



startSafetm

Digital Opening Package
with Mobile Earnest Money Deposit

Step-by-Step Guide

The Digital Opening Package (DOP) allows us to collect your personal and financial details and securely submit the information back to us. You will be guided through a series of steps to enter your information. Additionally, you will receive wiring instructions, which also outline the dangers of wire fraud and requires your electronic signature. If you need to start the process and come back to complete it at a later time, you have 7 days to submit your information.

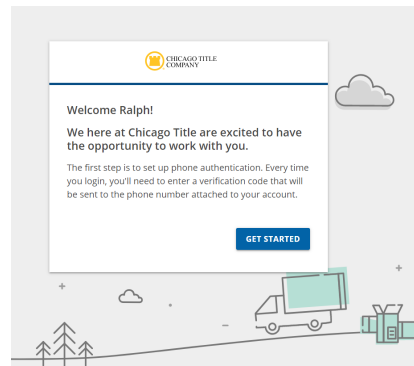
EMAIL NOTIFICATION

1. Click **GET STARTED** within the email notification.

Note: The link will only work when accessed in the United States and Canada.



2. Click **GET STARTED** and follow the prompts to enter your information



SECURITY, TERMS OF USE, AND PRIVACY NOTICE

In order to deliver a secure portal, we will need to verify your identity by contacting you on the phone number provided to us.

1. Select your preferred method of contact and click **Continue**.

CHICAGO TITLE COMPANY

Let's verify your phone number

For security purposes, only phone numbers provided by your settlement agent are available.

PHONE NUMBER
(***-***-5761)

Don't recognize or have access to this number? Notify your settlement agent.

PREFERRED METHOD OF CONTACT
 Text message Phone call

Standard rates apply.

BACK CONTINUE

2. Enter the 6 digit Multi-Factor Authentication code and click **Continue**.

CHICAGO TITLE COMPANY

Enter your code

Chicago Title just sent a 6 digit code to (***)-***-5761. Enter the code once you receive it.

6-DIGIT-CODE

Didn't get it? Resend Code

BACK CONTINUE

3. Click the checkbox if you agree to our Terms of Use and Privacy Notice. You can review each document by clicking on the appropriate link. Once you are finished reviewing, check the Agreement Statement checkbox and click **Continue** to be taken to your dashboard.

CHICAGO TITLE COMPANY

Privacy and Terms

Terms of Use
This Terms of Use explains the rules and guidelines for using this site. Users must agree to the Terms of Use to access the site.
[REVIEW TERMS OF USE](#)

Privacy Notice
Your personal information is collected so that we can:
• Provide products and services to you or in connection with a transaction involving you
• Improve our products and services
• Communicate with you about our, our affiliates', and third parties' products and services, jointly or independently
[REVIEW PRIVACY NOTICE](#)

By clicking Continue, you agree to the Terms of Use and acknowledge having read our Privacy Notice

CONTINUE

STEP 1: ONLINE DEPOSITS

Click **Start** to deposit your earnest money check using your mobile phone. If you do not wish to deposit your earnest money check at this time, or if you already deposited your check, click **Skip**.

1. Click to check the **I Agree** checkbox once you have agreed to continuing with your mobile deposit. Click the **Next**.

CHICAGO TITLE COMPANY

Deposit Consent

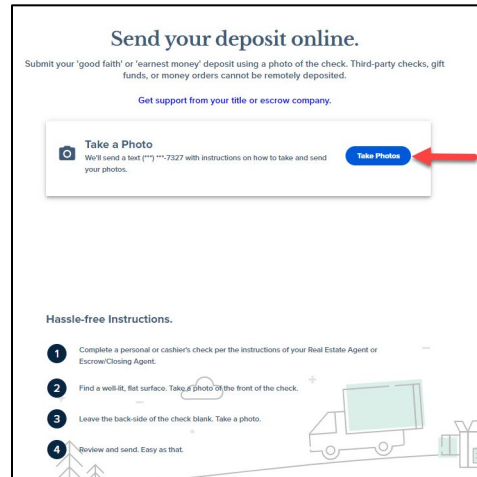
As the bank account owner, I authorize Chicago Title to Electronically deposit funds, from the checking or savings account provided.

This authorization will remain in effect until written notice of a change of account, or termination, is delivered to Chicago Title in a timely manner, so as to afford the company an opportunity to act thereon. In no event shall a "change" or "termination" request include entries processed prior to receipt of such notice.

