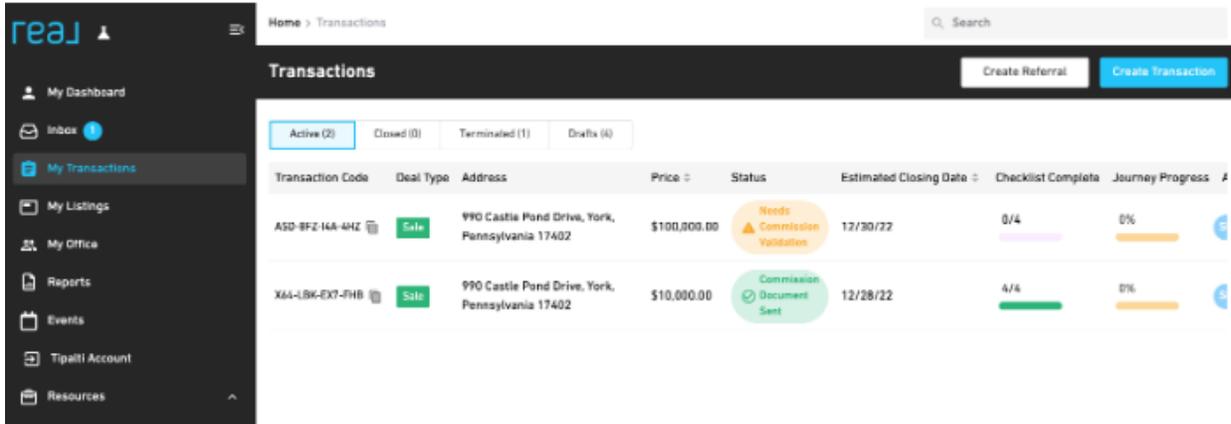


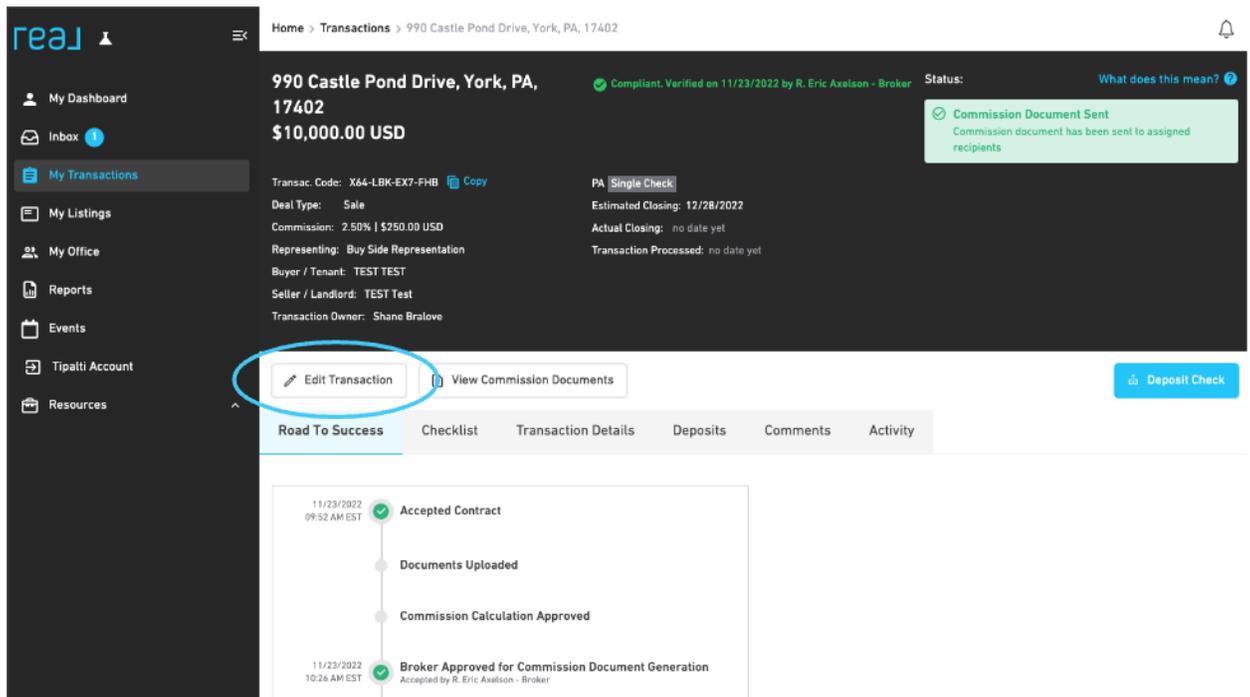
If you haven't already: login to your [reZEN account](#). Once you are logged in, find the transaction you need to edit and click on it.



