

🕤 *ProTip*- Where you see <u>Words</u> - they are Clickable to a help article for more details

Path to Get Paid!

Compliance, Commissions, and **Document Management in** Command



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

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 Start a Transaction Docusign Rooms opens and vou 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: Consulatation, 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 Buttom 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).