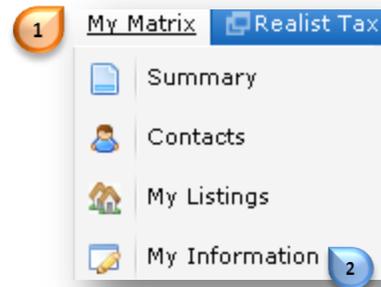
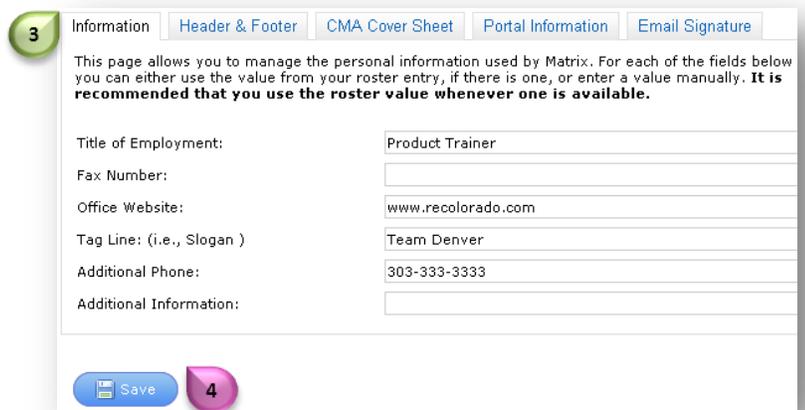


# Update My Information

Hover over the “My Matrix” tab **1** and select “My Information” **2**



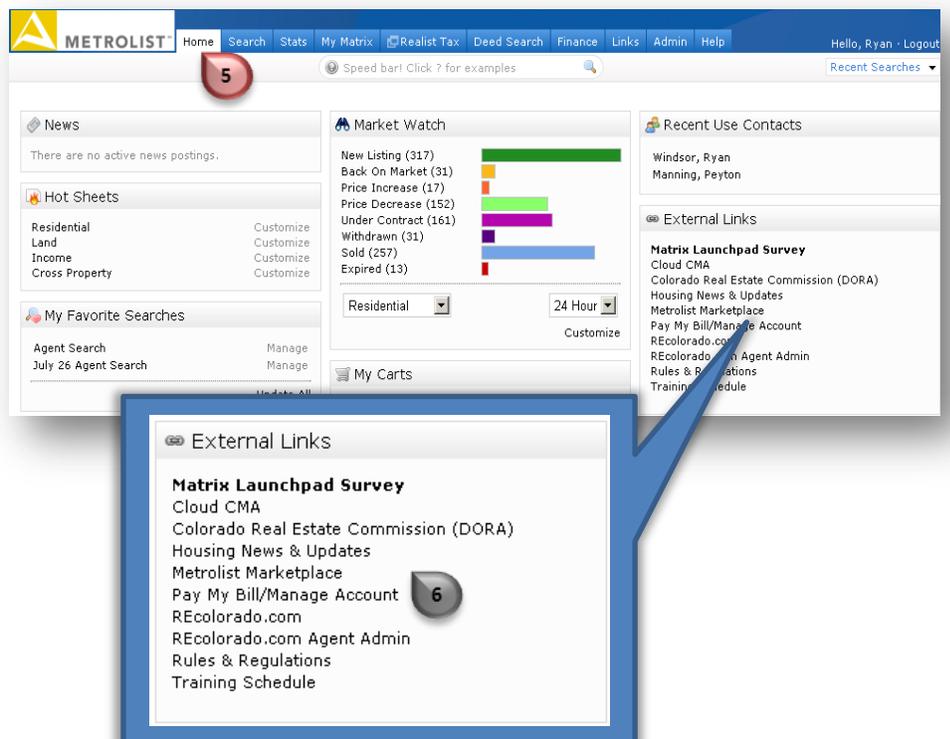
On the “Information” Tab **3** complete the list of fields you wish to utilize



