

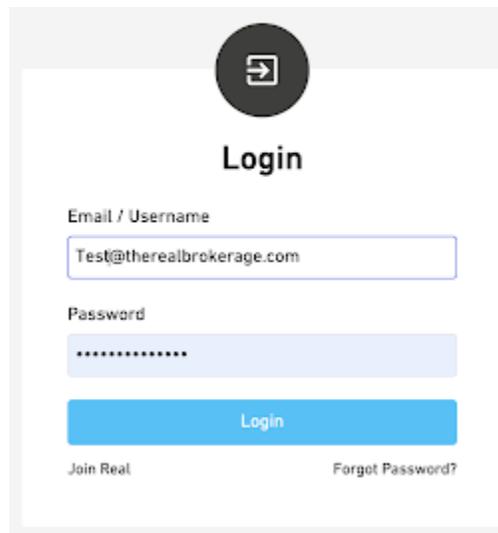


How to Generate a CDA

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

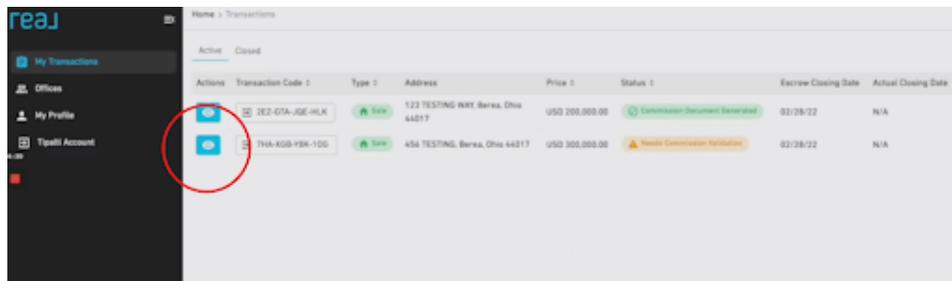
You will want to complete your CDA very early in the transaction process. If you wait until right before closing, if there are any glitches, or if you are not sure how to input it to show all payment participants, your payment could be delayed.

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.

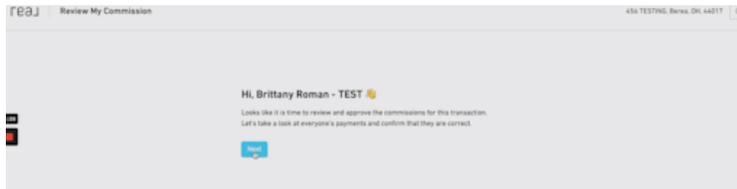


Once you log in, it'll open up to your transactions.

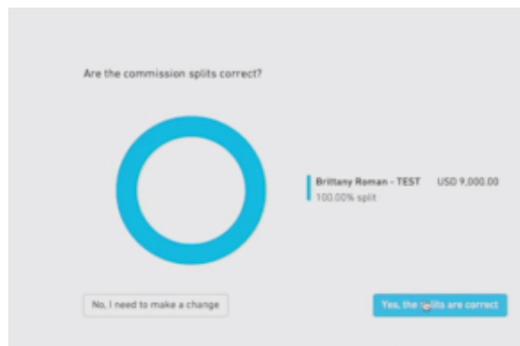
Click on the transaction that you need to generate your CDA for.



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 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.

AP 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.

You're almost there!

Let's review:

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

Commission Breakdown

Annalisa Parlee	USD 26,482.50
Real	USD 4,967.50
Total	USD 31,450.00

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.

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.

