



OKLAHOMA AGENT FAQ

Your guide to everything eXp OK!*

Press CTRL + F to search keywords
Mac: Press Command + F



*This is a living document that we update as we need to. Only **bookmark** this guide so you do not miss updates - please do not download.

State Information & Contacts

How do I find the State Broker Room?

Our State Broker Room is located in exp.World, click [HERE](#). Simply click on the GO TO menu in the top left of the screen. Then click US Broker Rooms > (STATE) Broker Room.

Or use the direct link [HERE](#) to bypass the welcome area!

****IMPORTANT: DO NOT leave the web page if you are in queue to speak to someone, this will remove you from the waitlist.**

Who is my State team and how do I contact them?

Broker Team



[✉️OK.Broker@eXpRealty.net](mailto:OK.Broker@eXpRealty.net) 📞 (888) 560-3964 [✉️OK.Broker@eXpCommercial.com](mailto:OK.Broker@eXpCommercial.com)

eXp OK NAID: EXPRLT9468

eXp Federal ID: 20-8369429

eXp Realty DUNS: 080248432

State Brokerage License: 159206

State Brokerage Address: 3209 S Broadway, Ste 231, Edmond, OK 73013

Administrative Support Analysts

An Administrative Support Analyst (ASA) is responsible for assisting the Broker Team with day-to-day operations.



Corrie Flanagan
Admin Support Analyst

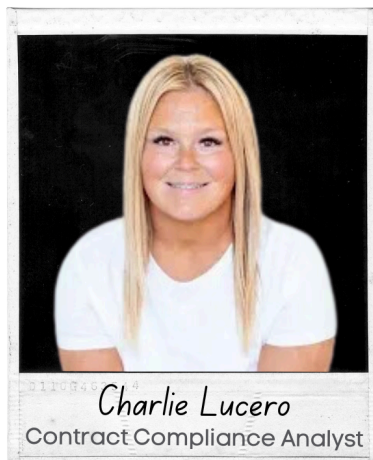


Kin Cristobal
Admin Support Analyst

[✉ OK.Admin@eXpRealty.net](mailto:OK.Admin@eXpRealty.net)

Contract Compliance Analysts

Our Contract Compliance Analysts (CCA) review your files in Skyslope and make sure that the required documents are submitted in a timely manner for each transaction. They will let you know if you are missing something or if something is incorrect.



Charlie Lucero
Contract Compliance Analyst



Doreen Smith
Contract Compliance Analyst

[✉ OK.Compliance@eXpRealty.net](mailto:OK.Compliance@eXpRealty.net)

Transaction Settlement Analysts

Our Transaction Settlement Analysts (TSA) are amazing behind-the-scenes people who work diligently to get the Commission Disbursement Agreements created for each transaction. They also settle each transaction and make sure your transaction info is recorded in Enterprise. Most importantly, they help get you paid!



OK.Transactions@eXpRealty.net

Mega Teams



OK.Transactions@eXpRealty.net

Expert Care Concierge

The eXp Expert Care Desk is THE place to ensure your questions are answered and your problems are solved. Their goal is to provide you, our eXp agents, with quick responses to information and decisions so you can focus on your business.



Available 24/7 in U.S. and Canada. Global coming soon.

 (833)303-0610  ExpertCare@exprealty.net  <https://exp.world/expertcare>

Assistance in multiple languages available!

State Resources, Trainings

When are the state meetings and trainings?

Click [HERE](#) to find our next state training. They will be listed in the right hand column of the calendar.

Where can I find past state meetings and trainings?

All of our State Meetings are posted on the [Oklahoma State Group page](#) in Workplace. Use the Search bar at the top of the page to quickly find what you are looking for with key words like "State Meeting."

Where else can I find state resources, updates, and information?

Since eXp is a cloud brokerage we have created several avenues for you to get connected and stay up to date. Below are just some of the ways to stay connected!

Workplace:

Workplace is our communication hub. This is where all state updates, news, and alerts will be shared. Check here daily for the most up to date knowledge.

- [Oklahoma State Workplace Group](#).

