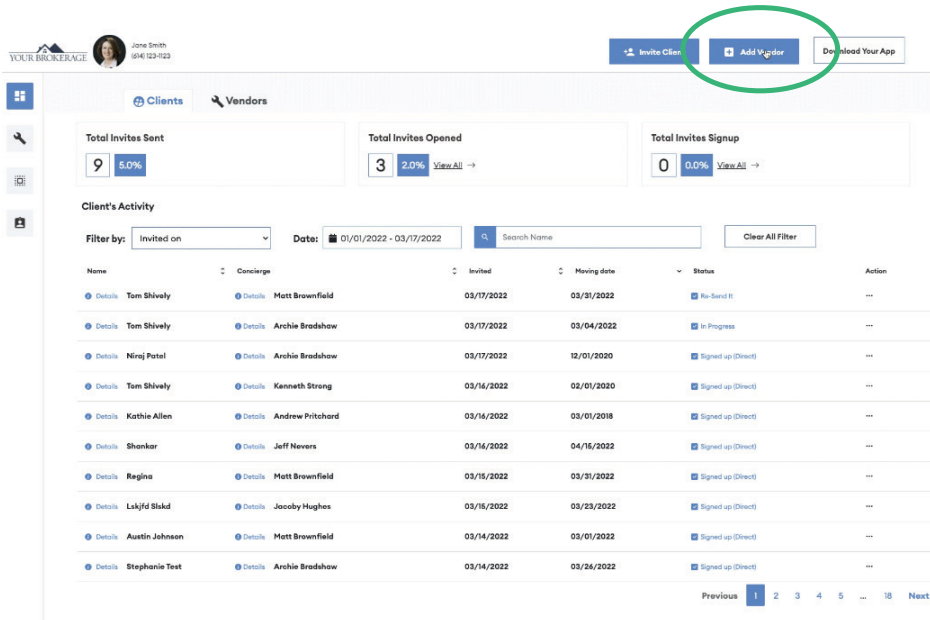


HomeHub is your client's and sphere of influence's home ownership assistant for life! A part of having this service is using your network of trusted professionals. You can add your trusted professionals into your Agent dashboard which will show only in your HomeHub instance. Let's go through how to add vendors in your agent dashboard.

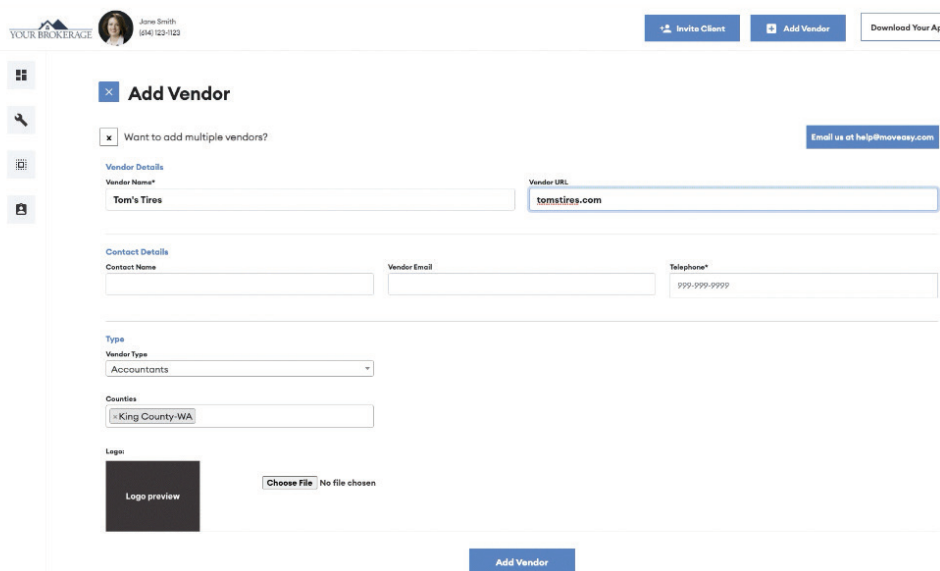
Step 1: From the Agent Dashboard, select Add a Vendor from the top of the screen.



The screenshot shows the 'Vendors' section of the Agent Dashboard. At the top right, there are three buttons: 'Invite Client', 'Add Vendor', and 'Download Your App'. The 'Add Vendor' button is circled in green. Below the buttons, there are three summary cards: 'Total Invites Sent' (9, 5.0%), 'Total Invites Opened' (3, 2.0%), and 'Total Invites Signup' (0, 0.0%). A 'Client's Activity' section follows, with a filter set to 'Invited on' and a date range of '01/01/2022 - 03/17/2022'. A table lists various vendors with columns for Name, Concierge, Invited, Moving date, Status, and Action.

Name	Concierge	Invited	Moving date	Status	Action
Tom Skively	Matt Brownfield	03/17/2022	03/31/2022	No-Sent It	...
Tom Skively	Archie Bradshaw	03/17/2022	03/04/2022	In Progress	...
Ninaj Patel	Archie Bradshaw	03/17/2022	12/01/2020	Signed up (Direct)	...
Tom Skively	Kenneth Strong	03/16/2022	02/01/2020	Signed up (Direct)	...
Kathie Allen	Andrew Pritchard	03/16/2022	03/01/2018	Signed up (Direct)	...
Shankar	Jeff Nevers	03/16/2022	04/16/2022	Signed up (Direct)	...
Regina	Matt Brownfield	03/15/2022	03/31/2022	Signed up (Direct)	...
Lakhd Biskid	Jacoby Hughes	03/15/2022	03/23/2022	Signed up (Direct)	...
Austin Johnson	Matt Brownfield	03/14/2022	03/01/2022	Signed up (Direct)	...
Stephanie Test	Archie Bradshaw	03/14/2022	03/26/2022	Signed up (Direct)	...

Step 2: Add in your Vendor's information.



The screenshot shows the 'Add Vendor' form. It includes a checkbox for 'Want to add multiple vendors?' and a link to 'Email us at help@moveeasy.com'. The form is divided into sections: 'Vendor Details' with fields for 'Vendor Name*' (Tom's Tires) and 'Vendor URL' (tomstires.com); 'Contact Details' with fields for 'Contact Name', 'Vendor Email', and 'Telephone*'; 'Type' with a dropdown for 'Vendor Type' (Accountants); 'Counties' with a dropdown for 'King County-WA'; and 'Logo' with a 'Choose File' button and a 'Logo preview' area. An 'Add Vendor' button is at the bottom.

Step 3: Select Vendor Type, location they serve (county & state) and the office locations they serve. If they have a business logo, have them send it to you and upload it by selecting the “Choose File” located to the right of the logo preview box. Make sure to select Add Vendor at the very bottom. *Please note: logos are not required for vendors, but do enhance their presence.

YOUR BROKERAGE Jane Smith (614) 123-1123

Invite Client Add Vendor Download Your App

Add Vendor

Want to add multiple vendors? [Email us at help@moveeasy.com](mailto:help@moveeasy.com)

Vendor Details

Vendor Name* Vendor URL

Contact Details

Contact Name Vendor Email Telephone*

Type

Vendor Type

Counties

Logo:

Logo preview No file chosen

