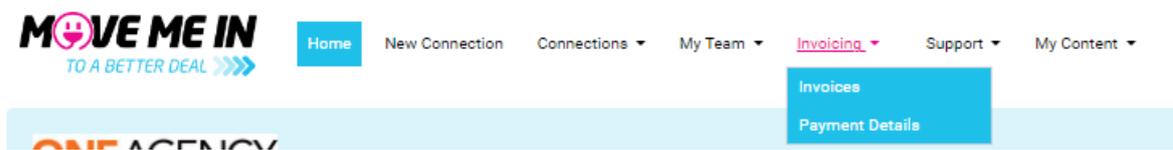


## How to complete your RCTI Online

Only users with full admin access to the Agent Portal can access the RCTI to create it or make changes. The system will note who created the document and any changes they make to it.

### How to get into the Online Agreement

1. Log in to agent.movemein.com.au
2. Navigate to Invoices – Payment Details:



3. Then press "update RCTI agreement":
  - a. If we have never held a payment agreement, you will be asked a series of questions, we will attempt to pre-fill as much of the form as possible for you to make it easier to complete.
  - b. If we have had an agreement on file, you can either adjust the information on the page that opens or press "start fresh" on the right-hand side.

#### Previous RCTI Agreements

[+ Update RCTI Agreement](#) [Clear](#) Total results: 0

PDF File	Status	Date Created	Entity Name	Created By
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## How to have all the funds to come to the office

1. The first thing we will require is the ABN details for your company. Pop the ABN in and press "lookup ABN"

### Details

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All fields marked with an asterisk (\*) are required

ABN\*

ACN

Please provide an ACN if the agency is a company or corporate trustee

**Lookup ABN**

Entity Name\*

Registered for GST (Required)

2. The system should automatically pick up if you are registered for GST or not.
3. The next step is to complete your billing information, this includes the business address and the email you would like the RCTI sent to, some of this may be completed for you:

### Billing Information

---

Name\*

Email\*

Email CC's

Business Name\*

Street Number Street Name\*

Suburb State Postcode\*

- Now the best part, how we pay you! Under main agency account, you are going to add the details of where the payment is to go. You can send it all through to a bank account or take advantage of our rewards cards. You can see fees for the rewards in the T&Cs at the bottom of the page. If you would like to use a rewards card, just change the payment method to "VISA Rewards." If you have questions about it, you can reach out to your account manager:

#### Main Agency Account

Please note that even if You have nominated for 100% of Your commissions to be paid to the referring agent (e.g. property manager, sales agent etc.), at least one business bank account for the Agency must be listed below. This will be used for any commissions (if any) in relation to utility connections that are not assigned to an individual referring agent. Further, if for any reason we are unable to comply with Your request to pay all or part of the commissions to a VISA Rewards Card option, we will pay the commission to Your nominated bank account.

Payment to the Agency or referring agent can be made either via Bank Deposit or the VISA Rewards Card program. [View Card Details and Fees](#)

You are responsible for notifying Move Me In of any changes that would impact the paying of these commissions. These include any changes relating to the Agency, its referring agents, the commission sharing allocation, or nominated payment details.

**Note:** The referring agent % is taken before splitting the other agent payments.

Nickname	Payment Method	Percentage
<input type="text"/>	Direct Deposit 	100.00
Account Name	BSB	Account No
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Lastly, have a read through the T&Cs, tick the agreements and hit submit. The Member Services team will be alerted that a payment method has been provided or changed and will reach out if there are any issues. No news is good news!

## How to complete the form if you want to share commissions

1. If you would like to share the commissions, there are a few ways to do this with your team. There are three options:
  - a. All the referrer – this means that the person who sent the lead through, such as the property manager, will receive all the commissions earned from the connection.
  - b. Performative split – like the above, however you can have some come to the office and some go to the person who provided the lead. You can choose the amount they will get.
  - c. Pooled split – this means everyone gets an equal share of the commissions, regardless of who sent the lead through. Just tell it how many people are sharing the funds and the system will work out the rest.

### RCTI Agreement Pre Menu

Do you want to share the commission with staff, or do you want the commission to come directly to the office?

