

Hi, Welcome to Silvercreek!

We look forward to working together! All of your paperwork has been received, and you have been activated with **Silvercreek Realty Group** at the **Idaho Real Estate Commission**.

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PASSWORDS

*Please allow **Two Business Days** for your passwords and fax number to be setup.*

If your last name is common, your Username may vary from the below defaults.

You will be contacted with the correct username in those cases.

The **Silvercreek Toolbox** <http://SilvercreekToolbox.net> is the place to find forms, logos, and the business card template. You can also **reserve conference rooms** and **sign up for floor-time**, and use the **Creekside Forum** to reach out to other agents.

Your login credentials for Toolbox will be:

Username: **First Letter of 1st name + last name**

Password: **Last 6 of SS#**

Your **Silvercreek Fax** <http://SilvercreekFax.net> number is contained in your "Welcome" email. All faxes received by this number will forward to your email. You may also send PDF Faxes right from your computer.

To log in use:

Username: **First Letter of 1st name + last name**

Password: **Last 6 of SS#**

The **Silvercreek Front Office** site <http://SilvercreekFrontOffice.net> is the place to go to see your Year-To-Date accounting reports, obtain your 1099's, as well as to find many other tools.

To login, just **look up your name (Last, First)**, then use the **Last 6 digits of your Social Security Number** for the password.

Your login to the **Canon printers** at any of the offices is the **last 6 digits of your Social Security Number**.

*NOTE: Scans from the Canon Printers **will NOT go to anyone** if your email is a **Yahoo** email.*

Yahoo has a protocol that stops emails from being sent from machines.

To access **any** of our **wireless networks** use the password

Silvercreek! (*NOTE the Capital "S" and the "!" at the end*).

To log in to the office **Drop-In computers** on site, use:

Username: **First Letter of 1st name + last name**

Password: **Last 6 of SS#**

SERVICES

If you are currently using a **Tour RE website** or want to start one, please email or call Hinsel at hinsel@tourre.com or call (208) 955-0550. We have a special rate of \$29.95/month (normally \$50). This includes your IDX feed and hosting. There is a \$50 setup fee (normally \$100) for new sites.

If you want to use CMA Toolkit (<http://toolkitcma.com/>), please contact me (aaronedwardsonline@gmail.com) and I will register an account for you. If you have had this service with your former brokerage, they need to cancel your membership before Silvercreek can add you. To log in, you need to enter your email address (password is "password"). This is a great service for doing listing presentations, CMAs, flyers etc. It costs \$8 per month that you use it. If you use it one month but not the next, you are only billed for 1 month. That billing is handled through the office and appears on your monthly statement (Please wait 48 hours from the time of this email to be entered into this service).

Real estate forms are now found in Paragon under your Resources tab click on Instanet. We advise that you take classes on using the new forms system. Please call IAR to change your brokerage information as it appears on the state forms. Instanet and Authentisign require certain settings with each browser. **Authentisign locks their documents!**
Please do not send us locked documents!

Please contact **IAR** for help with these issues (**342-3585**) or **Instanet** directly.

Client appreciation program. This program is a monthly drip campaign that sends a BOGO post card to your clients for local businesses and venues. When partnering with a lender, it is a great deal at \$.45 per card, which includes postage. You'll need to paste your database into the attached Excel sheet and make it your master postcard database.

<http://www.silvercreekprint.com> - Your main contact for this program is:

Patrick V. Quinn

200 N. Camelot Drive

Boise, Idaho 83704

Phone: [208] 870-5975

E-mail: patquinnboise@gmail.com

TECHNOLOGY

We've already mentioned the **Silvercreek Toolbox** above. Once you are signed up for toolbox, you will automatically be registered for our **Forum** inside the <http://SilvercreekToolbox.net> site. Here you can post and read notices about everything real estate related. Check it out!

Need to check your 1099? Need to find one of our websites? Then you should go to: <http://silvercreekfrontoffice.net>. Log in by finding your name and using the last 6 digits of your SS# for the password.

Do you have questions but don't know where to look? Try www.silvercreekhowto.net. No need to log in. Just click the link and browse for answers and important real estate information!

We have recently redesigned our website. Part of the redesign is that **each agent has their own personal web page!** While everyone can have a page, it is necessary that you fill out the form so we can personalize it the way that you want it. To fill out the form, please click on this link:

<http://silvercreekrealty.net/agent-web-page-creation/>

Directions for:

- **Silvercreek Fax - [CLICK HERE!](#)**

- Silvercreek Docs – [CLICK HERE!](#)
- To Find the **Contract Submission** Checklist – [CLICK HERE!](#)

NOTE: The Contract Submission Checklist is required with each new offer.

To have your laptop set up with the network and printer drivers, set an appointment with our **CIO, George Pafundi:** (208) 841-1561 or George@SilvercreekRealty.net. You might also try **Justin Herring**, our **Systems Technician** by calling the office at (208) 377-0422 ext. 3052 or emailing him at AskSilvercreek@gmail.com.

PROFESSIONAL PICTURES

Roger Doughty will take your professional team or individual photos for free. He likes to schedule the photo shoots on the **1st and 3rd Tuesdays of the month**. This is a gift to new agents for joining Silvercreek! You can choose a regular background or green screen. The green screen allows you to Photoshop your image in front of any background.

