

Updating Your Profile

Step 1:

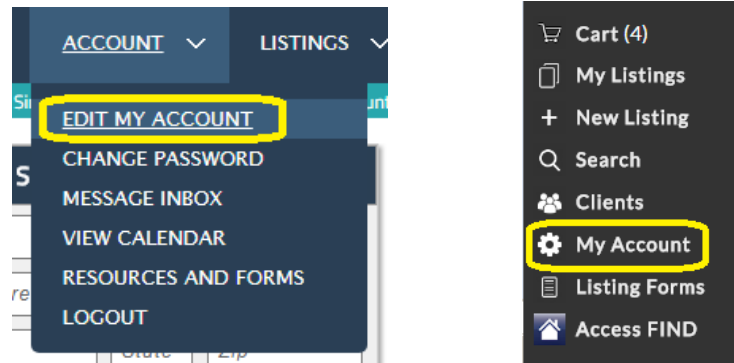
To modify your account, you must first log into your MLS account.

(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.

NAME & PROFILE INFORMATION
[View My Public Profile Page](#)

Public Profile Title
(For example: Mr., Ms., Mrs., Dr., etc.)

First Name

Last Name

Post-Nom
(For example: CPM, Esq, ABR, GRI, etc.)

License Title
(For example: Broker, Associate Broker, Licensed Salesperson, Licensed Appraiser, Certified Appraiser, General Appraiser, etc.)

Photos [Upload Profile Photo](#) Save

CONTACT INFORMATION

Main Office Phone

Office Phone

Mobile Phone

Fax

Business Website
Your web site is linked to in listings and under member information. For example: http://www.mywebsite.com

Email [Update Email/Password](#)

Zip Codes Served
Comma delimited list of 5 digit zip codes that you serve in your area. Save

PUBLIC PROFILE TEXT
Tell us about yourself, this text is always displayed on your member profile page and if you are a premium member it will also display on your public profile agent page.

Save

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

Membership

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