



Reside New Agent Onboarding Steps

- ☐ Someone on your leadership staff would submit the agent's information via the [Add Agent Form](#)
 - ☐ Reside is then notified and triggered to do the following:
 - ☐ Add the individual to Simplero/Teachable
 - ☐ Enroll them in the 8 agent courses ([course list](#))
 - ☐ Add the individual to our Mailing List
 - ☐ Reside then sends the individual and email with information regarding
 - ☐ Their invitation to Simplero
 - ☐ Information on & a link to register for the current quarters Agent Weekly Training
 - ☐ Information on & a link to register for an upcoming RISE session
- ☐ Your team must do the following:
 - ☐ Add the individual to your team's Follow Up Boss account
 - ☐ Add the individual to your Sierra Interactive or Ylopo account (a subdomain with their name)
- ☐ Although Reside sent the new agent information for the LMS, Agent Facebook Group, and the Weekly Agent Training and RISE sessions, we are not responsible for ensuring they accept their LMS invite, request access to the FB group or register for Reside's trainings.
 - ☐ If needed please forward them the following resources;

- ☒ [Agent FB Group QR code](#)
- ☐ The Registration links for
 - ☐ [Reside's Agent Weekly Training \(Q3-2024\)](#)
 - ☐ [Reside Intensive Sales Experience \(RISE\)](#)
- ☐ If they need access to Simplero, re-send the invite via your Admin account
 - ☐ Review the ["How to Add Agents"](#) how-to video if needed
- ☐ Your team then will train the new agent on any other market or team specific things (state contracts, team processes, etc.)
- ☐ [Register](#) them into RISE's next training