



**Community
First**
TITLE AGENCY

*Caring about the
community. First.*

Client Transfer Instructions

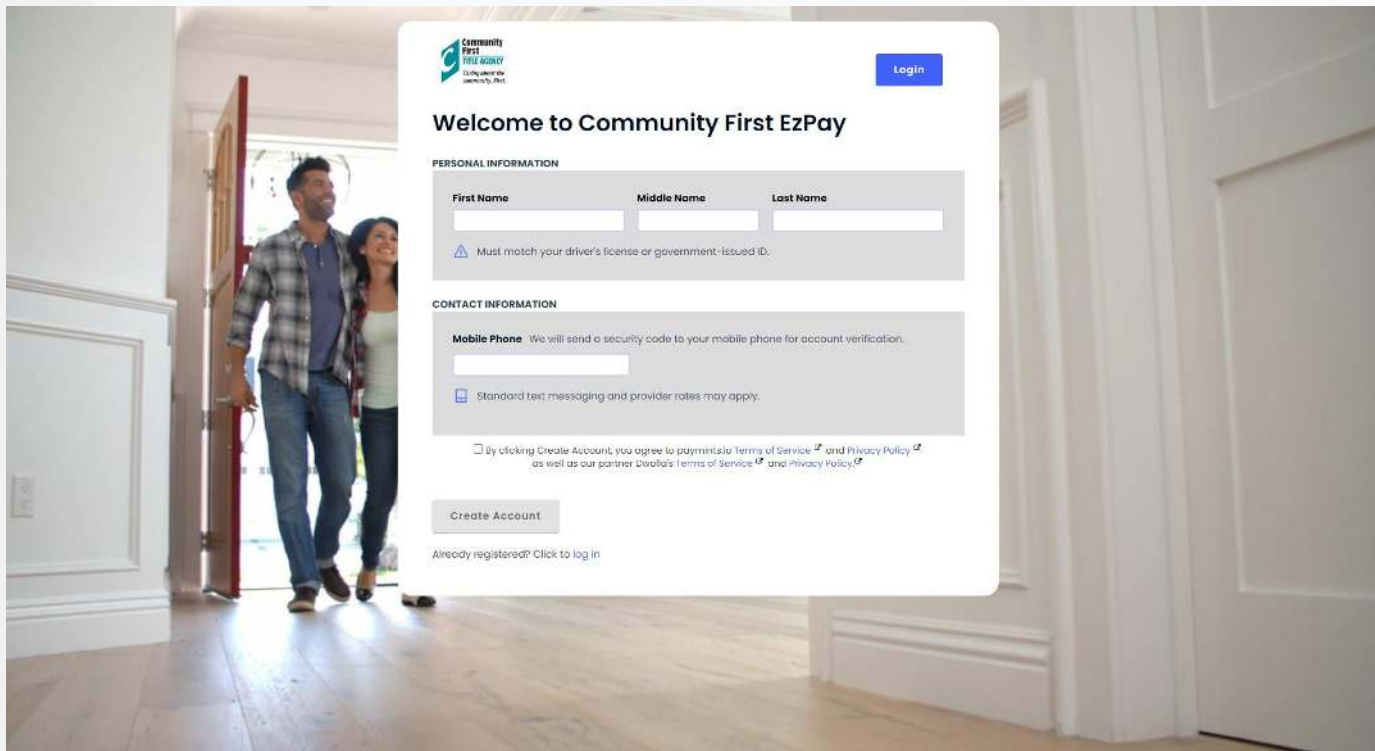
[Learn More](#)



The image shows a smartphone screen displaying the Community First EzPay login interface. At the top left is the Community First logo, and at the top right is a blue 'Login' button. The main heading reads 'Welcome to Community First EzPay'. Below this is a section titled 'PERSONAL INFORMATION' with three input fields for 'First Name', 'Middle Name', and 'Last Name'. A warning icon and text below the last name field state: 'Must match your driver's license or government-issued ID.' The next section is 'CONTACT INFORMATION', which includes a 'Mobile Phone' field with a note: 'We will send a security code to your mobile phone for account verification.' Below the phone field is a checkbox with a mobile phone icon and the text: 'Standard text messaging and provider rates may apply.' At the bottom, there is a checked checkbox with the text: 'By clicking Create Account, you agree to payments.io Terms of Service and Privacy Policy as well as our partner Dwolla's Terms of Service and Privacy Policy.' A blue 'CREATE ACCOUNT' button is visible at the very bottom of the screen.

