

Tech Readiness Checklist-Group 5

THE BIG FOUR*

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

- ☐ Submit the Kickoff form by 8/29
 - ☐ Complete MLS broker information by 8/29
 - ☐ Submit the MoxiEngage Credentials Form by 9/8
 - Credentials approved by 9/22
 - ☐ Complete MLS Integrations/IDX agreements by 9/22
-

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 10/17 launch date)
- ☐ Confirm that your company logo is in dash (if not, ask your brand rep to add it)