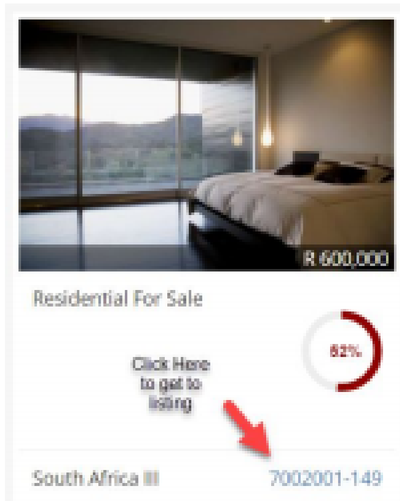
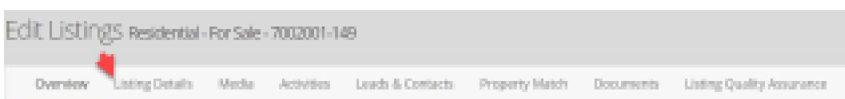
Transactions

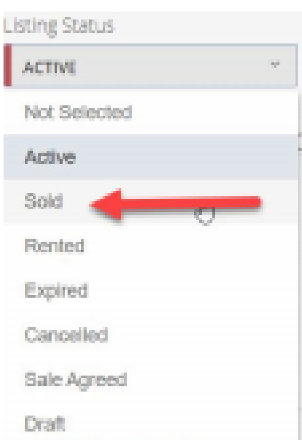
Agent Process

1. Go to the listing that is going to be processed as 'Sold'

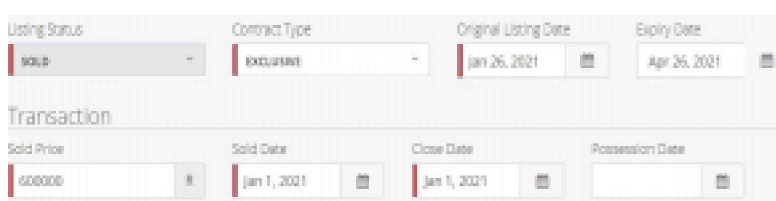


2. Go to **listing details**





ing Status, pick '**Sold**'. This will then prompt additional fields for the **ion**

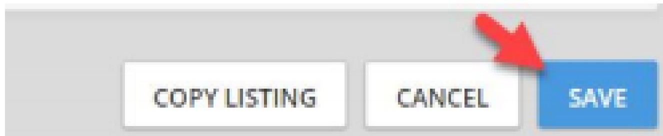
→ 

a.

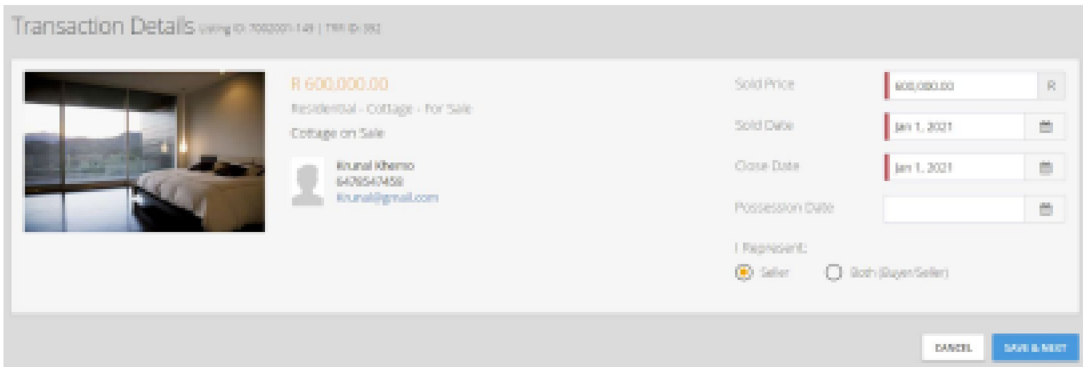
Transaction

i. Sold Price - Mandatory Field
ii. Sold Date - Mandatory Field
iii. Close Date - Mandatory Field
iv. Possession Date - This is not mandatory, if the agent knows this information they can add it here