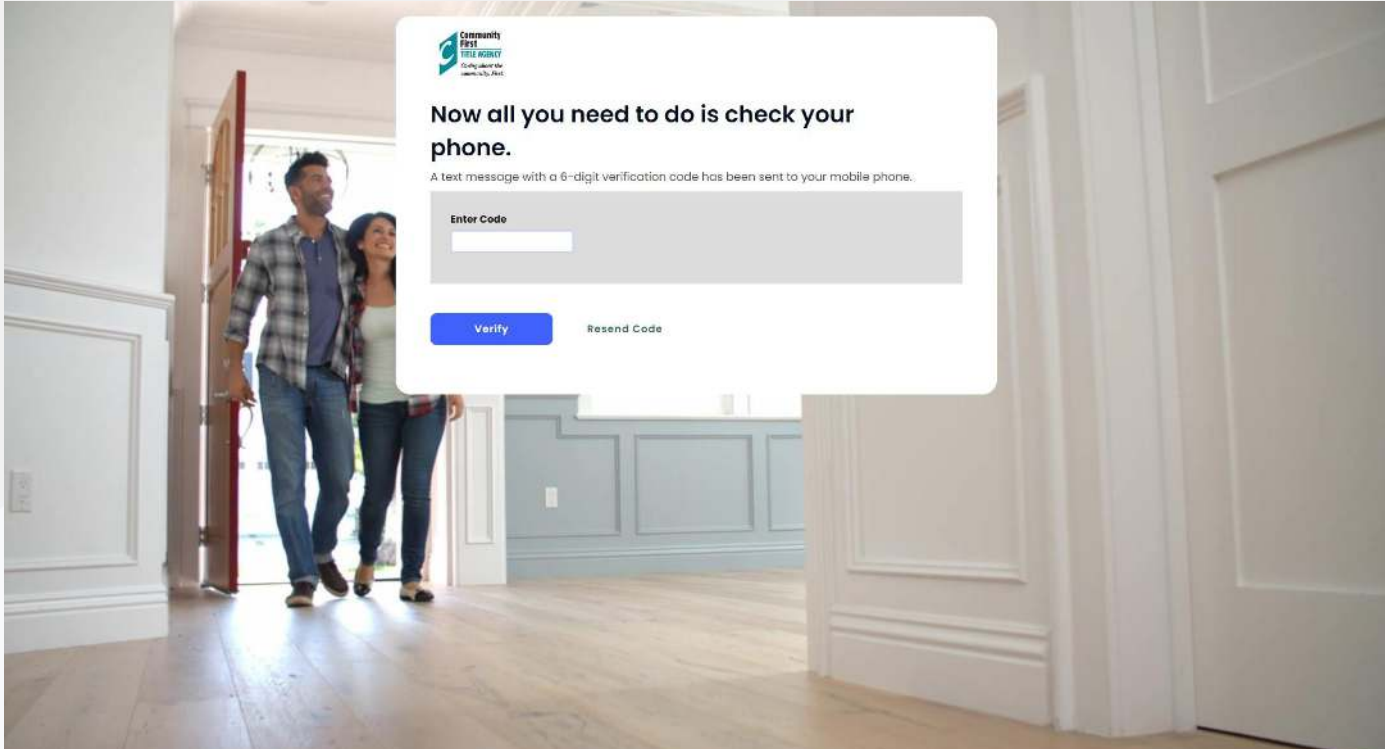
1

Start by going to cftami.paymints.io. Create an Account by inputting your first and last name and your mobile phone number. We will send you an authentication code via text.



