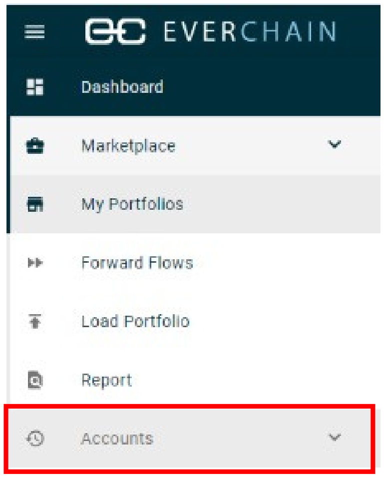
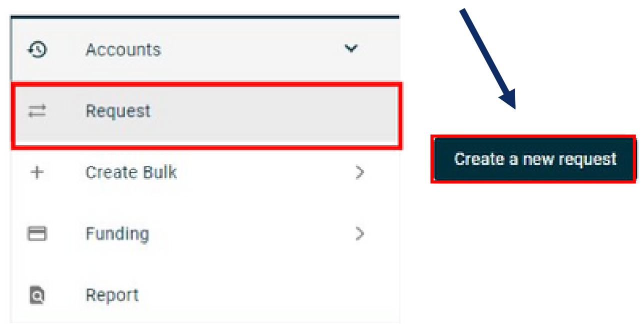
Type: **Buyback**

Request Description: Account was paid prior to sale

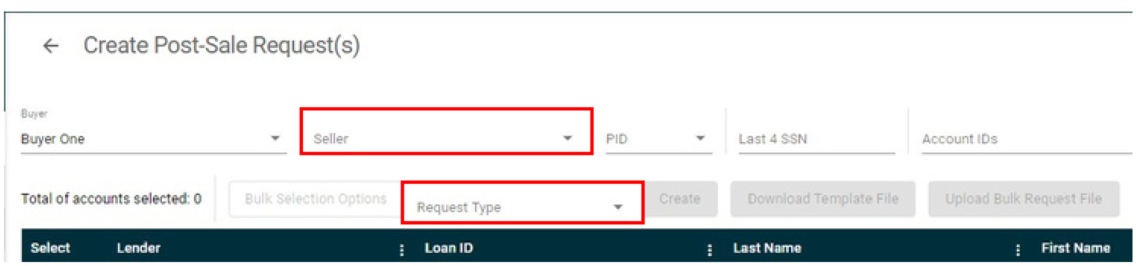
1. Logged into the EverChain platform, see the left side panel of icons and select “**Accounts**”

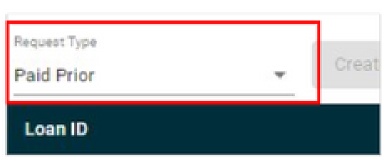


2. Select “**Request**” then choose **“Create a new request”**

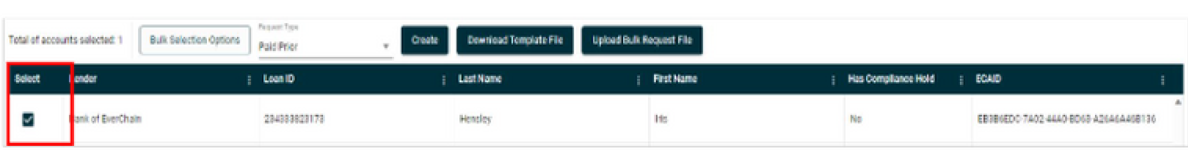


3. Select seller from “**Seller**” dropdown menu and in the “**Request Type**” drop-down menu, select “**Paid Prior**”

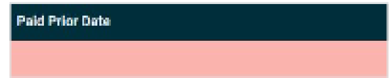




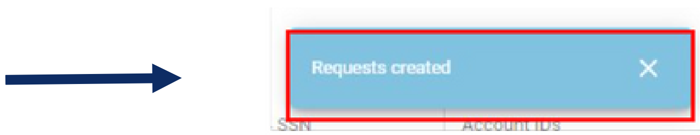
4. Select desired account from the list of accounts by checking the “**Select**” box then select “**Create**”



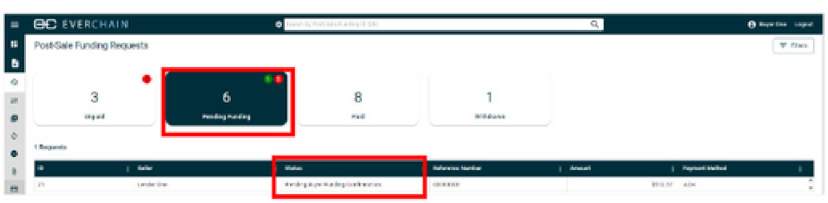
5. Input Paid Prior Date/Type (PIF|SIF). Note: red fields are required fields:

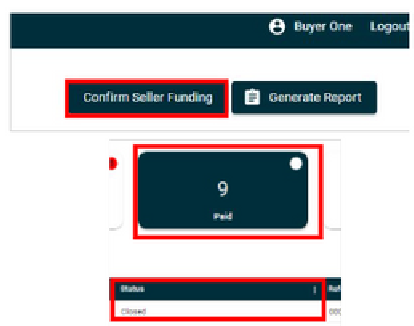


6. Check "Select" box then "Submit" and your "**Paid Prior**" request has been created. The "**Requests Created**" confirmation below will appear.



The request changes to "Pending Seller Response" status and is sent to Seller, who either **Accepts** or **Rejects** the request. If accepted, the status changes to "Pending Seller Funding" for the Seller to buy-back the account and put under **Funding** tab. Once the Seller sends funds and confirms on the platform, the request status changes to "Pending Buyer Funding Confirmation" and it's placed under the **Pending Funding** card. When your Accounting department receives the funds, click "Confirm Seller Funding". The request is changed to "Closed" status and is placed in the **Paid** card under the **Funding** tab. The process is now complete.





If *Rejected*, the requests status will turn to "*Rejected*" and placed under **Urgent** card > click on request and select "**Withdraw**" > input reason and click "**Withdraw**"