

# Welcome



## NEW LICENSEE OR REACTIVATING AGENT CHECKLIST

### Step One :

- You have notified Platinum that you have started the application/reactivation process for your license(s).

### Step Two:

**Platinum Realty will send you 2 Docusign documents to complete and sign, an Office Policy and Hire Packet.**

- Read and sign Office Policy via Docusign.
- Complete Hire Packet via Docusign. Attach Voided Check (or Direct Deposit letter from your bank) and a professional photo during this process.
- Save completed documents and separate your Realtor Board application form for use when your license is active.

### Step Three:

**Platinum receives your paperwork and photo and registers your information into our systems (processed within 2 business hours of receipt). Platinum also sends your MLS transfer to your respective Board/MLS.**

- Receive an email entitled 'Getting Started' with Orientation instructions.
- Complete Orientation (20 minutes online).

### Step Four:

**You are now a Platinum Agent!**

- Take a look around [myagentbackoffice.com](http://myagentbackoffice.com) and save a copy of the 'Quick Start Guide' to get oriented to all of the tools and systems Platinum provides.
- Check out the Agent Support Center to find answers to your questions quickly, chat with agent support, or contact the office!
- Join your Platinum Realty agent Facebook page to meet other Realtors, share recommendations and learn from each other.

### Step Five:

**Follow up on License(s) and Board Memberships.**

- Join your Local Realtor Board within 30 days of joining. Your board may require you to attend an orientation within those first 30 days. Please do so to avoid having your license returned to the state.

**\*\*Agents with New or Reactivated Licenses in Kansas City or St. Louis will need to email [admin@movewithplatinum.com](mailto:admin@movewithplatinum.com) with your MLS username and password once you have joined the board. This gives you access to our forms portal. \*\***

**You now have access to all Platinum Realty systems and tools. Platinum Realty will email you when we have received your license or if we notice there is a problem with the timeline for your application/reactivation. You can always visit your commission website to check on the status of your license, as well.**