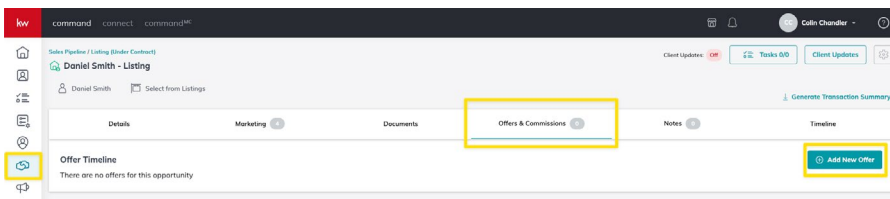


# Offer & Commissions Workflow

## 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
  - a. 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
6. 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:

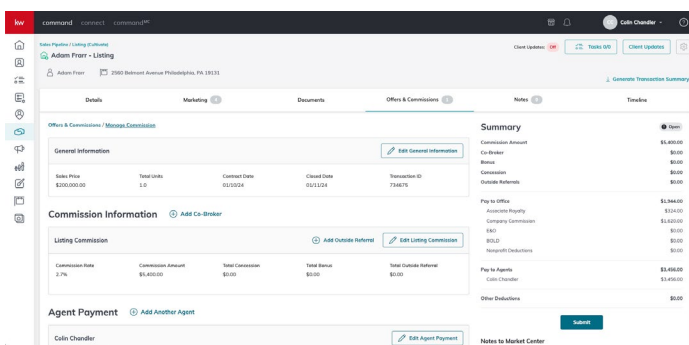
    - Commission Rate (for YOU)
    - Showcase the commission amount (GCI - Gross Commission Income)
  - c. **Edit Agent Payment:**

This allows the following fields to be edited:

    - 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

## 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”



Get more detailed info about your Offer & Commission Workflow here [KW Answers](#).

