



# How to Prepare and Send a CDA

**All transactions must have a Commission Disbursement Authorization (CDA) completed and sent out to the closer. The CDA is used to document all commissions and fees and make sure all parties are paid the correct amounts.**

Follow these three easy steps:

1. **Calculate Commission**
  - **Edit & Re-Generate a CDA**
2. **Approve Commission Calculation**
3. **Send CDA to Closer**

## How to Create a CDA:

**You should create your CDA at least 7 days prior to closing.** If your CDA is not approved before closing, your payment could be delayed.

CDAs are generated within your app or online in the desktop version. This example is in the desktop version and you can get there by going to [bolt.therealbrokerage.com](http://bolt.therealbrokerage.com) and log in using the email address and password you use to log into the app on your phone.

**Login**

Email / Username  
Test@therealbrokerage.com

Password  
\*\*\*\*\*

Login

[Join Real](#) [Forgot Password?](#)

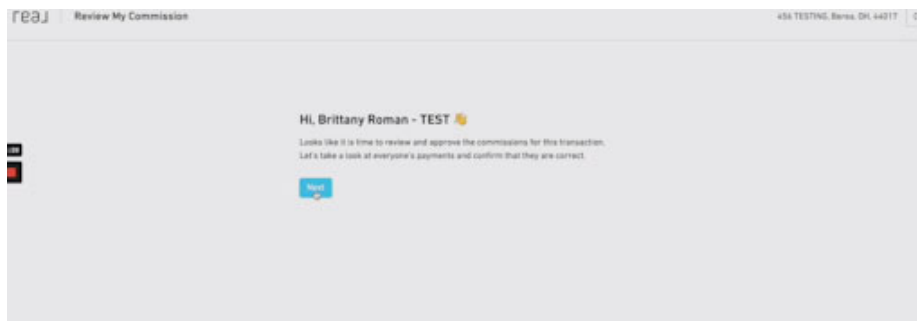
Once you log in, you can see all your transactions.

Click on the transaction that you need to create your CDA for.



That brings you to this screen that lets you know, it's time to approve and review your commissions.


Click Next.



This screen asks you if the splits are correct. It will show you how the commission is split. If it's not correct, you can say No, I need to make a change, and go back make appropriate edits to your transaction. If it looks good, click Yes, the splits are correct.



If you click Yes, you will come to a summary page that breaks down your Gross Commission minus your fees which may include: your 15% Real split if you have not capped or a transaction fee if you have, stock contributions if you have opted into the stock purchase plan, and a brokerage fee, if applicable, to total your Net Commission to be paid to you at closing.

		<small>CONTACT INFORMATION</small> aparlee_67@hotmail.com +1 (206) 779-1718	
<b>Commission Split</b>			
<b>Total</b>		<b>USD 31,450.00</b>	
<b>Real</b>		▼	
- Brokerage Fee		USD -250.00	
- Real Split		USD -4,717.50	
<b>Fees And Rebates</b>			
<b>Net Payout</b>		<b>USD 26,482.50</b>	
<input type="button" value="No, I need to make a change"/>		<input type="button" value="Yes, the commission details are correct"/>	

When clicking Yes, you will come to this next screen with one more breakdown to review. It also tells you what the next steps will be.

Review this thoroughly and if you need to make any changes, click No, I need to make a change and return to the transaction to make your changes. If it is correct, click I have approved all of the commission details.

**You're almost there!**

**Let's review:**

- ✔ Participants added.
- ✔ Fees and rebates added.
- ✔ Commissions confirmed.

