## **Feal** 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.

Ð			
Email / Username			
Test@therealbrokerage	e.com		
Password			
•••••			
Lo	gin		
Join Real	Forget Password?		

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

Г	• L69	Home > 1	Transactions						
		Active	Cased						
	Offices	Actions	Transaction Code 1	Type :	Address	Price 1	Status 1	Escrew Closing Date	Actual Closing Date
+	Ny Profile		E 262-614-JOE-HLK	<b>A</b> 544	123 TESTING WKK, Berea, Drio 64017	USD 200,000.00	(© formasis bound forward)	02/26/22	N/A
	] Tipalti Account		E 7HA-XGB-YBK-105	<b>A</b> 344	456 7ES7/MG, Berea, Ohio 64217	USD 300,000.00	A Names Convertance Validation	03/28/22	N/A
•									

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

× Leoj	Home > Transactions > 456 TESTING, Berea, OH, 44017				
My Transactions     Offices     My Profile     Tipalti Account	456 TESTING, Berea, OH, 44017 (Need Co Code: 7HA-XGB-Y8K-10G Cayta Captare) USD 2000.00 DH Single Check Secrow Closing Date: 2/28/2022 St Actual Closing Date: View on SkySlope Edit Transaction	Status: Needs Commission Validation Viaiting for you to validate and calculations. After you have re details, click Approve Commis a preview of your commission will be created for your review	What does this mean?  A approve your commission wiewed your commission sion Calculation below, and document (CDA or invoice) v.		
	Last Sync from SkySlover 21 minutes ago C Sync Now			Approve Commission Calculat	lon
	Transaction Information	Commission Split	View Commission Documents	Commission Payer	Zi Change 🖉 Edit
	Sales Price USD 300,000.00		Brittany Roman - TESTUSD 9.000.00	Company	Titles Pills

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

Edit Transaction	×
Participants	
Add an Agent	운 Add Referral
🙏 Add Opcity	2 Add Transaction Coordinator
Commissions and Rebates	
Adjust commission percentages / splits	Add Additional Commission
Add Rebate	C Recalculate Commission
Other Tasks	
Update from SkySlope	View and Share Commission Documents
mission	
Terminate Transaction	
teeUSD t	

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:

e Le:	Home 5 Transactions 5 123 TESTING WAY Boros, Orl, 44817		Total Commission: USD 6,000.00 Property: 131 152780 Met Bens, Dr. 4017	×
Wy Transactions Offices My Protile Tipahi Account	Wy Transactions     123 TESTING WAY, Berea, OH, 44017     Transit Convolution Votation       Offices     Dels 222-40%-00-44.K (Convolution)     Transit Convolution Votation       Wy Prelia     Dis CH 2020.00.00     Dis CH 2020.00.00       By Prelia     Dis Chrome Classing Date: 27/19/2022 E Actual Classing Date: NA.       Tigelif Account     Sy View on Say Signing Cells Transaction       Lest Sync fram Skylloge: 14 minutes age: C Sync Transaction			Add Particular 5 5 56 1 2 5 56 2 1055
	Transaction Information Sales Price USD 390,000.00 Cress Commission USD 390,000.00	Commission Split New Commission		
	Press Press Inc. 1999	L Britana Roman - TESTU		

After you click Update, your commission splits will be updated. If you have additional questions, please watch this <u>video</u>.

If you need further assistance, please reach out to our Support team by emailing <a href="mailto:supportCAD@therealbrokerage.com">supportCAD@therealbrokerage.com</a> or through the Support tab on your mobile app.