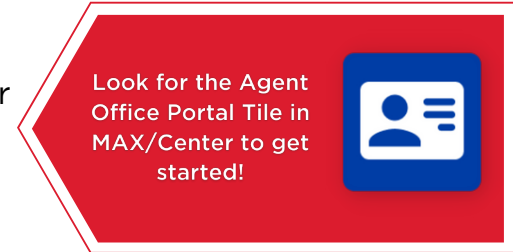




How to Upload a .CSV File of Transactions to Agent Office Portal

Follow the steps outlined below to easily upload a .csv file to your Agent Office Portal and add multiple transactions to your account at once.



1. Log into MAX/Center using your remax.net username and password
2. Navigate to the Agent Office Portal Tile within your Apps & Tools
3. Once inside the Agent Office Portal, click 'Statistics' on the side navigation menu
4. If there are multiple offices within your brokerage, use the office dropdown menu to change which office you want to upload multiple transactions to
5. Click 'Download Transaction Template'
6. Before you can upload your file, you will need to use the template you just downloaded to organize your transactions; if you see a red mark on a column within the document, hover over it for additional details on formatting your transactional data

This is an example portion of the Transaction Template

Officeld	Associateld	StatisticsDate	StatisticsType	Currency	CommissionAmount
100858026	100085826	05/22/22	Residential	USD	\$12,000.00
100858026	100075268	05/27/22	Residential	USD	\$24,400.00
100858026	100075268	05/27/22	Commercial	USD	\$30,000.00
100858026	100069584	05/30/22	Residential	USD	\$11,333.00
100858026	100085826	06/02/22	Residential	USD	\$21,500.00
100858026	100075268	06/07/22	Residential	USD	\$25,600.00
100858026	100069584	06/08/22	Residential	USD	\$12,000.00
100858026	100055489	06/11/22	Commercial	USD	\$32,000.00
100858026	100047215	06/15/22	Residential	USD	\$10,325.00

7. After your transactional data has been added to this template, you can save it as a .csv file to prepare for uploading
8. Return to the Statistics page of the Agent Office Portal
9. Click 'Upload File' and select the .csv file you would like to upload
10. Click 'Submit File for Processing'

Continue instructions on next page

11. The file will now begin processing — you will receive an email once the file has successfully finished uploading
 - a. If a file upload fails due to an error, the system will let you know why it has failed and will allow you to address the error and resubmit
12. If you need to make a change to a transaction after your file has been uploaded, you can do so on your Agent Office Portal Statistics page



If you have any questions about adding transactions to the Agent Office Portal, please reach out to product support