



# BANK SHOT

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*Start Guide for Android*

*Updated May 2020*

## Downloading the App and Signing Up

The Bank Shot App is free to download on Google Play. Once you download the app, open the app to create an account.

Click “Sign Up,” found underneath of the “Log In.”

The first piece of information you will add is the broker code. TitleQuest of Hampton Road’s broker code is “**3054647**.” This will connect you to their portal and all your transactions will go directly to this location. Click “Continue.”

Next, you will enter your email and a password. You will use the email and password to log into Bank Shot. Enter your first and last name, as well, and select “Submit” when ready to continue.

Once signed in, you will be taken to the “Payment Type” menu. To begin the process, click the “Earnest Money” button. Select the three dots in the upper left-hand corner and a drop-down menu will appear. Select “New Item” from the menu. In the “Receiving Company” screen, select TitleQuest as the broker you want the funds to go to. Click “Next” once you have selected the correct broker.

## Submitting a Check for Earnest Money Deposit

### PROPERTY ADDRESS

Enter in the property address. Enter in the full address including city, state, and zip code. If address has not been identified, you can input your personal address. Please review what was entered for accuracy before moving forward. Click “Next” once you have entered the correct address.

### BUYERS AND SELLERS

On the “Buyer/Seller Information” screen, type in the listing agent, selling agent, buyers and sellers’ names. Click “Next” once you have entered the correct information.

### TRANSACTION DETAILS

On the “Transaction Information” screen, select your role. You are either the “Buyer,” “Seller,” “Listing Agent,” or “Selling Agent.” Enter the “Closing Date” and “Binding Date” in the next two spaces. The binding date is the date all parties signed the agreement. Enter the dates in the format MM/DD/YYYY. For example, 01/01/2020. If you do not have any dates, input the date you are depositing the check. Then, enter the “Total Amount,” which is the amount of the check you are sending the broker. Do not enter the \$ symbol, just enter numbers with no commas. For example \$5,000.00 would be entered as 5000.00. Click “Next” once you have entered the correct information.

## CAPTURING THE CHECK

On the “Take Pictures” screen, you will submit images of the front and back of your check that you are submitting.

Lay the front of the check horizontally on a flat surface with a plain background. Click the box under “Front,” to open the camera. The app will take the photo of the picture when it deems the image acceptable, just center the check on the screen and have the check fill the area completely or as close to it as possible. If you are not close enough or the image is not within the outlined area, you will see a pop-up message appear. Once the image is correctly centered and close enough, the app will automatically snap the picture and save it. After the picture is taken, press the “Convert Photo” button. You can take the picture again, if needed.

Next, click the box under the “Back” to open the camera. Lay the back horizontally on a flat surface with a plain background. The app will take the photo of the picture when it deems the image acceptable, just center the check on the screen and have the check fill the area completely or as close to it as possible. If you are not close enough or the image is not within the outlined area, you will see a pop-up message appear. Once the image is correctly centered and close enough, the app will automatically snap the picture and save it. After the picture is taken, press the “Convert Photo” button. You can take the picture again, if needed.

***NOTE: NO CHECK IMAGES ARE SAVED TO THE PHONE, THEY ARE ONLY SAVED IN THE APP AND ONCE THE USER SELECTS SUBMIT THE IMAGES ARE NO LONGER AVAILABLE.***

Click “Next” once you have entered the correct checks.

## SUBMITTING YOUR EARNST MONEY DEPOSIT

On the “Submit Item” screen, you will have the opportunity to include any special instructions prior to selecting the “Submit” button. When you are ready, press “Submit.” A small screen will pop-up confirming the amount of the check. Select “Yes” if correct. If not, go back and correct the amount.

If there is an issue, you can go back through each screen and the box that is not correct will be outlined in red. Your check has been successfully submitted once you see the “Operation Success” message pop-up.

In the app, you will see a **green** check mark next to the property once it has been accepted by the broker. If the check is rejected for some reason, they will see a red circle with an “X” in the middle.



# GET IN TOUCH

# CONTACT US

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