**Application & Transfer Process Email**

Hi Agent,

We are excited to get you started!

Please go to: <https://cofoundersgroup.com/>

Scroll to the very bottom of the main website page and follow Steps 1 &2.

To start the process takes roughly 30 minutes. When you start the application link, it will email you a PERSONAL CODE. Send it to me so I can monitor everything all the way through the transfer! The switch doesn't happen until Step 3. Go ahead and get Steps 1&2 knocked out right away.

On the Application is where it will ask for who your sponsor is to eXp. Make sure you have the correct spelling and cell number to link to the exact person. This cannot be changed. **Match Jane Doe to cell:****(425) 5****55-5555**.If you need help just let me know.

* **Step 1.) CoFounders Onboarding Concierge**-- Our team will immediately plug you in behind the scenes with CoFounders and start with you to create all of your personal marketing.
* **Step 2.) Application Link**- This gets the process started and will go right into the signing of the Independent Contractor Agreement. This does not transfer your license.
* **Step 3.) Receive an email from the Designated Broker with the Next Steps -- Transfer link for the DOL** - This step is where you will personally submit to join eXp to trigger your transfer and they will pick up your license. This should be a 1-2 day process and you will want to give courtesy notice to your broker before deactivating with the link provided. Steps 1 & 2 need to be done in advance to trigger Step 3. Ideally Steps 1 & 2 are complete a minimum of 1 week before your desired transfer date.

The attached onboarding checklist will walk you through the steps after completing the Application.

By State Onboarding Guide: <https://www.createaclickablemap.com/map.php?id=93785&maplocation=&online=true&fbclid=IwAR26v4AsuDyb2t4C0MScG8gXtVHM1knVTcNiNJ1p3oC4ojl0OTo7SsxkaGE>

Let me know if you have questions or need help!!