

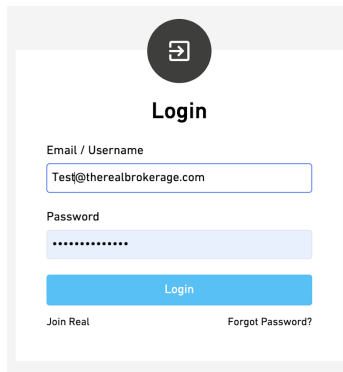


# How to enter a personal deal - collecting a commission

Every agent is allowed to do 3 Personal Deals per Anniversary Year.

## Entering a Personal Deal when Collecting a Commission:

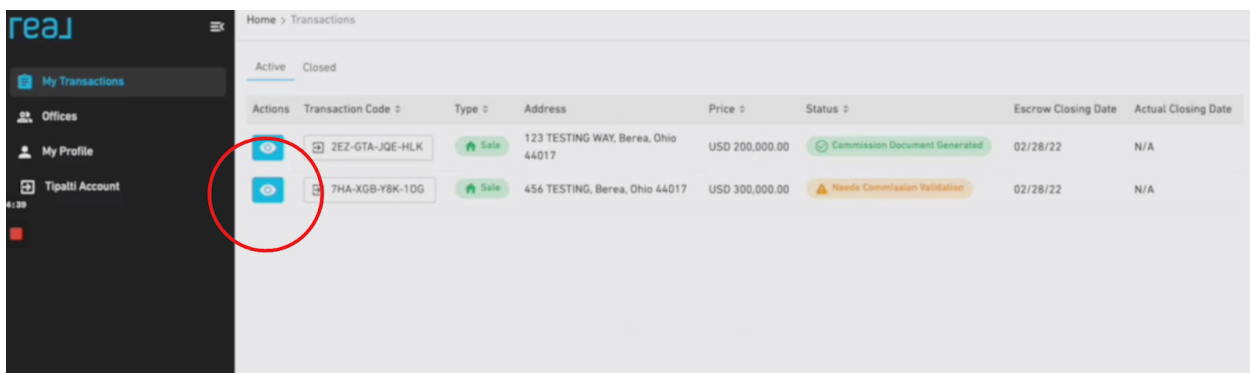
Log into your mobile app or the desktop version of the app at [bolt.therealbrokerage.com](http://bolt.therealbrokerage.com).





The image shows a login form with the following fields and elements:

- Header: Login
- Input field: Email / Username (containing Test@therealbrokerage.com)
- Input field: Password (masked with dots)
- Button: Login
- Links: Join Real, Forgot Password?

Once you log in, it'll open up to your transactions. Click on the transaction that is your Personal Deal.



The screenshot shows the 'My Transactions' screen in the Real Broker mobile app. The table below lists the transactions:

Actions	Transaction Code	Type	Address	Price	Status	Escrow Closing Date	Actual Closing Date
	2EZ-GTA-JQE-HLK	Sale	123 TESTING WAY, Berea, Ohio 44017	USD 200,000.00	Commission Document Generated	02/28/22	N/A
	7HA-XGB-YBK-10G	Sale	456 TESTING, Berea, Ohio 44017	USD 300,000.00	Needs Commission Validation	02/28/22	N/A

A screen will appear asking if the commissions are correct, click on No, I need to make a change:

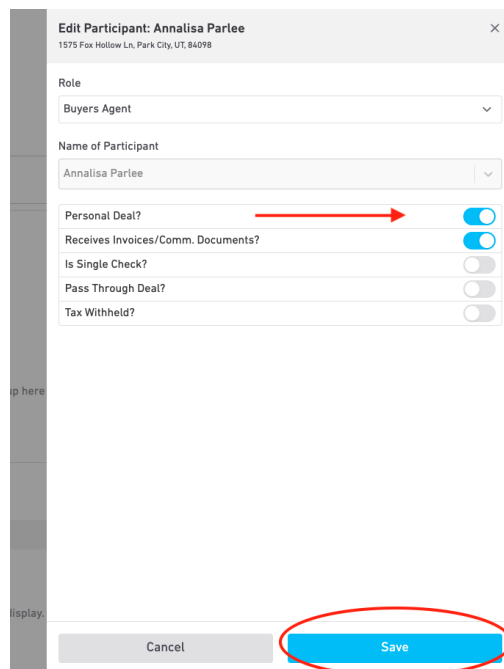


Because it is a personal deal, you will only be charged a transaction fee of \$250 and not pay a percentage to Real.

Once you click on No, I need to make a change, you will go back to the transaction page.

Scroll down to the Manage Participants box and click on Edit in the Participant box for yourself.

An Edit Participant window will open to the right. You will want to change the toggle button indicating it is a personal transaction and then click Save:



Once that is completed, the fee will be updated, and you will pay out the transaction fee for conducting a personal deal. If this is one of your first two transactions for your Anniversary year, you will also pay the \$250 brokerage fee.

You will need to update the CDA and generate the CDA again. See this link for how to generate a CDA.

If you have additional questions, please watch this [video](#).

If you need further assistance, please reach out to our Support team by emailing [support@therealbrokerage.com](mailto:support@therealbrokerage.com) or through the Support tab on your mobile app.