## **Feal How to Generate a CDA**

## All transactions must have a Commission Disbursement Authorization (CDA) completed and sent out to the closer.

You will want to complete your CDA very early in the transaction process. If you wait until right before closing, if there are any glitches, or if you are not sure how to input it to show all payment participants, 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 and log in using the email address and password you use to log into the app on your phone.

Email / Username Test@therealbrokerage.com Password
Test@therealbrokerage.com Password
Password
Login
Join Real Forgot Password?

Once you log in, it'll open up to your transactions.

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

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•		Active	Cased						
	Offices	Actions	Transaction Code 1	Type :	Address	Price 1	Status 1	Escrew Closing Date	Actual Closing Date
	Hy Profile		E 182-614-JOE-HLK	( <b>A</b> 544)	123 TESTING WIX, Berwa, Ohio 44017	USD 200,000.00	(© formulat bound forward)	02/26/22	N/A
	Tipalti Account		9 7HA-X50-Y8K-105	A 1++	456 TESTING, Berea, Ohio 64217	USD 300,000.00	A Manufa Convertantian Mathematican	03/28/22	N/A
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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 you had put in a co-agent in SkySlope, your split would be here. 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.

Annalisa Parlee Buyers Agent	contact INFORMATION aparlee_67@hotmail.com +1 (206) 779-1718
Commission Split	
Total	USD 31,450.00
Real	~
- Brokerage Fee	USD -250.00
- Real Split	USD -4,717.50
Fees And Rebates	
Net Payout	USD 26,482.50
No, I need to make a change	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.



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.

re91 ∎	Home > Transactions > 456 TESTING, Berea, OH, 44017		
My Transactions	456 TESTING, Berea, OH, 44017 Reeds Co		Status: What does this mean? @
9t, Offices My Profile Tipalti Account	Code: 7HA-XGB-YBK-10G Cary to Clapter USD 300.000.00 Code: Single Clark Code: Single Clark Code: State Clark Code: Clark Code: Clark Code: Clark Cla	: N/A	Needs Commission Validation 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.
183	Last Sync from SkySion 71 minutes ago C Sync Now		<ul> <li>Approve Commission Calculation</li> </ul>
	Transaction Information	Commission Split View Commission Documents	Commission Payer 🚁 Change 🥒 Edit
	Sales Price USD 300,000.00	$\frown$	Name Nancy Drew
	Gross Commission USD 9,000.00	Brittany Roman - TESTUSD 9,000.00	Company Titles R Us
	Gross Commission Percentage 3.00%		Email ndrew@unknown.com
	Status Needs Commission Validation		Phone N/A
	Deal Type Sale		Role Title
	SkySlope ID 01755346-cdcf-4bf5-8516 <sup>1</sup> 7e3ffb8e84f0		
	Commission Invoice Number N/A		
	Transaction Owner Brittany Roman - TEST		
	Representing Buy Side Representation		

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.

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a • •	My Transactions Offices My Profile Tipalti Account		456 TESTING, Berea, OH, 44017	ods Comr Date: 1	mission Validation		% Adjust commission percentages / splits       ** Add Agent       ** Add Referral       ** Add Opcity       § Add Additional Commission       § Add Transaction Coordinator	
			Transaction Information		Commission Split		S Add Rebate      View and Share Commission Documents / Invoices	
			Sales Price     USD 300,000       Gross Commission     USD 9,000       Gross Commission Percentage     3.0       Status     Needs Commission Validat       Deal Type     S       SkySlope ID     9755346-cdcf-4bf5-8516-763ffb868       Commission Invoice Number     M       Transaction Owner     Brittany Roman - TI       Representing     Buy Side Representation	0.00 0.00 tion Sale 34r0 N/A EST tion	0	Britany Roman - TESTU 100.00% split	<ul> <li>View and Share Commission Documents / Invoices</li> <li>Recalculate Commission</li> <li>Update from SkySlope</li> <li>Cancel or Terminate</li> </ul>	

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 in SkySlope, you will be able to proceed to generate and send your CDA.

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My Transactions		456 TESTING, Berea, OH, 44017       Needd Commission Validation         Code: 7HA-X0B-Y8K-100       Correct Control Contro Control Control Contrection	Status: A free control of a state reacting for you to validate the calculations. After you have not a preview of your commission will be created for your review Approve Commission Calculated Commission Payer	What does this mean?
		Sales Price Validate Commission calculations?		Nancy Drew
		Gross Commission Cancel Yes, plass continue in - ILS LUSU Y,UUU.UU Gross Commission Parcentage 3.00%	Company	Titles R Us ndrew@unknown.com
		Status Needs Commission Validation	Phone	N/A
		Deal Type Sale	Role	Title
		SkyStope ID 01755346-cdct-4bf5-8516-7e3ffb8e84f0		
		Commission Invoice Number N/A		
		Transaction Owner Brittany Roman - TEST		
		Representing Buy Side Representation		

Upon the Broker approval of your SkySlope 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.

