

TO COMPLETE THE DEPOSIT:



- Complete the FTNI training [here](#).
 - Look for an email from eXp entitled "FTNI Module1 Remote Deposit Agreement" **OR** request the link from in.onboarding@exprealty.net.
 - Check your SPAM
- Once the training is complete, Agents will receive their User ID and Password.
- Download the app from the app store on your smartphone.
 - [Click here for Google App](#)
 - [Click here for Apple App](#)
- Deposit the EMD
 - Solo Agents will use "EXPIN" as the Site Abbreviation.
 - If you are on a team, the site abbreviation will vary and be assigned by Leandra Moore .
- Upload the receipt and a copy of the Check into the Skyslope File.
- DO NOT MAIL THE CHECK to eXp!
 - Retain the check throughout the transaction. Once the deal is **closed**, you may destroy/shred the check.
- <https://support.expcloud.com/portal/en/kb/articles/mobile-user-guide-exp-realty-us-only>

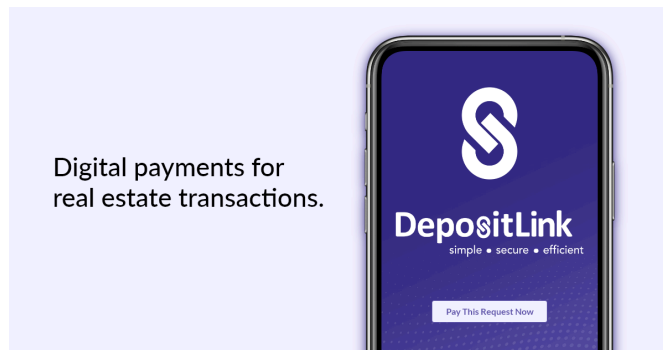
TO REQUEST A REFUND:

- Upload the **fully executed** mutual release into Skyslope.
- Confirm that the accepted purchase agreement, earnest money check, and receipt are also in Skyslope.
- Mark the file as "Canceled."
- Note the email address or the mailing address for the appropriate party in the comment section of the Skyslope Checklist or email IN.transactions@exprealty.net or IN.teamtransactions@exprealty.net.
 - The recipient will receive an email with a printable check within 1-2 business days if using an email address.
 - The recipient will receive a paper check within 7-10 business days if using a mailing address.

**DO NOT USE FTNI OR DEPOSITLINK TO DEPOSIT COMMISSION CHECKS FOR ANY REASON,
THIS IS COMMINGLING AND HIGHLY ILLEGAL!!!**

TO COMPLETE THE DEPOSIT:

- ACH the money into our Account on their website.
- [Watch DepositLink Video Training HERE](#)
- Login into [Passport/Okta Login](#)
 - Then click the DepositLink Tab.
- Login into DepositLink and create an account using your eXpRealty.com email address.
 - Go to “Sign In” and select “Forgot Password” with your eXp email address).
 - If the System does not recognize you, email in.onboarding@exprealty.net to get added.
- Use DepositLink on any internet device.
- Send EMD/escrow requests digitally.
- Funds will be deposited into Indiana’s escrow account.
 - Transfer up to \$500,000 in one transaction.
 - Buyers will pay a **\$12** non-refundable processing fee for each transaction.
- Upload the receipt into Skyslope.



TO REQUEST A REFUND:

- Upload the **fully executed** mutual release into Skyslope.
- Confirm that the accepted purchase agreement and receipt are in Skyslope as well.
- Mark the file as “Canceled.”
- Notify TSS/CSS by emailing IN.Transactions@exprealty.net or IN.Teamtransactions@exprealty.net
- ACH refund will take place 1-2 business days after acceptance of the Mutual Release by the Contract Compliance Specialist.

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