


ACCESSING WIRING INSTRUCTIONS WITH CLOSINGLOCK

Step 1

Open the email you received from Closinglock, and click **Login**. This will take you to the Closinglock Portal.

Information for your real estate transaction from Demo Title Co (via ClosingLock Demo) for 10606 Parkfield Drive, Austin, TX, USA (file: paymentsdemo)

Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from no-reply@demo.closinglock.com.](#) | [Show blocked content](#)

 ClosingLock <no-reply@demo.closinglock.com>
To: Bonnie Buyer
Cc: Sally Closer

 Fri 3/3/2023 7:31 PM

Demo Title Co is using a secure portal for your upcoming real estate transaction to securely share information with you.

Here are the details for this transaction:

Property address: 10606 Parkfield Drive, Austin, TX, USA
File number: paymentsdemo

The secure portal is provided by [ClosingLock Demo](#). To access the portal, simply use the login link in this email. You may be required to enter a passcode that will be texted/called to the phone number in your file.

Send payments directly from the Closinglock portal to Demo Title Co and avoid the risk of being susceptible to wire fraud. If you receive other instructions to send payment, contact Demo Title Co immediately via phone and **do not trust phone numbers in emails**.

DO NOT TRUST ANY OTHER INSTRUCTIONS TO TRANSFER FUNDS

The following document has been uploaded to the portal:

- Buyer Info Sheet.pdf (requires eSignature)

The login link in this email is authenticated for your email account. To prevent others from accessing your account, **do not forward this email or share the link**.

[Log In](#)

Sally Closer (sally.closer@closinglock.com) at Demo Title Co has added you to the portal and is copied on this email. If you have any questions, please contact Demo Title Co directly or reply to this email.

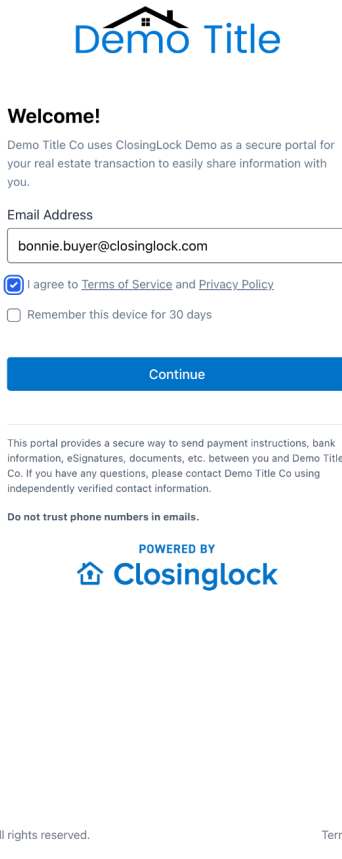
To stop receiving notifications, please contact Demo Title Co or simply reply to this email.

If you're having trouble with the link above, copy and paste the URL below into your web browser: https://portal.demo.closinglock.com/Ddl?login_email=bonnie.buyer%2540closinglock.com&t=kYPZ5TPJ

ACCESSING WIRING INSTRUCTIONS WITH CLOSINGLOCK

Step 2

Once you are in the Closinglock Portal, your email will automatically populate into the field. Select **“I agree to the Terms of Services and Privacy Policy”** and click **Continue**.

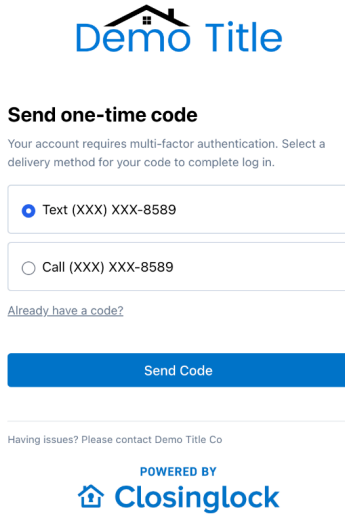


The screenshot shows a web portal for 'Demo Title'. At the top is the 'Demo Title' logo. Below it is a 'Welcome!' message stating that the portal is used for sharing real estate transaction information. There is an 'Email Address' field containing 'bonnie.buyer@closinglock.com'. Below the field are two checkboxes: the first is checked and labeled 'I agree to Terms of Service and Privacy Policy', and the second is unchecked and labeled 'Remember this device for 30 days'. A blue 'Continue' button is positioned below the checkboxes. At the bottom of the form area, there is a disclaimer: 'This portal provides a secure way to send payment instructions, bank information, eSignatures, documents, etc. between you and Demo Title Co. If you have any questions, please contact Demo Title Co using independently verified contact information.' and a warning: 'Do not trust phone numbers in emails.' Below the disclaimer is the 'POWERED BY Closinglock' logo.



