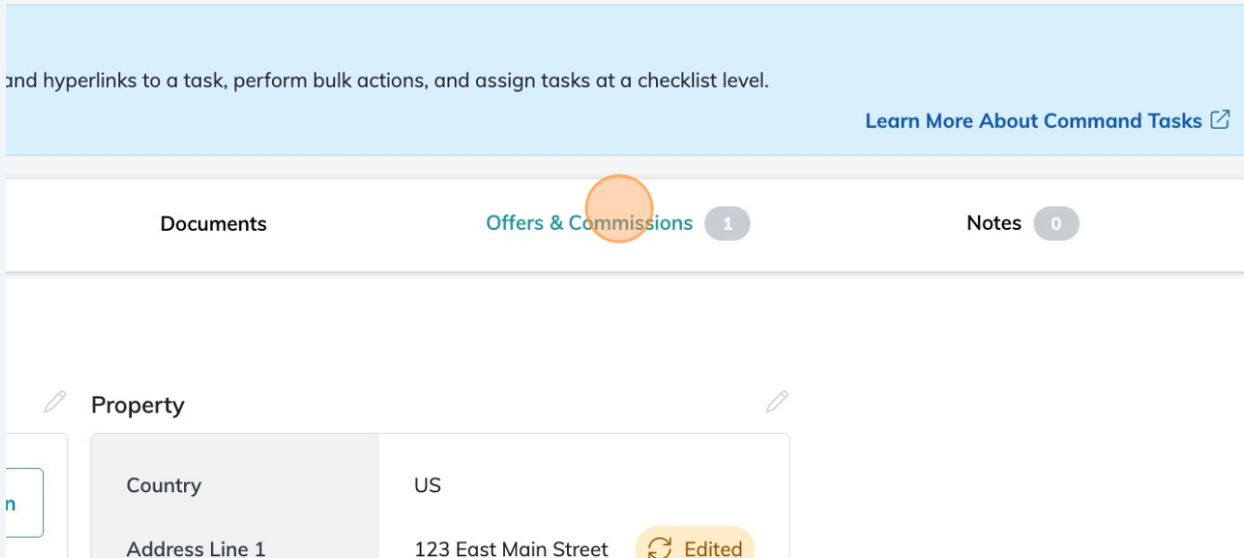


Edit Agent Payment, Add Outside Referral, and Save Changes

1 Navigate to Your Opportunity within Command

2 Click "Offers & Commissions1"



3 Click "Manage Commission"

[↓ Generate Transaction Summary](#)

Offers & Commissions **1** Notes **0** Timeline

[+ Add New Offer](#)

[Change Response](#) [Manage Commission](#) [...](#)

Amount	\$0.00	08/24/23	0 days	Accepted	--	i
	Option Fee	Closed Date	Termination Notice	Status	DA ID	

4 Click "Edit Agent Payment"

1.0	08/30/23
-----	----------

Additional Deductions

Nonprofit Deductions

Pay to Agents

Michael Sechman

[+ Add Note](#)

[✎ Edit Agent Payment](#) [Submit](#)

Payment date

08/24/23

\$64.49

5 Click "Add item"

The screenshot shows a payment form with the following items:

Item	Amount
BOLD Scholarship	\$0.00
Nonprofit Deductions	-\$0.00
KW Cares	\$0.00
KW Kids Can	\$0.00
Net to Agent	\$64.49

Below the table, there is a section titled "Extra Payment Options" with the text "Referrals, Bonuses, Deductions, Concessions". An orange circle highlights the "+ Add item" button next to this section. At the bottom of the form, there are two buttons: "Cancel" and "Save Changes".

In the background, there is a "Pay to Agents" section with the name "Michael Sechman" and a "Submit" button.

6 Click here.

The screenshot shows an "Add Item" modal dialog box. The dialog has a title bar with a close button (X). Inside the dialog, there is a section titled "Type of additional element" with a dropdown menu. The dropdown menu is currently open, showing the text "Choose the Type" and a downward arrow. An orange circle highlights the dropdown menu.

In the background, there is a table with the following data:

Item	Amount
Associate Royalty	-\$0.00
Rate	6.0%

Below the table, there is a section titled "Buyer Profile" with the text "Commission Rate" and "Total Commission". The "Total Commission" is \$64.49. At the bottom of the form, there is a button labeled "+ Add Co-Broker Payment".

7 Click "Outside Referral"

The screenshot shows a sidebar on the left with a table containing 'Commission Rate' (2.75%) and 'Total Commission' (\$64.49). The main area displays the 'Add Item' modal. The 'Type of additional element' dropdown is open, showing options: 'Deduction', 'Inside Referral', and 'Outside Referral' (highlighted with an orange circle). The bottom of the sidebar shows a summary table with 'Agent Gross Commission', 'Net Pay to Agent', and 'Net to Agent' (\$64.49).

Agent Gross Commission		Net Pay to Agent	Net to Agent
			\$64.49

8 Add the Referral Fee % or \$ Amount

The screenshot shows the 'Add Item' modal with 'Outside Referral' selected. Below the dropdown, there are input fields for 'Referral Percentage*' (set to 10%) and 'Amount*' (set to \$0.00). The 'BROKERAGE DETAILS' section includes a 'Representative Name*' dropdown (set to 'Select...'), a 'Phone*' field, an 'Ext.' field, and a 'Type*' dropdown (set to 'Select...'). The sidebar on the left shows a 'Buyer' profile and a table with 'Commission Rate' (2.75%) and 'Total Commission' (\$64.49).

