**Agent Onboarding**

**Revenue Share = Leadership**

1. **Handhold daily (every few days) to make sure the application and ICA are complete, and they are not stuck somewhere in the process.**
	* I always instruct them: “Let me know if you have any questions when filling out the application and ICA, and make sure you notify me when its complete and done, so we can next make sure they have everything”
	* When they “officially” activate their license with eXp – They will show up in your my.exprealty.com Rev Share Dashboard
2. **Get them into Orientation with Michelle**
	* Next Steps are to make sure they plug immediately into Orientation
	* Orientation is live with Michelle for 3 Tuesdays at 12:30pm PST
	* See CoFounders Calendar
	* There must be follow through to ask them if they Tuesday blocked out, did they attend?
	* If they get to Orientation LIVE with Michelle that will cover a lot of bases to get them engaged – This is a MUST
3. **Get them on their Launch Call with Cooley and Michelle**
	* This doesn’t need to be scheduled
	* We inform them during orientation
	* This id the Agent launch Call held daily at 8:30am PST
	* There must be follow through to ask if they did their call with us yet
4. **Call Weekly for the first 4 weeks**
	* Maintain your own tracking spreadsheet
	* Date Joined
	* Orientation Attended
	* Agent launch Call Complete
	* Marketing Materials Received
	* Add to CoFounders FB Group
	* Add to CoFounders FB Chat Group
	* Make Your List – Who do you know? (If they don’t want to call, you call or someone in your upline”
	* 4 Weekly Calls
5. **Month 2 on, call minimum of Monthly**
	* List of your downline can be found at my.exprealty.com
	* Schedule a day once per week for 30 minutes where you reach out to all of your people
	* Those of you with a LONG downline – This becomes a bigger task
	* Ask them what they need help with?
6. **What should they be plugged in to?**
	* Everyone should have the Tuesday Master Class at 11am PST blocked out forever ongoing
	* They should be introduced and plugged into the Breakfast Club daily at 7:30am PST
	* During their launch call we give them direction and guide them to plug them in to the other series and such
7. **Revenue Share**
	* Most agents will be focused on production and keeping things moving and growing in their transition
	* Don’t let this fall aside
	* Revenue Share and the opportunity to build passive income will be one of the reasons many of them come over
	* Ask the questions” Are you interested in building the Revenue Share side of your business in parallel to your production?
	* We do a weekly Coaching Call called the Builders Club every Thursday at 12pm PST
	* I want you to start attending that with me and I’ll show you how we help you build your passive income
8. **Lead Generation**
	* Many agents are looking for plug and play lead generation avenues right away
	* Ask the question – do you want to turn on immediate lead generation?
	* Show them where to do this inside of cofoundersgroup.com >> Members Access >> Onboarding launch >> Step 7
	* Op City
	* Core property Boosts
	* List of Lead Gen Companies / no upfront costs
	* eXp REVENOS