### Matrix How To

# Add Your Photo to Your My REcolorado Profile

- Log in to Matrix
- Click "Input"

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Under Roster Click

2

"Edit existing"

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- Enter your Agent ID in the "Agent ID to modify" field
- Click "Modify"

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Click "Manage Photos"
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Other Options			
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Cancel			

For additional support contact Customer Care 303.850.9613



### Matrix How To

## Add Your Photo to Your My REcolorado Profile

<ul> <li>Click "Browse" to select a photo from your computer</li> </ul>	<ul> <li>Add / Edit Agent Photos for MLS#</li> <li>To upload, click Browse. To upload Multiple photos at once, hold the Ctrl (Command) key down when clicking on the filenames. To Rearrange your photos once uploaded, drag by the grey title bar. Click on any image to view its details. We recommend uploading Listing photos at least 640 x 480 pixels in size. Matrix displays listing photos up to 2048 x 1536 pixels in size. For Agent Photos and Office Logos, we recommend photos at least 200 x 300 pixels in size. Note: The max file size for a photo is 5 MB.</li> <li>Browse</li> <li>Click Browse to select photo(s) to upload (35 ma</li> </ul>
• The photo you select will appear	<ul> <li>☐ Add / Edit Agent Photos for MLS#</li> <li>To upload, flick Browse. To upload Multiple photos at once, hold the Ctrl (Command) key down when gives in size. And a serial photos at least 640 x 480 pixels in size. And a serial photos at least 640 x 480 pixels in size. And a serial photos at least 640 x 480 pixels in size. The</li></ul>
Click "Save"	Cancel 🗶 Delete Checked 🔚 Save

#### 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 4 days
- Uploading your photo here will have no effect on your Matrix Client Portal or Reports

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