



NetMore CRE – Office Setup Guide

Step 1: Create Your Office Account

- Sign up for a NetMore CRE office account.
- Verify your email address.
- Log in to your Office Dashboard.

The screenshot shows the "Sign in to NetMore" login screen. At the top is the NetMore logo and the text "WELCOME BACK". Below this is the heading "Sign in to NetMore" and the instruction "Sign in with email or Google." There are two tabs: "Sign In" (active) and "Register". The main content area has a "Continue with Google" button with a "Last used" label. Below this is an "OR" separator. Under "Email address", there is a text input field with the placeholder "Enter your email address" and a blue "Continue" button. At the bottom, there is a link: "Don't have an account? Sign up".

Figure 1 – Step 1: Create Your Office Account

The screenshot shows the "Join your office" screen. At the top is the NetMore logo and the text "OFFICE ACCESS". Below this is the heading "Join your office" and the instruction "Accept your email invitation or ask your office owner to invite you again." There are two tabs: "Sign In" (active) and "Register". The main content area contains two paragraphs of text: "This account is not linked to an office yet. Open the invite link from your email, or ask your office owner to send a new invitation." and "Only create a new office if you are the owner setting up billing for your team." At the bottom, there are two buttons: "Cancel" and "Create your office".

Figure 2 – Step 1: Log in to your Office Dashboard

Step 2: Reserve Your Exclusive Territory

- Search for the city or market you want to serve.
- Select your available territory.
- Confirm your reservation.

Once activated, your office becomes the exclusive NetMore CRE office for that territory.

Q Search by territory, city, or state...

☒ Anaheim Anaheim, CA \$495/mo	☐ Beverly Hills Beverly Hills, CA \$495/mo
☐ Brea Brea, CA \$495/mo	☐ Carlsbad Carlsbad, CA \$495/mo
☐ Chula Vista Chula Vista, CA \$495/mo	☐ Corona Corona, CA \$495/mo
☐ Costa Mesa Costa Mesa, CA \$495/mo	☐ Del Mar Del Mar, CA Contact us for availability. \$495/mo CONTACT US

Showing 1-8 of 32

Previous 1 2 3 4 Next

1 territory reserved for your office. (1/1 for Basic)
Reservations are saved for 24 hours. Complete checkout below to activate your plan.

STEP 2 · SUBSCRIBE

Basic
1 territory selected

\$495/month

1 Exclusive commercial territory
Unlimited seller opportunities
Email + dashboard lead delivery

Figure 3 – Step 2: Reserve Your Exclusive Territory

Step 3: Complete Your Office Profile

Enter your office information:

- Office name
- Office logo
- Office address

- Email address

This branding will appear throughout your NetMore CRE experience and on your agents' materials.

The screenshot shows the 'Office Portal' interface. At the top, there's a header with the 'Office Portal' logo and 'XYZ' on the left, and a user profile icon with 'XYZ' and a dropdown arrow on the right. Below the header is a green notification bar stating: 'Your subscription is active. Complete your office profile to open the dashboard.' The main content area is titled 'STEP 3 - COMPLETE YOUR OFFICE PROFILE' and includes the instruction: 'Add your brokerage contact details so NetMore can support your territory, billing, and office communications.' The form consists of several fields: 'OFFICE NAME' (with a hint 'Set when you created your office. Contact support to change it.' and a value 'XYZ'), 'OFFICE MLS ID' (with a hint 'Your brokerage office code in your MLS (e.g. CRMLS office code).'), 'BROKER LICENSE NUMBER' (with a hint 'The license number of the broker of record for this office.'), 'OFFICE EMAIL' (with a hint 'A contact email NetMore can reach you at — any provider is fine.'), and 'OFFICE ADDRESS' (with a hint 'Search and select your physical office address.' and a placeholder 'e.g. 123 Main St, Irvine, CA'). A 'Save and continue' button is located at the bottom right of the form.

Figure 4 – Step 3: Complete Your Office Profile

Step 4: Add Your Agents

Invite agents by entering their email addresses.

