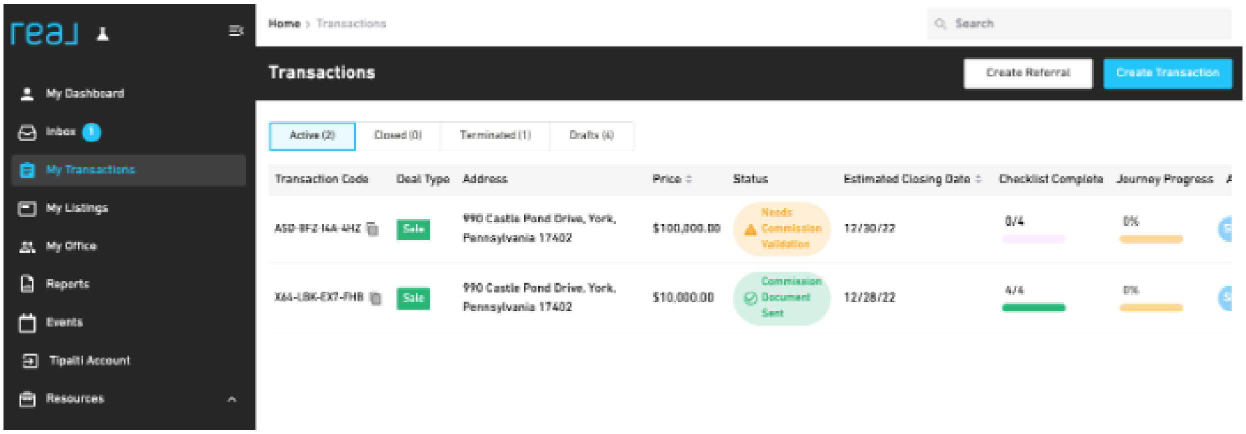
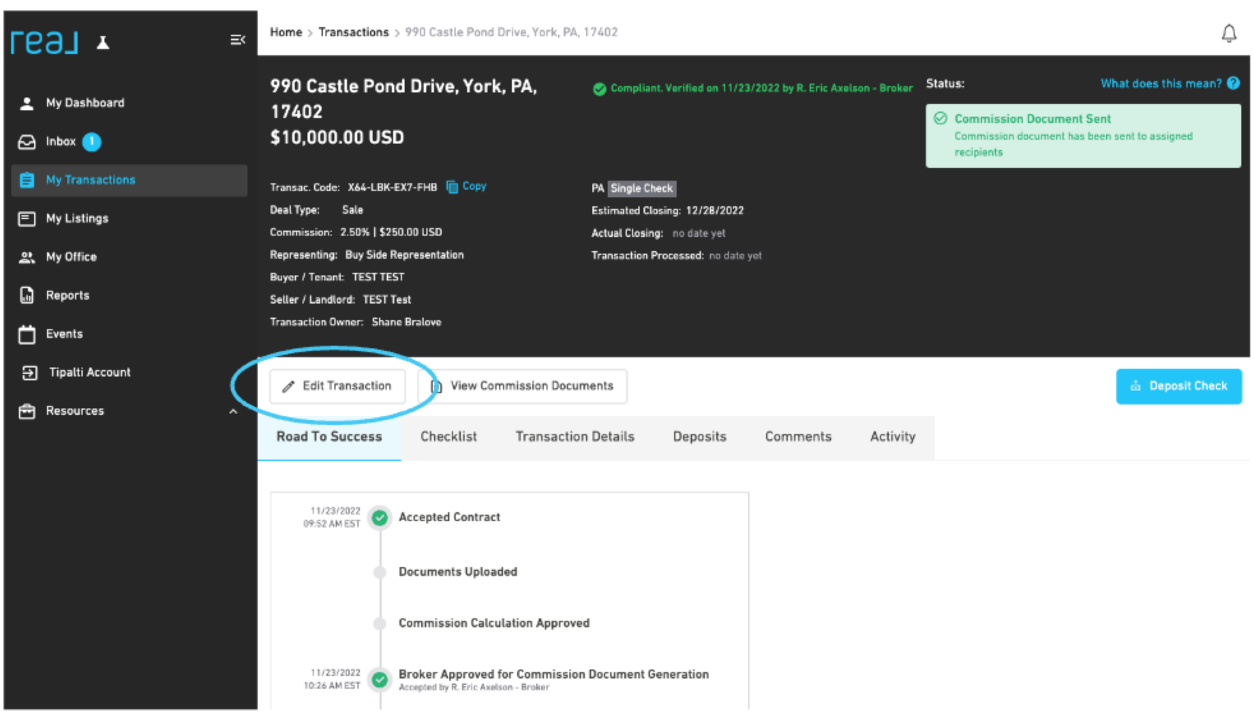
If you haven't already: login to your [reZEN account](). Once you are logged in, find the transaction you need to edit and click on it.



