

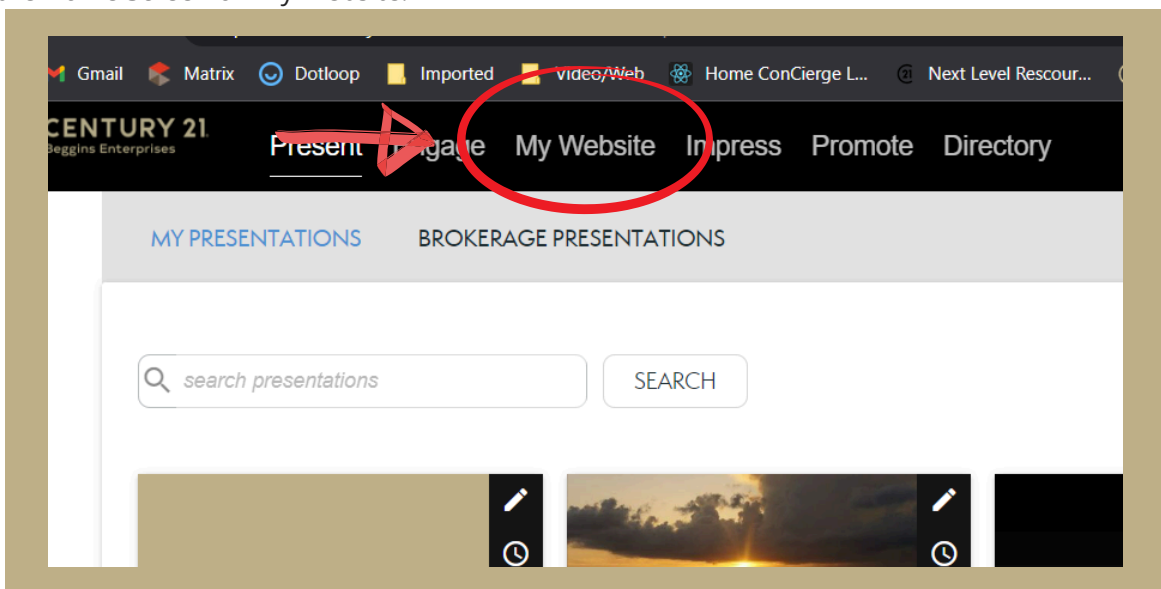


Moxi Website - Quick Start Guide

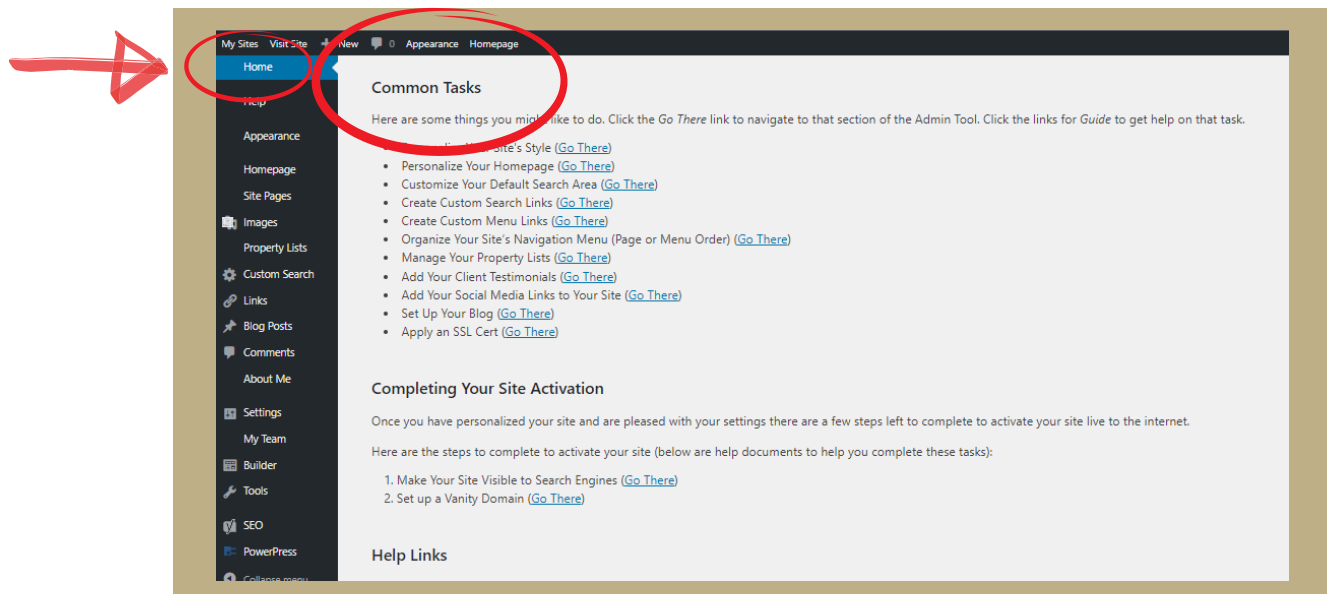
How to get your website up and running

The Quick Start Guide To Moxi Website, how to get started, how to secure the website, and how to show up on search engines.