**Commission Breakdown**

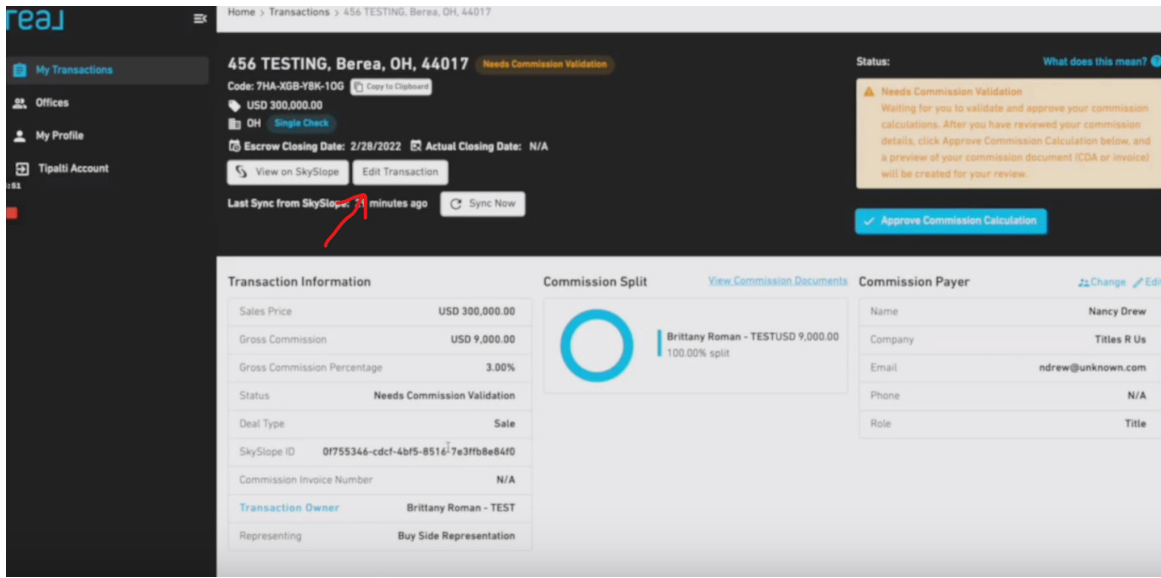
<b>Annalisa Parlee</b>	<b>USD 26,482.50</b>
<b>Real</b>	<b>USD 4,967.50</b>
<b>Total</b>	<b>USD 31,450.00</b>

**What happens next?**

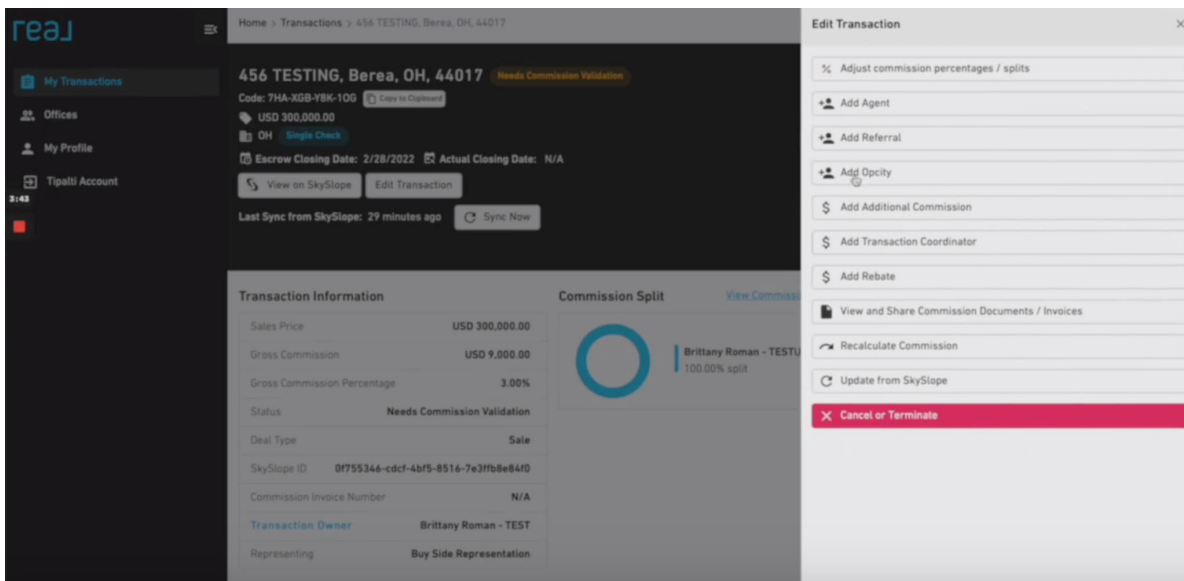
- You will wait for your broker to approve your file unless it has already been approved.
- A commission document will be generated for your review.
- Don't worry, the commission document will only be sent after you review and approve it.

