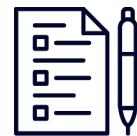




 *ProTip*- Where you see Words - they are clickable to a help article for more details

Path to Get Paid!

Compliance, Commissions, and Document Management in Command



1 Enter your Contact(s) into Command and nurture them.
(With email and phone# at minimum)

2 Contact decides to sell or buy a home, and you create an Opportunity for them (Listings: Use the **address** in the name of the Opportunity). Go to the Documents Tab and **Pick a Checklist Type**
(ie: Residential, Land, etc.)

CLICK Sync With e-sign Provider Docusign Rooms opens and you can facilitate all contracts, disclosures and documents for e-signatures.
(or however you get your forms signed!)



Add your Documents to your checklist and Submit to the market center for compliance review for **each stage** as completed within **72 hours**
{**Listing**: Listed, Under Contract, Closed} ~OR~ **{Buyer}**: Consultation, Under Contract, Closed}.

*Replace returned documents as needed.

Create an Offer for both Listing and Buyer Transactions (**Change Buyer Opportunity name to include the address**) - add at minimum the purchase price and items with a ****** then ACCEPT the Offer

*There is now a Create and Accept Button for ease of use. Or you can continue as you did previously

Complete and Submit Commission Request

(Submit to the market center once you go Under Contract, and per the instructions of your MCA).