Each invited agent receives:

- Their own secure login
- Personal dashboard
- Branded QR Code
- Lead management tools
- Access to office resources

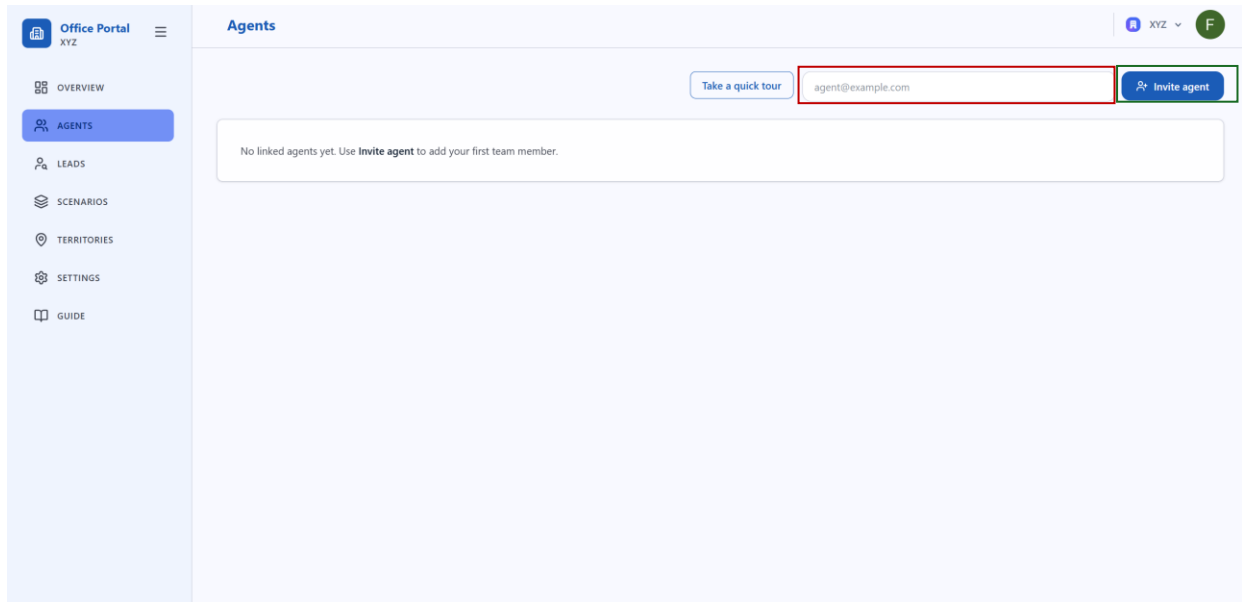


Figure 5 – Step 4: Add Your Agents

Step 5: Distribute Agent QR Code

Each agent receives a unique QR Code that can be used on:

- Business cards
- Property flyers
- Email signatures
- Marketing materials
- Social media
- Presentation folders

When a property owner scans an agent's QR Code, the lead is automatically routed to that agent and your office.

