Lares

## How to Set Up Transactional Giving to Support KW Cares

You are just 5 clicks away from making a difference in the lives of our KW family members in need.

- 1. Log in to Command agent.kw.com
- 2. Click your Name in the top right corner, and then select Settings.



3. Click Command Settings, then Opportunity Settings, then Recurring Deductions from drop-down.

| nmand                   | Applications<br>Connected Apps |  |                             |                     |
|-------------------------|--------------------------------|--|-----------------------------|---------------------|
| Applications            | Durrifing                      | DocuSign<br>DocuSign provides electronic signature technology and<br>digital transaction management services for facilitating<br>electronic exchanges of contracts and signed documents<br>[pesica.completit@**.com] | Connected<br>Current Status | Disconnect Associat |
| Opportunity<br>Settings |                                |  |                             |                     |
| Client<br>Update        |                                | Facebook (Post Scheduling)<br>Handle Facebook Post Scheduling  | Connected                   | Manage Connect      |
| Opportunities<br>Tags   |                                | Jessica Compbell   | 1 Account                   | MORE                |
| Opportunity             |                                | Twitter (Post Scheduling)  |                             |                     |
| Archive                 | 9                              | Handle Twitter Post Scheduling   | Connected<br>1 Account      | Manage Connect More |
| Recurring               |                                | Jessica Campbell   |                             |                     |

4. Enter the dollar amount or % that you are pledging from your transactions.



5. Click Save Changes, at the bottom of the screen, when finished.