

Tech Readiness Checklist-Group 7

THE BIG FOUR*

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

- ☐ Submit the Kickoff form by 10/31
 - ☐ Complete MLS broker information by 10/31
 - ☐ Submit the MoxiEngage Credentials Form by 11/10
 - Credentials approved by 11/23
 - ☐ Complete MLS Integrations/IDX agreements by 11/23
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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 12/12 launch date)
 - ☐ Confirm that your company logo is in dash (if not, ask your brand rep to add it)