





Top 10 Tech Tips

Get the most out of your RE/MAX Technology tool kit.
A guide for agents in Corporate-owned regions.

Tap This Button
To Start

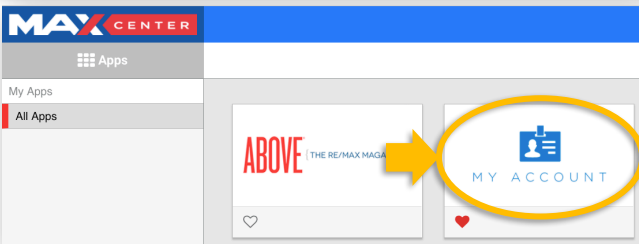


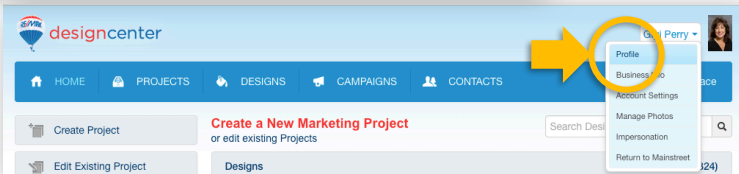
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#1 - Update All Profiles

Don't forget – you have a profile for each product in the RE/MAX Suite: **MaxCenter**, **Design Center**, and your **engageRE Agent Portal**. Each profile fulfills a different purpose. Updating all of them will save you time in the long run and ensure you are making the most of RE/MAX Technology.





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engageRE
TECH ASSIST

- ✓ Update Profiles
- ✓ Agent MLS ID
- ✓ Instant Acceptance
- ✓ Import Contacts
- ✓ Consolidate Leads
- ✓ Design Center Flyers
- ✓ Activate Newsletters
- ✓ Customize Website
- ✓ Custom Domain
- ✓ Utilize engageRE

#1 - Update All Profiles

The screenshot shows the 'engageRE AGENT PORTAL' interface. The user is logged in as 'LF Lisa Fultondemo'. The 'ACCOUNT ACCESS SETTINGS' section displays account details: Account ID: 367506, Username: lfultondemo, and Account Created On: 1/4/2017 2:11:00 PM. A yellow circle highlights the 'Profile' link under the 'USER FUNCTIONS' dropdown menu, with an arrow pointing to it.

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#2 - Verify Your Agent MLS ID

The screenshot shows the 'engageRE AGENT PORTAL' interface. The user is logged in as 'LF Lisa Fulton Demo'. A yellow arrow points to the 'Profile' link under the 'USER FUNCTIONS' dropdown menu. A text box on the right explains the purpose of verifying the Agent MLS ID.

Verify that your Agent MLS ID(s) has been correctly entered in engageRE so that your listings are associated with you. This ensures you will receive lead preference on your listings.

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The screenshot shows the 'AGENT MLS ID' verification page. It explains that Agent MLS IDs identify listings as your own. A text box contains the instruction: 'If the MLS ID you enter does not associate your listings within your Listing Manager, click the lookup tool below to find your MLS ID.' Below this is a text input field labeled 'Greater Heartland Region Lookup ID' with the value 'lfulton' entered. A yellow arrow points to this input field.

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#3 - Instant Acceptance

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Access your engageRE Profile page.

INSTANT LEAD ACCEPTANCE

Instant Acceptance Email Address (Enter your email address)

Note: The Instant Acceptance Email Address can be different from your Primary Email or Email 2 in your Profile.

Instant Acceptance Text Message Number (Enter your mobile phone number)

☐ Email Only
 ☐ Text Only
 ☒ Use Both

Instant Acceptance allows you to accept leads on your mobile device! You can configure this on your engageRE Agent Portal profile page.

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#4 - Import Contacts into engageRE

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Consolidate all of your clients into one central CRM database by importing your clients into your engageRE Agent Portal. Make sure you activate your contacts as web clients – this will allow you to track their activity while looking for properties on your website.

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Access your Contact List.