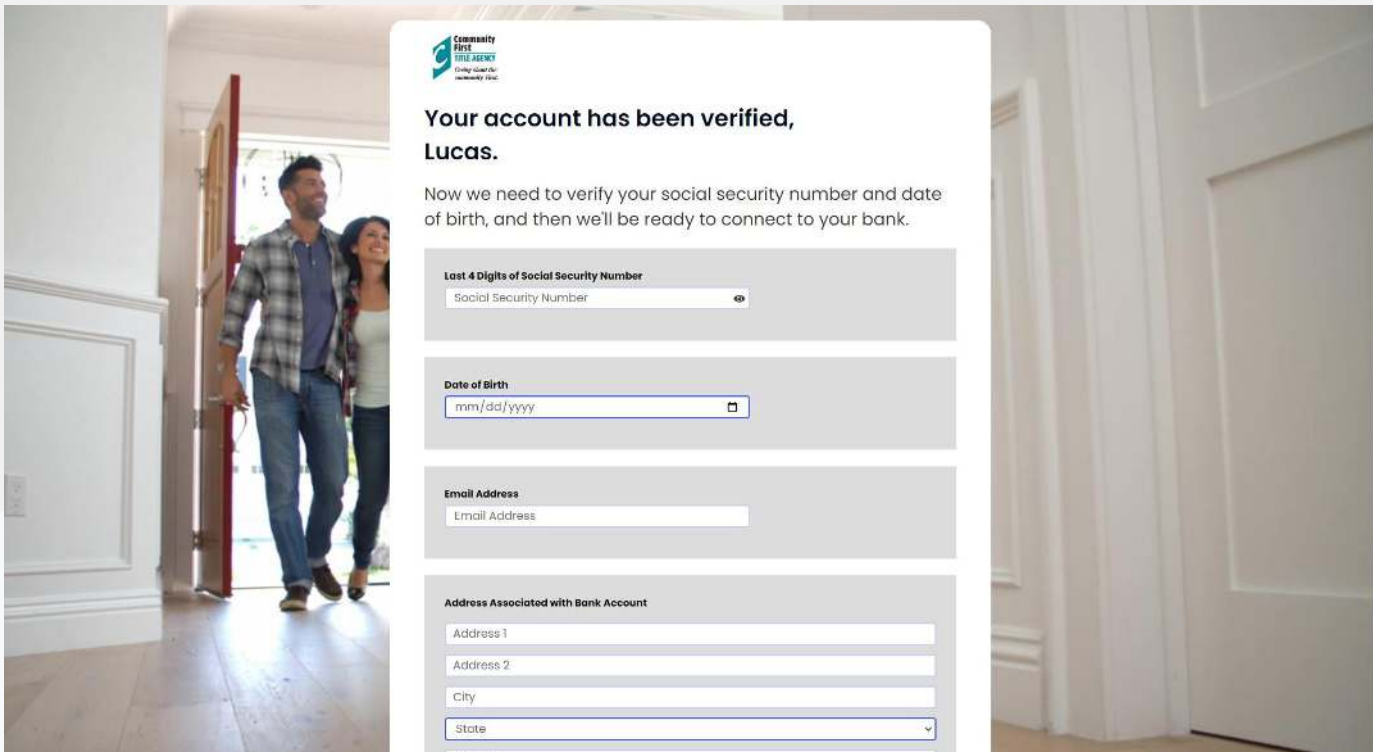
2

Enter the authentication code you should have received via text message.



3

Please input your personal information for bank compliance.



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Your account has been verified, Lucas.

Now we need to verify your social security number and date of birth, and then we'll be ready to connect to your bank.

