

Add a Payment to the Contractor's Escrow Account

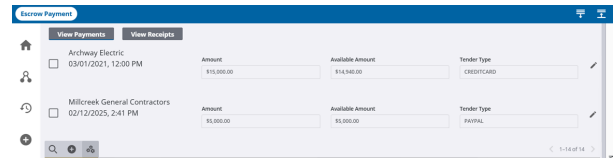
The **Escrow Payment** tool allows contractors to deposit money into their organization's escrow account.

The contractor and payment information is added to the **Escrow Payment** page.

1. Open the **Escrow Payment** page.

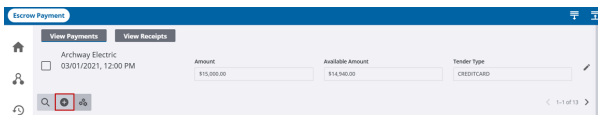


TIP: You may need to add a menu item in order to access the page. See [Add Menu Items](#) in the Respond Guide for Trimble Unity Maintain and Trimble Unity Permit for more information.



The money in the account can be used to pay certain fees, designated by the administrator on the case template, for any of the contractor's active cases.

2. Make sure **View Payments** is selected.
3. Click **Add record** to open the **Make Payment** panel.



4. Enter information in the fields.
 - **Contractor, Tender Type, and Payment Amount** are required fields.
 - **Payment Date** shows the current date, but can be changed.
5. Select the **Payer Info** drop-down list and add contact information for the payer.
6. Click **Make Payment**.

Make Payment

Contractor ***(Required)**

Millcreek General Contractors

Payment Date

Feb 12, 2025

Reference

0 / 40

Tender Type ***(Required)**

PAYPAL PayPal

Payment Amount ***(Required)**

5000

Comments

0 / 2000

Payer Info

Make Payment

Close

A notification appears confirming the payment is successful.

7. Click **Close** to close the **Make Payment** panel.