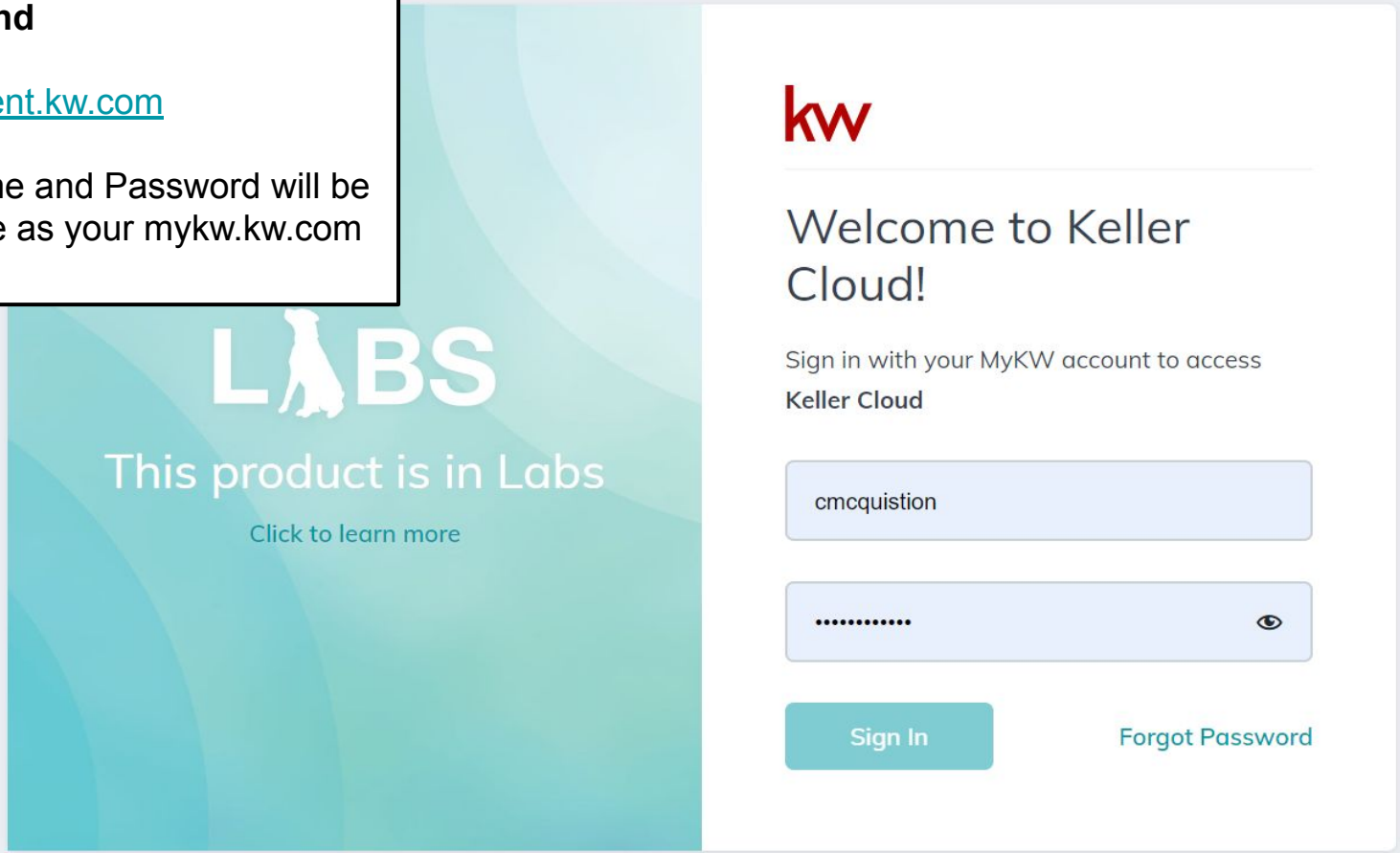
Take Command

STEP ONE: Log in to Command

www.agent.kw.com

Username and Password will be the same as your mykw.kw.com account



command connect command MC

Charity McQuistion

Welcome Home, Charity

Tasks

Contact Tasks

You have no tasks
You can create a n

Create Ne

STEP TWO: Connect DocuSign to your Command. If you have already done this skip to STEP 3

Click the arrow next to your name.

Product Updates

What's New

JAN 10, 2020

THIS WEEK'S UPDATES

- Promote multiple listings in just a single ad in Campaigns!
- DBA logos and ownership statements for Paid Ads and Social Posts.
- Ability to search within your documents in Compliance.
- You'll see new timestamps in Contacts.
- Check out the new way to call or text your database by clicking on a contact phone number.

Goals vs. Actuals

Lead Gen Listings Buyers

This Year

It looks like your goals are not yet set for 2021! Set them now

Leads	Appointments	Under Contract	Closed Units	GCI Goal Breakdown
0 YTD	0 YTD	0 YTD	0 YTD	$0 YTD

(based on opportunities)

Designs Updates

NEW IN DESIGNS

Check out the latest templates

command connect command MC

Charity McQuistion

Profile
MarketPlace
Settings
Command Training
Log out

Welcome Home, Charity

Tasks

Contact Tasks

You have no tasks for **Today**
You can create a new task by going to **Task Manager**

STEP TWO: Connect DocuSign to your Command.

Click Settings

Product Updates

JAN 10, 2020

THIS WEEK'S UPDAT

- Promote multiple l
Campaigns!
- DBA logos and ownership statements for Paid Ads and Social Posts.
- Ability to search within your documents in Compliance.
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Goals vs. Actuals

Lead Gen Listings Buyers

This Year

It looks like your goals are not yet set for 2021! Set them now

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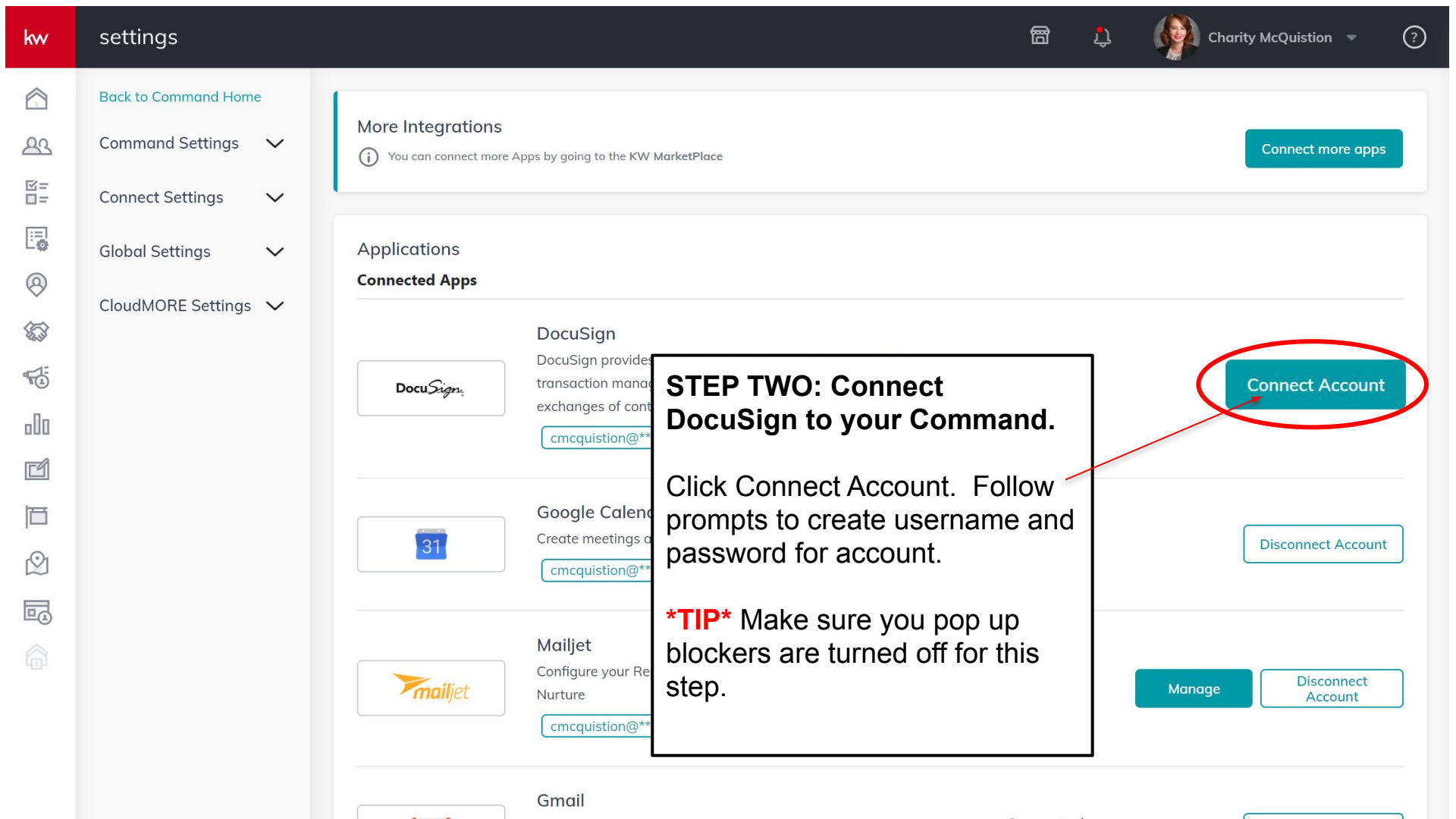
0 YTD	0 YTD	0 YTD	0 YTD

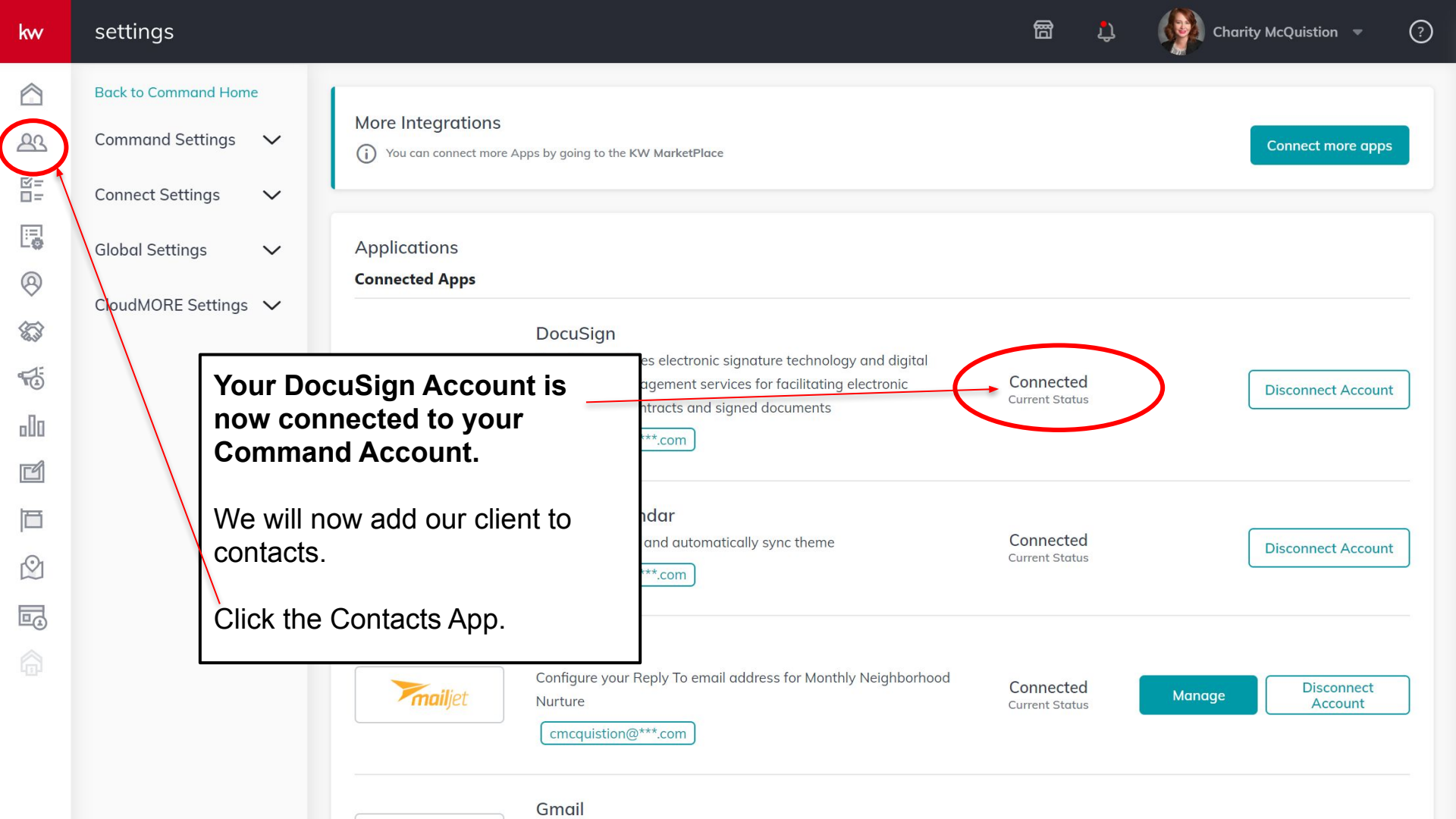
GCI Goal Breakdown
$0 YTD

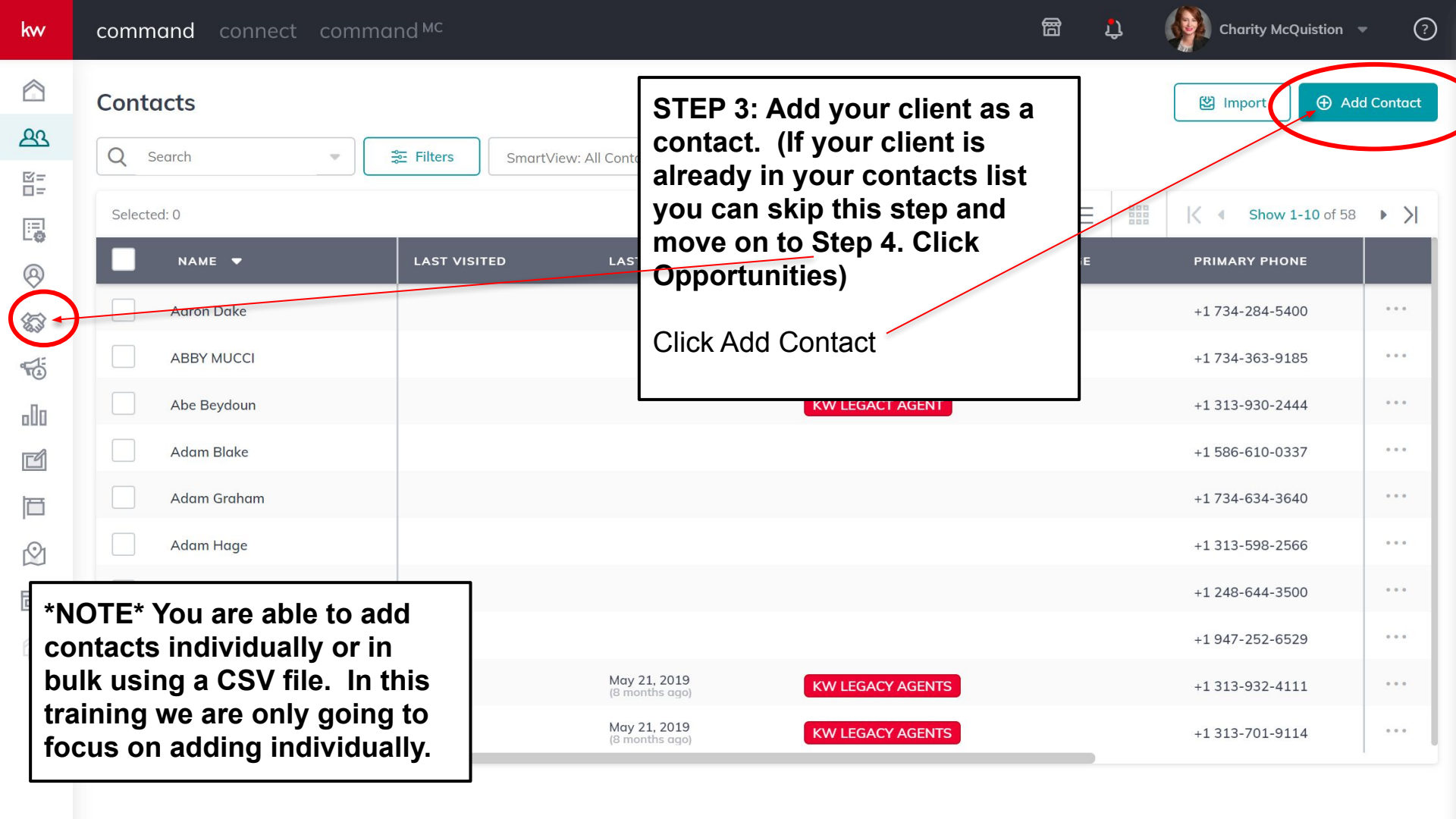
(based on opportunities)

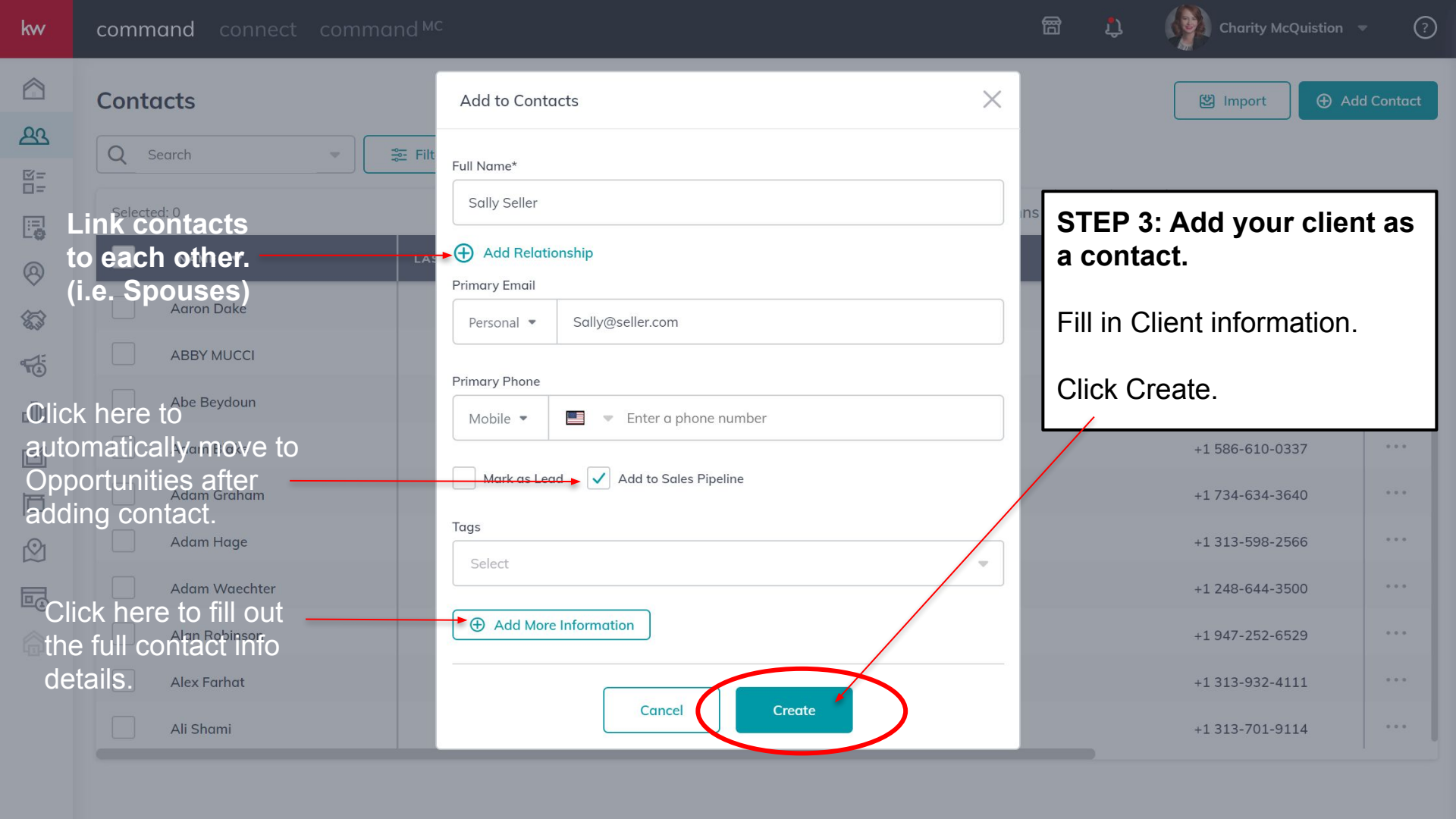
Designs Updates

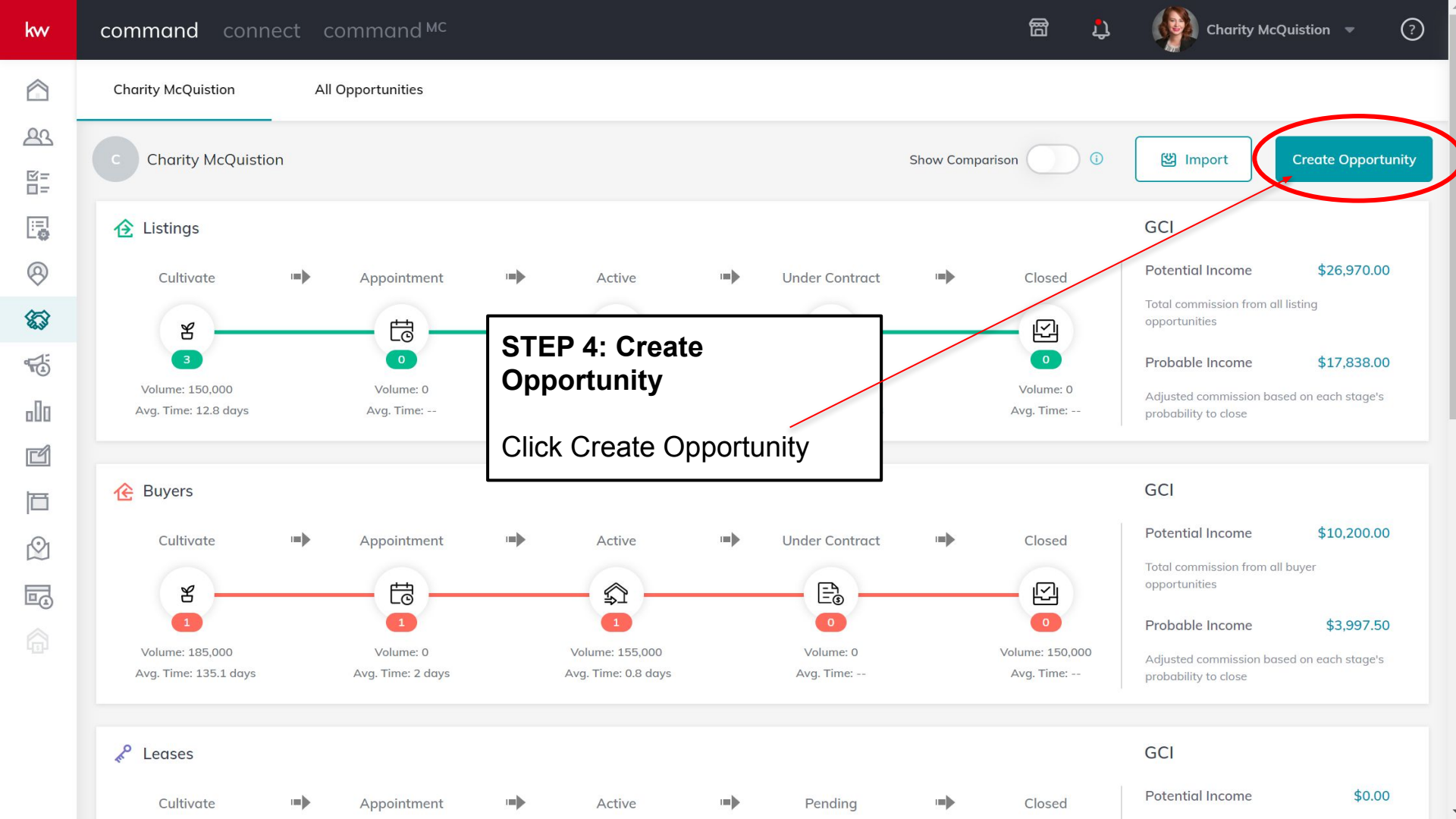
NEW IN DESIGNS
Check out the latest templates

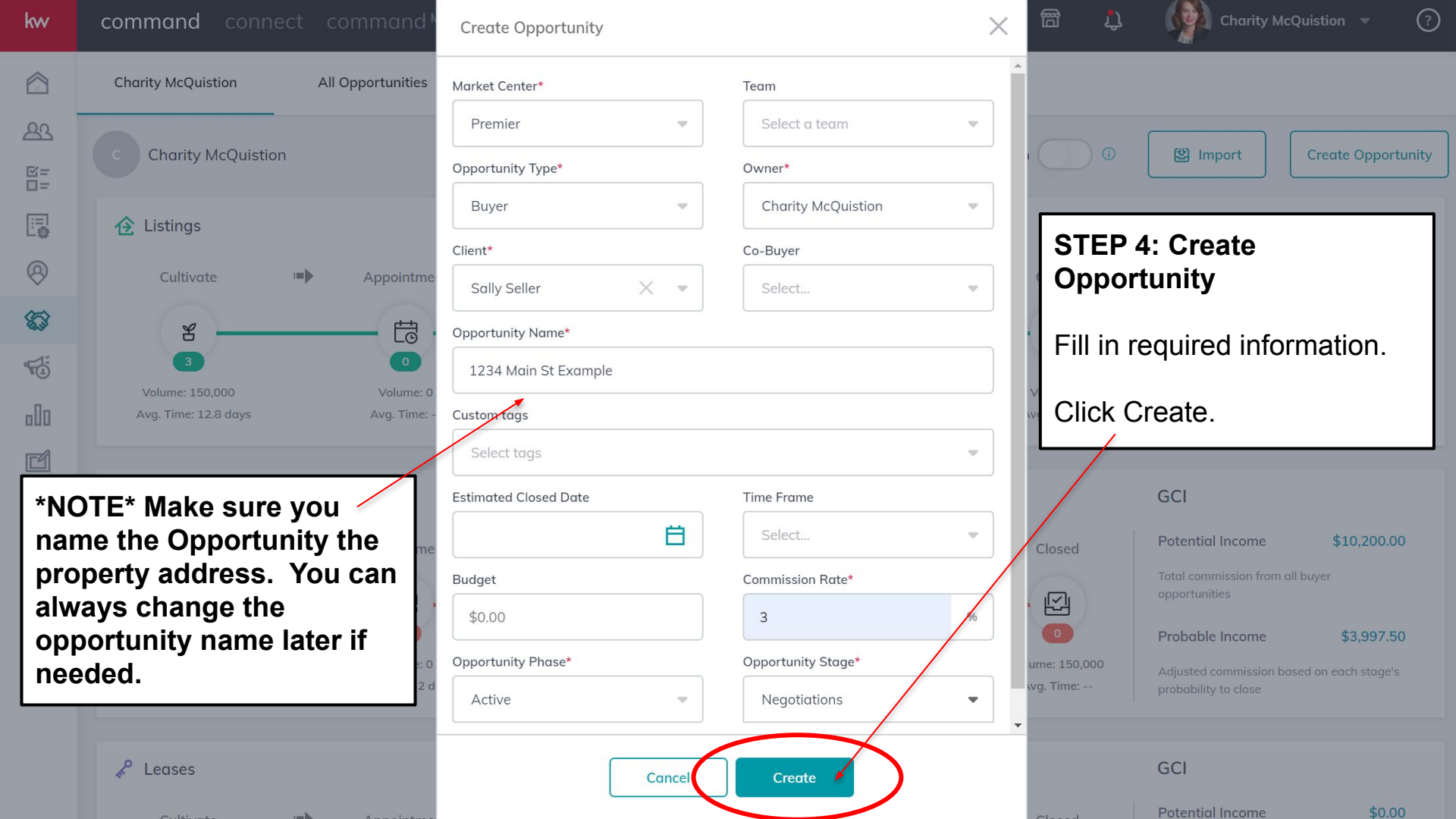

kw
settings
Charity McQuistion
Back to Command Home
Command Settings
Connect Settings
Global Settings
CloudMORE Settings
More Integrations
You can connect more Apps by going to the KW MarketPlace
Connect more apps
Applications
Connected Apps
DocuSign
DocuSign provides
transaction manag
exchanges of cont
cmcquistion@**
Connect Account
Google Calend
Create meetings a
cmcquistion@**
Disconnect Account
Mailjet
Configure your Re
Nurture
cmcquistion@**
Manage
Disconnect Account
Gmail
STEP TWO: Connect DocuSign to your Command.
Click Connect Account. Follow prompts to create username and password for account.
TIP Make sure you pop up blockers are turned off for this step.

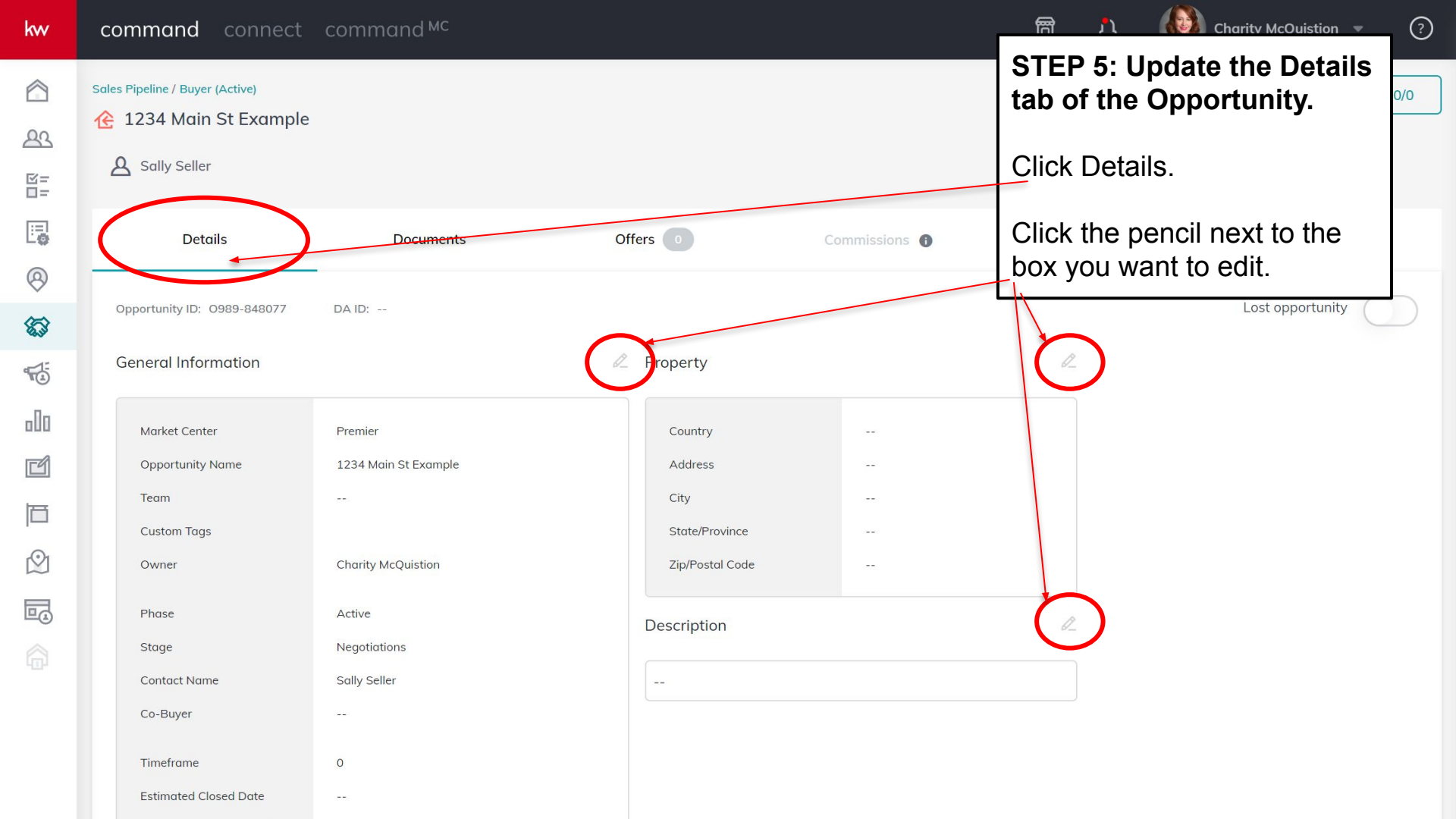

kw
settings
Charity McQuistion
Back to Command Home
Command Settings
Connect Settings
Global Settings
CloudMORE Settings
More Integrations
You can connect more Apps by going to the KW MarketPlace
Connect more apps
Applications
Connected Apps
DocuSign
es electronic signature technology and digital
agement services for facilitating electronic
ntracts and signed documents
***.com
Connected
Current Status
Disconnect Account
ndar
and automatically sync theme
***.com
Connected
Current Status
Disconnect Account
mailjet
Configure your Reply To email address for Monthly Neighborhood Nurture
cmcquistion@***.com
Connected
Current Status
Manage
Disconnect Account
Gmail
Your DocuSign Account is now connected to your Command Account.
We will now add our client to contacts.
Click the Contacts App.

