



**You have now been onboarded and are about to take the most exciting journey of your life. We have just a few more steps to complete before you arrive at your final destination into Enterprise.**

**You must complete the following steps...**

**Follow the instructions on confirming your forwarding email address. This was sent to you in a previous email.**

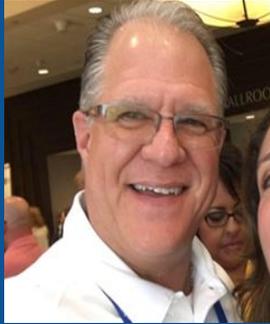
**Activate your passport account upon receiving passport account information, typically within 48 hours of the license transfer.**

**Activate the World, KVCORE, Skyslope and Workplace accounts.**

**Join or transfer to your local Board/MLS**

**Once you have completed these steps you can start the exciting journey of the eXp world of Real Estate.**

# Your Florida Leadership Team



**Andrew Shock**  
Desig. Managing Broker

**Russ Chiodo**  
Managing  
Broker

**Maggie Dokic**  
Managing Broker

**Michele Williams**  
Managing Broker - CCS



**Judy Grinestaff**  
Admin. Support  
Coordinator



**Tina Cox**  
Admin Support  
Coordinator

# Contract Review/Payment Processing Team



**Laura Reynolds**  
Payment Processing Specialist  
[Laura.Reynolds@exprealty.net](mailto:Laura.Reynolds@exprealty.net)



**Alex Souza**  
Payment Processing Specialist  
[Alex.Souza@exprealty.net](mailto:Alex.Souza@exprealty.net)



**Leah Wright**  
Contract Compliance Specialist  
[Leah.Wright@exprealty.net](mailto:Leah.Wright@exprealty.net)



[Jessica.Brown@exprealty.net](mailto:Jessica.Brown@exprealty.net)  
**essica Brown**  
Payment Processing Specialist  
[Jnet](http://Jnet)



**Keeley Sullivan**  
Payment Processing Specialist  
[Keeley.Sullivan@exprealty.net](mailto:Keeley.Sullivan@exprealty.net)



**Tonya John**  
Contract Compliance Specialist  
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**Andrew Humphrey**  
Payment Processing Specialist  
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**Andrea Langkow**  
Payment Processing Specialist  
[Andrea.Langkow@exprealty.net](mailto:Andrea.Langkow@exprealty.net)



**Lee Polites**  
Payment Processing Specialist  
[Leroy.Polites@exprealty.net](mailto:Leroy.Polites@exprealty.net)

# **Designated Managing Broker**

## **Andrew Shock (Sarasota Florida)**

**Andrew has 16 plus years of Real Estate Experience. He has had the pleasure of representing clients in every facet of the Real estate industry.**

**Andrew has experienced tremendous success which he attributes to applying his expertise, experience and enthusiasm in everything he does.**

**He has a strong background in business development with a Bachelor's Degree in Organizational Leadership & Management. Andrew is an amazing leader and strives to make the agents success his number one priority. His desire is to revolutionize the Real Estate Industry.**



### *Important Links*

Uninstall eXp World Guest Pass and install the new eXp World

<https://explore.exprealty.com/>

Log into eXp World with Passport info

<https://exprealty.okta.com/>

KVCORE and Website set up

Log into expEnterprise.com click Optional Services Locate KvCore,click Sign Up

Check the box that states I understand accounts that are inactive for 60 days will be closed

Hit Send

Enterprise dashboard

<https://www.expenterprise.com/>

-upload personal pics and Bio

Choose the Getting Started with eXp Realty Tab

<https://expcloud.com/>

Log into Workplace, join local groups,Team collaborators,etc

<https://exprealty.facebook.com>

Download Workplace mobile app

Download Workplace Messenger app

[Workplace 101](#)

<https://exprealty.facebook.com/groups/1120344341381983/permalink/1549559295127150/>

Agent to log into Skyslope and set up account

<https://auth.skyslope.com>

Agent to order business cards using the coupon code through house of magnets.

[Click here to order your business cards](#)

## Add the Following Days and Times to Your Calendar:

Every Tuesday 9:30 a.m. EST - BOP'S Auditorium RM5

Every Tuesday 10:00 a.m. EST - Florida State New Agent  
Orientation - *Must be attended by all newly onboarded agents.*

BOP'S Auditorium RM5

Every Friday 11:00 a.m. EST - eXp National Leadership  
Meeting - World Auditorium

eXp Florida - Pertinent Addresses and License Information

Corporate License Address: (this address is not to be used as an agent's mailing address!)

*5039 Ocean Blvd Siesta Key Fl .34242*

*\*Phone#: (888)883-8509 x145 AGENT Hot line (leave message only)*

*\*\*Mailing is same as above. (NOTE: Not for agents' mail OR checks!)*

corp. License: CQ1037043

State Broker License: is BK3421277

In a pinch they can both be found fairly easy on the DBPR site, myfloridalicense.com

EIN: 20-8369429 (updated company W-9 can be found in Skyslope).

NAID#: EXPRLT9430 (FOR HUD sales) - HUD SITE: www.hudhomestore.com

All commission checks for sales transactions are mailed to:

*This address will show on the DA . We suggest you check with the closing agents before they mail the check to the wrong address.*

*Not set up for wire transfer at this time.*

*To have documents signed by the Broker please send the document to [fl.sign@exprealty.net](mailto:fl.sign@exprealty.net). (E-SIGN Ready)*

*Commission checks mail to*

*Regular mail*

*EXP Realty LLC*

*PO Box 865854 Orlando, FL 32886-5854*

*Overnight / Fed XPo*

*Lockbox Services 865854*

*EXP Realty LLC*

*Lbx # 865854*

*11050 Lake Underhill Road*

*Orlando, FL 32825*

*All States*

*Lease/Rental, Referral*

*EXP Realty LLC*

*PO Box 865854*

*Orlando, FL 32886-5854*

*\*\*\*Overnight / Fed X\*\*\**

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