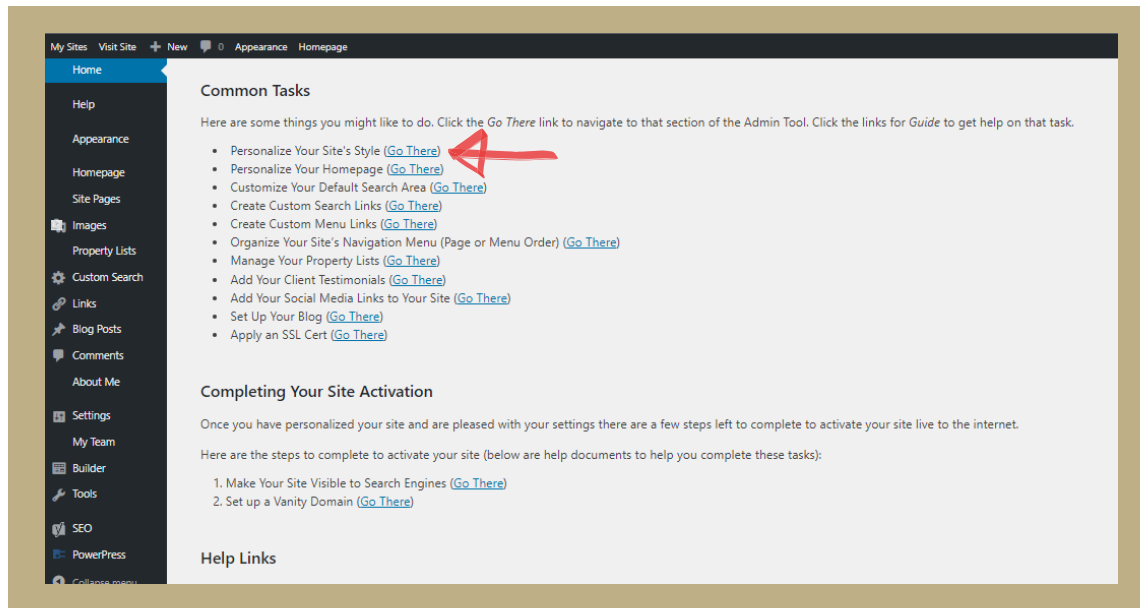
- Step 1:
- Log onto Moxi Website.
- Navigate to the Home Screen on My Website.



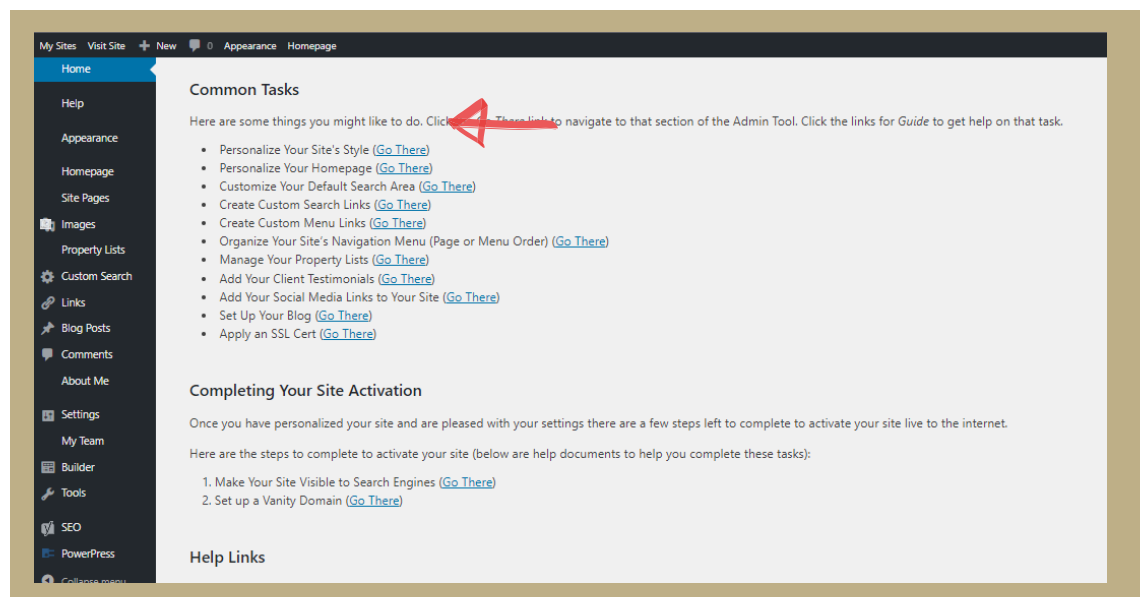
- Step 2:
- Next, stay on the Home page, as this has the most common tasks needed to get your website going.