4. When transaction information is filled out, hit save and it will then go into further transaction process

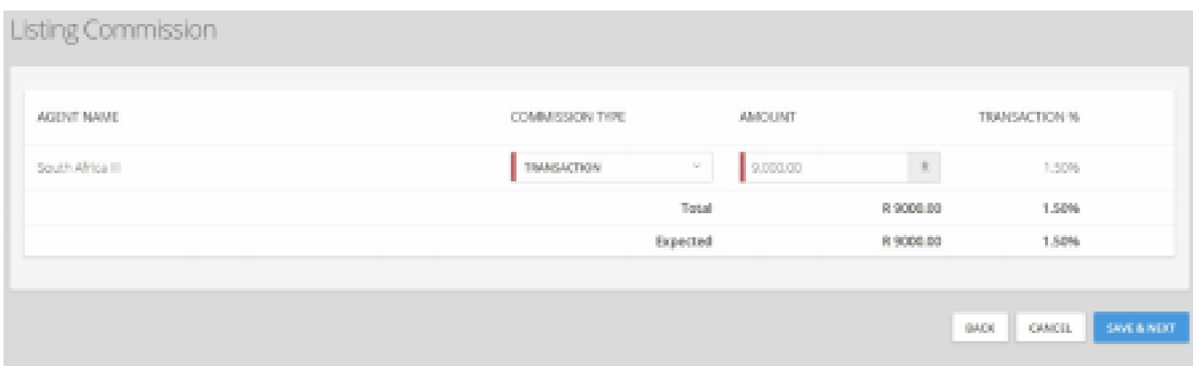


5. Next, they will confirm the **transaction details**. Sometimes this will auto-populate and sometimes it wont.

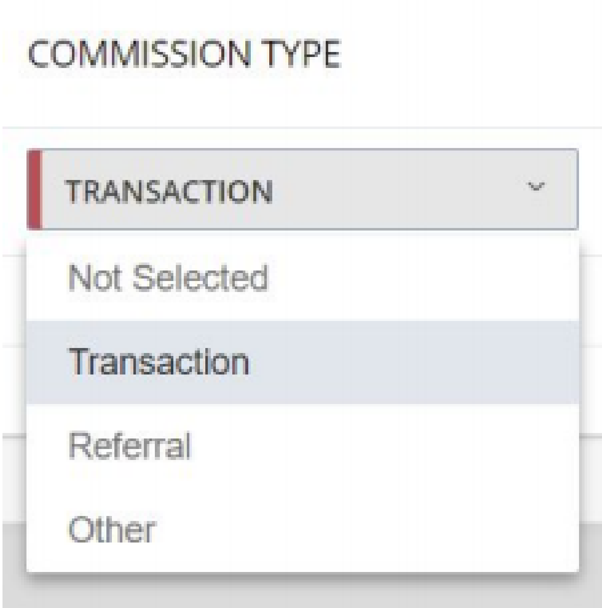


6. Hit **Save & Next**, next is the **Listing Commission.**

a. This is specifically for the listing agent



b. Select **Commision Type**



c. The **Amount** should auto populate based on the commission percentage that is in the system. This can be edited but will be reviewed by the transaction coordinator in the approval process

7. Hit **Save & Next.** Next we have the **Payments**

a. Agent Name: Select who will receive the payments

i. There can be more than one agent who is receiving the payments. E.g if it is a colisting or if the payments are coming in at different times.

