**During the first 2 weeks: \****Must be done prior to attending tech orientation*

* Schedule Tech Orientation at [www.HomeStLouis.com/Booking](https://outlook.office365.com/owa/calendar/REMAXResults@remax-results.com/bookings/).
* **\***Login at access our Results Single Sign-On (SSO) Dashboard
* **\***Have access to your MARIS MLS account
* **\***Set-up your remax.net email address, password, security questions and forwarding email address from your RE/MAX LLC welcome email.
* Set DocuSign eSignature password directly from DocuSign welcome email.
* Activate DocuSign Transaction Rooms (DTR) directly from DTR welcome email.
* Set ZipForm Plus password directly from ZipForm welcome email.
* Receive welcome email from Workman Success Systems with temporary password set to 123456.
* Receive welcome email from CirclePix with temporary password set to 123456.
* Become Sandy Hancock’s Facebook friend and accept the invites to our 3 Facebook Group.
  + RE/MAX Results Connect <https://www.facebook.com/groups/ResultsConnect/>
  + RE/MAX Results Coming Soons & Buyer Needs & Wants <https://www.facebook.com/groups/ResultsComingSoonsBuyerNeedWant/>
  + Your Results Office Facebook Group <https://www.facebook.com/groups/SouthCountyResults/>

**During the first month after your move:**

* Become familiar with [www.ResultsSSO.com](http://www.ResultsSSO.com)

***Resources:*** *Watch the SSO Tech Help Videos*[*www.ResultsSSO.com*](http://www.ResultsSSO.com)*> Support Portal > SSO*

* Become proficient with ZipForm. Be able to:
  + Start a transaction
  + Add parties
  + Fill out forms
  + Send out for ESignature via DocuSign link
  + Receive signed contracts back in ZipForm

***Resources:***

1. *Watch the ZipForm Tech Help Videos*[*www.ResultsSSO.com*](http://www.ResultsSSO.com)*> Support Portal > ZipForm*
2. *Schedule a “ZipForm Help Session” on* [*www.homestlouis.com/booking*](http://www.homestlouis.com/booking)

* Familiarize yourself with DTR (DocuSign Transactions Rooms). Be able to:
* Start a Room
* Email finalized contracts to your DTR email address utilizing the Room ID#
* Split and Combined Documents
* Place contracts within their appropriate placeholder boxes advanced
* Review Contract History to see any notes left during BA Auditing
* Review DTR notification settings, turn Daily Digest email on, turn off all other notifications

***Resources:***

1. *Watch the ZipForm Tech Help Videos*[*www.ResultsSSO.com*](http://www.ResultsSSO.com)*> Support Portal > DTR*
2. *Schedule a “DTR Help Session” on* [*www.homestlouis.com/booking*](http://www.homestlouis.com/booking)

* Upload your contacts/leads/SOI to Booj
  + Watch the Tech Training Video [www.ResultsSSO.com](http://www.ResultsSSO.com) > Booj > Tech Training Videos > Importing Contacts into Booj CRM
  + Establish where your contacts/leads/SOI currently reside
  + **If needed:** Schedule a “Booj Contact Consultation” on [www.homestlouis.com/booking](http://www.homestlouis.com/booking)
  + Fully compile all your contacts/leads/SOI in a CSV file, verified information, weeded out duplicates, and tagged accordingly
  + Upload your CSV to Booj
  + **If needed:** Schedule a “Booj Contact Upload” appointment on [www.homestlouis.com/booking](http://www.homestlouis.com/booking)

**During the first month after your move:** *(continued)*

* Set up your CirclePix account to start posting automatically on your behalf.
  + Connect your Social Media Accounts. Options are as follows, pick one or all: Facebook (Business Page recommended), Personal Facebook Account, LinkedIn, Twitter, and/or YouTube
  + Set your preferences for article auto posting (categories, days of week)
  + Set your preferences for holiday image posting
  + Set your MarketPlace Listing post preferences (locations, days of week, price range)
  + Set your own listing auto post preferences

***Resources:***

* 1. *Watch the first 2 CirclePix Tech Help Videos*[*www.ResultsSSO.com*](http://www.ResultsSSO.com)*> Support Portal > CirclePix*
  2. *Schedule a “CirclePix Onboarding Session” on* [*www.homestlouis.com/booking*](http://www.homestlouis.com/booking)
* Access [www.Maxcntr.com](http://www.Maxcntr.com) and setup/explore the following:
  + MaxCenter profile
    - Contact Info
    - Photo
    - Professional details – focus on 5 additional service areas
    - Personal details
    - MLS Affiliation
  + Design Center Profile & Business Info
  + Booj “Walk-Through Wizard” – set lead ZipCodes and notifications
  + Publish your Booj Website
  + Browse RE/MAX University
  + Know how to contact RE/MAX Support
  + Know how to search for a referral agent