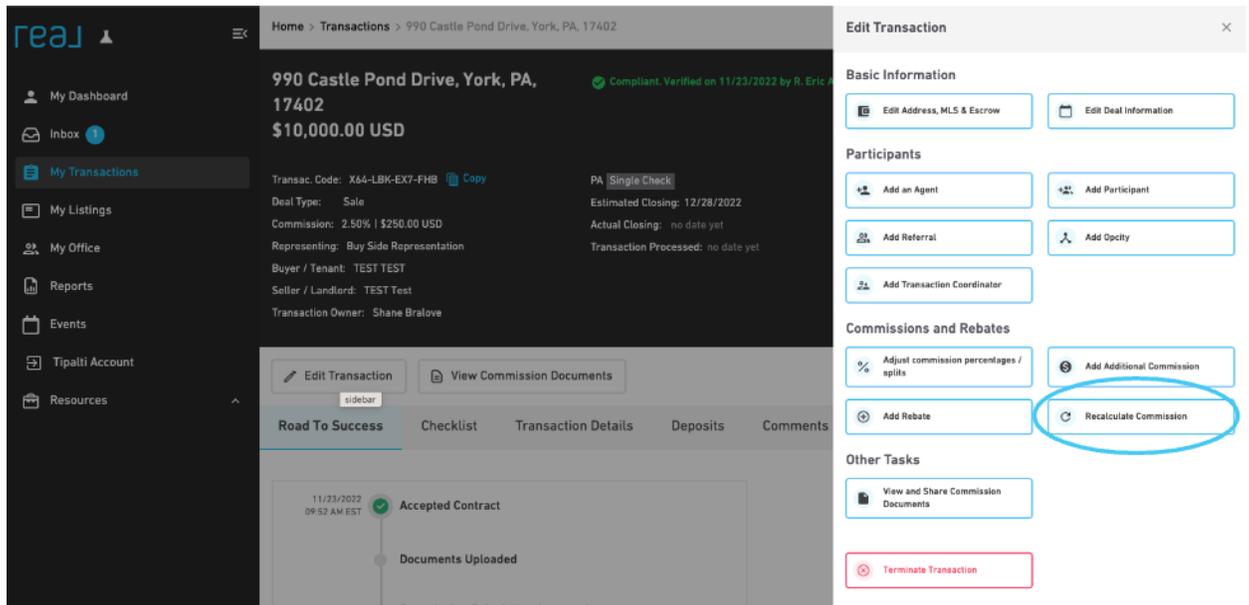
## How to edit a transaction:

Once you are in the transaction you need to edit:

1. Click Edit Transaction.

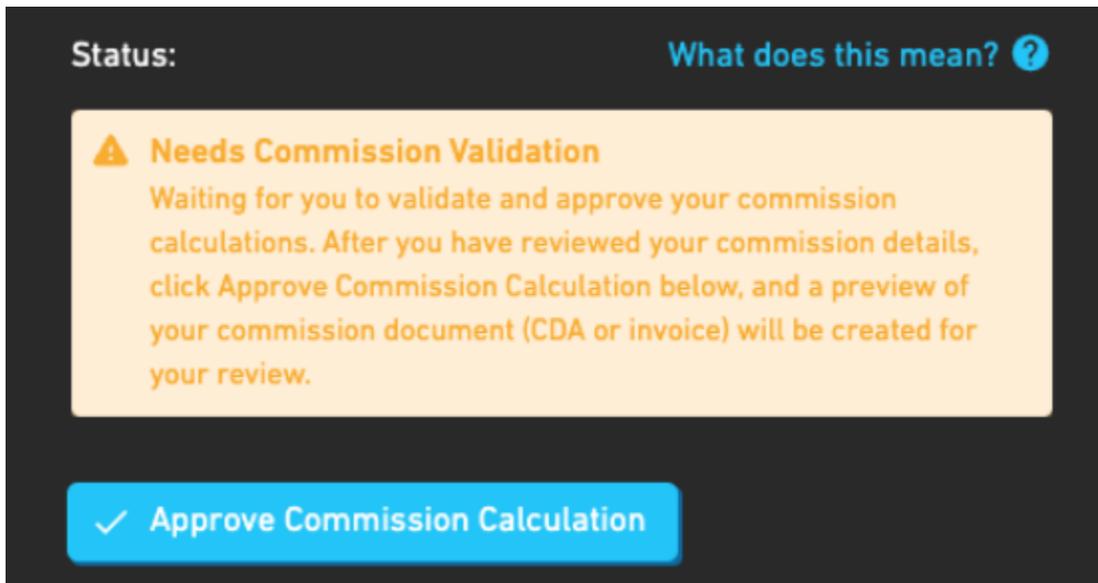


2. Now click Recalculate Commission. This will move the transaction back to the Commission Calculation phase, so you can edit the transaction & make any necessary changes. You will see the yellow box that says "Need Commission Validation" and the "Approve Commission Calculation Button." This means you can edit the transaction again.