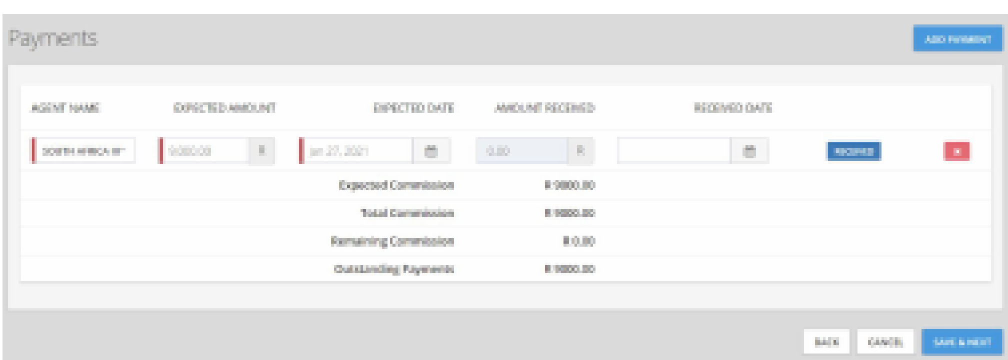
1. To add additional payments, agents will click '**Add Payment**'. This will prompt an additional line

b. Expected Amount: How much the agent is expecting to receive the payment from the buyer/seller

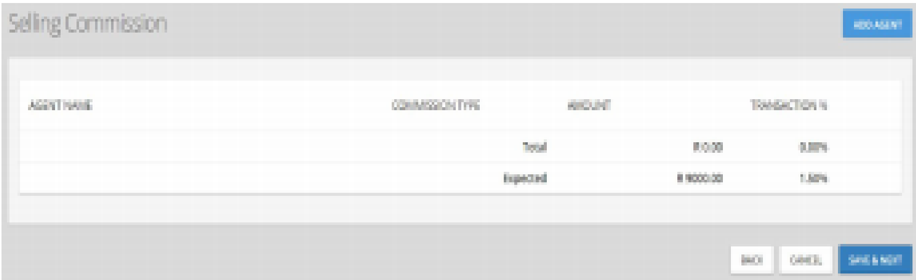
c. Expected Date: When the agent is expecting to receive the payment from the buyer/seller

d. Amount Received: This field can not be filled until they receive the amount, in which they hit the **'receive'** button**.** This will be the amount they receive from the buyer/seller

e. Received Date: This field can not be filled until they receive the amount, in which they hit the **'receive'** button**.** This will be the amount they receive from the buyer/seller

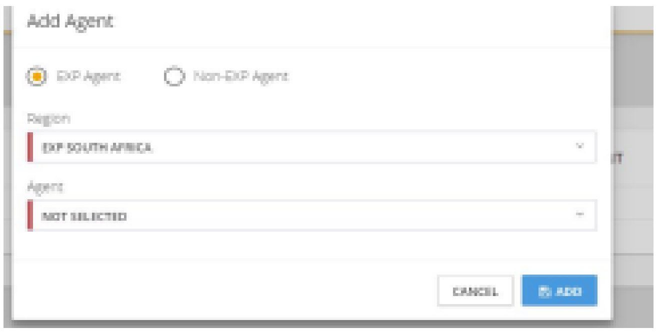


8. Hit **Save & Next.** Next is the **Selling Commission.** This information is for the agent who is assisting the buyers.



a. Add the agent who will be receiving the additional commission, click **'Add Agent'**

i. Two options

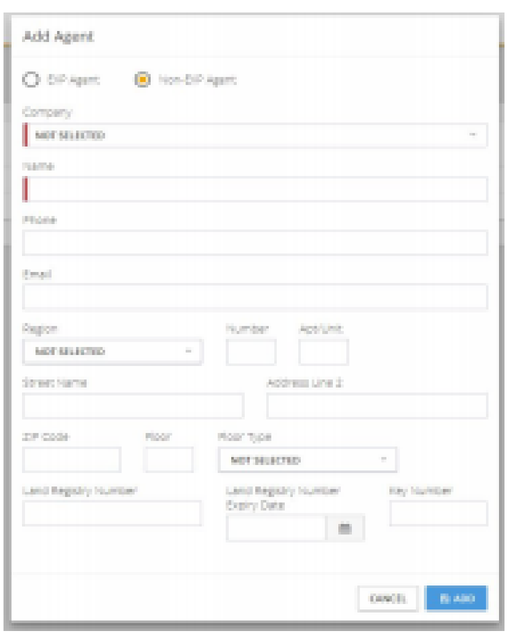


1. EXP Agent

a. Region: Select the eXp Agent's region (can be any region)

