

## Commercial Investment (CIN) Office Designation

Once an office is determined to be qualified for the Commercial Investment Network (CIN) designation, based on achieving CENTURY 21® CIN eligibility requirement, an alert will automatically appear on the home page and the brokerage module page of dash, to enable the office to easily apply for the designation via 21Online.com.

### Eligibility Requirements for CIN Designation:

CIN eligibility will be determined by having 3 closed commercial listings in the last 12 months period.

Follow the steps below to access the CIN designation notification in dash and to complete the application process.

### Accessing Offices Eligible for CIN from dash Home Page

From the dash home page, go to the Alerts section.

1. Use the right-pointing arrow to scroll to access the alert you intend to select.

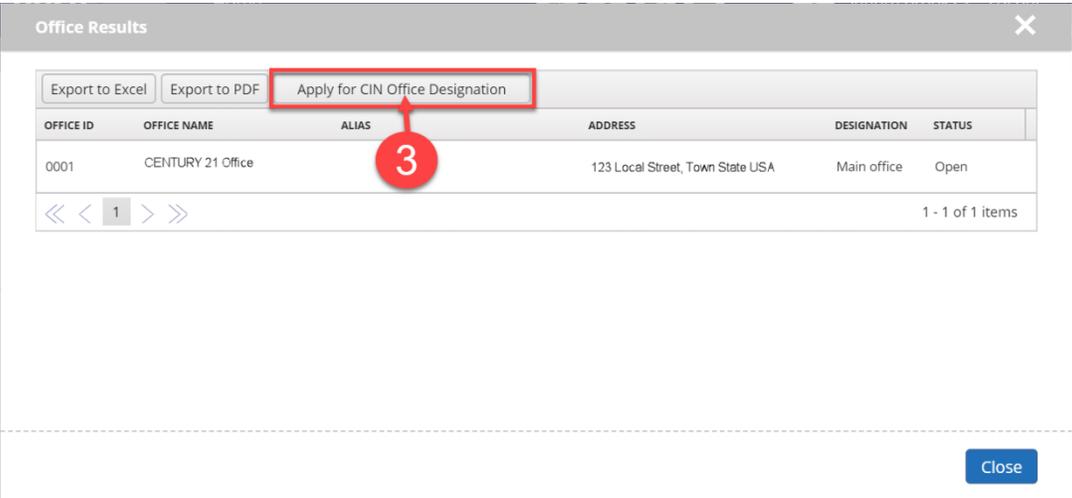
The screenshot shows the 'dash' home page. The top navigation bar includes 'Home', user profile 'Sundra Brooks', and 'Logout'. The main content area has a sidebar with 'Listings', 'Transactions', 'People', 'Brokerage', and 'Business Intelligence'. The 'Alerts' section is highlighted with a red box and contains five cards: 'People without remarks' (31), 'People with licenses expiring in 30 days' (1), 'Offices without photo' (1), 'Offices without remarks' (1), and 'Offices without specializations' (2). A red arrow points to the right-pointing arrow on the 'Offices without specializations' card, with a red circle containing the number 1.

2. Select the **Offices eligible for CIN alert**

The screenshot shows the 'dash' home page. The top navigation bar includes 'Home', user profile 'S', and 'Logout'. The main content area has a sidebar with 'Listings', 'Transactions', 'People', 'Brokerage', and 'Business Intelligence'. The 'Alerts' section is highlighted with a red box and contains two cards: 'Offices eligible for FHE' (1) and 'Offices eligible for CIN' (1). A red arrow points to the 'Offices eligible for CIN' card, with a red circle containing the number 2.