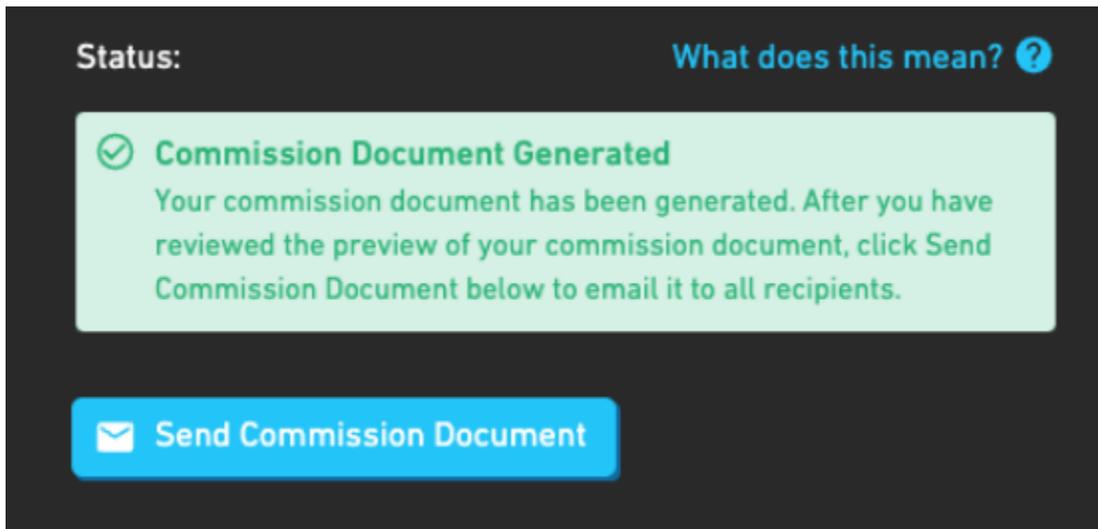
3. Time to edit! Click Edit Transaction again and select the item you want to edit.
  1. **Edit Address, MLS & Escrow** - just click this button and update the information, then click Save.
  2. **Edit Deal Information** - if you need to edit the sale price or commission amounts, click this, make the updates, then save.
  3. **Participants** - you can add a participant just like you would when entering the transaction
  4. **Commissions & Rebates** - this is just like entering a transaction.
4. Once you make the necessary updates, **please review everything to make sure it is correct.** If everything is correct, please click "Approve Commission Calculation" &

confirm when prompted.



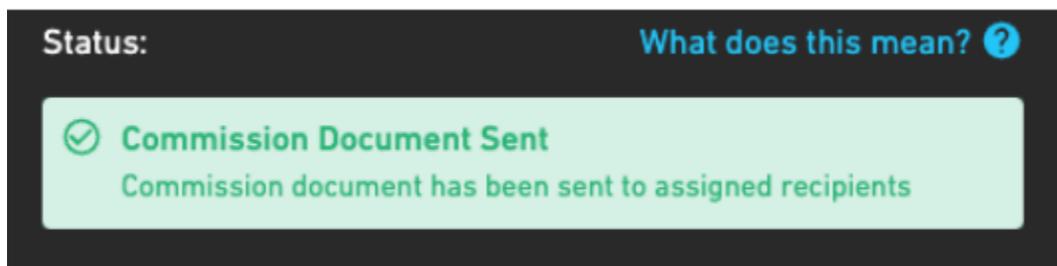
This screenshot shows a status notification on a dark background. At the top left, it says 'Status:' and at the top right, 'What does this mean?' with a question mark icon. The main message is in a light orange box with a warning triangle icon: 'Needs Commission Validation'. The text below reads: 'Waiting for you to validate and approve your commission calculations. After you have reviewed your commission details, click Approve Commission Calculation below, and a preview of your commission document (CDA or invoice) will be created for your review.' At the bottom, there is a blue button with a checkmark icon and the text 'Approve Commission Calculation'.

5. The Commission Calculation is approved and your document is ready to send. Click "Send Commission Document." This will resend the Commission Document to Closing. When prompted, click Confirm.



This screenshot shows a status notification on a dark background. At the top left, it says 'Status:' and at the top right, 'What does this mean?' with a question mark icon. The main message is in a light green box with a checkmark icon: 'Commission Document Generated'. The text below reads: '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.' At the bottom, there is a blue button with an envelope icon and the text 'Send Commission Document'.

You are done! Congratulations. You will see this status again when the process is complete:



This screenshot shows a status notification on a dark background. At the top left, it says 'Status:' and at the top right, 'What does this mean?' with a question mark icon. The main message is in a light green box with a checkmark icon: 'Commission Document Sent'. The text below reads: 'Commission document has been sent to assigned recipients'.

If you need further assistance, please reach out to our Support team by emailing [support@therealbrokerage.com](mailto:support@therealbrokerage.com) or through the Support tab on your mobile app.