



## 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.

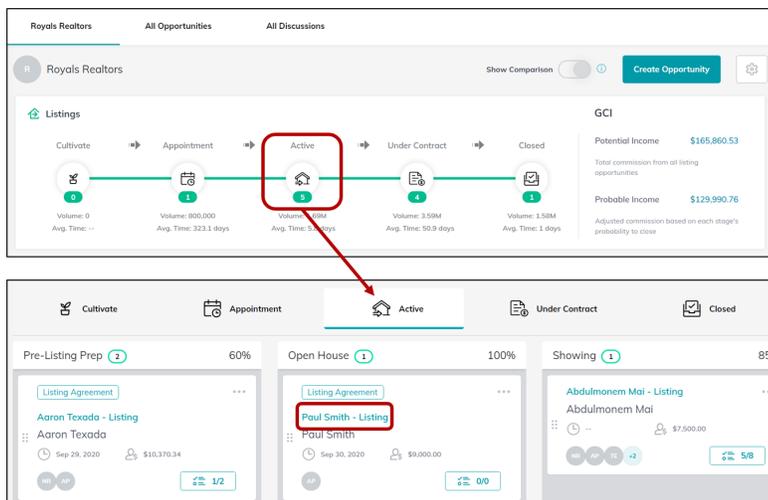
There are several ways you can donate with each transaction. **Please watch the following [video tutorial](#)** and follow along below with the step-by-step sheet **on how to contribute through the Offers / Commissions tab inside of Command** to support KW family members when they need help most.

### 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.

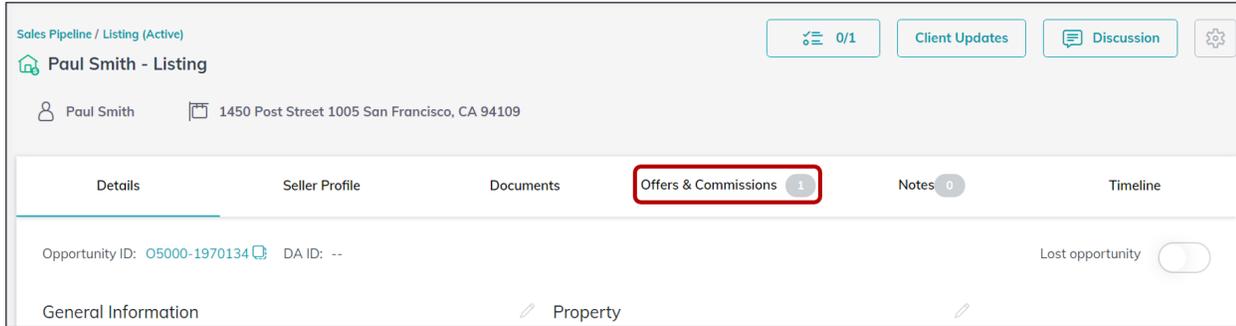
## Giving through Command (Offers / Commissions Tab)

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

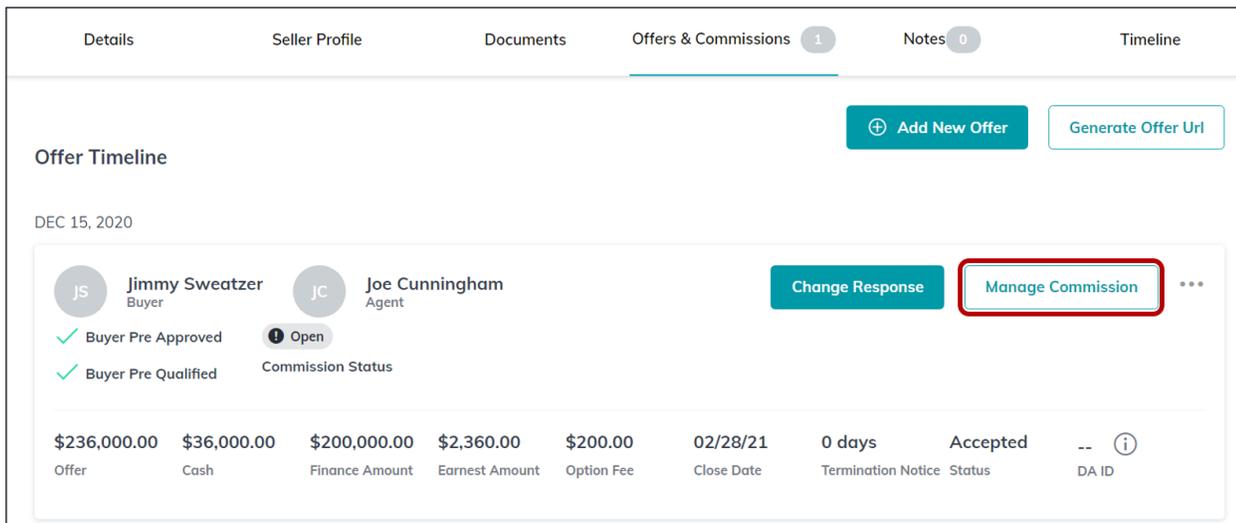


The screenshot displays the 'Opportunities Dashboard' in the Command system. At the top, there are tabs for 'Royals Realtors', 'All Opportunities', and 'All Discussions'. Below this, a progress bar shows the stages: Cultivate, Appointment, Active (highlighted with a red box), Under Contract, and Closed. To the right of the progress bar, there are statistics for 'GCI' (Gross Commission Income), including Potential Income (\$165,860.53) and Probable Income (\$129,990.76). Below the progress bar, there are three cards representing different opportunities: 'Pre-Listing Prep' (60%), 'Open House' (100%), and 'Showing' (85%). The 'Open House' card is highlighted with a red box, and the 'Paul Smith - Listing' opportunity is also highlighted with a red box. A red arrow points from the 'Active' phase in the progress bar to the 'Open House' card.

