

DREAMS User Manual

External Brokers Page Module







Contents

EXTERNAL BROKER	3
Initialization of a Broker Application	3
Updating of Broker Application	17







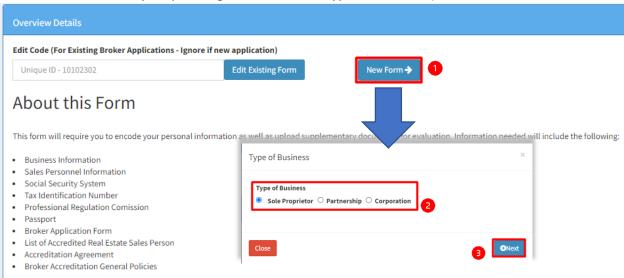
EXTERNAL BROKER

This module pertains to the initialization of a new Broker Application.

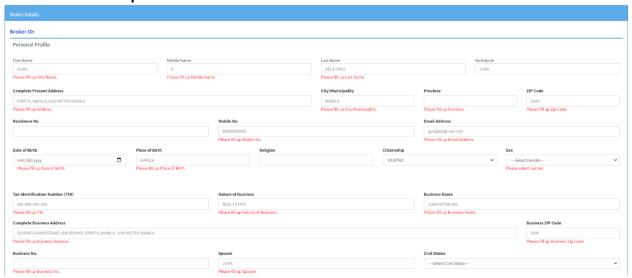
Initialization of a Broker Application

Software: Web Browser

- 1. Upon entering the External Broker page, click on the **New Form** button. The Type of Business window will appear.
- On the *Type of Business* window, select the type of the Broker being initiated by clicking on the radio button to its left. Once selected, click on *Next*. (Note that some fields will look differently, depending on the chosen Type of Business)



- 3. Fill out all the required fields under Personal Profile.
 - Sole Proprietor

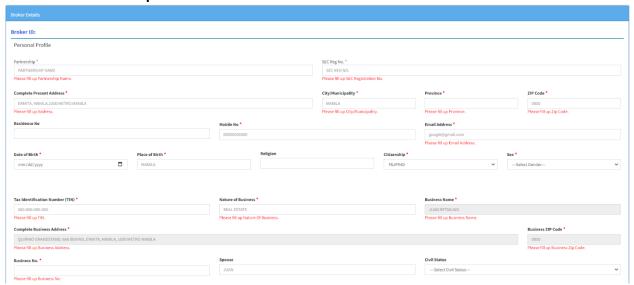




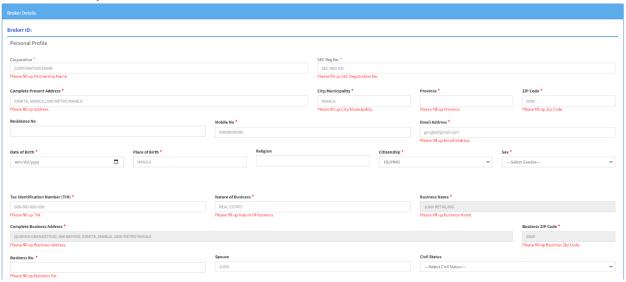




Partnership



Corporation



4. Next, fill out the required fields under *General Information*.

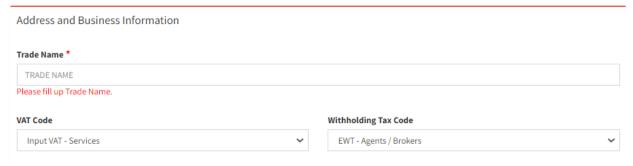




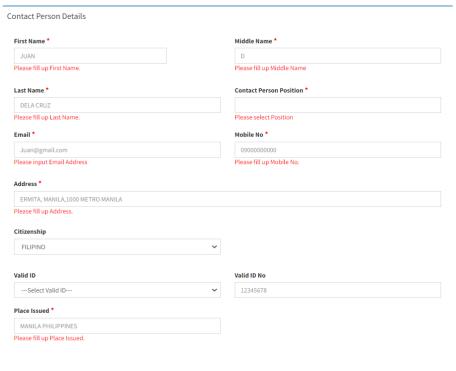




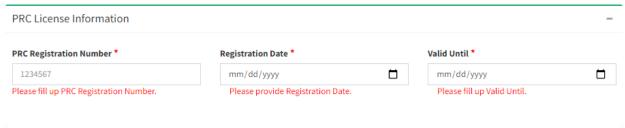
5. Next, fill out the required fields under *Address and Business Information*.