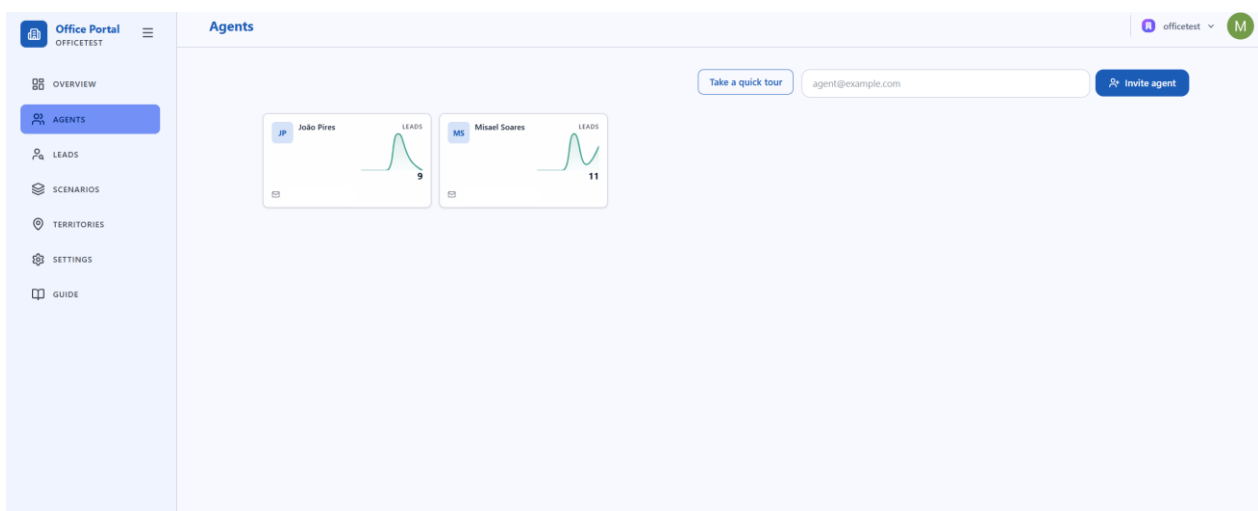


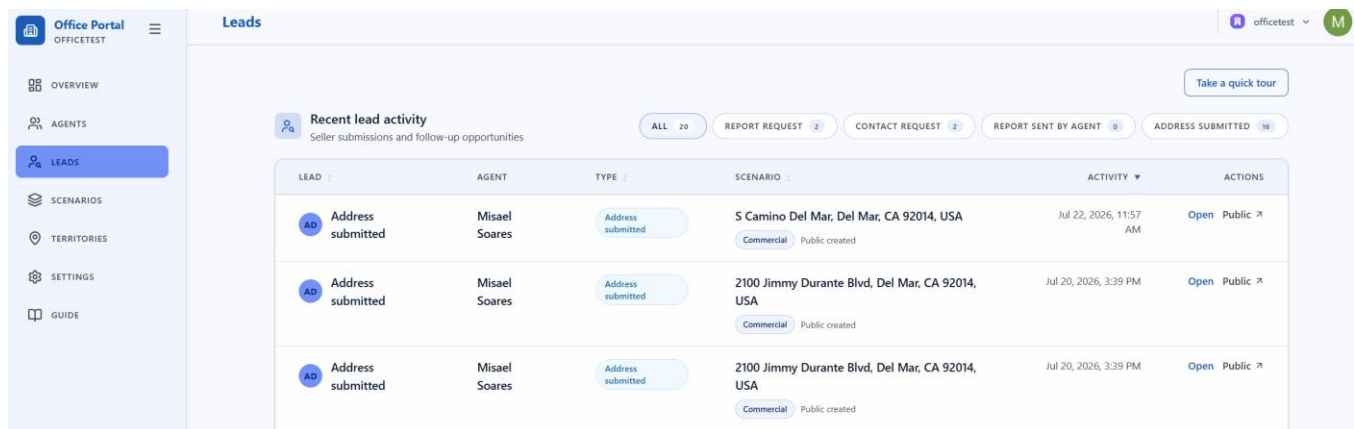
Figure 6 – Step 5: Distribute Agent QR Code

Step 6: Start Receiving Seller Opportunities

Property owners scan your QR Code and complete the NetMore CRE Property Analyzer.

As soon as they submit their information:

- The property owner receives their results.
- The assigned agent is notified.
- The office dashboard is updated.
- The opportunity is added to your lead pipeline.



The screenshot shows the 'Leads' section of the Office Portal. It features a sidebar with navigation options: OVERVIEW, AGENTS, LEADS (selected), SCENARIOS, TERRITORIES, SETTINGS, and GUIDE. The main content area displays 'Recent lead activity' with a table of leads. Above the table are filters for 'ALL' (20), 'REPORT REQUEST' (2), 'CONTACT REQUEST' (2), 'REPORT SENT BY AGENT' (0), and 'ADDRESS SUBMITTED' (16). A 'Take a quick tour' button is in the top right.

