



Detailed Instructions on Registering and Using ZOCCAM (for Earnest Money Deposit “EMD” only)

What you will need:

1. A check filled out (made out to the title company)
2. Name of title company and branch that will receive the deposit
3. Sale property address
4. Buyer name
5. Seller name (or can enter "unknown")

1 - Download the app from the [App Store](#) (iPhone) or [Google Play](#) (Android). When downloaded, open and click on the “Register” button *below* the sign-in area. When asked for an 8-digit passcode, choose something you will remember (numbers only) and confirm those same numbers on the following line.

2 - Once you have registered, you will get a 6-digit code texted to you. In the sign-in area put in your mobile number and then the 6-digit code. You will then be asked to create an 8-digit passcode. It needs to be all numbers and you will need to enter it twice and click "Done" in the upper-right hand corner (*if using an iPad, make sure to hold it vertically, not horizontally to see the two areas to enter your 8-digit passcode*). This 8-digit passcode will be your permanent password.

3 - Once logged in, click on "Earnest Money" or "Capture". Then select "Earnest Money". On the next screen, start typing in the name **Republic Title, Inc.** in the search bar at the top, then select it when it pops up below. *****IF more than one “Republic Title” shows up in the search, please select the one with the logo shown above***** On the following screen, select our office in Annandale and you will be taken to the next page.

4 - Enter the sale property address, the amount of the check, and select "Contract already sent". Select the "Me" box next to your role (buyer, buyer agent, seller, or listing agent). This will fill in your name and email address. Enter in the other fields (only buyer first/last name and seller first/last name are required). If you do not have a seller first or last name, type “Unknown” or a dash in those fields.

5 - Click “Paper Check” or “Capture” or “Create” and capture the front of the check and then flip over and capture the back. You are done when you get the "Success!" message. You will receive an email confirmation of your deposit. ******PLEASE MAKE SURE THE CORRECT AMOUNT OF AVAILABLE FUNDS ARE IN THE ACCOUNT BEFORE COMPLETING******