# Edit CDA or Add Payment Participant

On any of the previous three screens, when clicking No, you will come back into your transaction and you will click on Edit Transaction or Manage Payment Participants to Input a Payment Participant.



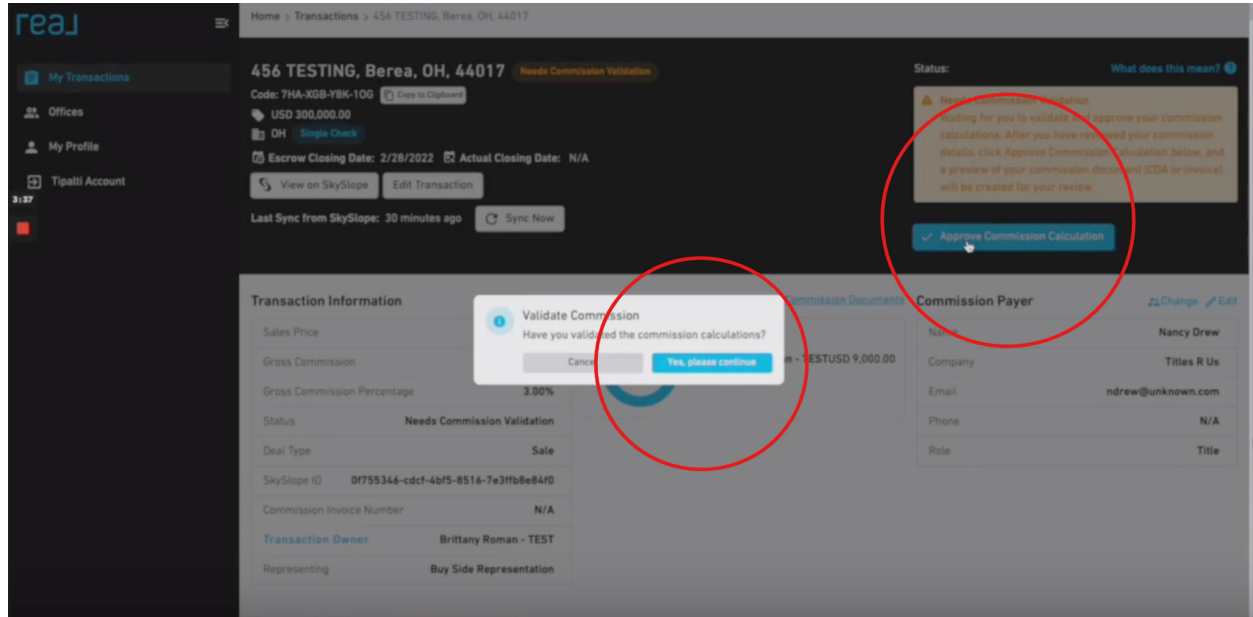
A window will pop open giving you options for what changes you need to make to your CDA. This includes adjusting your splits, adding an agent, a referral, Opcity, additional commission, a Transaction Coordinator, or a rebate.



# Approve Commission Calculation

Once the information has been updated or the information is correct, click on Approve Commission Calculation, and then click Yes, please continue.

Now your CDA has been validated and, as long as your Broker has reviewed and approved your transaction, you will be able to proceed to send your CDA.

