If you haven't already: login to your <u>reZEN account</u>. Once you are logged in, find the transaction you need to edit and click on it.

Eeal 🔺 📼	Home > Transactions	O, Sear	Q. Search					
My Dashbrard	Transactions					Create Referral	Create Transaction	1
🗠 inbax 🌖	Active (2) Closed (0)	Terminaled (1) Drafts (4)						
D My Transactions	Transaction Code Deal Type	Address	Price 0	Status	Estimated Closing Date	Checklist Complete	Journey Progress	¢
My Listings	ASD-BFZ-14A-4HZ	990 Castle Pond Drive, York, Reproduzeja 17602	\$100,000.00	Needs	12/30/22	0/4	0%	i
55. My Office		Pennsylvania 17902		Validation			_	1
Reports	X64-LBK-EX7-FHB 📗 Sale	990 Castle Pond Drive, York, Persendunis 17602	\$10,000.00	Commission	12/28/22	4/4	0%	8
📛 Events		remajorana rrea		Sent				2
Tipalti Account								
Resources ^								

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.

real ▲ Геал	Home > Transactions > 990 Castle Pond Drive, York, PA, 11	7402	Edit Transaction >			
👱 My Dashboard 🖂 Inbox 🌒	990 Castle Pond Drive, York, PA, 17402 \$10,000.00 USD	Compliant. Verified on 11/23/2022 by R. Eric #	Basic Information Edit Address, MLS & Escrow	Edit Deal Information		
My Transactions	Transac. Code: X64-LBK-EX7-FHB 📋 Copy	PA Single Check	Participants	(
My Listings	Deal Type: Sale Commission: 2.50% \$250.00 USD	Estimated Closing: 12/28/2022 Actual Closing: no date yet	+2 Add an Agent	+2. Add Participant		
왔 My Office	Representing: Buy Side Representation	Transaction Processed: no date yet	2 Add Referral	Add Opcity		
Reports	Buyer / Tenant: TEST TEST Seller / Landlord: TEST Test	21 Add Transaction Coordinator				
Events	Transaction Owner: Shane Bratove		Commissions and Rebates			
➡ Tipalti Account	Fedit Transaction	ents	Adjust commission percentages / splits	Add Additional Commission		
Resources ^	Road To Success Checklist Transaction	Details Deposits Comments	Add Rebate	C Recalculate Commission		
		Other Tasks View and Share Commission Documents				
	11/23/2022 09:52 AM EST O Accepted Contract					
	Documents Uploaded		O Terminate Transaction			
	Commission Calculation Approved					

- 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.



 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.