



# IDAHO AGENT FAQ

Your guide to everything eXp ID!\*

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 > Idaho Broker Room.

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

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

**IDAHO MANAGING BROKER**

**Bob Bass**  
Designated Managing Broker  
208-890-7776  
WP Chat: @Bob Bass  
[id.broker@exprealty.net](mailto:id.broker@exprealty.net)

To speak to a Broker "In-Person", Visit the Idaho Broker Room where your Brokers are on the floor M-F 8:00am-5:00pm waiting to help YOU!  
Login to [eXp.World/idbrokerroom](https://exp.world/idbrokerroom)  
click on the **I HAVE A QUESTION** button on top of the screen, and hit **BROKER**

The next best ways to contact your Managing Broker is Workplace Chat, text message, or via phone call.  
If you need a BROKER SIGNATURE, send it to [id.sign@eXpRealty.net](mailto:id.sign@eXpRealty.net)  
And please make sure it is ELECTRONICALLY SIGNABLE

#### **BROKER LICENSE NUMBERS**

Realty - LC44316

Commercial - LC52349

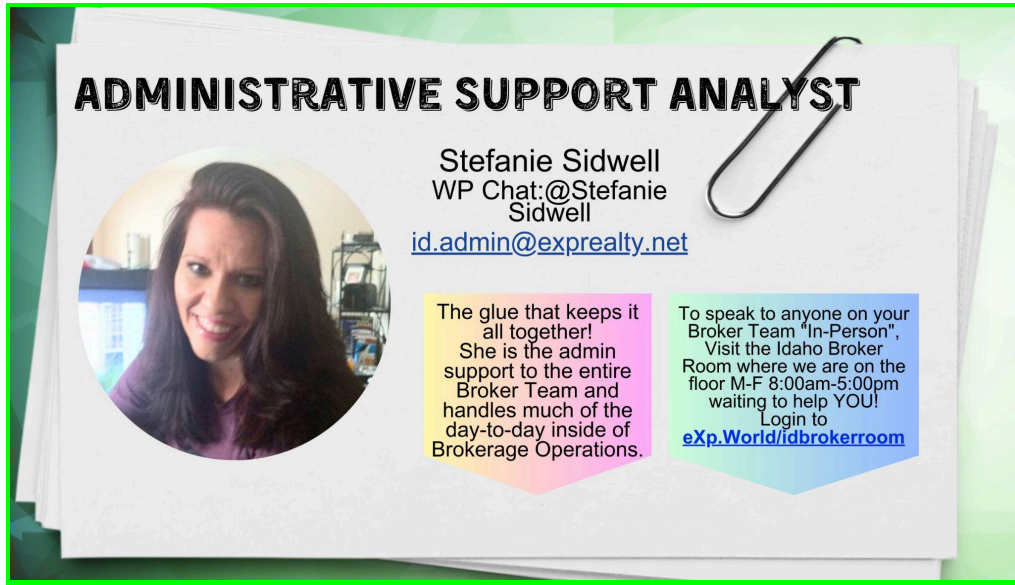
**HUD/NAID NUMBER** - EXPRLT9444

**MAIN OFFICE ADDRESS** - 1653 E Braemere Rd. Boise 83702


**OFFICE NUMBER** - 360-483-0462

## Administrative Support Analysts

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



**ADMINISTRATIVE SUPPORT ANALYST**

 Stefanie Sidwell  
WP Chat: @Stefanie Sidwell  
[id.admin@exprealty.net](mailto:stefanie.sidwell@exprealty.net)

The glue that keeps it all together!  
She is the admin support to the entire Broker Team and handles much of the day-to-day inside of Brokerage Operations.

To speak to anyone on your Broker Team "In-Person", Visit the Idaho Broker Room where we are on the floor M-F 8:00am-5:00pm waiting to help YOU!  
Login to [eXp.World/idbrokerroom](https://Exp.World/idbrokerroom)

## 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.



**COMPLIANCE SPECIALIST**

 Lori Williams  
208-296-1237  
WP Chat: @Lori Williams  
[id.contracts@exprealty.net](mailto:lwilliams@exprealty.net)

Your Contract Compliance Specialist handles your SkySlope files to make sure you have everything you need to be compliant with the NAR & Idaho.  
\*If you need SkySlope assistance, Lori is the PRO, come see her!