6. If the Type of Business selected was *Partnership* or *Corporation*, fill out the required fields under *Contact Person Details*.



7. Next, fill out the required fields under *PRC License Information*.

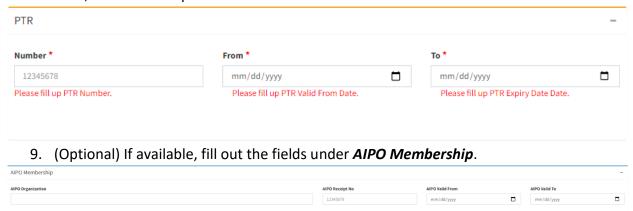








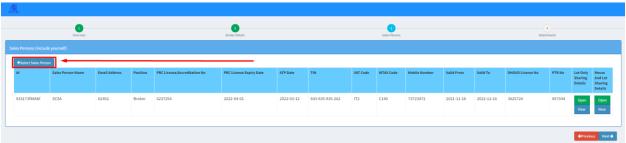
8. Next, fill out the required fields under PTR.



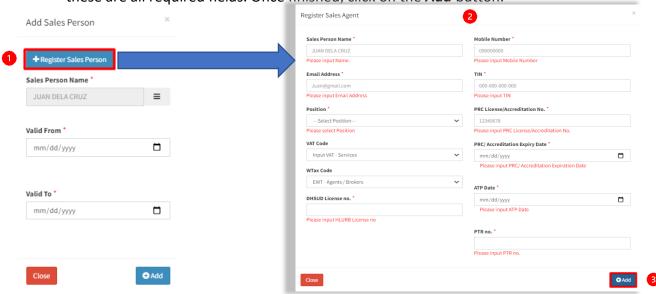
10. Once finished, click on *Next*. This will take you to the *Sales Person* tab.



11. Click on the **Select Sales Person** button. The **Add Sales Person** window will appear.



- 12. To register a new Sales Person, on the *Add Sales Person* window, click on the *Register Sales Person* button. The *Register Sales Agent* window will appear.
- 13. On the *Register Sales Agent* window, input the information asked on all the fields, as these are all required fields. Once finished, click on the *Add* button.



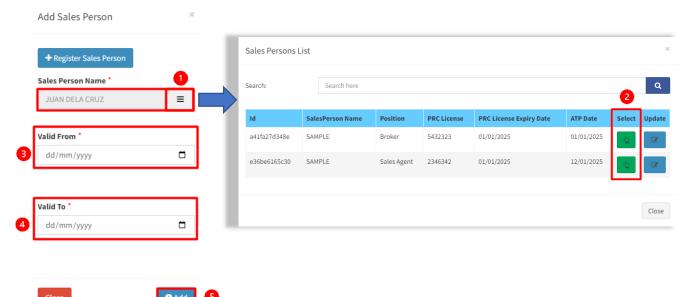
Once a Sales person has been registered, they will automatically be added to the Sales Persons table.







- 14. To add a Sales Person to the Sales Persons table, on the *Add Sales Person* window, click on the menu icon to the right of the *Sales Person Name* field. The *Sales Person List* window will appear. On the *Sales Person List* window, locate the desired Sales Person. To select that Sales Person, click on the green button to his/her right, under the *Select* column.
- 15. Once a Sales Person has been selected, input the dates of the Sales Person's validity on the *Valid From* and *Valid To* fields. Click on the *Add* button once finished.



You may add multiple Sales Persons.

16. Once the Sales Persons have been added to the table, edit their respective *House and Lot and Lot Only* sharing details by clicking on the *Open* button under the specific sharing detail category. The *Sharing Details* window will appear.





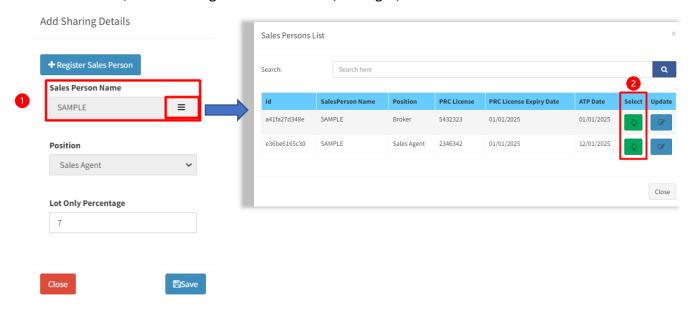




17. On the *Sharing Details* window, click on *Add Row*. The *Add Sharing Details* window will appear.



- 18. On the *Add Sharing Details* window, click on the menu icon to the right of the *Sales Person Name* field. The *Sales Persons List* window will appear.
- 19. On the *Sales Persons List* window, locate the desired Sales Person. To select that Sales Person, click on the green button to his/her right, under the *Select* column.