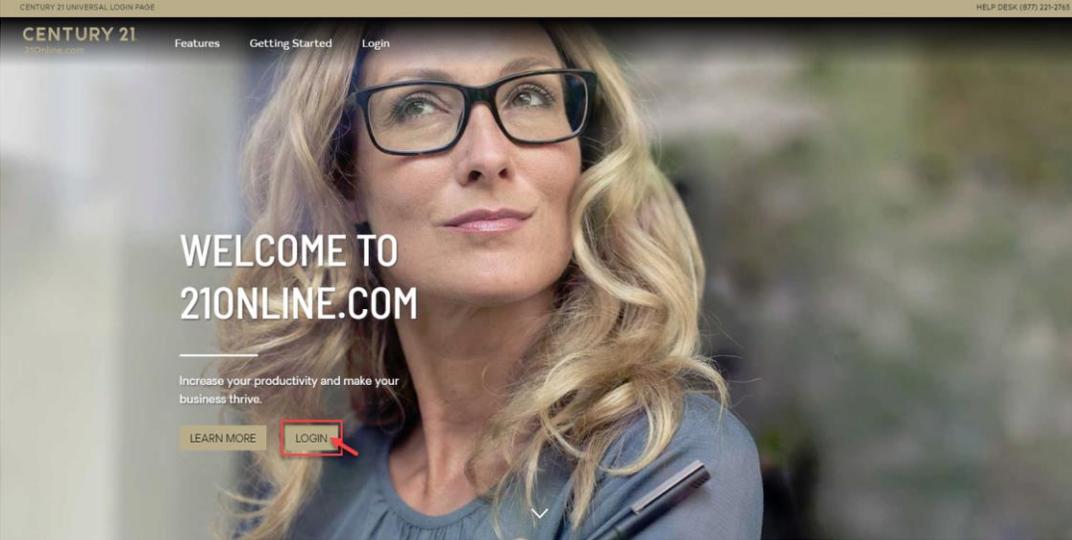
An Office Results window will appear showing all offices to which you have access that are eligible for CIN designation.

- 3. Click on the **Apply for CIN Office Designation** button.



You will immediately be directed outside of dash to the 21Online.com site.

**Note: If you are not already logged into 21Online.com**, you will be directed to the login screen to enter your username and password, before being directed to the Office Designations page.



The **Office Designations** page on 21Online.com will appear.

**Note:** Only offices that the Broker is responsible for will be populated in the list.

4. Select the office, then click the **Apply** button located under the CIN Action column.

The screenshot shows the 'OFFICE DESIGNATIONS' page on 21Online.com. It features a 'Filter Offices' section with dropdown menus for 'FH&E Status' and 'CIN Status', and input fields for 'Office ID', 'FH&E Approval Date Start/End', 'CIN Approval Date Start/End', and 'GREEN Approval Date Start/End'. Below the filters is a table with columns: Office ID, FH&E Status, FH&E Action, FH&E Approval Date, CIN Status, CIN Action, CIN Approval Date, GREEN Status, and GREEN Action. The first row shows Office ID 0001, FH&E Status 'Not Applied', and CIN Status 'Not Applied'. The 'CIN Action' column for this row contains an 'Apply' button, which is highlighted with a red box and a red circle containing the number 4. At the bottom right of the table, it says '1 Items in 1 pages'.

The Office Designation Application page will appear showing your Office Name, Office Address, Office Email, and Terms & Conditions.

**Note:** Make sure the office email displayed is accurate, since all communications regarding the Office Designation will be sent to that email address.

5. Review the **Terms & Conditions**.
6. Check the box to confirm reading and agreeing to the Terms & Conditions.
7. Click **Submit**.