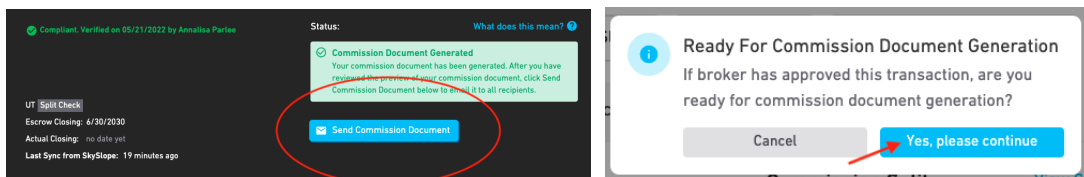


# Send CDA to Closer

Upon Broker approval of your transaction documents, you will see the Send Commission Document. Click on this button.

The Ready for Commission Document Generation window will open.

Click Yes, please continue.



Now you will be able to click on View Commission Documents and open the CDA for review.

Home > Transactions > 456 TESTING, Berea, OH, 44017

**456 TESTING, Berea, OH, 44017** Commission Document Generated

Code: 7HA-XGB-YBK-10G [Copy to Clipboard](#)

USD 300,000.00

OH [Single Check](#)

Escrow Closing Date: 2/28/2022 Actual Closing Date: N/A

[View on SkySlope](#) [Edit Transaction](#)

Last Sync from SkySlope: 30 minutes ago [Sync Now](#)

Status: [What does this mean?](#)

Commission Document Generated  
Your commission document has been generated. After you have reviewed the preview of your commission document, click Send Commission Document below to email it to all recipients.

[Send Commission Document](#)

Transaction Information		Commission Split		Commission Payer	
Sales Price	USD 300,000.00			Name	Nancy Drew
Gross Commission	USD 9,000.00	Brittany Roman - TEST USD 9,000.00 100.00% split		Company	Titles R Us
Gross Commission Percentage	3.00%			Email	ndrew@unknown.com
Status	Commission Document Generated			Phone	N/A
Deal Type	Sale			Role	Title
SkySlope ID	0f755346-cd4f-4bf5-8516-7a3fb8e84f0				
Commission Invoice Number	N/A				
Transaction Owner	Brittany Roman - TEST				
Representing	Buy Side Representation				

[Payment Participants](#) [Add / Edit Participants](#)

Review the CDA thoroughly to make sure it is correct.

Revision 1 | Feb 12, 2022 - 19:53

Real Brokerage Technologies, Inc  
1991 Crocker Rd., Ste 600, Westlake, OH 44145

**Commission Disbursement Authorization**

REFERENCE NUMBER	AGENT NAME	PROPERTY ADDRESS	REPRESENTING	BUYER	SELLER	ANTICIPATED CLOSING DATE	SALES PRICE	TOTAL GROSS COMMISSION	BUYER'S AGENT COMMISSION	OTHER BROKERAGE COMMISSION	REBATE TO BUYER	REBATE TO SELLER
7HA-XGB-YBK-10G	Brittany Roman - TEST	456 TESTING, Berea, OH, 44017	Buyer	Jay Be	Joe Be	02-28-2022	USD 300,000.00	USD 9,000.00	USD 9,000.00	USD 0.00	USD 0.00	USD 0.00

**Real Brokerage Technologies, Inc** USD 9,000.00

Real

EMAIL: [SUPPORT@THEREALBROKERAGE.COM](mailto:SUPPORT@THEREALBROKERAGE.COM) PHONE: 144-859-2348 LICENSE: REC.2022089417

**PAYMENT INSTRUCTIONS:**

- Email the final, signed settlement statement with Real Brokerage Technologies, Inc's commission listed as a line item and proof of Real's payment to TESTING4562@skyslope.com.
- Include reference number 7HA-XGB-YBK-10G on all payments and correspondence.
- We prefer payment by wire (see instructions below), but if you choose to send payment by mail, please only send to the following address: Real Brokerage Technologies, Inc, 1991 Crocker Rd., Ste 600, Westlake, OH 44145.

BANK: CHASE BANK PAYABLE TO: REAL BROKERAGE TECHNOLOGIES, INC ROUTING NUMBER (FOR WIRES): 021000021 ACCOUNT NUMBER: 527112780

Please call (444) 859-2348 to verify the bank account information above before wiring funds and remember to note the reference number in the wiring comments. Thank you.

