



## The First 5 Days

Let's Get Going!		Completed
<input type="checkbox"/>	Obtain Welcome to LPT Realty email	
<input type="checkbox"/>	Login to <a href="https://connect.lpt.com">connect.lpt.com</a>	
<input type="checkbox"/>	Fill out this Form for The Eagle Network: Go to <a href="https://bit.ly/41B0Maq">bit.ly/41B0Maq</a>	
<input type="checkbox"/>	Save the email address support@theeaglenetwork.com to your contacts	
<b>HAR Tasks/or Your Local MLS</b>		
<input type="checkbox"/>	New: Fill out HAR Application	
<input type="checkbox"/>	Send HAR the MLS Transfer Form (Cost is \$20)	
<input type="checkbox"/>	Initiate listing transfers to LPT	
<b>LPT Realty</b>		
<input type="checkbox"/>	Schedule New Agent Orientation with LPT: <a href="https://calendly.com/lpt-realty-orientation">https://calendly.com/lpt-realty-orientation</a>	
<input type="checkbox"/>	Initiate current contracts from previous broker to LPT	
<input type="checkbox"/>	Verify LPT Email Login (Forward Email under Settings to your own email)	
<input type="checkbox"/>	Confirm Agent Profile is set up in LPT Connect (top right, My Profile)	
<b>Marketing Tab in <a href="https://connect.lpt.com">connect.lpt.com</a></b>		
<input type="checkbox"/>	Edit Personal Info, Photos, and Shipping and Billing Information	
<input type="checkbox"/>	Open Dezzy Designer and edit Business Cards, Marketing Plans, 9 CQ, 7 HB Strategies, Billboard, Yard Signs, OH Yard Signs	
<input type="checkbox"/>	Optional Items include: Preorder Jersey, Armada Billboard, Women's Jersey	
<input type="checkbox"/>	Under Agent Marketing --> Agent Essentials: Order your free business cards and 2 magazines	
<input type="checkbox"/>	For Free Signs (if qualified) go to Support and submit a Ticket for the Yard Sign Request	
<b>Dotloop Tab in <a href="https://connect.lpt.com">connect.lpt.com</a></b>		
<input type="checkbox"/>	Confirm Access to DotLoop	
<input type="checkbox"/>	<b>**** Support.dotloop.com</b>	
<input type="checkbox"/>	"Dotloop Files Start to Finish" located in Knowledge Base	
<input type="checkbox"/>	Set Up DotLoop Training: <a href="https://dotloop.wistia.com/medias/uomokj46g5">https://dotloop.wistia.com/medias/uomokj46g5</a>	
<input type="checkbox"/>	Add Buyer and Listing Loop Template in DotLoop	
<input type="checkbox"/>	Add Tenant Rep and Lease Listing template in DotLoop	
<input type="checkbox"/>	Write a full contract on a fake address and send to your mentor for audit	
<b>LOFTY Tab in <a href="https://connect.lpt.com">connect.lpt.com</a></b>		
<input type="checkbox"/>	You must request Lofty website access through Support	
<input type="checkbox"/>	Link Lofty to personal URL after receiving Lofty access email	
Go to Knowledge Base and Watch the following while setting up your Lofty account:		
<input type="checkbox"/>	Lofty Profile	

<input type="checkbox"/>	Lofty Nav Buttons	
<input type="checkbox"/>	Lofty Show Me How and Support	
<input type="checkbox"/>	Lofty Vanity URL	
<input type="checkbox"/>	Lofty MLS Set Up to Website	
<b>Miscellaneous tasks</b>		
<input type="checkbox"/>	Change Voicemail to reflect working with LPT and any affiliated team you may have joined	
<input type="checkbox"/>	Add new Position as Real Estate Agent with LPT Realty to your Facebook profile	
<input type="checkbox"/>	Post about your first day with LPT Realty to social media	
<input type="checkbox"/>	Send 5 Notecards to Closest Friends	
<input type="checkbox"/>	Order "Exactly What to Say for Real Estate Agents" by Phil Jones	
<input type="checkbox"/>	Order "Endless Referrals" by Bob Burg from Amazon.com	
<input type="checkbox"/>	<a href="#">Request to Join Private Facebook Group: Eagles Exclusive</a>	
<input type="checkbox"/>	Begin working on Top 50 Target List (Friends, Family and SOI)	
<input type="checkbox"/>	Call 10 Friends or Family and let them know you have joined a new brokerage	
<input type="checkbox"/>	Schedule to Shadow Agent at an Open House	
<input type="checkbox"/>	Confirm you are active with MLS	
<input type="checkbox"/>	Confirm you have active Supra Key	
<input type="checkbox"/>	Confirm you have correct email with MLS	
<input type="checkbox"/>	Confirm you have correct phone number with MLS	
<input type="checkbox"/>	Call 10 Friends and let them know you have joined our team	
<input type="checkbox"/>	Set up Home Search in MLS for Fake Lead and add to auto notifications	
<input type="checkbox"/>	Schedule 2 appointments to see homes in your neighborhood	
<input type="checkbox"/>	Download your personal Contacts into a CSV file	
<input type="checkbox"/>	Send CSV File to Lofty when you are set up	
<input type="checkbox"/>	Set 3 appointments with friends for lunch or coffee	