Complete Your My REcolorado Profile

- In this guide you'll learn how to:
 - o Update your profile
 - o Add a photo to your profile
 - o Change the banner image on your profile
- Log into REcolorado.com the "Professionals Login" 1 to access "CONNECT"



Click "Edit My Profile" 2



Enter your credentials 3



Complete Your My REcolorado Profile

| | | | | | | | | Log out Register My Account Help Contact Us |
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Note: Your My REcolorado Profile will update within 24 hours



Add Your Photo to Your My REcolorado Profile

- Log in to Matrix
- Click "Input"
- Under Agent Photo / Office Logo Click "Edit existing"

| | Home | Search | Stats | My Matrix | 🖉 Realist Tax | RPR Deed Search | Finance | Links | Input | Help |
|-------------------------------|-----------|--------|-------|-----------|--------------------|-----------------|----------|-------|-------|------|
| | | | | Speed | bar! Click ? for e | examples | <u>)</u> | 1 | | |
| + Input | | | | | | | | | | |
| Listings | | | | | | | | | | |
| Add new or Edit existing List | tings | | | | | | | | | |
| Quick Modify: | - | | | | | | | | | |
| Select a Listing | | ▼ or t | ypeM | LS®# | Edit | | | | | |
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| Add new or Edit existing Age | ent Photo |) | | | | | | | | |
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- Enter your Agent ID in the "Agent ID to modify" field
- Click "Modify"

| 🍃 Modify Agent | |
|-----------------------------------|---------------|
| Use this page to modify an existi | ng record. |
| Agent ID to modify: | Modify Cancel |
| Agent - Input Search | 4 |
| Agent ID | Agent Phone |
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| Office ID | Email |
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| | |
| Cancel Search | |
| _ | |

Click "Manage Photos" 5

| | 🔲 Modify | Agent | | | |
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| | Select Form | n | | | |
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| | Manage Pho | otos | | | |
| 5 | Cancel | | | | |



For additional support contact Customer Care 303.850.9613

Add Your Photo to Your My REcolorado Profile



Note:

- Photo should be 200 x 300 pixels in size
- Your photo will appear in Matrix Agent Search results within 15 minutes
- Your photo will appear on your My REcolorado Profile page within 24 hours
- Uploading your photo here will have no effect on your Matrix Client Portal or Reports



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Select Your My REcolorado Banner

Log into REcolorado.com the "Professionals Login" 1 to access "CONNECT"



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• Click "RECOLORADO AGENT ADMIN"

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| REcolorado Member Resources 👔 | | REcolora | do News & Notifications 1 | |
| | | Priority 🕌 | Message ↓↑ | Date 灯 |
| CoroLogic Matrix | TX | | Welcome to your new CONNECT Dashboard | Nov 03, 2015 |
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Enter your credentials

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| | Log In Login Name: Password: Login Login Login Login Login |





Select Your My REcolorado Banner

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|-----------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------|
| | My Profile | Welcome |
| | My Website | Here's where you'll find everything you need to: |
| Click "Configuration" | Tools 5 | Customize your website design Add new pages Update the contact information on your website |
| | Reports | Create custom listing searches Select properties to feature Update and enhance your listings View reports on listing traffic |
| | | and more! Detailed user guides and training are available to help you learn how to make the most of all these tools. |

Under Image Settings next to Banner click "Edit"

| My Profile Customer / Client | Website Settings |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| My Website | |
| Configuration | Image Settings |
| Tools Reports | Your website images will be applied to the design you have selected. To change any of the images, click the Edit link and selected your new image. |
| | Banner 6 [Edit] |
| | Other Settings |
| | Click Edit to modify settings for your website. |
| | URLs [www.recolorado.com/beta-tester27] [Edit] |





Click "View My Site" preview your REcolorado Profile page

| Ny Profile Customer / Client | Website Settings |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| My Website | |
| Configuration | Image Settings |
| Tools Reports | Your website images will be applied to the design you have selected. To change any of the images, click the Edit link and select your new image. |
| | Banner [Edit] |
| | Other Settings |
| | Click Edit to modify settings for your website. |
| | URLs [www.recolorado.com/beta-tester27] [Edit] |
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