

Path to Payment: Steps to Get Your Commission

- Create an Opportunity
 - Add all clients as Contacts in Command
 - Create an Opportunity (Listing or Buyer)
 - Complete the Create Opportunity form
 - Select your Client from Contacts and hit “Create”

[Create an Opportunity – KW Answers](#)

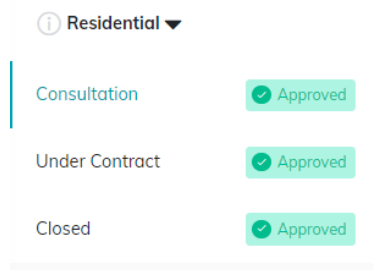
- Upload all documents within 48 hours of ratification

[Attach Compliance Documents to an Opportunity – KW Answers](#)

- Documents should be uploaded and Submitted on 3 occasions, once you have:
 - Brokerage Agreement
 - Ratified Contract (and all addenda)
 - Settlement Statement (ALTA)

[Submit Compliance Documents to Your Market Center for Approval – KW Answers](#)

- Check to make sure each phase is **APPROVED** by compliance



- If you see three green boxes as shown above, you are Compliant!
 - If any documents are **RETURNED**, update and **Resubmit** to Compliance
- Detailed compliance tutorials can be found here: <https://tinyurl.com/2cz895as>

- Create and Accept an OFFER in Command
 - Offer should be submitted at least 7 days before closing
 - Under “Offers and Commissions” - Create Offer
 - Offer must be ACCEPTED before it will let you request any commission

[Create an Offer in an Opportunity – KW Answers](#)

[Accept, Reject, or Counter an Offer in an Opportunity – KW Answers](#)

- Submit a Commission Request
 - Click “Manage Commission”
 - Edit General Information to complete required information
 - Verify commission information is correct
 - Click SUBMIT to initiate payment process

[Submit a Commission Request for an Opportunity – KW Answers](#)

Here is a video Outlining how to get paid at KW Legacy: [Command | Dashboard \(loom.com\)](#)