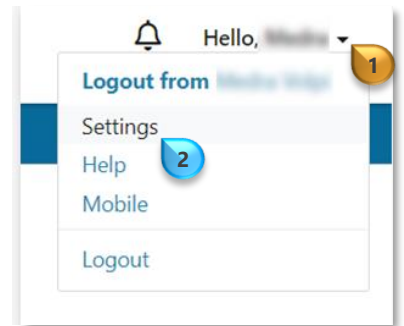


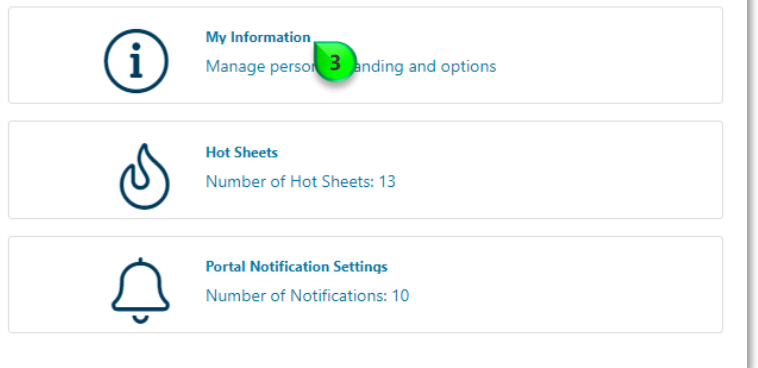
# Add Contact Information to the Portal Profile

Click the *expand collapse* arrow next to your name 



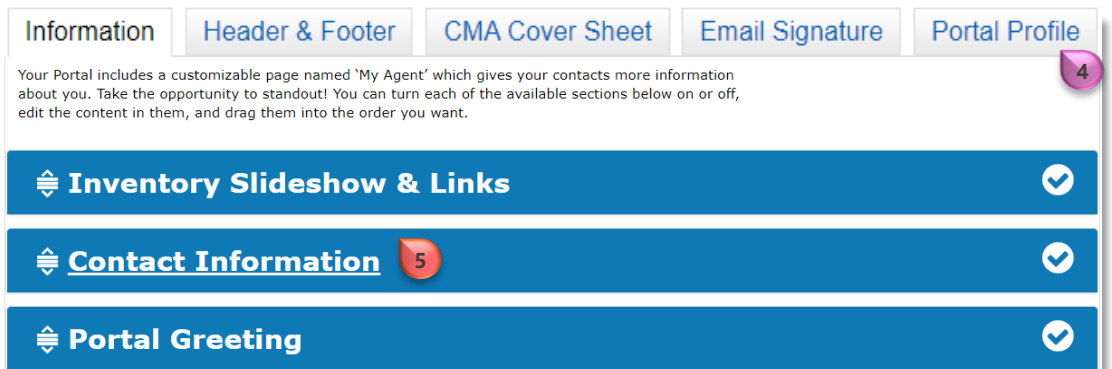
Select "**Settings**" 

## Settings



Click "**My Information**" 

Click "**Portal Profile**" 



Click "**Contact Information**" 

# Add Contact Information to the Portal Profile

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

Repeat this step for each *available field*


Information | Header & Footer | CMA Cover Sheet | Email Signature | Portal Profile

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.

### Contact Information

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

Content:

Stacy Herbel	▼
sherbel@recolorado.com	▼
Fax: 303-555-5555	▼ 
Office Fax: 303-850-9637	▼
Your listing Your lead	▼
(303)555-1234	▼
www.recolorado.com	▼
GREENWOOD VILLAGE	▼
	▼

Click "Save" 

 Save 