Click the title of each step for a help article!

Path to Get Paid Workflow

How to complete a Transaction with Command and Lone Wolf

kw TECH COACH

Enter Your Contact(s) in Command

Include an email and phone # at minimum

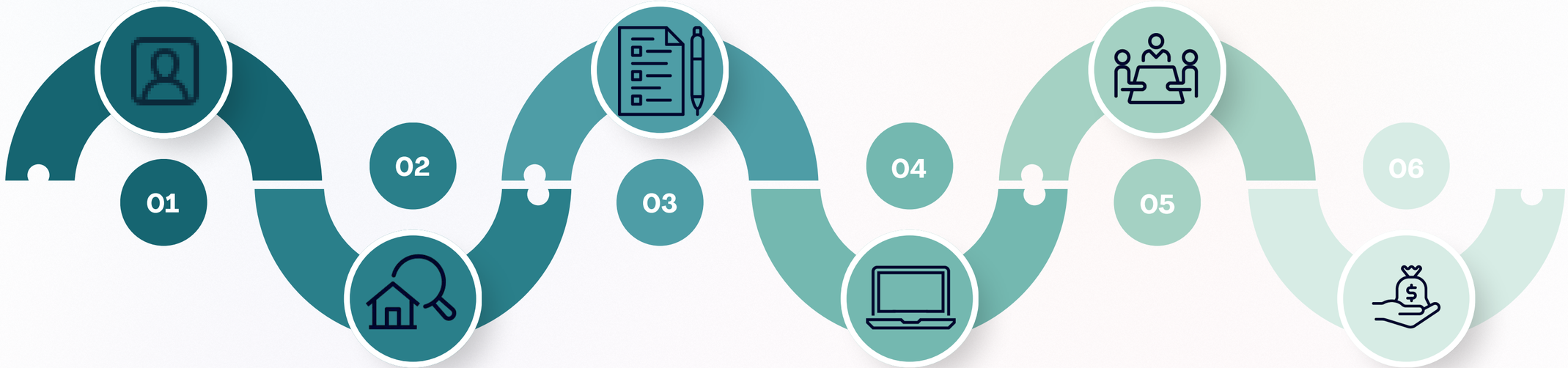
Get your Documents Signed

Once in your Opportunity, click on the Documents Tab and Pick a Checklist Type (ie. Residential). Then click "Sync to e-sign Provider" and choose Lone Wolf.

(You are free to use any method you choose for signing purposes. Lone Wolf is what is provided by KW!)

Create an Offer

For both listings and buyers, visit the "Offers and Commissions" tab and add the details of your offer. Accept the offer. (Pro Tip - for buyers, you now know the address of the property, edit your Opportunity name to include the street address.)



Scan for more details and videos!

Create Your Opportunity

When your client(s) decide to buy sell or invest in Real Estate, create an Opportunity in Command. (Pro Tip: Name your Listing Opportunties with the Street Address!)

Upload Signed Documents and Submit for Compliance Review

Each Compliance Document has a dedicated row and on the right you click to upload the signed copy (wherever you got it signed), once you have uploaded all of the documents required for that folder, click the submit to MC button.

Complete and Submit your Commission Request

Once your offer is accepted, submit your commission request to the Market Center!