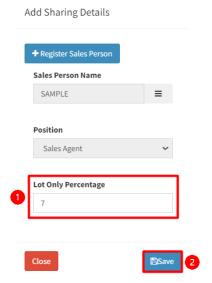








20. Depending on which sharing detail was opened, edit either the *Lot Only Percentage* field or the *House and Lot Percentage* field. Once finished on either, click on *Save*.



For the *Lot Only Percentage*, the total percentage must equate to 7%. For the *House and Lot Percentage*, the total percentage must equate to 5%.

21. The different projects will show, but the user can use a filter to reflect only those that equates with the inputted *Lot Only Percentage*. The user can do this by inputting the commission percentage on the *Commission Percentage* field, then press Tab.









22. Once filtered, the user can select multiple projects to be added. After choosing the projects, click *Add*, and it will reflect below.

	Project Code	Project Name	Commission
☑	AKD	Alicia Kara Dev Homes	7.000000
	AMRT	Adelaida Mountain Residences (Tanay)	7.000000
•	APR03	Adelaida Homes (tanay)	5.000000
☑	CRE03	Coral Resort Estates Phase 3	7.000000
•	IE02	Xavier Estates, Ignatius Enclave 2	5.000000
	IE02	Xavier Estates, Ignatius Enclave 2	7.000000
	MPF02	Mountain Pines Farm Phase 2	7.000000
	тт	The Terraces	0.000000
•	TW03	Teakwood Hills Phase 3	5.000000
	TW03	Teakwood Hills Phase 3	7.000000
1	2		











23. Once finished, click *Close*.

1 2

↓ Add



Project Code	Project Name	Lot Commission	Sales Person	Share
AKD	Alicia Kara Dev Homes	7	DIREC BUSINESS TECHNOLOGIES INC	7
AMRT	Adelaida Mountain Residences (Tanay)	7	DIREC BUSINESS TECHNOLOGIES INC	7
CRE03	Coral Resort Estates Phase 3	7	DIREC BUSINESS TECHNOLOGIES INC	7
IE02	Xavier Estates, Ignatius Enclave 2	7	DIREC BUSINESS TECHNOLOGIES INC	7
MPF02	Mountain Pines Farm Phase 2	7	DIREC BUSINESS TECHNOLOGIES INC	7
TW03	Teakwood Hills Phase 3	7	DIREC BUSINESS TECHNOLOGIES INC	7



24. Once finished, click on *Next*. This will take you to the *Attachments* tab.

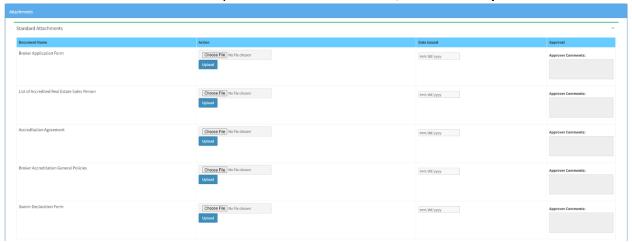




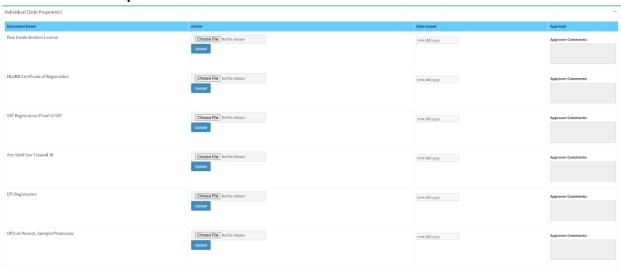




25. On the *Attachments* tab, to upload any and all available attachments pertaining to the initialized Broker, locate the specific document type you'll be uploading on the *Standard Attachments* section. Once located, click on the *Choose File* button and select the attachment stored within your device. Once selected, click on the *Upload* button.