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		456 TESTING, Berea,	OH, 44017 Commissi			Status:	What does this mean? 🕘	
	Offices My Profile	Code: 7HA-XGB-YBK-10G Corp USD 300,000.00 CH Single Check C Escrow Closing Date: 2/28/20	de: 714-X08278/1-00 (C tary to Egitation) (C Examinisation Document Generated 1050 3000.000 (C Examinisation Document Generated 1050 3000.000 (C Examinisation Document Generated 1050 3000.000 (C Examinisation Document Del 1050 2000 (C Examinisation Document Del 1050 2000 (C Examinisation Document Del 2050 2050 (C Exa					
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		Transaction Information		Commission Split	View Commission Documents	Commission Payer	<u>J⊥</u> Change ∦Edit	
		Sales Price	USD 300,000.00			Name	Nancy Drew	
		Gross Commission	USD 9,000.00		Brittany Roman - TESTUSD 9,000.00	Company	Titles R Us	
		Gross Commission Percentage	3.00%		• 100.00% spin	Email	ndrew@unknown.com	
		Status Commi	ssion Document Generated			Phone	N/A	
		Deal Type	Sale			Role	Title	
		SkySlope ID 01755346-cdc	f-4bf5-8516-7e3ffb8e84f0					
		Commission Invoice Number	N/A					
		Transaction Owner	Brittany Roman - TEST					
		Representing	Buy Side Representation					
		Payment Participants & Ad	d / Edit Participants					

Review the CDA thoroughly to make sure it is correct.

re91 ≥		Real Broker	Teal age Technologies, Inc	Revision 1   Feb 12, 2022 - 19:53
My Transactions		1991 Crocker Rd.,	Ste 600, Westlake, OH 44145	
👷 Offices	REFERENCE NUMBER	7HA-XGB-V8K-10G		02-28-2022
👲 My Profile	AGENT NAME PROPERTY ADDRESS REPRESENTING	Brittany Roman - TEST 456 TESTING, Berea, OH, 44017 Buyer	SALES PRICE TOTAL GROSS COMMISSION BUYER'S AGENT COMMISSION	USD 300,000.00 USD 9,000.00 USD 9,000.00
Tipatti Account	BUYER SELLER	Jay Be Joe Be	OTHER BROKERAGE COMMISSION REBATE TO BUYER REBATE TO SELLER	USD 0.00 USD 0.00 USD 0.00
	Real Brokerage Technologies, Inc Real	USD 9,000.00 EMAIL: SUPPORT@THEREALBROKERAGE.COM	PHONE: LICENSE: 16468592368 REC.2020008417	
	PAYMENT INSTRUCTIONS: - Email the final, signed settlement statement - Include reference number 7HA-XGB-YBK-100 - We prefer payment by wire (see instructions	with Real Brokerage Technologies, Inc's commission listed on all payments and correspondence. below), but if you choose to send payment by mail, please o	as a line item and proof of Real's payment to TESTING inly send to the following address: Real Brokerage Tec	LS42@skyslope.com. hnologies, Inc, 1991 Crocker Rd., Ste 600, Westlake, OH 44145.
	BANK: CHASE BANK Please call (646) 859-2368 to verify the bank a	PAYABLE TO: REAL BROKERAGE TECHNOLOGIES. INC ccount information above before wiring funds and rememb	ROUTING NUMBER (FOR WIRE 021000021 wer to note the reference number in the wiring commen	ACCOUNT NUMBER:         527112780           ts. Thank you.         527112780
	Date Approved: N/A Approved By: Tamir Poleg, CEO			
	For Assistance: t, +1 413-248-7325 🖽 sup	port⊜joinreal.com		7HA-XG8-YBK-10G-1

Once you are confident your CDA is accurate, click on Send Commission Document and the CDA will be sent. This goes to email you provided in SkySlope for the closer of your transaction and it also uploads to your documents in your SkySlope file so you can add it to your transaction checklist.

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.

0	<b>Commission Document Sent Commission document has been sent to assigned recipients</b>
Ċ	Deposit Check

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.