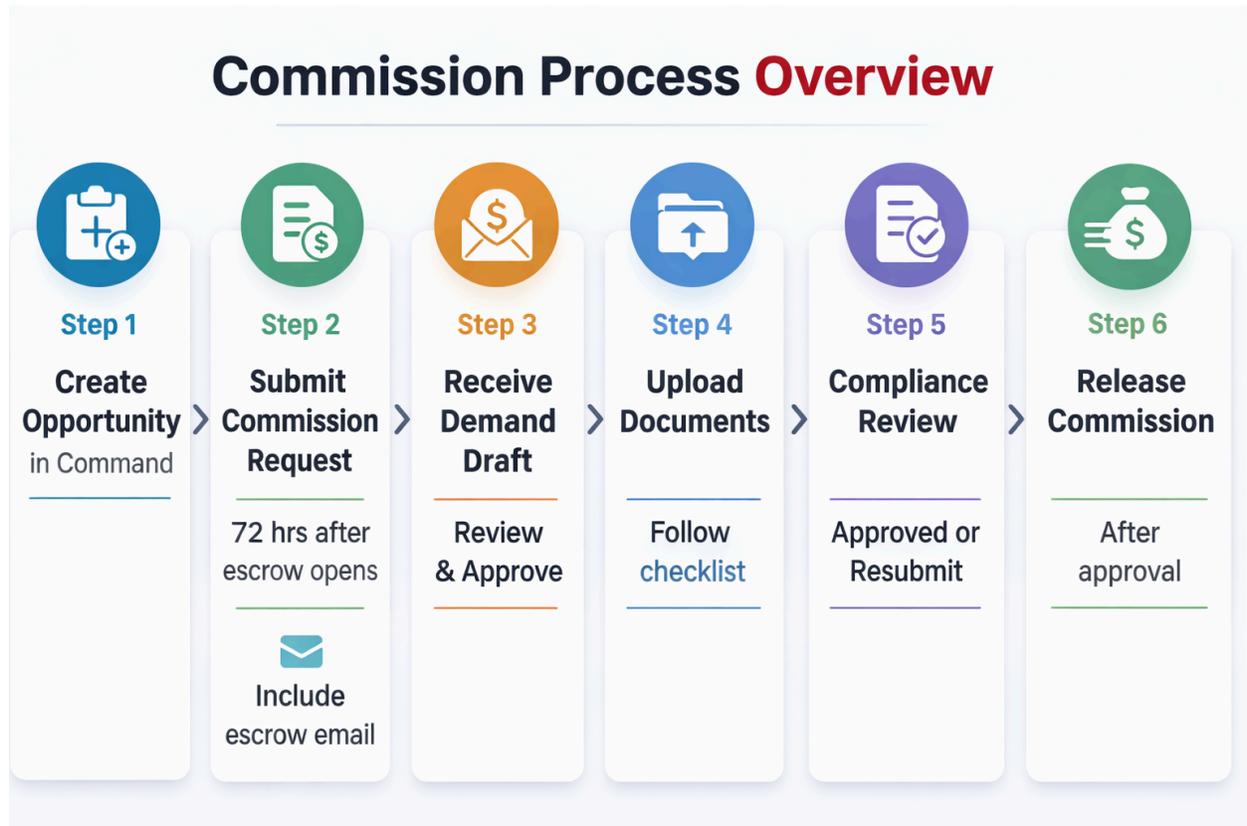


We know how important it is for you to receive your commission checks as soon as possible. While delays can sometimes happen, we want to make sure everything on your end—whether completed by you or your TC—is submitted correctly so we can release your check on time.



**Step 1:**

Make sure an **Opportunity** has been created in **Command** under the **Opportunities** tab.

**Step 2:**

Submit a **Commission Request** to the commissions team. This should be done **within 72 hours after escrow opens**. When submitting the demand request, please include the **escrow officer's email address** in the notes section.

**Note:**

If you are under **PC**, please notify your **coach and mentor**, and indicate this in the notes if possible, so we can include the **PC fee** in your demand.

**Step 3:**

A **demand draft** will be sent to you from **commissions@kwadvisorseastbay.com**. Please review it and let us know if you **approve it or if any changes are needed**.

**Step 4:**

Upload **all required documents and disclosures** into **Command**. There is a **checklist in Command** that will guide you on which documents need to be completed and uploaded.

**Step 5:**

Once your documents are submitted, our **Compliance Officer** will review them. Each document will either be **approved or rejected**:

- If **approved**, you will see an **“Approved”** status next to the document name.
- If **rejected**, you will need to make the necessary corrections and **resubmit**.

Please submit your file **at least 3 days prior to closing**. If some items are still missing, you may still submit your file for review, but please notify compliance about the missing documents. They will let you know if those documents are required for approval.

**Important:**

**If your file is not approved, we cannot release your commission check.**

If you have any questions, please feel free to reach out to **commissions@kwadvisorseastbay.com**.