



## HOW TO DONATE WITH EVERY TRANSACTION *Using Command*


It is in our hearts to continue to grow our unique culture of caring at Keller Williams Realty, which has had a powerful impact on those who receive KWKC support and those who make it possible.

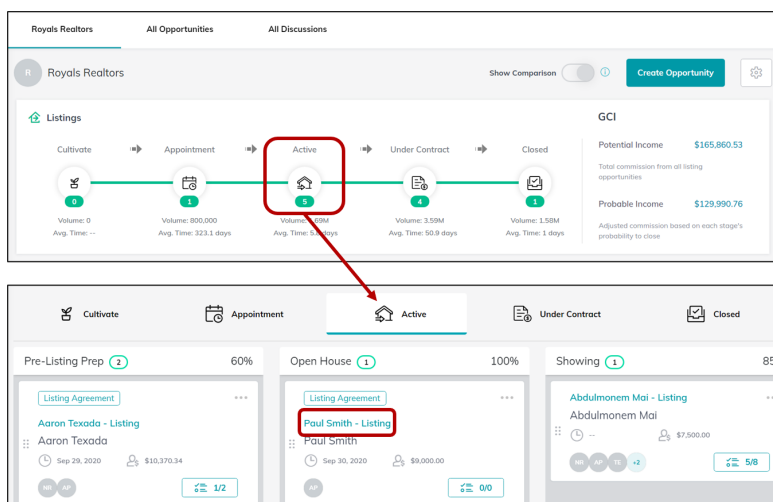
You can help facilitate KWKC's mission to empower young leaders and entrepreneurs by automatically donating with every transaction via Command. The guide below outlines several ways to allocate donations. If you have questions about navigating the Command system, please get in touch with your Market Center leader for assistance.

### PLEASE NOTE:

If you previously gave through Greensheets and have migrated over to Command, donations are now conveniently allocated at the final stage of a transaction. You can accept the suggested \$10 donation or manually adjust the total. Thank you for generously continuing to support KWKC 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  in 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 Command system interface. At the top, there are tabs for 'Royals Realtors', 'All Opportunities', and 'All Discussions'. Below these, a 'Show Comparison' toggle and a 'Create Opportunity' button are visible. The main section shows a 'Listings' timeline with stages: Cultivate, Appointment, Active, Under Contract, and Closed. The 'Active' stage is highlighted with a red box. To the right, GCI statistics are shown: Potential Income (\$165,860.53), Probable Income (\$129,990.76), and Adjusted commission based on each stage's probability to close. Below the timeline, there are three sections: 'Pre-Listing Prep' (60%), 'Open House' (100%), and 'Showing' (85%). The 'Open House' section is expanded, showing a list of opportunities. The 'Paul Smith - Listing' opportunity is highlighted with a red box, and a red arrow points to it from the 'Active' stage in the timeline.

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

Paul Smith - Listing

Paul Smith 1450 Post Street 1005 San Francisco, CA 94109

Details Seller Profile Documents **Offers & Commissions 1** Notes 0 Timeline

Opportunity ID: 05000-1970134 DA ID: -- Lost opportunity ☐

General Information Property

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 accepting an offer, follow this link: [How to create and accept an offer](#).

Details Seller Profile Documents **Offers & Commissions 1** Notes 0 Timeline

Offer Timeline

DEC 15, 2020

JS Jimmy Sweatzer Buyer JC Joe Cunningham Agent

✓ Buyer Pre Approved ✓ Buyer Pre Qualified Open

Change Response **Manage Commission** ...

Offer	Cash	Finance Amount	Earnest Amount	Option Fee	Close Date	Termination Notice	Status	DA ID
\$236,000.00	\$36,000.00	\$200,000.00	\$2,360.00	\$200.00	02/28/21	0 days	Accepted	--

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

**Offers & Commissions / Manage Commission**

**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\*** 03/05/21 **DA ID** --

**Summary** [Open](#)

Total Commission	\$9,000.00
Pay to Office	\$3,240.00
Associate Royalty	\$540.00
Company Commission	\$2,700.00
Additional Deductions	\$0.00
Pay to Agents	\$5,760.00
James Cermak	\$5,760.00

**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%
Cap: Actual: Balance:	\$3,000.00 \$0.00 \$3,000.00
Cap: Actual: Balance:	\$3,000.00 \$0.00 \$3,000.00
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

**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	\$80.00
KW Cares	\$20.00
KW Kids Can	\$20.00
BOLD Scholarship	\$20.00
Net to Agent	\$7960.00
Extra Payment Options <a href="#">+ Add item</a>	
Referrals, Bonuses, Deductions, Concessions	
<a href="#">Cancel</a>	<a href="#">Save Changes</a>

**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:

Sales Pipeline / Listing (Active)

406 W South St - Cermak

Cassie Cermak Doug Cermak 1633 Maizefield Lane Fuquay Varina, NC 27526

Details Buyer Profile Documents Offers & Commissions 1 Notes 0 Timeline

Offers & Commissions / Manage Commission

General Information [Edit 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 [+ Add Another Agent](#) [+ Add Co-Broker Payment](#)

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

Summary [Open](#)

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

[+ Add Note](#)

[Submit](#)

Charitable Donations

Thousands of associates have contributed to support the missions of KW Cares and KW Kids Can. Join them by sharing a portion of your commission as a one-time tax-deductible donation

KW Cares provides emergency financial assistance to qualified members of the KW family in need. [Learn more.](#)

KWKC empowers the next generation of leaders and entrepreneurs with the tools to remove limiting beliefs, take action and live a big life. [Learn more.](#)

James Cermak  
Combined Donation: \$0

KW Cares

KW Kids Can

No, Not This Time

Submit

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 the KWKC family. Be sure to follow us on [Facebook](#) & [Instagram](#) and see more [here](#) on how your gift allows us to continue empowering the next generation of leaders.

**KW Kids Can, Inc is a 501(c)3 nonprofit organization (also known as KW Kids Care) 47-1062933. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your financial donation. For additional questions or documents, please email [support@kwkc.org](mailto:support@kwkc.org) and we will be happy to fulfill your request. KWKC wishes to acknowledge Keller Williams Realty for the overwhelming financial support of both the KW leadership and associates all over the country. Together, we are changing the world.**