




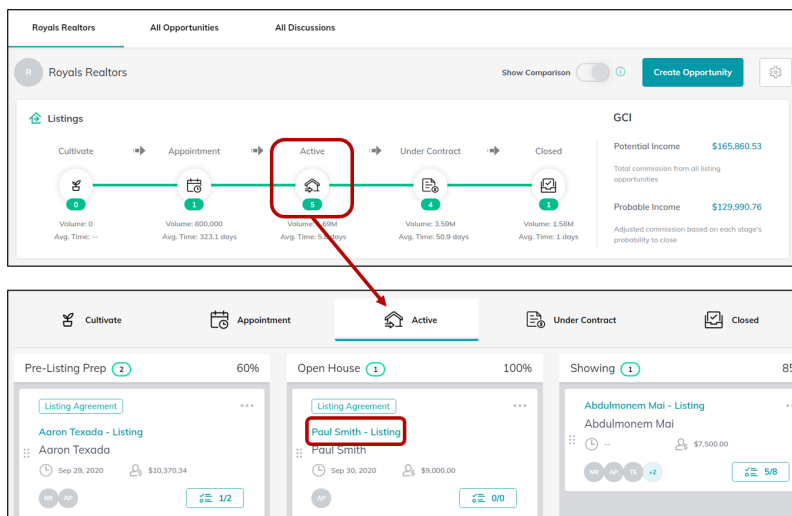
How to Give Back Using Command

One of the hallmarks of this company, where associates so gladly serve, is caring. It is about how we care for our clients, our families, our communities, and how we take care of each other. It is in our hearts to continue to grow this special culture of caring that has had such a powerful impact on those who receive KW Cares support, and also on those who make it possible.

There are several ways you can donate with each transaction. Please watch the following [video tutorial](#) and follow along below with the step-by-step sheet on how to contribute through the Offers / Commissions tab inside of Command to support KW family members when they need help most.

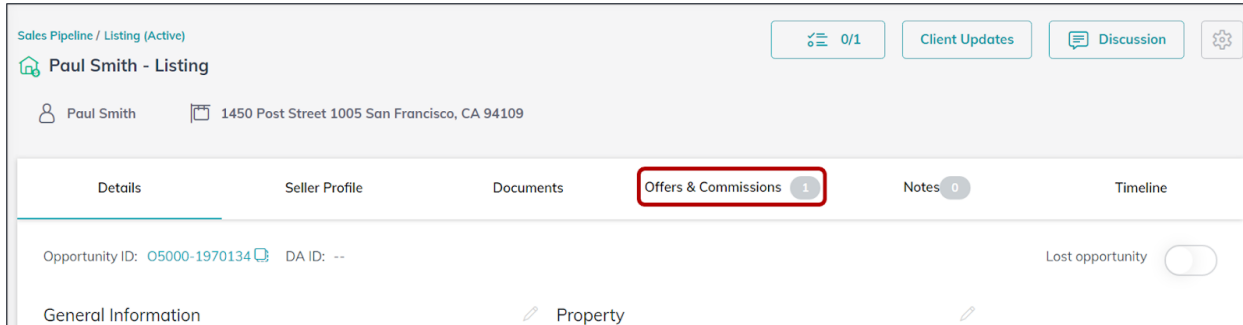
Giving through Command (Offers / Commissions Tab)

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Click the **Opportunities icon**, , on the left sidebar.
3. From the Opportunities Dashboard, click on the phase, where your Opportunity is located, then click on the Opportunity Title.