Step 3

You will need to select a delivery method for your multi-factor authentication. This code can either be texted to your phone, or you can receive a phone call. Once you select your preferred method of delivery, click **Send Code**.



The screenshot shows a web interface for 'Demo Title'. At the top is the company logo. Below it, the heading 'Send one-time code' is followed by a sub-heading: 'Your account requires multi-factor authentication. Select a delivery method for your code to complete log in.' There are two radio button options: 'Text (XXX) XXX-8589' (which is selected) and 'Call (XXX) XXX-8589'. Below these is a link that says 'Already have a code?'. A prominent blue button labeled 'Send Code' is centered. At the bottom, there is a link for 'Having issues? Please contact Demo Title Co' and a logo for 'POWERED BY Closinglock'.



Step 4

Once you enter the 6-digit code click **Log In**.



Enter one-time code

Your account requires multi-factor authentication. Enter the one-time use code you received through the delivery method specified to complete log in.

[Resend Code](#)

Log In

Having issues? Please contact Demo Title Co



ACCESSING WIRING INSTRUCTIONS WITH CLOSINGLOCK

Step 5

Once you are in the Closinglock portal, you see your title company's branch information. Below that, you will see an option to Send Payment. You will also have access to download the wire instructions underneath the Documents section. To download wire instructions you can either click on the **Wire Instructions** link or click on the **3 dots** underneath options then click on **Download**.

The screenshot shows the Closinglock portal interface. At the top left is the Closinglock logo, and at the top right is the user email 'bonnie.buyer@closinglock.com'. A blue banner says 'Good afternoon 🙌'. Below this, the 'COMPANY' section for 'Demo Title Co' includes contact info and two buttons: 'Send Payment' and 'Sign Document'. To the right is a 'PROPERTY' section for '10606 Parkfield Drive, Austin, TX, USA' with file number and closing date. At the bottom is a 'Documents' table with columns for Name, Status, Received, Sent/Signed Date, Sender, and Options. Two documents are listed: 'Buyer Info Sheet.pdf' (Signature Required) and 'Wells Fargo Wire Instructions.pdf'. 'Download All' and 'Upload Document' buttons are also present.

NAME	STATUS	RECEIVED	SENT/SIGNED DATE	SENDER	OPTIONS
Buyer Info Sheet.pdf	Signature Required	Mar 03, 2023	-	Sally Closer	...
Wells Fargo Wire Instructions.pdf		-	-	Demo Title Co	...

This is a close-up of the 'Documents' table from the previous screenshot. The 'Wells Fargo Wire Instructions.pdf' row is highlighted, and a 'Download' button is shown in a tooltip below the 'Options' column.

NAME	STATUS	RECEIVED	SENT/SIGNED DATE	SENDER	OPTIONS
Buyer Info Sheet.pdf	Signature Required	Mar 03, 2023	-	Sally Closer	...
Wells Fargo Wire Instructions.pdf		-	-	Demo Title Co	...

You will then read the Wire Fraud Notice and click **I Accept**.

Wire Fraud Notice



Wire fraud is a real and serious problem in real estate. Because of this, you may receive other wire instructions attempting to defraud you.

You must agree to the following:

- ✓ The wire instructions I am downloading are the only wire instructions I will use to wire funds.
- ✓ I will not use wire instructions received via email because fraudsters often send fraudulent wire instructions via email.
- ✓ I will confirm the wire instructions I am downloading via a phone call to my settlement agent using verified contact information. I will not trust phone numbers from emails for confirmation wire instructions.

By clicking on I Accept, the wire instructions will immediately download to your computer or mobile device.

Close

I Accept

ACCESSING WIRING INSTRUCTIONS WITH CLOSINGLOCK

Step 6

Once you download the wiring instructions, you can either view them as a PDF, print them, or view the document directly on your phone.

Property Address: 10606 Parkfield Drive, Austin, TX, US...

GF: paymentsdemo



14205 N. Mopac Expy
Suite 528
Austin, TX 78728
(512) 270-3917

WIRING INSTRUCTIONS

Fund should be wired to:

BANK INFO: ABC BANK CO.
456 MONOPOLY WAY
NEW YORK, NY 77777
ABA #: 345345

CREDIT FUNDS TO: DEMO TITLE
ESCROW FUNDS
ACCOUNT #: 03938718293

DO NOT TRUST OTHER WIRE INSTRUCTIONS

**These instructions are solely for wire transfers, and do not apply to any other method of payment. Call Demo Title with any questions or requests for change of wire transfer information.