Last 4 Digits of Social Security Number

Social Security Number

Date of Birth

mm/dd/yyyy

Email Address

Email Address

Address Associated with Bank Account

Address 1

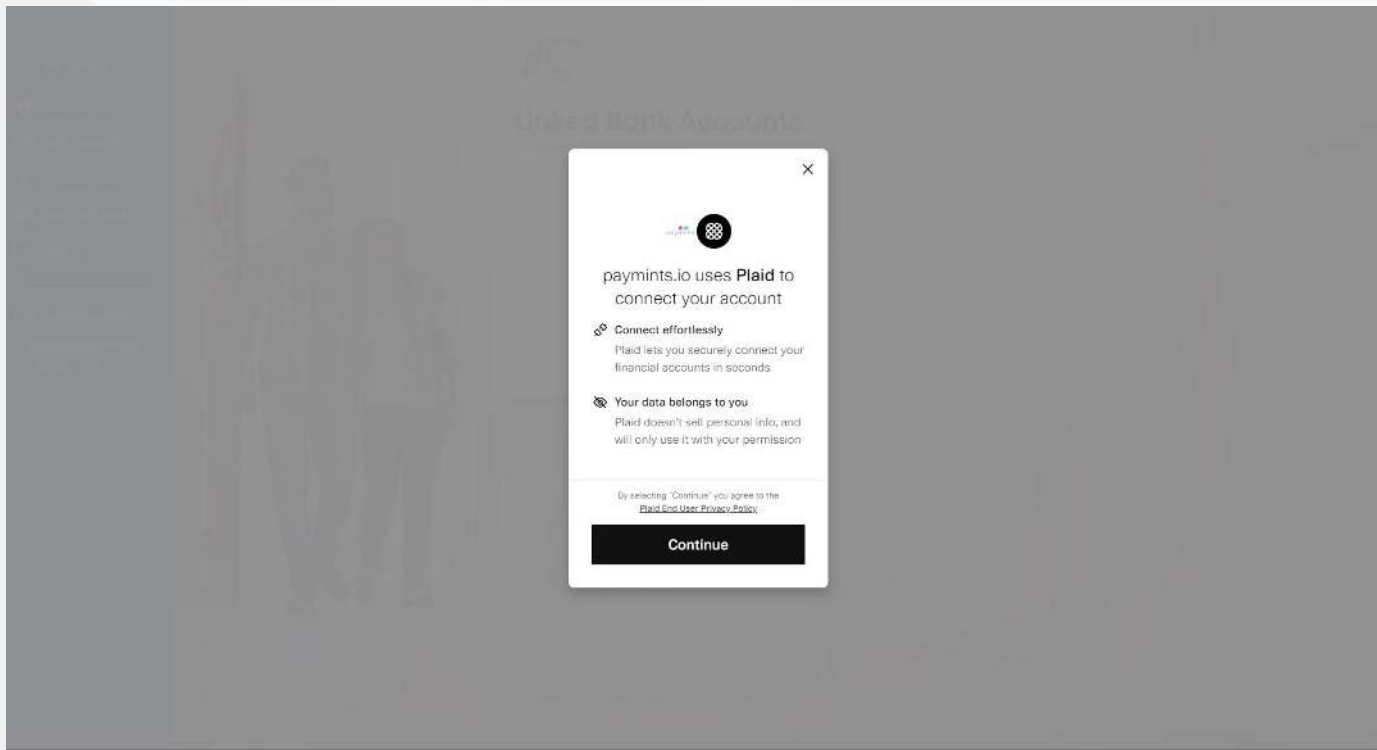
Address 2

City

State

