



How to Donate with Every Transaction Using Greensheets

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 a Greensheet** to support KW family members when they need help most.

Giving through Greensheets

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Choose **+Create a Greensheet** in the top right corner and then complete your General Information

The screenshot displays the 'KW GREENSHEET' form. At the top, there is a navigation bar with 'Dashboard', 'Create a Greensheet' (highlighted with a red box), 'Find a Greensheet', and 'KWL S'. Below this, a sidebar on the left lists various options: 'Printable View', 'Help Documentation', 'KW Cares Opt Out', 'General Information', 'Price / Commission / Escrow', 'Buyer', 'Seller', 'Agent Detail', 'Co-Broker', 'Vendors', and 'Notes'. The main form area is titled 'GREENSHEET Contract to Close' and includes buttons for 'Submit to MCA', 'Save for Later', and 'Reset Form'. The 'GENERAL INFORMATION' section is expanded, showing fields for 'Where are your Documents? Command or Dotloop?', 'Submitted by: Jay Cermak', 'Greensheet Type: Residential', 'Contract Date', 'Close Date', 'Transaction Type', 'Class', 'Listing Source', 'Property Type', 'Distressed Type', 'Buyer Source', 'Property' details (MLS#, MLS Area, Street#, Street Name, Line 2, Unit Number, City, State/Province, Zip/Postal Code, County, Subdivision, Map Grid), and a 'Next Section' button at the bottom right.

3. Complete your Price / Commission, Buyer information + Seller information and then click on Agent Detail.

4. Under the Agent Detail section, there are spaces provided where you can donate to KW Cares, KW Kids Can, and the BOLD Scholarship fund. Enter your giving amount, and continue completing the form. Hit 'Submit to Market Center' when complete. It's that easy!



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.