***Schedule with Roger: 794-8810 roger@silvercreekrealty.net** and remember to bring a thumb drive to take your pictures with you.

ORIENTATION

The **second Friday of every month from 12:15-2:30** we hold an orientation class for all the agents that have recently joined our team! The first half of the class we will cover our office information and systems as well as the paperwork process for our office. The second half of the class is focused on technology. Please plan on attending. To register go to: www.timetosignup.com/classes

AGENT LEADERSHIP COUNCIL

Molly Henrie	mollyhenrie@gmail.com	(208) 941-2346	President
Andi Ryan	andiryanmovesyou@gmail.com	(208) 371-6018	Vice President
Seth Neal	Seth@BoiseRealEstateGuy.com	(208) 515-2165	
Darcelle Sander	darcellesander@gmail.com	(208) 794-5196	
Chris Tuggle	ctug4yourhome@gmail.com	(503) 502-1447	
Pam Grove	pamgrovereadtor@gmail.com	(208) 871-7678	
Richard Braithwaite	rbrat56@hotmail.com	(208) 919-7601	
Rita Braithwaite	ritabrat64@hotmail.com	(208) 484-2468	
Kim Weissinger	kim@finehomesofboise.com	(208) 407-9388	
Krista Deacon	kristadeacon@gmail.com	(208) 860-1650	
Aaron Doughty	aarond@silvercreekrealty.net	(208) 440-5511	

OFFICE MEETINGS

- 1st Tuesday 9am: Silvercreek Office meeting at the Hampton Inn Suites
- 2nd Tuesday 9am: Buffini TV Broadcast in the large conference room at Silvercreek Meridian
- 3rd Tuesday 9am: Agent Roundtable in the large conference room at Silvercreek Meridian. Breakfast included.
- 4th Week TBD time: A Silvercreek mixer/social/give back opportunity at a location TBD. Watch your email for details.

These meetings are held **at the Hampton Inn by our Meridian office**. We normally go over market conditions and statistics. You will also have a chance to do have/wants to network with the group. We then have a speaker/presentation. These are very informational meetings. You are not required to attend but we hope to see you as much as possible!

On the **2nd and 4th Thursdays** we have an **Agent Mastermind Group** that meets and discusses current conditions, marketing, paperwork, statistics, trends and those things that effect your business. These meetings are at the Meridian office and start with breakfast at 8:45 (while it lasts) and then meet from 9:00-10:00. Everyone is invited.

TRAINING

Janis Mooney teaches 2 **New Agent Boot Camp** classes each week. These are usually held on Tuesdays and Wednesdays. Also, look for her agent development classes that help you with your business and marketing. She also teaches at least one FREE CE class each month.

To register for her CE classes go to: www.timetosignup.com/silvercreek.

BILLING

Your billing will begin next month. Joyce will email you your statement at the first part of the month. One or two days later she will process your credit card payment. She will prorate the \$50/mo. for the remaining days in the month from the day that you joined.

- If you have been with Silvercreek previously and are reactivating, there is a **\$100 reactivation charge**.
- If you are new to the business or are returning from an inactive status E&O will be charged and prorated, per the month, in your first office bill.
- In the month of September expect to see a billing for **E&O insurance** of \$208.00, if it remains the same.
- If you are a Corporation or LLC please complete the attached **W9** and email it to Joyce.
- **There is a \$10 deposit per office key/fob if you decide to get a key.**

We'll need your **credit card number** of the account you wish us to use for your monthly fees and purchases (signs, color copies, etc.). Please e-mail or call it in at your earliest convenience to **Joyce Doughty** - joyce@silvercreekrealty.net – **(208) 377-0422 Ext. 3015**

OFFICE CONTACT INFO

Aaron Doughty - Owner/Broker:	440-5511	AaronD@SilvercreekRealty.net
Krista Deacon - Designated Broker:	860-1650	SilvercreekBroker@gmail.com
Jan Nowak - Associate Broker:	939-0705	JansBoiseHomes@gmail.com
Patsy Kline - Front Desk Administrator:	377-0422 Ext. 3001	SilvercreekFrontDesk@gmail.com
Cori Bauer - M-Files Administrator:	377-0422 Ext. 3014	SilvercreekFrontDesk@gmail.com
Alaine Blaser - Trust Account Manager:	377-0422 Ext. 4040	SilvercreekFrontDesk@gmail.com
George Pafundi – CIO/Technology:	841-1561	George@SilvercreekRealty.net
Roger Doughty - Owner/Photos:	794-8810	Roger@ SilvercreekRealty.net
Joyce Doughty - Accounting:	377-0422 Ext. 3015	Joyce@ SilvercreekRealty.net
Janis Mooney - Training:	871-2777	JanisMooney@EnvisionRealEstateSchool.com
Aaron Edwards - Recruiting:	921-2195	AaronEdwardsOnline@gmail.com

Other Contact Numbers:

IMLS: (208) 976-4657 Lockboxes, MLS Dues, Instanet (FORMS), Cloud CMA, MLS CLASSES!
IREC: (208) 334-3285 Inactive/Active, License Renewal, Licensure, Education
IAR: (208) 342-3585 Forms
ACAR: (208) 376-0363 Ethics, Education, Committees
Nampa Association: (208) 467-9534

Thank you very much and welcome to the team! Please let us know if there is ever anything we can do for you. Have a great day!