LEAD	AGENT	TYPE	SCENARIO	ACTIVITY	ACTIONS
Address submitted	Misael Soares	Address submitted	S Camino Del Mar, Del Mar, CA 92014, USA Commercial Public created	Jul 22, 2026, 11:57 AM	Open Public
Address submitted	Misael Soares	Address submitted	2100 Jimmy Durante Blvd, Del Mar, CA 92014, USA Commercial Public created	Jul 20, 2026, 3:39 PM	Open Public
Address submitted	Misael Soares	Address submitted	2100 Jimmy Durante Blvd, Del Mar, CA 92014, USA Commercial Public created	Jul 20, 2026, 3:39 PM	Open Public

Figure 7 – Step 6: Start Receiving Seller Opportunities

Step 7: Manage Your Leads

From your Office Dashboard you can:

- View all incoming seller opportunities
- Track agent activity
- Monitor territory performance
- Review property reports
- Follow up with property owners
- Manage your team

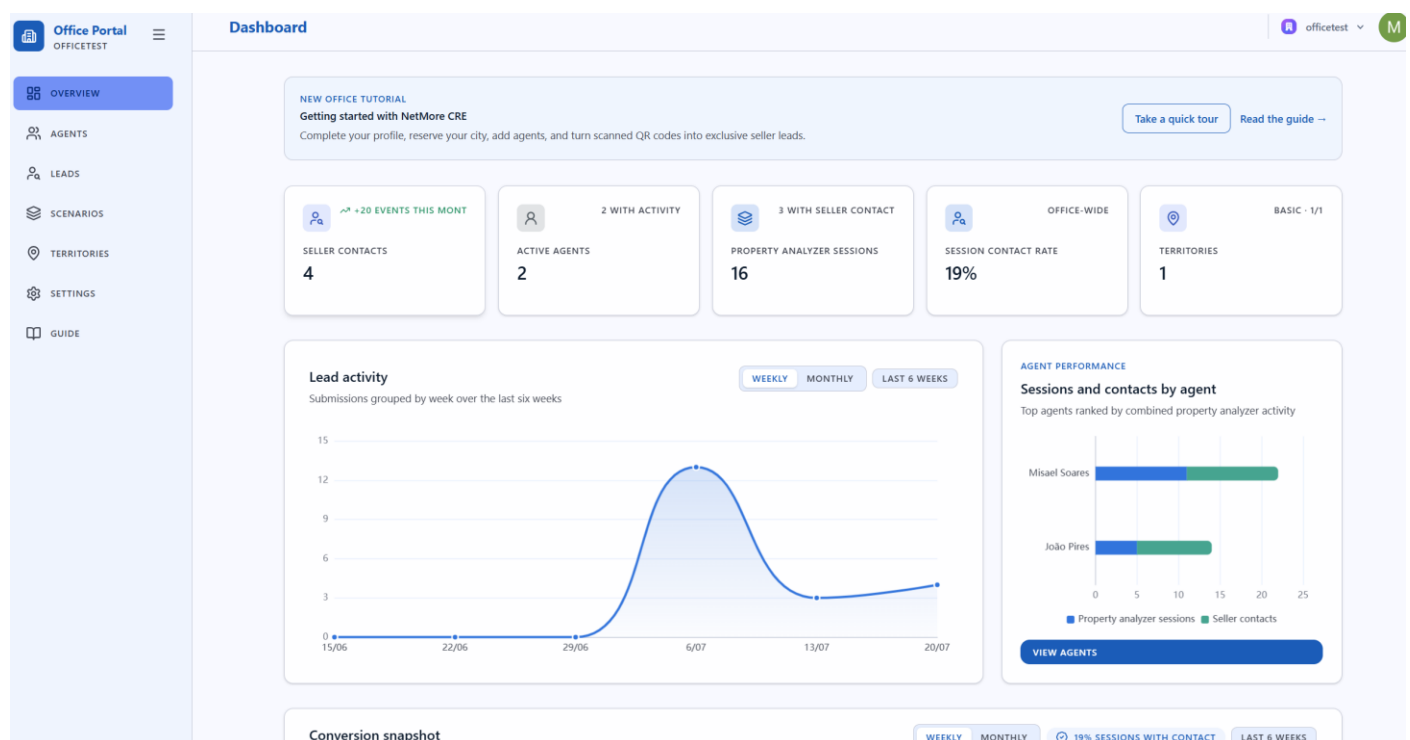


Figure 8 – Step 7: Manage Your Leads

Step 8: Grow Your Coverage

As your business expands, you can:

- Add additional exclusive territories (based on your subscription)
- Invite more agents
- Increase your market coverage
- Generate more seller opportunities

You're Ready!

Your NetMore CRE office is now fully configured.