

“My Profile” Tab: Configure Your Account

You will want to invest a few minutes of your time to personalize your website and alert e-mail profile. This information will be the information your client see's. We recommend you start off with uploading your agent photo, your contact information, and your “About Me” section.

Managing Your Profile:

1. Start by clicking the “My Profile” tab.
2. Click on “List”.
3. Click on your “Primary Profile” (or a different profile you've created) to edit.
 - On this page you will find fields for you to enter in your name, company information, and other forms of contact, phone numbers, cell phone numbers, as well as uploading your agent photo and company logo.
 - Please make sure that the e-mail address you enter here is the correct e-mail for your clients to contact you. Any forms submitted by your site visitors, via your website, will be sent to the address you enter. The e-mail address entered will also be the e-mail address used to send out your client e-mail alerts.

(Figure 1) Edit Profile Page

- **To upload your photo;** click on “Browse”, and find your photo in your files then click “Open”, once your photo has been selected click on “Upload Image”. If your photo has uploaded correctly, you will be prompted with “Picture Uploaded Successfully”, click “OK”. (see figure 2)
- **To upload your company logo;** you can either choose a logo from our list found on the “Select Logo” drop down menu, or upload your own by following the same steps used when uploading your agent photo. (see figure 2.2)

(Figure 2) Uploading your photo

Use click the Upload Image button to upload your photo. The maximum file size is 100KB. The image height should be 150 pixels. The name cannot contain the following characters: [/ \ : ; ' " & % * ' < >]

Photo in use: 

Photo File: Upload...

OR

Photo URL:

(Figure 2.2) Uploading your logo

Use click the Upload Image button to upload your logo. The maximum file size is 100KB. The image height should be 150 pixels. The name cannot contain the following characters: [/ \ : ; ' " & % * ' < >]

Logo in use: 

Logo File: Upload...

OR

Logo URL:

- In the “About Me” section; please type a little about yourself and your professional career. This will be made visible on your website as the content within your “About Me” link.
 - You may also enter in a slogan in the “Slogan” field.
4. Once you feel that you have completed your profile information, click “Save”. Saving will re-direct you back to your list of profiles.