Updated 12.31.25

Path to Get Paid!

Compliance, Commissions, and Document Management in Command

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

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.)

3

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!)

4

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: Consulatation, Under Contract, Closed}.

*Replace returned documents as needed.

5

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

6

Complete and Submit Commission Request

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