

ADDING FUNDS TO ESCROW ACCOUNT ONLINE

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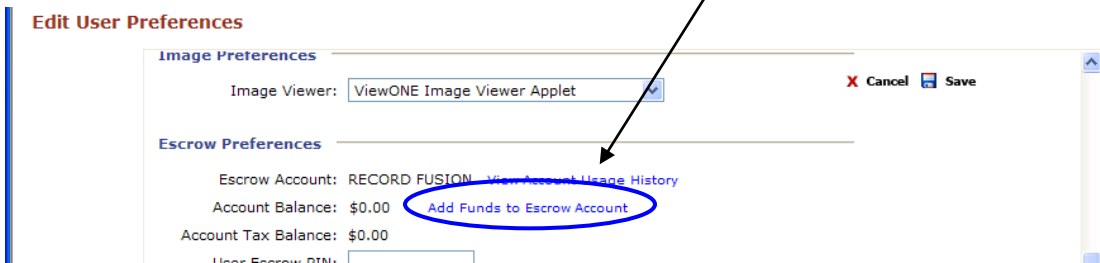
NOTE: You must have a valid login and an established Escrow Account set-up at the County.

Step 1: Login to County's Site

Step 2: Click on **Preferences** on Tool Bar



Step 3: Scroll down until you see **Add Funds to Escrow Account**. Click on the link.



Step 4: Select Credit Card as Payment Type and enter payment information

RED FIELDS ARE REQUIRED.

PLEASE NOTE: There is a \$1.00 surcharge for each transaction done online.

The screenshot shows a payment information form. The "Payment Information" section includes a dropdown menu for "Payment Type" set to "Credit Card", a dropdown for "Credit Card Type", and text input fields for "First Name on Card", "Last Name on Card", "Account Number", and "Card Verification". There is also a dropdown for "Expiration Date" and a "Surcharge" field set to "\$0.00". A "Process Payment" button is located at the top right. The "Billing Information" section includes radio buttons for "Individual" (selected) and "Corporate", and a partially visible "Address" field. A black arrow points from the text "Click on Process Payment" to the "Process Payment" button.

Step 5: Click on **Process Payment**

You will get a message notifying if successful and then you will be given opportunity to print a receipt.

Your escrow account balance is always available at bottom of screen when you are logged in.

Account Balance: \$0.00