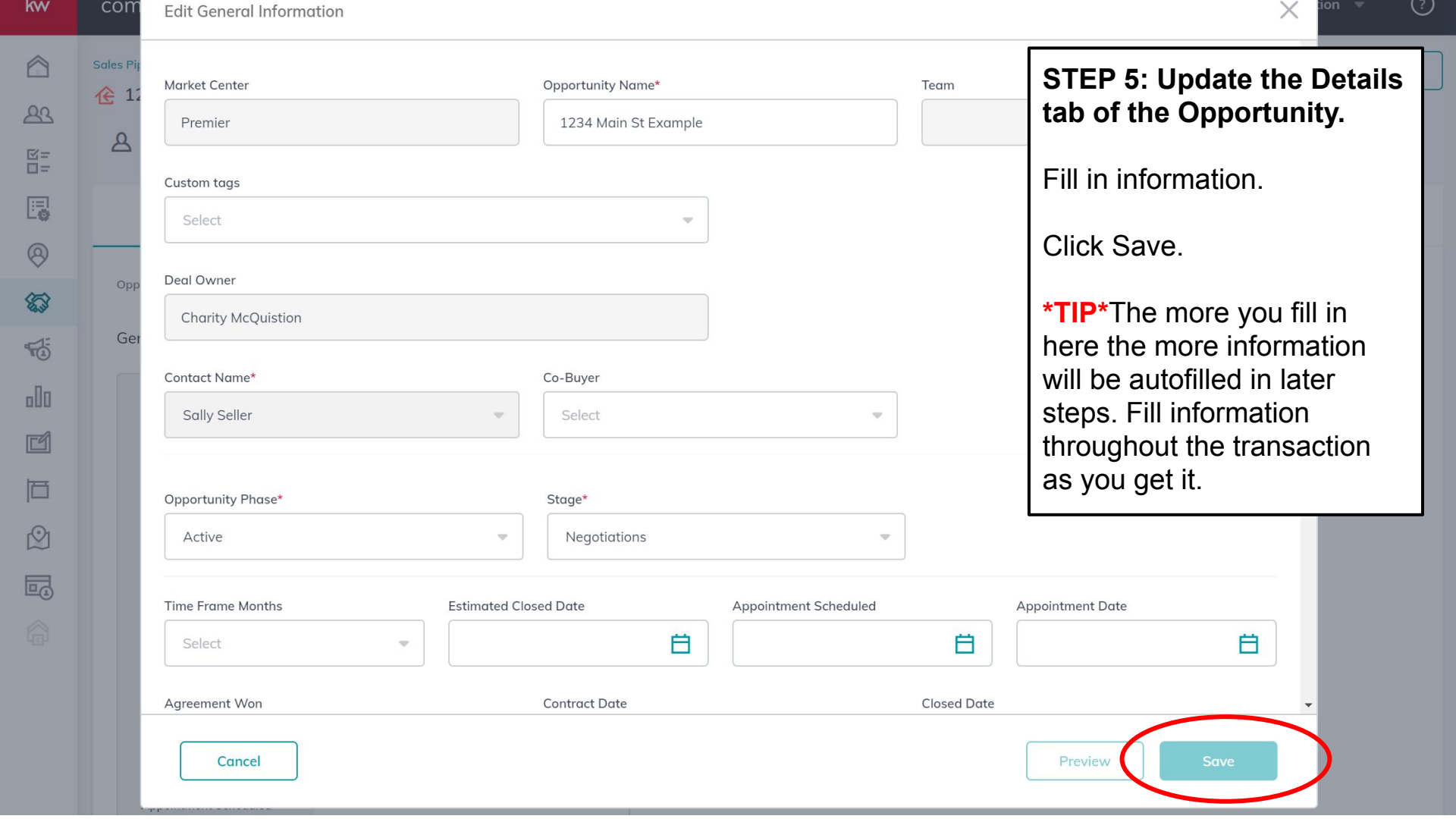

kw
command
connect
command MC
Charity McQuistion
Contacts
Import
Add Contact
Search
Filters
SmartView: All Conta
Selected: 0
Show 1-10 of 58
NAME
LAST VISITED
PRIMARY PHONE
Aaron Dake
+1 734-284-5400
ABBY MUCCI
+1 734-363-9185
Abe Beydoun
KW LEGACY AGENT
+1 313-930-2444
Adam Blake
+1 586-610-0337
Adam Graham
+1 734-634-3640
Adam Hage
+1 313-598-2566
+1 248-644-3500
+1 947-252-6529
May 21, 2019
(8 months ago)
KW LEGACY AGENTS
+1 313-932-4111
May 21, 2019
(8 months ago)
KW LEGACY AGENTS
+1 313-701-9114
STEP 3: Add your client as a contact. (If your client is already in your contacts list you can skip this step and move on to Step 4. Click Opportunities)
Click Add Contact
NOTE You are able to add contacts individually or in bulk using a CSV file. In this training we are only going to focus on adding individually.

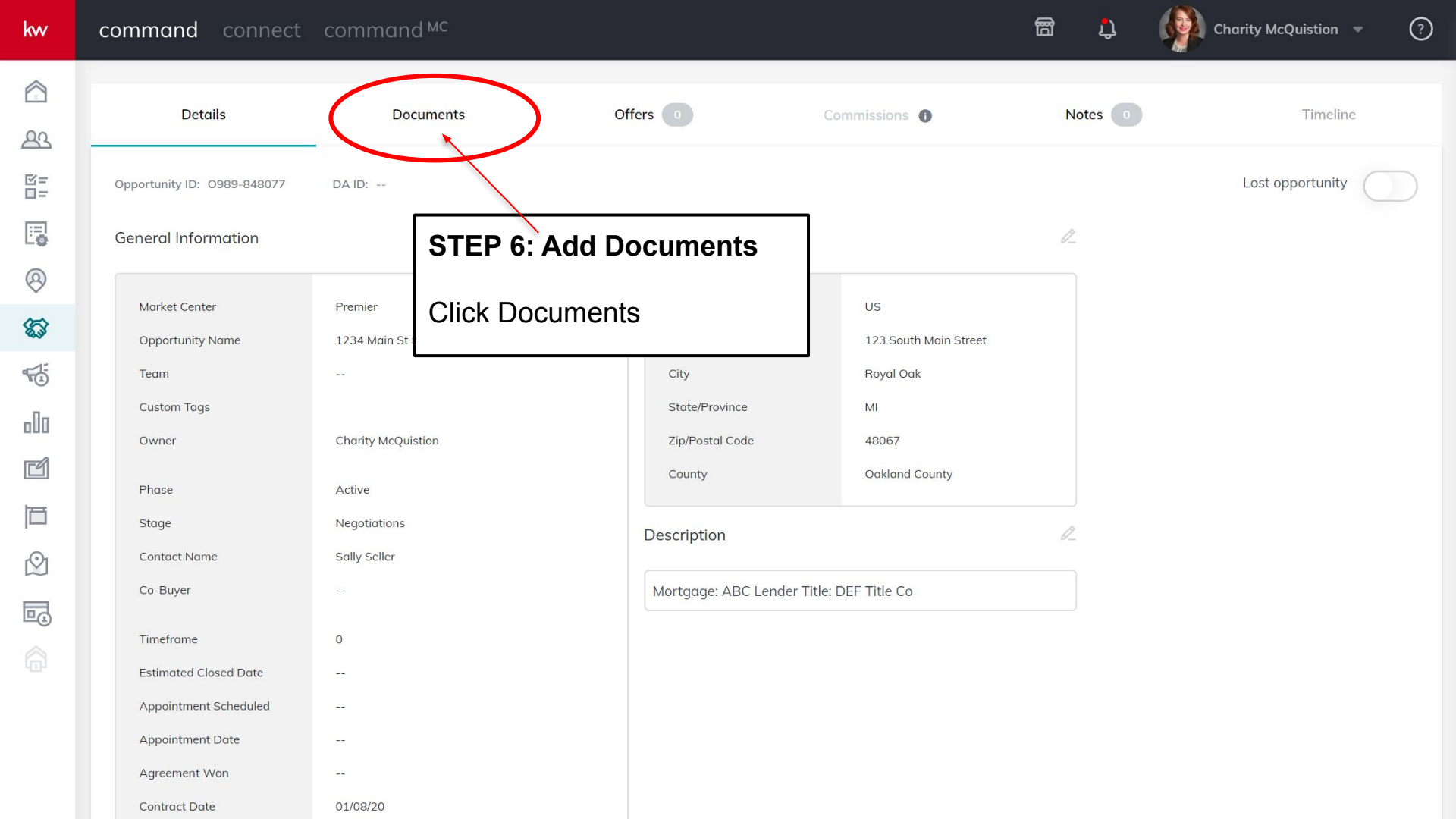

kw
command
connect
command MC
Charity McQuistion
Contacts
Import
Add Contact
Search
Selected: 0
Aaron Dake
ABBY MUCCI
Abe Beydoun
Adam Graham
Adam Hage
Adam Waechter
Alan Robinson
Alex Farhat
Ali Shami
+1 586-610-0337
+1 734-634-3640
+1 313-598-2566
+1 248-644-3500
+1 947-252-6529
+1 313-932-4111
+1 313-701-9114
Add to Contacts
Full Name*
Sally Seller
Add Relationship
Primary Email
Personal
Sally@seller.com
Primary Phone
Mobile
Enter a phone number
Mark as Lead
Add to Sales Pipeline
Tags
Select
Add More Information
Cancel
Create
Link contacts to each other. (i.e. Spouses)
Click here to automatically move to Opportunities after adding contact.
Click here to fill out the full contact info details.
STEP 3: Add your client as a contact.
Fill in Client information.
Click Create.

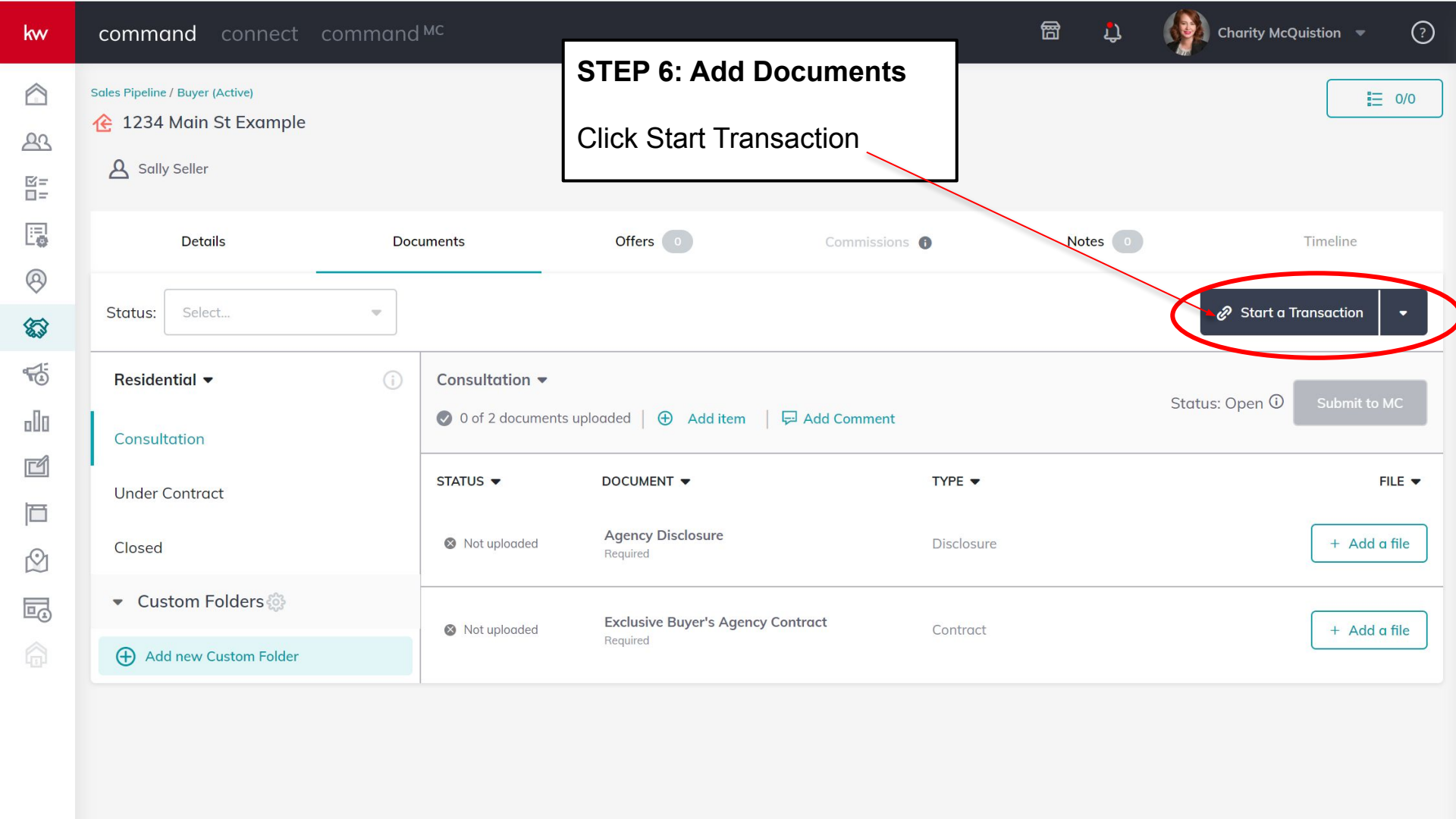

kw
command
connect
command MC
Charity McQuistion
Charity McQuistion
All Opportunities
C
Charity McQuistion
Show Comparison
Import
Create Opportunity
Listings
Cultivate
Appointment
Active
Under Contract
Closed
3
0
0
Volume: 150,000
Avg. Time: 12.8 days
Volume: 0
Avg. Time: --
Volume: 0
Avg. Time: --
GCI
Potential Income
$26,970.00
Total commission from all listing opportunities
Probable Income
$17,838.00
Adjusted commission based on each stage's probability to close
STEP 4: Create Opportunity
Click Create Opportunity
Buyers
Cultivate
Appointment
Active
Under Contract
Closed
1
1
1
0
0
Volume: 185,000
Avg. Time: 135.1 days
Volume: 0
Avg. Time: 2 days
Volume: 155,000
Avg. Time: 0.8 days
Volume: 0
Avg. Time: --
Volume: 150,000
Avg. Time: --
GCI
Potential Income
$10,200.00
Total commission from all buyer opportunities
Probable Income
$3,997.50
Adjusted commission based on each stage's probability to close
Leases
Cultivate
Appointment
Active
Pending
Closed
GCI
Potential Income
$0.00

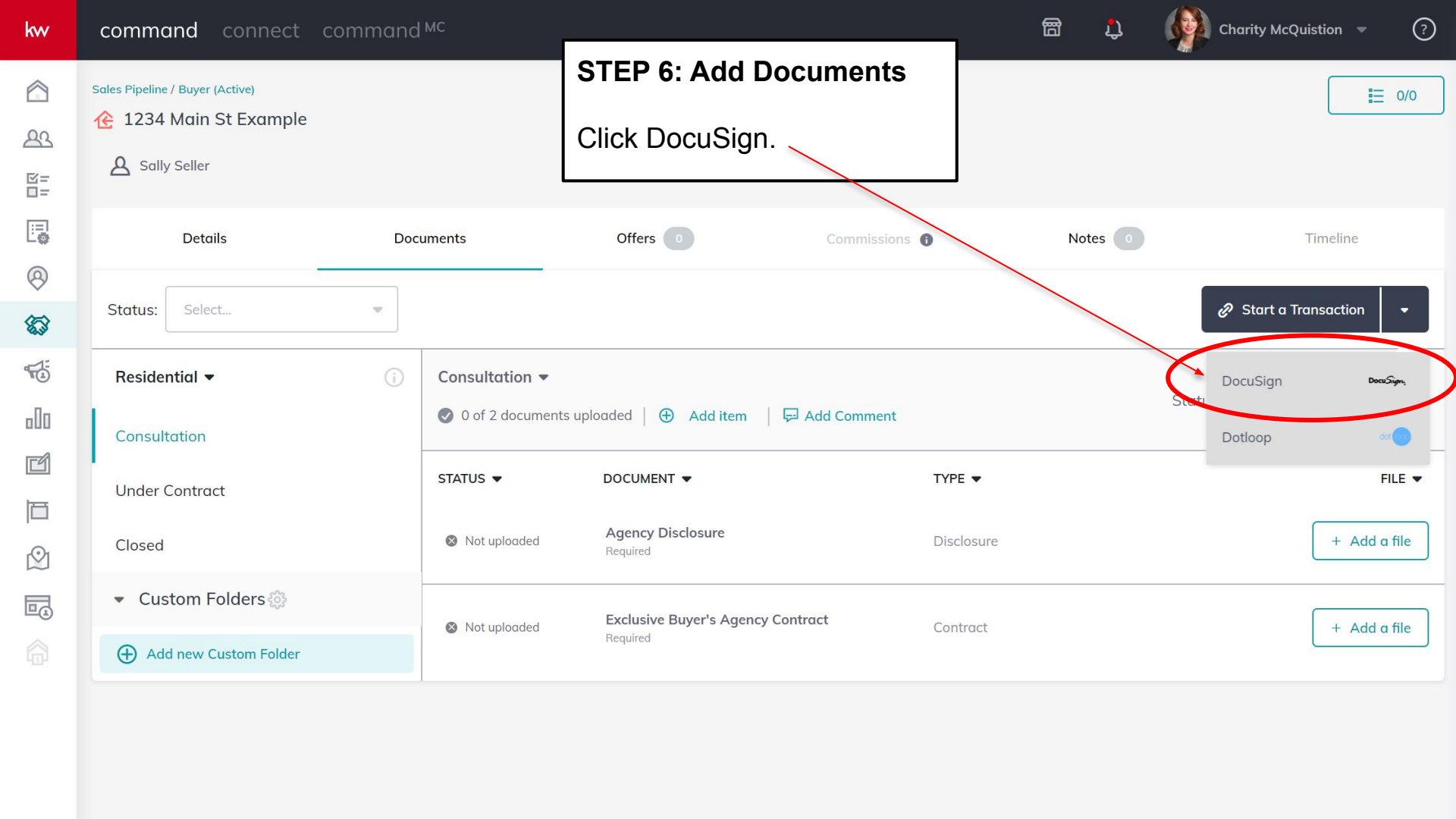

Create Opportunity
Market Center*
Premier
Team
Select a team
Opportunity Type*
Buyer
Owner*
Charity McQuistion
Client*
Sally Seller
Co-Buyer
Select...
Opportunity Name*
1234 Main St Example
Custom tags
Select tags
Estimated Closed Date
Time Frame
Select...
Budget
$0.00
Commission Rate*
3
%
Opportunity Phase*
Active
Opportunity Stage*
Negotiations
Cancel
Create
Import
Create Opportunity
Listings
Cultivate
Appointme
Volume: 150,000
Avg. Time: 12.8 days
Volume: 0
Avg. Time: -
Leases
GCI
Potential Income
$10,200.00
Total commission from all buyer opportunities
Probable Income
$3,997.50
Adjusted commission based on each stage's probability to close
Closed
STEP 4: Create Opportunity
Fill in required information.
Click Create.
NOTE Make sure you name the Opportunity the property address. You can always change the opportunity name later if needed.

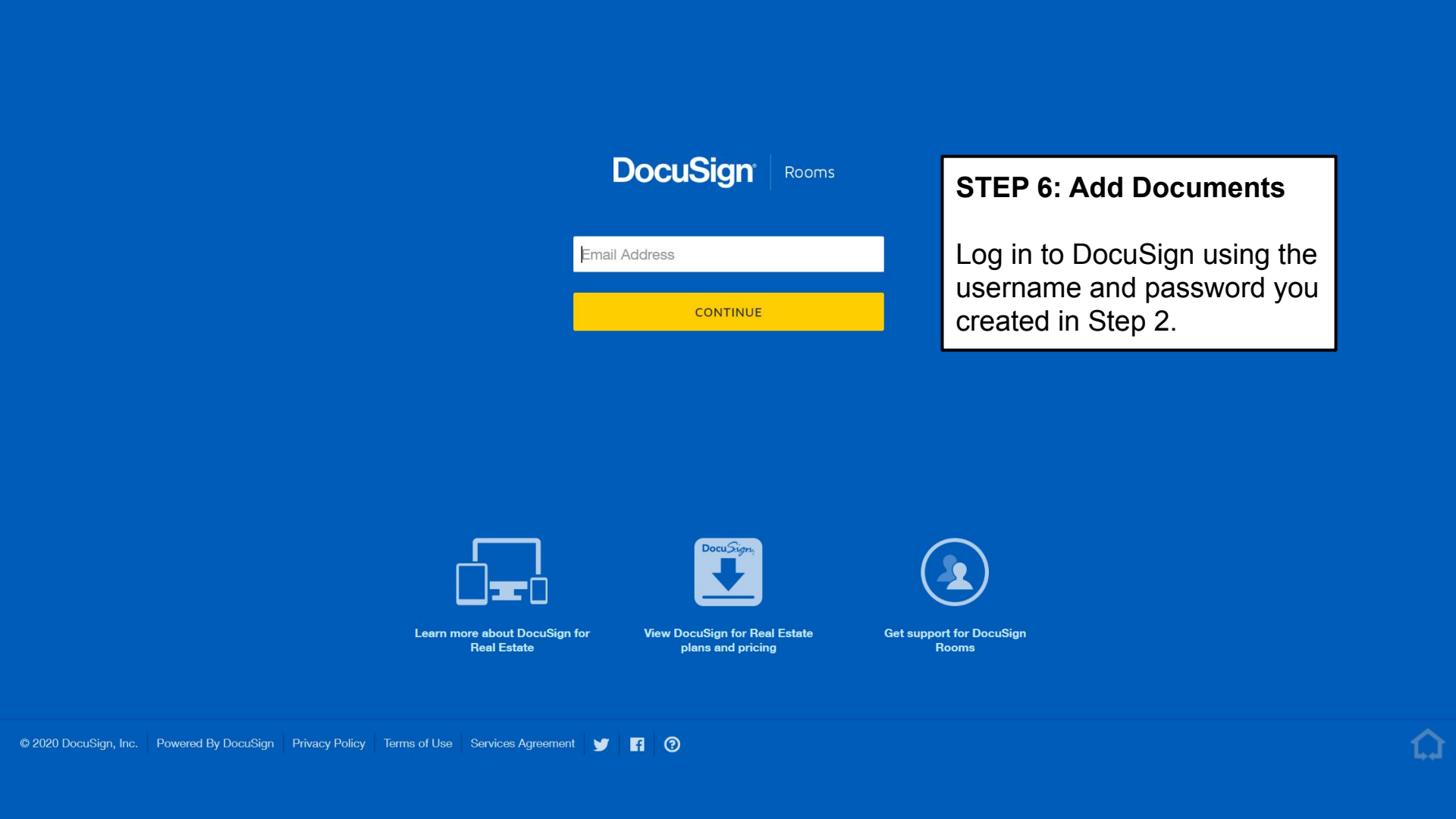

kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
Details
Documents
Offers 0
Commissions
Opportunity ID: O989-848077
DA ID: --
Lost opportunity
General Information
Property
Market Center
Premier
Opportunity Name
1234 Main St Example
Team
--
Custom Tags
Owner
Charity McQuistion
Phase
Active
Stage
Negotiations
Contact Name
Sally Seller
Co-Buyer
--
Timeframe
0
Estimated Closed Date
--
Country
--
Address
--
City
--
State/Province
--
Zip/Postal Code
--
Description
--
STEP 5: Update the Details tab of the Opportunity.
Click Details.
Click the pencil next to the box you want to edit.


Edit General Information
Market Center
Premier
Opportunity Name*
1234 Main St Example
Team
Custom tags
Select
Deal Owner
Charity McQuistion
Contact Name*
Sally Seller
Co-Buyer
Select
Opportunity Phase*
Active
Stage*
Negotiations
Time Frame Months
Select
Estimated Closed Date
Appointment Scheduled
Appointment Date
Agreement Won
Contract Date
Closed Date
Cancel
Preview
Save
STEP 5: Update the Details tab of the Opportunity.
Fill in information.
Click Save.
*TIP*The more you fill in here the more information will be autofilled in later steps. Fill information throughout the transaction as you get it.


kw
command
connect
command MC
Charity McQuistion
Details
Documents
Offers 0
Commissions
Notes 0
Timeline
Opportunity ID: O989-848077
DA ID: --
Lost opportunity
General Information
STEP 6: Add Documents
Click Documents
Market Center
Premier
Opportunity Name
1234 Main St
Team
--
Custom Tags
Owner
Charity McQuistion
Phase
Active
Stage
Negotiations
Contact Name
Sally Seller
Co-Buyer
--
Timeframe
0
Estimated Closed Date
--
Appointment Scheduled
--
Appointment Date
--
Agreement Won
--
Contract Date
01/08/20
US
123 South Main Street
City
Royal Oak
State/Province
MI
Zip/Postal Code
48067
County
Oakland County
Description
Mortgage: ABC Lender Title: DEF Title Co

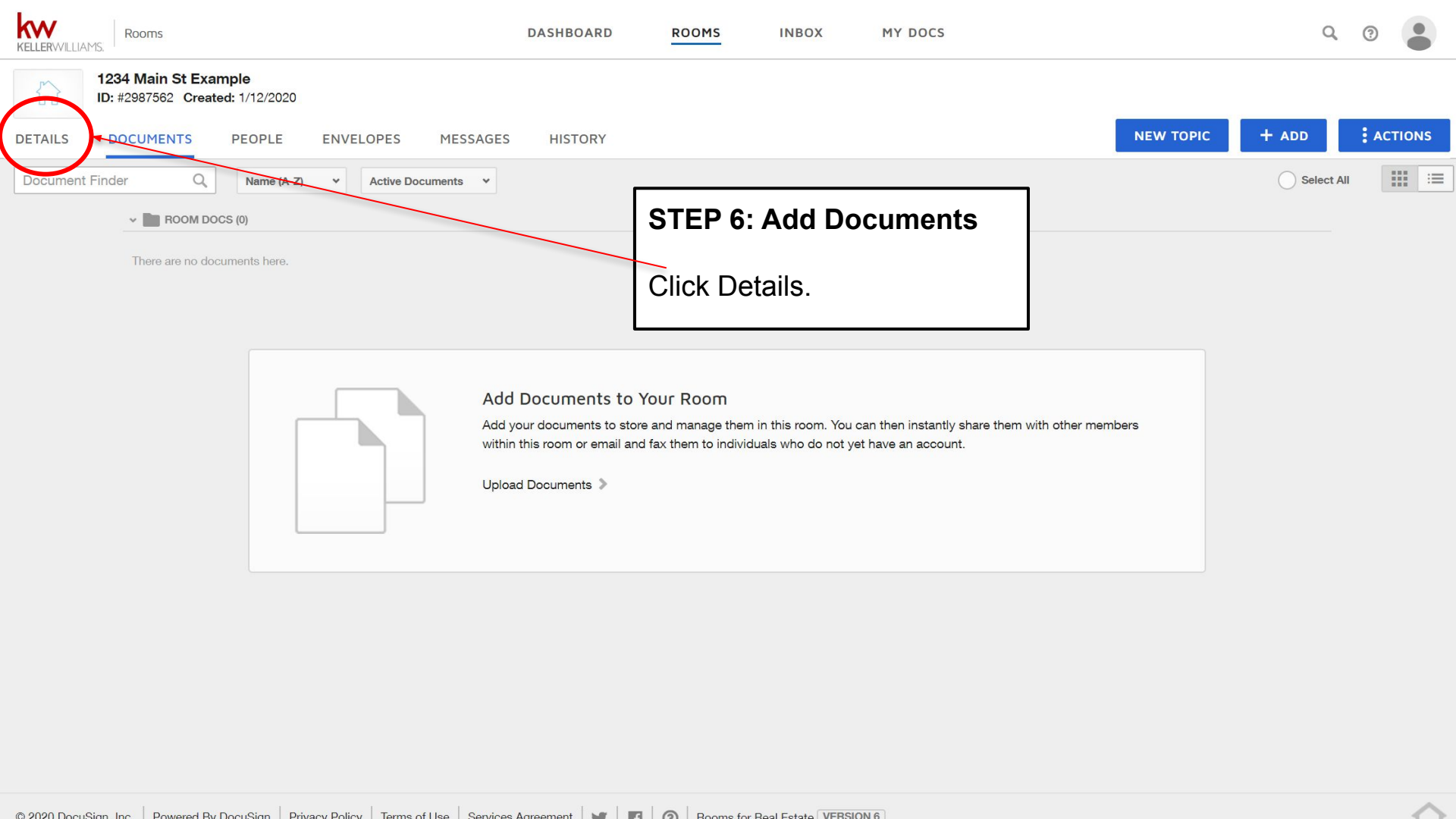

kw
command
connect
command MC
Charity McQuistion
STEP 6: Add Documents
Click Start Transaction
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Offers 0
Commissions
Notes 0
Timeline
Status: Select...
Start a Transaction
Residential
Consultation
Under Contract
Closed
Custom Folders
Add new Custom Folder
Consultation
0 of 2 documents uploaded
Add item
Add Comment
Status: Open
Submit to MC
STATUS
DOCUMENT
TYPE
FILE
Not uploaded
Agency Disclosure
Required
Disclosure
+ Add a file
Not uploaded
Exclusive Buyer's Agency Contract
Required
Contract
+ Add a file


STEP 6: Add Documents
Click DocuSign.
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Offers 0
Commissions
Notes 0
Timeline
Status:
Select...
Start a Transaction
DocuSign
Dotloop
Residential
Consultation
Under Contract
Closed
Custom Folders
Add new Custom Folder
Consultation
0 of 2 documents uploaded
Add item
Add Comment
STATUS
DOCUMENT
TYPE
FILE
Not uploaded
Agency Disclosure
Required
Disclosure
+ Add a file
Not uploaded
Exclusive Buyer's Agency Contract
Required
Contract
+ Add a file



STEP 6: Add Documents

Log in to DocuSign using the username and password you created in Step 2.


Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
MESSAGES
HISTORY
NEW TOPIC
+ ADD
ACTIONS
Document Finder
Name (A-Z)
Active Documents
Select All
ROOM DOCS (0)
There are no documents here.
STEP 6: Add Documents
Click Details.
Add Documents to Your Room
Add your documents to store and manage them in this room. You can then instantly share them with other members within this room or email and fax them to individuals who do not yet have an account.
Upload Documents
© 2020 DocuSign, Inc.
Powered By DocuSign
Privacy Policy
Terms of Use
Services Agreement
Rooms for Real Estate
VERSION 6

1234 Main St Example
ID: #2987562 **Created:** 1/12/2020

DETAILS DOCUMENTS PEOPLE ENVELOPES MESSAGES HISTORY

NEW TOPIC EDIT ACTIONS

ROOM INFORMATION 1 Required to Close *

Name *
1234 Main St Example

Side *
Buy Side

Status
Active

Created by
KW Premier DocuSign Account on 01/12/2020 at 11:07 AM

STEP 6: Add Documents

Click Edit.

