

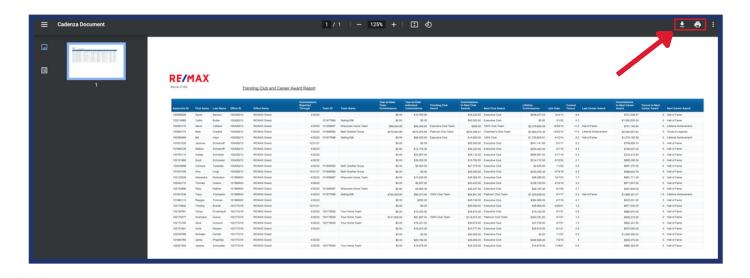
## How to View Your Agents' Awards Standing in Agent Office Portal

Follow the steps outlined below to see how the agents in your office are currently trending for awards.

 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 'Trending Awards by Office' on the side navigation menu
- 4. If there are multiple offices in your brokerage, use the dropdown menu to select which office you would like to view awards information for
- 5. Then click 'Submit'
- 6. A document will open in a new tab, outlining how all of the agents within your chosen office are trending for Club and Career Awards
- 7. To print a hardcopy of this document or save a PDF copy to your computer, use the 'Save' or 'Print' icons on the toolbar.





If you have any questions about paying your bill in the Agent Office Portal, please reach out to product support