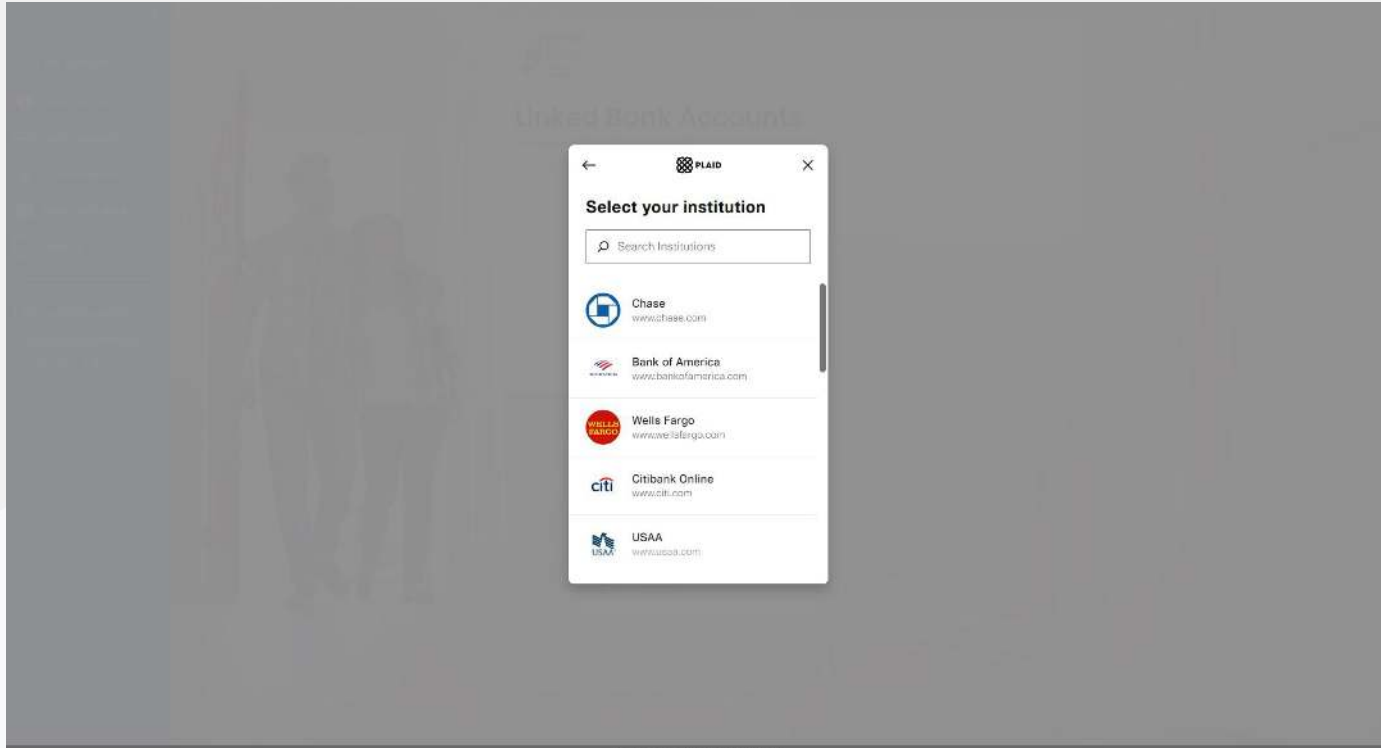
4

Next you will see the Plaid screen. Plaid is the most secure way to connect your bank account electronically. We do not share or store any banking credentials. Please click continue.