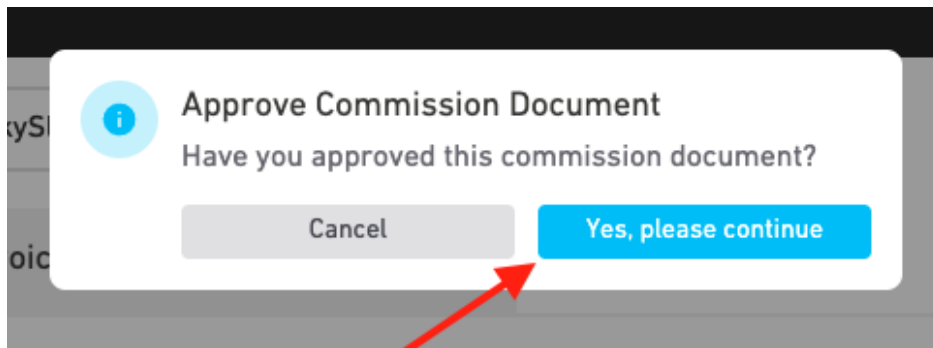
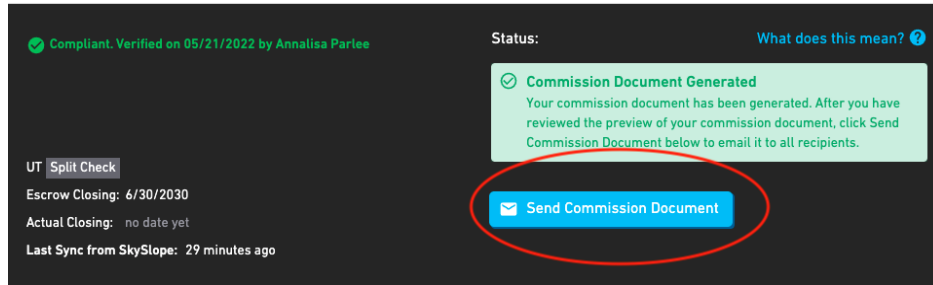
Date Approved: N/A

Approved By: Tamir Poleg, CEO

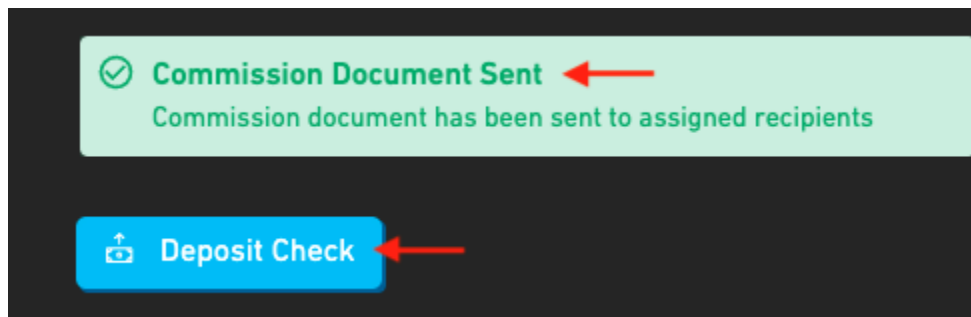
For Assistance: +1 413-248-7325 [support@joinreal.com](mailto:support@joinreal.com) 7HA-XGB-YBK-10G-1

Once you are confident your CDA is accurate, click on Send Commission Document and the CDA will be sent.

The Approve Commission Document window will open. Click Yes, please continue.



Your commission disbursement has now been sent and you are ready for your upcoming closing. You can see that your transaction now has the Deposit Check button for you to upload your commission check via Real Deposits once your transaction has closed.



If you have additional questions, please watch this [video](#).

You may also reach out to the support team if you need assistance by emailing us at [support@therealbrokerage.com](mailto:support@therealbrokerage.com).