



Agent123/IDX123 Next Steps!

“On Your Road to Success!”

The first two weeks of setting up any software or internet products is the most challenging and time intensive. At RealtyTech, we pride ourselves in our Customer Service. If you get stuck, email us a question or call us and leave a clear message of your needs. We will get back to you ASAP to help solve your issues.

1. Create a Folder Called “My Website”: Everything you receive from RealtyTech about your website should be printed and added to this folder! If you have signed up for our Pro-Built service (\$99), make sure you have this folder with you during your appointment.

2. Print Your Emails and SAVE: You will receive the following emails from us within two working days, please print them and add them to your folder:

- **Your IDX Email:** (If Purchased) This email has your IDX123 Logins and Passwords for you to get into and edit your IDX system. It also contains the three IDX links that will be added to your RealtyTech Inc. website, OR that you provide to your webmaster to add to your NON-RealtyTech Inc. website.
- **Your Agent123 Website Email:** (If Purchased) This email has your Agent123 website Logins and Passwords for you to get into and edit your new website
- **URL Domain Name(s) Email:** This email will be generated and sent if you have purchased or transferred a domain name to RealtyTech.
- **New Email Accounts Email:** (If Purchased) This email will provide your new email addresses with their private login and passwords for you to add as new accounts into your Outlook® or other Email management system you use.
- **Virtual Tours Email:** (If Purchased) This email comes to you directly from RealtyTech Inc.

3. Pro-Built Service Appointment (\$99): (If Purchased) The appointment takes between 45 minutes and one hour. Our Technician will sit down with you at your office and build your site and train you one on one. Please make sure you bring the following to this appointment:

- **Positive Attitude and Willingness to Learn:** If you are receptive to really concentrating on the appointment, it will save you a great deal of time and effort down the road.
- **Photo(s) of You!** : These must be JPG format on a floppy disk, CD, your computer's hard-drive, or on the internet somewhere where we can

access it. Bring a Company Logo, if practical.

- **Personal Bio:** Please have something in electronic format that we can add to your “About Me” page. Also think about what you want to add to your home page to make your website more personal and representative of you and the services you offer.
- **Pictures of Homes:** If you want to add a Sold Home or Open House to your website, please have some electronic JPG photos of them on a floppy disk, CD, your computer’s hard-drive, or on the internet somewhere where we can access it.

4. No Pro-Built Service: Most of our Clients do not opt for the Pro-Built service and they do fine learning our products. If you do not have a Pro-Built (and even if you do!), please note the following:

- **Log into you Admin:** After doing Steps 1 and 2 above. Log into your Agent123 and or IDX123 admin and familiarize your self with the systems.
- **Agent123 ‘Help Center’:** After you log in, click on the Help Center link located at the upper right hand side of the admin pages. Click on the first link called ‘Getting Started.’ Please print that page while you start to edit your site. It’s a good reference while you get going.
- **Help Center:** The Center has many pages of support to offer you. Many of these pages have images to help explain what to do in simple step-by-step procedures. Anytime you get confused, please refer to your Help Center first, this will help you to remember the solutions for future use.
- **“?” Icons in the Admin System:** You will see the small blue icons near the Pencil Icons in the Admin mode. These are small mouse over help hints that will help you as you customize your site.
- **www.RealtyTech.com/Support** : Go to this link to learn more about how to best set up your business for success! We add new help files there all the time.
- **Email RealtyTech:** Our customer support mainly consists of email support or phone support. We understand you may need to call a couple of times in the beginning, so don’t be afraid, we are here to help you!

We look forward to providing you superior business products for years to come. If you ever need anything, please don’t hesitate to contact us! Also, if you refer someone to us and they purchase our products, you will receive \$40 credit for each referral!

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