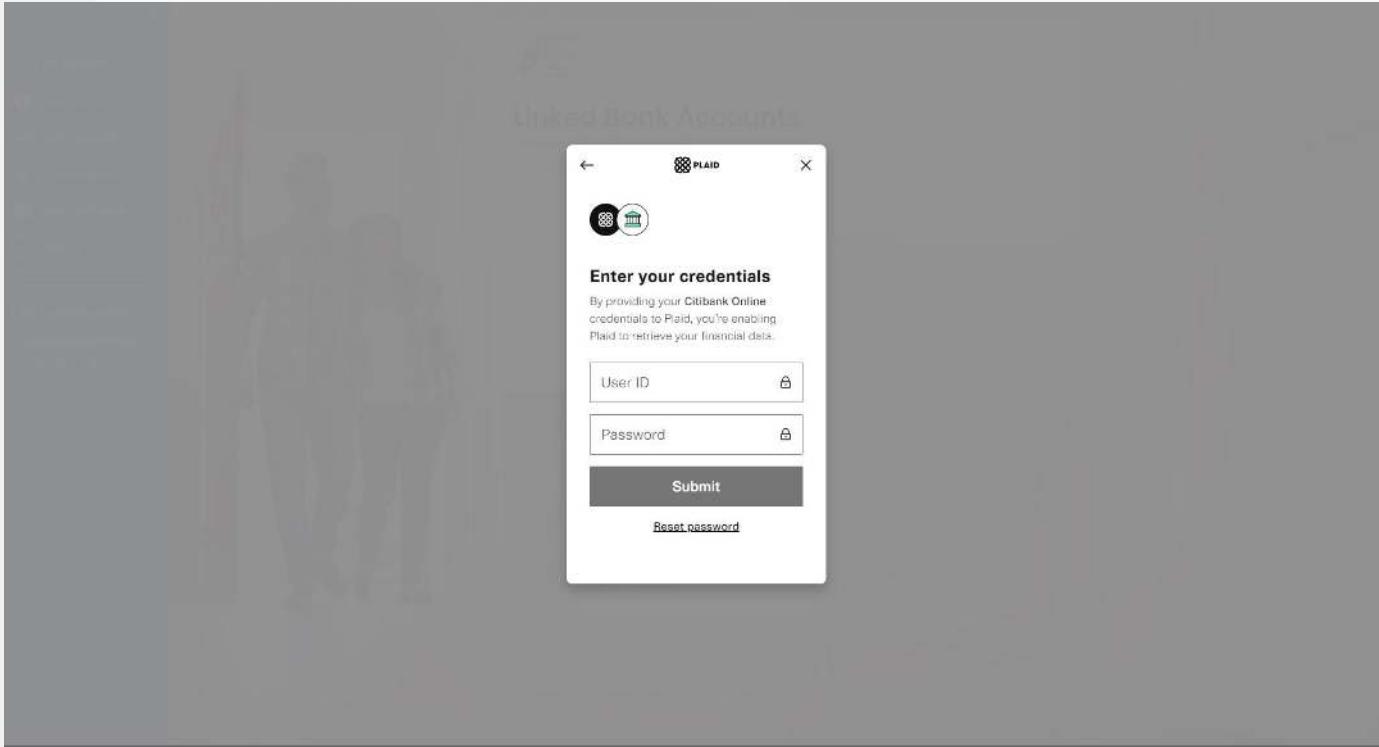
5

Plaid allows us to connect to over 16,000 financial institutions. What you will first see are the most banks used on our platform. If you do not see your bank click in the search bar and type in the name of your bank. Select your financial institution.



