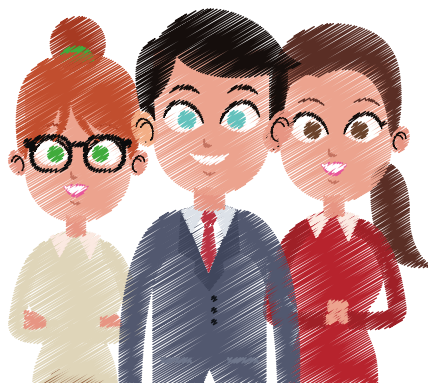


SEPTEMBER 2019



# TEAMS FAQ

*Should I work as a team in Flexmls? This guide will help you decide.*



**\*TEAM MEMBERS SHOULD NOT  
PUT THEMSELVES AS CO-LISTING  
MEMBER WITH THE TEAM**

## *HOW TEAMS WORK IN FLEX*

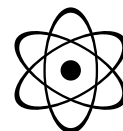
A team will have its own profile in Flex. All team members will be able to work as the team profile and submit/edit the team's listings. Please carefully consider if a team is right for you.

-To work as the team, always log in as yourself then go to Change User in the menu to super use as the team profile.

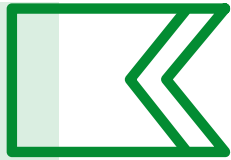
-The listing and selling agent should always show as the team. Sign contracts "Team Name" by "Your Name" to help the listing office avoid confusion and correctly enter the team as the selling member.

-Production volume will be counted for the team. Teams have their own volume awards category.

-Since only individual members can be issued a Supra key, the team ID will be applied to the Supra account of the assigned team lead. Team members can assign a lock box under Supra Functions in Flex by superusing as the team lead, then go back to working as the team account once the lock box serial number has been saved.



## *HOW ARE FINES ISSUED TO A TEAM?*



Should a team incur a fine, the fine will be tracked under the team name, not individual members. Additionally, if a second fine for the same violation is incurred, the fine amount will progress per GSBOR progressive fines policy under the team.

A fine incurred by the team will be invoiced to the designated team lead's GSBOR account.

A single \$100 one-time fine credit may be used by the team. If a team member should leave the team and work as an individual, they will then have a \$100 one-time fine credit available to them.

## *LET'S BE A TEAM*

If you decide that **Yes!** a team is for you, here are the steps to create your team.

- The request must come from the Designated Broker of your office.

- Send the request to [support@gsbor.com](mailto:support@gsbor.com) with the following information:

- Team Name
- Names of Team Members
- Who will be the Team Lead

Once the team account has been created, the team lead will be notified by email, and you can complete your team profile in Flex by editing your photo, website, email address, etc.

Any changes, including removing or adding a team member or changing a team lead should be submitted by the Designated Broker.

Sharing your username/password is strictly prohibited.

You can super use in Flex without working as a team.

To super use as another agent in your office, have your broker send a request in writing to [support@gsbor.com](mailto:support@gsbor.com).

*See Section 10.2 & 10.3 of SOMO Rules & Regulations*

