KW Command & DocuSign 101

KW Command & DocuSign Flow Chart Instructions:
https://drive.google.com/file/d/1haZSdcTF_AE9m1HB7-w4uflAEsqcVMt4/view

1. **How to Create an Opportunity in KW Command**
    a. First step in any transaction process is to create an Opportunity. Opportunities are where you'll store your executed documents and submit for Compliance Review.
        i. https://youtu.be/fHDbsprQLPg
2. **DocuSign Rooms 101**
    a. DocuSign is used to generate all of your Contract documents. You'll also use this tool to send your documents for e-Signatures.
        i. https://youtu.be/kLfxGfD6ATw
3. **How to Attach DocuSign Documents in Command Opportunity**
    a. Once you have all your documents e-signed in DocuSign, you will then import them into your Command Opportunity and submit it for Compliance Review
        i. https://youtu.be/b_anUy0L3aI
4. **How to Create an Offer in Command**
    a. An Offer is required before submitting a Commission. This tool is especially useful for your Listing to keep multiple offers organized.
        i. https://youtu.be/YyCSkHBtWes
5. **Get Paid with Command Commissions**
    a. A Commission must be submitted to the Market Center for a Disbursement Authorization to be generated. When a DA is generated – you have the opportunity to be paid at the table!
        i. https://youtu.be/Z_m8l4uMs_g
6. **How to Read a DA**
    a. Once you've taken all the necessary steps and your Command folder has been approved - you can request a DA (Disbursement Authorization). Unsure on how to 'read' the DA - watch the video below!
        i. https://youtu.be/trk0y-b8GFg

How to:
Get to DocuSign through Command

Log in to Command at agent.kw.com

Page 2 for How to DocuSign
Page 3 for How to submit forms
Page 4 for How to Submit an Offer
Page 5 for How to Submit Commissions
(Request a DA)

If this is the first time going to Command for this Transaction

Click Contacts

Click
Add Contact

Fill in the contacts details

Click
Create

Click Opportunities

Click
Create Opportunity

Fill in the Transaction Details

Click
Create

If you are returning to Command for this Transaction

Click Opportunities

If you use the opportunity pipeline to track your deals, then find your Opportunity in the pipeline

If you do not use this tool, then click the 'All Opportunites' tab towards the top

Click on the stage that the deal is in

Click the Blue Opportunity Name

Click on 'Documents' tab

Click
Start a Transaction OR Go To Transaction

Your browser will now open a new tab and ask you to log in to DocuSign. If nothing happens, then check your Pop Up Blocker Settings on your browser.

