

Let's Get Started!!!

MacroModus Checklist

(This is information you will need in order to complete your On-Boarding Process in order to Activate Your License Number)

Supplemental Information

- License #
- Date First Licensed
- License Exp. Date

Automobile Information

- Insurance Company Name
- Insurance Company Address
- Address
- Policy Number
- Vehicle Make
- Vehicle Model
- Tag #
- Vehicle Color

Private Agent Information

- Credit Card for Billing
- Bank Account Information for Profit Share
- Name of Bank
 - Bank Account
 - Number Routing Number
 - Type of Account

Info Binding Sponsor

- Sponsor's Name
- Sponsor's City
- Sponsor's State

Additional Information Needed *(This information will be requested within 1 week)*

- Driver's License Number
- Pocket Card
- NC Certificate

Paperwork Finished, Payment Made....Now What...

- Sabra Romeo will email you within 3 business days to assign you a T-Group & 1st Step Partner.
 - Sabra will sign your MLS paperwork & send your license # to the Real Estate Commission & Canopy MLS. It will take 7-10 days for your license to show up in the NC REC system.
 - Once your license shows in the NC REC System, you will receive email communication from Canopy MLS within 1 week from to sign up for your Orientation. You will need to make your payment at the time you schedule your Orientation. This is how you will access the MLS and gain Supra Key access.
- Scott Leroy will email you to get your KW Access & Email Set up. May take up to 2 days after initial paperwork is completed. *(Be sure to go through all the emails and do ALL of the Setup process. Do this immediately to gain access to all the online training information and more!)*

Things you can do immediately

- Browse the Website- kwbresources.com
- Check the Office Calendar on our website for the next "KW Ballantyne Orientation" (2nd & 4th Tuesdays @ 9 am typically)
- Join Ignite (If it's in session) - Check the Office Calendar on our website
- Join our FB Pages
- Attend Office Meetings
- Register your Car with Toringdon Preferred Parking (<http://toringdonofficepark.preferredparking.com>)