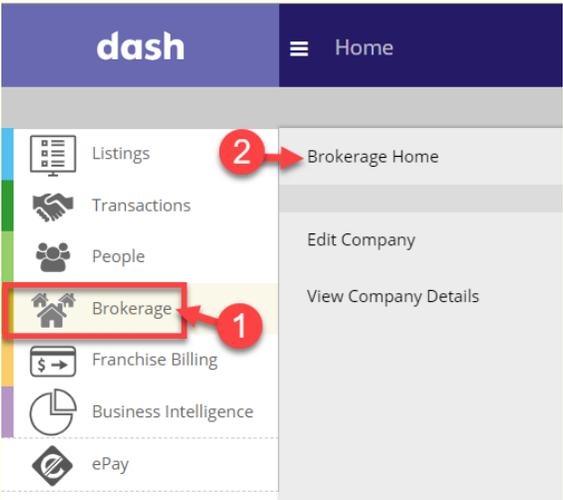
The screenshot shows the 'Office Designation Application' form. It is titled 'Commercial Designation Application for Office 0001'. The form includes the following fields: 'Office Name: CENTURY 21 Office', 'Office Address: 123 Local Street, Town, USA', and 'Office Email: first.last@century21.com'. Below these fields is a yellow box with a downward arrow icon and the text: 'Communications regarding this Office Designation will be sent to the e-mail address displayed above.' Underneath is the 'Terms & Conditions' section, which has a scroll bar and a red circle containing the number 5 next to the text 'TERMS AND CONDITIONS OF COMMERCIAL OFFICE DESIGNATION'. At the bottom of the form, there is a checkbox with the text 'I have read and agree to the required Terms and Conditions of the Commercial Investment Network designation.' To the left of the checkbox is a red circle containing the number 6. To the right of the checkbox are two buttons: 'CANCEL' and 'SUBMIT'. A red box highlights the 'SUBMIT' button, and a red circle containing the number 7 is next to it.

Once submitted, your application will be reviewed and follow-up information regarding your submission and designation approval will be sent to you via email.

**Accessing Offices Eligible for CIN Designation from dash Brokerage Module**

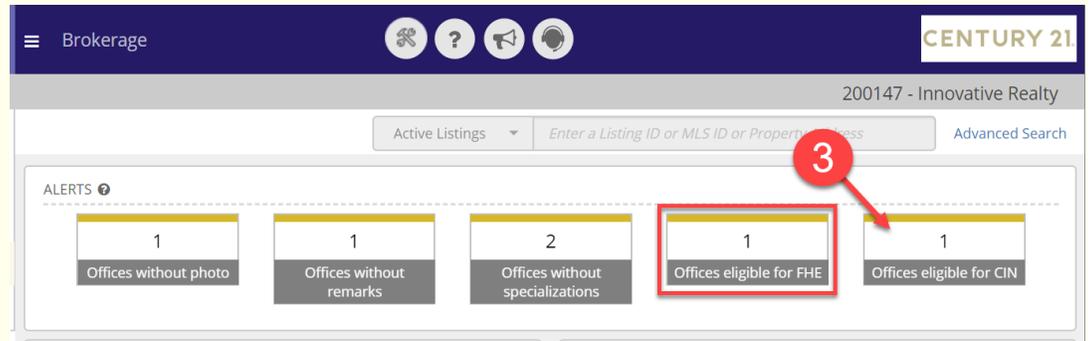
Log into dash.

- 1. From the dash home page left menu, click on **Brokerage**.
- 2. Next, select **Brokerage Home**.



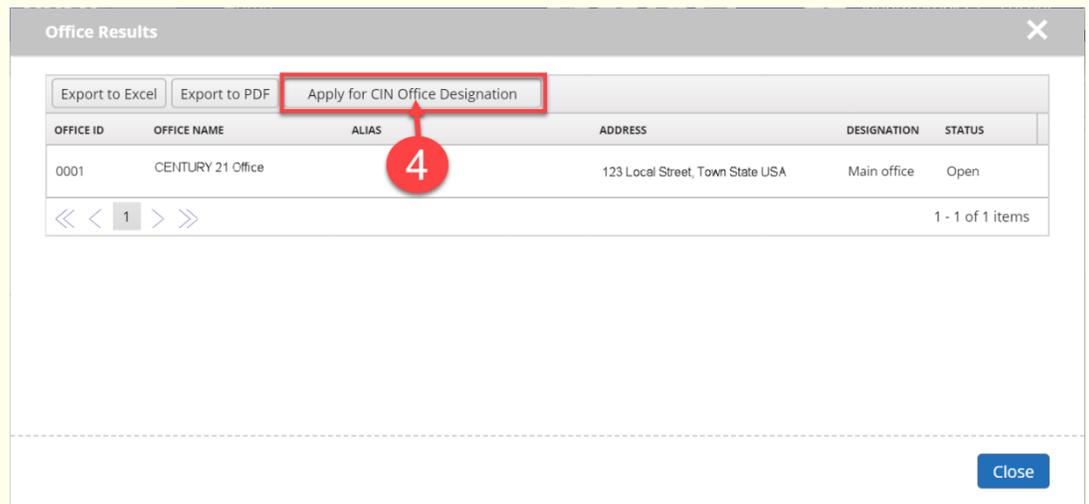
From the dash Brokerage Module home page go to the Alerts section.