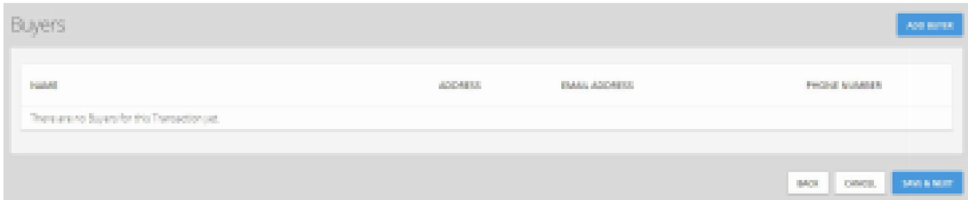
b. Agent: It will populate the the agents in the specified region

2. Non-EXP Agent: Fill in all the necessary information or known information for the agent outside of eXp. It will fill in on Selling Commision page



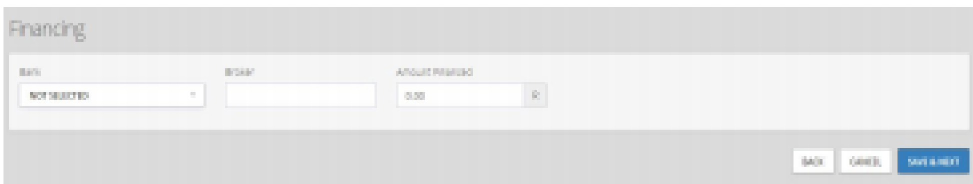
9. Hit **Save & Next.** Add **Buyer** information

a. If the agents do not have this information. It is not a necessity. This will automatically add them into contacts



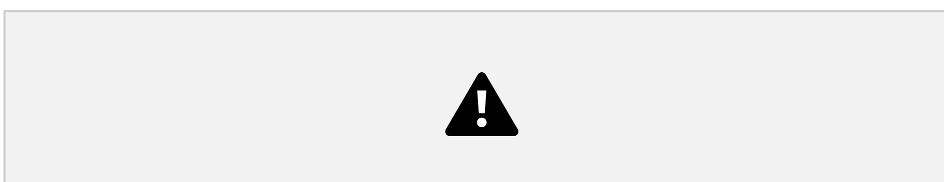
10. Hit **Save & Next.** Next is **Financing**

a. Select banking information, enter who the mortgage broker is as well as the amount that is being financed