****Getting a TON of notifications from Workplace? Click [HERE](#) to learn how to update your settings.**

Oklahoma Self Help Room: <https://exp.world/okbrokerroom#conference-1>

Oklahoma State Website: <https://sites.google.com/exprealty.net/oklahoma-website/home>

Oklahoma Resource Guide: [eXp OK - All You Need to Know](#)

eXp Oklahoma Past Newsletters: All of our State News letters are posted on the [Oklahoma State Group page](#) in Workplace. Use the Search bar at the top of the page to quickly find what you are looking for with key words like "Newsletter."

Is there training for an agent new to eXp?

Yes, there is! eXp has a National Training that covers everything from transaction management to getting paid. Get the schedule [HERE](#)! These classes cover everything an agent needs to know to get started. You can find the National Training Auditorium [HERE](#). You can also access on demand National Training through the My eXp app on the Getting Started tab. Click [HERE](#) to find the next class. *También los tenemos en español!*

For state specific training our state Orientation is held on the 2nd and 4th Tuesday of the month at 10:00AM CST in the Oklahoma Auditorium. <https://exp.world/okauditorium>

What are the state policies and procedures?

You can find the Oklahoma Policies and Procedures [HERE](#).

Licensing

Please go to <https://oklahoma.gov/orec/licensing.html> for any state licensing questions you may have.

Marketing

Do I need advertising approval?

Please send a proof through your Broker Team chat in Workplace Chat for review. If you don't yet have a Broker Team chat, please email ok.admin@exprealty.net for assistance. You can also

send your proof to ok.broker@exprealty.net with "Proof for Approval" in the subject line, but Workplace chat will be the best option for a quick approval.

Can I use an alias? *(For example, middle name or a nickname)*

Yes, If an agent is marketing their business under any other name than what is listed on their Real Estate license, the preferred name/alias must be registered with OREC. Agents can do this by emailing help@OREC.OK.gov

MLS/Associations

What MLS/Associations is eXp a part of in Oklahoma?

[Here](#) is a document that lists our offices and which MLS they are affiliated with. If you are looking to join an MLS that is not listed for your office, please reach out to Kathy Fowler, Oklahoma Designated Managing Broker to discuss your needs.

Oklahoma Association of REALTORS Legal Line

<https://okrealtors.com/legal-guidance>

Offboarding

****Agents must provide notice in writing of their intention to offboard with eXp or agent billing may, and likely will, continue for a limited period of time following agent's offboard date. Please see eXp realty Independent Contract Agreement (Page 3, Section 6)**

Who do I notify if I intend to leave eXp?

- Send an email to OK.Admin@exprealty.net with your name, and official offboard date.
- Send a Workplace chat to your State Broker or ASA with your email, and official offboard date.

Your state team will reach out via email with an Exit Survey that will need to be completed in order for the offboard process to be finalized.

Onboarding

How do I transfer my license to eXp (STATE)?

[Brokerage Transfer Instructions](#)

I just got licensed! What are my next steps?

[License Issuance Instructions](#)

Who can I contact to check on my onboarding status?

For new agents inquiring about the onboarding status please have THEM email ok.admin@exprealty.net

If you are inquiring about an agent you are sponsoring, please go to Agent Onboarding in eXp World (preferably with each other) or email ok.admin@exprealty.net

In almost all cases of delayed onboarding, the agent trying to join eXp Realty has not completed a document sent to them. Make sure they are checking their email and spam folder, particularly for **HelloSign** documents. Please also make sure they are reading EACH email sent to them during the onboarding process, as each has important information. We do our best to communicate every step of the way.

Are there any state-specific resources for an onboarding agent?

[eXp Oklahoma Onboarding Flow Chart](#)

For anything not covered in this state-specific section, please see below.

US Agent Center Onboarding Website [HERE](#)

ALMOST everything you need to know about onboarding with eXp.
See below for state specific information and instructions.