3. Click on the **Offices eligible for CIN alert**



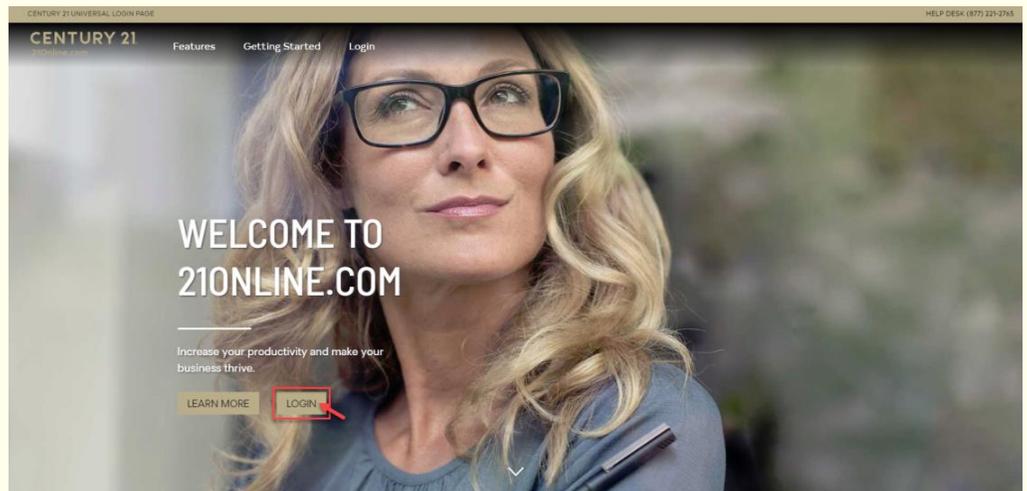
An Office Results window will appear showing all offices to which you have access that are eligible for FHE designation.

4. Click on the **Apply for CIN Office Designation** button.



You will immediately be directed outside of dash to the 21Online.com site.

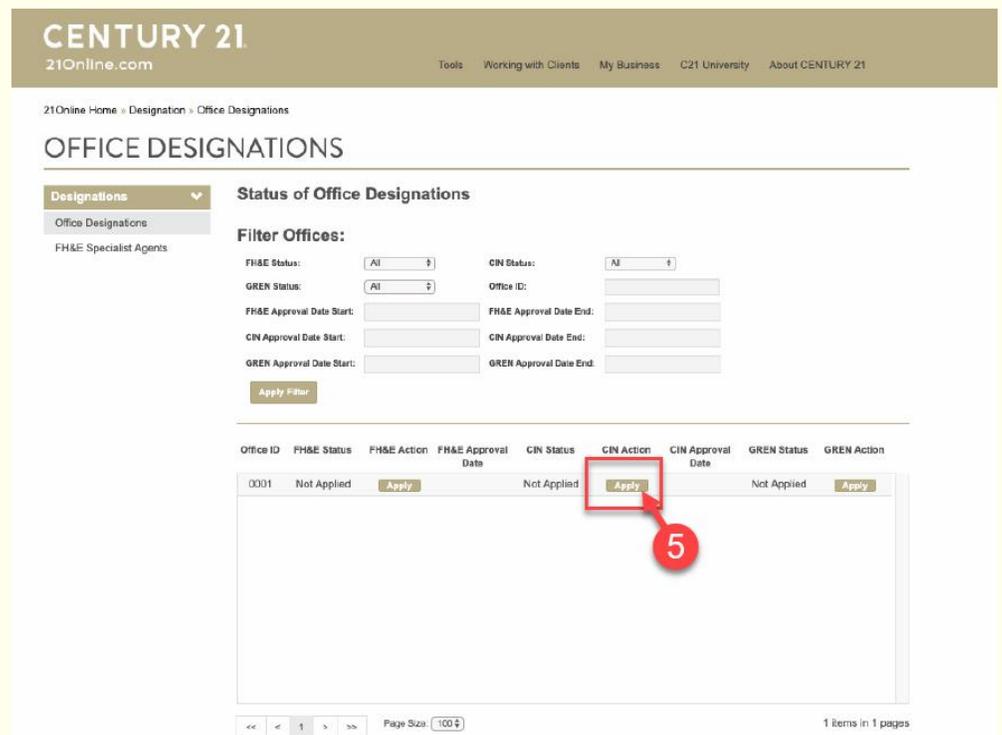
**Note: If you are not already logged into 21Online.com,** you will be directed to the login screen to enter your username and password, before being directed to the Office Designations page.