ROOM INFORMATION 2

Local currency

Under contract
No

MLS ID

Origin of lead

Company room status

LOCATION Required to Close *

Address 1

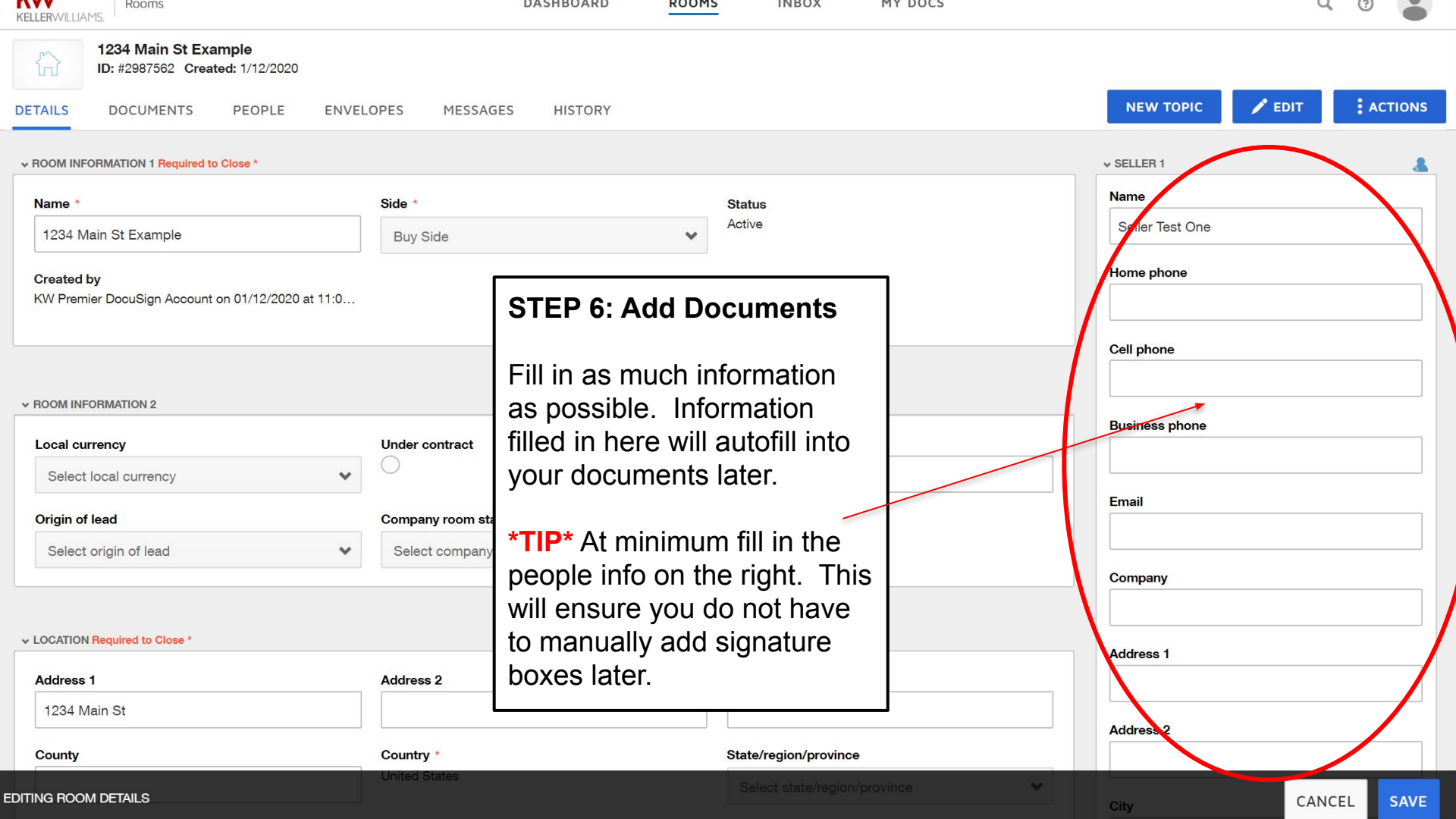
Address 2

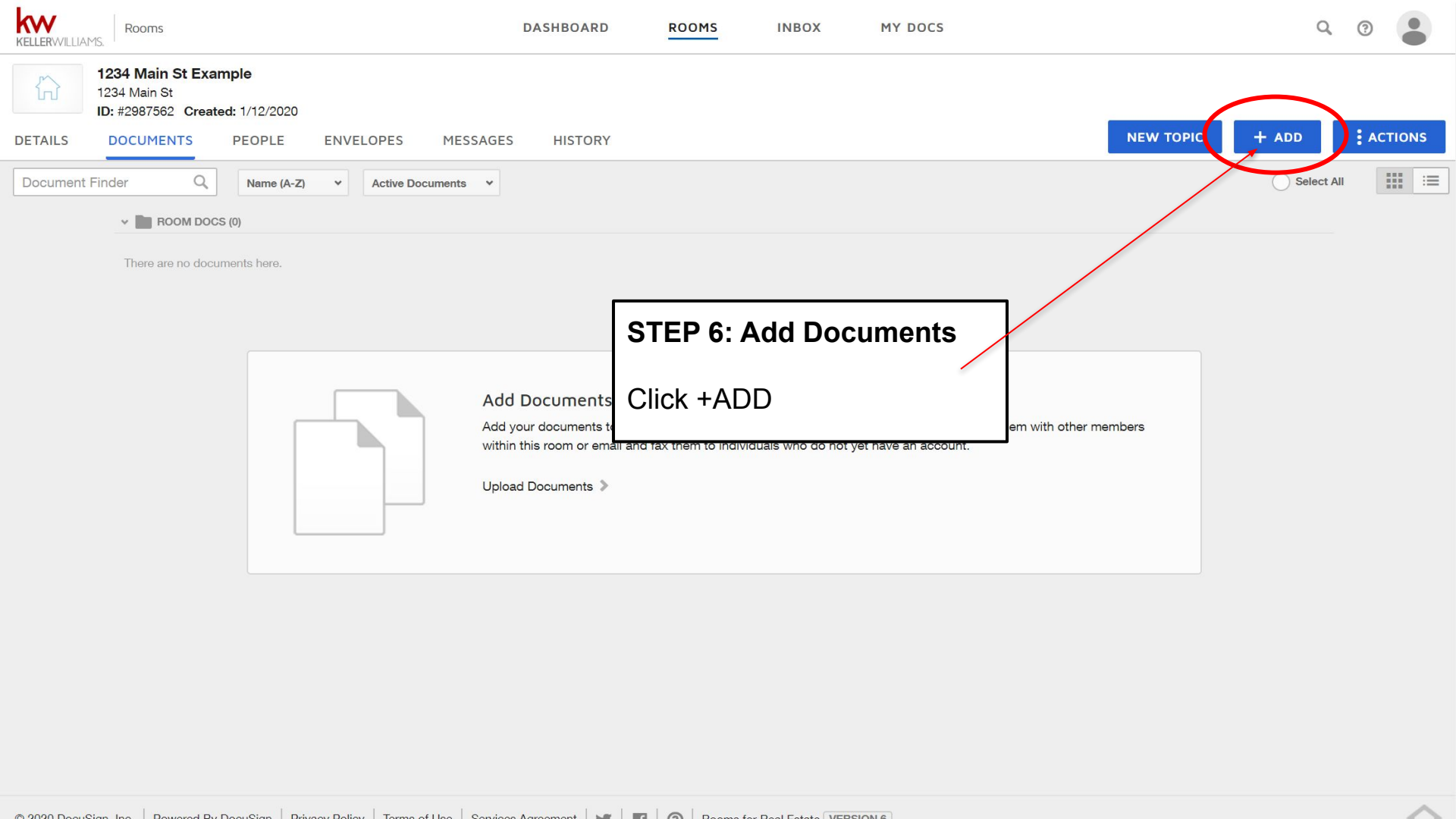
City

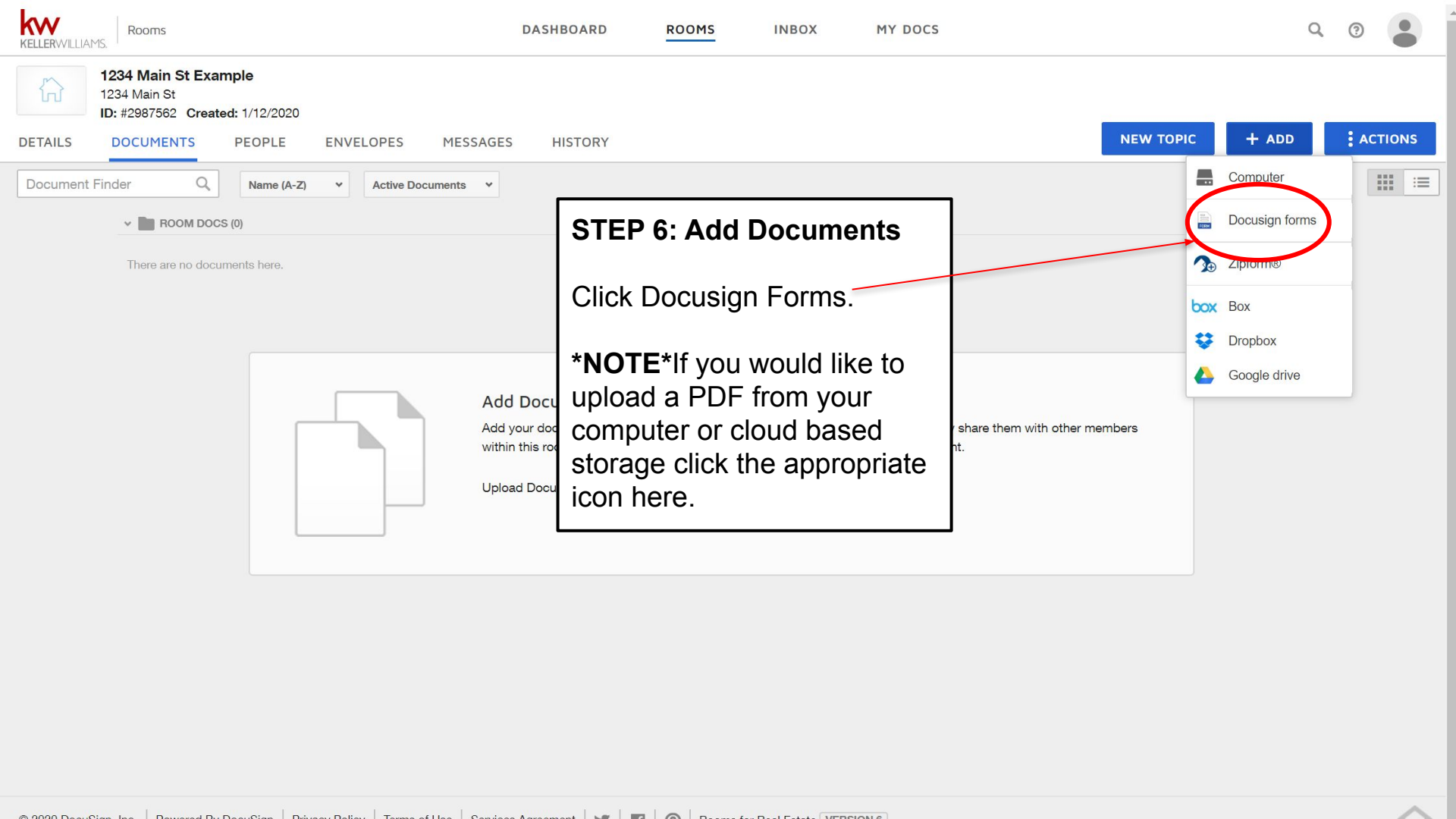
County

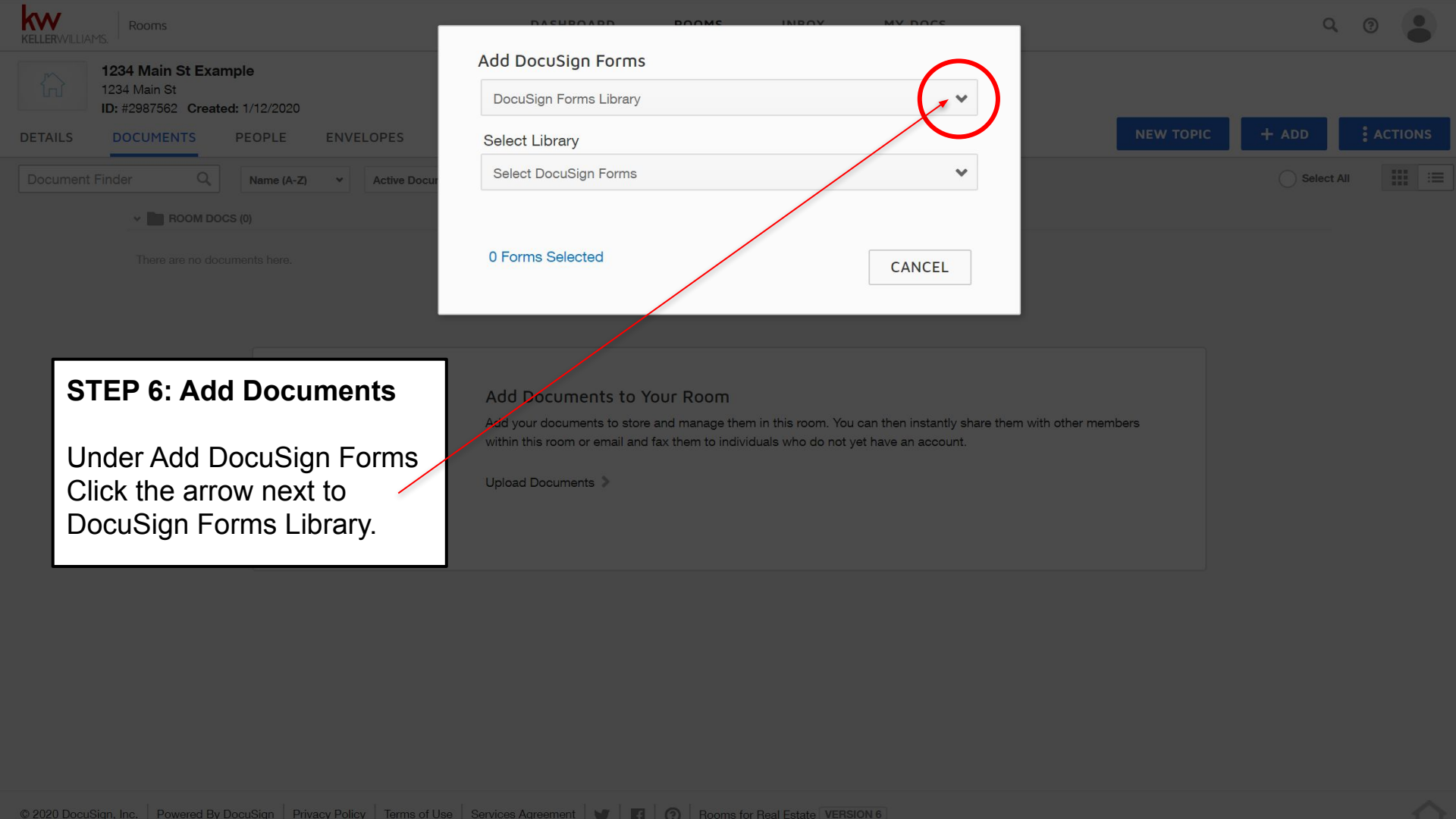
Country *
United States

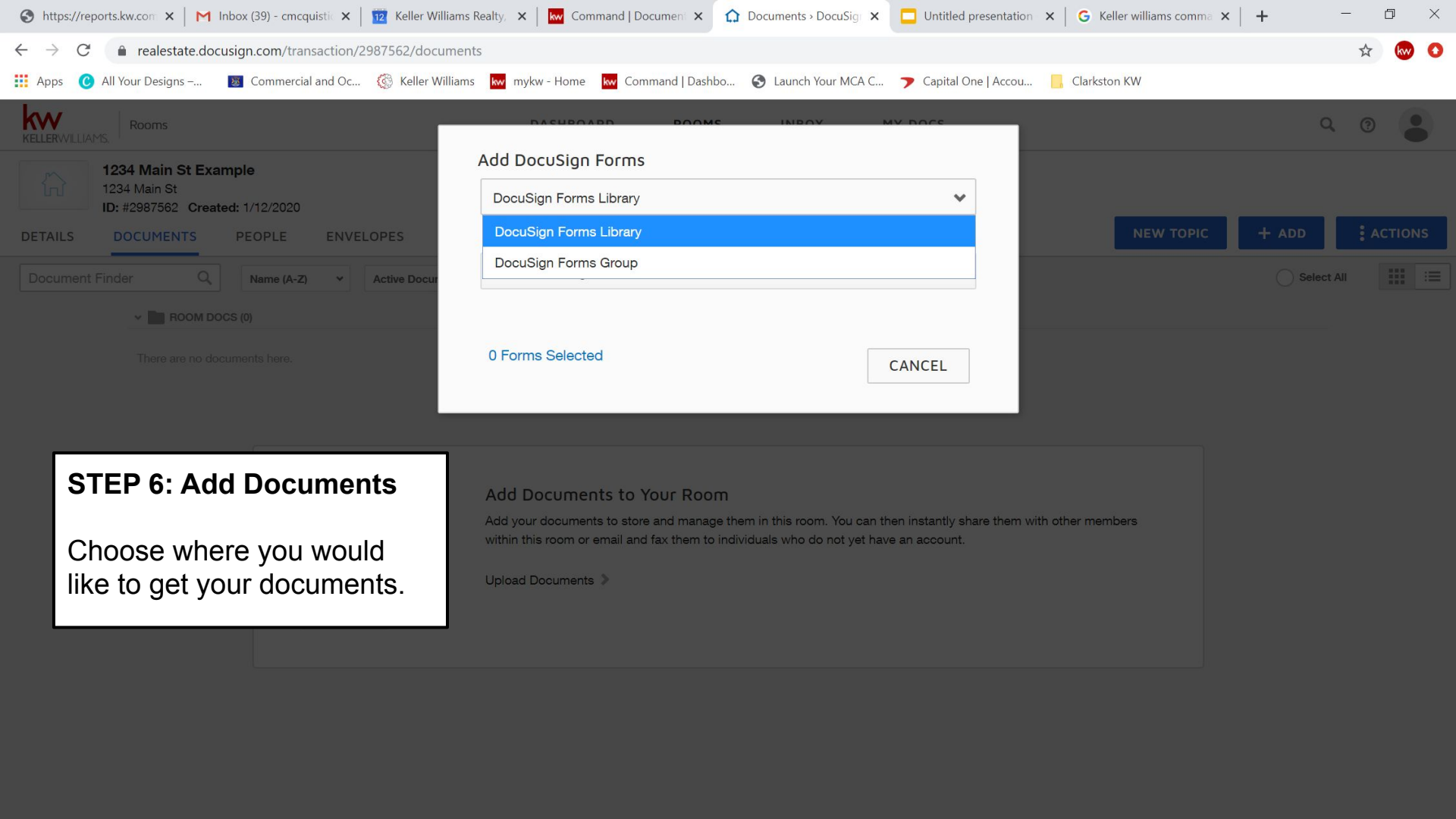
State/region/province


Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
MESSAGES
HISTORY
NEW TOPIC
EDIT
ACTIONS
ROOM INFORMATION 1 Required to Close *
Name *
1234 Main St Example
Side *
Buy Side
Status
Active
Created by
KW Premier DocuSign Account on 01/12/2020 at 11:0…
ROOM INFORMATION 2
Local currency
Select local currency
Under contract
Origin of lead
Select origin of lead
Company room sta
Select company
LOCATION Required to Close *
Address 1
1234 Main St
Address 2
County
Country *
United States
State/region/province
Select state/region/province
SELLER 1
Name
Seller Test One
Home phone
Cell phone
Business phone
Email
Company
Address 1
Address 2
City
STEP 6: Add Documents
Fill in as much information as possible. Information filled in here will autofill into your documents later.
TIP At minimum fill in the people info on the right. This will ensure you do not have to manually add signature boxes later.
EDITING ROOM DETAILS
CANCEL
SAVE


Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
1234 Main St
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
MESSAGES
HISTORY
NEW TOPIC
+ ADD
ACTIONS
Document Finder
Name (A-Z)
Active Documents
Select All
ROOM DOCS (0)
There are no documents here.
Add Documents
Upload Documents
STEP 6: Add Documents
Click +ADD

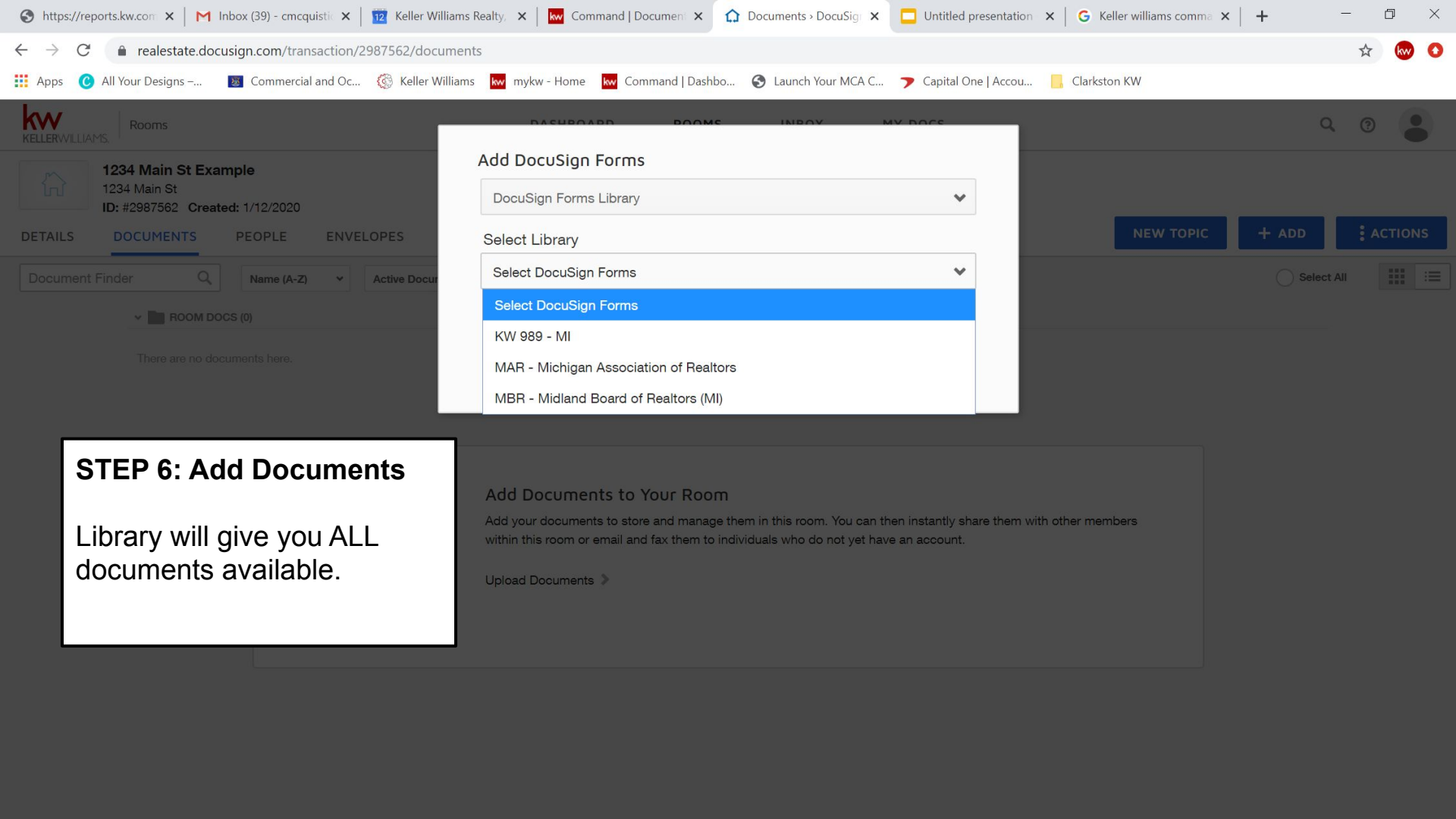

Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
1234 Main St
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
MESSAGES
HISTORY
NEW TOPIC
+ ADD
ACTIONS
Document Finder
Name (A-Z)
Active Documents
ROOM DOCS (0)
There are no documents here.
Computer
Docusign forms
Box
Dropbox
Google drive
STEP 6: Add Documents
Click Docusign Forms.
*NOTE*If you would like to upload a PDF from your computer or cloud based storage click the appropriate icon here.

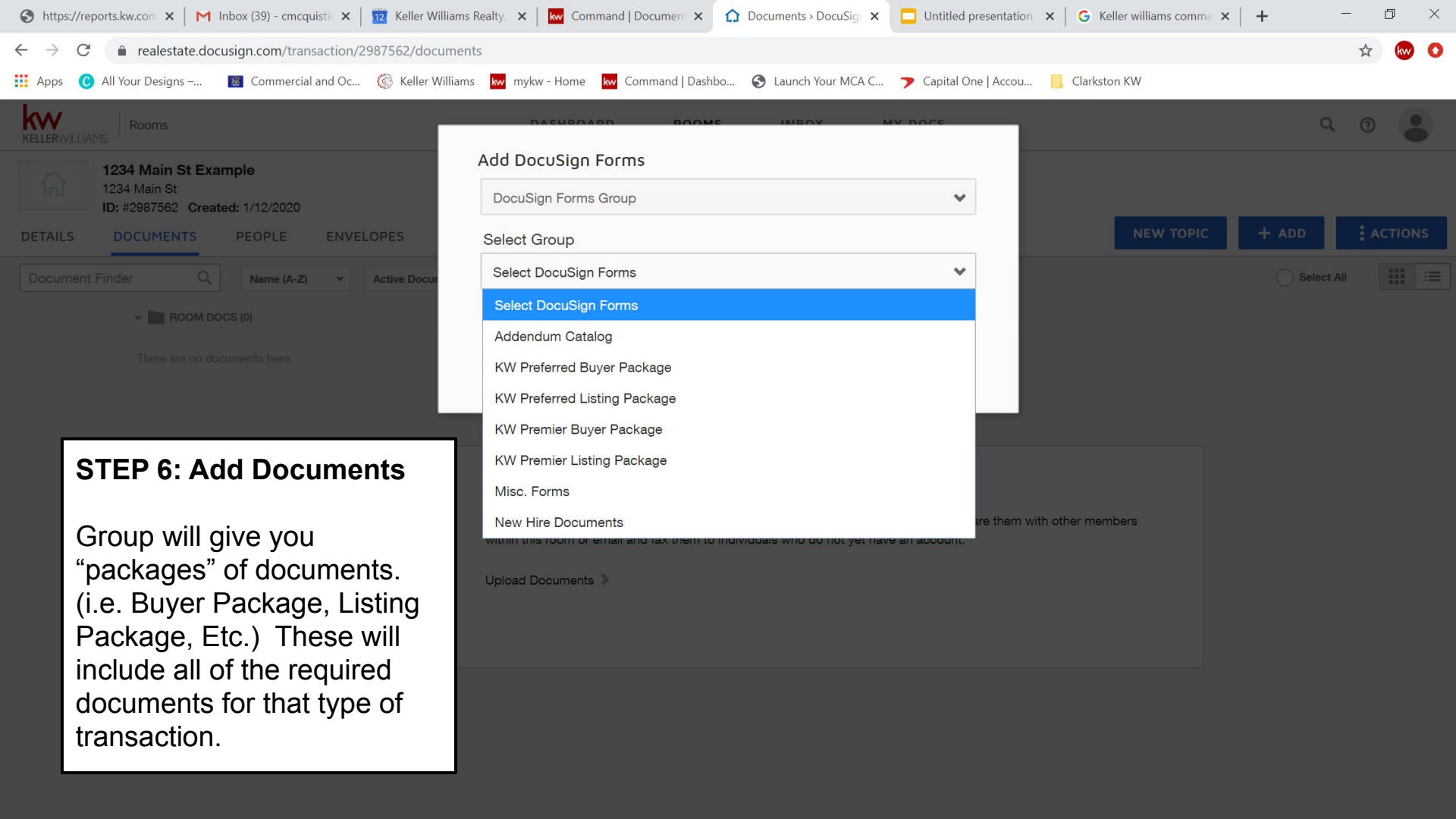

Rooms
1234 Main St Example
1234 Main St
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
NEW TOPIC
+ ADD
ACTIONS
Document Finder
Name (A-Z)
Select All
ROOM DOCS (0)
There are no documents here.
Add DocuSign Forms
DocuSign Forms Library
Select Library
Select DocuSign Forms
0 Forms Selected
CANCEL
Add Documents to Your Room
Add your documents to store and manage them in this room. You can then instantly share them with other members within this room or email and fax them to individuals who do not yet have an account.
Upload Documents
STEP 6: Add Documents
Under Add DocuSign Forms Click the arrow next to DocuSign Forms Library.
© 2020 DocuSign, Inc.
Powered By DocuSign
Privacy Policy
Terms of Use
Services Agreement
Rooms for Real Estate
VERSION 6



STEP 6: Add Documents

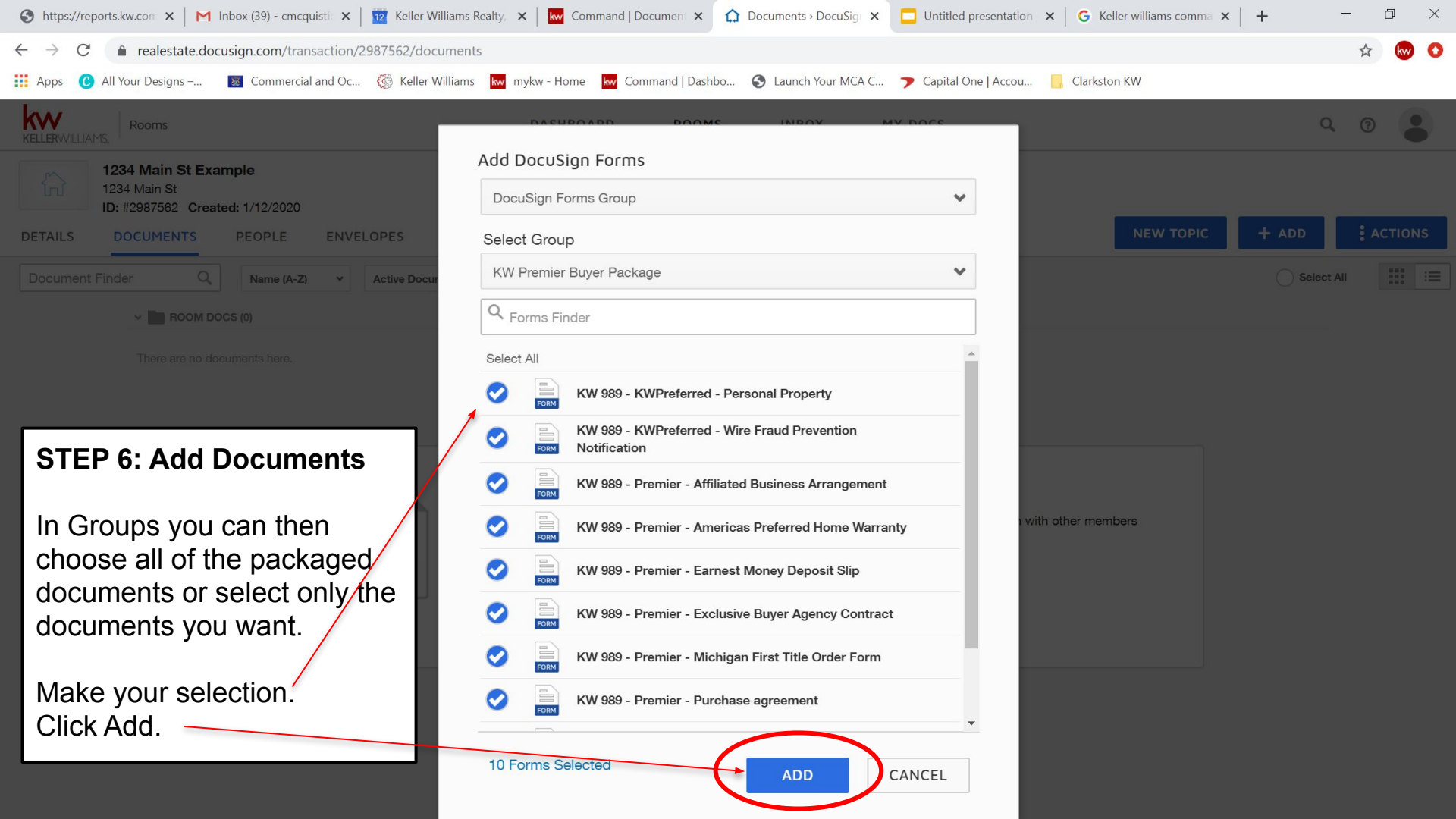
Choose where you would like to get your documents.

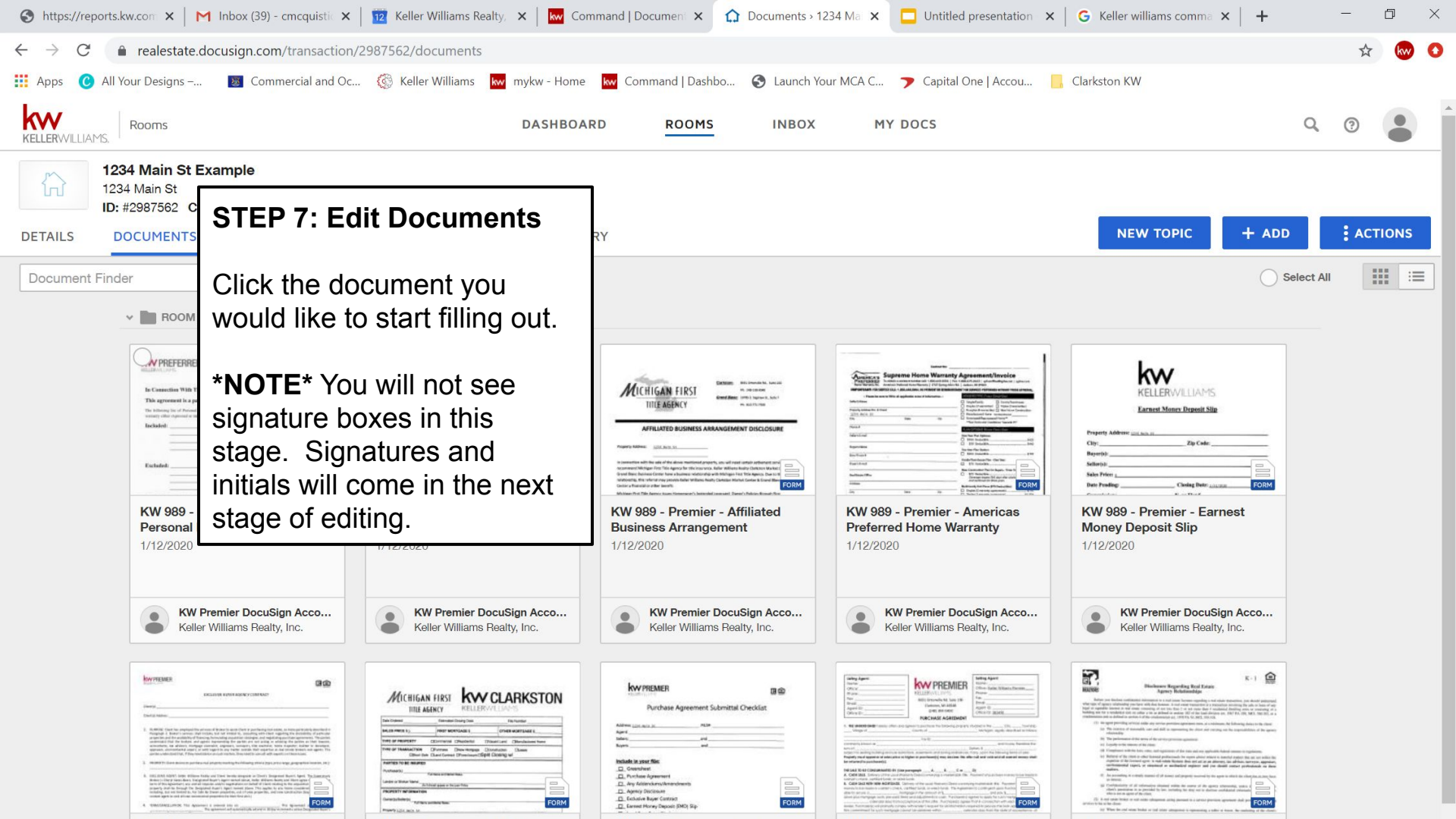

Add DocuSign Forms
DocuSign Forms Library
Select Library
Select DocuSign Forms
Select DocuSign Forms
KW 989 - MI
MAR - Michigan Association of Realtors
MBR - Midland Board of Realtors (MI)
1234 Main St Example
1234 Main St
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
NEW TOPIC
+ ADD
ACTIONS
Document Finder
Name (A-Z)
Select All
ROOM DOCS (0)
There are no documents here.
Add Documents to Your Room
Add your documents to store and manage them in this room. You can then instantly share them with other members within this room or email and fax them to individuals who do not yet have an account.
Upload Documents
STEP 6: Add Documents
Library will give you ALL documents available.



STEP 6: Add Documents

Group will give you “packages” of documents. (i.e. Buyer Package, Listing Package, Etc.) These will include all of the required documents for that type of transaction.

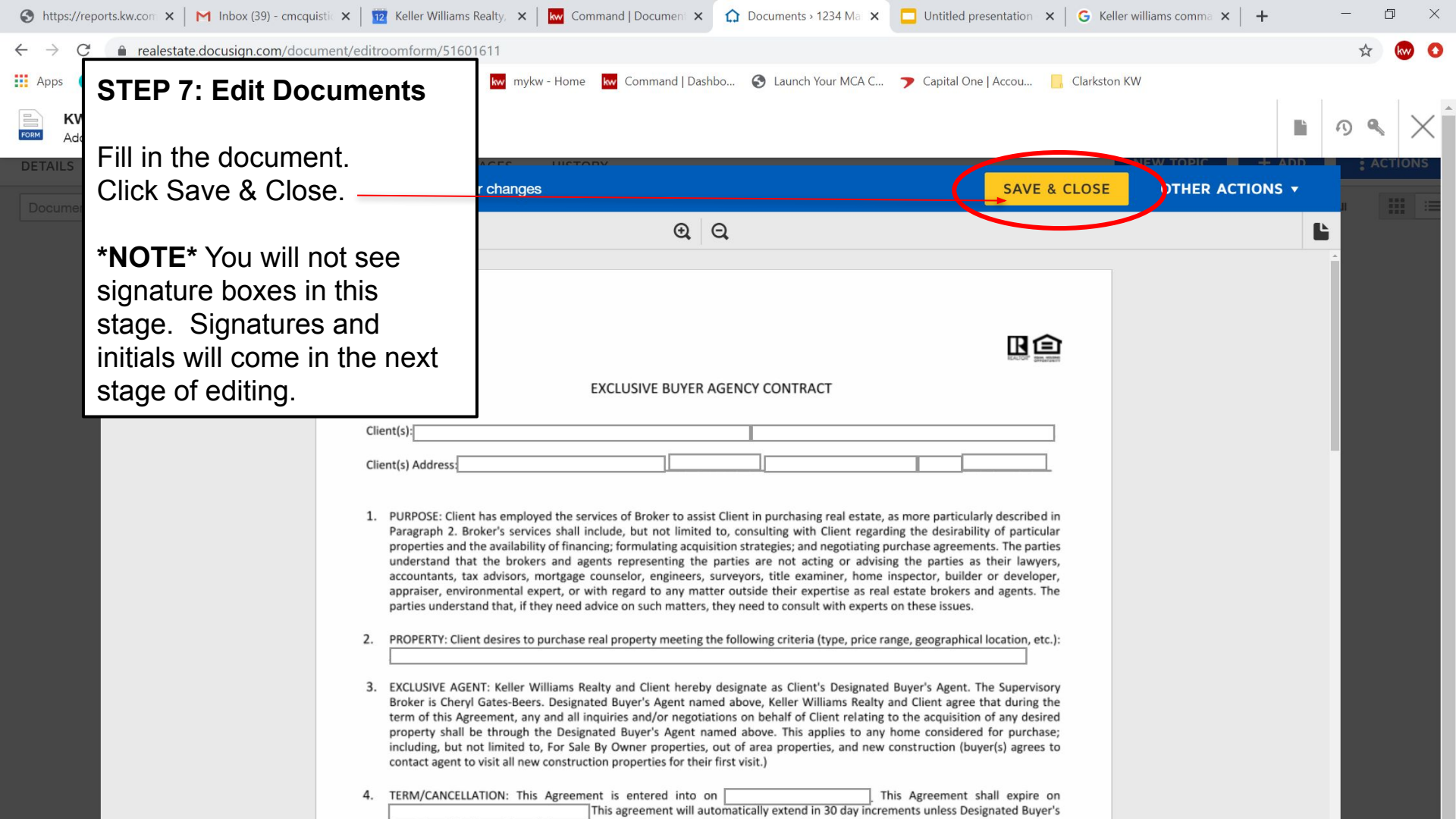

Add DocuSign Forms
DocuSign Forms Group
Select Group
KW Premier Buyer Package
Forms Finder
Select All
KW 989 - KWPreferred - Personal Property
KW 989 - KWPreferred - Wire Fraud Prevention Notification
KW 989 - Premier - Affiliated Business Arrangement
KW 989 - Premier - Americas Preferred Home Warranty
KW 989 - Premier - Earnest Money Deposit Slip
KW 989 - Premier - Exclusive Buyer Agency Contract
KW 989 - Premier - Michigan First Title Order Form
KW 989 - Premier - Purchase agreement
10 Forms Selected
ADD
CANCEL
STEP 6: Add Documents
In Groups you can then choose all of the packaged documents or select only the documents you want.
Make your selection.
Click Add.

