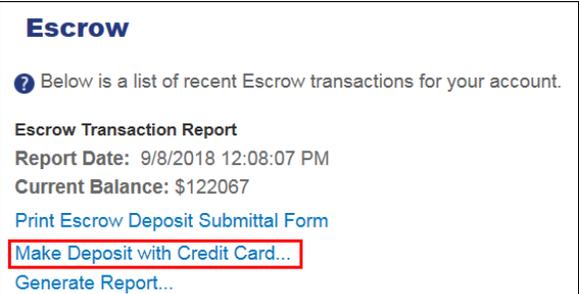
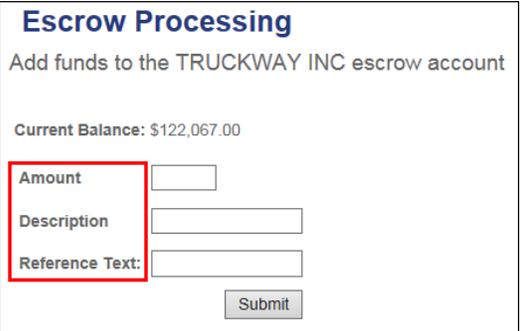


# Escrow

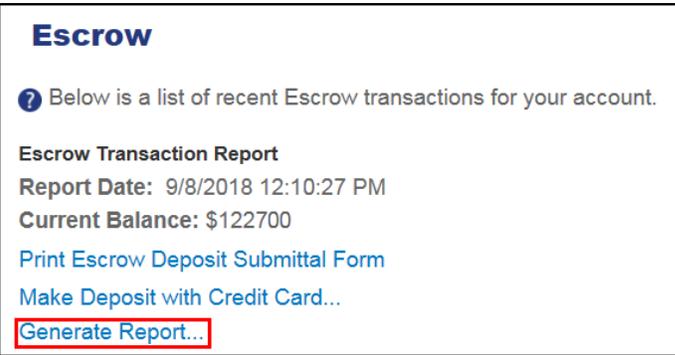
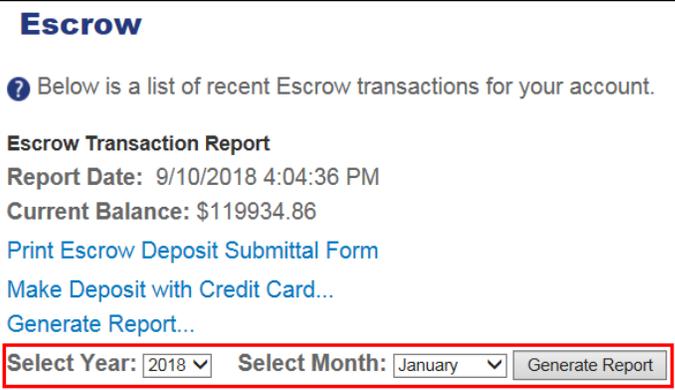
This Training Packet details the steps needed for a Company User to fund an escrow account and generate an Escrow Report.

## Depositing with Credit Card to a Company Escrow Account

Step	Description
1.	<p>Click the <b>Escrow</b> link in the <b>Administrative Panel</b> on the <b>Company Dashboard</b>.</p>  <p>The <b>Escrow</b> screen will be displayed.</p>
2.	<p>Click the <b>Make Deposit with Credit Card...</b> link.</p>  <p><b>Note:</b> Escrow can also be funded by mailing in a check. Click the <b>Print Escrow Deposit Submittal Form</b> link. The <b>HOOCs Escrow Deposit Submittal Form</b> will be displayed in a new window. Print the form and follow the instructions to mail an escrow deposit check.</p>
3.	<p>The <b>Escrow Processing</b> screen will be displayed.</p> <ul style="list-style-type: none"><li>• Enter an amount in the <b>Amount</b> field. The amount can be numbers and a decimal place only. There should be no commas or dollar signs.</li><li>• Enter a short description of the transaction into the <b>Description</b> field.</li><li>• Enter the reference number in the <b>Reference Text</b> field. A reference number could be a check number or any other information the user would like to record with the transaction.</li></ul> 

Step	Description
4.	<p>Click the <b>Submit</b> button.</p> <p>The <b>Credit Card Processing</b> screen will be displayed.</p> <p>Enter the credit card payment information.</p> <p>Click the <b>Process</b> button.</p> 
5.	<p>The <b>Transaction Details</b> screen will be displayed.</p> 
6.	<p>Click the <b>escrow balance</b> link. The <b>Escrow</b> screen will be displayed.</p>
7.	<p>Click the <b>Home</b> button to return to the <b>Company Dashboard</b>.</p>

## Generating a Company Escrow Report

Step	Description
1.	<p>Click the <b>Escrow</b> link in the <b>Administrative Panel</b> on the <b>Company Dashboard</b>.</p>  <p>The <b>Escrow</b> screen will be displayed.</p>
2.	<p>Click the <b>Generate Report...</b> link.</p>  <p>The <b>Report Parameters</b> will be displayed.</p>
3.	<p>Select a year from the <b>Select Year</b> dropdown list. Select a month from the <b>Select Month</b> dropdown list. Click the <b>Generate Report</b> button.</p> 
4.	<p>The <b>HOCS Statement Report</b> will be displayed.</p>
5.	<p>Close the <b>HOCS Statement Report</b>. The <b>Escrow</b> screen will be displayed.</p>
6.	<p>Click the <b>Home</b> button to return to the <b>Company Dashboard</b>.</p>