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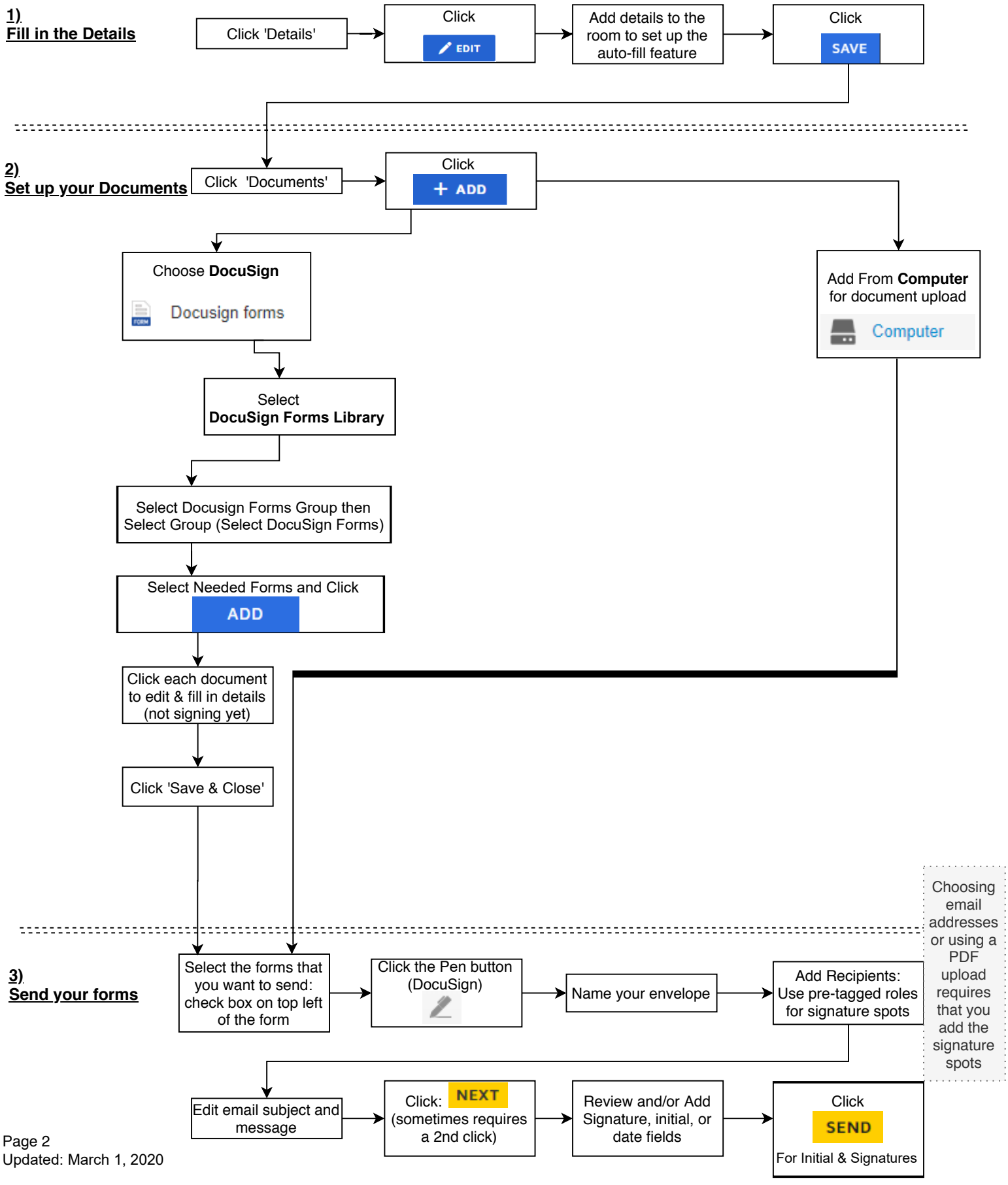
