Money again
  - *Do not select Closing Funds –*
    - *Zoccam cannot to be used for closing funds due at Settlement.*
    - *Closing funds must be made by wire transfer, certified check, or cashier's check*
  - *Do not select ID Check*

### 2 Selecting the Escrow Agent:

- Search: **Vesta Settlements** (for DC, MD, VA properties)
  - Confirm selection
- Then select the Vesta office based on the property location (Washington DC, Maryland, Northern Virginia, or Richmond/Central Virginia) **OR**
- Search: **Barrett & Everhart, PLLC** (for WV properties)
  - Confirm selection

### 3 Once the correct specifications for escrow agent has been made:

- Enter the address of the property you are purchasing and the check amount
- Fill out buyer/seller information and select the "Me" box for the role that pertains to you
  - *Fill out as much information as you know. Any additional information, unsure or unaware of, enter 'unknown' or 'N/A' in those boxes*
- Select the "Paper Check" option for iPhone
- Select the "Capture" option for 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 parties entered once the check is submitted