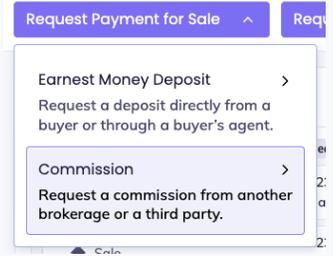


Request Sale Commission for a New Deal

1. Create Deal and Enter Payment Information

- Click **Request Payment for Sale**
 - Select **Commission**



- Enter the **Property Address** associated with this payment
 - Select "create a new deal" for address entered

Enter the property address associated with this payment

Property Address
123 Main St, Hartford, CT 06101

Select existing deal
123 Main St, Hartford, CT 06101

Assigned Agent	Deal ID	Deal Type	Last Modified
Liz Agent	8018	Sale	Apr 4, 2023

Create a new deal for
123 Main St

< Back Continue >

- Select your role

Enter new deal information

Select role

Listing Agent

Buyer's Agent

< Back Continue >

- Enter **Payment Amount**
- Selected a deadline by which commission payment must be made

Payment information

Enter payment amount

Payment Amount
0.00

Select a payment deadline
If needed, the deadline can be edited later.

04/06/2023, 04:00 PM 📅

< Back Continue >

Request Sale Commission for a New Deal

2. Enter Request Information

- Select a Payer
- Enter the payer’s information

Enter payer information

Select a payer

Listing Company ▼

Enter payer details

Email Address

First Name (Optional) Last Name (Optional)

Company (Optional)

What is this payment for?

Memo (Optional)

< Back Continue

3. Final Steps

- Enter Optional Information
 - **Payment Notifications** - Add people to receive payment status emails and receipts
 - **Document Center** allows you to upload documents to share with your finance team

Enter optional information

Payment Notifications
Share payment statuses and receipts with other parties. + Add Recipients

Sale Price

Closing Date
mm/dd/yyyy

Reference Code

Document Center
Share documents related to this payment with your finance team.

Upload Documents

< Back Continue

- Review and confirm your selections
- If you are satisfied with your selections, click **Request Payment**

Review and confirm request

Payment Summary

Payment Total	\$1,000.00
Payment Type	Commission
Property Address	123 Main St Hartford, CT 06611
Destination	Bank Account
Payment Deadline	04/06/2023 4:00pm

Sending request to

Sam Payer	Request Amount
sam@payer.com	\$1,000.00

< Back Request Payment

- Your request has been emailed to the intended party
- You will receive an email notification when the payment is made
- You can track the payment on the "transactions" page

Request Successful
Email sent to payer.

Request Summary View Deal Details

Payment Total	\$1,000.00
Payment Type	Commission
Property Address	123 Main St Hartford, CT 06611
Payment Destination	Bank Account
Payment Deadline	04/06/2023 4:00pm

Request sent to

Sam Payer	Request Amount
sam@payer.com Copy link	\$1,000.00