



Gated Payments: Reroute

Follow these steps for enhanced control over incoming funds with Gated Reroute

Managing Individual Payments

1

The screenshot shows a dashboard titled "Transactions" for user "Skyler Davis". It features a sidebar with navigation options: Home, Transactions, Payment Occasions, Escrow Accounts, Funding Sources, Admins, and Settings. The main content area is divided into three columns: "Requested & Pending", "Authorized & Initiated", and "Deposited". Each column contains several payment cards. The "Requested & Pending" cards are marked "Needs Approval" and include an expiration time of "Expires Mar 27, 8:32 PM". Each card shows the address, amount, and source (e.g., "Payment from Jane Buyer to Test Escrow"), along with "Approve" and "Decline" buttons. The "Authorized & Initiated" cards are marked "Authorized" or "Initiated". The "Deposited" cards are marked "Deposited".

Access the Admin Dashboard

Access your centralized view of all payment activity. The dashboard organizes transactions by status so funds can be easily monitored. Review, approve, decline, and reroute payments before they are deposited ensuring accuracy and compliance across all transactions.

2

This close-up shows a payment card for "123 E. North St. Greenville SC \$500" with a "Needs Approval" banner. A modal titled "Payment Destination" is open over the card. The modal displays the "Current destination: Primary Escrow" with an "Approve" button. Below this, it says "Or reroute to:" followed by a dropdown menu "Select a new destination" and a "Reroute & Approve" button. At the bottom of the card, "Approve" and "Decline" buttons are visible.

3

This close-up shows a payment card for "456 South Ave., Charleston, SC \$220" with a "Needs Approval" banner. A modal titled "Payment Destination" is open. It shows the "Current destination: Primary Escrow" with an "Approve" button. Below, it says "Or reroute to:" followed by a dropdown menu "Select a new destination" which is open, showing "Escrow Account Two" and "Escrow Account Three". At the bottom of the card, "Approve" and "Decline" buttons are visible.

Approving or Denying Payments

From the "Requested & Pending" section, approve or deny individual payments. This gatekeeping step ensures that only verified transactions proceed for processing.

Rerouting a Payment

If a payment needs to be directed to a different escrow or funding source, select an alternate destination from the dropdown menu before approval.

Bulk Actions

1

Transactions

Send Payment Collect Payment SD Skyler Davis

+ Add a filter View Kanban Export

All Requested & Pending Authorized & Initiated Deposited Canceled & Failed **Needs Approval**

	AMOUNT	FOR	STATUS	REQUESTOR	PAYER	CREATED
<input type="checkbox"/>	\$1,250	230 E. North St. Greenville SC 29609	Needs Approval	Emily Johnson	DHHS Township	Mar 12, 3:52 PM
<input checked="" type="checkbox"/>	\$1,500	456 South Ave., Charleston, SC	Needs Approval	Michael Smith	DHHS Township	Apr 25, 10:15 AM
<input checked="" type="checkbox"/>	\$2,250	789 East Blvd., Columbia, SC	Needs Approval	Sarah Williams	AMC Holdings	May 8, 6:30 PM

Switch Dashboard Views

When multiple payments are awaiting action, bulk tools make the process fast and consistent. To approve, decline, or reroute several payments at once, switch from **Kanban View** to **List View**, then open the **Needs Approval** tab.

2

All Requested & Pending Authorized & Initiated

	AMOUNT	FOR
<input type="checkbox"/>	\$1,250	230 E. North St. Greenville SC 29609
<input checked="" type="checkbox"/>	\$1,500	456 South Ave., Charleston, SC
<input checked="" type="checkbox"/>	\$2,250	789 East Blvd., Columbia, SC

Multi-Select Payments

Select the payments you want to take action on using the checkboxes in **List View**.

3

AMC Holdings

Payment Destination

Current destination:

Primary Escrow Approve

Or reroute to:

Select a new destination

- Escrow Account Two
- Escrow Account Three

Approve Reject

Choose an Action

Approve, decline, and reroute all selected payments at once using the bulk action options.

Troubleshooting & Support

You can reach us at support@earnnest.com or call us Mon-Fri 8 a.m.- 8 p.m. EST toll-free [1-888-870-2336](tel:1-888-870-2336).