TransactionDesk Statuses

In **TransactionDesk** (TD) statuses are used to submit your business to the office.

Updating statuses in TD is the **ONLY WAY** staff know about your new business and corrected/additional documents. Changing statuses in TD notifies the appropriate staff members so your business can be handled in timely manner.

It is critical for you to update these statuses.

Statuses for Agent Use:

Listings	***Contracts***
Active	Pending
Withdrawn	Pending Review—Compliance
Expired	Closed

*All other statuses are for Office Use Only

Listings

Active

Once you **enter a new listing** into TD, **change the status to** Active.

If you **upload revised and/or missing documents** into an *existing* listing, **change the status to** Active.

Withdrawn

To **withdraw a listing,** upload the termination agreement into the listing's documents folder in TD, and **change the status to** Withdrawn.

Expired

If a **listing expires, change the status to** Expired.

Contracts

Pending

(NEW CONTRACTS ONLY)

Once you upload a **NEW contract** to TD, **change the status to** Pending.

Pending Review—Compliance

(EXISTING CONTRACTS ONLY)

When you **upload revised and/or missing documents into an EXISTING contract, change the status to** Pending Review—Compliance.

Closing a Contract

Closed

When you have **uploaded your closing documents into TD, change the status to** Closed **to get your commission check processed.**