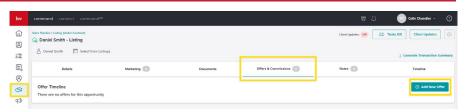
Offer & Commissions Workflow

CREATE AN OFFER

- 1. Access Opportunities Applet
- 2. Select or Create Opportunity
- 3. Open Opportunity
- 4. Click "Offers & Commissions" Tab
- 5. Select "Add New Offer"



OFFER DETAILS & ACCEPTING AN OFFER

- 1. Complete Required Fields
- 2. Link Property from KWLS
 - Cannot find your listing? Talk with your MC Leadership Team
- 3. Property Type
 - a. Residential, Commercial, or Land
- 4. Classification
 - a. This field will dynamically update based on the Property Type
- 5. Select "Create Offer" to add multiple offers
- Select "Create & Accept Offer" to Proceed Directly to the Commission Request

CREATE A COMMISSION REQUEST

- 1. Access Opportunities Applet
- 2. Select *Opportunity*
- 3. Select "Offers & Commissions" Tab
- 4. Select "Manage Commission"
 - a. Optional: "Create & Accept Offer" will bypass these steps if selected when completing the Create an Offer step
- 5. Complete the Commission Request
 - a. Editing General Information

This will house the following required fields:

- Sales Price
- Total Units (Or Sqft or acreage depending on property type!)
- Agent name
- Contract Date
- Closed Date

b. Editing Commission Information

This will house the following fields, with commission rate & commission amount being the required fields:

- Commission Rate (for YOU)
- Showcase the commission amount (GCI Gross Commission Income)

- The ability to add concessions
- The ability to add bonus
- The ability to update your (the agent) commission in 2 places - Will show agent name in gray with pencil icon and the wording Update next to it

c. Edit Agent Payment:

This allows the following fields to be edited:

- Agent Name (If on a team and wrong agent chosen.) Required field
- Agent Units/sqft/acreage depending on property type. Required field
- Concessions
- Bonus
- · Agent Commission split
- Agent Gross Commission (Required field and auto-populating.)
- Associate royalty will be shown but not editable by the agent
- · Company Commission will be shown but not editable by agent
- Outside Referrals line item Use this ONLY if you added an Outside Referral
- Additional Deductions line item Based on if you've requested and have approved any private deductions as well as contributed to BOLD scholarships
- Nonprofit Deductions Will show if you are giving back to KW Cares and KW Next Gen (Formerly known as KW Kids Can.)
- Net to agent line item will show as a line item
- Extra Payment Options (This allows the agent to add an INSIDE referral and additional deductions. Please check with your AMCA/MCA before choosing an inside referral as they may ask you to add your referral partner in a different way, by utilizing the "Add Another Agent" button option.)

SUBMIT YOUR COMMISSION REQUEST

- 1. Review Commission Summary for Accuracy
- 2. Add "Notes to Market Center" (Optional)
 - a. These notes will become available to your Market Center Leader who is processing the commission request.
- 3. Select "Submit"