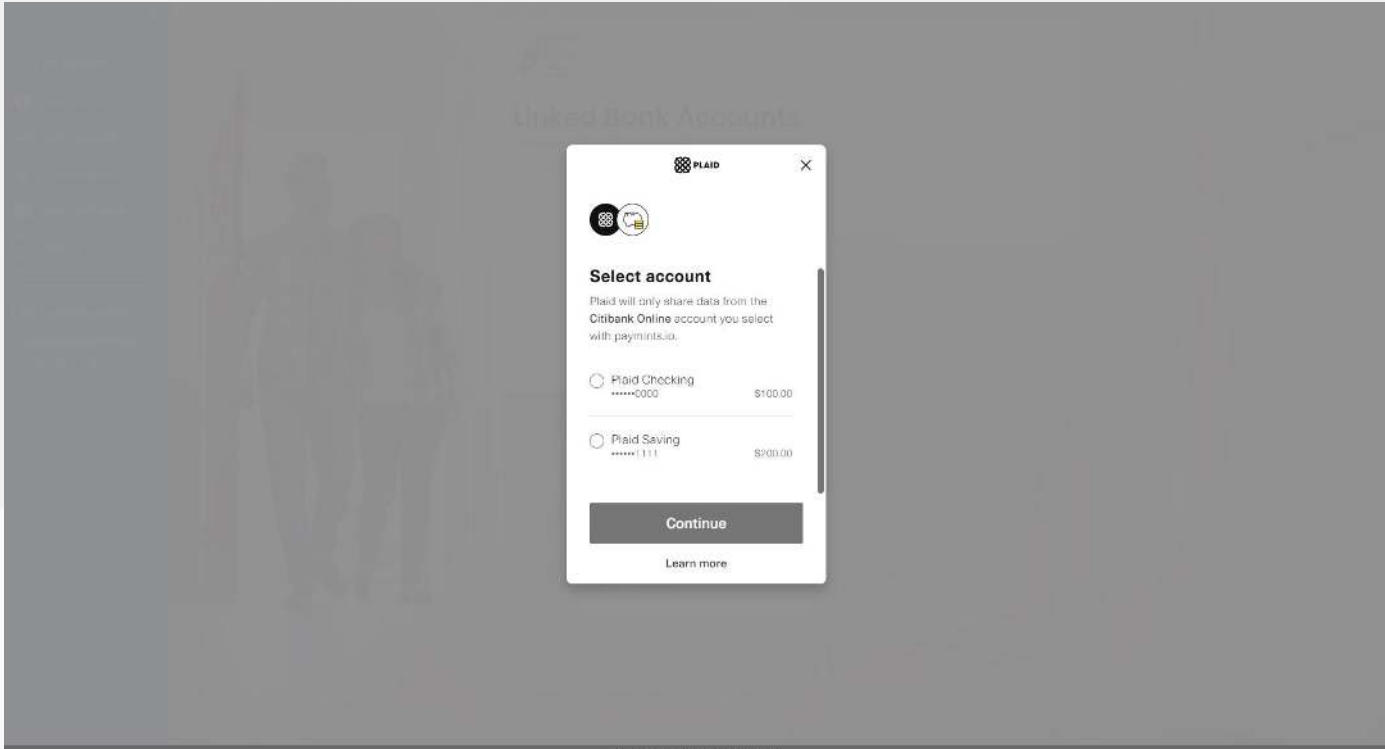
6

After you have selected your financial institution, log in to your bank using your online banking credentials. This will allow you to view all of your accounts which are eligible to make a transfer on our platform.



7

Please select the account that you would like to use to make the transfer.



8

Once your account has been selected please click "Continue".

The screenshot shows a mobile banking application interface. On the left is a blue sidebar menu with the following options: My Account, New Transfer, Bank Account, Transfer History, Message Center, Log Out, and Contact support (with email support@paymints.io and phone number 1-888-921-1090). The main content area is titled "Select an Account" and includes the instruction "Please select the account you want to transfer money from:". Below this is a table with the following data:

Financial Institution	Account	Balance	Status
Citibank Online	X0000	\$100.00 <small>as of 12/10/2023 3:30 PM EST</small>	Verified

At the bottom of the table area, there is a "+ Add Account" link and a blue "Continue" button. The background of the app is a photograph of a smiling couple walking through a doorway into a bright room with light-colored wood floors.

9

Please fill out the transfer details page. If you would like to add any notes about your transfer you can add that in the optional notes section.

The screenshot displays the 'Transfer Details' page in the Community First Title Agency mobile app. On the left is a blue navigation sidebar with the following options: My Account, New Transfer (highlighted), Bank Account, Transfer History, Message Center, Log Out, and Contact support (with email support@paymnts.io and phone number 1-888-921-1090). The main content area features the agency logo and the title 'Transfer Details'. Below the title is the question 'What kind of transfer would you like to make?'. The 'PURPOSE' section contains a 'Select a Purpose' dropdown menu with 'Earnest Money Deposit for Purchase' selected. The 'PROPERTY ADDRESS AND ADDITIONAL NOTES' section includes a sub-header 'Property Address Related To The Transfer' and input fields for Address 1, Address 2, City, State (a dropdown menu), and Zip code. Below these is an optional 'Notes' text area. The 'AMOUNT' section is partially visible at the bottom.

10

Review your transfer details and if all of the information is correct please click “Make Transfer”.

My Account

- New Transfer
- Bank Account
- Transfer History
- Message Center
- Log Out

Contact support
support@paymints.io
1-888-921-1090

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Review

Please confirm that the information below is correct before continuing.

Transfer From: Citibank Online Account X0000

Transfer To: Community First Title Agency, LLC
118 S Elk St, #Suite 1
Sandusky, Michigan 49871

Details

Transfer Date	Purpose	Subject Property	Note
02/01/2023	Earnest Money Deposit For Purchase	123 Street Charlotte, North Carolina 28209	

