Matrix How To

Update Your Contact Information in Marketplace

Your portal / reports header is auto populated from the contact information you have on file with Metrolist. If the information on your header is incorrect follow the steps below.

My REcolorado Account | Broker Logi Log into Metrolist • RECOLORADO" Search Homes Your Journey Find Agent/Office Resources For Brol Marketplace 1 Class Schedule Go to REcolorado.com News Online Bill Pay The quest for the ideal vintage Hover over "For home. Matrix Login Brokers" Become An MLS Mem Check out these architectural details you won't find in newe 1 (the Select "Marketplace" . 2 Note: When logged into Matrix there is a Metrolist Marketplace link on the External Links widget Log in | Register | My Account | Help | Contact Us Select "My Account" Marketplace 3 VIEW CART (0) \$0.00 | CHECK OUT 3 by REcolorado Q, Shop by Category Shop by Vendor Featured New Returning Customers click here to log in Dour Mar Dill Returning Customers Enter your username and password Email Address * Password 4 Click here if you've forgotten your password Click "Continue" 5 5 Home Welcome Reta Testor 11 If you are not Reta Testor 1 click here to lo Settings My Account Quick View Orders Billing Support Click "Change MLS Email" Contact Suppo See Orders Print a Statement Set Preferences Outstanding Orders Open Tickets S0 0 Campaign Subscription Center Re-order Items Pay My Bill See Support Tickets My Downloads See All Transactions Change Marketplace Email Edit Your Profile MLS Membership My IDX Sites Change MLS Email Billing Preferences My Subscriptions Q Membership for Associates Change Marketplace Pass Office Management ○ IDX Setup • My Initial Setu • Transfer me to a New Office ♀ Open my New Office ♀ New IDX Setup





Matrix How To

Update Your Contact Information in Marketplace

Update desired	Shop by Category Sh	op by Vendor Featured New	
fields 🔽	Home > Checkout > Confirm Customer Profile >		Checkout for Metrolist. If you are not Lenea Eggleston,
	Customer Profile	Confirm Customer Profile	2
Click "Save"	Address Information Payment Information Confirm Customer Profile	Your Billing Address Metrolist 6645 South Yasemite Street 6645 South Yasemite Street Greenwood Village CO 80111	Your Shipping Address Metrolist 6645 South Yosemite Street 6645 South Yosemite Street Creenwood Village CO 80111
		Change	Change
		Direct Phone (303) 850-9613 Mobile Phone	
		Agent Fax	
		Real Estate License #	
		Web Address http://REcolorado.com	
		MLS Email Address	
		ABR	
		ADDIA	

Note: The contact information you have on file in Marketplace will auto populate your information in Matrix.