The **Office Designations** page on 21Online.com will appear.

**Note:** Only the office or offices that the Broker is responsible for will be populated in the list

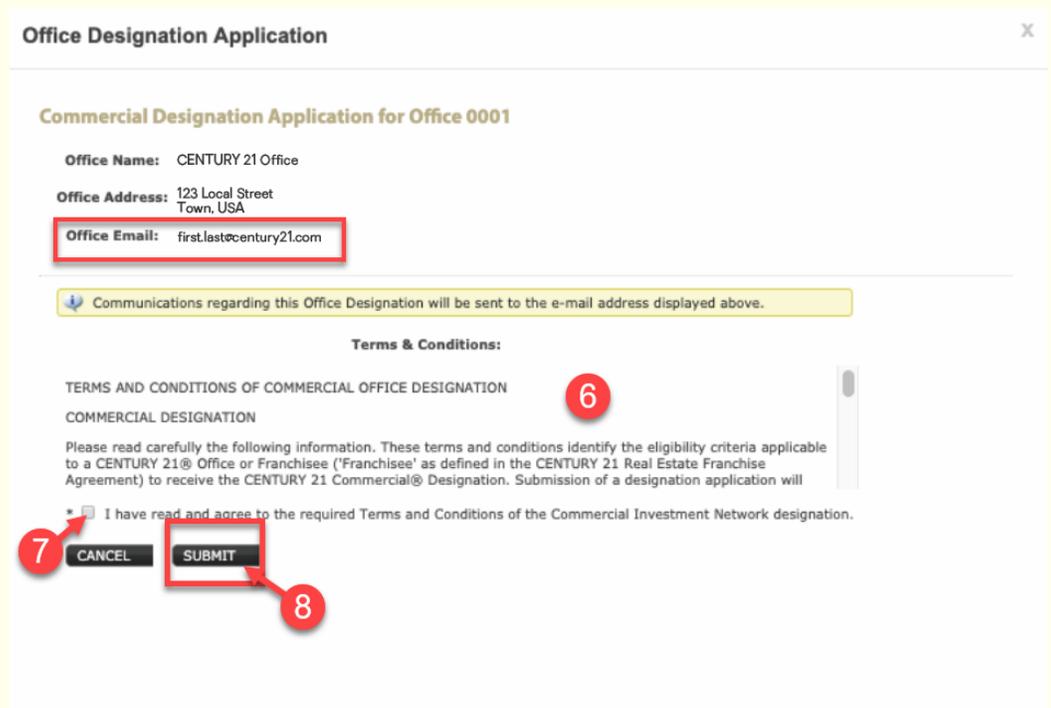
5. Select the office, then click the **Apply** button located under CIN Action column.



The Commercial Designation Application page for the selected office will appear showing the Office Name, Office Address, Office Email, and Terms & Conditions.

**Note:** Make sure the office email displayed is accurate, since all communications regarding the Office Designation will be sent to that email address.

6. Review the **Terms & Conditions**.
7. Check the box to confirm reading and agreeing to the Terms & Conditions.
8. Click **Submit**.



Once submitted, your application will be reviewed and follow-up information regarding your submission and designation approval will be sent to your email.

**Eligibility Requirements for CIN Designation:**

Office must have at least 3 closed commercial listings in the last 12 months period.