

How to Donate with Every Transaction Using Command

It is in our hearts to continue to grow our unique culture of caring which 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 <u>video</u> <u>tutorial</u> 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.

PLEASE NOTE:

If you previously gave through Greensheets and have now migrated over to Command, it is important to note that Command does not currently support the "recurring" or "set it and forget it" donation feature. Thank you for generously continuing to support KW Cares and your fellow associates with each transaction.

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**, **O**, on the left sidebar.

3. From the Opportunities Dashboard, click on the phase, where your Opportunity is located, then click on the Opportunity Title.





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

Sales Pipeline / Listing (Active)		°≡ 0/1	Client Updates	Discussion 袋	
A Paul Smith	1450 Post Street 1005 San Fran	ncisco, CA 94109			
Details	Seller Profile	Documents	Offers & Commissions 1	Notes 0	Timeline
Opportunity ID: 05000-197	70134 💭 DA ID:				Lost opportunity
General Information		Property		Ø	

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: <u>How to create and accept an offer</u>.

Details	Sel	ler Profile	Documen	ts Offe	rs & Commissions	1 Note	S 0	Timeline
ffer Timeline						🕀 Add N	New Offer	Generate Offer Url
EC 15, 2020					_			
Jimm	ny Sweatzer	Joe Cun	ningham		C	hange Response	Manage	Commission •••
Buyer		Agent						commission
Buyer Pre A	pproved O com	Agent Open mission Status						
Buyer Pre A Buyer Pre Q \$236,000.00	pproved O communified Communified Community \$36,000.00	Agent Open mission Status \$200,000.00	\$2,360.00	\$200.00	02/28/21	0 days	Accepted	(j)