I Agree

Next

2. Click **Take Photos** to move the mobile deposit process to your smartphone to take a picture of your check.



3. You will receive a text message on your smartphone. Click on the link in the text message and then follow the prompts on your phone to deposit your check. Make sure that your check is made out to the correct title company for the correct amount and that you sign the check before depositing.

STEP 2: PERSONAL INFORMATION

Once you have either deposited your earnest money or skipped the Online Deposit step, click **Start** to begin entering your personal information. The next several screens will ask you to provide your personal information we need in order to begin working on your transaction.

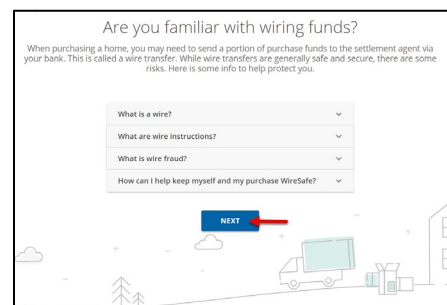
STEP 3: FINANCIAL & PROPERTY DETAILS

Once you have reviewed your personal information, click **Start** underneath Step 2 to enter your financial and property details. If this is a Refinance, and you currently have a loan on the property, you will receive a Payoff Authorization Form to electronically sign and date.

STEP 4: WIRING INSTRUCTIONS

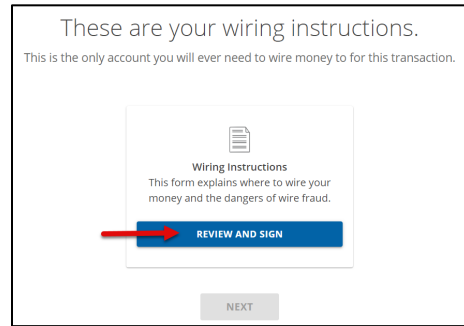
Once you have reviewed your financial and property details, click **Start** underneath Step 3 to receive your wiring instructions and learn about the dangers of wire fraud.

4. Click on the arrow to the right of each question to learn more about wiring instructions and wire fraud. To receive your wiring instructions, click **Next**.

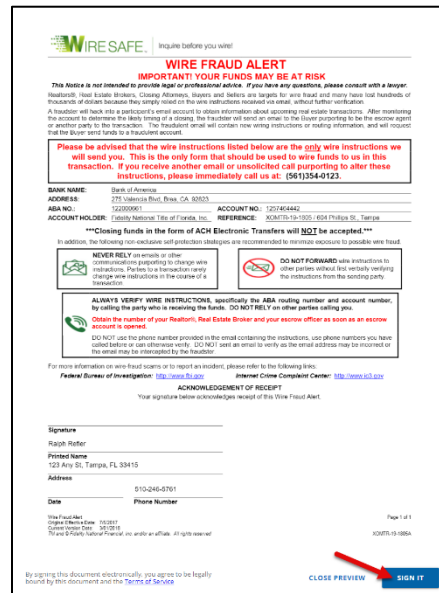


- Click **Review and Sign** to receive and sign your wiring instructions.

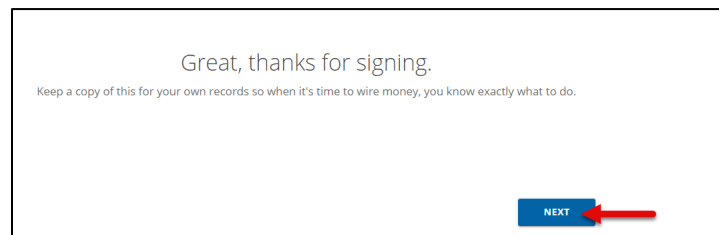
NOTE: These are the only wiring instructions that we will send you. If you receive a different set of wiring instructions, please contact us immediately.



- Click **Sign It** and then click **Close Preview**.




- Click **Next** to return to your dashboard.



8. Click **Submit** to send your information to us. You can also download and save your wiring instructions by clicking **Download Instructions**.

It's time to submit!

Make sure your personal information is accurate and download your wiring instructions before submitting to Chicago Title.

SUBMIT 

STEP 1 ✓

Personal Information

BASIC INFORMATION
Legal Name: Ralph Refier
Birthdate: 01/01/2000
Last 4 of Social: 0000

CONTACT INFORMATION
Cell Phone: 510-246-5761
Email: virginia.olivas@softprocorp.com (Preferred Contact)
Current Address: 123 Any St, Tampa FL 33415

[EDIT](#)

STEP 2 ✓

Wiring Instructions

You reviewed and signed wiring instructions on March 15th, 2019.

[DOWNLOAD INSTRUCTIONS](#)