- 26. Additionally, there is another section for attachments. This section, and its document type varies depending on the chosen Type of Business.
 - Sole Proprietor

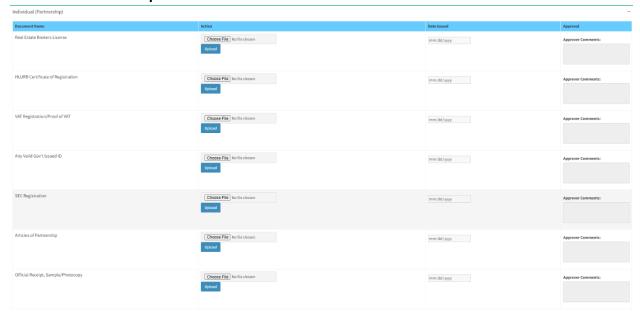




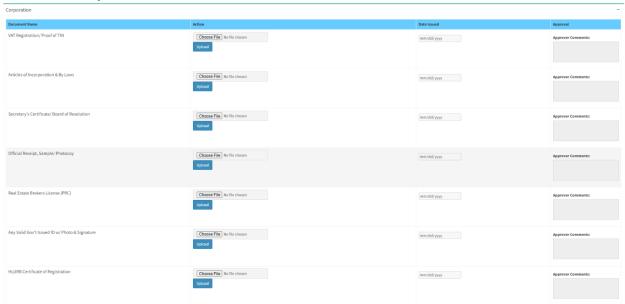




Partnership



Corporation



27. Once finished, under the Commitment section, read the conditions. Click on the checkbox to agree to these terms.

Commitment	
I hereby commit to abide by, and/or achieve the following as the basis of my accreditation:	
Abide by the Accreditation Agreement and Code of Ethics governing accredited Brokers of ABCI and its assigns; Atlain the required side productions set by the management of ABCI and its assigns; Actively participate in all sales and macking activities of ABCI and its assigns; Actively participate in all sales and macking activities of ABCI and its assigns;	
understand that failure to satisfy any of the aforementioned condition and any false statements/information herein may be grounds for ABCI and its assins to disapprove my application for accreditation.	
JUAN	11/16/2021
SIGNATURE OVER PRINTED NAME	DATE







28. To add an authorized representative, input on the *Authorized Representative* field. Input the authorized representative's job designation on the *Designation* field.

Authorized Representative	Design	nation		
JUAN				
29. Once finished, click on <i>Submit Docu</i>	nent.			
← Previous	Submit	Document		

Once your Broker Application has been submitted, you will receive an email that provides you with your Broker ID. This Broker ID can be used to update your Broker Application.







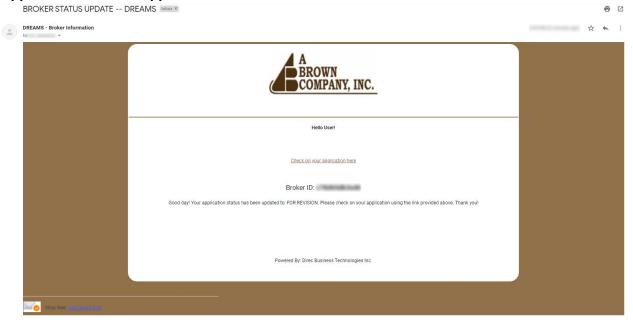


Once your Broker Application has been submitted, you will receive emails from DREAMS depending on what action the Approver does to your application.

