

# 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].

Search address, mls, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference

**Company Settings**

**Global Settings (PP Account ID: 2022-18673)**

Company Name  
Paperless

Brokerage License #

**Document Settings**

Only allow PDF documents

Prevent duplicate document uploads

Include key dates on coversheet

**Email Settings**

Email agents expiring and closing transaction reminders

Email agents when admin comments on documents

**Feature Settings**

Require two-factor authentication

Enable Reviewed Docs functionality

Enable Entered Docs feature

Enable New Offer feature

**Checklist Settings**

Show checklist completion percentages to agents

Hide completed tasks in transaction checklists

**Transaction Settings**

**People**

Manage Locations

Manage Users

**Customize**

Company Settings

Transaction Statuses

Transaction Labels

Document Labels

Document Names

Lead Sources

**Templates**

Business Holidays

Checklists

Break Apart Docs

**Backups**

**Billing**

Upgrade / Downgrade

Update Credit Card

Billing History

**Add-On Modules**

**Commission Module**

**Integrations**

**Current Plan**

Transaction quota 9

Transactions created 0

3 Click [Start free trial →].

Search address, mls, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference

[+ Add Transaction](#) ? Help

**Meet the Commission Module**

The easier way to manage your commissions and reporting

[Start free trial →](#)  
30 day free trial. Cancel anytime.

[What's the Commission Module?](#)

[What does it cost?](#)

[Get a demo or ask a question](#)

**Aggregate Performance**

Oregon Home & Land Co.

**Performance**

Agent sales volume	\$8,259,000.00
Agent listing volume	\$0.00
Agent selling volume	\$8,259,000.00
Total units	2
Listing units	0

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 →](#)

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](#) →