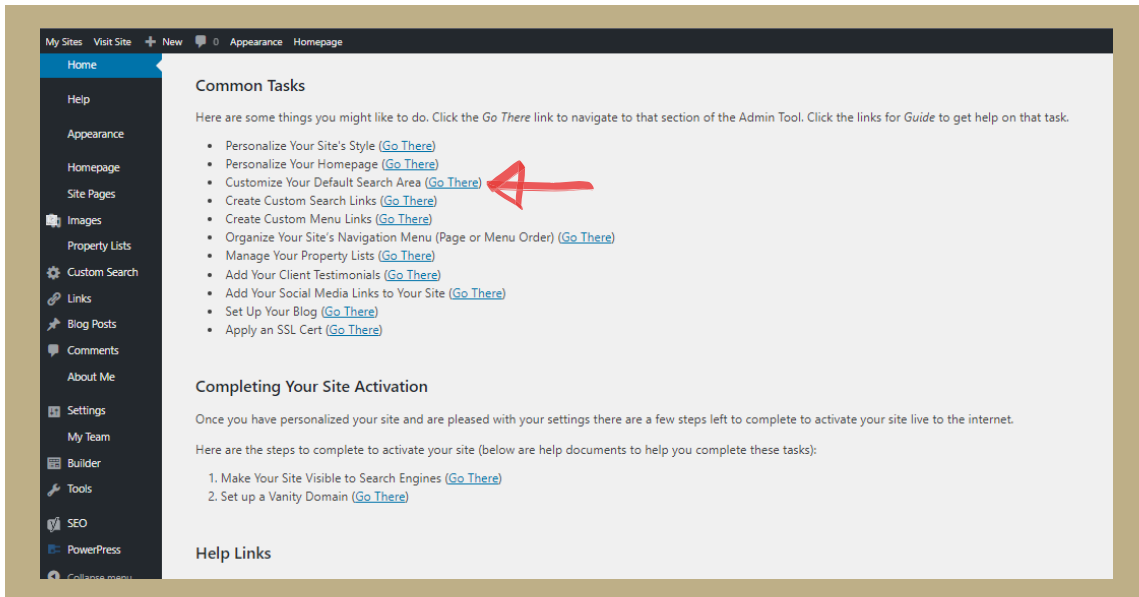
- Step 3:
- From the Home screen, you can click on each one of the items to make sure you have your site the way you want it. Your site is ready to go without using these links, but you can customize it by clicking these links. **If you do not want to customize your page, please go to step 10.**
- Personalize your Sites style - This will allow you to decide if you want your site to be agent-focused or searched focused.



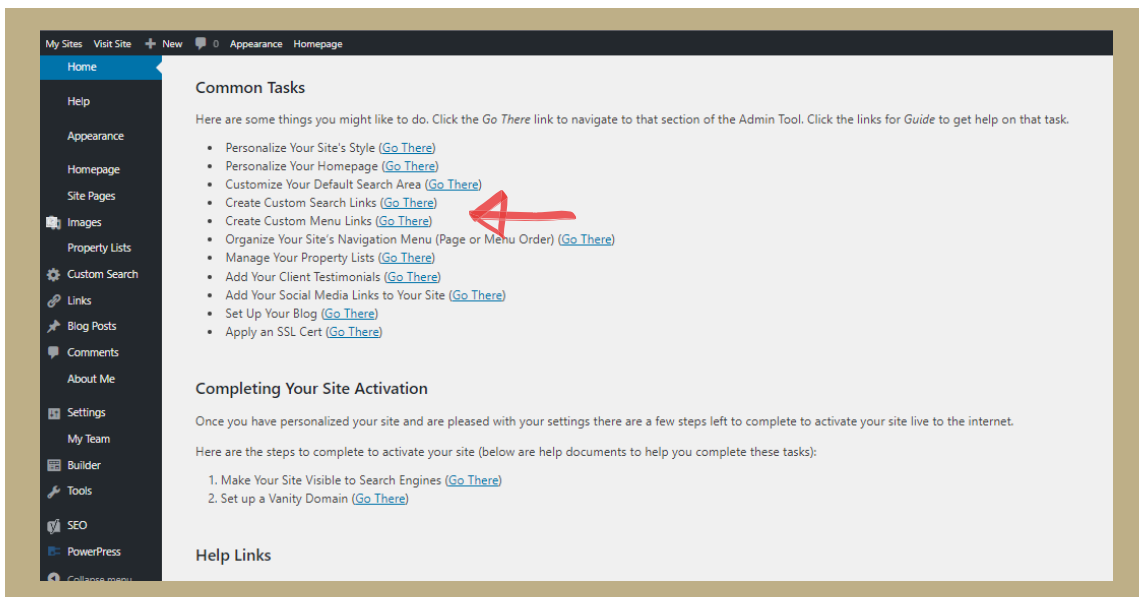
- Step 4
- Next, personalize your homepage. Here you can change the background picture, your headshot, contact info, welcome text, custom searches, blogs, etc.



- Step 5:
- Next, Customize your default search area. For example: Set up a search for all waterfront properties. You do not have to change this if you do not want to.



