

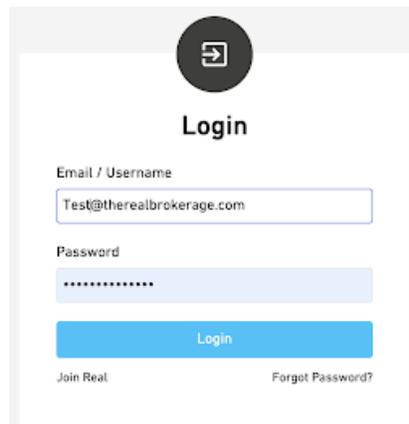


How to correct commissions splits

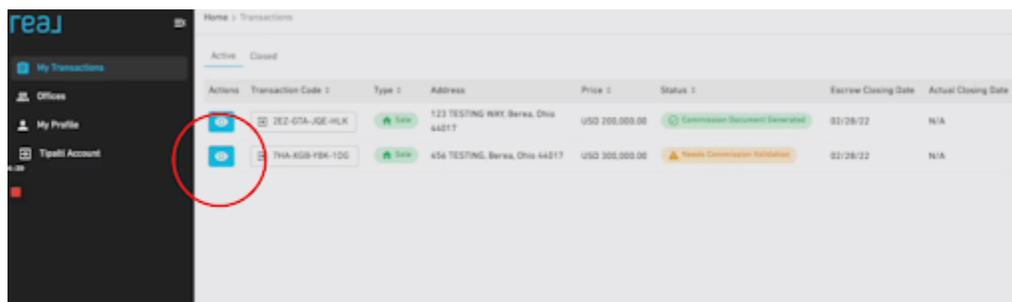
You have input your transaction and added in your payment participants and then realized that you had input the splits wrong. You can easily edit the CDA within the system.

Correcting Commission Splits:

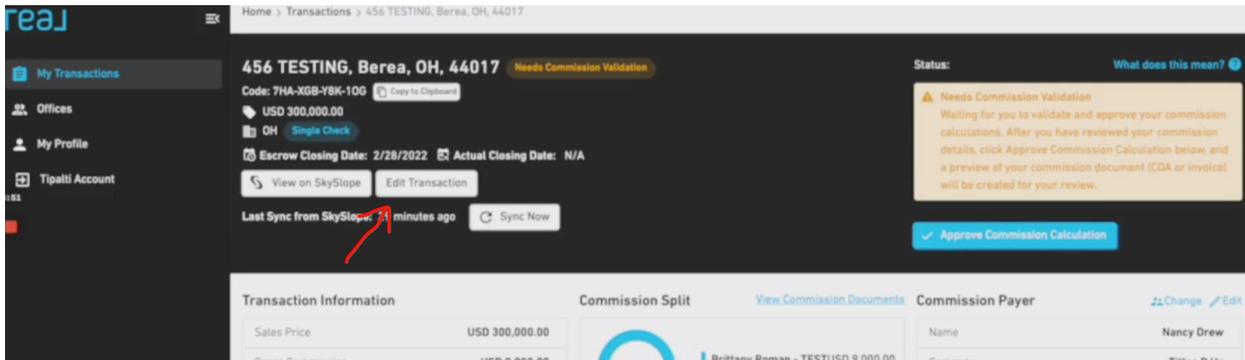
Log in to your app or online at bolt.therealbrokerage.com.



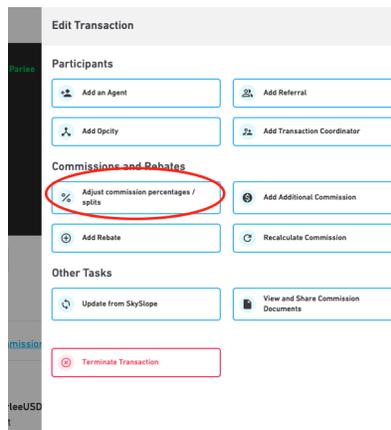
Once you log in, you will see all your transactions. Click on the transaction you wish to edit.



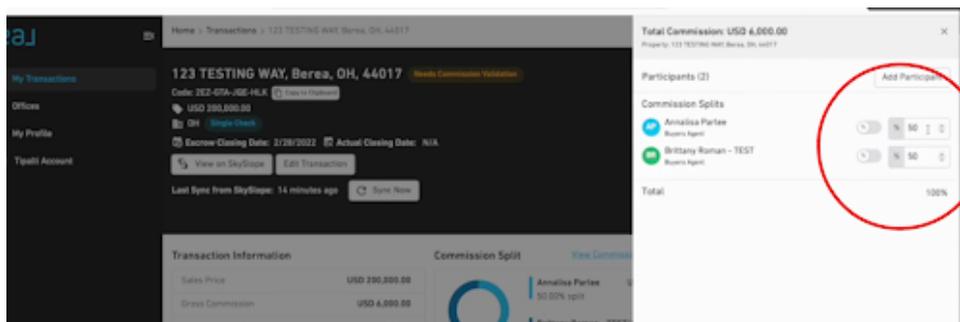
If you've decided you want to change the commission split from what it shows, you will need to click on Edit Transaction:



Once you click on Edit Transaction you will see this screen appear on the right, simply click on % Adjust commission percentage/splits:



You will now be able to adjust the split to the appropriate percentages, or you can toggle the switch to change it to a flat commission and input a dollar amount. Once you make the changes, click on the blue Update box:



After you click Update, your commission splits will be updated. If you have additional questions, please watch this [video](#).

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