

# Customize Your Portal Greeting

The Portal Greeting is located on the Welcome Page of the Client Portal. It is your option to add a custom greeting. If you choose to leave it blank then the greeting space minimizes. If you would like to do so you can customize the following areas:

- Your Photo 1

- Portal Greeting 2

**Jennifer Wolfsohn**  
Product Trainer - REcolorado Employee  
Let Me Help You Find Your Dream Home

Fax: 3035555555  
jwolfsohn@recolorado.com  
http://www.recolorado.com

Welcome Ruth Lee Help

Product Trainer

jwolfsohn@recolorado.com  
Office Ph: 303-850-9576  
Let Me Help You Find Your Dream Home

View My Active Listings  
View My Office Active Listings

1803 S Naples St

MLS #: 3339618  
Status: Active  
Price: \$265,000  
SqFt: 1,136  
Beds: 3  
Bath: 3

RE COLORADO®

A message from Jennifer Wolfsohn:

Hi Ruth,  
The temperature is cooling off, but the market is not.

Direct Emails and Reports

Type	Subject	Sent
CMA	CMA	May 18 2016
Driving Directions	Driving Directions	May 18 2016
Listings	Individual Residential Home	May 18 2016

Recent Notes

MLS #	Note	Noted
3251810	Me Great Price	May 16 2016
5143018	Me Beautiful	May 16 2016
2137426	Me Can we see this one?	Mar 31 2016
4832862	Me Like the garage	Mar 31 2016
8684168	Me Cute house!	Mar 31 2016
2738141	Me Adorbs!	Mar 31 2016
3368282	Me Kind of like the tree	Mar 31 2016
8605755	Me Hmm, this is a maybe.	Jan 27 2016
1986432	Me Kind of cool set up and exterior	Jan 27 2016

Listings With Unread Notes: 0 Listings With Notes: 9

My Searches

Start a New Search

Auto Searches

Highlands Ranch, Parker, Aurora: 375-

- Hover over "My Matrix" 3

- Click "Portal Greeting" 4

RE COLORADO®

Home Search Stats My Matrix Realist Tax RPR Deed Search Finance Links Input Admin Help

Summary

Contacts

My Listings

My Information

Saved Searches

Auto Emails

Sent Email

Reverse Prospect Email History

CMAs

Settings

Portal Greeting

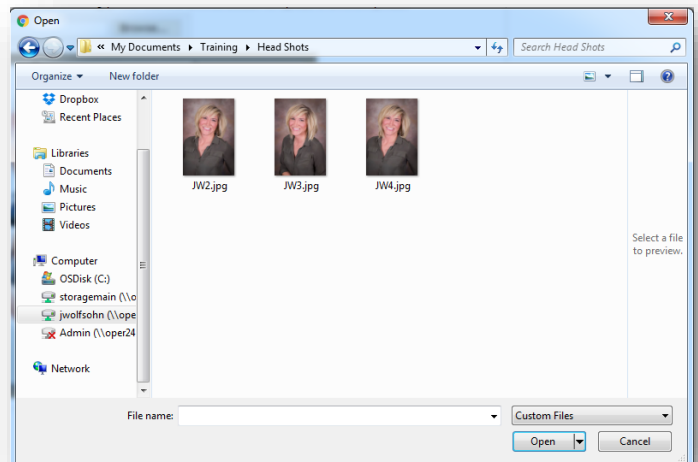
# Customize Your Portal Greeting

- To upload a photo select the radio button **"Use Custom Photo"** 5

- Click **"Upload Photo"** 6



- Click **"Browse"** to locate your photo 7
- Locate and click on desired photo 8
- Click **"Open"** 9

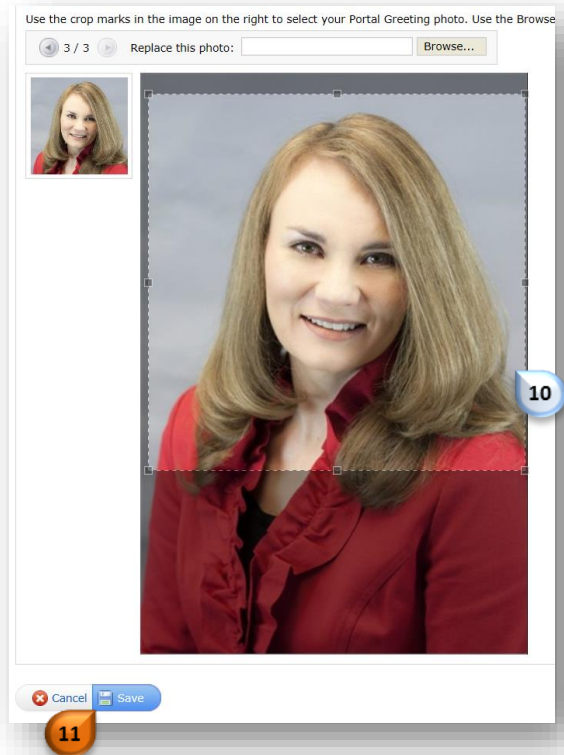


# Customize Your Portal Greeting

- Click & Drag the crop window (highlighted area) to your liking 10
- Click **"Save"** 11

Note: You cannot delete a photo once uploaded and saved. You can upload another photo and use it instead.

- Type your greeting 12
- Click **"Check Spelling"** 13
- Click **"Save"** 14



Note: This is a global greeting. This message will appear on Client Portals for all of your Contacts.

RE COLORADO®
Home Search Stats My Matrix Realist Tax RPR Deed Search Finance Links Input Admin Help Hello, Recent

My Portal Greeting

This page allows you to edit the greeting message shown on your portal home page.

☐ No Photo  
☒ Use Custom Photo  
[Change photo](#)

The temperature is cooling off but the market is not

12

[Check Spelling](#)

13

Save

14