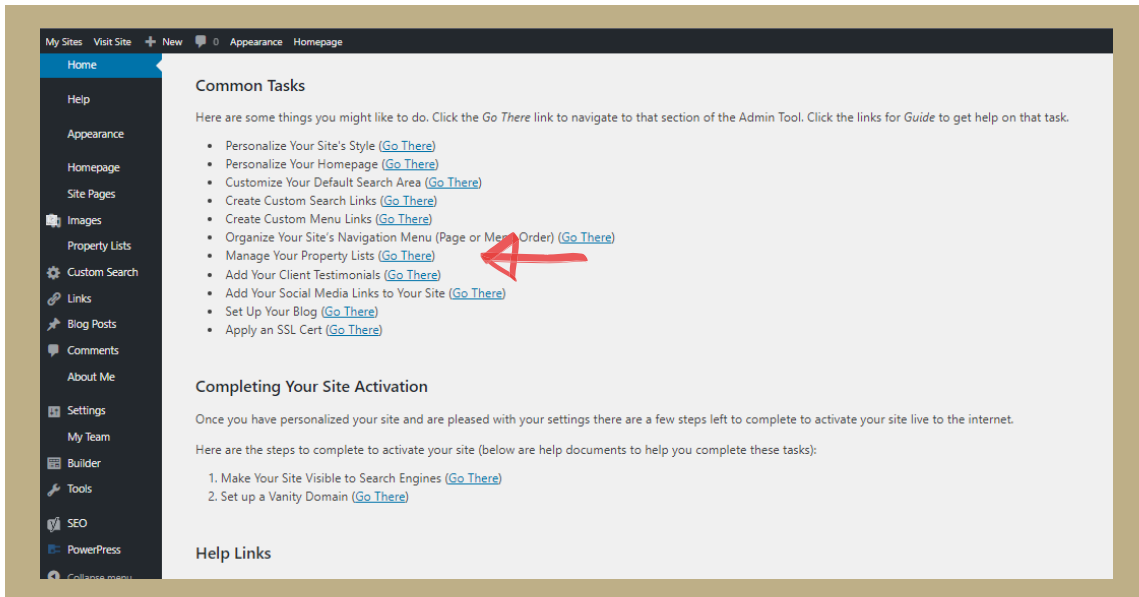
- Step 6:
- Here, you can make cutome menu links.



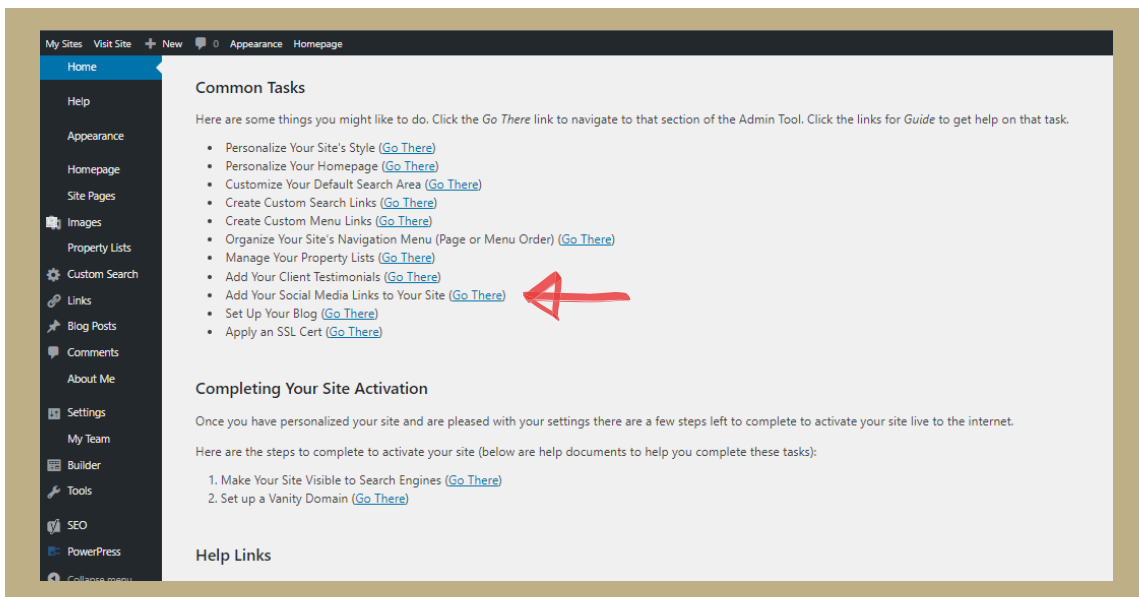
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- Step 7:
- Next, manage your property lists. Here you can have your listings, sold, company listings, and featured properties.