Approver Currently Checking the Application



Approver Set Broker Application as For Revision

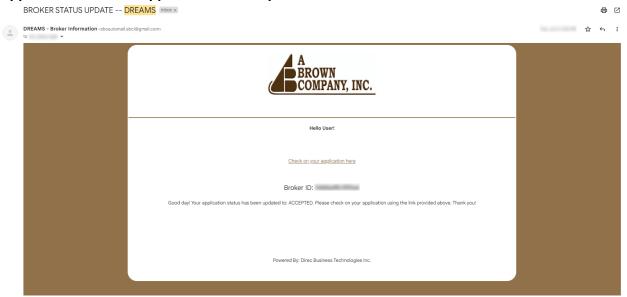




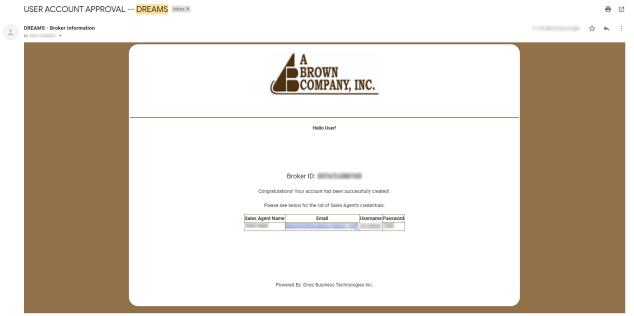




Approver Set Broker Application as Accepted



Approver Created an Account for the Sales Person





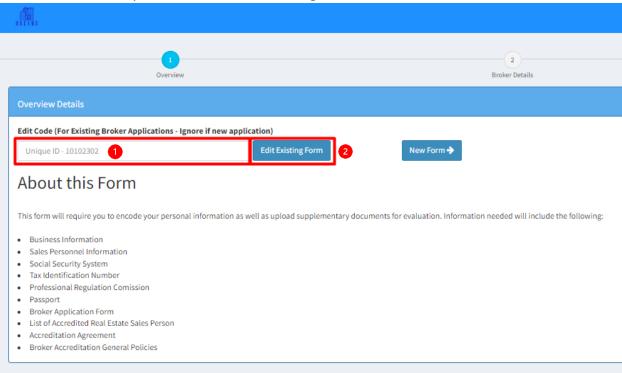




Updating of Broker Application

Software: Web Browser

1. Upon entering the External Brokers page, input the Broker ID code on the **Edit Code** field. Once inputted, click on **Edit Existing Form**.



The Broker ID code can be found on the email notifications received.







2. Once on the **Broker Details** section, edit any information deemed necessary by the approver. You may find these details on the **Comment** fields found at each section of the page.

Comments:					
Personal Profile					
reisonal Frome					
Corporation * CHANUS REAL ESTATE DEVELOPMENT CORPORATION			Reg No. * 641654081		
CHANUS REAL ESTATE DEVELOPMENT CORPORATION			01207002		
Complete Present Address *		City	y/Municipality *	Province *	ZIP Code *
CHANUS BLDG., BRGY CHANUS, CHANUS ST.,		C	AGAYAN DE ORO CITY	MISAMIS ORIENTAL	9000
Residence Address CHANUS BLDG., BRGY CHANUS, CHANUS ST.,	Mobile No *			Email Address *	
CHANUS BLDG., BRGY CHANUS, CHANUS ST.,	09176283573			marketing_cdo@abrown.ph	
Tax Identification Number (TIN) *	Nature of Business *			Business Name *	
310 562-685-000	REAL ESTATE		CHANUS REAL ESTATE DEVELOPMENT CORPORATION		
Complete Business Address * Copy broker's present address					Business ZIP Code *
CHANUS BLDG., BRGY CHANUS, CHANUS ST.,					9000
Business Tel No. *					
09176283573					
Address and Business Information					
Address and Business Information					
Comments:					
Trade Name *					
trade Name					
CHANUS REAL ESTATE DEVELOPMENT CORPORATION					
VAT Code		١	Withholding Tax Code		
Input VAT - Services	~	EWT - Agents / Brokers			~
input var - services	Ť		EWT - Agents / brokers		*
Once finished making an	v changes, on tl	he	last page, click	con Undate Do	cument. The
_	-			-	••••••
approver will be notified	 and will review 	v t	he application	once more.	
	,				
Commitment					
I hereby commit to abide by, and/or achieve the following as the basis of my accreditation:					
 Abide by the Accreditation Agreement and Code of Ethics governing accredited Brokers of ABCI and its assigns; 					
 Attain the required sales production set by the management of ABCI and its assign; Actively participate in all sales and marketing activities of ABCI and it's assigns 					
■ I understand that failure to satisfy any of the aforementioned condition and any false statements/information here	on may be grounds for ABCI and its assins to disapprove of	ny applic	ration for accreditation.		
to strong any or the more continuous continuous any mode statements into many inter-	, a - sines to trade und its assets to disapprove it	.,	Control of the Contro		
55000 W				40.144.1440	
FEODOR LUZON TRILLO SIGNATURE OVER PRINTED NAME				02/06/2022 DATE	
Realty Name Authorized Representative			signation	Affiliation Date	
Realty Name Authorized Representative CHANUS REAL ESTATE DEVELOPMENT CORPORATION FEODOR LUZON TRILLO			signation DMIN	Affiliation Date 02/06/2022	