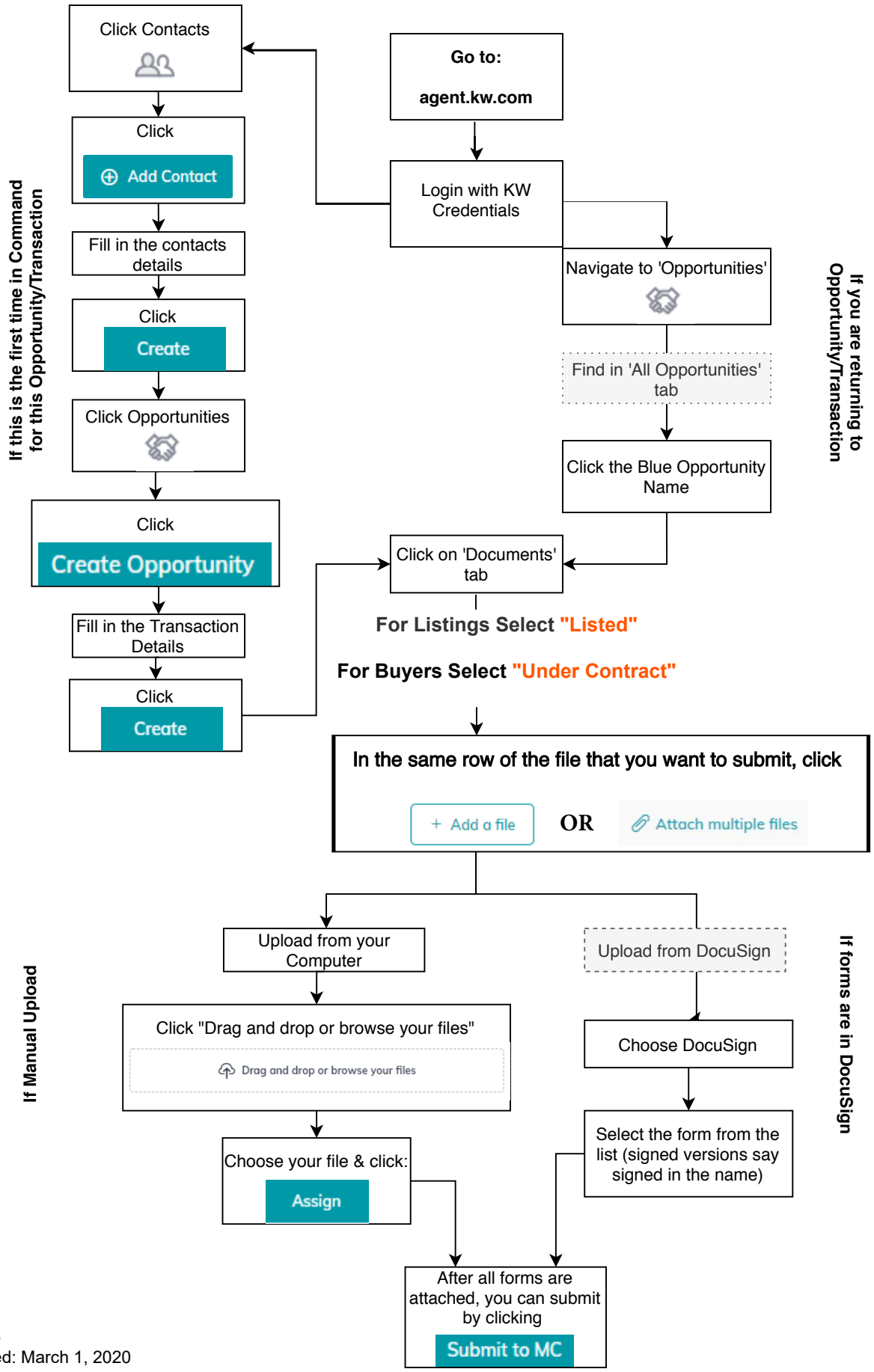
How to:
Use DocuSign