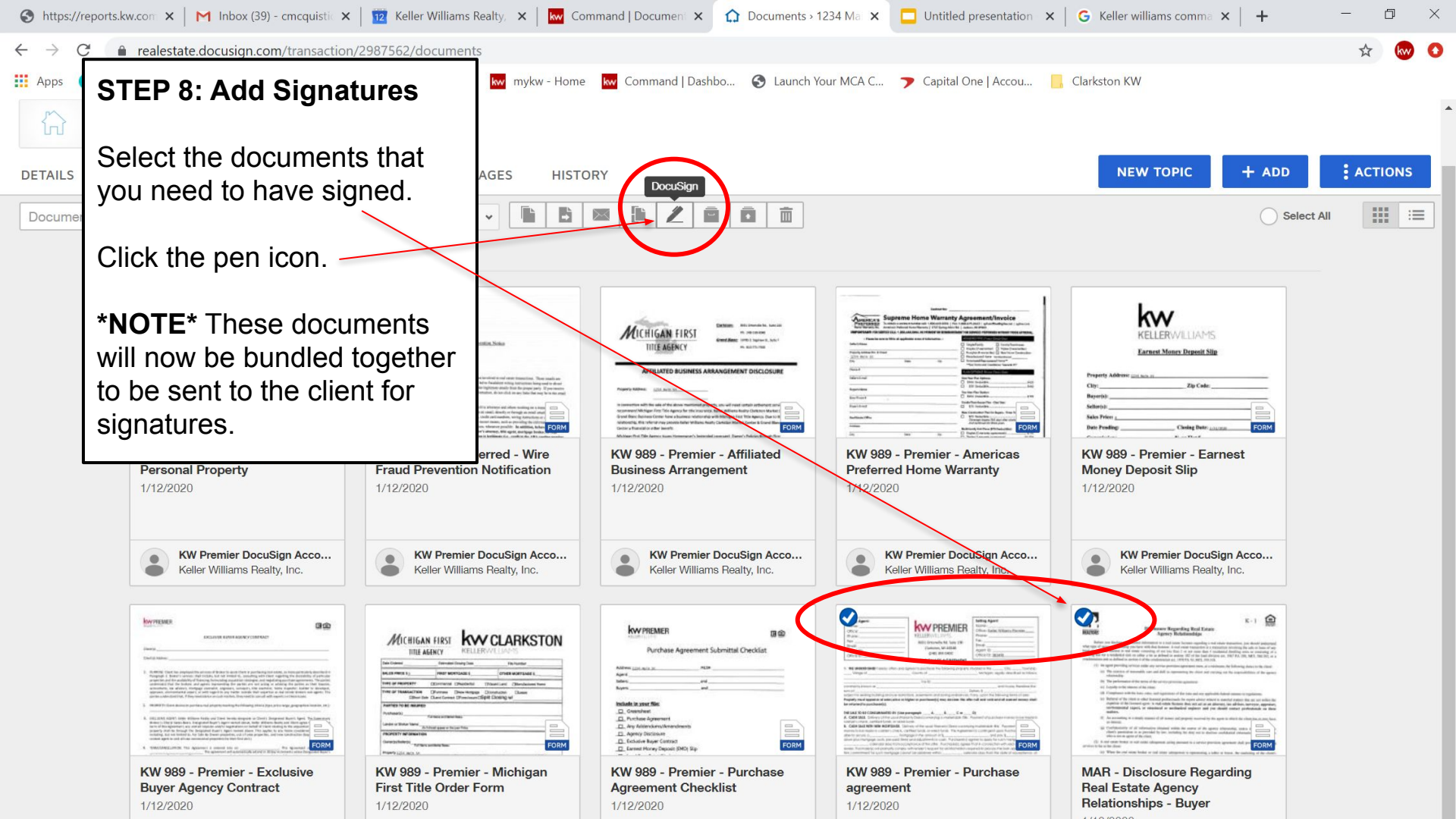

https://reports.kw.com
Inbox (39) - cmcquistic
Keller Williams Realty
Command | Documen
Documents › 1234 Ma
Untitled presentation
Keller williams comma
realestate.docusign.com/transaction/2987562/documents
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
KELLERWILLIAMS
Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
1234 Main St
ID: #2987562
DETAILS
DOCUMENTS
NEW TOPIC
+ ADD
ACTIONS
Document Finder
Select All
ROOM
STEP 7: Edit Documents
Click the document you would like to start filling out.
NOTE You will not see signature boxes in this stage. Signatures and initials will come in the next stage of editing.
KW 989 - Personal
1/12/2020
KW 989 - Premier - Affiliated Business Arrangement
1/12/2020
KW 989 - Premier - Americas Preferred Home Warranty
1/12/2020
KW 989 - Premier - Earnest Money Deposit Slip
1/12/2020
KW Premier DocuSign Acco...
Keller Williams Realty, Inc.
Purchase Agreement Submittal Checklist

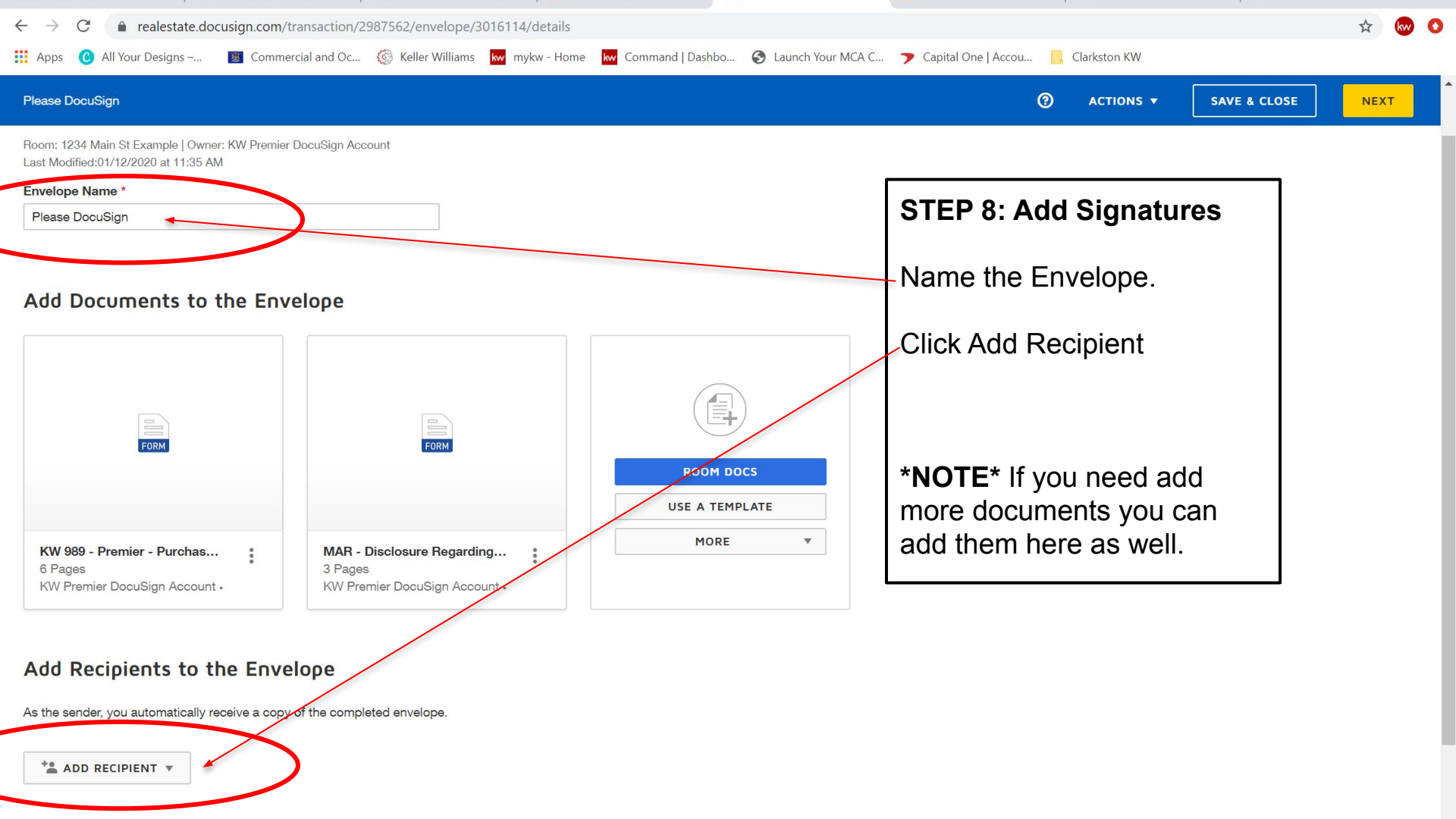
STEP 7: Edit Documents

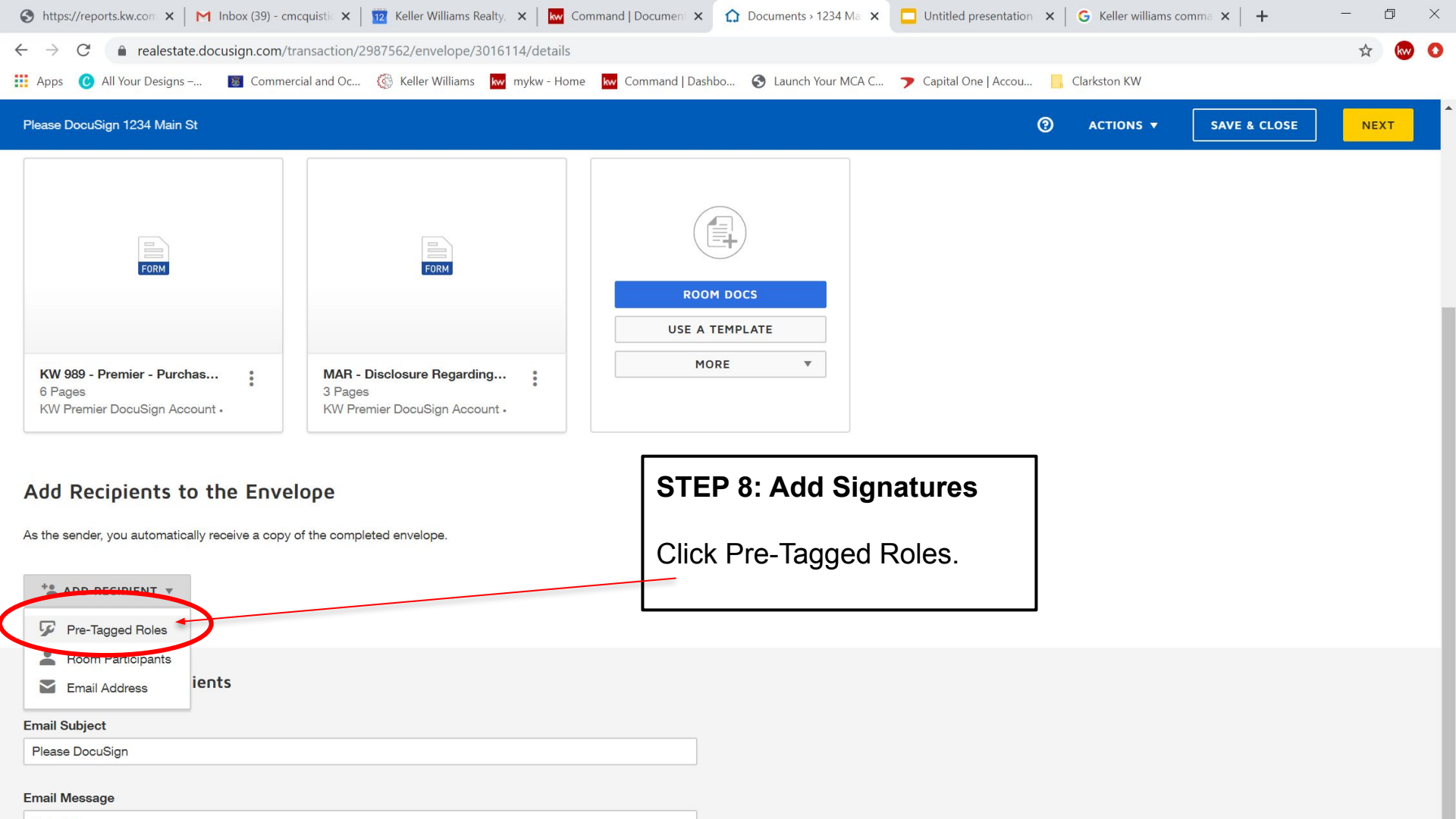
Fill in the document.
Click Save & Close.

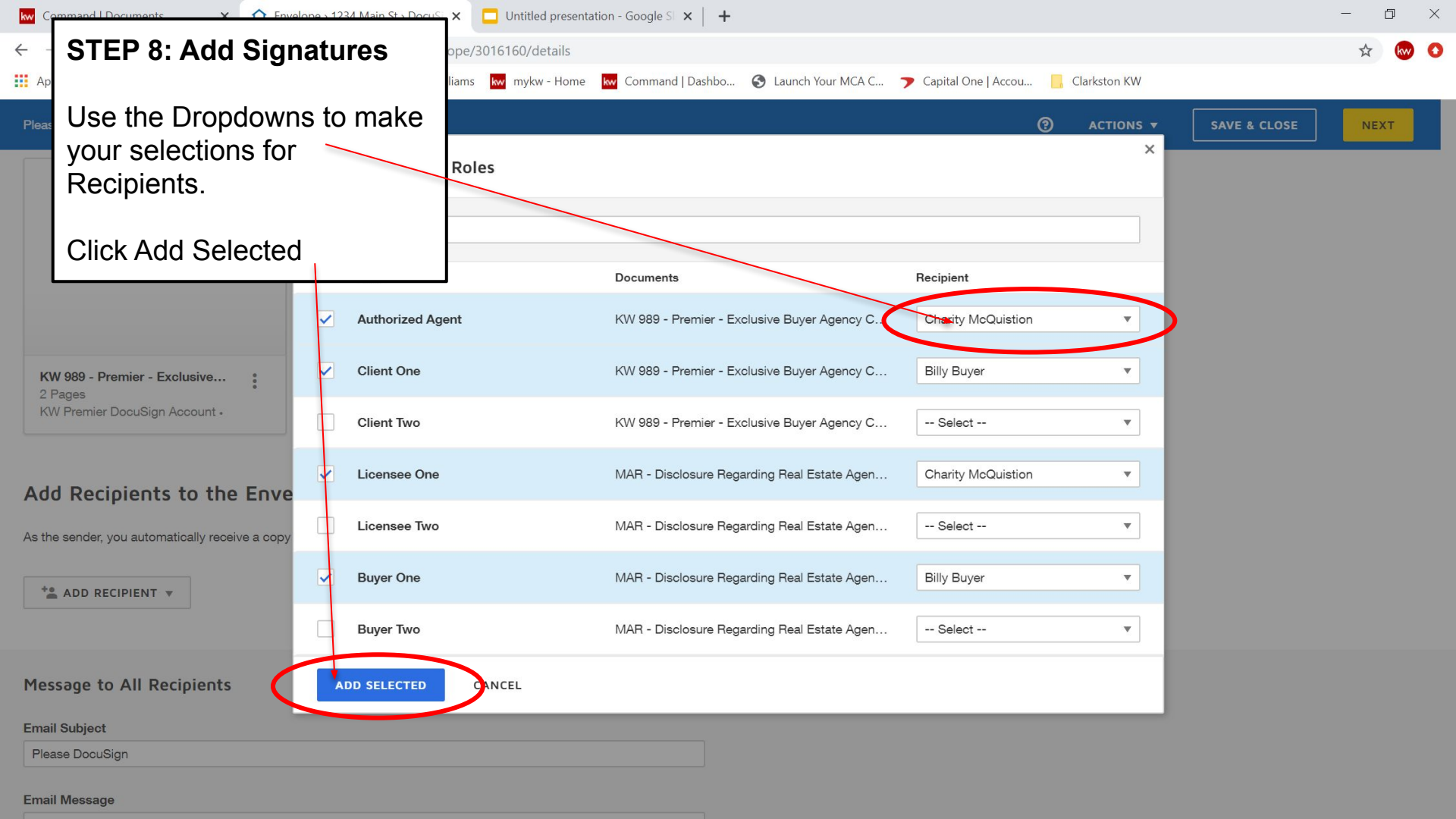
NOTE You will not see signature boxes in this stage. Signatures and initials will come in the next stage of editing.

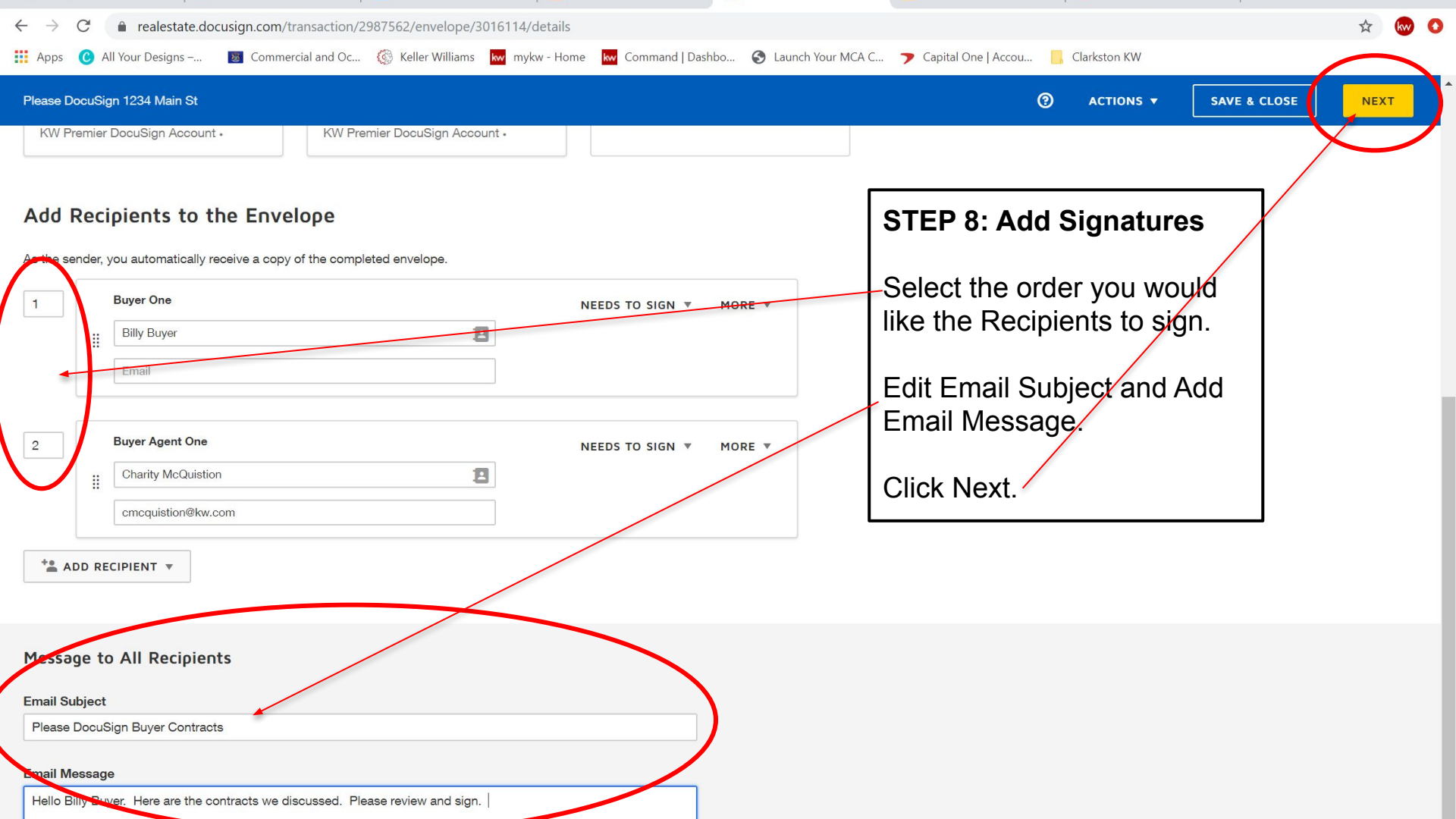


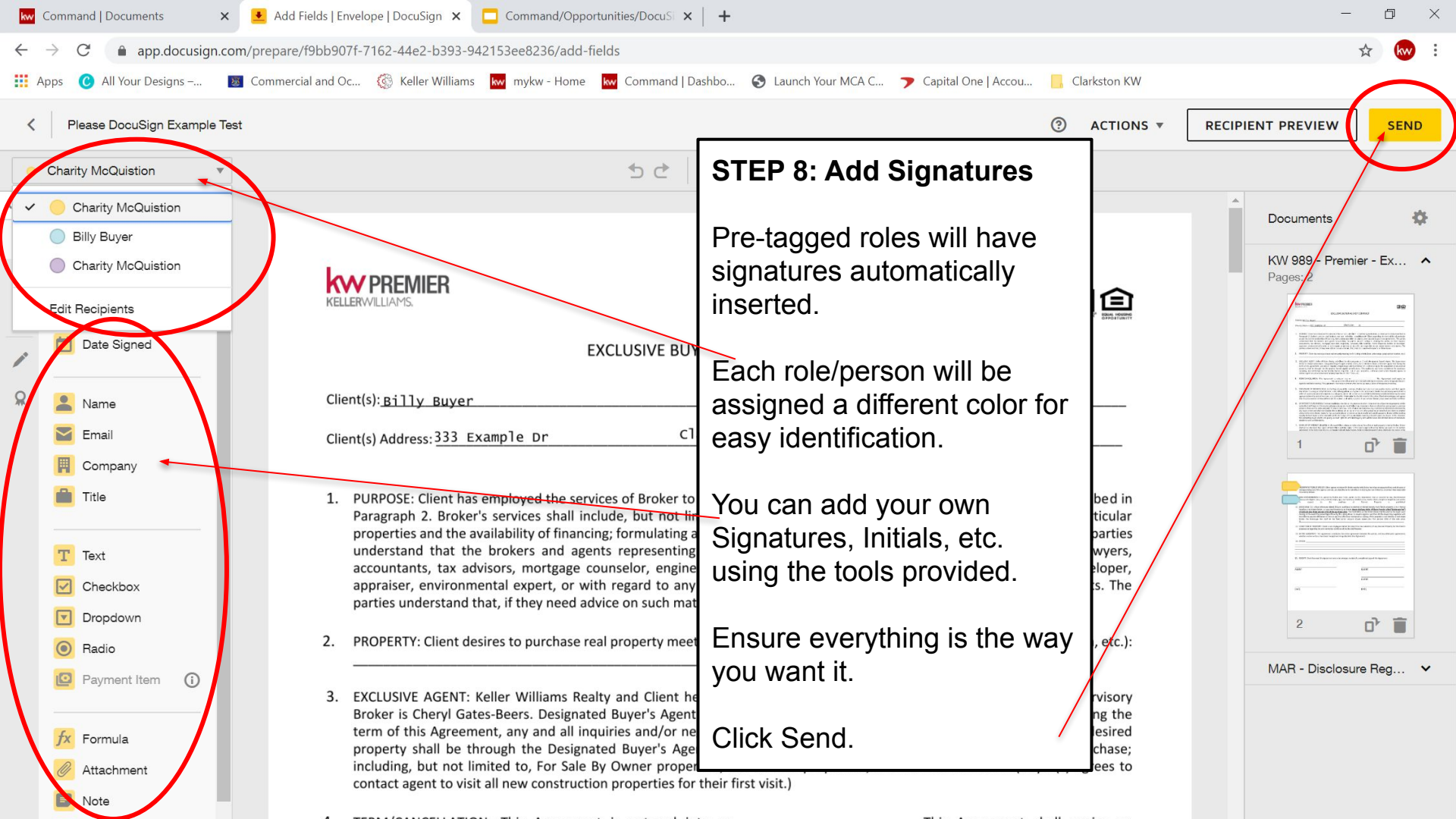

STEP 8: Add Signatures
Select the documents that you need to have signed.
Click the pen icon.
NOTE These documents will now be bundled together to be sent to the client for signatures.
DocuSign
NEW TOPIC
+ ADD
ACTIONS
Select All
KW 989 - Premier - Affiliated Business Arrangement
1/12/2020
KW 989 - Premier - Americas Preferred Home Warranty
1/12/2020
KW 989 - Premier - Earnest Money Deposit Slip
1/12/2020
KW 989 - Premier - Exclusive Buyer Agency Contract
1/12/2020
KW 989 - Premier - Michigan First Title Order Form
1/12/2020
KW 989 - Premier - Purchase Agreement Checklist
1/12/2020
KW 989 - Premier - Purchase agreement
1/12/2020
MAR - Disclosure Regarding Real Estate Agency Relationships - Buyer
KW Premier DocuSign Acco...
Keller Williams Realty, Inc.

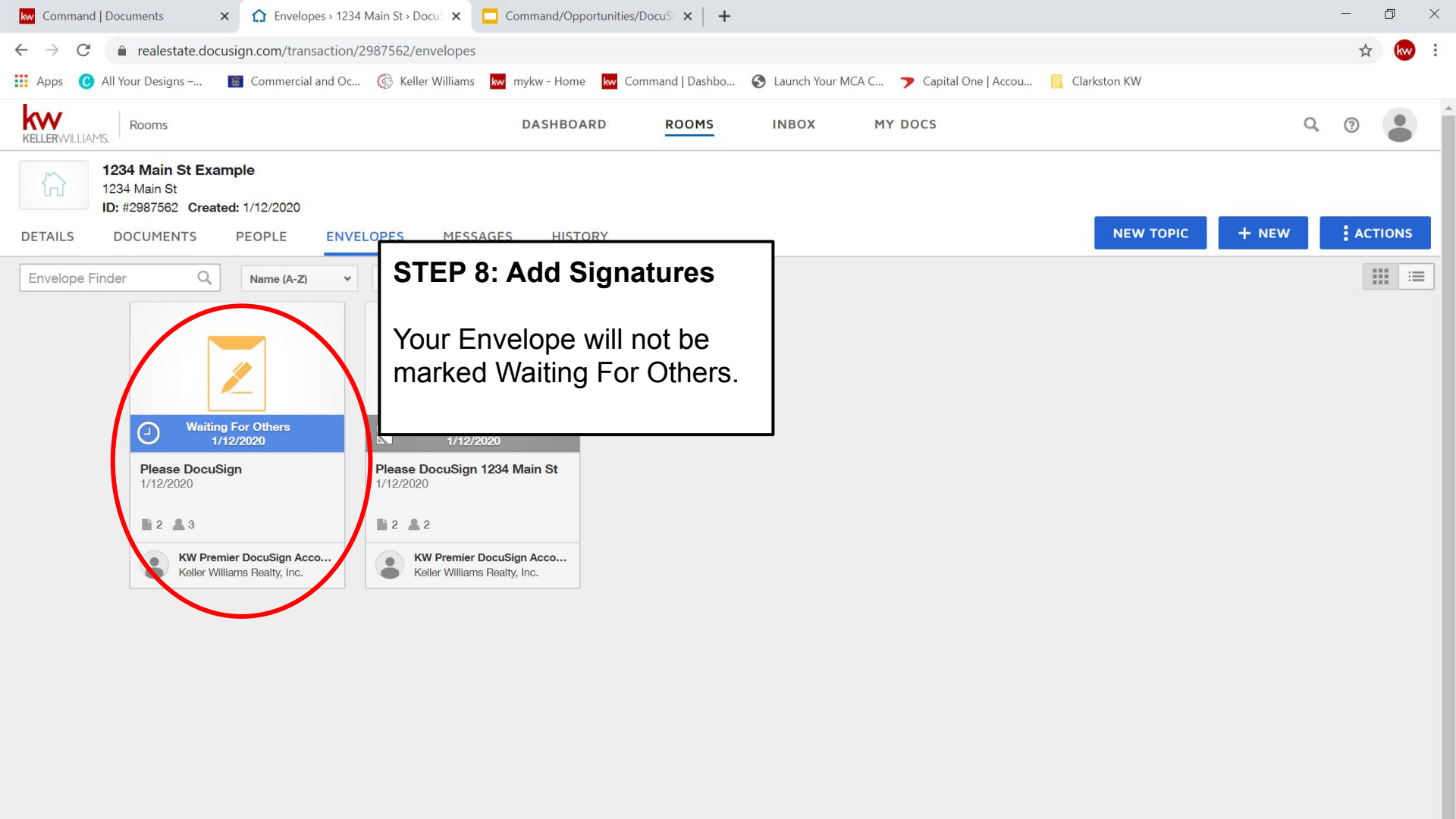

realestate.docusign.com/transaction/2987562/envelope/3016114/details
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
Please DocuSign
ACTIONS
SAVE & CLOSE
NEXT
Room: 1234 Main St Example | Owner: KW Premier DocuSign Account
Last Modified:01/12/2020 at 11:35 AM
Envelope Name *
Please DocuSign
Add Documents to the Envelope
FORM
KW 989 - Premier - Purchas...
6 Pages
KW Premier DocuSign Account
FORM
MAR - Disclosure Regarding...
3 Pages
KW Premier DocuSign Account
ROOM DOCS
USE A TEMPLATE
MORE
Add Recipients to the Envelope
As the sender, you automatically receive a copy of the completed envelope.
ADD RECIPIENT
STEP 8: Add Signatures
Name the Envelope.
Click Add Recipient
NOTE If you need add more documents you can add them here as well.

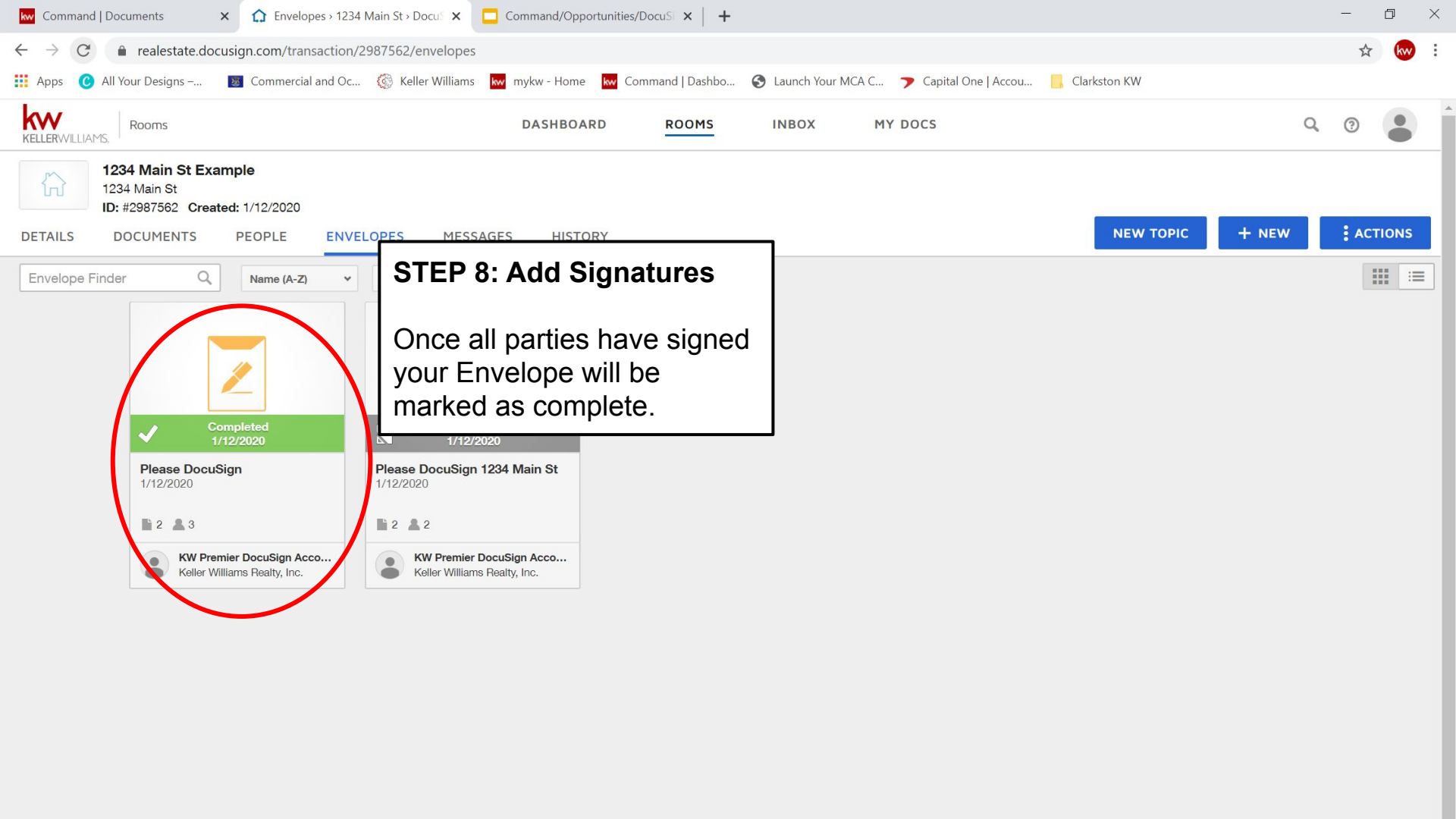

Please DocuSign 1234 Main St
ACTIONS
SAVE & CLOSE
NEXT
KW 989 - Premier - Purchas...
6 Pages
KW Premier DocuSign Account
MAR - Disclosure Regarding...
3 Pages
KW Premier DocuSign Account
ROOM DOCS
USE A TEMPLATE
MORE
Add Recipients to the Envelope
As the sender, you automatically receive a copy of the completed envelope.
Pre-Tagged Roles
Room Participants
Email Address
Email Subject
Please DocuSign
Email Message
STEP 8: Add Signatures
Click Pre-Tagged Roles.

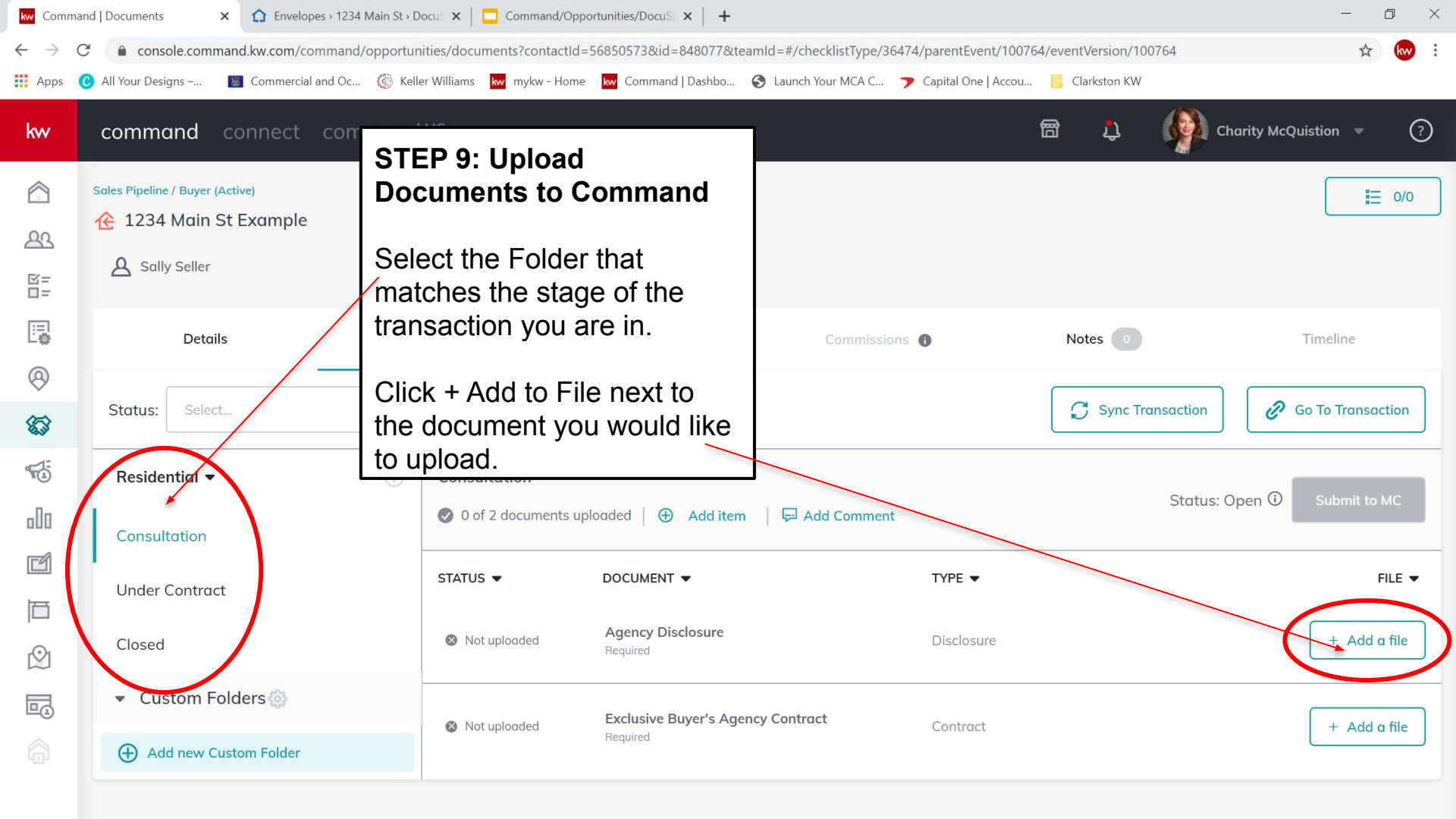

STEP 8: Add Signatures
Use the Dropdowns to make your selections for Recipients.
Click Add Selected
Roles
Documents
Recipient
Authorized Agent
KW 989 - Premier - Exclusive Buyer Agency C...
Charity McQuistion
Client One
KW 989 - Premier - Exclusive Buyer Agency C...
Billy Buyer
Client Two
KW 989 - Premier - Exclusive Buyer Agency C...
-- Select --
Licensee One
MAR - Disclosure Regarding Real Estate Agen...
Charity McQuistion
Licensee Two
MAR - Disclosure Regarding Real Estate Agen...
-- Select --
Buyer One
MAR - Disclosure Regarding Real Estate Agen...
Billy Buyer
Buyer Two
MAR - Disclosure Regarding Real Estate Agen...
-- Select --
ADD SELECTED
CANCEL
ACTIONS
SAVE & CLOSE
NEXT
KW 989 - Premier - Exclusive...
2 Pages
KW Premier DocuSign Account
Add Recipients to the Enve
As the sender, you automatically receive a copy
ADD RECIPIENT
Message to All Recipients
Email Subject
Please DocuSign
Email Message


realestate.docusign.com/transaction/2987562/envelope/3016114/details
Please DocuSign 1234 Main St
ACTIONS
SAVE & CLOSE
NEXT
KW Premier DocuSign Account
KW Premier DocuSign Account
Add Recipients to the Envelope
As the sender, you automatically receive a copy of the completed envelope.
1
Buyer One
NEEDS TO SIGN
MORE
Billy Buyer
Email
2
Buyer Agent One
NEEDS TO SIGN
MORE
Charity McQuistion
cmcquistion@kw.com
ADD RECIPIENT
Message to All Recipients
Email Subject
Please DocuSign Buyer Contracts
Email Message
Hello Billy Buyer. Here are the contracts we discussed. Please review and sign.
STEP 8: Add Signatures
Select the order you would like the Recipients to sign.
Edit Email Subject and Add Email Message.
Click Next.


