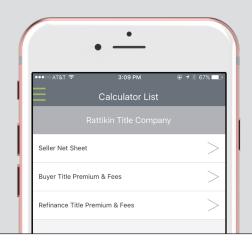# CLOSING COST CALCULATOR QUICK USER GUIDE

RATTIKIN TITLE

DOWNLOADING THE APP

1. Go to the app store
2. Search "Go2Agent"
3. Download the app
4. Enter RTCTX as the access code
5. Start calculating closing costs straight from your device

CHANGING BUYER/SELLER COMMISSIONS

The app defaults all commissions to 3%. If you would like to change those numbers, follow the instructions below.

1. Click "Menu" (the three green lines at the top left of your screen)
2. Select "My Information"
3. Scroll to the bottom and edit buyer and seller commissions accordingly
4. When complete, hit "Save"

EDITING FEES

1. After you have selected the applicable calculator, scroll down to the bottom of the screen
2. Select "Additional Info" and edit the fees accordingly
3. When complete, hit "Done"

EMAILING YOUR COMPLETED ESTIMATE

1. Once you have calculated your estimate, click the three green dots at the top right corner of your screen
2. Select "Email Results" and enter in the recipient's email address
3. To send, hit the airplane at the top right corner

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