




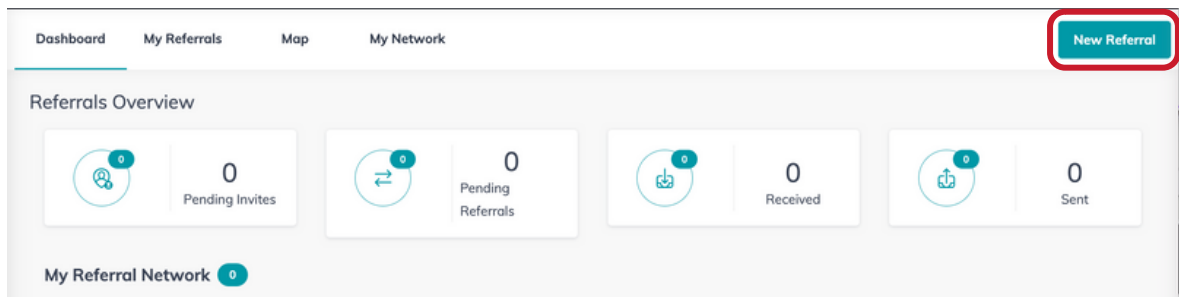
Command Quick Guides

**Your Guide to Command:
Send a Referral**



Access

1. Log in to <https://agent.kw.com> using your Keller Williams login.
2. Click the **Referrals icon**, , on the left-side panel.
3. Click **New Referral** at the top of the page.



4. Select an in-network agent or click **Find Agent** to use the map to locate an agent you want to send the referral to.


A screenshot of the 'Referral Request' form. The title 'Referral Request' is at the top left, and a close button 'X' is at the top right. Below the title, there is a text prompt: 'Select an in-network agent to send a referral to'. A red box highlights a 'Find Agent' button. Below this is a dropdown menu labeled 'Select Agent' with a downward arrow. Underneath the dropdown are four radio button options: 'Buyer', 'Seller', 'Tenant', and 'Landlord'. Below these are two sliders: 'Referral Fee' set to 25% and 'Acceptance Deadline' set to 24 hours. There are two input fields for 'Price Min' (containing 'Min') and 'Price Max' (containing 'Max'). At the bottom, there is a 'Notes' section with a text area containing 'Write a message' and a character count '0/3000'.



5. Complete the referral details. After you have selected your referral agent, select the **referral type**, the **referral fee**, the **acceptance deadline**, and the **price range**. You can also add a note or special instructions.

Referral Request ✕

Send a referral to Lowell Clemonts

 Lowell Clemonts
Stroudsburg, PA ▾

Buyer	Seller	Tenant	Landlord
--------------	--------	--------	----------

Referral Fee 25%

Acceptance Deadline 48 hours

Price Min Price Max

Notes

45/3000

6. Select the client who is being referred. You can **select an existing client** from your database or **create a new contact**. Enter the client's **preferred location** and the **transaction timeline**.

Referral Request ✕

Select a client from your database or create a new contact for this referral.

Select from Database Create New Contact

Client Info*

Demo Test
+12345678901

First Name* Demo **Last Name*** Test

Pre-Approved Pre-Qualified

Client's Address

Select... Search for location

Client's Desired Location*

Albrightsville, PA 18210, USA

Client Phone +1 234 567 8901 **Client Email*** demotest@gmail.com

Transaction Timeline

6/30/2023

7. Once you are ready to send the referral, click **Send** or **Add Contact and Send** (the button you see will depend if you chose an existing contact or created a new one).