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

456 TESTING, Berea, OH, 44017 Needs Commission Validation

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: 11 minutes ago Sync Now

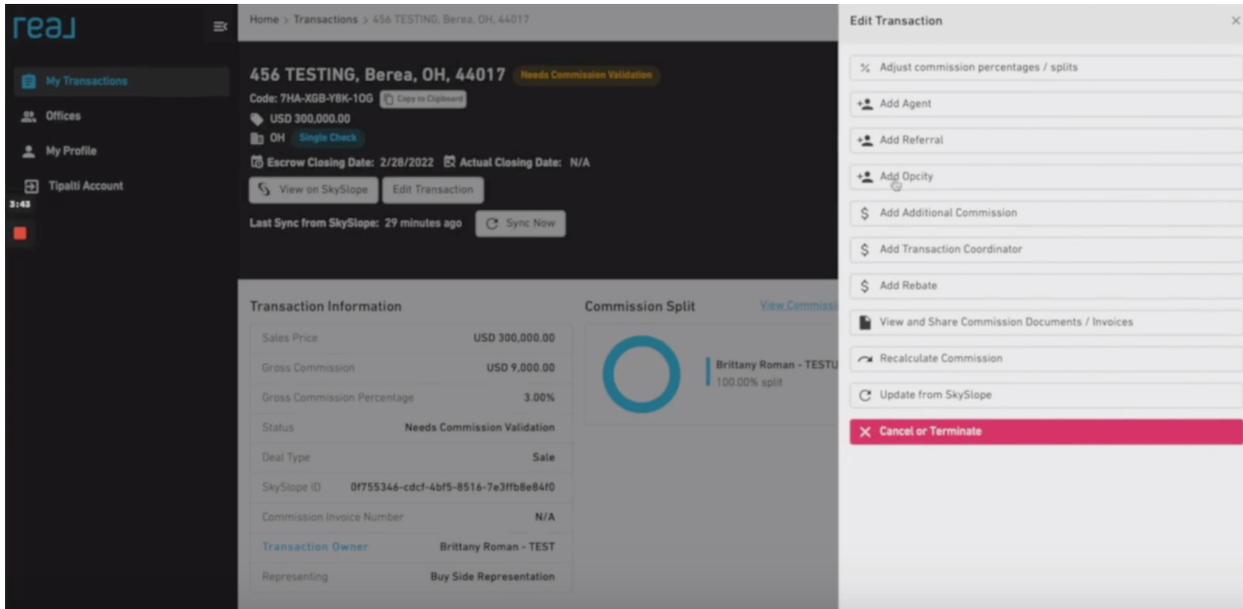
Status: What does this mean?

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.

Approve Commission Calculation

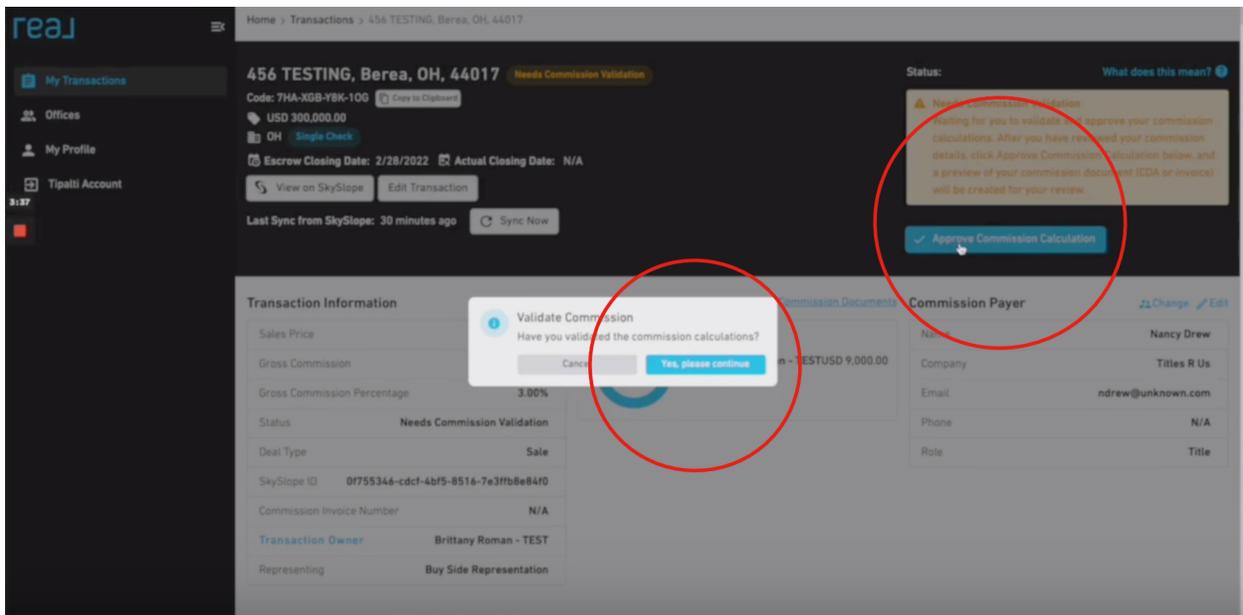
Transaction Information		Commission Split		Commission Payer	
Sales Price	USD 300,000.00	Brittany Roman - TESTUSD 9,000.00 100.00% split		Name	Nancy Drew
Gross Commission	USD 9,000.00			Company	Titles R Us
Gross Commission Percentage	3.00%			Email	ndrew@unknown.com
Status	Needs Commission Validation			Phone	N/A
Deal Type	Sale			Role	Title
SkySlope ID	0f755346-cdcf-4bf5-851e-7e3f8b8e84f0				
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, Opacity, additional commission, a Transaction Coordinator, or a rebate.



