



# eXpress Onboarding Guide

## Welcome to Agent eXpress! eXp Realty Onboarding Made Easy!

In this Guide, you will find:

- A step by step checklist of the eXp application process.
- An introduction to the eXp systems that you will be using to run your business.
- An overview of what our eXpress Onboarding Team has Done For You to make the process smooth!
- And finally, a link to setup your eXpress Onboarding app with access to Easy To Follow Video Tutorials of eXp Systems!

“ Our Goal is to Guide you through this transition as we teach you the basics of eXp's powerful technology and systems! ”



**SAVE THIS DOCUMENT AS YOU ONBOARD WITH EXP!**

[www.SalesCommanders.com](http://www.SalesCommanders.com)



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## eXp Transition Checklist

### 1. Setup your eXp Passport and Save Your Password!

- a. You will then get a Welcome email with this subject line:  
"Welcome Email (Subject: Welcome to eXp Realty! Your Passport Account)".

### 2. Order New Business Cards

- a. Simply click this link to access your 1,000 Free Cards:  
<https://exp.buildasignenterprise.com/new-agent-starter-kit>

### 3. Order New Signs or Sticker

- a. You can order New Signs through eXp's preferred sign partner: <https://www.buildasign.com/eas/exprealty>

### 4. Connect Your MLS

- a. You will need to complete your MLS brokerage transfer process. This is different state to state and MLS to MLS, so please be on the lookout for an email from your local broker team with instructions on how to do so.

### 5. Update your Social Media Profiles and Email Signature

### 6. Attend Fast Start 101 and Fast Start 102 in eXp World

- a. Both Classes are hosted in the eXp University Fast Start Auditorium Mondays, Tuesdays and Thursdays at 8 and 9am Pacific Time.
- b. Access the Training Calendar Here:  
<https://expcloud.com/calendar/>

### 7. Watch Skyslope Tutorial and Attend Webinar

- a. <https://support.skyslope.com/hc/en-us/articles/218288017-Getting-Started-for-Agents>

### 8. Download Workplace and Workplace Chat Mobile Apps

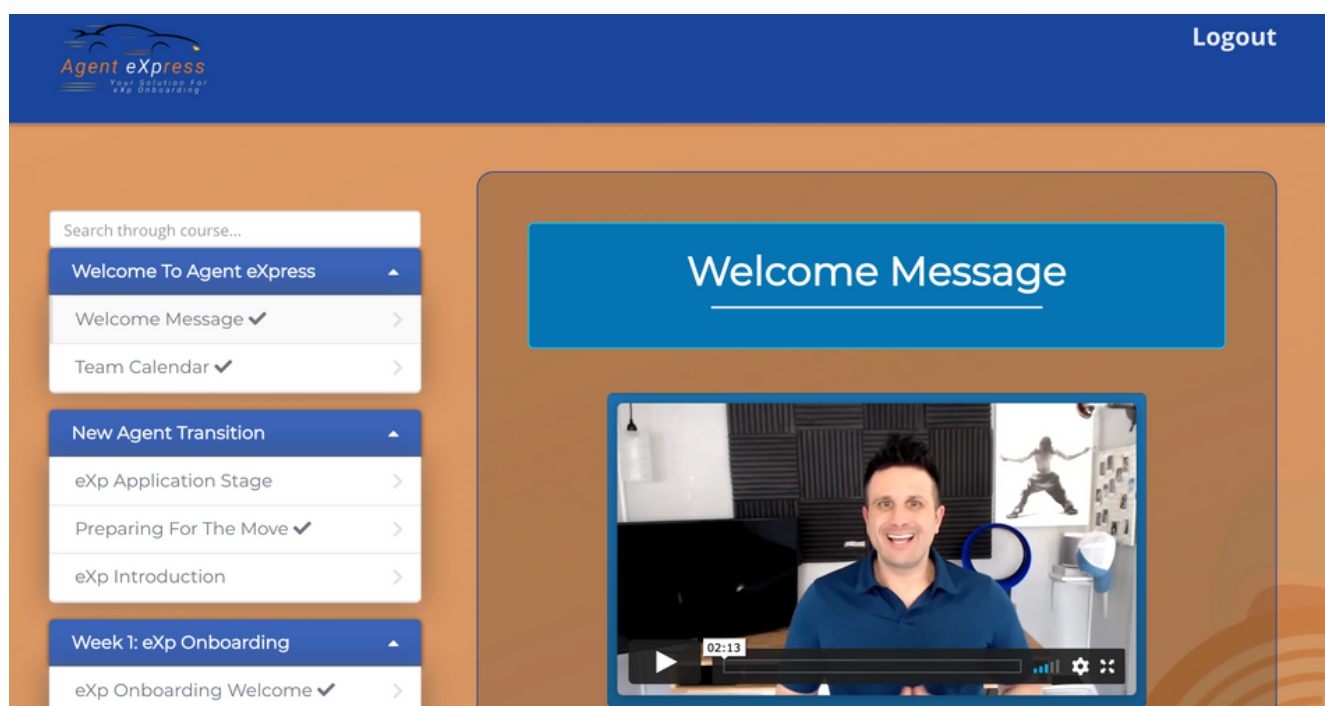


# eXpress Onboarding Guide

## Access the Agent eXpress App:

In this Member Area, you will find:

- Everything included here in this document.
- A Video Training Library with Self Guided Tutorials that walk you through step by step.
- A link to setup your 1st of 2 One on One onboarding calls with one of our Agent eXpress eXperts!



**[CLICK HERE TO CREATE  
YOUR ACCOUNT OR LOG IN!](#)**



# eXpress Onboarding Guide

## Overview of what our Agent eXpress Team will Do For You!

### Our Agent eXpress Team will Assist in the Setup of the Following:

- eXp Enterprise Agent Profile
- eXp Workplace Profile and Notifications
- eXp Marketing Center Profile template
- kvCORE profile
- eXp World profile and avatar


### Our Agent eXpress Team will Cover these additional items on the 1 on 1 Calls:

- Skyslope & Forms/Docs
- Ordering Signs and Business Cards
- How to access your Broker In Charge
- eXp Education Calendar

### Step 1: Done-For-You

#### eXp Workplace


*Learn how to optimize Workplace & Workplace Chat*



Get connected ASAP to the main communication hub of eXp. We'll set up your personal & market info. Learn how to stop those pesky messages in your email inbox.

#### eXp Enterprise


*Know your numbers through eXp Enterprise*



At the click of a mouse you can track your upcoming closings, your earnings, revenue share, equity in the company, and SO much more!

#### Skyslope


*Your online transaction management tool*



We will show you how to use your new online transaction management tool that will keep you compliant and efficient. This program is designed to house all your transaction documents with ease. SkySlope also contains office documents and an e-sign platform.

#### Marketing Center


*Leverage your business: build your brand*



Instruction on how to leverage your business within the eXp Marketing Center, a comprehensive marketing resource library including business cards, stationary, flyers, social media, and other professional marketing material.

#### kvCore

*Set your business up for success*



We will get your kvCORE built out and customized for you and your market. We will get things configured where not only you will fall in love with your new site, but Google will also! This will save you weeks or months of learning.

#### eXp World

*eXplore your new office*



eXp World is built for maximum efficiency and support. You will love your new Virtual Office. You will be able to have live conversations with your Broker Team, Tech Support, Accounting, do live training, and so much more!