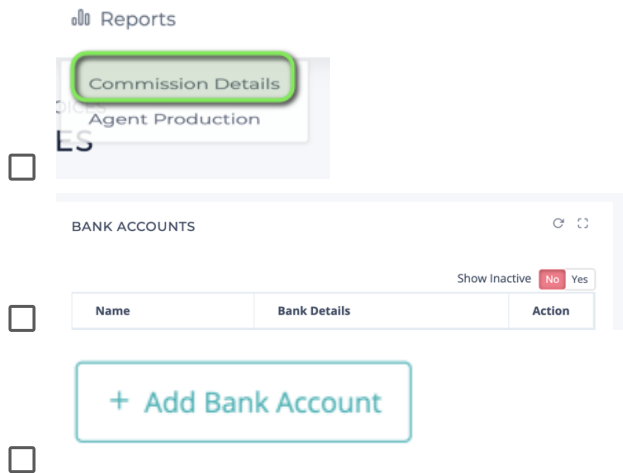Agent Name: _____

- ☐ Make sure agents have received welcome emails. (it will say Welcome to ROA) check spam
- ☐ Make sure they are signed into OKTA.
  - ☐ Company name is ROA WORLD
- ☐ Make sure they are signed into all ROA apps.
- ☐ Start them with broker engine
  - ☐ Add banking info in settings (under Edit Profile)
  - ☐ Add banking info under reports

  - ☐
  - ☐
  - ☐
- ☐ Add to work vivo
  - ☐ Kansas
  - ☐ Missouri
  - ☐ Women Of ROA
    - ☐ Training Videos
- ☐ Verify they saved KC Help Site
  - ☐ Go through tabs and state info
- ☐ Canva Templates
- ☐ Facebook
  - ☐ Verify they are in the FB group (ROA KC Team)
  - ☐ Banner
  - ☐ Bio (Post on mondays)
  - ☐ I Moved FB picture
- ☐ MLS (REOFAM Listings)
  - ☐ Will need to add List office ID (on res detail bottom section click add+remove)
  - ☐ Once added search LIST office ID
- ☐ Download pictures from redfin.com (not app)
- ☐ No Screen shots on other apps and no clicking share to profile (organic)

- ☐ Save link to ROA Marketing HUB
    - ☐ Show them branding guidelines
    - ☐ State resources KS/MO
- ☐ Sign company merriam signs
- ☐ Skyslope
    - ☐ Used to upload once under contract
- ☐ Dot Loop (Heartland13)
    - ☐ Templates
    - ☐ Add as Team (ADMIN ROLL)
        - ☐ info@andrevargasteam.com
        - ☐ tc@myredeal.com (ADD TO TEAM) ROLE: TRANSACTION CORDINATOR
        - ☐ amy.rodriguez@roaworld.com or (Broker Role)
    - ☐ Paperwork not done in skyslope needs to be turned in within 10 days of agreements and you can also email Amy Rodriguez
    - ☐ No commission or CDA will be given without minimum required paperwork.
    - ☐ Adhere to branding guidelines.
- ☐ Transaction coordinator services are offered at $300.00 per transaction
- ☐ ROA Email signature (link)
- ☐ Set up chrome
    - ☐ Bookmarks
    - ☐ Create Folder (Name it ROA KC)
    - ☐ Add Extension View
- ☐ Get added to whatsapp Group
- ☐ Policies and Procedures
- ☐ Profiles to make
    - ☐ ROA Agent Dashboard
    - ☐ Realtor.com pro account
    - ☐ Homes.com pro account
    - ☐ Redfin Partner Agent
    - ☐ Zillow realtor account
    - ☐ MLS Profile
    - ☐ MLS Website info