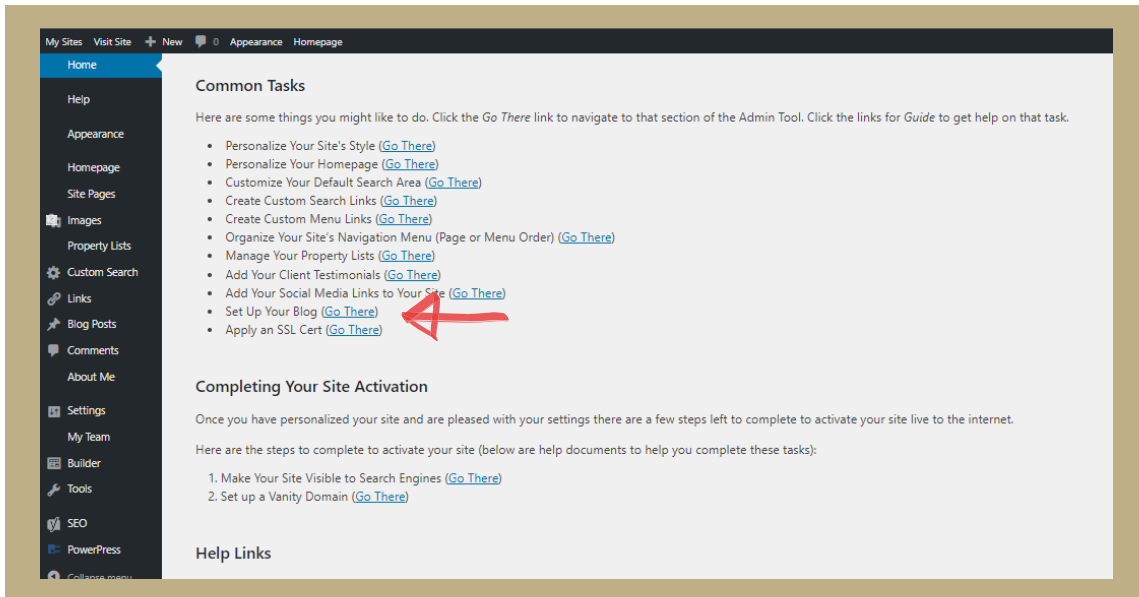
- Step 8:
- Next, you will notice the add your social media accounts. You can not do this yourself. Please send your social media accounts to your admin. They will update this in DASH. It will take up to 48 hours for it to show on your website.



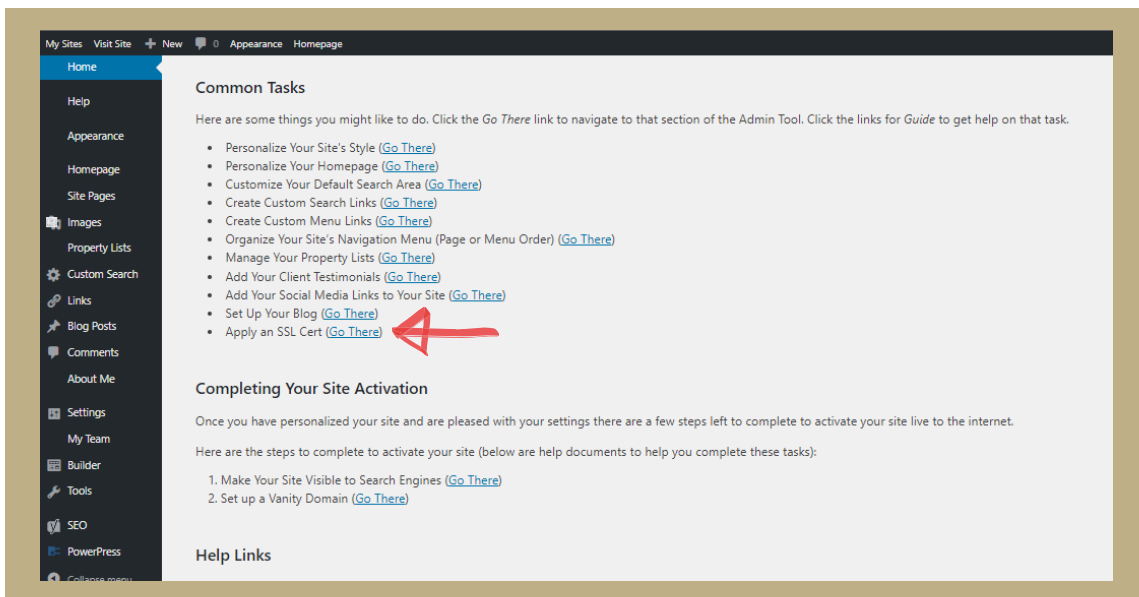
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- Step 9:
- Next, if you have a blog, you can add it here. Again, you do not have to add any of this. Your site is ready to go without it.



