

# Tech Readiness Checklist-Group 2

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## THE BIG THREE\*

### LAUNCH GROUP 2

\*Need to be completed in order to stay in current launch group.

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Submit the Kickoff form by 5/31

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Submit the MoxiEngage Credentials Form by 6/9

- Credentials approved by 6/23

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Complete MLS Integrations/IDX agreements by 6/23

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## HOUSEKEEPING

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Register for Leadership Orientations and Agent Trainings

In dash:

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Ensure agent business emails are either the company provided email (Office 365 or Google Workspace), or free Gmail

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Run Agent MLS ID Report/add dash MLS IDs for agents and offices

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Add agents license info if required

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Edit roles for Leads Engine access if needed (after 6/6 provisioning date)

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Edit roles for MoxiWorks access if needed (after 7/11 provisioning date)

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Ensure DBAs/logos are included at the company and office levels