

# Tech Readiness Checklist

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## THE BIG THREE\*

### LAUNCH GROUP 1



Submit the Kickoff form by 5/2



Submit the MoxiEngage Credentials Form by 5/13

- Credentials approved by 5/31



Complete MLS Integrations/IDX agreements by 5/31

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

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## HOUSEKEEPING



Register for Leadership Orientations and Agent Trainings

In dash:



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



Run report/add dash MLS IDs for agents



Add agents license info if required



Edit roles for Leads Engine access if needed (after 5/16 provisioning date)



Edit roles for MoxiWorks product access if needed (after 6/13 provisioning date)



Add DBAs/logos