



**STEP 1: Apply at [www.join.exp Realty.com](http://www.join.exp Realty.com)**

Use the same email address to sign-up that you plan to operate your business with.

**STEP 2: Schedule an eXp World tour ASAP!** To schedule a tour [contact us!](#)

**STEP 3: Sign the Independent Contractors Agreement (ICA) sent to you by email.**

(Please check your inbox and SPAM for an email sent via **HelloSign.**)

\*The ICA or Joining Documents will be sent to your email via HelloSign within a few days after you apply. If you don't see it in 2-3 days then reach out to us or go into eXp World to get help from the Agent Onboarding department!

\*You will need to have banking and credit card information handy for the joining documents. If you have a S-corp or LLC set-up you will also need your Tax-ID information.



**STEP 4: Immediately transfer your Real Estate License.**

Please reach out to us for questions or contact your eXp State Broker. Here's the contact info for eXp's State Brokers:

[expcloud.com/province-and-state-brokers](http://expcloud.com/province-and-state-brokers). With permission you are able to associate with the state BIC by going to the [NC REC](#) and complete the online form.

eXp Firm License	C22682	
eXp Firm Address:	4208 Six Forks Road; Ste 1000	
eXp Firm City	Raleigh, NC 27609-5738	
eXp BIC	Steve Norris	Lic No: 273129
	(919) 749-1613	steven@norristeam.com

**STEP 5: **URGENT\*** After transferring your license, IMMEDIATELY update your MLS with eXp Realty as your broker. Please see additional TMLS document.**

**STEP 6: Transfer your listings to eXp with your MLS.**

Please contact your MLS for instructions first and then your state broker. State broker information can be found here

[expcloud.com/province-and-state-brokers](http://expcloud.com/province-and-state-brokers)



## **STEP 7: Confirm Email Forwarding.**

You will receive an email with the subject "eXp Passport - Email Forwarding Confirmation". Click on the link inside to confirm and move forward with onboarding.

## **STEP 8: Passport Login Credentials.**

You will receive an email with the subject "Welcome to eXp Passport!". **Click the link** to activate your eXp Passport account (it expires in 30 days): **\*Please check SPAM/JUNK.**

- Enterprise/Passport is your Dashboard to all of your eXp tools and resources! This is a page you will want to bookmark!
- Your username will be [firstname.lastname@exprealty.com](mailto:firstname.lastname@exprealty.com)  
Change your password once prompted.

## **STEP 9: Onboarding Passport Appointment.**

Text or email us to set up an onboarding appointment! We will go over questions, order business cards, sign you up for KV Core, Regus, and tour your new accounts and back office programs that you have available to you now!

After you receive an email with your business card coupon code you can order your business cards [HERE](#).