Commission & Reporting Module: Getting Started

SUMMARY
Learn how to activate Paperless Pipeline's Commission Module.

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Introduction

The Commission Module is an add-on module within Paperless Pipeline that allows you to calculate agent & broker commissions, generate financial and production reports, give agents access to commission statements and reports, and more. Activate a free trial of the Commission Module to see if it meets your office's needs.

Learn more about Pipeline's Commission Module here →

Who Can Do This?

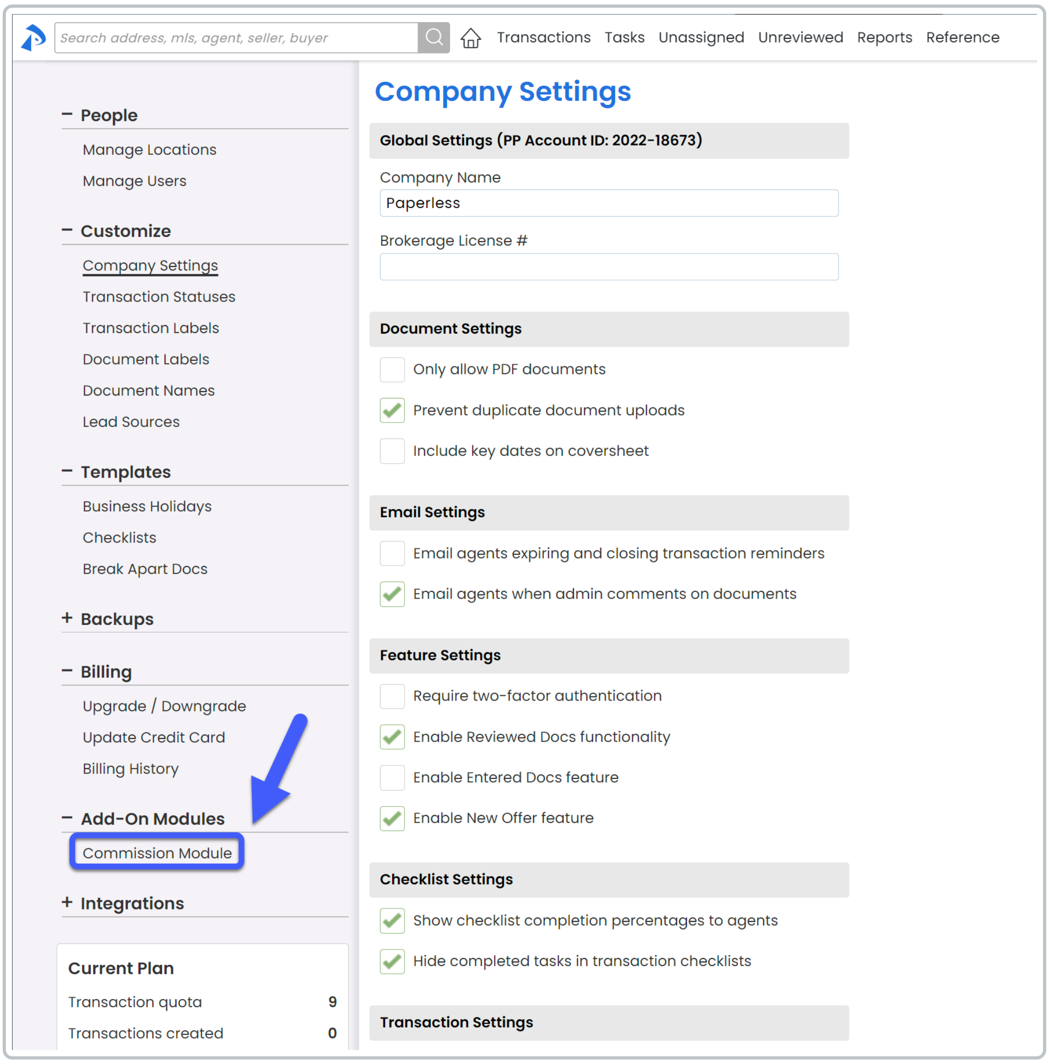
Only master admins can activate and set up Commission Module.

How To

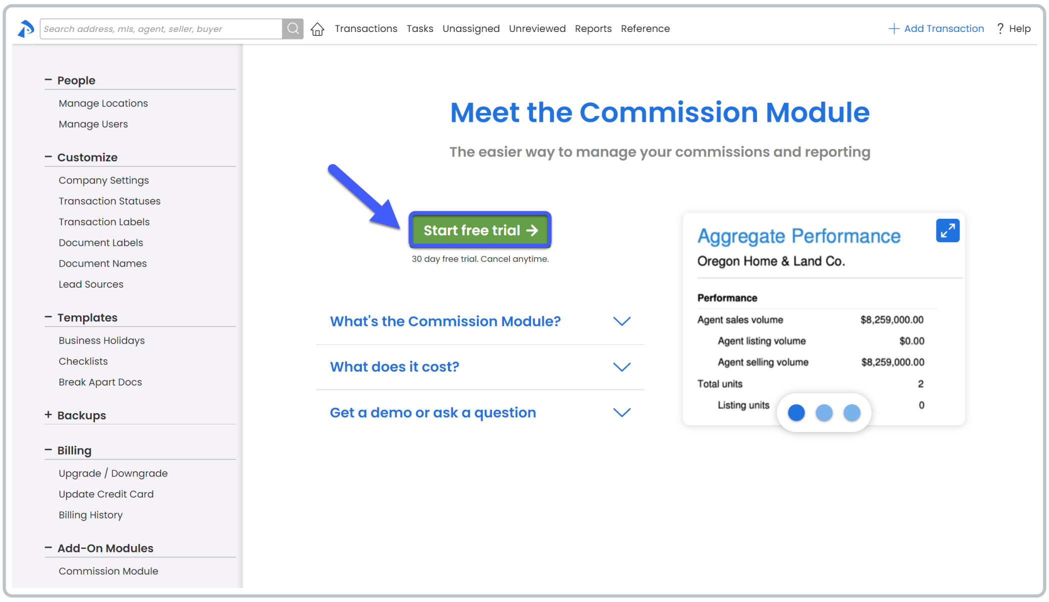
Activate Commission Module on your Pipeline Account

To activate Commission Module:

1. **Click your name in the upper right corner then [Admin / Settings].**
2. **From the *Add-On Modules* section of the left menu, select [Commission Module].**



3 **Click [Start free trial →].**



4 **Click [Activate]** to start a free 30-day trial of the Commission Module.

5. Set up and use Commission Module (learn more below).

If you've already utilized a free trial period of the Commission Module, you can still activate the module by clicking [Add the commission module →].

You must be a master admin on your company's account to activate the Commission Module.

Set Up Commission Module

This video will walk you through setting up Commission Module from beginning to end.Learn how to Set Up Commission Module here →

15:36

Use Commission Module

This video will walk you through using Commission Module from beginning to end.Learn how to Use Commission Module here →

19:43

If you do not see the option to *Manage Commissions* on a transaction, make sure you:

- are a master admin or have admin-level financial permissions
- have at least one *In-house Agent* (that is not an *Assistant*) is added to the transaction
- have activated Commission Module (as described above).
- have set up *Commission & CDA Settings* for the transaction's *Location*. Learn how to Set Up Commission & CDA Settings →