- Share with staff       All to the office

Option #1	Option #2	Option #3
<p><b>All to the Referrer</b></p> <p>I want all the commissions to go to the person associated with the property.</p> <p><b>Note:</b> When there is no person associated, the commission will come to the agency</p>	<p><b>Performative Split</b></p> <p>I want some of the commissions to come to the agency and some of the commission to the person associated with the property.</p> <p><b>Note:</b> When there is no person associated, the commission will come to the agency</p> <p>What percentage of a commission should go to the referrer?</p> <input type="text" value="50"/> %	<p><b>Pooled Split</b></p> <p>I want some of the commissions to come to the agency and some commission to come to the team, regardless of who the property is assigned to.</p> <p>How many accounts should funds be split between?</p> <input type="text" value="1"/>
<p>Go to Form</p>	<p>Go to Form</p>	<p>Go to Form</p>

2. It is important to note that if you decide to have it set that commissions are paid to the person who refers, the system is very black and white. If the person's name is not attached to the referral, it will send the full amount to the office. This means when a fresh staff member comes in, you will need to add them to the RCTI.
3. The first thing we will require is the ABN details for your company. Pop the ABN in and press "lookup ABN"

All fields marked with an asterisk (\*) are required

ABN\*

ACN

Please provide an ACN if the agency is a company or corporate trustee

**Lookup ABN**

4. The system should automatically pick up if you are registered for GST or not.
5. The next step is to complete your billing information, this includes the business address and the email you would like the RCTI sent to, some of this may be completed for you:

Billing Information

---

Name\*

Email\*

Email CC's

Business Name\*

Street Number Street Name\*

Suburb State Postcode\*

6. If you are doing a pooled split, the details for each person will go under "Main Agency Account" At least one of those needs to receive the GST, this will need to go to the agency bank account or an owner of the business. If there is no one on there for this, please reach out to the Member Services team and we will advise how best to set this up.
  - a. You can choose for funds to go to a card or to a bank account. Please ensure you read the T&Cs down the bottom of the page around the cards before you go ahead. If you have any questions, please reach out to your account manager for assistance.
7. If you are doing a payment whereby each referrer gets paid, you are going to be asked to complete some details for them now. It will automatically put them as receiving a VISA rewards card, you need to check the T&Cs to ensure you are happy with the fees involved in this. Alternatively, you can provide their bank account details. If you have more than one person to add here, you can press "add":

Referring Agents Payment Details

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Payment of the referring agent's portion of the commission can be made either via Bank Deposit or the VISA Rewards Card program.

Note: To add someone to the referring agent list, add a new team member in the [teams page](#).

Referring Agent

Nickname  Payment Method

First Name  Last Name  Date of Birth  Mobile Number

Email Address  New Card

+ Add

8. Generally speaking, GST is only going to be paid to the business. Your property managers and sales agents are not going to be registered for GST, so you don't need to tick GST for them. Please note, they will get the percentage of the commissions BEFORE GST. So, if the commission is \$50 including GST and you want them to have 50%, they will receive \$22.73.
9. Once you are happy with everyone, have a read through the T&Cs, tick the agreements and hit submit. The Member Services team will be alerted that a payment method has been provided or changed and will reach out if there are any issues. No news is good news!

## Essential information about rewards cards

1. Please ensure you read the T&Cs on the agent portal around the rewards cards and how they are issued.
2. The rewards cards need to be in a persons name. They cannot be used to withdraw cash.
3. The rewards cards will not be issued until a commission is due payable on that card. In cases where referrers receive their rewards on their cards, it can mean a delay between the RCTI being completed and a rewards card issued, especially if the referrer does not provide many leads.

## Essential information about GST

1. If the company is registered for GST, the GST component needs to be paid to the business account or a person who owns the business.
2. GST can be paid onto a rewards card, however that rewards card must be in the name of a person who owns the business.
3. If your ABN is for a Trust, you will not be able to complete the form. We will require an ABN from a Trustee. If you have issued, you can reach out to Member Services for assistance.

If you need further assistance, you can reach out to Member Services, and they will be happy to help.

[memberservices@movemein.com.au](mailto:memberservices@movemein.com.au)

0408 645 046