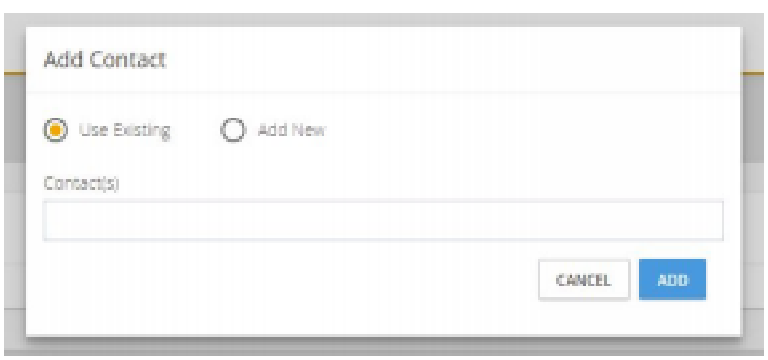


11. Hit **Save & Next.** Next is **Transaction Contacts**

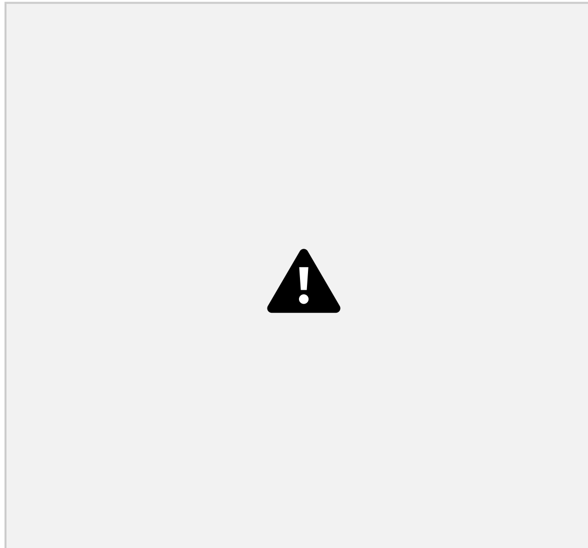
a. If the agents do not have this information. It is not a necessity. This will automatically add them into contacts

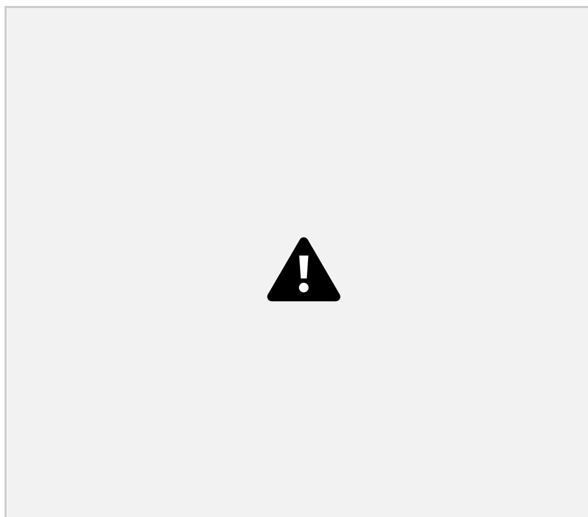


b. Add Existing: This will someone from their contacts



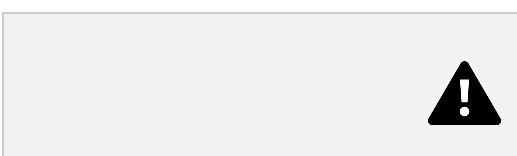
c. Add Contact: Add new individuals based on their position and their assistance in the transaction process. Have added an image for all the categories that are options





