

530 Breeze Street Craig, Colorado 81625 (970) 824-9427 www.nwtitlecompany.com info@nwtitlecompany.com

How to use ReProTool for iPhone



In your App Store search "ReProTool" (no spaces)



Once you have found the app click "Get"



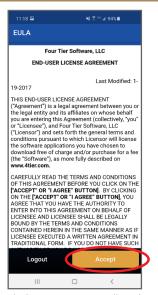
After the App has downloaded click "Open"



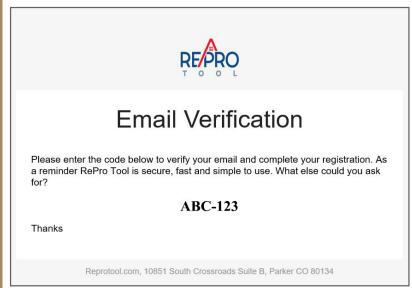
Once the app opens you will need to register. Scroll down if needed click "Register" to proceed



Enter your email address and a password then click "Register"



The license agreement will need to be read and accepted to continue



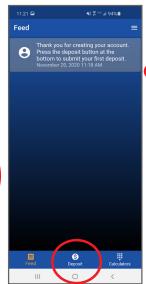
Once you have accepted the license agreement, you will be emailed a verification code.

Please check your email for this code.

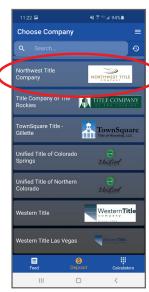
If your email verification code is not immediately received, please use an alternate email address.



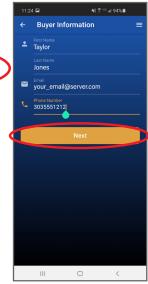
Return to the app to enter the code, and click the "Submit" button



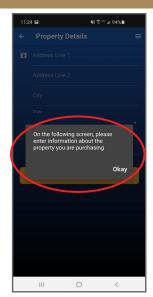
Click the "Deposit" icon



A list of title companies will appear, scroll down until you see "Northwest Title Company" Click to proceed



Please enter the buyers name, email, and phone number then click "Next"



A screen will appear to remind you that the address is for the property being purchased click "Okay" to proceed



On the back of the check, under the signature line, please write "Mobile Deposit Only"

Use the circle-like icon take a picture of the back of the check



Please enter the address for the property being purchased then click "Next"



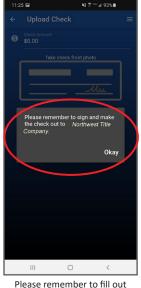
When you have taken a pic of both sides of the check click "Submit"



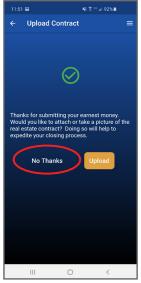
You may enter additional information in the comments to expedite the matching of your deposit with your escrow file.



If Submit button is not visible, click the back arrow. Then on the Optional Information screen, click Next. The "Submit" button should now be available.



Please remember to fill out the check completely, and make it payable to "Northwest Title Company"



Click "No Thanks" your Broker will send a copy of the purchase contract to us.

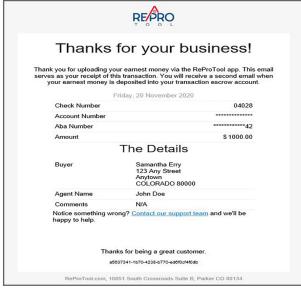
Eagle



Enter check amount at top.
Tap top box for front of check;
tap bottom box for back of
check. ReProTool may ask for
access to your camera, Click OK



Center the check in the box and using the circle-like icon take a picture of the check. Be sure to have a solid or contrasting background behind the check.



The system will send you a confirmation email regarding your Earnest Money Deposit. This may take 5-10 minutes to process.

01/2021

Affiliate Offices

Glenwood Springs (970) 945-1169 Willits (970) 366-4111 Aspen (970) 925-3577 Grand Lake (970) 627-0400 Winter Park (970) 726-8077 Breckenridge (970) 453-6120 Leadville (719) 486-2688

(970) 328-5266 Rifle (970) 625-5426 Edwards (970) 926-0230 Steamboat (970) 879-2980 Frisco (970) 668-3558 Vail (970) 479-6010