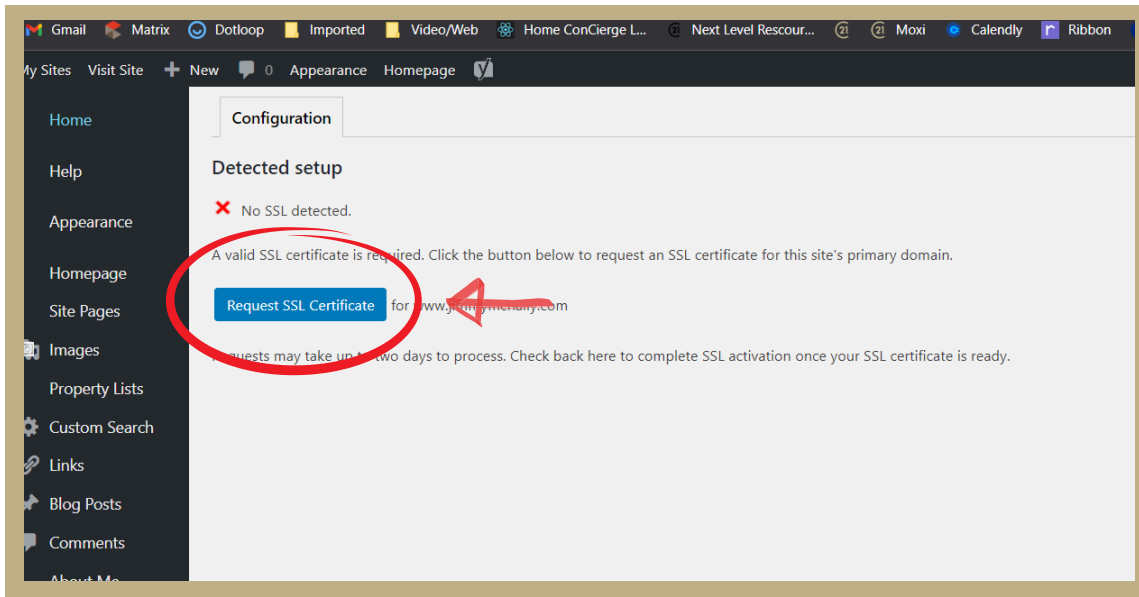
- Step 10:
- Next, you want to make sure your site is secure. You want to click the Apply an SSL Cert.



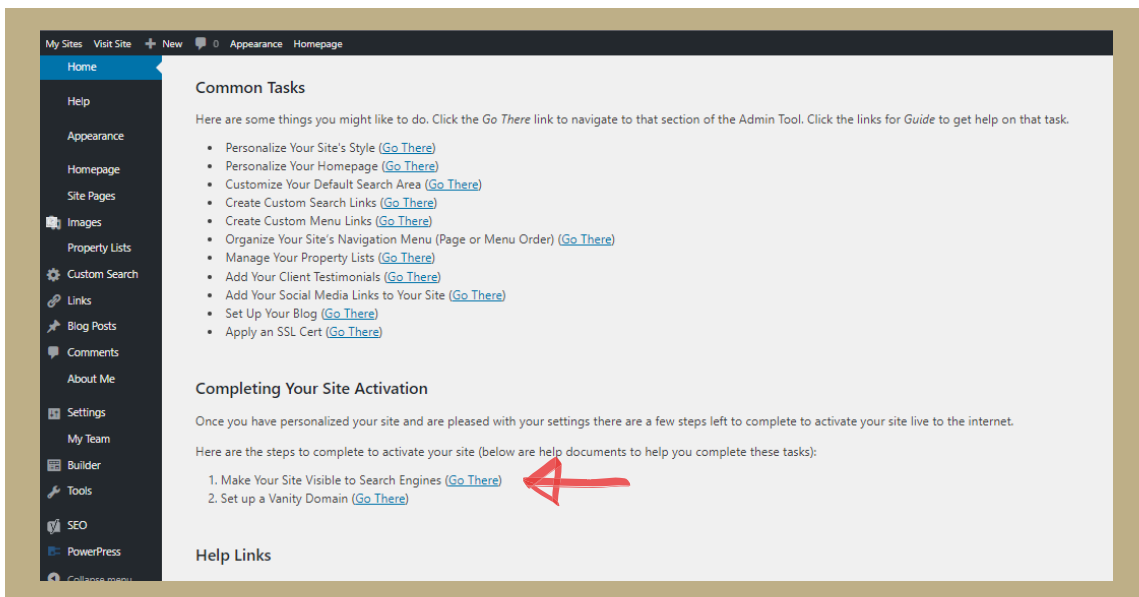
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- Step 11:
- Next, click the blue button to request a secure website. This may take up to 48 hours once done. Keep your eye out on it in the coming days.



- Step 12:
- Next, you want to make your Site Visible to search engines. Click the go there link.