WARNING

Wire fraud is a real issue in real estate transactions.

Wiring instructions do not change so do not accept other wire instructions.

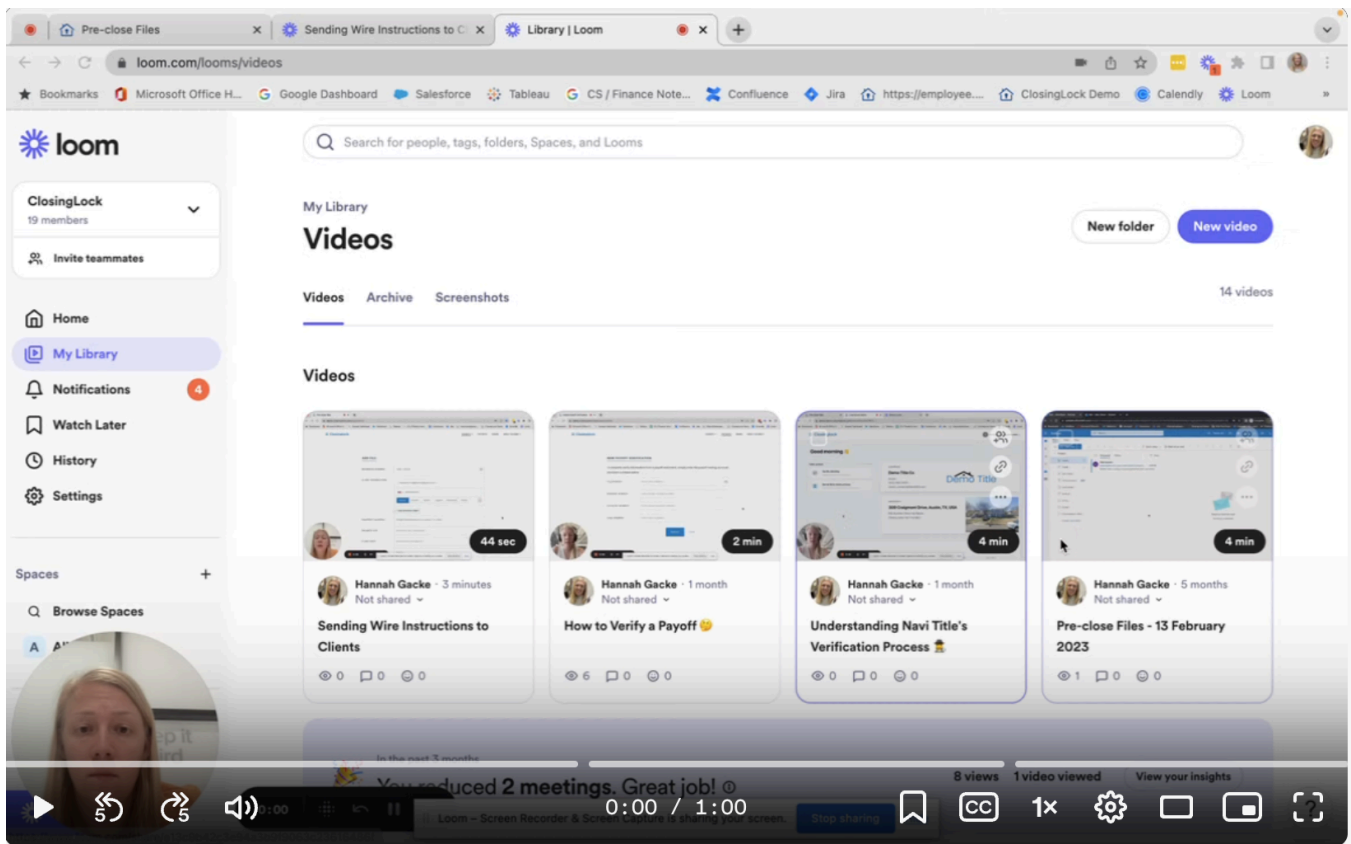
Call our office at the number above if you receive any other wiring instructions.

GF: paymentsdemo

Property Address: 10606 Parkfield Drive, Austin, TX, US...

ACCESSING WIRING INSTRUCTIONS WITH CLOSINGLOCK

VIDEO TUTORIAL



[Downloading Wire Transfer Instructions](#)