**During the first 3 months after your move:**

***Resources:*** *Results Support Portal, Past Trainings & Meetings, & One-on-One Tech Appointments*

* Start your free 90 day trial of the First.IO app and see if it’s a good fit for your business
* Start your free 90 day trial of Photofy and see if it’s a good fit for your business
* Sign-up, by emailing [deanna@remax-results.com](mailto:deanna@remax-results.com), for Opcity if you and your manager feel it is a good fit
* Learn more about how best to utilize Booj, campaigns, customizing your website, calendar, tasks, deals, etc
* Learn about the additional functionality available in your CirclePix account
* Create/Edit marketing pieces in Design Center
* Edit your Buyers Presentation
* Edit your Listing Presentation
* Create marketing pieces on RE/MAX Hustle
* Further explore the Results Support Portal
* Explore the [www.MaxCntr.com](http://www.MaxCntr.com) further focusing on learning about the Marketing Portal, Megaphone, and Adwerx
* Learn more about ShowingTime and how to best use it for seller and buyer showings
* Start your Zillow account. Go to Zillow.com, click “Join”, check box that says “I’m a landlord or industry professional”
* Enroll in one or more of the Workman Success Systems Courses: 1.) BAM – Buyer Agent Mastery, 2.) RAMP – Rising Agent Mastery (Buyers & Sellers), and 3.) SLAM – Seller Listing Agent Mastery
* Look into Remine and see if it’s a good fit for your business
* Look into TrustFunds and see if it’s a good fit for your business
* Setup auto posts utilizing BombBomb + RE/MAX Social Prompt tool
* Look into Realtor Property Resource (RPR) and see if their CMA’s are a good fit for your business
* Know how to contact the STLR Tech Support Hotline (Missouri Agents)

**Copier Codes:** \_\_\_\_\_\_\_\_\_\_\_\_ **Wi-Fi Password (ALL Offices):** fab1234fab

**DID Phone Number:**  (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_*(Use in you marketing, this meet the MREC’s requirement to use a brokerage phone number when marketing. This number is owned by RE/MAX Results but rings directly to you)*

**Temporary MARIS /** [**www.ResutlsSSO.com**](http://www.ResutlsSSO.com) **Username:**  **Password:** ssotemp123

**Book a One-On-One Training at:** [**Homestlouis.com/Booking**](http://homestlouis.com/Booking)

**Access the Results Support Portal at:** [**homestlouis.com/public/sso/results-support-portal**](http://homestlouis.com/public/sso/results-support-portal)

**Username** **Password**

**Adwerks**    
[remax.adwerx.com](http://remax.adwerx.com/)   
Support: 888-221-8290

[support@adwerx.com](mailto:support@adwerx.com)

**BombBomb**    
[Bombbomb.com](http://bombbomb.com/)

[Bombbomb.com/remaxsocial](http://bombbomb.com/remaxsocial)    
Support: 866-209-4602

**CirclePix**    
[circlepix.com](http://www.circlepix.com)   
Support: 877-390-6630   
[support@CirclePix.com](mailto:support@CirclePix.com)

**DocuSign**    
[www.docusign.com](http://www.docusign.com)   
Support: 866-219-4318  
acct#: 10345124

[support.docusign.com](http://support.docusign.com/)

**Docusign Transaction Rooms (DTR)**    
[realestate.docusign.com](http://www.docusign.com)   
Support: 888-600-4146 **DTR Email Address:**

[support.docusign.com/KnowledgeSearch](http://support.docusign.com/KnowledgeSearch)   
   
**HUD Homestore**   
[www.hudhomestore.com](http://www.stlrealtors.com)   
Support: 866-777-2034  
MISSOURI: NAID# RMXRSL5433 FEIN# 43-1745433 Brkr license # 2002002932

ILLINOIS: NAID# RSLTSR5433 FEIN# 43-1745433 Brkr license # 471.019140 – Judith A. Long

**HomeSnap Pro**  [Support@homesnap.com](http://Support@homesnap.com)   
Support: 866-855-2622  
Mon-Fri 9am-8pm EST - Sat 9am-7pm EST - Sun 10am-5pm EST

**Max Center, Booj, & RE/MAX Tools**    
[www.maxcntr.com](http://www.maxcntr.com)   
Support: 888-398-7171 **remax.com Website URL:**   
[productsupport@remax.net](mailto:productsupport@remax.net) **RE/MAX search app URL for clients:**

**MARIS Matrix**   
[www.marismls.com](http://www.marismls.com) or www.resultssso.com  
Support: 314-984-9111   
8:30am-5:00pm M-F, 9:00am-1:00pm Sat.  
[Support@marisnet.com](mailto:Support@marisnet.com)

**MO & National Assoc. of Realtors**   
[www.missourirealtor.org](http://www.missourirealtor.org)   
[www.realtor.org](http://www.realtor.org)

**ResultsSSO.com**  [www.resultsss.com](http://www.resultsss.com)

**RPR** (REALTORS Property Resource)   
[www.narrpr.com](http://www.narrpr.com) [support.narrpr.com/hc/en-us](http://support.narrpr.com/hc/en-us)   
24/7 Support: 877-977-7576

**REMINE**    
[www.remine.com](http://www.remine.com) [maris.remine.com/support](http://maris.remine.com/support)  
Support: 855-217-017

**ShowingTime**   
[www.800showing.com](http://www.800showing.com)

www.showingtime.com/support  
Support: 800-379-0057   
[support@showingtime.com](mailto:support@showingtime.com)\*best logon through marisnet.com

**STLR & Tech Support Helpline**   
[www.stlrealtors.com](http://www.stlrealtors.com)

Tech Support: <http://ww2.realestateis.com/lp/techhelpline/slar.html>

877-573-5608

support@techhelpline.com

**SUPRA**   
[www.supraekey.com](http://www.supraekey.com)  
Key Updates: 888-968-4032   
Support: 877-699-6787   
\*Best to logon through marisnet.com

**Workman Success Systems**   
<https://workmansuccesssystems.knowledgelink.tv/>

**Zillow & Trulia**    
[Zillow.com](http://resultsextranet.com/)

[Trulia.com](http://resultsextranet.com/)

**ZipForms**    
[ZipFormPlus.com](http://www.docusign.com)   
Support: 586-840-0140

[support.zipform.com/plus](http://support.zipform.com/plus)