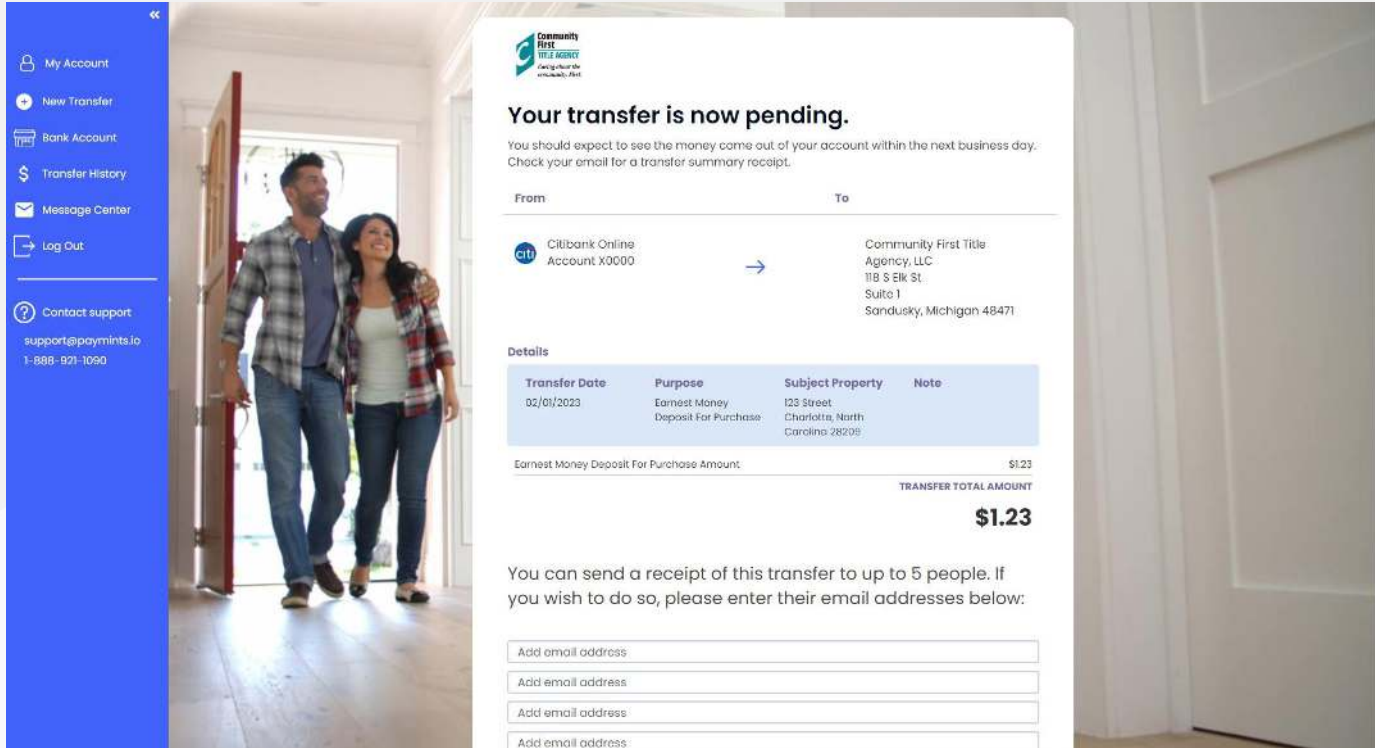
Earnest Money Deposit For Purchase Amount \$1.23

TRANSFER TOTAL AMOUNT
\$1.23

[← Back](#) [Make Transfer](#)

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Once you have clicked “Make Transfer” both you and Community First Title Agency will receive email notifications that the transfer has been initiated. You will also receive an email notification when the transfer arrives in Community First Title Agency’s account. You can also add additional email recipients if you would like to send the transfer details to anyone else involved in the closing.



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Your transfer is now pending.

You should expect to see the money come out of your account within the next business day. Check your email for a transfer summary receipt.

From: Citibank Online Account X0000 → **To:** Community First Title Agency, LLC
118 S Elk St
Suite 1
Sandusky, Michigan 48471

Details

Transfer Date	Purpose	Subject Property	Note
02/01/2023	Earnest Money Deposit For Purchase	125 Street Charlotte, North Carolina 28206	

Earnest Money Deposit For Purchase Amount: \$1.23

TRANSFER TOTAL AMOUNT
\$1.23

You can send a receipt of this transfer to up to 5 people. If you wish to do so, please enter their email addresses below:

-
-
-
-

Contact Us

If you experience any issues, please contact support@paymints.io or 1-888-921-1090

Enjoyed your transfer experience?
Please let us know & tell a friend!