Command | Documents
Add Fields | Envelope | DocuSign
Command/Opportunities/DocuS
app.docusign.com/prepare/f9bb907f-7162-44e2-b393-942153ee8236/add-fields
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
Please DocuSign Example Test
ACTIONS
RECIPIENT PREVIEW
SEND
Charity McQuistion
Charity McQuistion
Billy Buyer
Charity McQuistion
Edit Recipients
Date Signed
Name
Email
Company
Title
Text
Checkbox
Dropdown
Radio
Payment Item
Formula
Attachment
Note
kw PREMIER
KELLERWILLIAMS
EXCLUSIVE BU
Client(s): Billy Buyer
Client(s) Address: 333 Example Dr
1. PURPOSE: Client has employed the services of Broker to
Paragraph 2. Broker's services shall include, but not li
properties and the availability of financing; formulating a
understand that the brokers and agents representing
accountants, tax advisors, mortgage counselor, engine
appraiser, environmental expert, or with regard to any
parties understand that, if they need advice on such mat
2. PROPERTY: Client desires to purchase real property meet
3. EXCLUSIVE AGENT: Keller Williams Realty and Client he
Broker is Cheryl Gates-Beers. Designated Buyer's Agent
term of this Agreement, any and all inquiries and/or ne
property shall be through the Designated Buyer's Age
including, but not limited to, For Sale By Owner proper
contact agent to visit all new construction properties for their first visit.)
Documents
KW 989 - Premier - Ex...
Pages: 2
1
2
MAR - Disclosure Reg...
STEP 8: Add Signatures
Pre-tagged roles will have signatures automatically inserted.
Each role/person will be assigned a different color for easy identification.
You can add your own Signatures, Initials, etc. using the tools provided.
Ensure everything is the way you want it.
Click Send.


Command | Documents
Envelopes › 1234 Main St › Docu
Command/Opportunities/DocuS
realestate.docusign.com/transaction/2987562/envelopes
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
KELLERWILLIAMS
Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
1234 Main St
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
MESSAGES
HISTORY
NEW TOPIC
+ NEW
ACTIONS
Envelope Finder
Name (A-Z)
Waiting For Others
1/12/2020
Please DocuSign
1/12/2020
2 3
KW Premier DocuSign Acco...
Keller Williams Realty, Inc.
1/12/2020
Please DocuSign 1234 Main St
1/12/2020
2 2
KW Premier DocuSign Acco...
Keller Williams Realty, Inc.
STEP 8: Add Signatures
Your Envelope will not be marked Waiting For Others.


Command | Documents
Envelopes › 1234 Main St › Docu
Command/Opportunities/DocuS
realestate.docusign.com/transaction/2987562/envelopes
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
KELLERWILLIAMS
Rooms
DASHBOARD
ROOMS
INBOX
MY DOCS
1234 Main St Example
1234 Main St
ID: #2987562 Created: 1/12/2020
DETAILS
DOCUMENTS
PEOPLE
ENVELOPES
MESSAGES
HISTORY
NEW TOPIC
+ NEW
ACTIONS
Envelope Finder
Name (A-Z)
Completed
1/12/2020
Please DocuSign
1/12/2020
2 3
KW Premier DocuSign Acco...
Keller Williams Realty, Inc.
1/12/2020
Please DocuSign 1234 Main St
1/12/2020
2 2
KW Premier DocuSign Acco...
Keller Williams Realty, Inc.
STEP 8: Add Signatures
Once all parties have signed your Envelope will be marked as complete.


STEP 9: Upload Documents to Command
Select the Folder that matches the stage of the transaction you are in.
Click + Add to File next to the document you would like to upload.
Command | Documents
Envelopes › 1234 Main St › Docu
Command/Opportunities/DocuS
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100764/eventVersion/100764
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Commissions
Notes 0
Timeline
Status:
Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Under Contract
Closed
Custom Folders
Add new Custom Folder
0 of 2 documents uploaded
Add item
Add Comment
Status: Open
Submit to MC
STATUS
DOCUMENT
TYPE
FILE
Not uploaded
Agency Disclosure
Required
Disclosure
+ Add a file
Not uploaded
Exclusive Buyer's Agency Contract
Required
Contract
+ Add a file

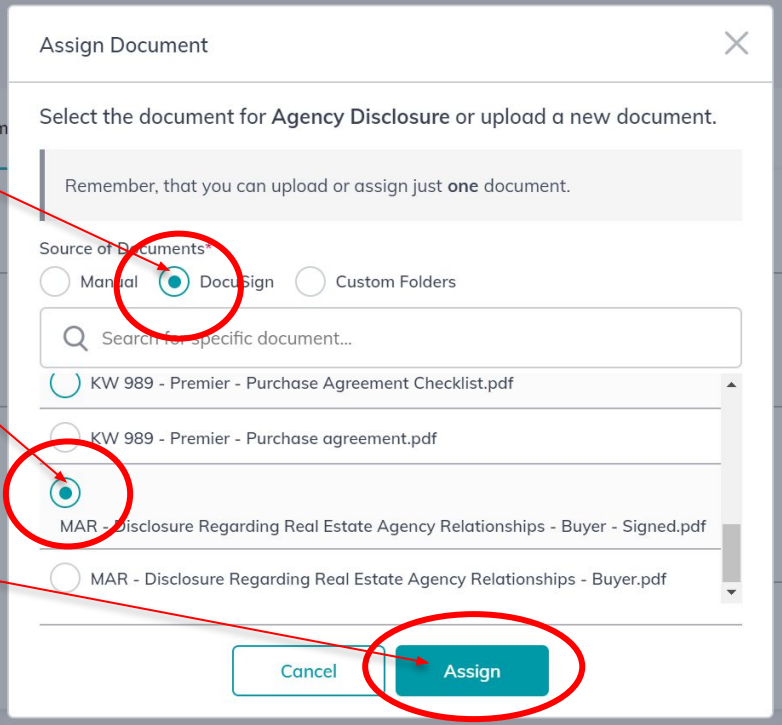
STEP 9: Upload Documents to Command

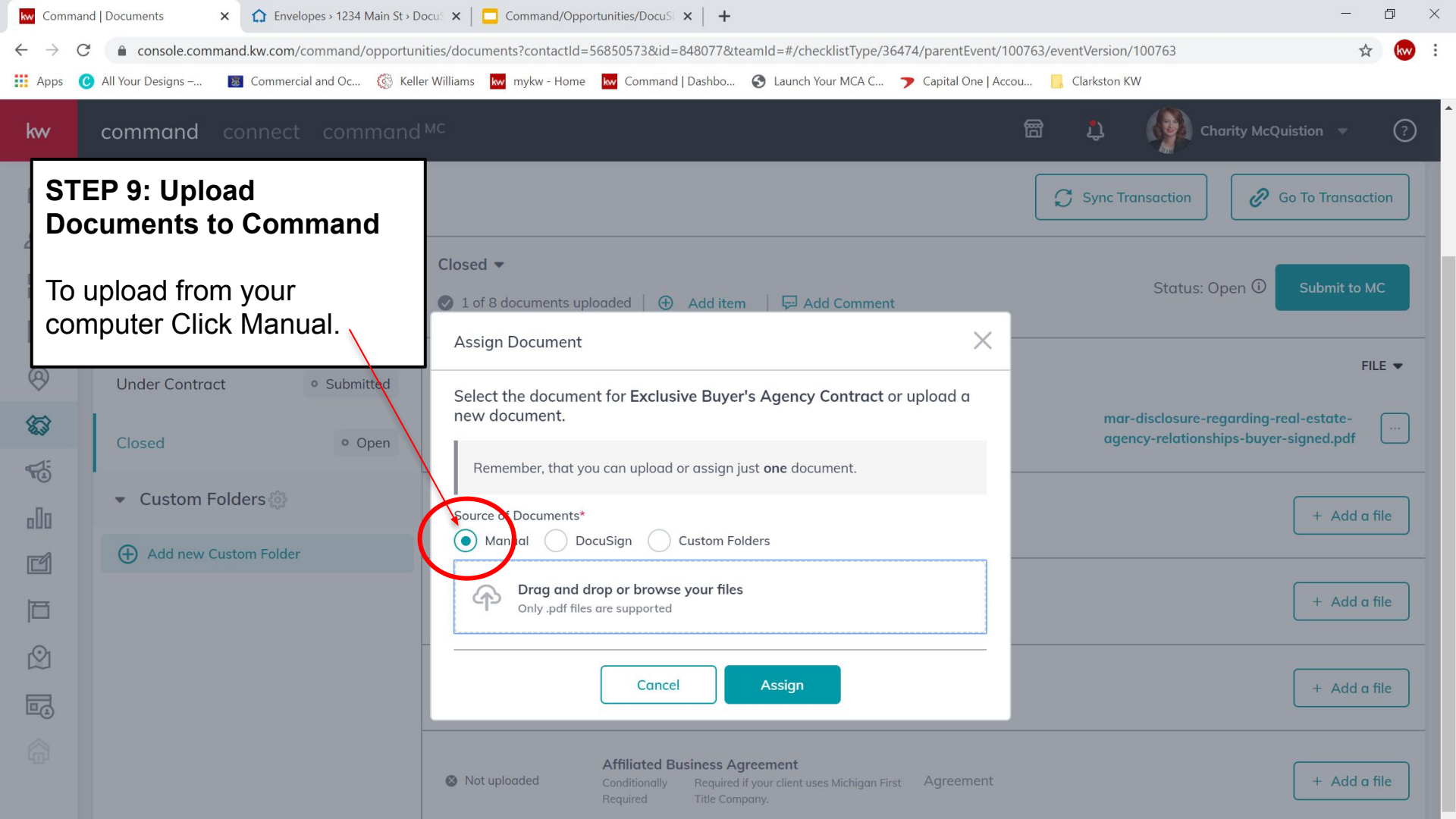
Click DocuSign.

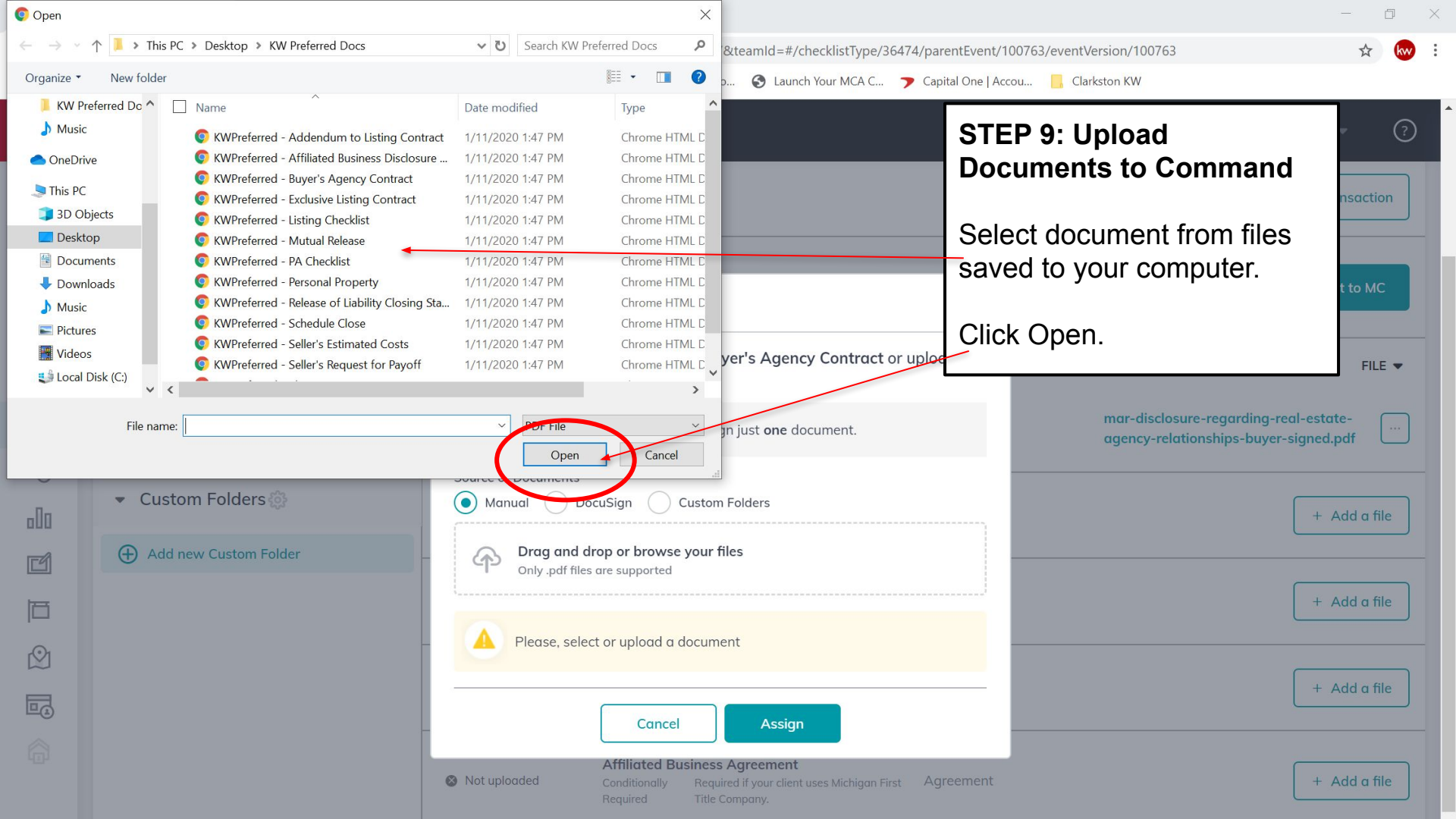
Select the document from a list of documents that you have in the DocuSign Room from previous steps.

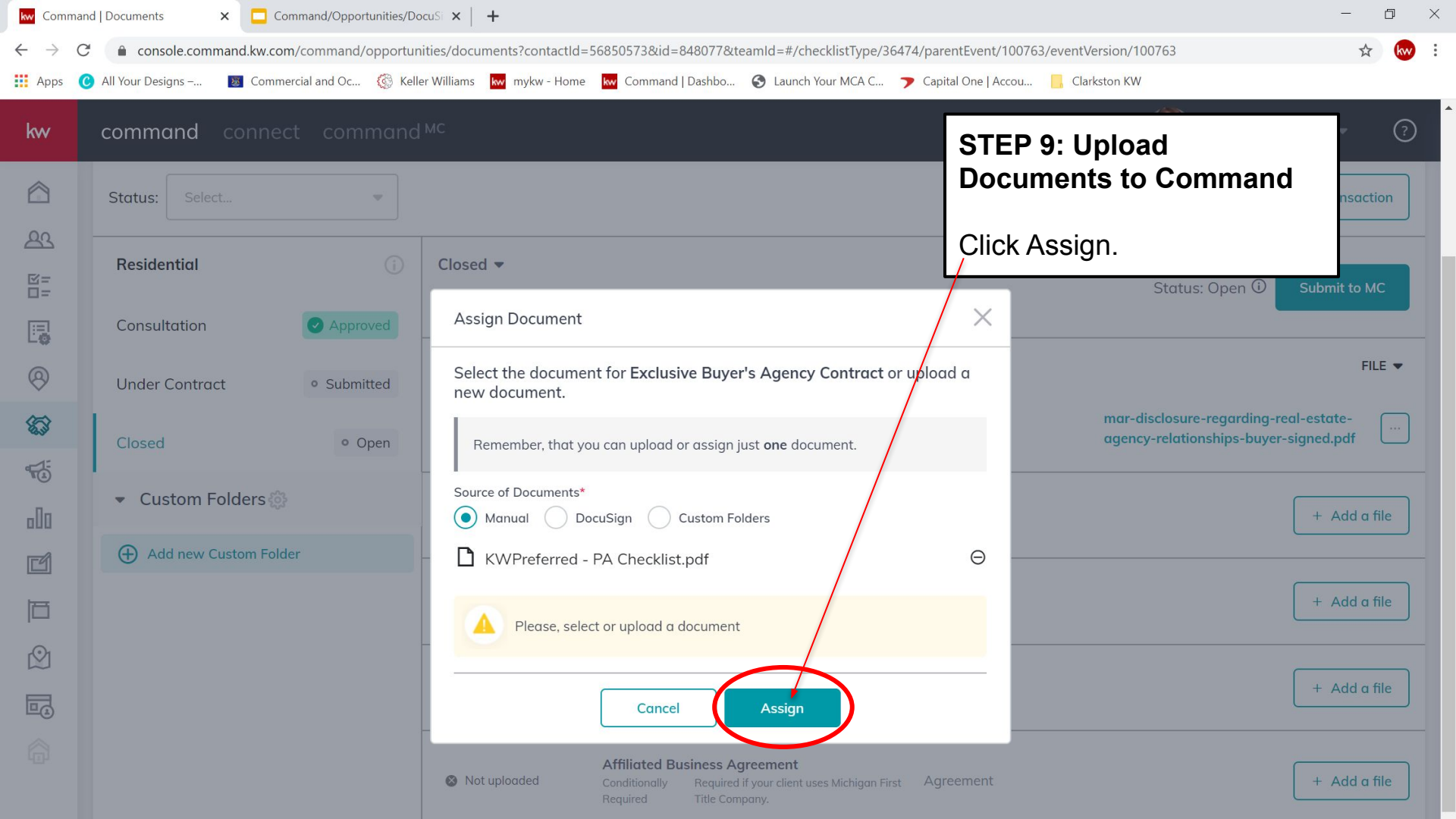
Click Assign.

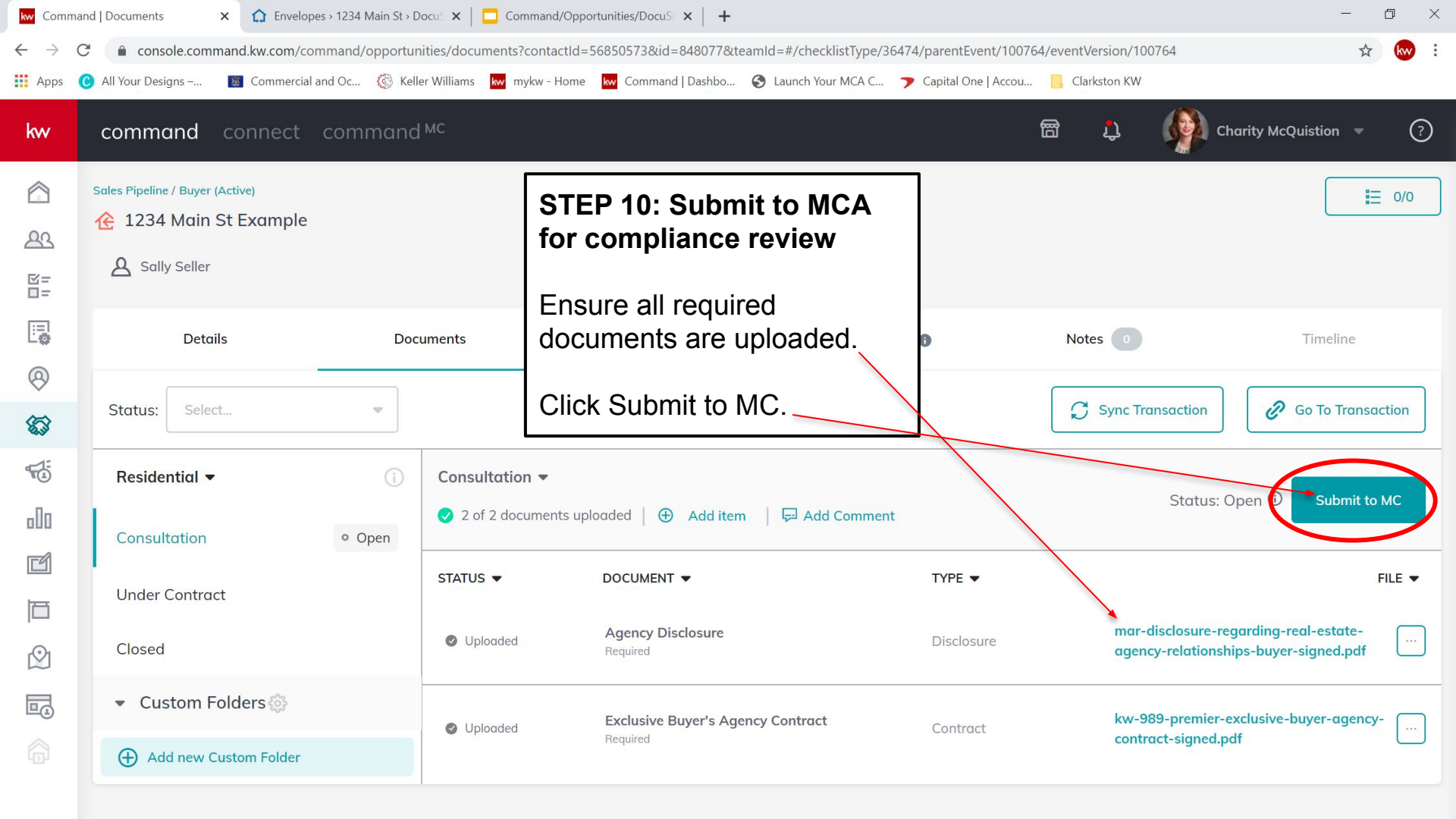
NOTE You can also upload documents from your computer or Customer Folders.

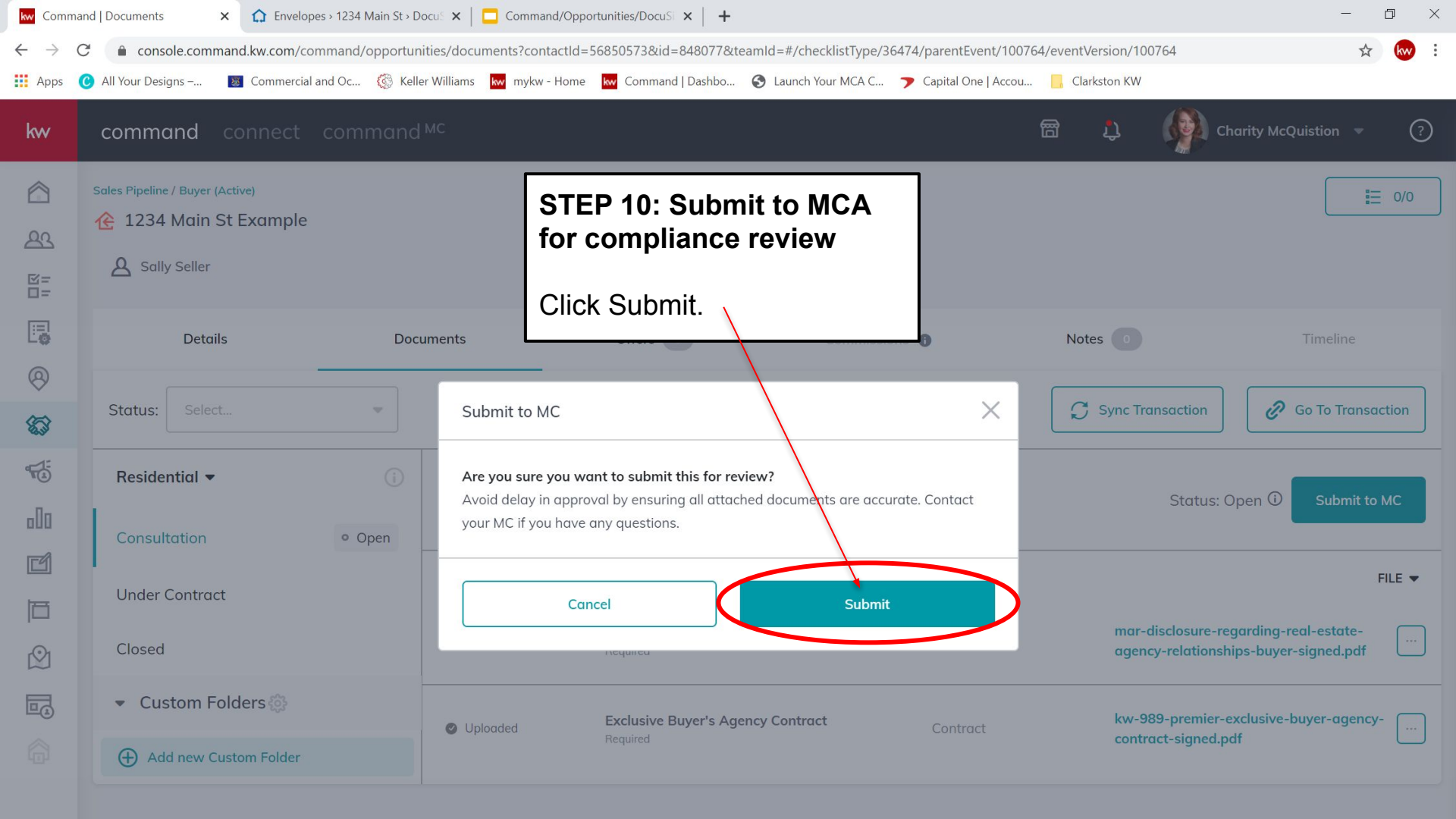


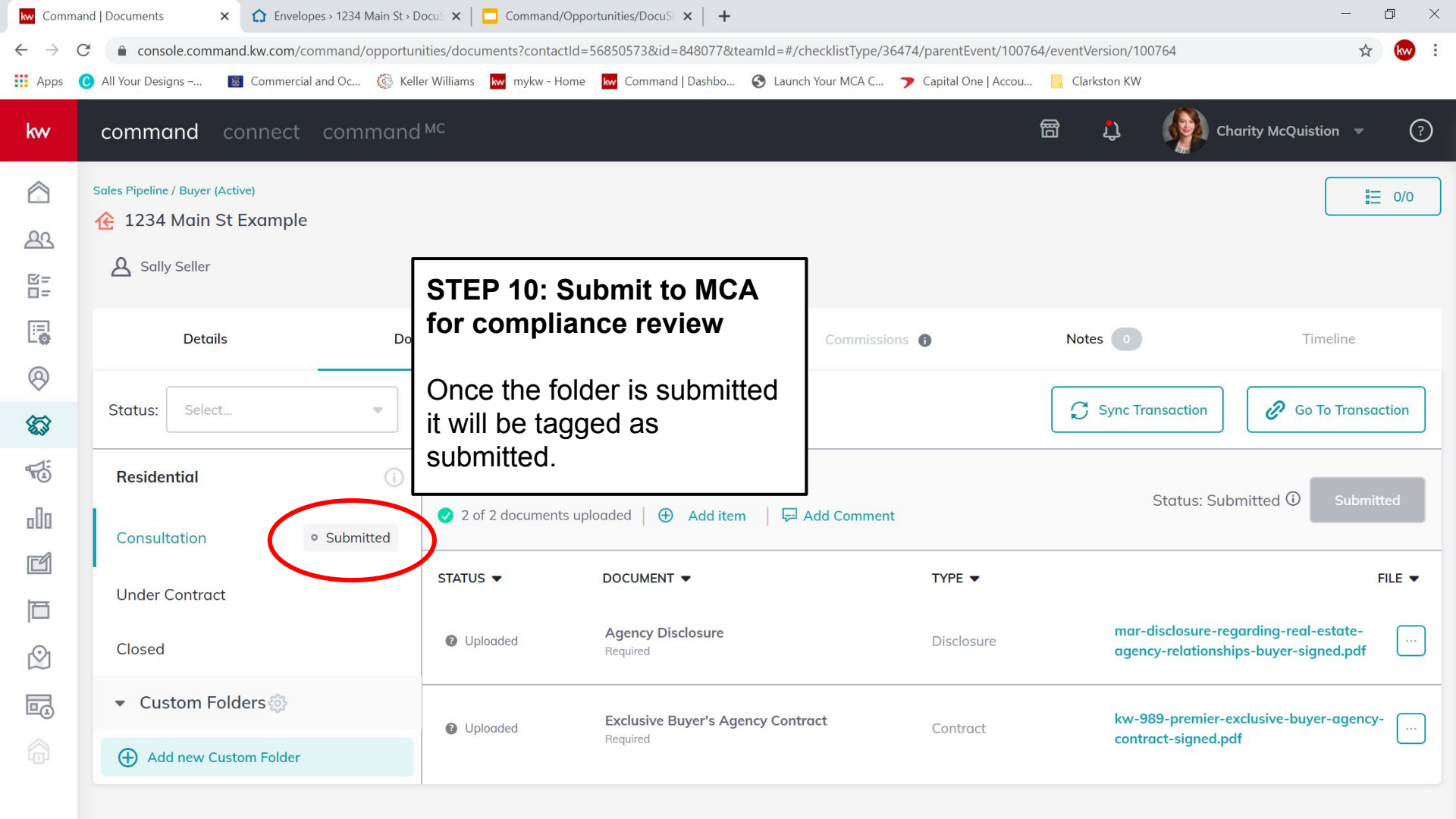

STEP 9: Upload Documents to Command
To upload from your computer Click Manual.
Assign Document
Select the document for Exclusive Buyer's Agency Contract or upload a new document.
Remember, that you can upload or assign just one document.
Source of Documents*
Manual
DocuSign
Custom Folders
Drag and drop or browse your files
Only .pdf files are supported
Cancel
Assign
Sync Transaction
Go To Transaction
Closed
1 of 8 documents uploaded
Add item
Add Comment
Status: Open
Submit to MC
Under Contract
Submitted
Closed
Open
Custom Folders
Add new Custom Folder
FILE
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Add a file
Not uploaded
Affiliated Business Agreement
Conditionally Required
Required if your client uses Michigan First Title Company.
Agreement

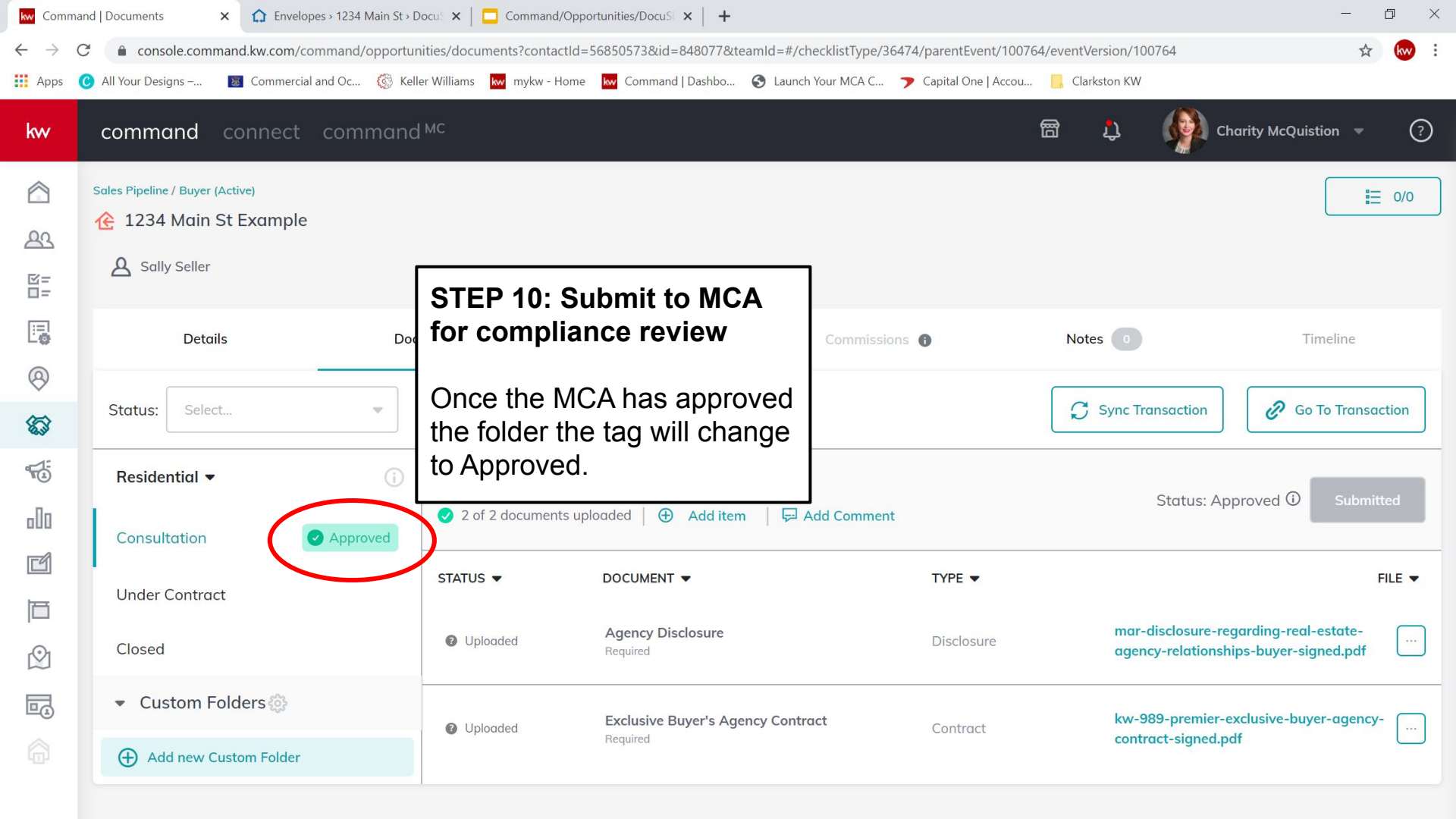

Open
This PC › Desktop › KW Preferred Docs
Search KW Preferred Docs
Organize
New folder
Name
Date modified
Type
KWPreferred - Addendum to Listing Contract 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Affiliated Business Disclosure ... 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Buyer's Agency Contract 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Exclusive Listing Contract 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Listing Checklist 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Mutual Release 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - PA Checklist 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Personal Property 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Release of Liability Closing Sta... 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Schedule Close 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Seller's Estimated Costs 1/11/2020 1:47 PM Chrome HTML D
KWPreferred - Seller's Request for Payoff 1/11/2020 1:47 PM Chrome HTML D
KW Preferred Do
Music
OneDrive
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
File name:
PDF File
Open
Cancel
STEP 9: Upload Documents to Command
Select document from files saved to your computer.
Click Open.
Custom Folders
Add new Custom Folder
Manual
DocuSign
Custom Folders
Drag and drop or browse your files
Only .pdf files are supported
Please, select or upload a document
Cancel
Assign
Affiliated Business Agreement
Not uploaded
Conditionally Required
Required if your client uses Michigan First Title Company.
Agreement
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Add a file
FILE