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.



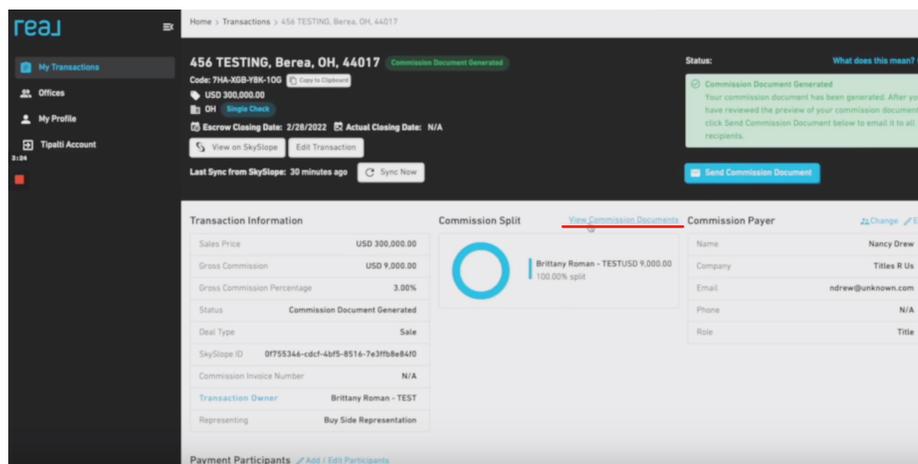
Upon the Broker approval of your SkySlope documents you will see the Send Commission Document. Click on this button.

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.

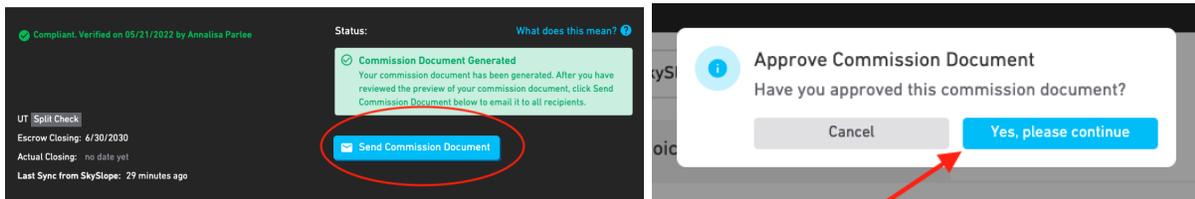


Review the CDA thoroughly to make sure it is correct.

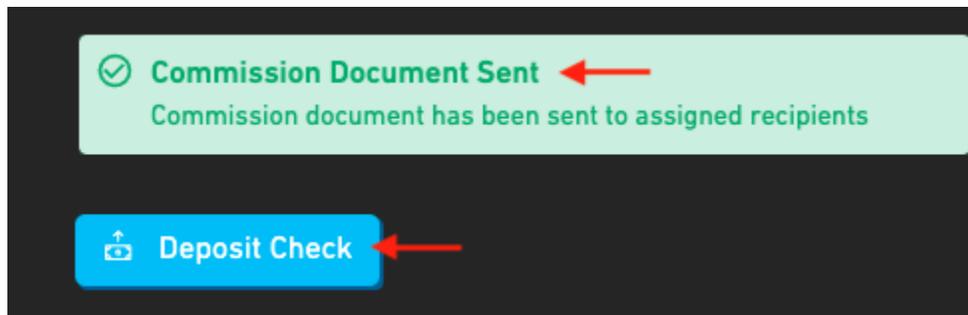


Once you are confident your CDA is accurate, click on Send Commission Document and the CDA will be sent. This goes to email you provided in SkySlope for the closer of your transaction and it also uploads to your documents in your SkySlope file so you can add it to your transaction checklist.

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.



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.