Add Contact Information to the Portal Profile

Click the *expand collapse arrow* next to your name ①
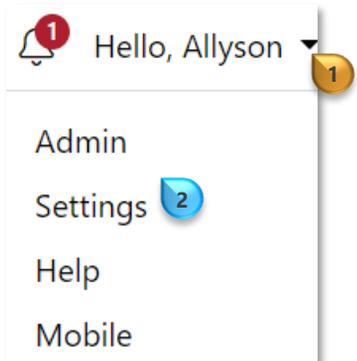
① 🔔 Hello, Allyson ▾

Select "**Settings**" ②

Admin
Settings ②
Help
Mobile
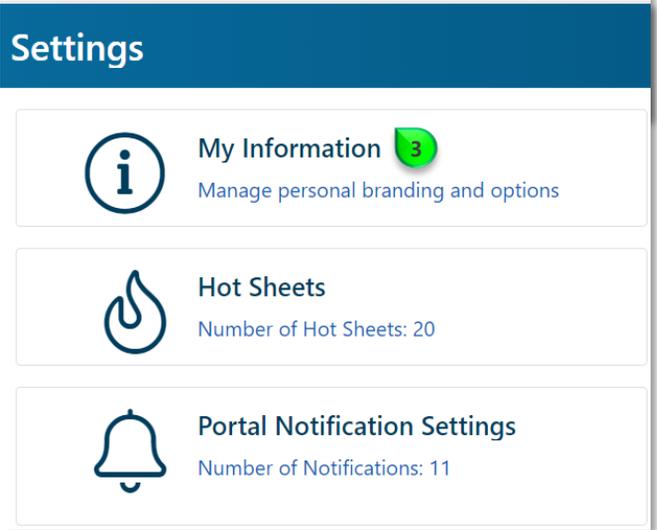
Settings

ⓘ **My Information** ③
Manage personal branding and options

Click "**My Information**" ③

🔥 **Hot Sheets**
Number of Hot Sheets: 20

🔔 **Portal Notification Settings**
Number of Notifications: 11

Click "**Portal Profile**" ④
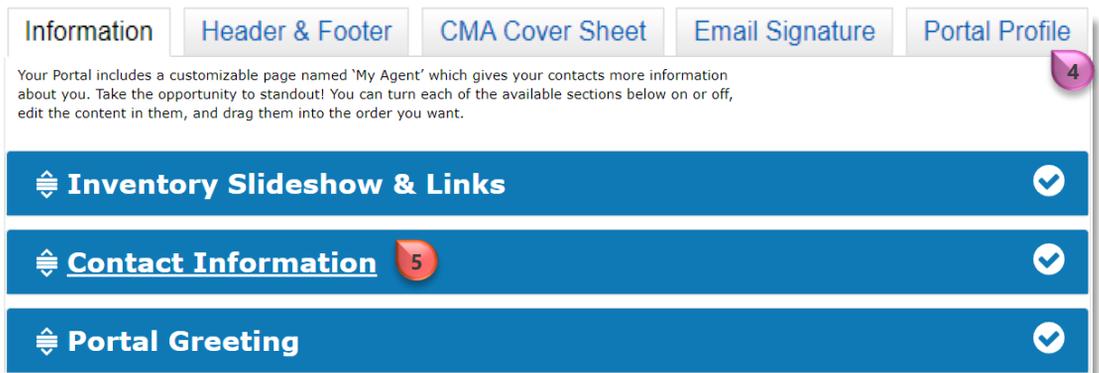
| Information | Header & Footer | CMA Cover Sheet | Email Signature | Portal Profile |

④

Your Portal includes a customizable page named 'My Agent' which gives your contacts more information about you. Take the opportunity to standout! You can turn each of the available sections below on or off, edit the content in them, and drag them into the order you want.

⬍ **Inventory Slideshow & Links** ✔

⬍ **Contact Information** ⑤ ✔

⬍ **Portal Greeting** ✔

Click "**Contact Information**" ⑤

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To populate fields - click on the *expand collapse arrows* 6 and select the desired information

Repeat this step for each *available field*

Click "**Save**" 7