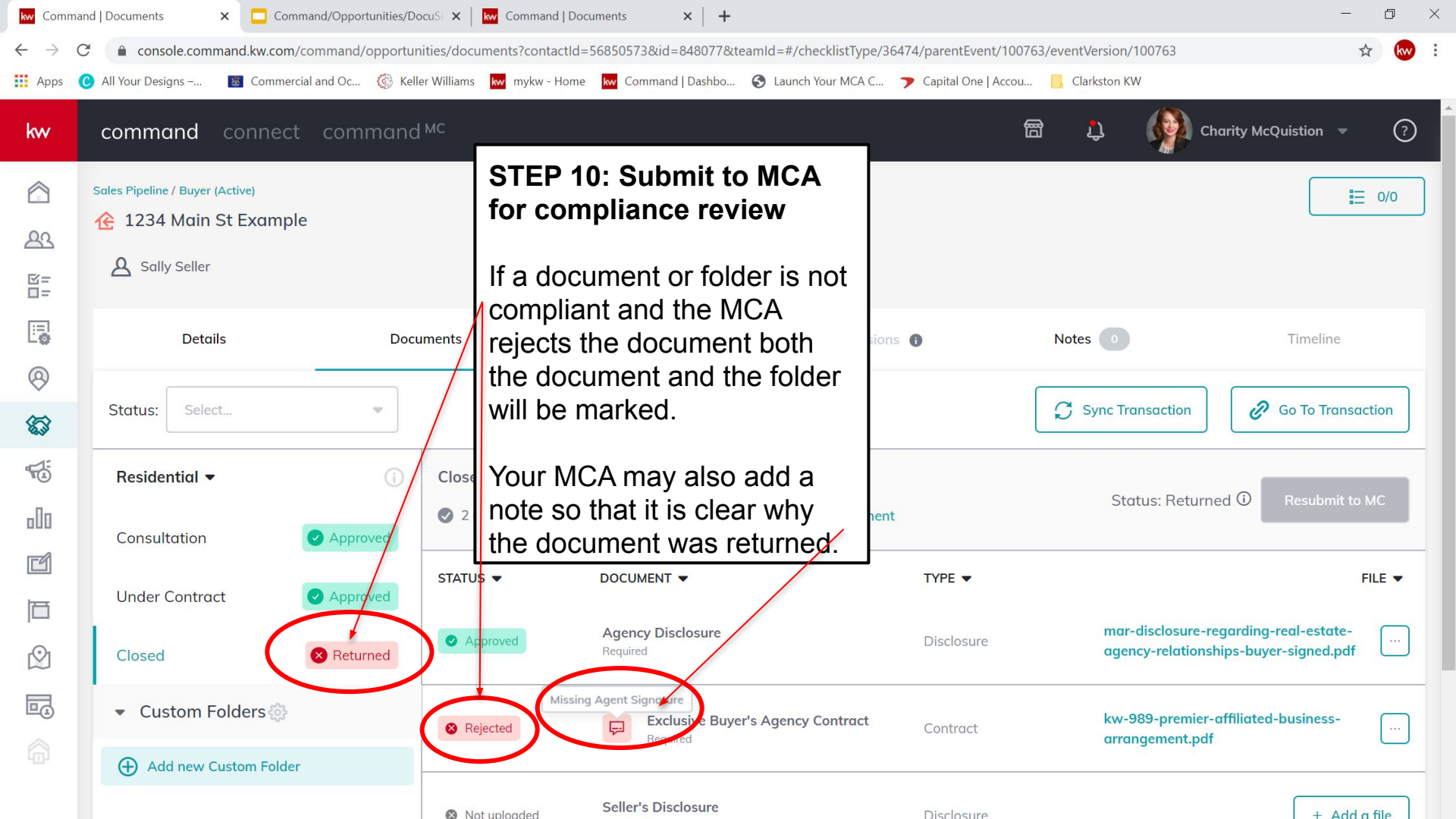

STEP 9: Upload Documents to Command
Click Assign.
Assign Document
Select the document for Exclusive Buyer's Agency Contract or upload a new document.
Remember, that you can upload or assign just one document.
Source of Documents*
Manual
DocuSign
Custom Folders
KWPreferred - PA Checklist.pdf
Please, select or upload a document
Cancel
Assign

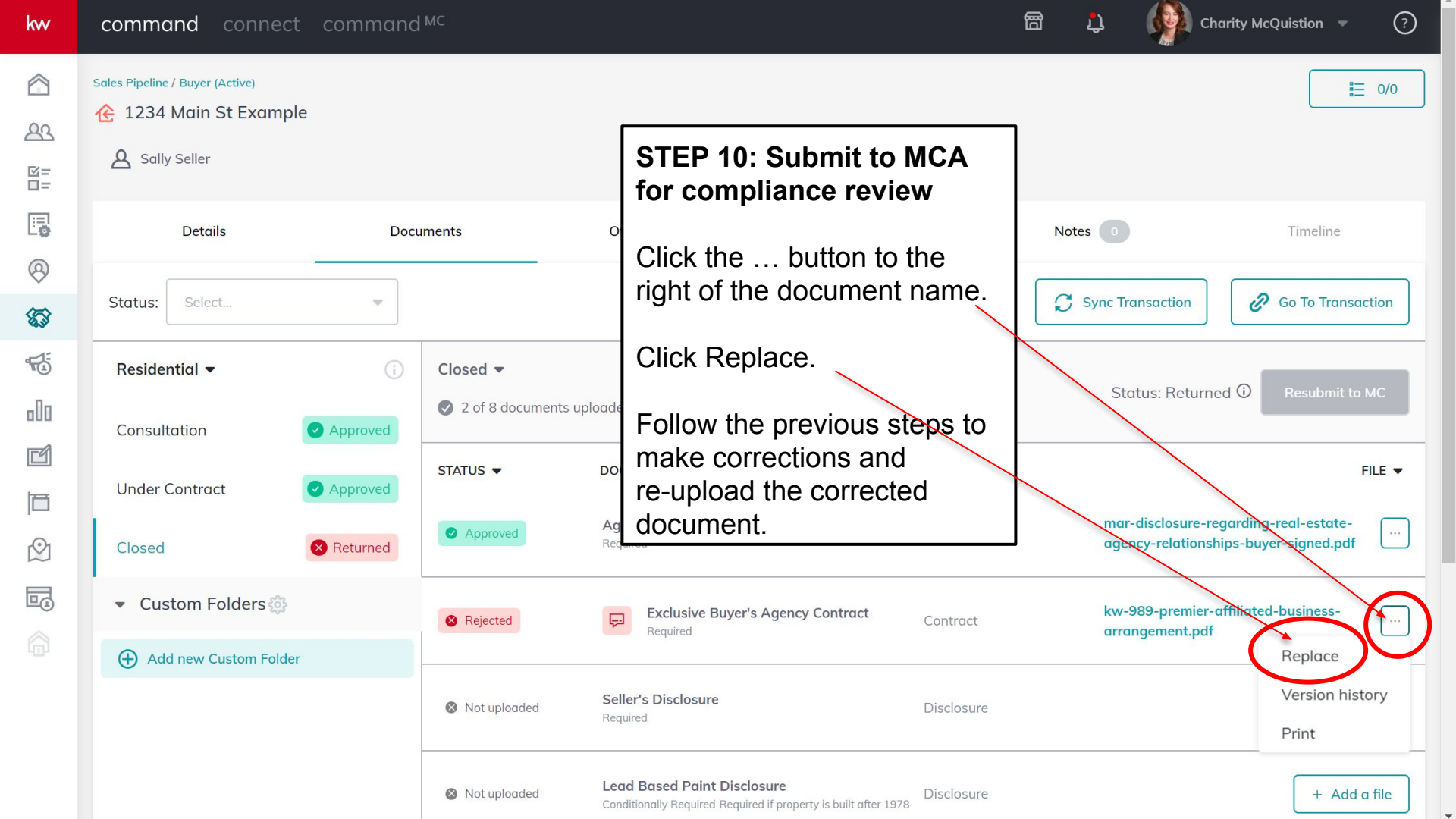

STEP 10: Submit to MCA for compliance review
Ensure all required documents are uploaded.
Click Submit to MC.
Command | Documents
Envelopes › 1234 Main St › Docu
Command/Opportunities/DocuS
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100764/eventVersion/100764
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Notes 0
Timeline
Status: Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Open
Under Contract
Closed
Custom Folders
Add new Custom Folder
Consultation
2 of 2 documents uploaded
Add item
Add Comment
Status: Open
Submit to MC
STATUS
DOCUMENT
TYPE
FILE
Uploaded
Agency Disclosure
Required
Disclosure
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Uploaded
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-exclusive-buyer-agency-contract-signed.pdf

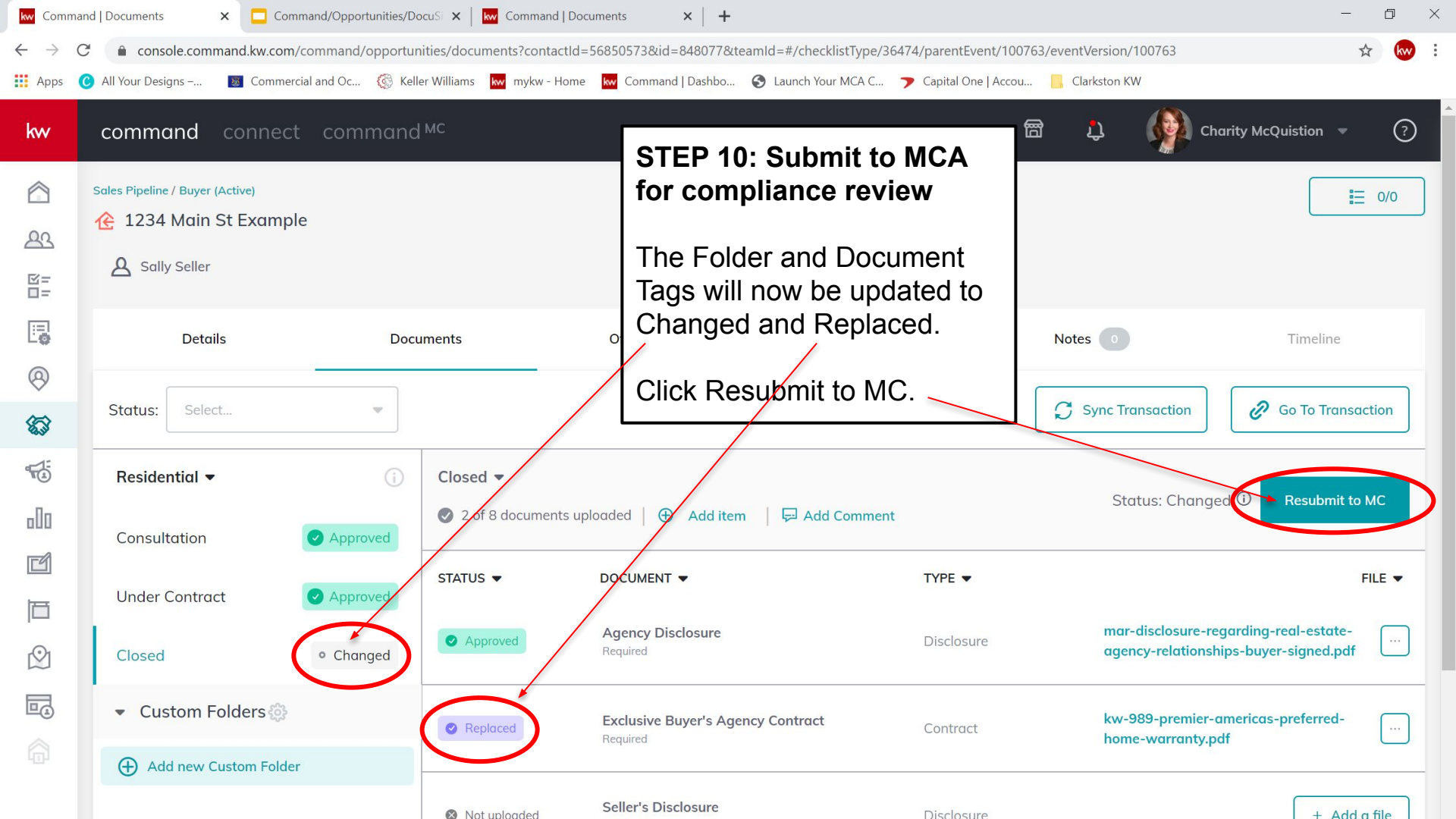

STEP 10: Submit to MCA for compliance review
Click Submit.
Submit to MC
Are you sure you want to submit this for review?
Avoid delay in approval by ensuring all attached documents are accurate. Contact your MC if you have any questions.
Cancel
Submit
Command | Documents
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100764/eventVersion/100764
command connect command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
Details
Documents
Notes
Timeline
Status: Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Open
Under Contract
Closed
Custom Folders
Add new Custom Folder
Status: Open
Submit to MC
FILE
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Uploaded
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-exclusive-buyer-agency-contract-signed.pdf

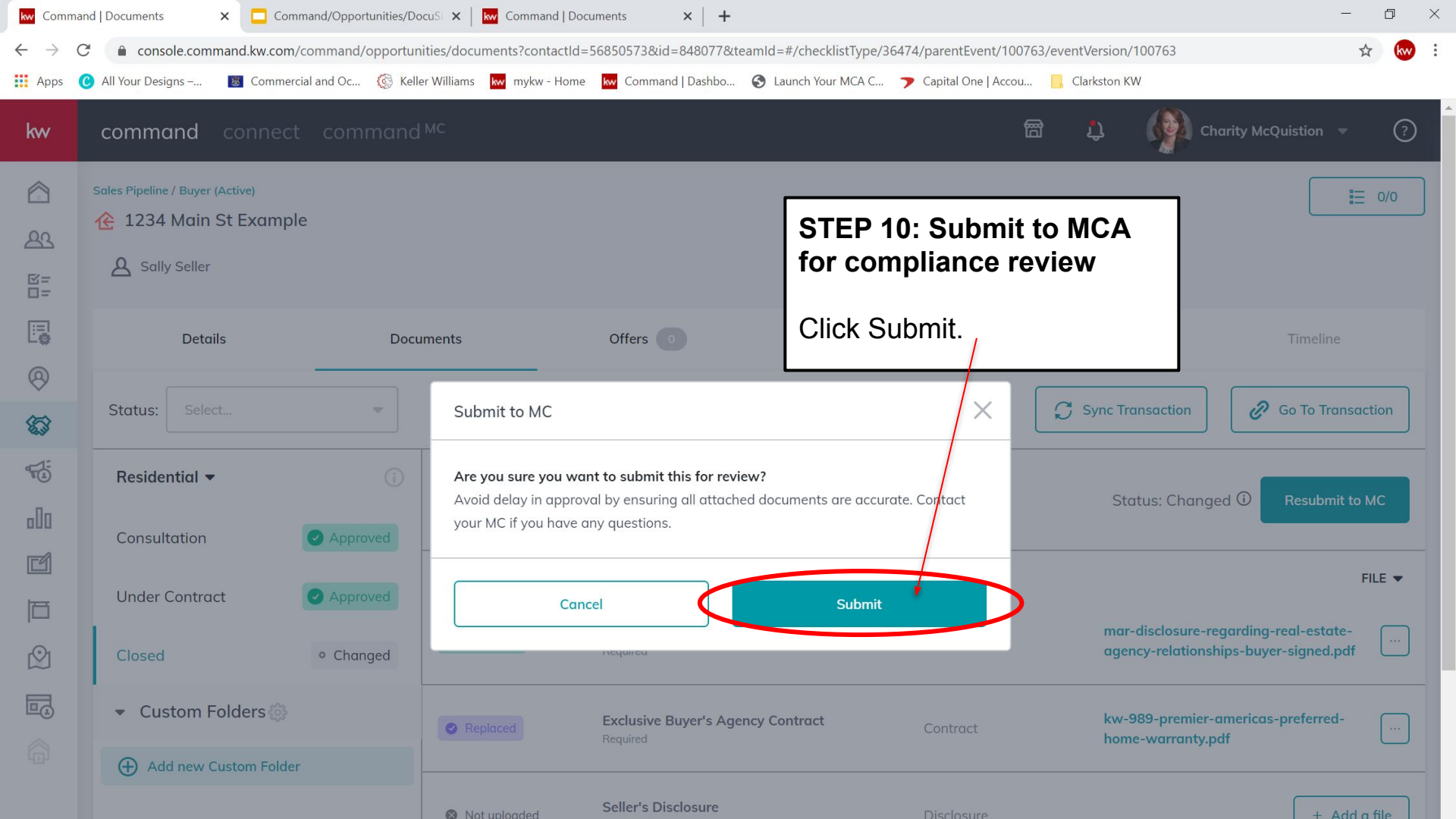

Command | Documents
Envelopes › 1234 Main St › Docu
Command/Opportunities/DocuS
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100764/eventVersion/100764
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
STEP 10: Submit to MCA for compliance review
Once the folder is submitted it will be tagged as submitted.
Details
Commissions
Notes 0
Timeline
Status: Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Submitted
Under Contract
Closed
Custom Folders
Add new Custom Folder
2 of 2 documents uploaded
Add item
Add Comment
Status: Submitted
Submitted
STATUS
DOCUMENT
TYPE
FILE
Uploaded
Agency Disclosure
Required
Disclosure
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Uploaded
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-exclusive-buyer-agency-contract-signed.pdf

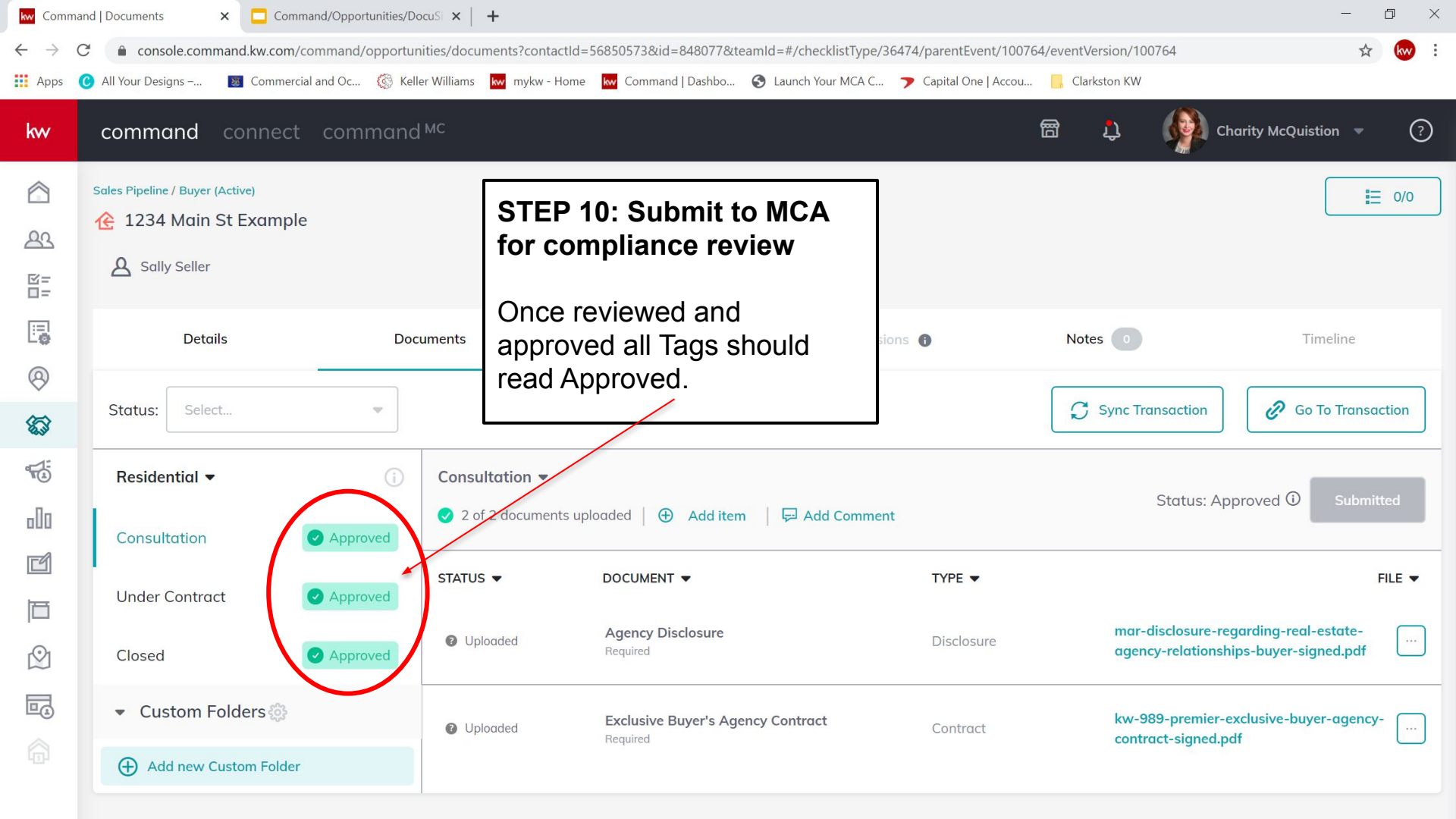

Command | Documents
Envelopes › 1234 Main St › Docu
Command/Opportunities/DocuS
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100764/eventVersion/100764
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
STEP 10: Submit to MCA for compliance review
Once the MCA has approved the folder the tag will change to Approved.
Details
Commissions
Notes 0
Timeline
Status:
Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Approved
Under Contract
Closed
Custom Folders
Add new Custom Folder
2 of 2 documents uploaded
Add item
Add Comment
Status: Approved
Submitted
STATUS
DOCUMENT
TYPE
FILE
Uploaded
Agency Disclosure
Required
Disclosure
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Uploaded
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-exclusive-buyer-agency-contract-signed.pdf

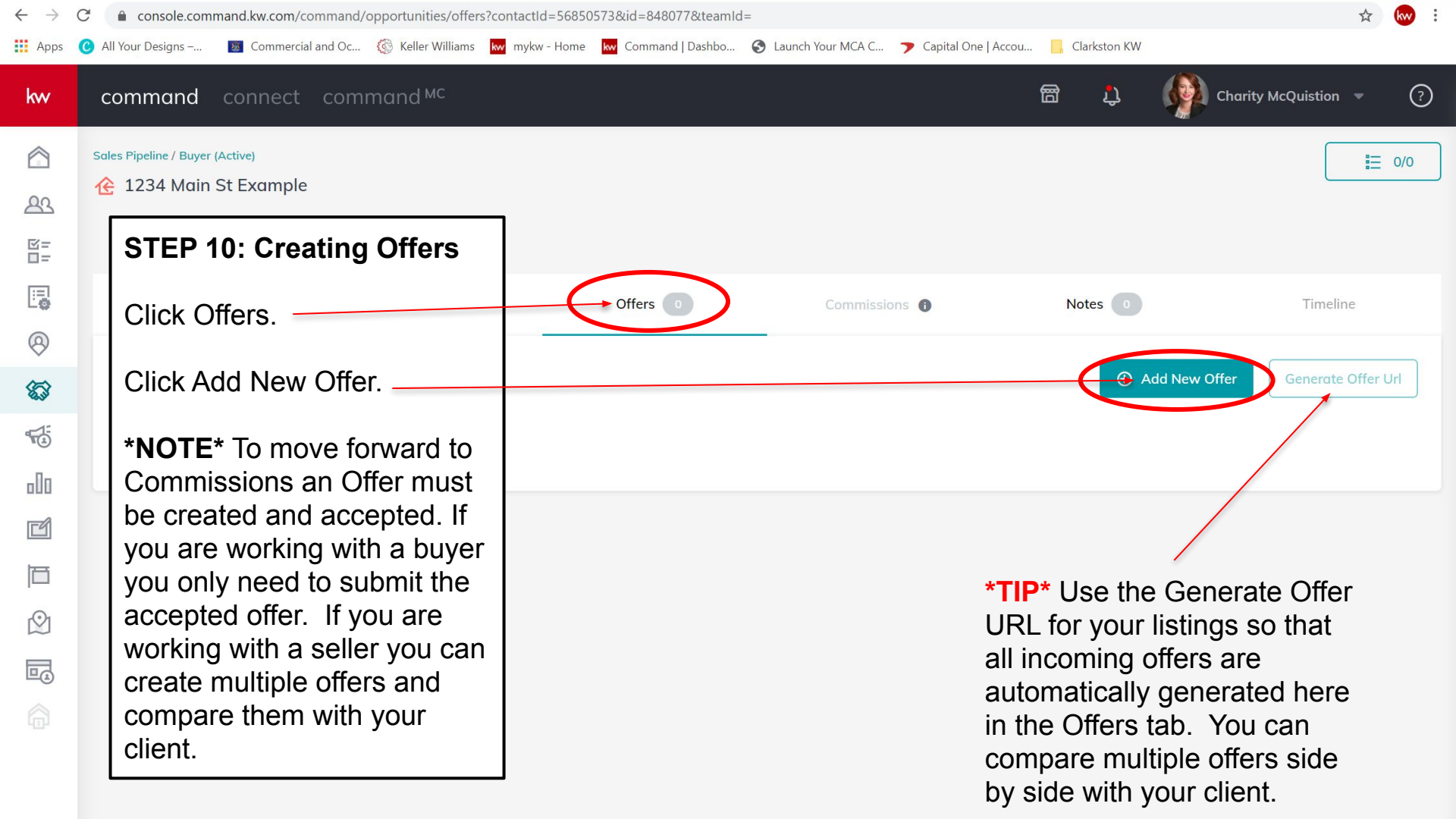

STEP 10: Submit to MCA for compliance review
If a document or folder is not compliant and the MCA rejects the document both the document and the folder will be marked.
Your MCA may also add a note so that it is clear why the document was returned.
Command | Documents
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100763/eventVersion/100763
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Notes
Timeline
Status:
Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Approved
Under Contract
Approved
Closed
Returned
Custom Folders
Add new Custom Folder
Status: Returned
Resubmit to MC
STATUS
DOCUMENT
TYPE
FILE
Approved
Agency Disclosure
Required
Disclosure
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Missing Agent Signature
Rejected
Exclusive Buyer's Agency Contract
Contract
kw-989-premier-affiliated-business-arrangement.pdf
Not uploaded
Seller's Disclosure
Disclosure
Add a file

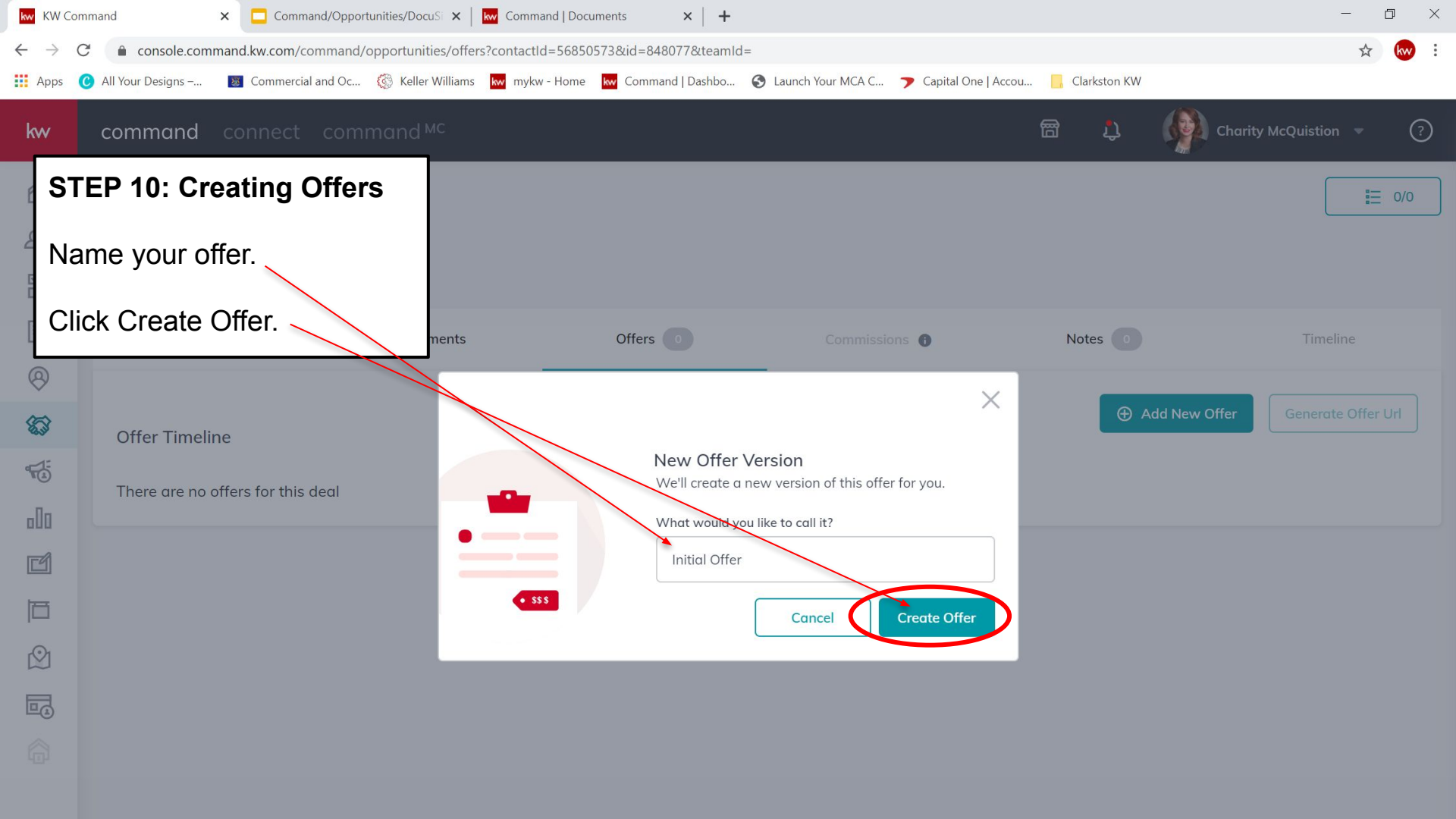

kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Notes 0
Timeline
Status:
Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Approved
Under Contract
Approved
Closed
Returned
Custom Folders
Add new Custom Folder
Closed
2 of 8 documents uploade
Status: Returned
Resubmit to MC
STATUS
FILE
Approved
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Rejected
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-affiliated-business-arrangement.pdf
Replace
Version history
Print
Not uploaded
Seller's Disclosure
Required
Disclosure
Not uploaded
Lead Based Paint Disclosure
Conditionally Required Required if property is built after 1978
Disclosure
+ Add a file
STEP 10: Submit to MCA for compliance review
Click the … button to the right of the document name.
Click Replace.
Follow the previous steps to make corrections and re-upload the corrected document.

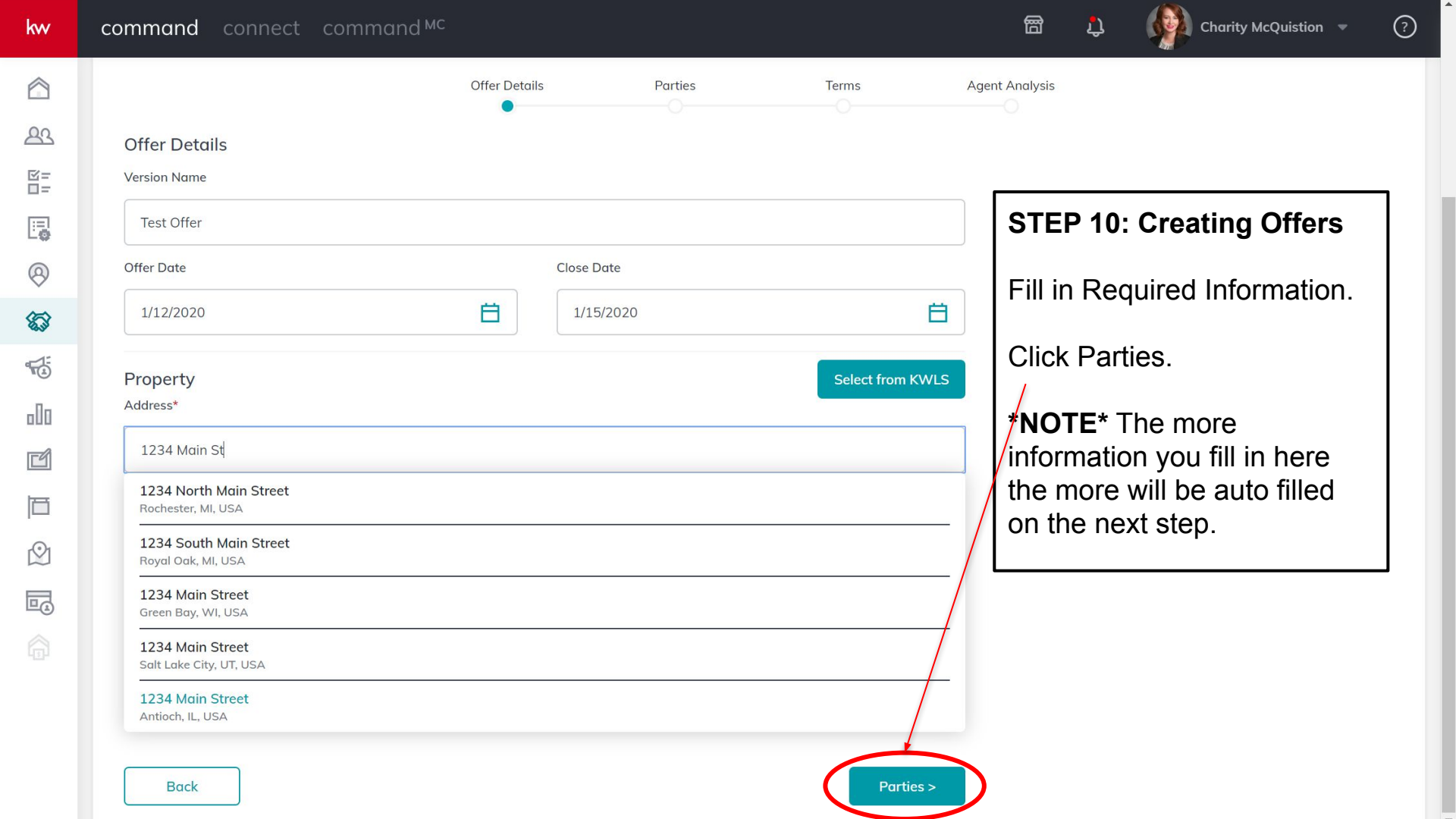

STEP 10: Submit to MCA for compliance review
The Folder and Document Tags will now be updated to Changed and Replaced.
Click Resubmit to MC.
Command | Documents
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100763/eventVersion/100763
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Notes 0
Timeline
Status: Select...
Sync Transaction
Go To Transaction
Residential
Consultation Approved
Under Contract Approved
Closed Changed
Custom Folders
Add new Custom Folder
Closed
2 of 8 documents uploaded
Add item
Add Comment
Status: Changed
Resubmit to MC
STATUS
DOCUMENT
TYPE
FILE
Approved
Agency Disclosure
Required
Disclosure
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Replaced
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-americas-preferred-home-warranty.pdf
Not uploaded
Seller's Disclosure
Disclosure
Add a file


STEP 10: Submit to MCA for compliance review
Click Submit.
Submit to MC
Are you sure you want to submit this for review?
Avoid delay in approval by ensuring all attached documents are accurate. Contact your MC if you have any questions.
Cancel
Submit
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
Details
Documents
Offers
Timeline
Status:
Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Approved
Under Contract
Approved
Closed
Changed
Custom Folders
Add new Custom Folder
Status: Changed
Resubmit to MC
FILE
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Replaced
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-americas-preferred-home-warranty.pdf
Not uploaded
Seller's Disclosure
Disclosure
Add a file


Command | Documents
Command/Opportunities/DocuS
console.command.kw.com/command/opportunities/documents?contactId=56850573&id=848077&teamId=#/checklistType/36474/parentEvent/100764/eventVersion/100764
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
STEP 10: Submit to MCA for compliance review
Once reviewed and approved all Tags should read Approved.
Details
Documents
Notes 0
Timeline
Status:
Select...
Sync Transaction
Go To Transaction
Residential
Consultation
Approved
Under Contract
Approved
Closed
Approved
Custom Folders
Add new Custom Folder
Consultation
2 of 2 documents uploaded
Add item
Add Comment
Status: Approved
Submitted
STATUS
DOCUMENT
TYPE
FILE
Uploaded
Agency Disclosure
Required
Disclosure
mar-disclosure-regarding-real-estate-agency-relationships-buyer-signed.pdf
Uploaded
Exclusive Buyer's Agency Contract
Required
Contract
kw-989-premier-exclusive-buyer-agency-contract-signed.pdf


console.command.kw.com/command/opportunities/offers?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
0/0
STEP 10: Creating Offers
Click Offers.
Click Add New Offer.
NOTE To move forward to Commissions an Offer must be created and accepted. If you are working with a buyer you only need to submit the accepted offer. If you are working with a seller you can create multiple offers and compare them with your client.
Offers 0
Commissions
Notes 0
Timeline
Add New Offer
Generate Offer Url
TIP Use the Generate Offer URL for your listings so that all incoming offers are automatically generated here in the Offers tab. You can compare multiple offers side by side with your client.


KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/offers?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
0/0
STEP 10: Creating Offers
Name your offer.
Click Create Offer.
Offers 0
Commissions
Notes 0
Timeline
Offer Timeline
There are no offers for this deal
Add New Offer
Generate Offer Url
New Offer Version
We'll create a new version of this offer for you.
What would you like to call it?
Initial Offer
Cancel
Create Offer


kw
command
connect
command MC
Charity McQuistion
Offer Details
Parties
Terms
Agent Analysis
Offer Details
Version Name
Test Offer
Offer Date
1/12/2020
Close Date
1/15/2020
Property
Select from KWLS
Address*
1234 Main St
1234 North Main Street
Rochester, MI, USA
1234 South Main Street
Royal Oak, MI, USA
1234 Main Street
Green Bay, WI, USA
1234 Main Street
Salt Lake City, UT, USA
1234 Main Street
Antioch, IL, USA
Back
Parties >
STEP 10: Creating Offers
Fill in Required Information.
Click Parties.
NOTE The more information you fill in here the more will be auto filled on the next step.

KW Command | Command/Opportunities/DocuS | Command | Documents

console.command.kw.com/command/opportunities/offers/add-new-offer?contactId=56850573&id=848077&teamId=&versionName=Test%20Offer

Apps | All Your Designs –... | Commercial and Oc... | Keller Williams | mykw - Home | Command | Dashbo... | Launch Your MCA C... | Capital One | Accou... | Clarkston KW

kw command connect command MC — Charity McQuistion

Test Offer

Offer Details — Parties — Terms — Agent Analysis

Parties

Buyer

Name*

Sally Seller

Email

cmcquistion@kw.com

Phone

+1 248-227-7372

Fax

Address

Search for location

Pre-Approved | Pre-Qualified

Seller

Name*

Sally Seller

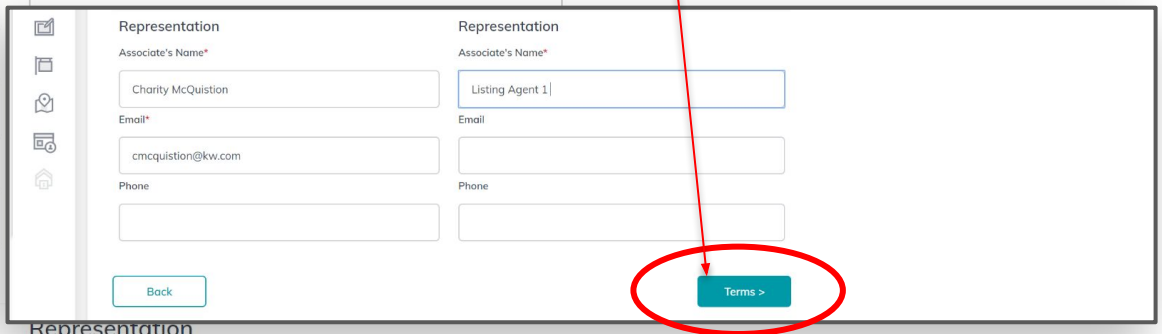
Email

Phone

STEP 10: Creating Offers

Fill in Required Information.

Click Terms



Terms

Cash		Finance Amount		Sales Price
$5,000.00	+	$150,000.00	=	$155,000.00

Earnest Amount

Percentage	Earnest Amount
2 %	$3,100.00

Option Fee

Option Fee

$0.00

Termination Option

Buyer will give notice of termination within 30 days after contract.

Seller Costs

Seller will contribute $0.00 to a residential service contract.

Seller will contribute $0.00 to settlement costs.

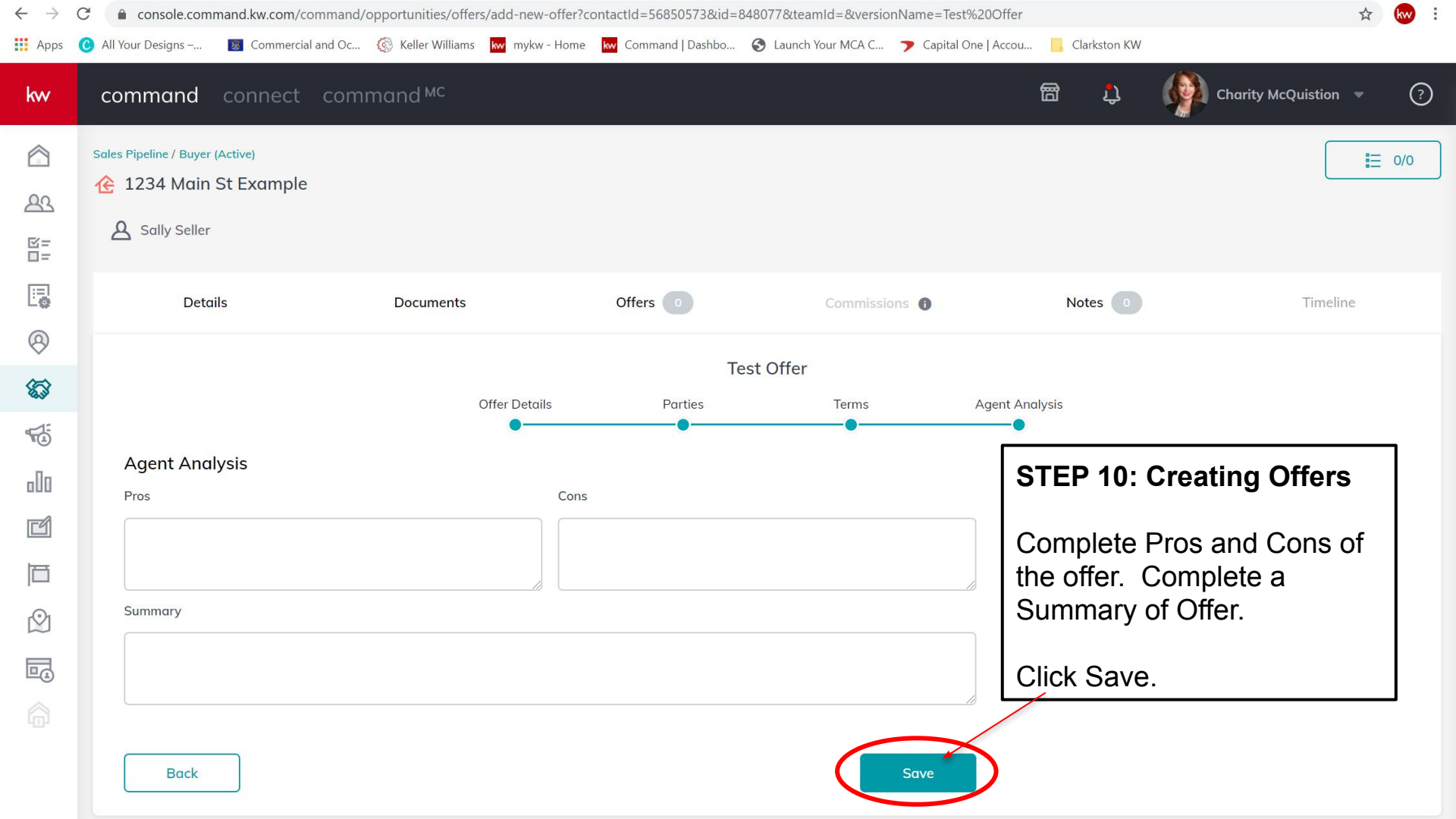
Back

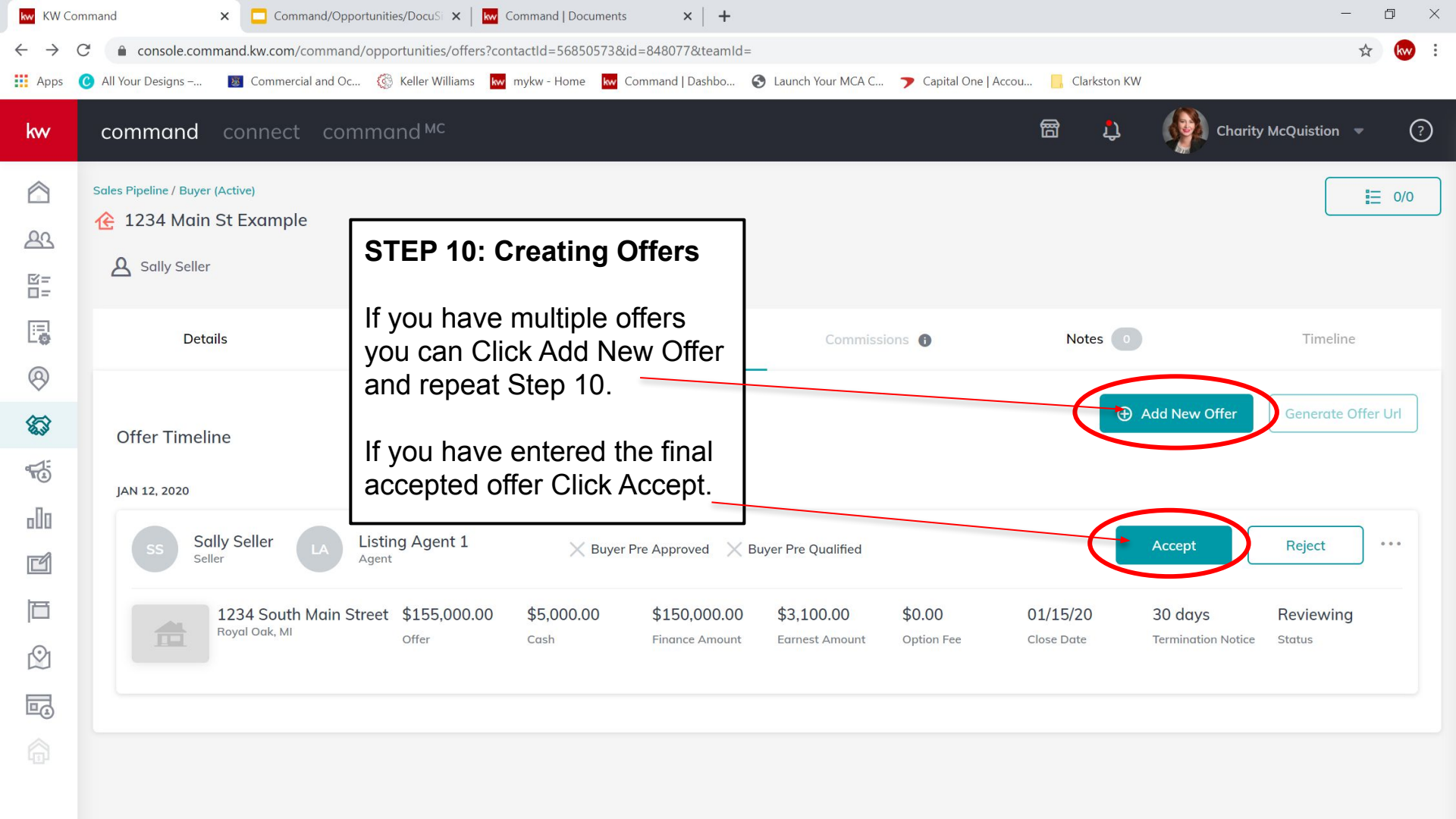
Agent Analysis >

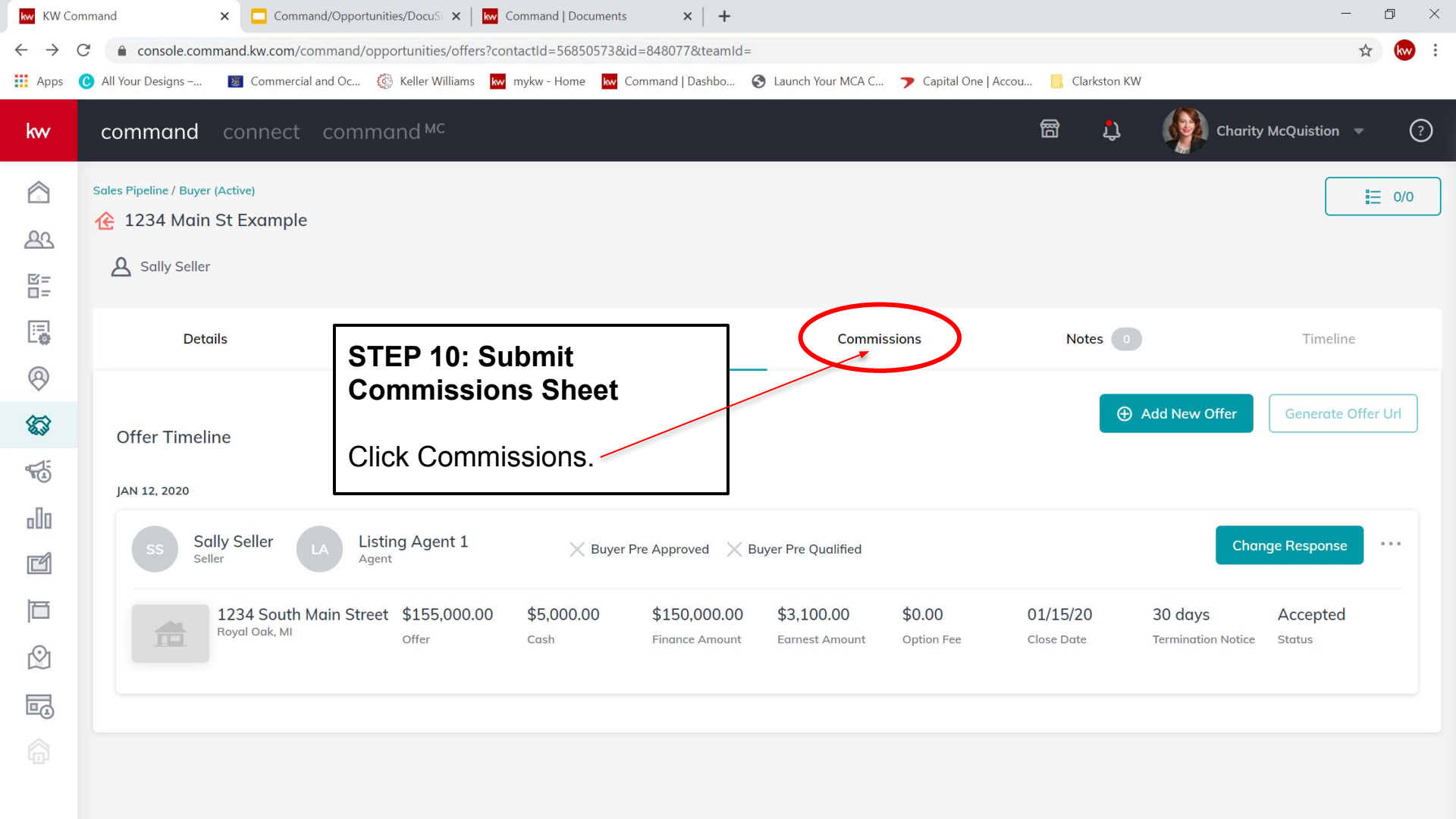
STEP 10: Creating Offers

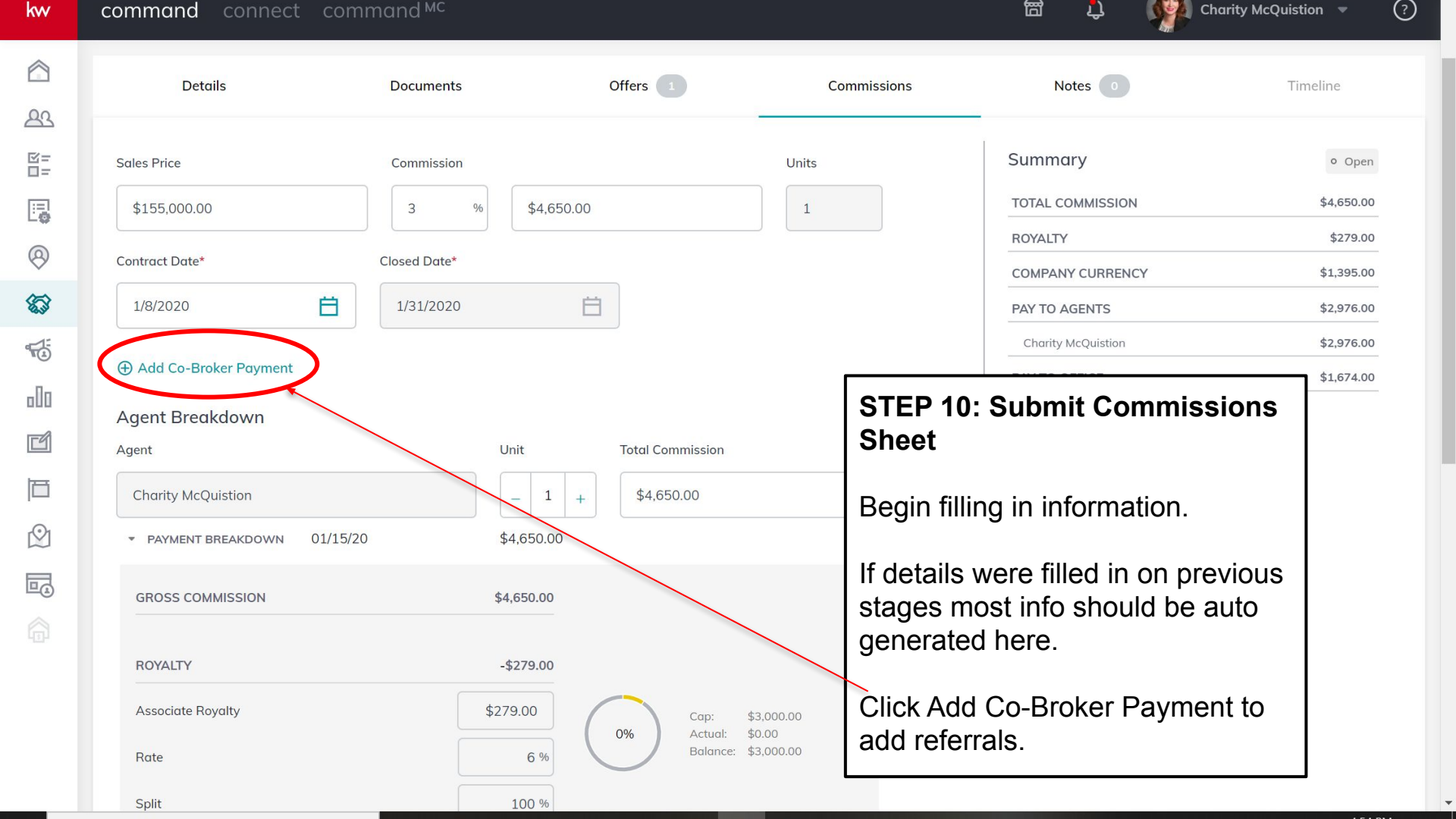
Fill in Information.

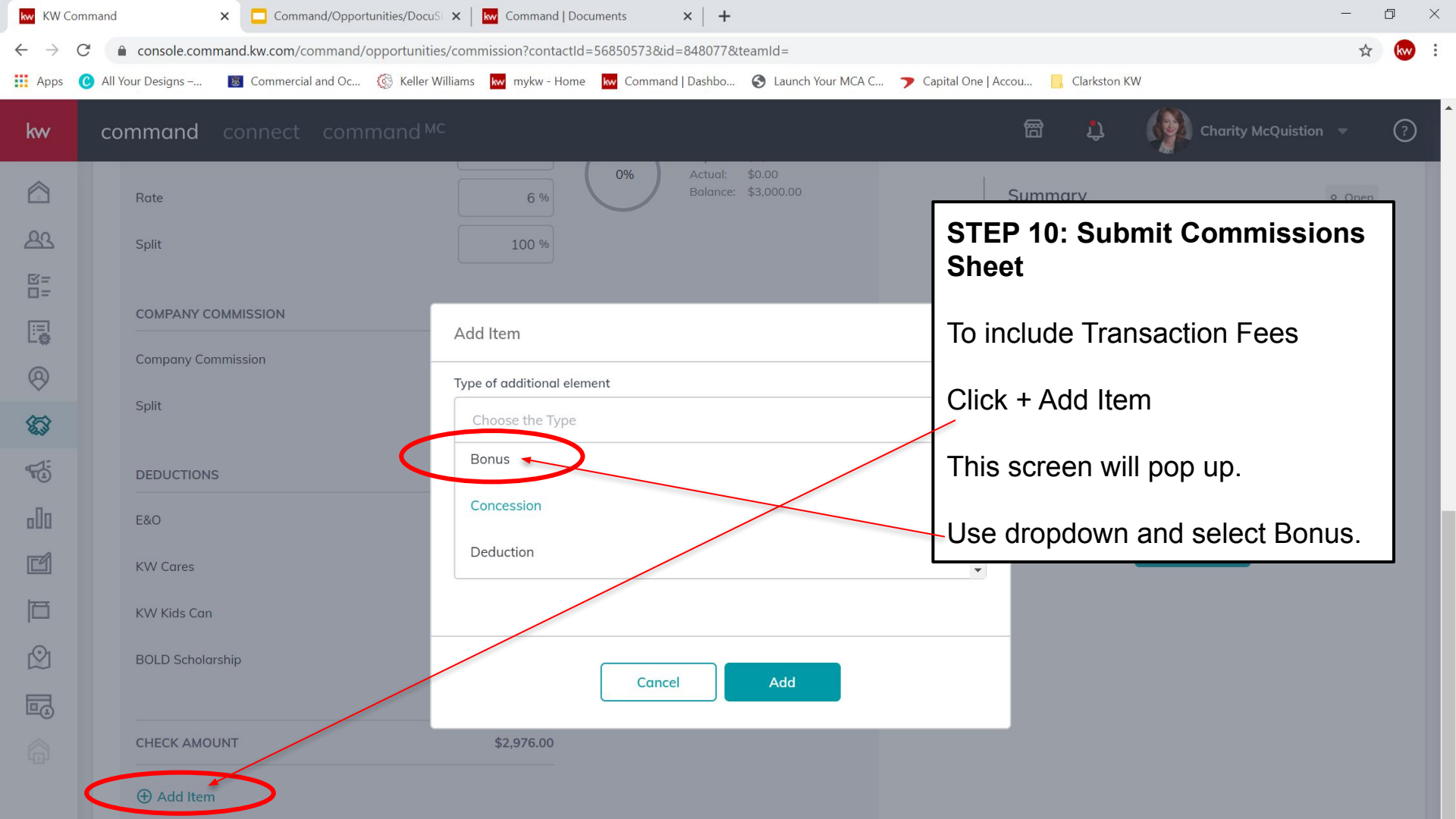
Click Agent Analysis


console.command.kw.com/command/opportunities/offers/add-new-offer?contactId=56850573&id=848077&teamId=&versionName=Test%20Offer
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
Details
Documents
Offers 0
Commissions
Notes 0
Timeline
Test Offer
Offer Details
Parties
Terms
Agent Analysis
Agent Analysis
Pros
Cons
Summary
Back
Save
STEP 10: Creating Offers
Complete Pros and Cons of the offer. Complete a Summary of Offer.
Click Save.


KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/offers?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
1234 Main St Example
Sally Seller
0/0
STEP 10: Creating Offers
If you have multiple offers you can Click Add New Offer and repeat Step 10.
If you have entered the final accepted offer Click Accept.
Details
Commissions
Notes 0
Timeline
Offer Timeline
Add New Offer
Generate Offer Url
JAN 12, 2020
SS
Sally Seller
Seller
LA
Listing Agent 1
Agent
Buyer Pre Approved
Buyer Pre Qualified
Accept
Reject
1234 South Main Street
Royal Oak, MI
$155,000.00
Offer
$5,000.00
Cash
$150,000.00
Finance Amount
$3,100.00
Earnest Amount
$0.00
Option Fee
01/15/20
Close Date
30 days
Termination Notice
Reviewing
Status


KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/offers?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Sales Pipeline / Buyer (Active)
0/0
1234 Main St Example
Sally Seller
Details
Commissions
Notes 0
Timeline
STEP 10: Submit Commissions Sheet
Click Commissions.
Add New Offer
Generate Offer Url
Offer Timeline
JAN 12, 2020
SS
Sally Seller
Seller
LA
Listing Agent 1
Agent
Buyer Pre Approved
Buyer Pre Qualified
Change Response
1234 South Main Street
Royal Oak, MI
$155,000.00
Offer
$5,000.00
Cash
$150,000.00
Finance Amount
$3,100.00
Earnest Amount
$0.00
Option Fee
01/15/20
Close Date
30 days
Termination Notice
Accepted
Status


kw
command
connect
command MC
Charity McQuistion
Details
Documents
Offers 1
Commissions
Notes 0
Timeline
Sales Price
$155,000.00
Commission
3 %
$4,650.00
Units
1
Contract Date*
1/8/2020
Closed Date*
1/31/2020
Add Co-Broker Payment
Summary
Open
TOTAL COMMISSION $4,650.00
ROYALTY $279.00
COMPANY CURRENCY $1,395.00
PAY TO AGENTS $2,976.00
Charity McQuistion $2,976.00
$1,674.00
Agent Breakdown
Agent
Charity McQuistion
Unit
1
Total Commission
$4,650.00
PAYMENT BREAKDOWN 01/15/20 $4,650.00
GROSS COMMISSION $4,650.00
ROYALTY -$279.00
Associate Royalty $279.00
Rate 6 %
Split 100 %
0%
Cap: $3,000.00
Actual: $0.00
Balance: $3,000.00
STEP 10: Submit Commissions Sheet
Begin filling in information.
If details were filled in on previous stages most info should be auto generated here.
Click Add Co-Broker Payment to add referrals.


KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/commission?contactId=56850573&id=848077&teamId=
Apps
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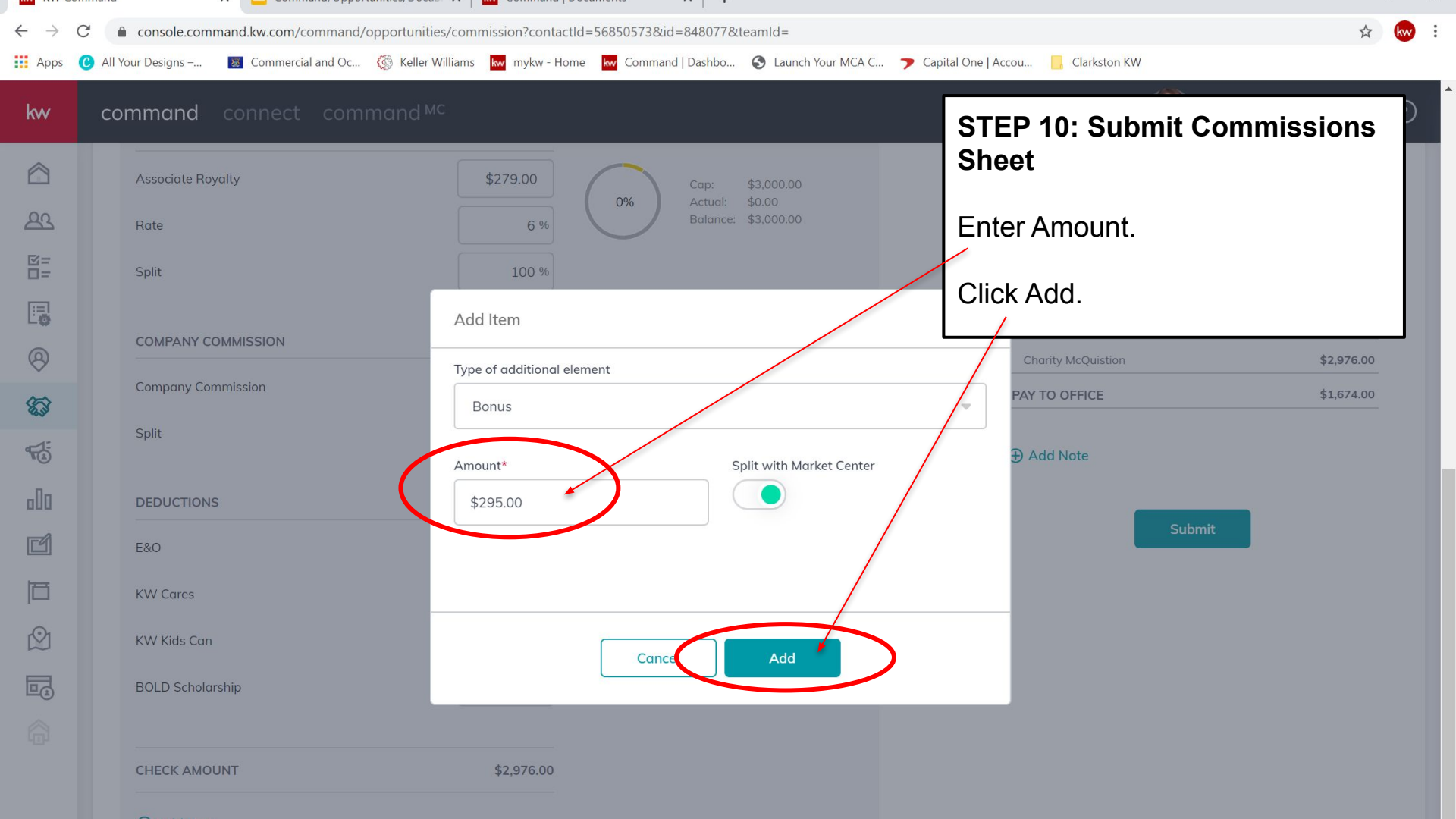
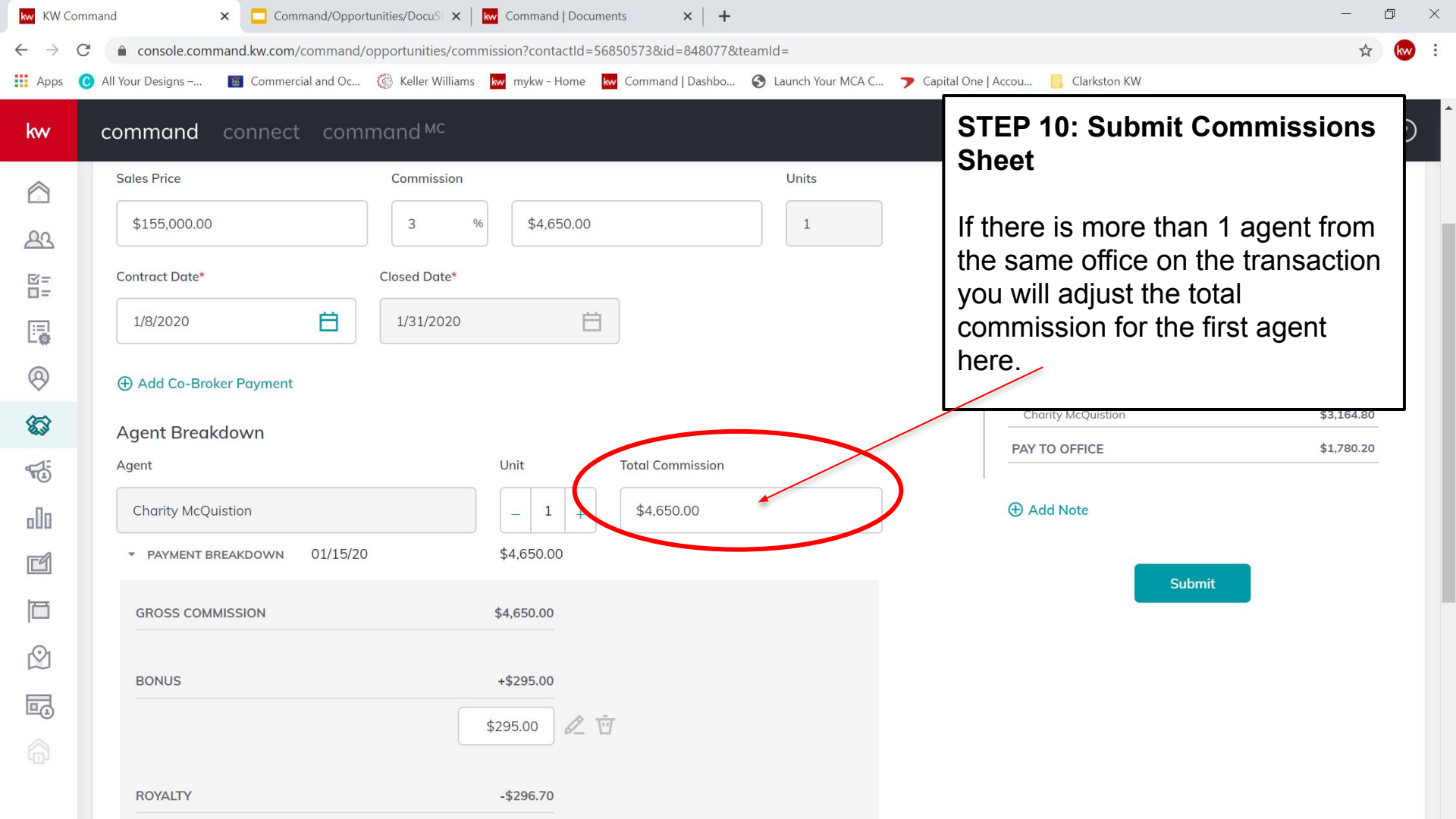
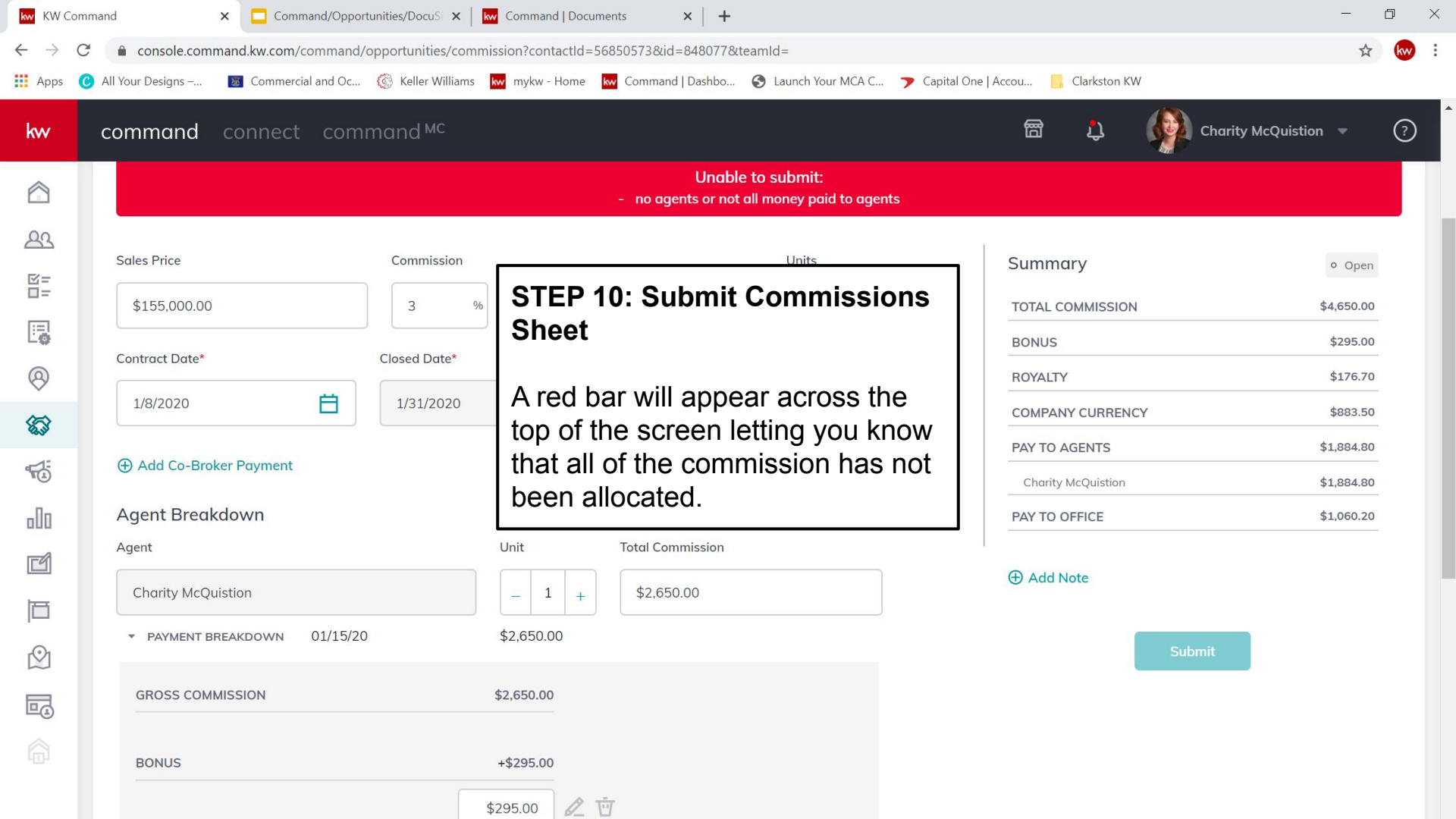
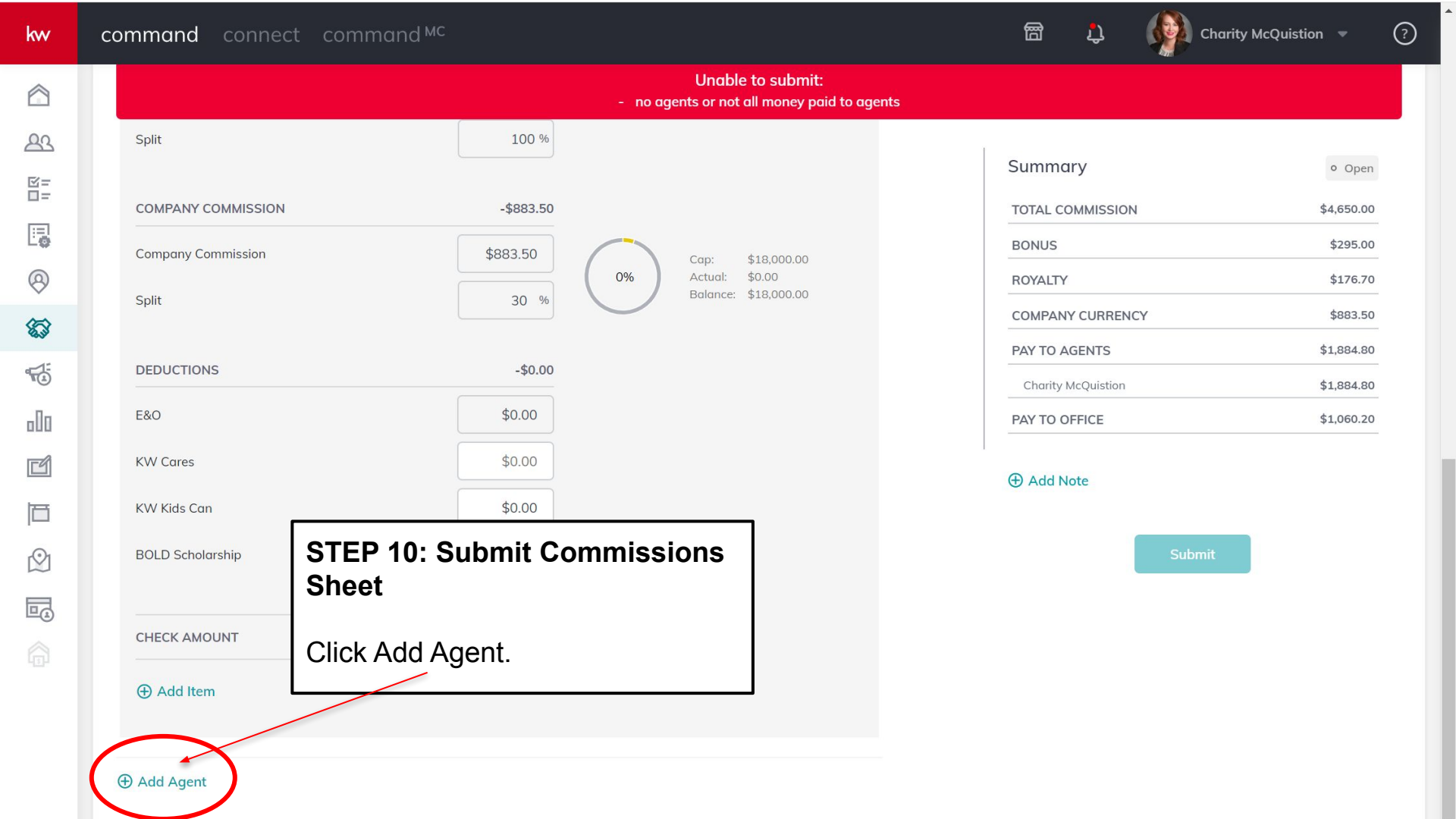
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Rate
6 %
Split
100 %
0%
Actual: $0.00
Balance: $3,000.00
Summary
COMPANY COMMISSION
Company Commission
Split
DEDUCTIONS
E&O
KW Cares
KW Kids Can
BOLD Scholarship
CHECK AMOUNT
$2,976.00
Add Item
Add Item
Type of additional element
Choose the Type
Bonus
Concession
Deduction
Cancel
Add
STEP 10: Submit Commissions Sheet
To include Transaction Fees
Click + Add Item
This screen will pop up.
Use dropdown and select Bonus.