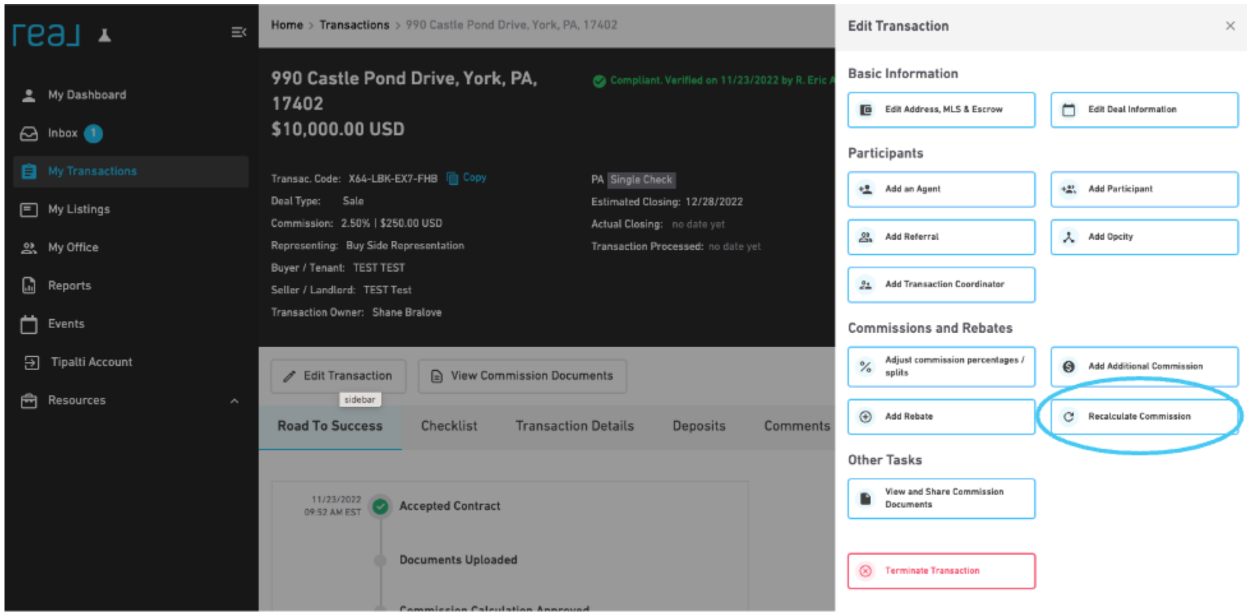
How to edit a transaction:

Once you are in the transaction you need to edit:

