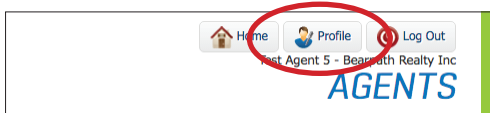
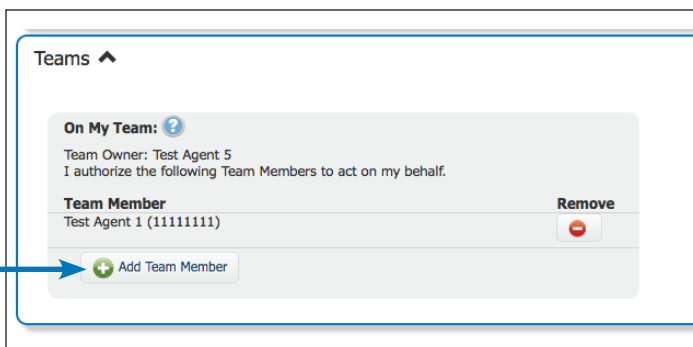


## Now Easier than Ever for Teams

TrustFunds allows agents to add team members (including admins). You can have other team members submit the earnest money request on your behalf.



Just find TrustFunds in the MLS External Links area to login, choose 'Profile' in upper right and go to 'Teams.'




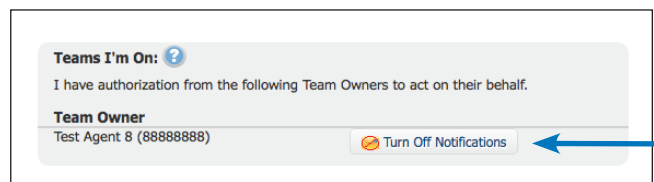
### Your Team

You are the only person who can add or remove team members from your team.

1. Choose 'Add Team Member' and select the desired member to be added to your team.
2. Member will receive an email to Confirm or Decline team member request (they can also confirm or decline from their TrustFunds Profile).
3. Upon confirmation, your team member can:
  - Submit earnest money requests for buyers on your behalf
  - View all of your earnest money transactions
  - Cancel earnest money requests
  - Receive status notifications for your earnest money transactions

*Note: Convenience Fees are paid according to the settings in your profile for any requests sent to buyers on your behalf by one of your team members.*

**Remove** **Remove Members from your team**  
 Simply click the Remove button (red circle/minus) and the team member is no longer part of your team.



### Teams You Are On

The team owner is the only person who can add or remove team members.

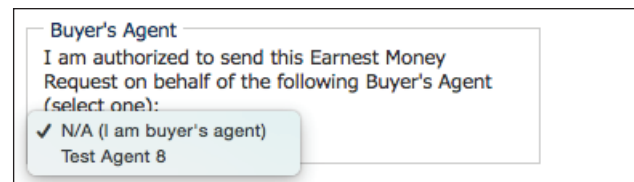
If you are a member of a team, you have the ability to act on behalf of your team member to:

- Submit earnest money requests to buyers on behalf of the team owner
- View all of the team owner's earnest money transactions
- Cancel earnest money requests
- Receive status notifications for my team's earnest money transactions\*

\* In your Profile, in the Teams tab, you may turn on/off notifications for any of your teams at any time.

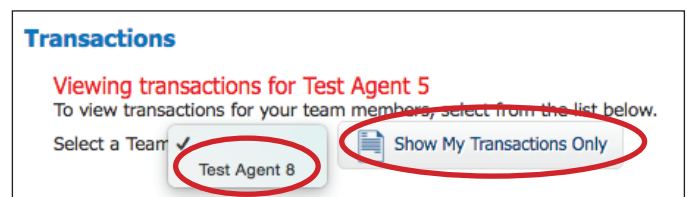
### Request Earnest Money on Behalf of a Team Member

From the property in the MLS, click on the TrustFunds link to land on Notify Buyer form. If you are part of a team, you will see 'Buyer's Agent' area. Select whether you are the buyer's agent, or, if you are sending the request on behalf of a team member.



### View Team Activity

Go to your 'Transactions' table of TrustFunds to see all your transactions; or you can choose 'Show My Transaction Only' or you may select a specific Team Member from the drop down.



### Questions? Please contact TrustFunds:

**By web form:** Complete the Contact Us form for quick, online assistance.

**By e-mail:** support@trustfunds.us.com

**By phone:** Call toll free 888-249-1616 (Please hold as an available representative is located.)