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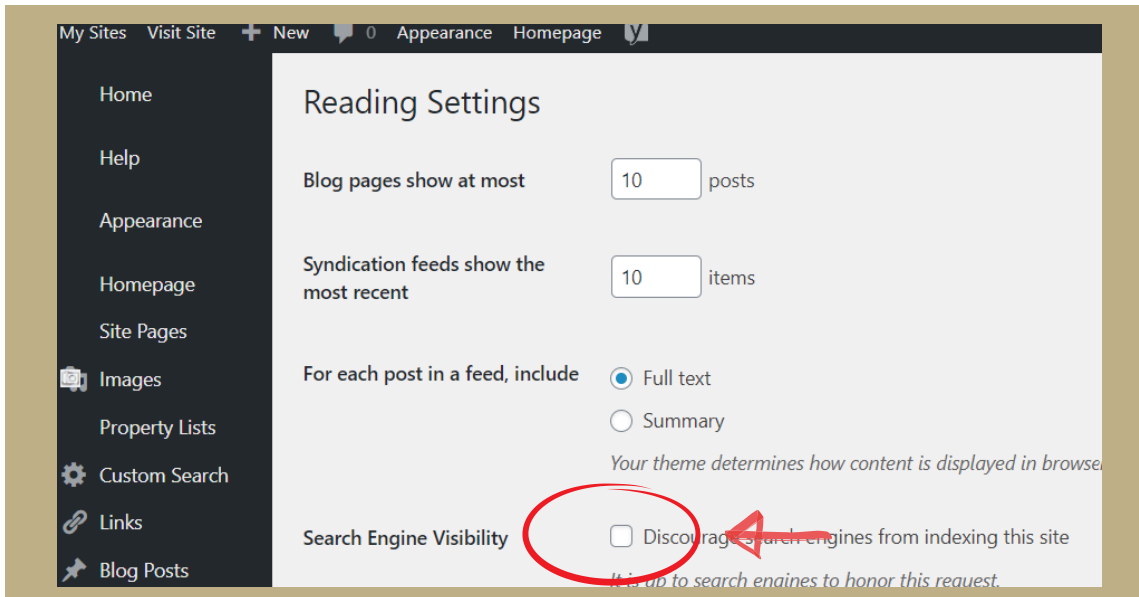
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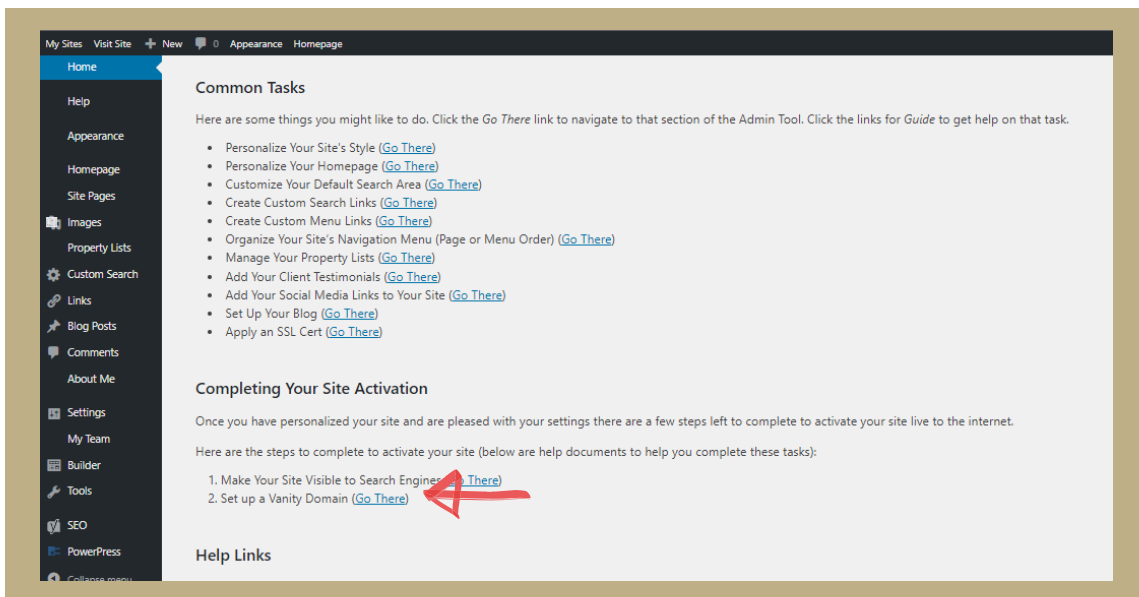
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- Step 13:
- Next, uncheck the box that says discourage search engines from indexing the site.



