

CLOSING COORDINATORS! ORDERING PERSONALIZED MAGAZINE SUBSCRIPTIONS ON BEHALF OF AGENTS MADE EASY!

- Access multiple agents' accounts from a single login.
- No passwords to remember.
- No setup cost.

To get started, email to Katya Dawson at dawson@ctwo.net the following information:

1. First and Last Name of the person who would be ordering on behalf of the office. Only one Office Administrator (OA) login is permitted.
2. Your brokerage name.

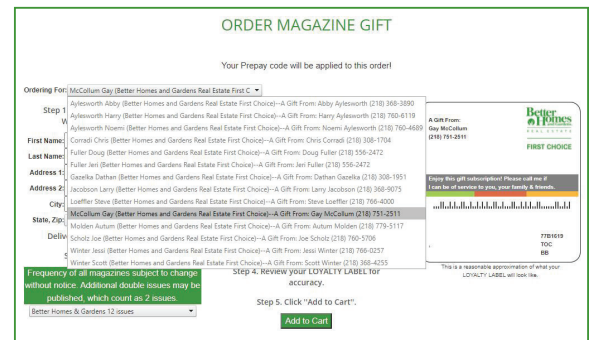
ORDERING INSTRUCTIONS:

1. Access your BuyBHG account -> Products -> Personalized Magazine Subscriptions, then select "Order" (this step will log you into your account).
2. By default, you will see YOUR account. To order on behalf of the agent, select their name from the "Ordering For" drop-down menu.
3. If you see the agent's name on the label preview, it indicates you are ordering for this agent.
4. You can order as many subscriptions as you want for the same agent, then select a new agent from the drop-down menu, wait for the label preview to appear, then start ordering for the new agent.
5. Please note, you don't need to pay for each agent separately.
6. Go to shopping cart and click on "Checkout" to complete your purchase.
7. The confirmation email will be sent to you and the agent(s).

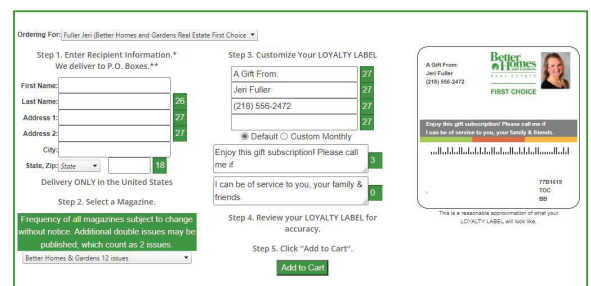
NEW AGENTS:

Once the agent has been added in dash, they will be automatically added to the OA's drop-down menu.

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"Ordering For." drop-down menu.



Order Form and Agent label preview.