To speak to Lori "In-Person", Visit the Idaho Broker Room where your Brokers are on the floor M-F 8:00am-5:00pm waiting to help YOU!  
Login to [eXp.World/idbrokerroom](https://Exp.World/idbrokerroom)  
click on the **I HAVE A QUESTION** button on top of the screen, and hit **CONTRACT COMPLIANCE**

## Transaction Settlement Analysts

Our Transaction Settlement 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. They help get you paid!



**TRANSACTION SETTLEMENT SPECIALISTS**

Your Transaction Settlement Specialist Team handles your Commission Disbursement Agreements (CDAs).  
\*They determine HOW and WHEN you will get PAID!

The best way to contact your Transactions Team is via email at [id.transactions@exprealty.net](mailto:id.transactions@exprealty.net)

Teams:  
[id.teamstransactions@exprealty.net](mailto:id.teamstransactions@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.



**EXPERT CARE CONCIERGE DESK**  
**IS NOW - 24/7 !**

YOUR GO-TO RESOURCE FOR ALL EXP TOOLS AND PLATFORMS.

- Onboarding Support and Join App Troubleshooting
- Assistance with access to eXp Tools & Training
- Regus memberships
- General eXp Questions (Navigating world, who to contact, etc)
- W9, Direct Deposit and Email Alias changes/updates
- eXp Partners Information (Healthcare, Express Offers, etc)
- Mentor Program
- eXp University classes & locations
- State Meetings/Training Information
- Business Cards, Agent Equity Program

To speak to a Concierge "In-Person"  
Visit <https://exp.world/expertcare>

Have a Question? Call us on our Hotline!  
833-303-0610 - 24/7  
email - [id.expertcare@exprealty.net](mailto:id.expertcare@exprealty.net)

*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?

[Idaho State Class & Meeting Video Library](#)

### 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.

- [Idaho State WorkPlace Group](#)
- [Idaho State Referral Group](#)

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

[Idaho Self Help Room](#)

[Idaho State Website](#)

[Idaho Resource Guide/Agent FAQ & Link Library](#)

[eXp Idaho Past Newsletters](#)

### 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 either **Monday mornings @ 10am MST** or **Thursday mornings @ 10am MST** (whichever time works best for the agent.)

## What are the state policies and procedures?

[Idaho P&P 2024](#)

## Licensing

Please go to the [Idaho Real Estate Commission](#) for any state licensing questions you may have.

## Marketing

### Do I need advertising approval?

Yes! Please send all advertising and marketing materials for approval **prior to printing** to [id.broker@exprealty.net](mailto:id.broker@exprealty.net) **AND** [marketing@exprealty.net](mailto:marketing@exprealty.net)

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

[A licensee must be licensed in his/her legal name and can use a nickname, so long as it is registered with the Commission.](#)

## MLS/Associations

### What MLS/Associations is eXp a part of in Idaho?

[Idaho MLS Information Sheet](#)

**Idaho REALTORS® Legal Hotline**

**(800) 324-3559**

## 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 [id.broker@exprealty.net](mailto:id.broker@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 ID?

Please contact either [Bob Bass](#) or [Stefanie Sidwell](#) when you are ready to be transferred. They will take care of that for you by affiliating you with eXp on the commission site.

### I just got licensed! What are my next steps?

Please reference the “Welcome to Idaho eXp!” email that was sent to you by Stefanie Sidwell

### Who can I contact to check on my onboarding status?

Stefanie Sidwell - [id.admin@exprealty.net](mailto:id.admin@exprealty.net)

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

The Idaho Agent Briefcase is currently being worked on, but not quite finished yet. Coming soon!

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*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 ID AAC?**

Currently there are 4 members: Chris Briner, Jonna Weber, Sommer Trubl, David Coates

## **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?**

eXp Realty, LLC - 2219 Rimland Dr. STE 301 Bellingham, WA 98226

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

Please send via electronic signature program to [id.signature@exprealty.net](mailto:id.signature@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?**

In the state of IDAHO all Idaho Real Estate Forms are only accessible through your MLS. Log into your MLS, from there you can log into Form Simplicity or Instanet to access forms.

### **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

## Where do I send rejected offers?

All rejected offers should be uploaded into Skyslope just like any other offer. Upload any signed docs you have and leave a comment in the checklist that the offer was "REJECTED."

## Can my commission be paid to my LLC?

Yes, they just have to make sure to opt in by turning in a copy of the agents LLC Document showing they are a member. Generally this is done during onboarding.

## What does it mean to be a split check state?

**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.*

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***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.