Page 1 for How to get to DocuSign
Page 3 for How to submit forms
Page 4 for How to Submit an Offer
Page 5 for How to Submit Commissions
(Request a DA)



How to:
Submit Documents to MC

Page 1 for How to get to DocuSign
Page 2 for How to use DocuSign
Page 4 for How to Submit an Offer
Page 5 for How to Submit Commissions
(Request a DA)



How to:
Submit to Offers

Page 1 for How to get to DocuSign
Page 2 for How to use DocuSign
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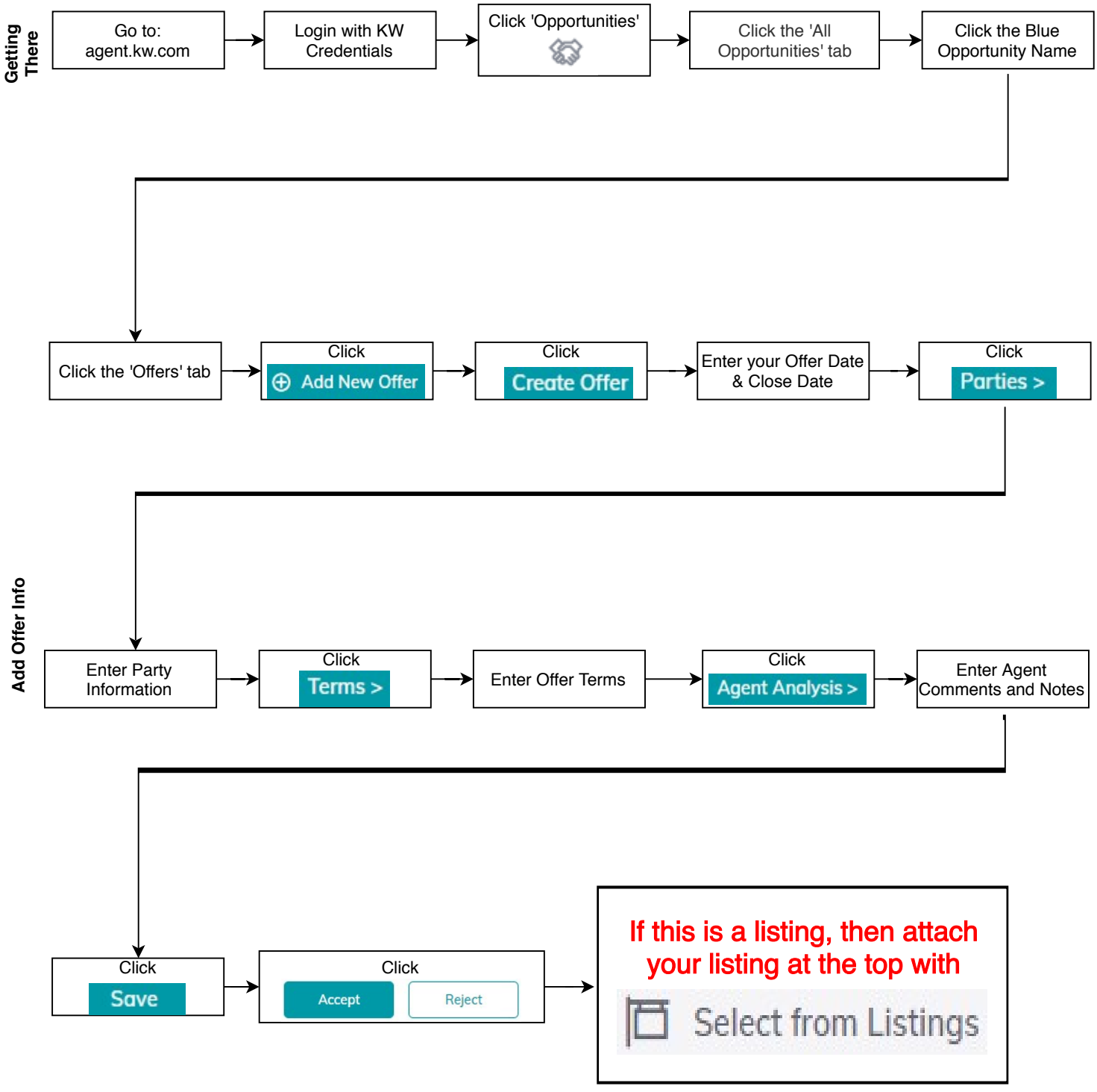
Page 5 for How to Submit Commissions
(Request a DA)



How To:
Submit Commissions
(Request a DA)

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Requesting your Commission

You must have an offer marked as 'Accepted' before Commissions become accessible

Click the 'Commission' Tab

Review the following Info:

1. Sales Price
2. Commission
3. Contract Date
4. Closed Date
5. Total Commission

If you have a referral, bonus, deduction, or outside payment

Then click 'Add Item' at the bottom

Choose the type:

- Bonus
- Concession
- Deduction
- Referral

Enter Details

Click **Add**

Click **Add Note**

Add Title's Email and Name

Click **Add**

Click **Submit**

You will get notified of your Commissions Approval/Return from Command Mobile and in the bell icon in Command