

Updating Your Profile

Step 1:

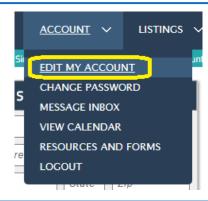
To modify your account, you must first log into your MLS account.

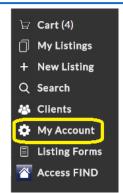
(Have trouble logging in? Follow the change your password tutorial for assistance)



Step 2:

From your Profile Wall, click 'Edit My Account' under the 'Account' drop down, or select the 'My Account' option found on the left Profile Side Bar.





Step 3: From your Account Page, you will find 'Update Personal Info' under the 'Membership' section.

Membership

Dave Mink 555-555-4444 dave@nystatemls.com View Public Profile Page
Update Personal Info
Update Email/Password
Update Profile Photo

Step 4: From here, you can update various aspects of your public profile, including your contact information, your public bio and more. Be sure to click 'Save' to maintain your changes.

Step 5: To view your newly updated profile, click on 'View Public Profile Page' under the 'Membership' section. (Repeat step 2 if necessary)

Membership

Dave Mink 555-555-4444 dave@nystatemls.com View Public Profile Page Update Personal Info Update Email/Password Update Profile Photo

First Name		NAME & PROFILE INFORMATION	
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