

Your contact information is one of the most valuable information you can provide to MRMLS members. MRMLS Matrix uses this information and displays it on reports and displays. You have the ability to update your contact information anytime!

Step 1:

Log into MRMLS Matrix and click the **Add / Edit** tab.

Step 2:

Under Roster section, type your **User ID** in the **Quick Modify** dialog box.

The screenshot shows the MRMLS Matrix navigation menu with 'Add/Edit' highlighted in a red box. Below the menu, the 'Input' section contains instructions. The 'Listings' section has links for 'Add New' or 'Modify Existing' for various property types. The 'Rosters' section has links for 'Add New' or 'Modify Existing' for 'Agent Roster' and 'Office Roster'. A red arrow points to the 'Add/Edit' tab, and another red arrow points to the 'Quick Modify' dialog box in the Rosters section, which is also highlighted with a red box.

Step 3:

Click on **Change Contact Information** to update your Contact Information or Preferred Contact Order.

The screenshot shows the 'Modify Agent' dialog box with the 'Change Contact Information' option highlighted in a red box. The 'Cancel' button is also visible.

Step 4:

In the Change Contact Information Page, you can update Telephone Numbers, Email Address, Website and your Preferred Contact Order. Click **Submit Agent** when you are done.

The screenshot shows the 'Change Contact Information' form for user JEN ANEN. It includes fields for Direct Office Phone, Home Phone, Toll Free Phone, Voicemail, Email, and Website URL. It also includes a 'Preferred Contact Order' section with six dropdown menus for selecting contact options: Agent Cell, Office Ph, Agent Toll Free, Office Fax, and Agent Email. The 'Submit Agent' and 'Cancel' buttons are at the bottom.