



## STEPS TO ONBOARD AT REAL

Welcome to Real! We are excited to have you onboard.

Step	Item
1	<p><b>Complete a <a href="#">Real Application</a></b> by signing the Independent Contractor Agreement (ICA) and paying the Join Fee.</p> <p>You will need the following items to complete your application:</p> <ul style="list-style-type: none"><li>• License Number(s) and Expiration Date(s)</li><li>• MLS and Board information</li><li>• A photo of the front of your Driver's License</li><li>• Estimated Sales Volume in the Last 12 Months</li><li>• The name of your <a href="#">Sponsor</a></li><li>• Payment information for the Join Fee</li><li>• Banking Information: Routing and Account Number to receive commissions</li><li>• Tax ID Information: Social Security Number and Business Entity ID (if applicable)</li></ul>
2	<p><b>License Transfer Day:</b> Team Specialist will coordinate with our Onboarding Coordinators and State Brokers to <a href="#">transfer your license</a>. You will receive an email from Onboarding when activated.</p>
4	<p><b>Attend <a href="#">Real Transaction Training - Tuesdays and Thursdays @ 1PM ET</a></b> to learn how to <a href="#">set up your reZEN account</a>, <a href="#">navigate reZEN</a>, and <a href="#">enter deals into reZEN</a>.</p>
5	<p><b>Attend <a href="#">Real Onboarding - Thursdays @ 4PM ET</a></b> to learn about the many marketing resources available to help you build your brand.</p>
6	<p><b>Visit and Bookmark the <a href="#">Real KnowledgeBase</a></b> to understand all resources and benefits with Real.</p>
7	<p><b>If you are managing your own CRM through Lofty, attend <a href="#">Lofty Agent Training</a>.</b></p> <p>Also, join the <a href="#">All Things Lofty Group in Workplace</a>.</p>
8	<p>You're set up! If you have any questions, please contact <a href="mailto:support@therealbrokerage.com">support@therealbrokerage.com</a>.</p>