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



How to Give Using Command

J	🔞 406 W South St - 0	Cermak			02 010	
:	Cassie Cermak	🖁 Doug Cermak 🛗	1633 Maizefield Lane Fuqu	ay Varina, NC 27526		
Ĵ.	Details	Seller Profile	Documents	Offers & Commissions	Notes 0	Timeline
)					_	
5	Offers & Commissions / Man	age Commission			Summary	O Op
Þ	Concretion			A Edit Canaral Information	Total Commission	\$9,000.
	General Information	n		2 Edit General Information	Pay to Office	\$3,240.
ł					Associate Royalty	\$540.
	Sales Price	Commission Rate	Total Commission	Total Units	Company Commission	\$2,700.
,	\$500,000.00	3.0 %	\$3,000.00	2.0	Additional Deductions	\$0.
	Contract Date*	Closed Date*	DA ID		Pay to Agents	\$5,760.
		03/05/21			James Cermak	\$5,760.
	Agent Units	dd Another Agent ⊕ Add (Agent Gross Commission \$9,000.00	Co-Broker Payment Net Pay to Agent \$5,760.00	Payment date 03/05/21		
	Agent Units 1.0 PAYMENT BREAKDO Agent Complex	dd Another Agent ⊕ Add i Agent Gross Commission \$9,000.00	So-Broker Payment Net Pay to Agent \$5,760.00	Payment date 03/05/21		
	Payment (*) Ad Agent Units 1.0 * PAYMENT BREAKDO Agent Gross Commiss	Id Another Agent () Add I Agent Gross Commission \$9,000.00	So-Broker Payment Net Pay to Agent \$5,760.00	Payment date 03/05/21		
	Payment (*) Ad Agent Units 1.0 * PAYMENT BREAKDO Agent Gross Commiss Associate Royalty	Id Another Agent () Add I Agent Gross Commission \$9,000.00	So-Broker Payment Net Pay to Agent \$5,760.00 \$9,000.00 -\$540.00	Payment date 03:05/21		
	Agent Units 1.0 PRAMENT BREAKDO Agent Gross Commiss Associate Royalty	Id Another Agent (*) Add 1 Agent Gross Commission \$9,000,00 WWN ion Rote	So-Broker Poyment Net Pay to Agent \$5,760.00 \$9,000.00 -\$540.00 6.0%	Payment date 03/05/21 090 Cop: \$3,000.00 Actual: \$0.00		
	Agent Units 1.0 • PAYMENT BREAKDO Agent Gross Commiss Associate Royalty	Id Another Agent (*) Add 1 Agent Gross Commission \$9,000,00 WWN ion Rote Split	So-Broker Poyment Net Pay to Agent \$5,760.00 \$9,000.00 -\$540.00 6.0% 100.0%	Payment date 03/05/21 0% Cop: \$3,000.00 Actual: \$0.00 Britence: \$3,000.00		
	Agent Units 1.0 PRAMENT BREAKDO Agent Gross Commiss Associate Royalty Company Commission	Id Another Agent (*) Add 1 Agent Gross Commission \$9,000,00 WWN Ion Rote Split	So-Broker Poyment Net Poy to Agent \$5,760.00 \$9,000.00 -\$540.00 6.0% 100.0% -\$2,700.00	Payment date 03/05/21 Of6 Cop: \$3,000.00 Actual: \$0.00 Britence: \$3,000.00		
	Agent Units 1.0 • PAYMENT BREAKDO Agent Gross Commiss Associate Royalty Company Commission	Id Another Agent (*) Add 1 Agent Gross Commission \$9,000,00 WWN ion Rote Split	So-Broker Poyment Net Pay to Agent \$5,760.00 \$59,000.00 -\$5540.00 6.0% 100.0% -\$2,700.00 30.0%	Payment date 03.05/21 0% Cop: \$3.000.00 Actual: Brience: \$3.000.00 Actual: 0% Cop: \$3.000.00 Actual: 0% Cop: \$3.000.00 Actual:		
	Agent Units 1.0 Agent Units 1.0 Agent Gross Commiss Associate Royalty Company Commission Additional Deductions	Id Another Agent (*) Add (Agent Gross Commission \$9,000.00 WWN ion Rote Split Split	So-Broker Poyment Net Pay to Agent \$5,760.00 \$59,000.00 -\$540.00 6.0% 6.0% -\$2,700.00 30.0% -\$0.00	Payment date 03/05/21 Off Cap: \$3.000.00 Actual: \$3.000.00 Belowce: \$3.000.00 Below		
	Agent Units 1.0 Agent Units 1.0 Agent Gross Commiss Associate Royalty Company Commission Additional Deductions E&0	Id Another Agent (*) Add (Agent Gross Commission \$9,000,00 WWN ion Rate Split Split	So-Broker Poyment Net Pay to Agent \$5,760.00 \$5,760.00 -\$5540.00 -\$52,700.00 30.0% -\$0.00 \$0.00 \$0.0% \$0.00	Payment date 03/05/21 Of Cop: \$3,000.00 Actual: \$000 Brience: \$3,000.00 Of Cop: \$2,000.00 Actual: \$000 Brience: \$20,000.00		
	Agent Units 1.0 • PAYMENT BREAKDO Agent Gross Commiss Associate Royalty Company Commission Additional Deductions E&O KW Cares	Id Another Agent (*) Add (*) Agent Gross Commission \$9,000,00 WWN ion Rote Split Split	50-Broker Poyment Net Pay to Agent \$5,760.00 \$9,000.00 -\$540.00 6.0% 100.0% -\$2,700.00 30.0% -\$2,000 \$0.00 \$	Payment date 03/05/21 Of Cop: \$3,000.00 Actual: \$0.00 Betance: \$3,000.00 Of Cop: \$3,000.00 Actual: \$0,00 Betance: \$20,000.00		
	Agent Units 1.0 PRVMENT BREAKDO Agent Gross Commiss Associate Royalty Company Commission Additional Deductions E&O KW Cares KW Kids Can	Add 1 d Another Agent (*) Add 1 Agent Gross Commission \$9,000,00 WWN ition Rote Split Split	20-Broker Payment Net Pay to Agent \$5,760.00 \$9,000.00 -\$540.00 6.0% 100.0% -\$2,700.00 30.0% \$0.00 \$0.	Payment date 03/05/21 09 Cop: \$3,000.00 Actual: \$30.00 \$300 09 Cop: \$30,000.00 09 Cop: \$20,000.00 Actual: \$30.00		
	Agent Units 1.0 PAYMENT BREAKDO Agent Gross Commiss Associate Royalty Company Commission Additional Deductions E&O KW Cares KW Kids Can BOLD Scholarship	Add 1 Another Agent (*) Add 1 Agent Gross Commission \$9,000,00 WWN ilon Rote Split Split Split	20-Broker Payment Net Pay to Agent \$5,760.00 -\$540.00 -\$540.00 30.0% -\$2,700.00 30.0% -\$0.00 \$0.00 \$0.00	Payment date 03/05/21 Off Cap: \$1,000,00 Actual: \$0,00 Off Cap: \$2,000,00 Off Cap: \$2,000,00 Off Cap: \$2,000,00 Off Cap: \$2,000,00 Off Cap: \$20,000,00		

