



# New Agent Task List

*Logon, Learn, Prosper*

## Step 1: Coordinate With Your Broker To Notify Your State Licensing Agency

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Contact your local and/or state licensing agency so your license is changed to reflect your new affiliation with the NextHome franchise.

## Step 2: Obtain Member Login Code to [nexthome.com](https://nexthome.com)

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When you join NextHome, your broker will enter you into the NextHome reporting system. Upon being entered, you will be emailed a username and password to access the intranet website, and all the tools, products and services available to you. If you didn't receive this information, contact your Broker or NextHome Corporate Headquarters to get this information.

855.925.6398 or [memberservices@nexthome.com](mailto:memberservices@nexthome.com)

## Step 3: Review the NextHome Provided Training Videos

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Our NextHome Training and Events tab is geared towards new and existing agents alike. This content provides a complete overview of the current tools, technologies and programs available to you through the NextHome System. Training topics include:

- NLD Program
- Design Center
- Presentation Builder
- The Reporting Center
- Mobile Connect
- Agent Websites
- Branding Center
- CRM
- DocuSign DTR & eSign
- SmartZip
- Reach150
- Updater
- Corefact
- Spacio

Website Source: [nexthome.com](https://nexthome.com)

*Go To Login > Training & Events > Video*

## Step 4: Register For Upcoming Trainings & Events

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Attending as many training webinars as possible will help you successfully implement the products and tools available to you as a NextHome Member. Sign up for upcoming webinars through the registration process online.

In addition to live webinars and recorded videos on each product and service, we also host a monthly Agent Orientation where you will meet various members of the corporate team, learn about the NextHome brand, and dive into our technology and marketing platform.

*Website Source:* [nexthome.com](https://nexthome.com)

*Go To Login > Training & Events*

## Step 5: Complete Your Profile In the Reporting System

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Fill out your profile within our reporting system fully and accurately. This is imperative for the following reasons:

- Your listings and your personal contact information will automatically be distributed to
- hundreds of national real estate websites including the top sites such as Zillow, Trulia, Realtor.com and Yahoo.com. If it's inaccurate here, it will be inaccurate everywhere. (Note: contact and property description requirements must also be met.)
- The information is used to populate your profile on the NextHome corporate website, your office's website, and your personal website.
- You will receive our corporate updates and other emails highlighting industry news, company announcements, events, and current training schedules.

*Website Source:* [nexthome.com](https://nexthome.com)

*Go To Login > My Profile*

## Step 6: Set Up Your Agent Website

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Contact our Member Services team to take advantage of your agent website provided as a NextHome member benefit. Member Services and our online training videos will teach you everything you need to know about your new website, and more importantly, how to implement it into your business. Download and fill out the order form from our website to begin the process.

*Website Source:* [nexthome.com](http://nexthome.com)

*Go To Login > Website & Blog*

## Step 7: Setup Your Design Center & Presentation Builder Accounts

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Contact our Member Services team to access, setup and personalize your Design Center and Presentation Builder accounts. They will show you how to use and integrate them into your business to beat out your competition every time.

*Website Source:* [nexthome.com](http://nexthome.com)

*Go To Login > Marketing > Programs & Tools > Design Center & Presentation Builder*

## Step 8: Review The NextHome Preferred Service Providers Catalog

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It is recommended that you review all of the NextHome Preferred Service Providers. Our partners have additional services, resources, and materials that are available to you at NextHome discounted rates. It's an easy way to save hundreds, if not thousands of dollars on existing products you might be using!

*Website Source:* [nexthome.com](http://nexthome.com)

*Go To Login > Marketing > Vendors & Products*

## Step 9: Review The NextHome Logo & Branding Guidelines

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NextHome has specific requirements for the use of our logos, trademarks, marketing materials and signs. Please review the guidelines thoroughly to ensure proper use of all branding materials.

*Website Source:* [nexthome.com](http://nexthome.com)

*Go To Login > Marketing > Branding Center*

## Step 10: Order Your Branding Center and Presentation Products

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Visit the Branding Center inside the NextHome intranet system to preview and order your business cards, stationery and folders. Talk to your broker about property signs and the Unibind binding system for buyer and seller presentations. For additional assistance with these items contact our Member Services team.

Your profile photo is used to populate the photo on your business card so please make sure it is a high-resolution photo.

*Website Source:* [nexthome.com](http://nexthome.com)

*Go To Login > Marketing > Branding Center*

## Step 11: Incorporate NextHome Logos Into All New and Existing Marketing Materials

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It is recommended that you review the Image & Identification Style Manual for proper use of the NextHome logo, marks, colors and fonts. This is extremely important, because a violation of the proper use of the brand trademarks will force you to make appropriate changes so you become compliant. You can also download your approved franchise logo at any time in your account.

*Website Source:* [nexthome.com](http://nexthome.com)

*Go To Login > Marketing > Logos*

## Step 12: Send Out Announcements to Clients and Sphere of Influence

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It is highly suggested that you use the NextHome Design Center to create your business marketing material and send announcements for the next 90 days notifying your current and past clients about your new affiliation with NextHome. It is a wonderful opportunity to maximize public exposure, reach out to people you know and prospect for business.

Website Source: [nexthome.com](http://nexthome.com)

*Go To Login > Marketing > Design Center*

## Step 13: Connect With NextHome

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Join us on social media for company tips, blog posts, updates and engagement with your colleagues. Like us and follow us to be in the know and see what's trending.



### **FACEBOOK PRIVATE GROUP**

[www.facebook.com/groups/nexthomerealestate](http://www.facebook.com/groups/nexthomerealestate)



### **FACEBOOK PUBLIC PAGE**

[www.facebook.com/groups/nexthomerealestate](http://www.facebook.com/groups/nexthomerealestate)



### **TWITTER**

[www.twitter.com/nexthomere](http://www.twitter.com/nexthomere)



### **INSTAGRAM**

[www.instagram.com/nexthomerealestate](http://www.instagram.com/nexthomerealestate)



### **LINKEDIN**

[www.linkedin.com/company/nexthome](http://www.linkedin.com/company/nexthome)



### **YOUTUBE**

[www.youtube.com/nexthomere](http://www.youtube.com/nexthomere)