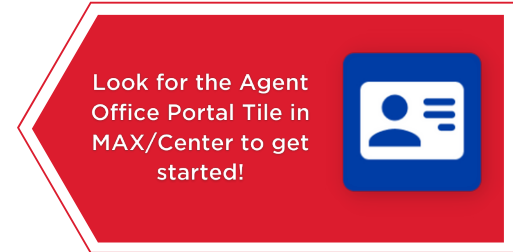




How to Add Individual Transactions to the Agent Office Portal

Follow the steps outlined below to add an individual transaction to your Agent Office Portal and easily track your office's transactions



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. Click 'Transaction Detail View' to view the transactions that have previously been uploaded – you can search for a specific transaction by using the search filters that appear on the screen
5. If there are multiple offices within your brokerage, use the office dropdown menu to change which office statistics you are currently viewing and would like to add a transaction to
6. Click 'Add Transaction'

The screenshot shows the RE/MAX MY ACCOUNT dashboard. At the top, it says 'Welcome, Nanci Caffisch' and 'My Account' with a 'Logout' link. Below this, there's a breadcrumb 'Manage > Statistics'. A dropdown menu is set to 'RE/MAX Grand - 100426212 - Baraboo'. A red arrow points to the 'Add Transaction' button, which is highlighted with a red box. Other buttons include 'Transaction Detail View', 'Affiliate MTD View', 'Affiliate YTD View', 'Download Transaction Template', 'Upload File', and 'Statistics Upload Status'. There's a 'Select Report:' dropdown with 'Open' and 'Download Excel' buttons. Below is the 'Transaction Detail View Filter' section with various dropdowns and input fields for Associate, Team, Statistics Type, Statistics Period From, Statistics Period To, Affiliate Status, Agent Function, Property Status, Billing Period, Address, and Transaction Type. 'Search' and 'Reset' buttons are at the bottom right.

Continue instructions on next page

7. A pop-up window will appear; use the text boxes to input information about the transaction including the Associate's Name and ID, the property status, commission amount, and more

RE/MAX Grand 100426212 Baraboo **Add Transaction**

* Associate Name/ID: Benson, David 100085826 ▼

Affiliate Status: Active

* Property Status: Closed ▼

* Close Date: 6/1/2022

* Statistics Date: 06/2022

* Statistics Type: Residential ▼

* Agent Function: Buying Agent ▼

* Team: None ▼

Currency Code: USD

* Commission Amount: 36,000.00

Listing Side: 0.00

Listing Volume: 0.00

* Selling Side: 1.00

* Sales Volume: 756,000.00

* Property Type: Single Family Home ▼

Lead Source: Repeat Business ▼

Buyer's Name: Peter Parker

Seller's Name: Mary Jane Watson

* Country: United States ▼

* Address: 123 Main Street

* City: New York

* State: New York ▼

* Postal Code: 10004

MLS: New York State MLS ▼

MLS ID: 80002600

Transaction ID: 5607222

8. After you have added all of the necessary transaction information, click 'Save' to save your transaction



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