

- App Introduction >
- Dashboard
- Schools
- Agreements
- Enrolments
- Commission Reminders

Commission Manager
v1.0 • Internal Use

Education Agent Commission Manager

Stop losing track of commission claims


A purpose-built tool for education agents to manage school agreements, track student enrolments, and never miss a commission claim — all powered by AI document extraction.

[Go to Dashboard →](#)

[Upload a COE](#)


Everything in one place

Four core modules working together seamlessly.




School Management

Maintain a centralised directory of all education provider partners — including CRICOS codes, ABNs, and contact details. Automatically match schools from uploaded documents.




Agreement Tracking

Upload agreement PDFs and let AI extract commission rates, dates, and school details automatically. Never miss an expiry with built-in renewal alerts.



COE Enrolments

Upload Confirmation of Enrolment documents to instantly extract student details, match agreements, and auto-calculate estimated commissions — no manual entry.



Commission Reminders

Automatically generated reminders tell you exactly when to lodge each commission claim, based on the claim cycle in your agreement. Export reports as PDF or CSV.

How it works

Get started in four simple steps.

01

Add Your Schools

Create school records or let them be created automatically when you upload an agreement.

02

Upload Agreements

Upload a PDF agreement — AI extracts commission rules, dates, and school details for you.

03

Upload COE Documents

Drop a student COE file — the system matches the school, applies the right commission rule, and calculates your estimated earnings.







04

Track & Claim

Commission reminders are automatically scheduled. Mark them as sent, claimed, or paid as you go.

Built for Australian education agents

Everything you need, nothing you don't.

-  AI-powered document extraction
-  Data isolated per user — your data stays yours
-  Dashboard overview of all key metrics
-  Automatic claim cycle scheduling
-  Search, filter & export your data
-  Accurate commission calculation per rule

[Get Started — Upload an Agreement →](#)

Jump to a section

-  Dashboard
-  Schools
-  Agreements
-  Enrolments