## Request Sale Commission on an Existing Deal

1. Begin Request	Prod	cess					
<ul> <li>Locate the deal you</li> <li>Click View</li> </ul>	ı are ı	equesting a commission	for on the "Deals Page"				
DepositLink					面 deals	(S) transactions	@ Welcome, Liz
Daily Update Help & Training							
Request Payment for Sale 🗸 🗸 Request F	Payment for	Rental ~					
Active Deals View Archived Deals				Search id, street add	dress, city		٩
	Deal Address	Seller/Landlord	Payer		_		
A Sale	L23 Main St Hartford, CT 06	311	Sam Buyer	View	]	•••	
♠ Sale	L23 Main St Hartford, CT 06	101	Sam Buyer	View			
A Sale	L23 Main st Boston, MA 123	45	Sam Buyer	View			
<ul> <li>Click Request a Pay</li> <li>Select Commission</li> <li>DepositLink</li> </ul>	ymen	τ			西 dogle	© transactions	© Walaana Lia
Daily Update Help & Training					deals	transactions	Welcome, Liz
123 Main St, Hartford, CT, 06611 Deal ID: 8026 Request a Payment							
Earnest Money Deposit > Request a deposit directly from a buyer or through a buyer's agent. Commission > Request a commission from another brokerence or a third party.	Ø	Payments					
		Earnest Money Deposit		😒 Res	end Email	🔗 Copy Link	o
		Amount Payer \$1,000.00 • Sam Buyer	Destination Bank Account	Status  Requested	D 4	eadline /6/2023 12:00 /	AM
Hartford, CT, 06611				4/4/2023 4:35 PM			
Reference Code							
Seller							
Closing Date							
Sale Price							

## **Depo**SitLink

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2. Enter Request Information	
<ul> <li>Enter Payment Information</li> <li>Enter the Payment Amount</li> <li>Payment Deadline - Date by which payment must be made</li> </ul>	Payment information         Enter payment amount         Upgenet Amount         0.00         Select a payment deadline         Breeded, the deadline con be edited later.         04/07/2023, 09:00 AM            c Back
<ul> <li>Select a Payer</li> <li>Enter the payer's information</li> <li>Enter a memo</li> </ul>	Enter payer information   Select a payer   Listing Company   Enter payer details   Enter takens   First Name (Optione)   Company (Optione)   What is this payment for?   Meme (Optione)   Cast
3. Final Steps	
<ul> <li>Review and confirm your selections</li> <li>If you are satisfied with your selections, click Request Payment</li> </ul>	Review and confirm request         Payment Summary         Payment Total       \$1,000.00         Payment Total       \$1,000.00         Payment Total       \$1,000.00         Destinution       Bank Account         Payment Destilie       04/07/2023 9:000m         Sending request to:       [sign@gayescom]         Image: Sending request to:       \$1,000.00         Sending request to:       \$1,000.00
<ul> <li>The request has been sent by email to the intended party</li> <li>You will receive an email notification when the payment is made</li> <li>You can track this payment on the "transactions" page</li> </ul>	Request Successful mail sent to payer.         Request Summary       Verw Deal Details         Payment Total       \$1,000.00         Payment Type       Commission         Payment Type       Commission         Payment Type       Commission         Payment Type       Commission         Payment Destination       Bank Account         Payment Condine       04/07/2023 9:000m         Requests sent to:       Image: Commission         John@payer.com       Image: Commission         Payment S1:000.00       Image: Commission