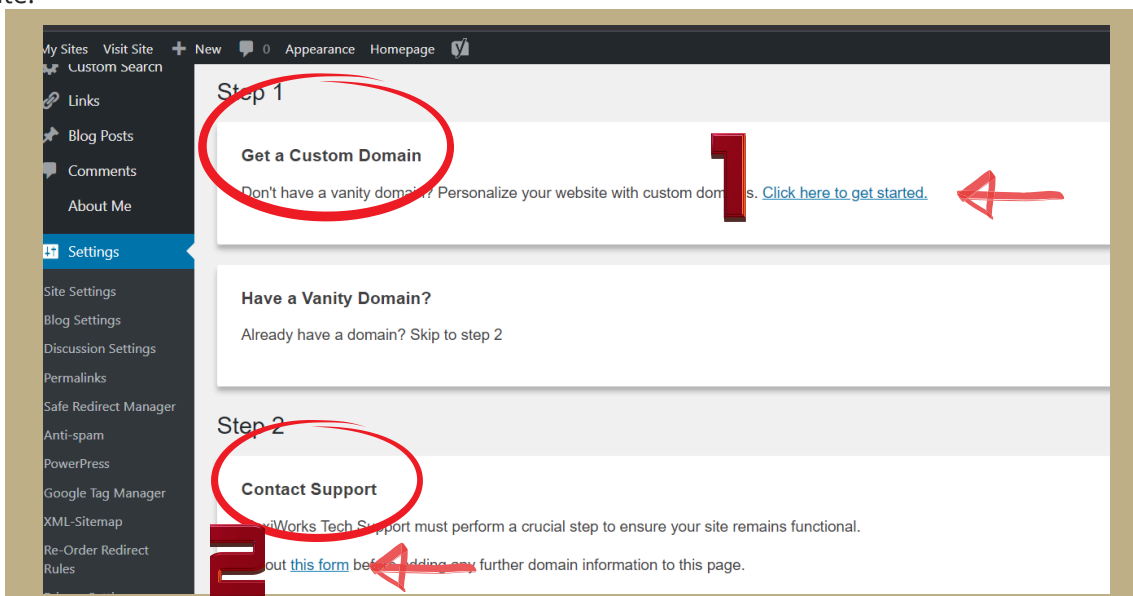
- Step 14:
- **If you do not want to set up a vanity domain (example- agentname.com), you have completed the set up and are ready to go! Please go to Step 17.**
- If you do have a domain, click set up a vanity domain.



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- Step 15:
- If you do not have a domain, follow option 1. Click the get started link.
- If you already have a vanity domain, click the link that says this form. It will take you to a link that you will need to fill out to get the correct info from Moxi on how to have it work with your new website.



- Step 16:
- Next, fill out this Moxi Works Form. You will receive an email from Moxi Support within 48 hours. You will get directions on how to set domain correctly to work with your new website. Note: Every domain holder is different. **You MUST USE THIS FORM TO GET THE CORRECT INFO TO MAKE THIS WORK.**

The screenshot shows the Moxi Works 'Request to Redirect Agent Domain' form. The form has a blue header with the Moxi Works logo. The main content area is white with a blue border. The form includes the following fields:

- Name of the website owner:** * (First and Last name fields)
- Username of MoxiWorks account that the domain should be set up for:**
- Brokerage Name:** *

Below the form, there is a note: 'This form has been updated! We updated the form below just to mess with your head, so please read through it carefully. Actually, we changed it to give better and more secure assistance to our customers. :)'



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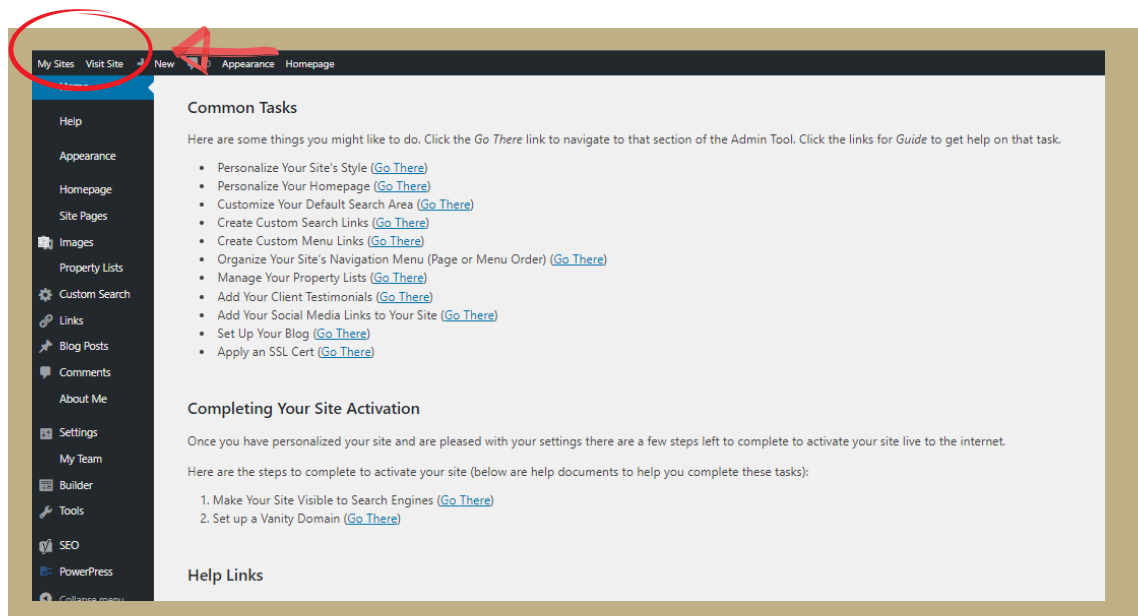
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- Step 17:
- Once you have completed what you want for your website. Please email your new website URL to the admin so they can update DASH. There is 2 ways to find your new URL
- Click on My Site and you will see it here. Just copy and paste to the admin
- Click on Visit Site and you can copy your url there.



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