

Tech Readiness Checklist-Group 4

THE BIG FOUR*

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

- ☐ Submit the Kickoff form by 8/1
- ☐ Complete MLS Integrations/IDX agreements by 8/1
- ☐ Submit the MoxiEngage Credentials Form by 8/11
 - Credentials approved by 8/25
- ☐ Confirm logos are added into dash by 8/25

HOUSEKEEPING

- ☐ Register for Leadership Orientations and Agent Trainings

In dash:

- ☐ Ensure agent business emails are either the company provided email (Office 365 or Google Workspace), or free Gmail
- ☐ Run Agent MLS ID Report/add dash MLS IDs for agents and offices
- ☐ Add agent license info if required
- ☐ Edit roles for Leads Engine access if needed
- ☐ Edit roles for MoxiWorks access if needed (after 9/12 provisioning date)
- ☐ Ensure DBAs/logos are included at the company and office levels