CONTACTS

Enter contact name, email, or group name

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#5 – Consolidate Leads from 3rd Party Sites

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Did you know that you can import leads from your remax.com SPAW and Zillow? This is a great way to consolidate all of your clients into one central database. Once you have added these leads as web clients, you can monitor their activity on your website.

? Learn More

a + (Your AccountID) + @leadgen.reliancenetwork.com

Example: a215912@leadgen.reliancenetwork.com

➔

Add your unique email address to Alternate Email Address and click on Save.

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#6 - Send Listings to Design Center

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1

Access your Listings.

2

Click to View the listing

➔

YOUR LISTINGS

[View MLS Update Report](#)

MLS #▲	Type	City
View 2016173	MLS	Leawood, KS
View 2017012	MLS	Overland Park, KS

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Select Design Center.

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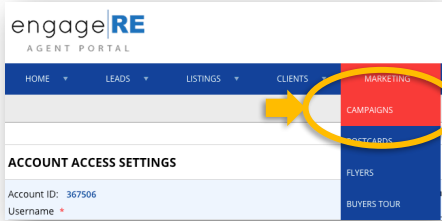
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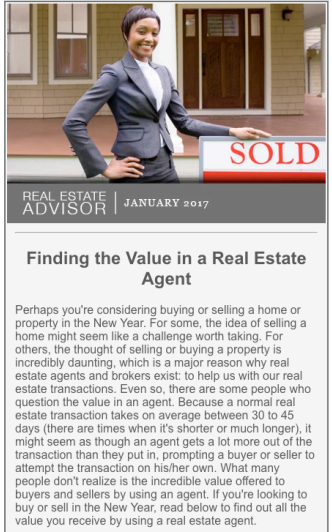
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#7 – Turn On Newsletter Campaign

Did you know that engageRE offers a monthly newsletter for your consumers? These newsletters are professionally designed and written, and they are a great source of real estate advice! You simply need to activate the campaign – it's that easy.

[? Learn More](#)





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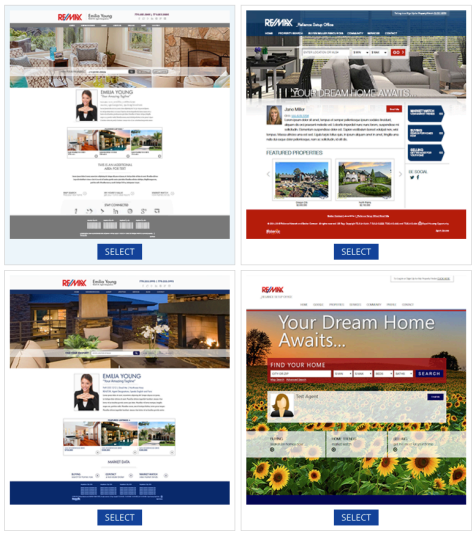
engageRE
TECH ASSIST

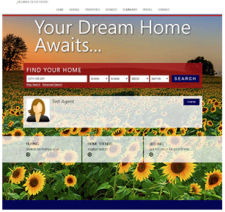
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#8 - Customize Your engageRE Website

Did we mention you get a customizable website just for being with RE/MAX? And it's mobile responsive! It's already working for you, but take some time to make it your own. There are a lot of design options to choose from. You can customize your website in the engageRE Agent Portal using Site Builder.

[? Learn More](#)





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#9 - Get a Custom Domain Name

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Ready to take your online presence to the next level? Purchase a creative domain name! It's your "yard sign on the internet." Example: kellysellskc.com. It's an inexpensive investment, so what are you waiting for? Get one and start marketing it right away. Once you purchase a custom domain, contact techassist@engageremarketing.com, and we will help you point this to your engageRE website.

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#10 - Utilize engageRE Tech Assist

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Looking for more training tips? Watch videos and attend webinars using our website at www.engageremarketing.com/techassist.

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How To Contact Tech Assist



EMAIL
techassist@engageremarketing.com



PHONE
800-666-7799



WEB
www.engageREmarketing.com/TechAssist



TRAINING EVENTS
www.engageREmarketing.com/Calendar

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