STEP 10: Submit Commissions Sheet
Enter Amount.
Click Add.
Add Item
Type of additional element
Bonus
Amount*
$295.00
Split with Market Center
Cancel
Add
Associate Royalty
$279.00
Rate
6 %
Split
100 %
0%
Cap: $3,000.00
Actual: $0.00
Balance: $3,000.00
COMPANY COMMISSION
Company Commission
Split
DEDUCTIONS
E&O
KW Cares
KW Kids Can
BOLD Scholarship
CHECK AMOUNT
$2,976.00
Charity McQuistion
$2,976.00
PAY TO OFFICE
$1,674.00
Add Note
Submit


KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/commission?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Sales Price
Commission
Units
$155,000.00
3
%
$4,650.00
1
Contract Date*
Closed Date*
1/8/2020
1/31/2020
Add Co-Broker Payment
Agent Breakdown
Agent
Unit
Total Commission
Charity McQuistion
1
$4,650.00
PAYMENT BREAKDOWN
01/15/20
$4,650.00
GROSS COMMISSION
$4,650.00
BONUS
+$295.00
$295.00
ROYALTY
-$296.70
Charity McQuistion
$3,164.80
PAY TO OFFICE
$1,780.20
Add Note
Submit
STEP 10: Submit Commissions Sheet
If there is more than 1 agent from the same office on the transaction you will adjust the total commission for the first agent here.


KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/commission?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Unable to submit:
- no agents or not all money paid to agents
Sales Price
$155,000.00
Commission
3
%
Units
Contract Date*
1/8/2020
Closed Date*
1/31/2020
Add Co-Broker Payment
Agent Breakdown
Agent
Charity McQuistion
Unit
1
Total Commission
$2,650.00
PAYMENT BREAKDOWN
01/15/20
$2,650.00
GROSS COMMISSION
$2,650.00
BONUS
+$295.00
$295.00
Summary
Open
TOTAL COMMISSION
$4,650.00
BONUS
$295.00
ROYALTY
$176.70
COMPANY CURRENCY
$883.50
PAY TO AGENTS
$1,884.80
Charity McQuistion
$1,884.80
PAY TO OFFICE
$1,060.20
Add Note
Submit
STEP 10: Submit Commissions Sheet
A red bar will appear across the top of the screen letting you know that all of the commission has not been allocated.

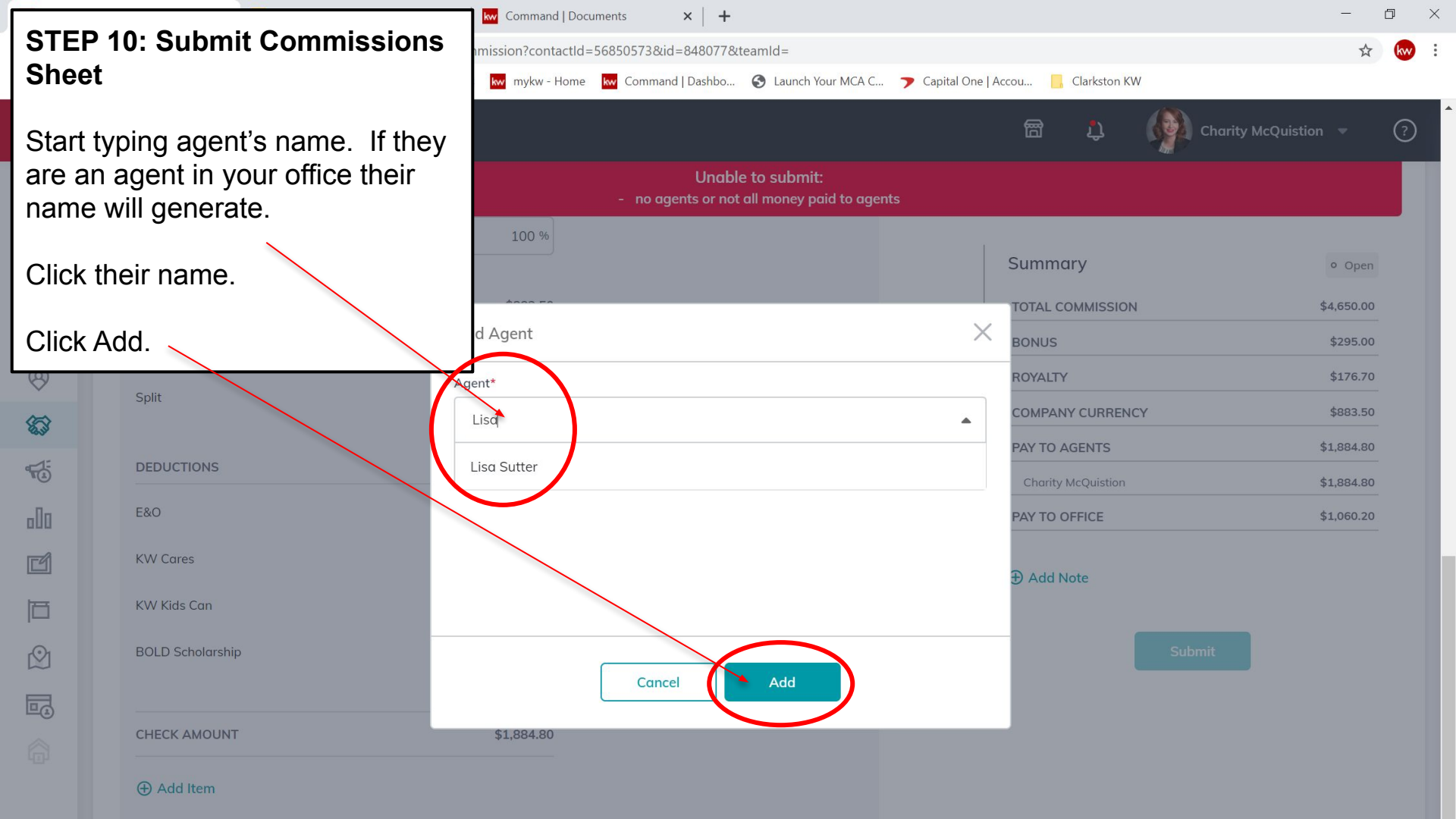

kw
command
connect
command MC
Charity McQuistion
Unable to submit:
- no agents or not all money paid to agents
Split
100 %
COMPANY COMMISSION
-$883.50
Company Commission
$883.50
Split
30 %
0%
Cap: $18,000.00
Actual: $0.00
Balance: $18,000.00
DEDUCTIONS
-$0.00
E&O
$0.00
KW Cares
$0.00
KW Kids Can
$0.00
BOLD Scholarship
CHECK AMOUNT
Add Item
Add Agent
STEP 10: Submit Commissions Sheet
Click Add Agent.
Summary
Open
TOTAL COMMISSION
$4,650.00
BONUS
$295.00
ROYALTY
$176.70
COMPANY CURRENCY
$883.50
PAY TO AGENTS
$1,884.80
Charity McQuistion
$1,884.80
PAY TO OFFICE
$1,060.20
Add Note
Submit

STEP 10: Submit Commissions Sheet

Start typing agent's name. If they are an agent in your office their name will generate.

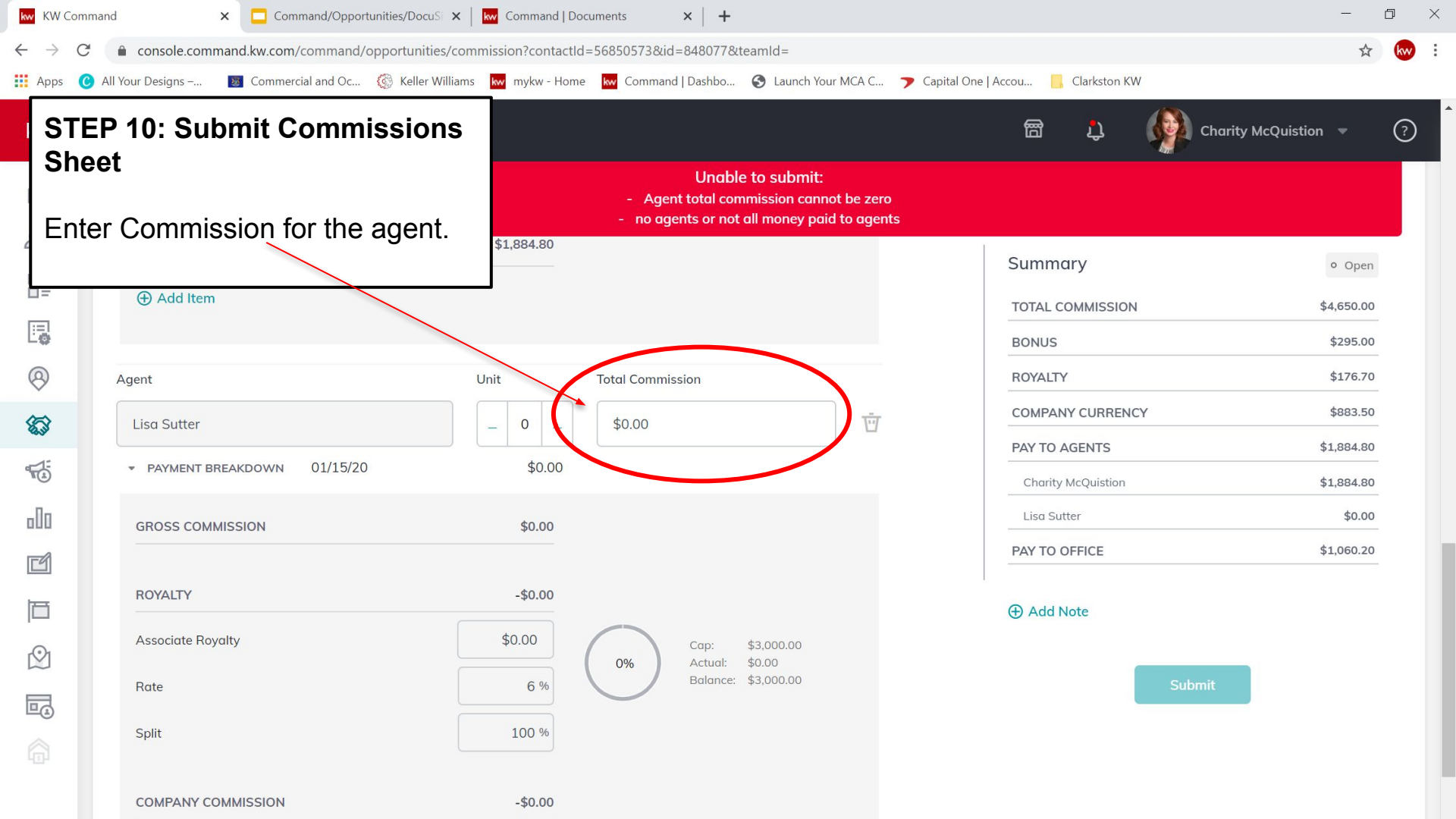
Click their name.

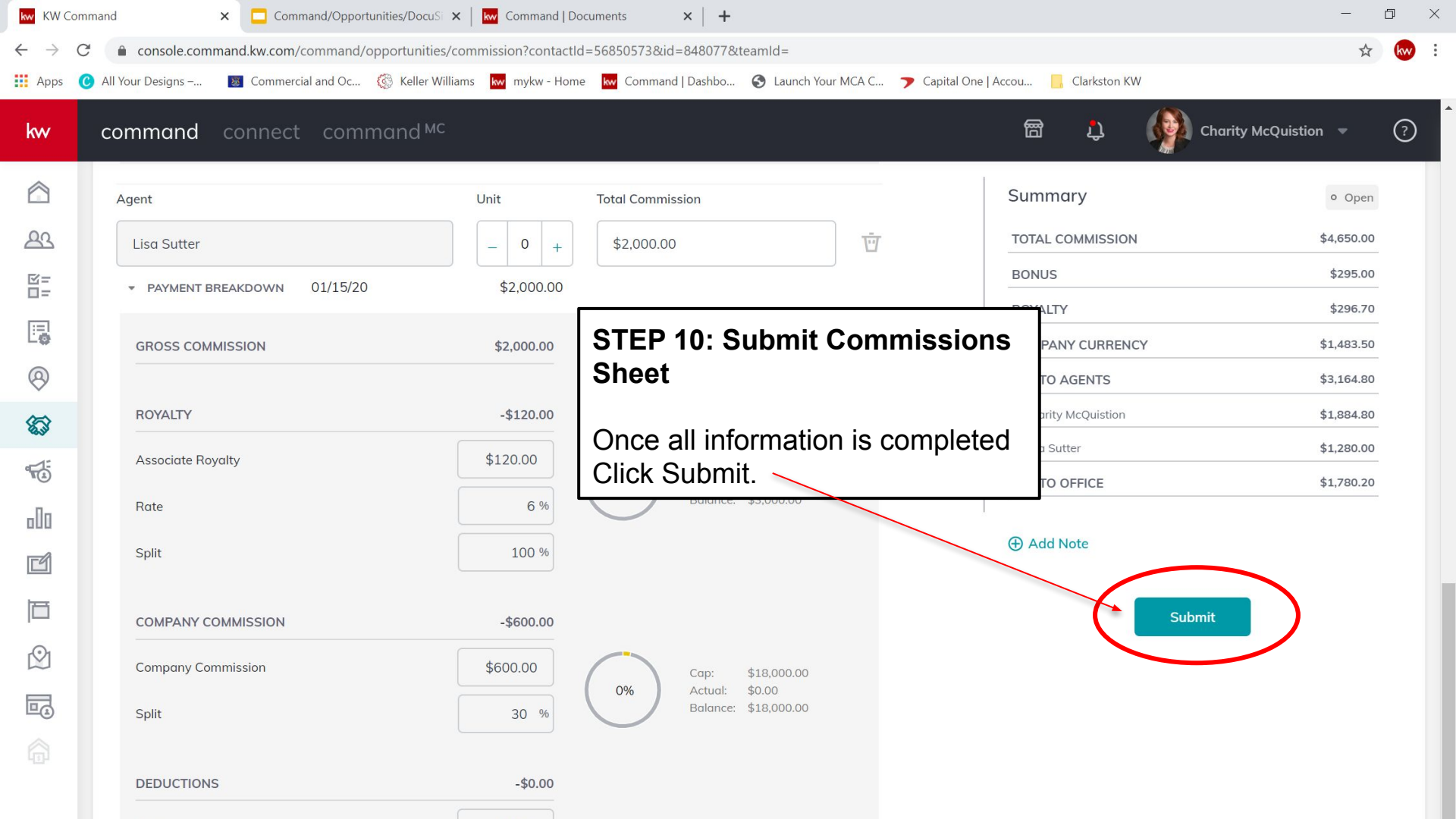
Click Add.

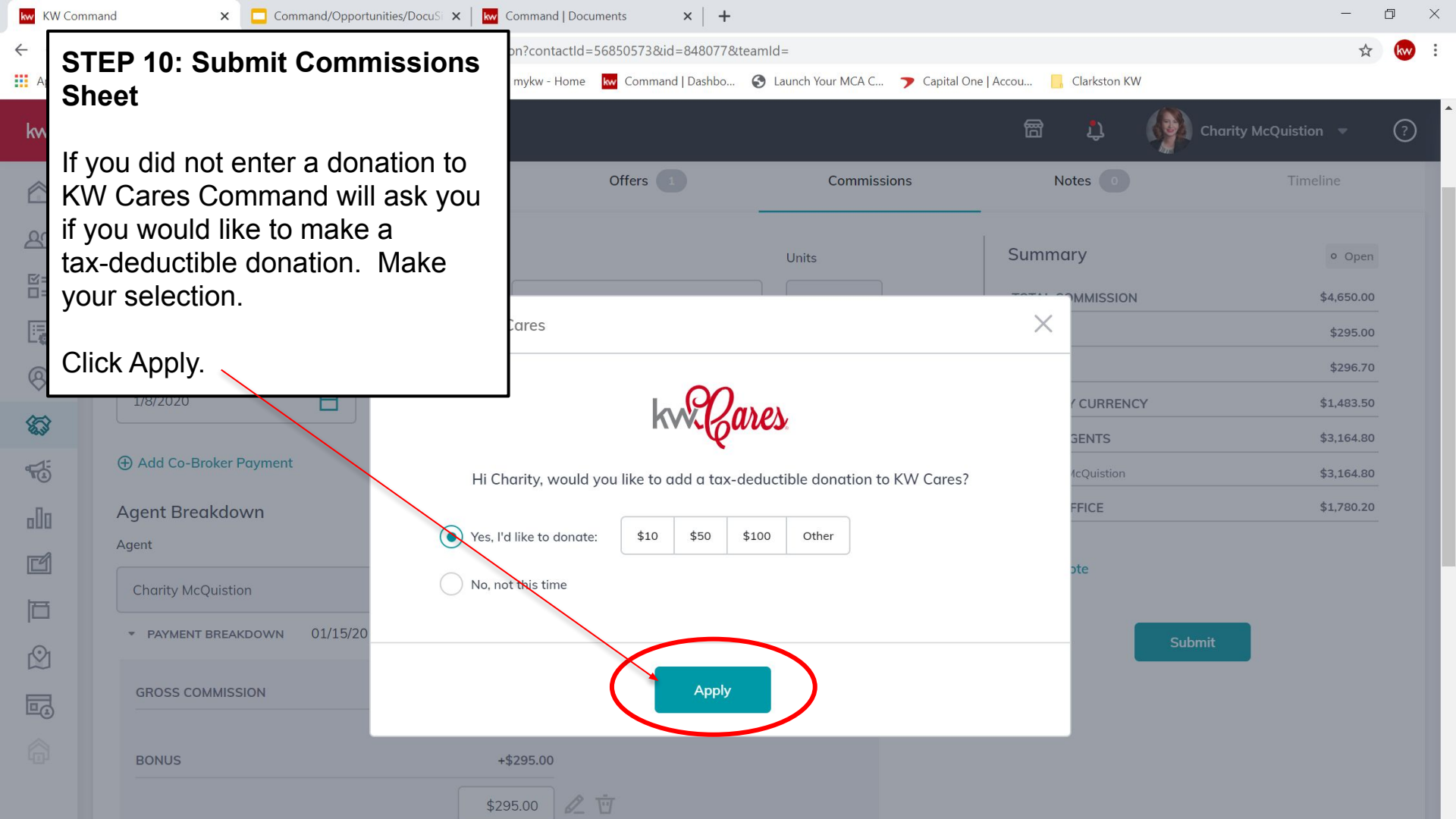


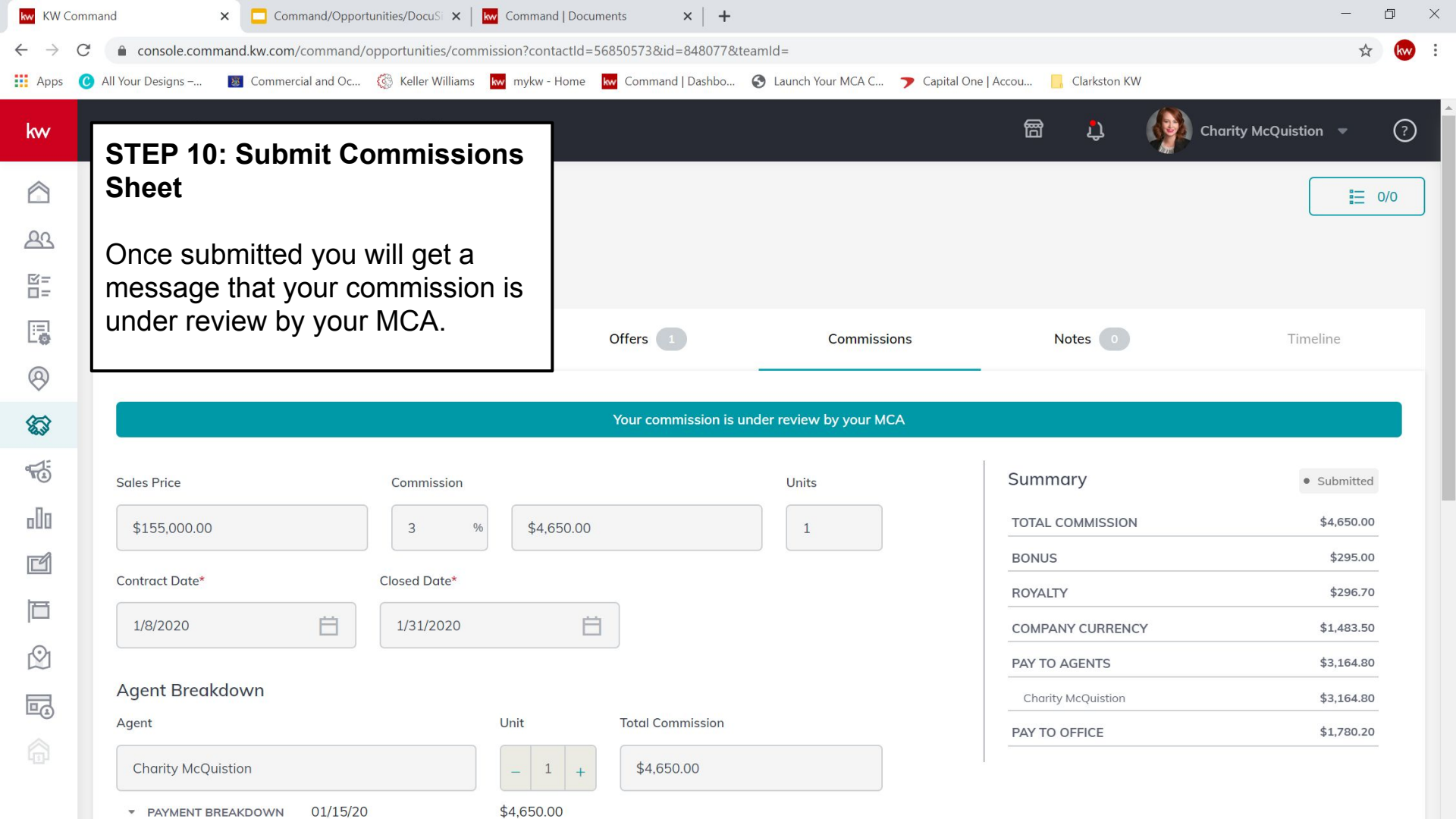
STEP 10: Submit Commissions Sheet

Enter Commission for the agent.



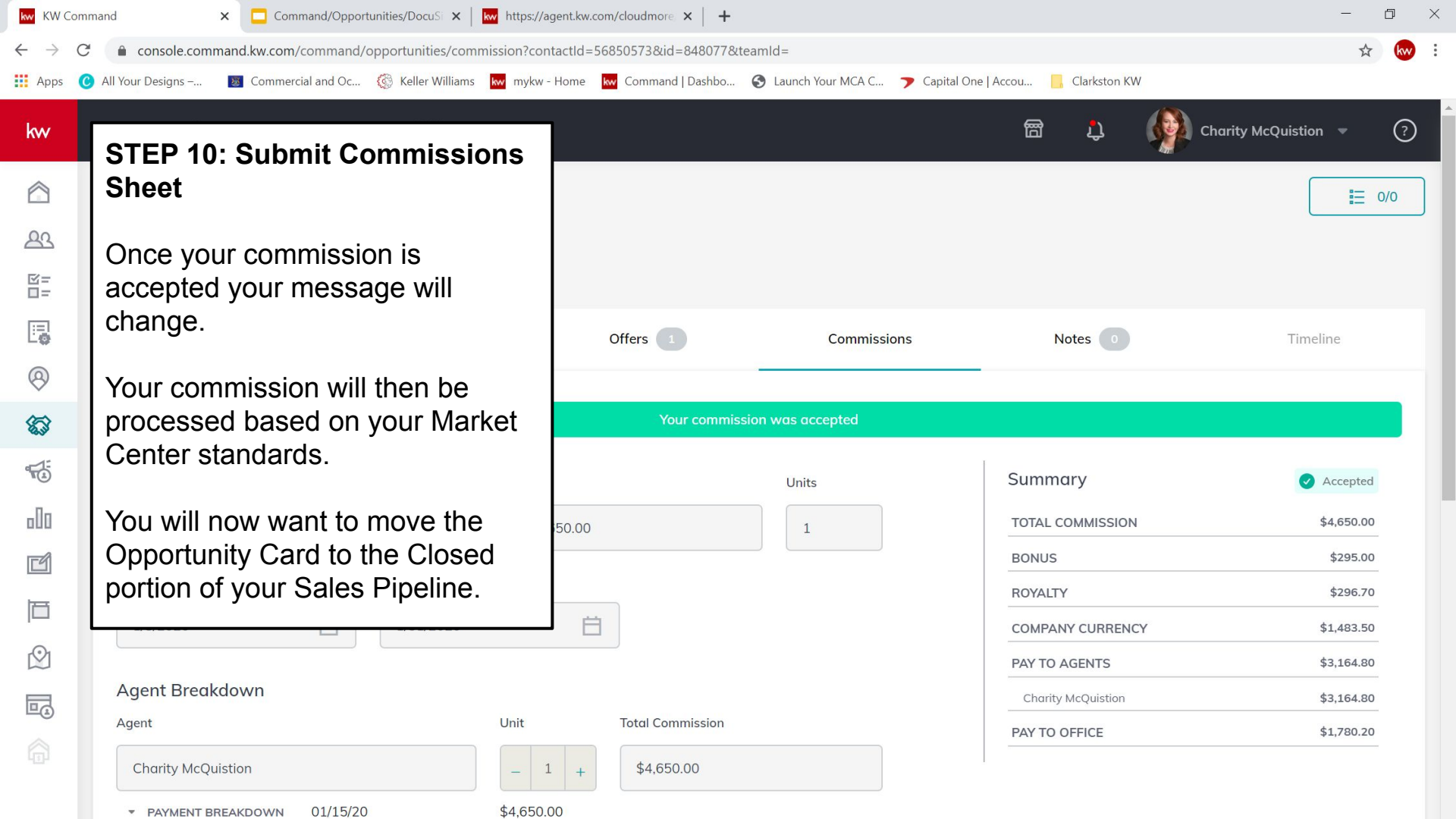

KW Command
Command/Opportunities/DocuS
Command | Documents
console.command.kw.com/command/opportunities/commission?contactId=56850573&id=848077&teamId=
Apps
All Your Designs –...
Commercial and Oc...
Keller Williams
mykw - Home
Command | Dashbo...
Launch Your MCA C...
Capital One | Accou...
Clarkston KW
kw
command
connect
command MC
Charity McQuistion
Agent
Unit
Total Commission
Lisa Sutter
0
$2,000.00
PAYMENT BREAKDOWN
01/15/20
$2,000.00
GROSS COMMISSION
$2,000.00
ROYALTY
-$120.00
Associate Royalty
$120.00
Rate
6 %
Split
100 %
COMPANY COMMISSION
-$600.00
Company Commission
$600.00
Split
30 %
0%
Cap: $18,000.00
Actual: $0.00
Balance: $18,000.00
DEDUCTIONS
-$0.00
Summary
Open
TOTAL COMMISSION
$4,650.00
BONUS
$295.00
$296.70
$1,483.50
$3,164.80
$1,884.80
$1,280.00
$1,780.20
Add Note
Submit
STEP 10: Submit Commissions Sheet
Once all information is completed Click Submit.


STEP 10: Submit Commissions Sheet
If you did not enter a donation to KW Cares Command will ask you if you would like to make a tax-deductible donation. Make your selection.
Click Apply.
Charity McQuistion
Offers 1
Commissions
Notes 0
Timeline
Summary
Open
$4,650.00
$295.00
$296.70
$1,483.50
$3,164.80
$3,164.80
$1,780.20
Units
1/8/2020
Add Co-Broker Payment
Agent Breakdown
Agent
Charity McQuistion
PAYMENT BREAKDOWN
01/15/20
GROSS COMMISSION
BONUS
+$295.00
$295.00
Submit
kw Cares
Hi Charity, would you like to add a tax-deductible donation to KW Cares?
Yes, I'd like to donate:
$10
$50
$100
Other
No, not this time
Apply



STEP 10: Submit Commissions Sheet

Once submitted you will get a message that your commission is under review by your MCA.



STEP 10: Submit Commissions Sheet

Once your commission is accepted your message will change.

Your commission will then be processed based on your Market Center standards.

You will now want to move the Opportunity Card to the Closed portion of your Sales Pipeline.