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 ↓):

**Offers & Commissions / Manage Commission**

**Summary** Open

General Information	Edit General Information		
Sales Price	Commission Rate	Total Commission	Total Units
\$300,000.00	3.0%	\$9,000.00	1.0
Contract Date*	Closed Date*	DA ID*	
--	03/05/21	--	

**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%	0% Cap: \$3,000.00
Split	100.0%	Actual: \$0.00 Balance: \$3,000.00
Company Commission		-\$2,700.00
Split	30.0%	0% Cap: \$20,000.00
		Actual: \$0.00 Balance: \$20,000.00

Additional Deductions	
E&O	\$0.00
KW Cares	\$0.00
KW Kids Can	\$0.00
BOLD Scholarship	\$0.00
Net to Agent	\$5,760.00

**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&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"/>
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&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
<b>Net to Agent</b>		<b>\$7960.00</b>
<b>Extra Payment Options</b> <a href="#">+ Add item</a> Referrals, Bonuses, Deductions, Concessions		
<input type="button" value="Cancel"/>		<input type="button" value="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:**

- Summary Tab > Once you navigate to the “Submit” button of your commission, you will be prompted to give back:

The screenshot shows the 'Offers & Commissions / Manage Commission' page. The 'Summary' tab is active, displaying the following data:

General Information			
Sales Price	Commission Rate	Total Commission	Total Units
\$350,000.00	3.0%	\$10,500.00	1.0
Contract Date*	Closed Date*	DA ID	
04/21/21	05/28/21	--	

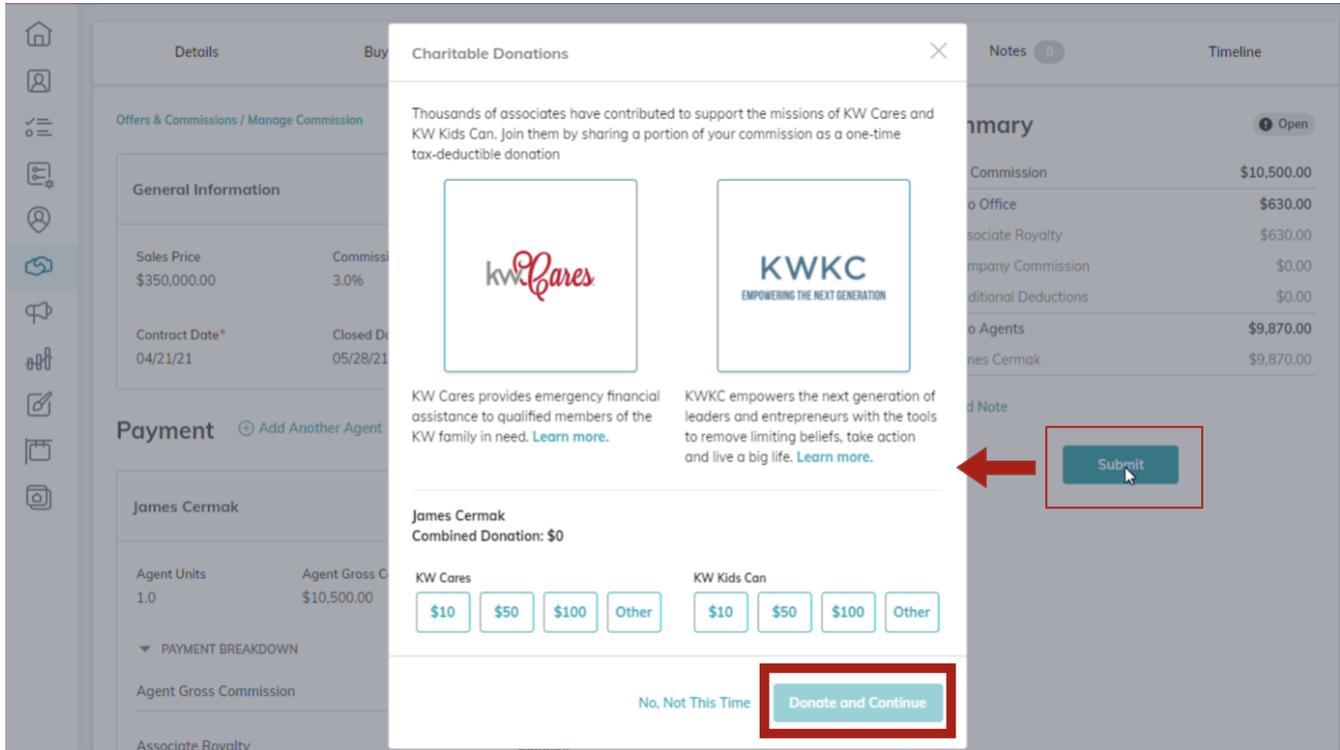
  

Payment	
Agent Units	Agent Gross Commission
1.0	\$9,000.00
Net Pay to Agent	Payment date
\$5,760.00	03/05/21

Summary	
Total Commission	\$10,500.00
Pay to Office	\$630.00
Associate Royalty	\$630.00
Company Commission	\$0.00
Additional Deductions	\$0.00
<b>Pay to Agents</b>	<b>\$9,870.00</b>
James Cermak	\$9,870.00

Below the 'Pay to Agents' section, there is an 'Add Note' link and a 'Submit' button, which is highlighted with a red box and a red arrow pointing to it.



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 [like these](#). Be sure to follow us on [Facebook](#) & [Instagram](#) 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.**