Agent Gross Commission		Net Pay to Agent	Net to Agent
			\$64.49

9 Add the Agent's Name here

Outside Referral

Referral Percentage* Amount*

25 % \$16.12

BROKERAGE DETAILS

Representative Name*

Select...

Phone* Ext. Type*

Select...

Email

Company Name/DBA*

10 Click "Add New Agent" if the agent's name doesn't exist in our database

Referral Percentage* Amount*

% \$16.12

BROKERAGE DETAILS

Representative Name*

Enter Testy

Add New Agent

Select...

Company Name/DBA*

Select...

Summary

Notes 0

Total Commission

Pay to Office

- Associate Royalty
- Company Commission
- Additional Deductions
- Nonprofit Deductions

Pay to Agents

Michael Sechman

+ Add Note

11 Add Agent Phone and Type

Buyer Profile

Commission Rate
5%

Total Commission
\$64.49

DA ID

Agent

+ Add Co-Broker Payment

25%

\$16.12

BROKERAGE DETAILS

Representative Name*

Tester Testy

*A new Tester Testy will be created in the vendor database for your market center.

Phone*

Ext.

Type*

Select...

+ Add Another

Email

+ Add Another

Company Name/DBA*

12 Add the receiving Company Name such as Keller Williams Keystone

DA ID

Commission Rate

Total Commission

DA ID

Agent

+ Add Co-Broker Payment

+ Add Another

Email

+ Add Another

Company Name/DBA*

Select...

Tax ID Type*

EIN

SSN

Tax ID Number*

Office/Branch Nickname*

Agent Gross Commission
\$64.49

Net Pay to
\$64.49

Cancel

Save

13

Click "Add New Company" if the company you entered doesn't exist in our database

 Add Another

ail

 Add Another

Company Name/DBA*

Keller Williams Test Company

Add New Company

☒ EIN ☐ SSN

Office/Branch Nickname*


Cancel

Save

Nonprofit Deductions

Pay to Agents

Michael Sechman

 Add Note

Submit

14

Add the EIN number for the receiving office

 Add Another

Company Name/DBA*

Keller Williams Test Company

*A new Keller Williams Test Company will be created in the vendor database for your market center.

Tax ID Type*

☒ EIN ☐ SSN

Tax ID Number*

Office/Branch Nickname*


Legal Name*

Address*

Unit No.

ate

Total Comm
\$64.49

 Add Co-Broker Payment

ommission

Net Pay to
\$64.49

Total Co

Pay to t

Asso

Comp

Addi

Nonp

Pay to

Mich

 Add t

15

You then need to add the office name or branch. In this case, it will most likely be the same company name

Commission Rate	Total Commission	Keller Williams Test Company	
	\$64.49		
+ Add Co-Broker Payment		*A new Keller Williams Test Company will be created in the vendor database for your market center.	
Tax ID Type*		Tax ID Number*	
<input checked="" type="radio"/> EIN <input type="radio"/> SSN		28-3388911	
Office/Branch Nickname*			
Legal Name*			
Address*		Unit No.	
City*	State/Province*	Zip/Postal Code*	

16

Add the LLC or legal name of the company - you should have been given a copy of the companies w9

Commission Rate	Total Commission	Tax ID Type*	
2.75%	\$64.49	<input checked="" type="radio"/> EIN <input type="radio"/> SSN	
DA ID	--	28-3388911	
Add Another Agent + Add Co-Broker Payment		Office/Branch Nickname*	
		Keller Williams Test Company	
		*A new Keller Williams Test Company will be created in the vendor database for your market center.	
Legal Name*			
Address*		Unit No.	
City*	State/Province*	Zip/Postal Code*	
	Select...		
Phone			

17 Add the address information

DA ID
--

+ Add Another Agent + Add Co-Broker Payment

nan

Agent Gross Commission	Net Pay to
\$64.49	\$64.49

BREAKDOWN

mmission

ty

*A new Keller Williams Test Company will be created in the vendor database for your market center.

Legal Name*

Keller Williams Test Company|

*A new Keller Williams Test Company will be created in the vendor database for your market center.

Address*

Unit No.

City* **State/Province*** **Zip/Postal**

Select...

Phone

Cancel Save

18 Click "Save"

Keller Williams Test Company

*A new Keller Williams Test Company will be created in the vendor database for your market center.

Unit No.

Main Street

State/Province* Zip/Postal Code*

PA 17036

Cancel Save

Pay to Agents

Michael Sechman

+ Add Note

Submit

19 Click "Save Changes"

The screenshot shows a 'Pay to Agents' form for Michael Sechman. A modal window is open for 'Additional Deductions'. The modal lists several deduction categories with input fields for amounts. The 'Net to Agent' total is \$64.49. At the bottom of the modal are 'Cancel' and 'Save Changes' buttons. The 'Save Changes' button is highlighted with a red circle. In the background, the 'Pay to Agents' form shows the agent's name, an 'Add Note' button, and a large teal button.

Additional Deductions		- \$0.00
E&O	<input type="text" value="\$0.00"/>	\$0.00
BOLD Scholarship	<input type="text" value="\$0.00"/>	\$0.00
Nonprofit Deductions		- \$0.00
KW Cares	<input type="text" value="\$0.00"/>	\$0.00
KW Kids Can	<input type="text" value="\$0.00"/>	\$0.00
Net to Agent		\$64.49

Buttons: [Cancel](#) [Save Changes](#)

Background Form: **Pay to Agents**
Michael Sechman
[+ Add Note](#)
[Large Teal Button]