Add Contact Information to Your Portal Profile



Hover over "My Matrix" 1 and select "My Information" 2

Select "Portal Profile" 3

Click "Contact Information"

Information

Header & Footer CMA Cover Sheet Email Signature

Portal Profile

Your Portal includes a customizable page named 'thy Agent' which gives your contacts more information about you. Take the operaturity to standard 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.

Portal Greeting

Photo

Contact Information

Inventory Slideshow

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Manage the information that you wish to display in your Contact Information Section. User the drop-downs below to select which information should be shown. (You can edit this information on the Information tab.)

To populate fields - click on the **dropdown arrow** and select the desired information

Repeat this step for each available field

rburke@recolorado.com
Office Ph:303-850-9576
GREENWOOD VILLAGE

Haven Beck

⊕ Contact Information

Content:

Click "Save"



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