1. Click Edit Transaction.

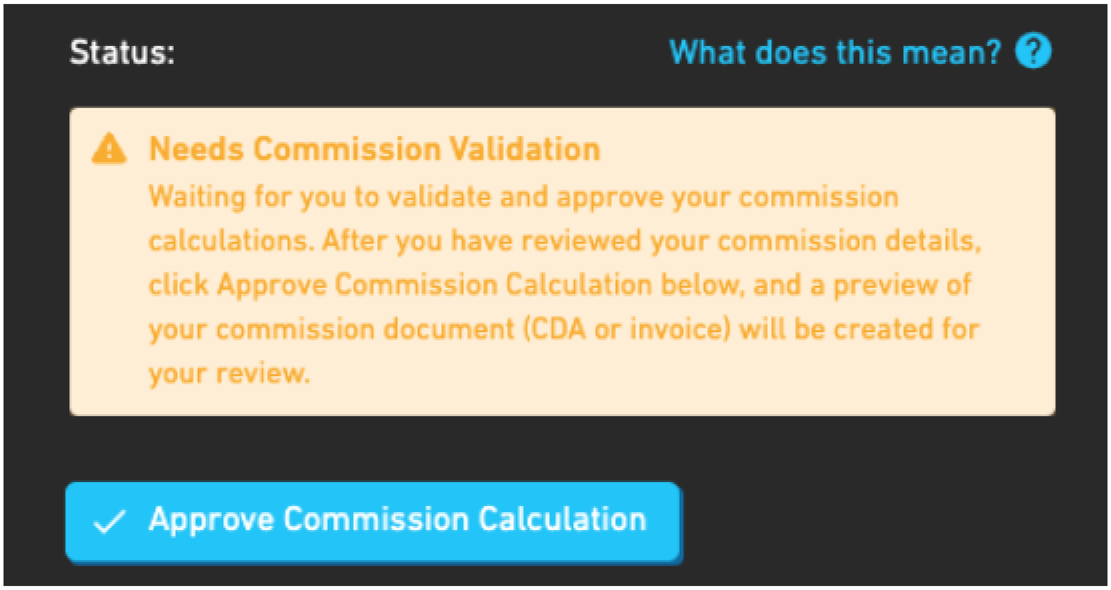


2. Now click Recalculate Commission. This will move the transaction back to the Commission Calculation phase, so you can edit the transaction & make any necessary changes. You will see the yellow box that says "Need Commission Validation" and the "Approve Commission Calculation Button." This means you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

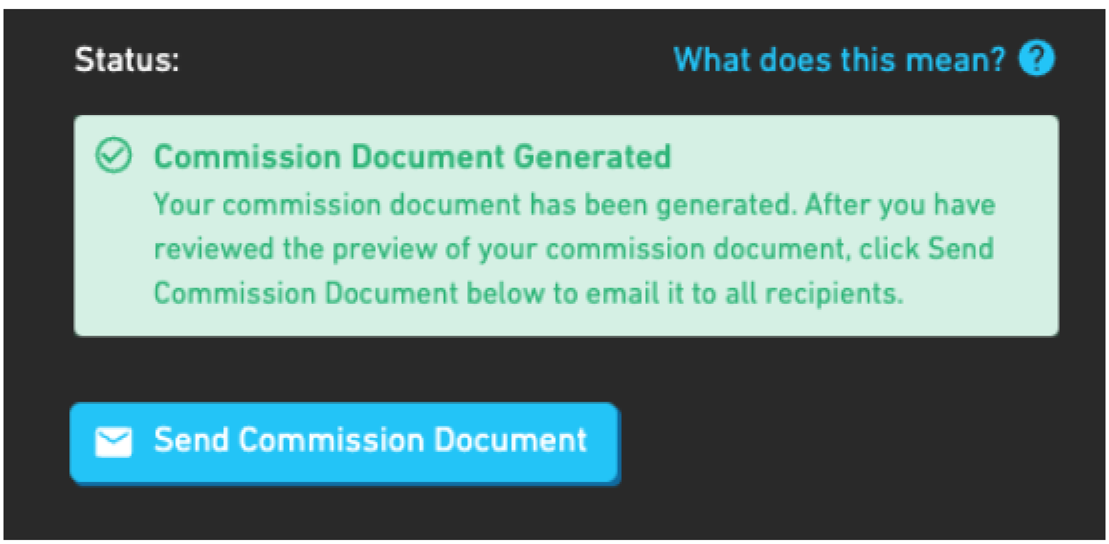


3. Time to edit! Click Edit Transaction again and select the item you want to edit.
    1. **Edit Address, MLS & Escrow** - just click this button and update the information, then click Save.
    2. **Edit Deal Information -** if you need to edit the sale price or commission amounts, click this, make 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" &

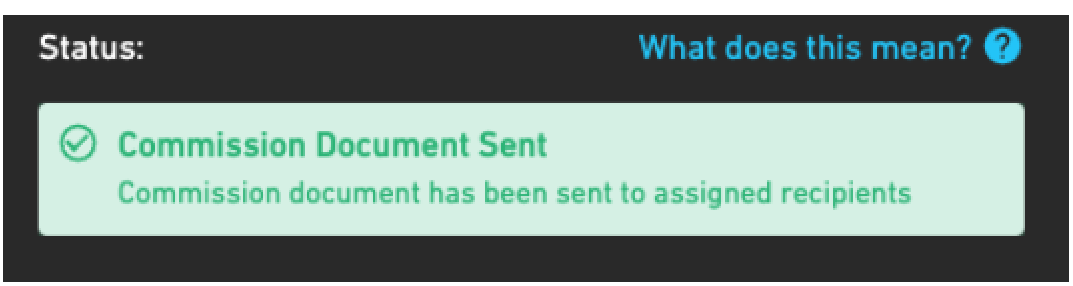
confirm when prompted.



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.



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



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