



KWCommand

DocuSign®

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_anUy0L3al

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>