Click “Save” **4**

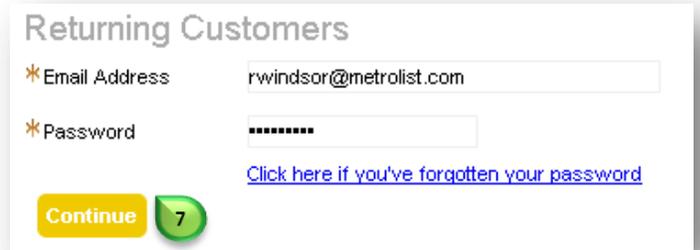
Note: All other contact information is updated in your Marketplace Account.

To update additional information click the “Home” tab **5** and select “Pay My Bill/Manage Account” **6** located in the External Links Widget



# Update My Information

Log in to Marketplace and click **“Continue”** 



Returning Customers

\*Email Address

\*Password

[Click here if you've forgotten your password](#)

**Continue** 

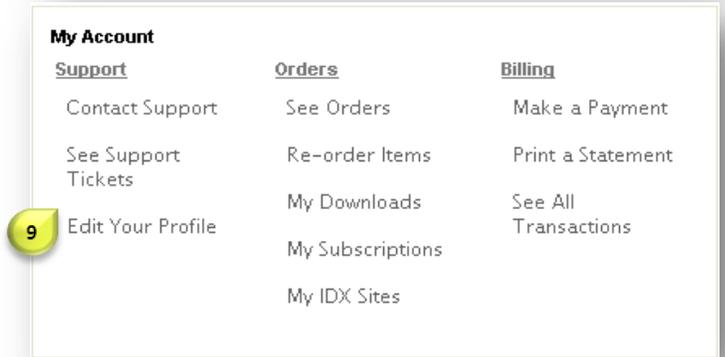
Select **“My Account”** 



Log out | Register | **My Account** | Help | Contact Us

 **VIEW CART ( 0 ) \$0.00** | **CHECK OUT**

Select **“Edit Your Profile”** 



**My Account**

<u>Support</u>	<u>Orders</u>	<u>Billing</u>
Contact Support	See Orders	Make a Payment
See Support Tickets	Re-order Items	Print a Statement
 Edit Your Profile	My Downloads	See All Transactions
	My Subscriptions	
	My IDX Sites	

Select **“Confirm Customer Profile”** 



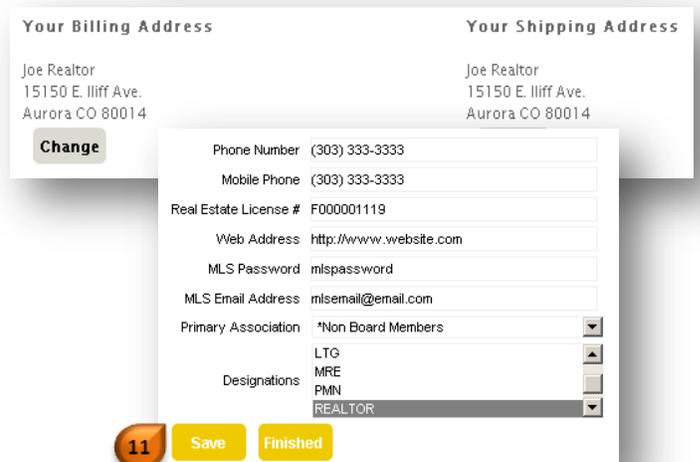
**Customer Profile**

Address Information

Payment Information

 **Confirm Customer Profile**

Update your address and contact information and click **“Save”** 



**Your Billing Address**

Joe Realtor  
15150 E. Iliff Ave.  
Aurora CO 80014

**Your Shipping Address**

Joe Realtor  
15150 E. Iliff Ave.  
Aurora CO 80014

**Change**

Phone Number

Mobile Phone

Real Estate License #

Web Address

MLS Password

MLS Email Address

Primary Association

Designations

**Save** **Finished**

