Commission Module Activation

Last Modified on 09/04/2026 11:18 am EDT

Ready to run commissions out of Pipeline? A master admin can switch the Commission Module on from inside your account, and the first 30 days are free.

Introduction

Right now your office calculates commissions somewhere else: a spreadsheet, an accounting package, or by hand at the end of every closing. The deal already lives in Pipeline. The money it generates doesn't.

The Commission Module is the add-on that closes that gap. It works out each agent's split, applies your fees and deductions, produces the Commission Disbursement Authorization your title company needs, and opens up a shelf of financial reports your account doesn't have without it. Activation is an account-level switch rather than a per-agent one, so it lands on the whole company at once. What still happens office by office is the setup, since each location needs its own commission settings before commission options show up on its transactions.

Turning it on is self-serve, and the first 30 days are free. There's no demo to sit through, no sales call, and no support ticket to open, though a setup call is there for the asking if you'd rather be walked through it. Coming back off it is self-serve in the same way, from inside your account, and the CDAs you've already generated stay on their transactions either way.

How It Works

Activation lives with the rest of your add-ons in Admin / Settings, and everything about it — starting, keeping, dropping — happens on that one page.

Where Activation Lives

Click the **[Gear]** in the upper-right corner, then **[Admin / Settings]**. The *Add-On Modules* section of the left menu holds **[Commission Module]**, and that page is where you start a trial, add the module, or remove it.

The 30-Day Free Trial

New accounts get a 30-day free trial, and it starts the moment you activate. There's one trial per account. Once you've used it, you can still add the module back whenever you're ready — it just bills at the regular monthly rate from the start.

When Billing Starts

When the trial ends, the module carries on and its cost joins your first bill after that date. The monthly amount depends on your Transaction Plan, and Pipeline bills it on top of your plan. If you decide not to keep it, remove it before your next bill date.

What Activation Turns On

Once the module is active, *Commission & CDA Settings* appear behind each Location's gear menu, **[Manage Commissions]** appears on transactions you've set up for, commission fields appear on user profiles, and the module's financial reports join the Reports page.

It Applies to the Whole Account

The Commission Module can't be switched on for one agent, one team, or one office — it's account-wide. What you *can* control office by office is where commissions get managed, because **[Manage Commissions]** only appears on transactions in Locations whose Commission & CDA Settings you've saved.

If You Remove It

CDAs you've already generated stay on their transactions and stay downloadable. What goes away is the working half of the module: Commission & CDA Settings, the ability to enter commissions, and the module's financial reports.

Start Your Commission Module Free Trial

> Switch on a 30-day free trial from inside your account — no demo, no sales call, no waiting.

> **Who Can Do This**: Master admins.

To start your Commission Module free trial:

1. Click the [Gear] 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].

Your trial runs for 30 days from that moment. Next, set up Commission & CDA Settings for each office you'll manage commission for — until you do, **[Manage Commissions]** won't appear on that office's transactions.

Add the Commission Module After Your Trial

> Already used your free trial? Add it back whenever you're ready, at the regular monthly rate.

> **Who Can Do This**: Master admins.

To add the Commission Module to your account:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].

2. From the **Add-On Modules** section of the left menu, select [Commission Module].

3. Click [Add the commission module →].

The module turns on straight away, and its monthly cost joins your next bill.

Remove the Commission Module From Your Account

> Drop the module from the same page you added it, and do it before your next bill date so the charge doesn't land.

> **Who Can Do This**: Master admins. Support can't remove an add-on for you, but we're glad to send a reminder before your bill date if you ask.

To remove the Commission Module:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].

2. From the **Add-On Modules** section of the left menu, select [Commission Module].

3. Click [Remove the commission module →].

CDAs you've already generated stay on their transactions. Commission & CDA Settings, entering commissions, and the module's financial reports go away. Remove it after your bill has run and the charge still appears on that invoice.

Set Up Your First Office

Activation on its own changes nothing you can see on a transaction. [Manage Commissions] appears only in offices whose commission settings you've saved, which is why the module can look like it never turned on.

Set up Commission & CDA Settings for each of your offices to decide who gets paid directly, whose signature signs the CDA, and what instructions your title company reads.

See Commission & CDA Settings

Commission Module Activation FAQ

Activation is a master admin's job, it takes about a minute from inside your account, and the first 30 days are free. Answers to the common questions about the trial, the bill, and what turns on.

See Commission Module Activation FAQ

Commission Module Activation Troubleshooting

Turned it on and something's still missing? Start here.

- Why Don't I See Manage Commissions on a Transaction?