

Welcome



NEW TRANSFERRING AGENT CHECKLIST

Step One :

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

Step Two:

Platinum will send you a 'Welcome' email with a link to complete your Hire Paperwork, including your Office Policy, ICA and MLS Transfer Paperwork.

- Complete DocuSign Paperwork
- Save Completed Files for your records

Step Three:

Platinum receives your paperwork and you will be sent an email with the link to begin your Orientation. (Please note that if you received your 'Welcome' email from step 2 outside of business hours, you will not receive your orientation email until the next business day.)

- Complete Orientation (20 minutes online).

Step Four:

You are now a Platinum Agent!

- Receive a 'Getting Started' email with links and logins for Platinum Realty tools.
- Take a look around myagentbackoffice.com and save a copy of the 'Quick Start Guide' to get oriented with 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 agents, share recommendations and learn from each other.

Step Five:

- Follow up on License(s) and Board Memberships. Check on the status of your license(s) transfer. Platinum will email you when we receive your license. If you are listed with Platinum on the commission website (or in MO, if you sent your license via certified mail), then you are legal to do business.

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.