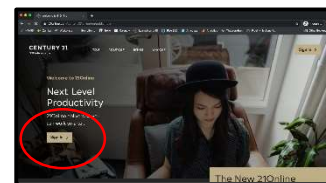


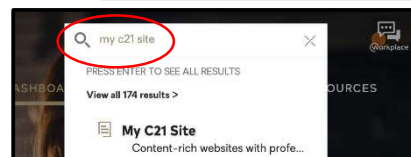
How to redirect your My C21 Site to your Zap referral website?

Note: If your My C21 Site status currently states Unclaimed or deactivated, you must first activate your website in order to use the redirect-to-Zap functionality.

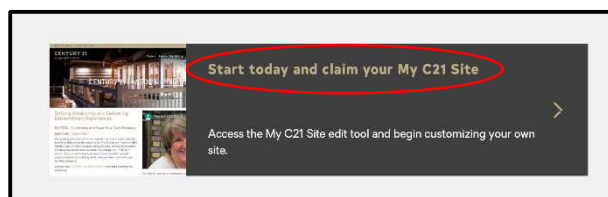
1. Login to 21Online.com



2. Click in the **Search Bar** at the top of the website and type in **My C21 Site**

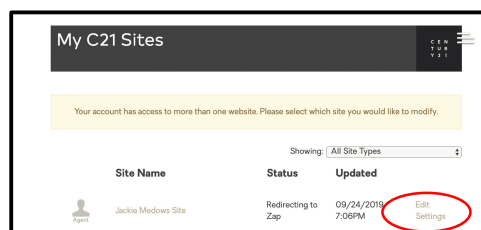


3. Scroll to the bottom of the page and click on **“Start today and claim your My C21 Site”**

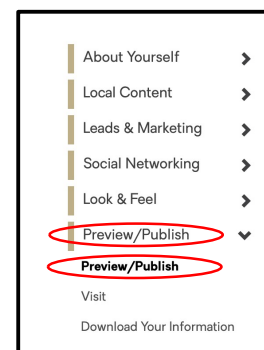


4. Click **Edit Settings** to the website you want to redirect to Zap. Residential is the first one in the list.

NOTE: The 2nd Site is a Spanish Language Agent Website and the 3rd Site is a Commercial Agent Website. If you want to use either site, you will need to build out the website. Reach out to training@c21affiliated.co for support.



5. From the tools navigation (left), click **Preview/Publish** (twice).



6. In Preview / Publish Window at the bottom of the page click the **Redirect to Zap** button.



7. After the redirect is complete, your My C21 Site Status will then change to: Redirected to Zap.

If you need additional support, please email your question(s) to training@c21affiliated.co