There are two ways in which you can make a donation once you reach this point:

1. Under the Payment Section > Additional Deductions (as seen in the picture above), there are spaces provided where you can make your tax-deductible donation to KW Cares, KW Kids Can (KWKC), and the BOLD Scholarship fund:

E&0	\$0.00
KW Cares	\$20.00
KW Kids Can	\$20.00
BOLD Scholarship	\$20.00
Net to Agent	\$0.00



Enter the amount you wish to donate, then click Save Changes to apply your donation to this transaction.

Additional Deductions	-\$140.00
E&0	\$80.00
KW Cares	\$20.00
KW Kids Can	\$20.00
BOLD Scholarship	\$20.00
Net to Agent	\$7960.00
Extra Payment Options Referrals, Bonuses, Deductions, Conc	Add item essions
Cancel	Save Changes

OR, If you forget to add the donation under the Additional Deductions section listed above, you can give directly via the Submit Button:

2. Summary Tab > Once you navigate to the "Submit" button of your commission, you will be prompted to give back:

	Sales Pipeline / Listing (Active)	- Cermak A Doug Cermak (17) 10	633 Maizefield Lane Fuqua	ıy Varina, NC 27526	(in 0/3	Client Updates
€¢	Detoils	Buyer Profile	Documents	Offers & Commissions	Notes 0	Timeline
0	Offers & Commissions / Mar	age Commission			Summany	0.0000
ග					Summury	open
Th.	General Informatio	n		C Edit General Information	Total Commission	\$10,500.00
44					Pay to Office	\$630.00
686	Sales Price	Commission Rate	Total Commission	Total Units	Associate Royalty	\$630.00
	\$350,000.00	3.0%	\$10,500.00	1.0	Company Commission	\$0.00
Ø					Additional Deductions	\$0.00
Ē	Contract Date*	Closed Date*	DA ID		Pay to Agents	\$9,870.00
-	04/21/21	05/28/21			James Cermak	\$9,870.00
0	Payment ③ A	dd Another Agent	oker Payment	Provment date	Add Note Submit	
	1.0	\$9,000.00	\$5,760.00	03/05/21		



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	Details Buy	Charitable Donations	X Notes 0	Timeline
3 2 2	Offers & Commissions / Manage Commission	Thousands of associates have contributed to support the missions of KW Cares KW Kids Can. Join them by sharing a portion of your commission as a one-time track-deutible donation.	and imary	Open
			Commission	\$10,500.00
	General Information		o Office	\$630.00
8			sociate Royalty	\$630.00
න	Sales Price Commissi	KWKC	mpany Commission	\$0.00
~	\$350,000.00 3.0%	EMPOWERING THE NEXT GENERATION	ditional Deductions	\$0.00
4°	Contract Date* Closed Do		o Agents	\$9,870.00
686	04/21/21 05/28/21		nes Cermak	\$9,870.00
C.		KW Cares provides emergency financial KWKC empowers the next generatio	n of	
	Payment	assistance to qualified members of the leaders and entrepreneurs with the t	ools	
西		and live a big life. Learn more.	Submit	
a				
	James Cermak	James Cermak		
		Combined Donation: \$0		
	Agent Units Agent Gross C	KW Cares KW Kids Can		
	1.0 \$10,500.00	\$10 \$50 \$100 Other \$10 \$50 \$100 Ot	her	
	▼ PAYMENT BREAKDOWN		_	
	Agent Grace Commission			
		No, Not This Time Donate and Continue		
	Associate Royalty			

Enter the amount you wish to donate, then click Donate and Continue to apply your donation to this transaction.

Thank you for being a part of our KW Cares family. Your gift allows us to create more stories <u>like</u> these. Be sure to follow us on <u>Facebook</u> & <u>Instagram</u> to see more of your impact in action.

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.