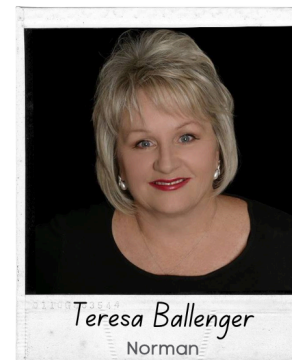
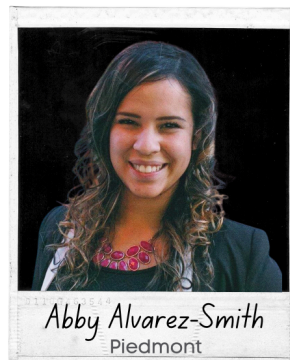
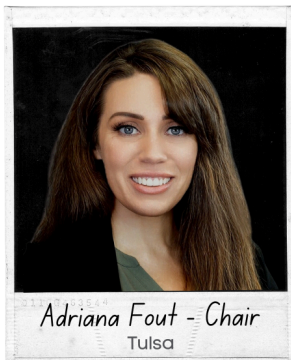
State Agent Advisory Council

What is the State Agent Advisory Council (SAAC)?

Being heard and having a voice in a company is a valuable asset. With eXp Realty's commitment to being the most agent-centric real estate company in the world, it has an Agent Advisory Council (AAC), which was installed in 2019 to provide eXp's agents with a direct liaison with eXp's leadership team.

The Agent Advisory Council serves as a conduit of communication in support of the agent voice and overarching company initiatives.

Who is on the (STATE) AAC?



Where can I find more information on this program?

State /Province Agent Advisory Council Overview [HERE](#)

State/Province AAC Agent FAQ [HERE](#)

Transactions, Contracts & Forms (Oh, my!)

Where do I have my commission checks mailed to?

MAILING ADDRESS:

EXP Realty LLC
PO Box 207182
Dallas, TX 75320-7182

OVERNIGHT ADDRESS:

Lockbox Services 207182
EXP Realty LLC
2975 Regent Blvd Suite 100
Irving, TX 75063

Where do I send documents that need the Broker's signature?

Please send via electronic signature program to OK.sign@exprealty.net

Who do I reach out to about my Commission Disbursement Authorization (CDA)?

This is what your Transaction Team Analysts handle. Click [HERE](#) to be taken up to their contact information.

Where do I find contracts and forms?

There are two main places state forms/documents exist. The first is in your MLS and the second place is in Skyslope Forms (available in your Skyslope account provided by eXp). eXp Specific forms are in the Files section of the [Oklahoma State Workplace Group](#).

Here is a link to the [Transaction Reference Guide](#). Any questions relating to what forms are needed and how a transaction works will be in this guide (Listings, Buyers, Rentals, Referrals, Retainer Fees, Marketing Fees, BPO, Leases, etc).

Where do I find eXp Forms?

eXp forms are the company documents we have created - you will find them in Skyslope, our Transaction Management System. Skyslope Forms> Browse Library> All Libraries> eXp Realty USA- Broker Library

The following eXp forms are housed in Skyslope:

- Wire Fraud Advisory
- Agent Owned Listing/Selling of Personal Property

- Associated Business Agreement
- Lead Based Paint Disclosure
- eXp W9
- E&O

What required documents do I need to have in my files?

You can find checklists for all types of transactions under “Checklists/Compliance” on the [eXp OK All You Need To Know Trello Board](#). Scroll to the right, or use Ctrl+F to search.

Can my commission be paid to my LLC?

Absolutely! Find out how [here](#)

What does it mean to be a (SINGLE CHECK/SPLIT CHECK) state?

Single Check: *The commission is paid directly to the to eXp Realty and then the brokerage pays the agent via direct deposit. This is state specific and if you are not sure about your state - please check with your state broker team.*

Split Check: *The title company or closing attorney can pay the agent directly. The closing company will create 2 checks, one for eXp and one for the agent or agents involved. Once the transaction has closed the title company or closing attorney will provide you with your commission check. This is state specific and if you are not sure about your state - please check with your state broker team.*

For anything not covered in this state-specific section, please go to our [National Training classes](#) or see below.

eXp’s Transaction Quick Reference Guide [HERE](#)

The Transaction Quick Reference Guide is...

National Questions & Resources

For anything not covered in our State-Specific FAQ, please see below.

The US Agent Center [HERE](#)

Step into the US Agent Center, where all Agent essential tools and information are just a click away.

eXp Realty FAQ [HERE](#)

Get answers to eXp's most frequently asked questions.