12. Hit **Save & Next. Next is Transaction Document**

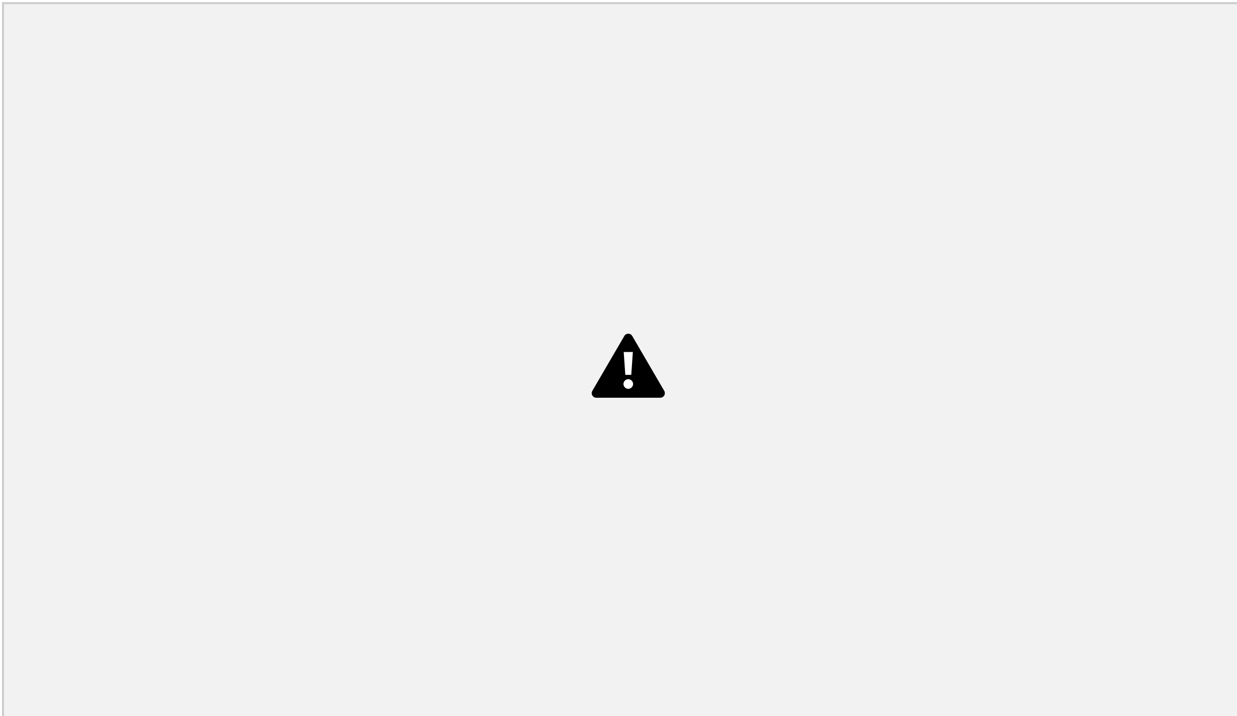
a. Here agents will add all documents pertaining to the specific transaction **13.**Hit **Save & Next.** Next is the **Transaction Overview.** Here will be a summary of everything that was



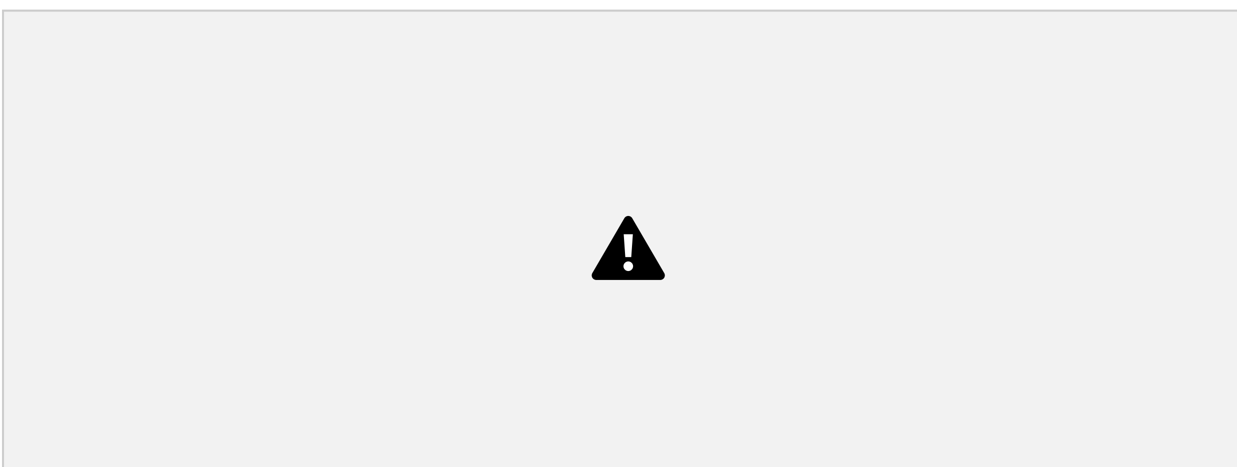
filled in previously.

a. This page will include tax information

b. If any information is not correct, an agent can click **Edit** and go back to update



c. **IMPORTANT:** **DO NOT CLICK** 'SEND TO EXP EPIC API'. This is reserved for the transaction approval.



d. Remaining final summary of all the information

14. Once the agents get to this page, it will automatically begin process in order to get approval

15. Once the agent receives their payment, they can hit received for that transaction which can be found under the transaction menu option on the left and click the specific transaction