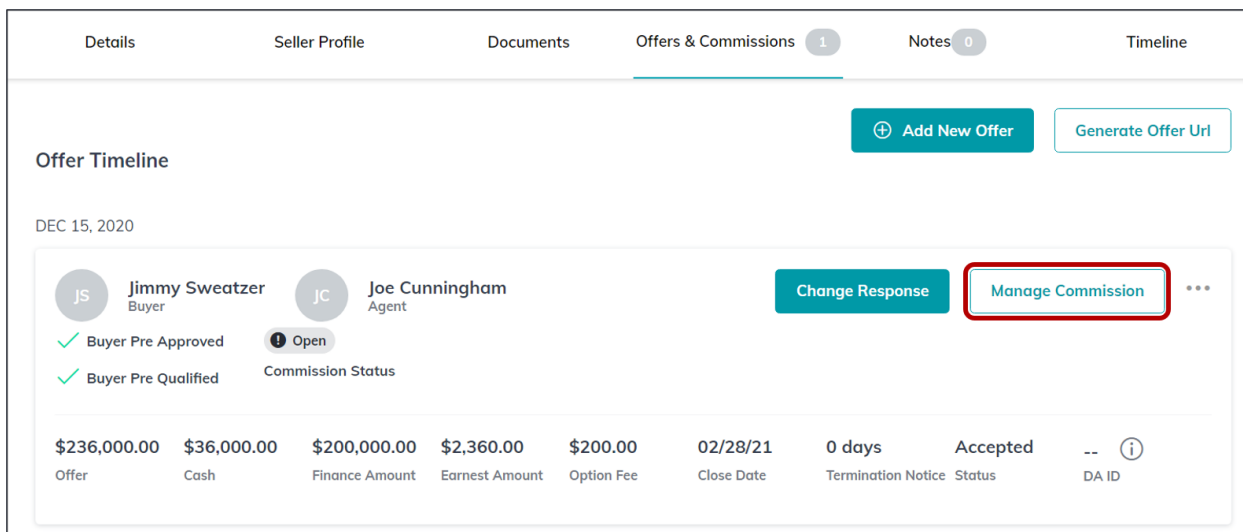


(Continue to the next page for further instructions ↓)

4. Once in the Opportunity, click the Offers & Commissions tab, at the top of the page.



5. Find your accepted offer and click Manage Commission. *Note, you must create and accept an offer to see this option. For a full tutorial on how to accept an offer, follow this link: [How to create and accept an offer](#).



6. You will be taken to the manage commission page which will look like this (following page ↓):

Payment ⊕ Add Another Agent ⊖ Add Co-Broker Payment ⊕ Add Note

Agent Units	Agent Gross Commission	Net Pay to Agent	Payment date
1.0	\$9,000.00	\$5,760.00	03/05/21

PAYMENT BREAKDOWN

Agent Gross Commission	\$9,000.00
Associate Royalty	-\$540.00
Rate	6.0%
Split	100.0%
Company Commission	-\$2,700.00
Split	30.0%
Additional Deductions	-\$0.00
E&O	\$0.00
KW Cares	\$0.00
KW Kids Can	\$0.00
BOLD Scholarship	\$0.00
Net to Agent	\$5,760.00

7. Under the Payment Section > Additional Deductions, there are spaces provided where you can make your tax-deductible donation to KW Cares, KW Kids Can, and the BOLD Scholarship fund.

E&O	<input type="text" value="\$0.00"/>
KW Cares	<input type="text" value="\$20.00"/>
KW Kids Can	<input type="text" value="\$20.00"/>
BOLD Scholarship	<input type="text" value="\$20.00"/>
<hr/>	
Net to Agent	\$0.00

***Please Note:** unlike giving on Greensheets, there is currently no recurring giving option in Command. We would love to invite you to become a monthly recurring donor via our website: <https://www.donatekwc.org/> or to continue supporting your fellow KW associates each time you close a transaction.

8. Click Save Changes when you're finished inputting your giving amounts and you are finished giving!

Additional Deductions		-\$140.00
E&O	<input type="text" value="\$80.00"/>	\$80.00
KW Cares	<input type="text" value="\$20.00"/>	\$20.00
KW Kids Can	<input type="text" value="\$20.00"/>	\$20.00
BOLD Scholarship	<input type="text" value="\$20.00"/>	\$20.00
Net to Agent		\$7960.00
Extra Payment Options	+ Add item	
Referrals, Bonuses, Deductions, Concessions		
<input type="button" value="Cancel"/>	<input type="button" value="Save Changes"/>	

KW Cares is a 501(c)(3) public charity dedicated to serving Keller Williams Realty associates and their qualifying family members experiencing hardship as a result of a sudden emergency, ensuring everyone in our KW family feels supported, safe and valued. We step in swiftly to provide financial grants and aid when these unforeseen emergencies create difficult circumstances that our KW associates and their immediate families cannot handle on their own.

Thank you for being a part of our KW Cares family. Your gift allows us to create more stories [like these](#). Be sure to follow us on [Facebook](#) & [Instagram](#) to see more of your impact in action.